

EXHIBITOR SERVICE MANUAL



Texas Conference for Women

Austin Convention Center
(Exhibit Halls 1 & 2)

November 16, 2023



Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

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QUICK FACTS

EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Wednesday	November 15, 2023	11:00 AM - 5:00 PM *10'x20' or larger booths can start move-in at 8:00 AM*
Show Hours	Thursday	November 16, 2023	8:00 AM - 5:00 PM
Exhibitor Move-Out	Thursday	November 16, 2023	5:00 PM - 7:00 PM

BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:

- 8' - **BLACK** backwall drape
- 3' - **BLACK** sidewall drapes
- 1 - 6' x 30" **BLACK** skirted table
- 2 - Side chairs
- 1 - Wastebasket
- ID Sign

Exhibit Hall Carpet

This facility **IS NOT** carpeted

Exhibitors may order booth carpet/padding for specific color choices. Please see the **Carpet Rental Order Form** for pricing and options.

SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Wednesday, November 8, 2023**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

ADVANCE WAREHOUSE:

Texas Conference for Women
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
4610 S. Sam Houston Parkway W, Suite 520
Houston, TX 77053

Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM

DIRECT TO FACILITY:

Austin Convention Center
Texas Conference for Women
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
500 E Cesar Chavez Blvd.
Austin, TX 78121

Shipments will be received at the exhibit facility **ONLY** on: **Wednesday, November 15, 2023 between 8:00 AM - 5:00 PM.**

Move-Out Note: All carriers must check in no later than **6:00 PM on Thursday, November 16, 2023** or freight will be shipped via the house carrier.

Customer Service

Phone: (609) 272-1600 / Fax: (609) 272-1680
Email: Orders@TexasXPO.com

Show Management

Michelle Voetberg
Email: Exhibitors@TXConferenceforwomen.org

23-TX1114-T

DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas XPO") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to the Contractor's Advance Warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with the contractor; (4) Work is performed on behalf of Exhibitor by labor secured through the contractor. For purposes of this contract, the name "the contractor" shall be construed with the meaning of AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas XPO"), DBA the contractor and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors the contractor may hire. The contractor shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. The contractor does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under the contractor's direct supervision and control.

PAYMENT TERMS: Full payment, including applicable tax, is due in advance or at event. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of the contractor except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond the contractor's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise the contractor of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, the contractor requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of New Jersey. In the event of any dispute between the Exhibitor and the contractor relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to the contractor for its services, as an offset against the amount of any alleged loss or damages. Any claim against the contractor shall be considered a separate transaction, and shall be resolved on its own merits. The contractor reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that the contractor may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the contractor hereby provides notice that it reserves the right, and Exhibitor authorizes the contractor, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

INDEMNIFICATION: Exhibitor agrees to indemnify and forever hold harmless the contractor and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through the contractor, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of the contractor's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or the contractor.

CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to the contractor immediately at the show site, as well as in writing to csr@aexservices.com at the time of the potential claim for loss or damage. In any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from the contractor's warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against the contractor more than one (1) year after the date of loss or damage occurred. If found liable for any loss, the contractor's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to the contractor for the event.

INBOUND AND OUTBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for reloading at the conclusion of the event. All Material Handling Agreements submitted to the contractor by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to the contractor and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by the contractor's count.

PACKAGING, CRATES, & EMPTY CONTAINERS: the contractor shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, the contractor shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. The contractor assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without the contractor labels, or improper information on the empty labels. The contractor will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

SEVERABILITY: If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

NO ORAL MODIFICATION OR WAIVERS: The Limits and Liabilities are the complete and final agreement between Exhibitors and the contractor. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

ORDER NOW!

Follow these simple steps to order Online:

1. **Go To:** <https://texasexpo.boomerecommerce.com/>
2. **Login** using your email address and password
 - a. New Users: Username = Email address you've provided to Show Management
Password = You will receive an email containing a temporary password to create your own unique password to use
 - b. Previous Users: Username = Your email address
Password = Your pre-existing password
3. Find **Texas Conference for Women** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:
AEX Services / Texas XPO
609.272.1600
Orders@TexasXPO.com

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CREDIT CARD AUTHORIZATION & AGREEMENT

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card Corporate Card

AMEX VISA MASTERCARD DISCOVER CHECK*

Card Number:

16 digit card number input boxes

Exp. Date:

MMYY expiration date input boxes

M M Y Y

*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held? Yes No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
• All balances must be paid by the conclusion of the event.
• For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
• A final invoice will be prepared and can be requested by contacting Exhibitor Services.
• If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X
Authorized Signature

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TEXAS XPO
TEXAS EXPOSITION SERVICES

FURNITURE RENTAL ORDER FORM



FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$ 88.50	\$124.00	_____	\$ _____
F20	Padded Side Chair	\$121.00	\$169.50	_____	\$ _____
F30	Padded Arm Chair	\$133.50	\$187.00	_____	\$ _____
F40	Padded Counter Stool	\$154.00	\$215.50	_____	\$ _____
F60	Cocktail Table 30"H	\$169.50	\$237.25	_____	\$ _____
F70	Cocktail Table 42"H	\$199.50	\$279.25	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 46.75	\$ 65.50	_____	\$ _____



(actual products may vary)

ACCESSORIES

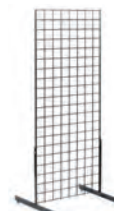
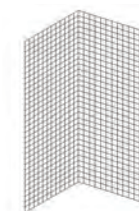
Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$168.75	\$236.25	_____	\$ _____
F100	Wastebasket	\$ 27.75	\$ 38.75	_____	\$ _____
F110	Easel	\$ 38.25	\$ 53.50	_____	\$ _____
F120	Chrome Sign Frame (22" W x 28" H)	\$138.25	\$193.50	_____	\$ _____
F130	Waterfall Bag Rack	\$154.00	\$215.50	_____	\$ _____
F150	Chrome Bag Holder	\$162.25	\$227.25	_____	\$ _____
F160	Chrome Clothes Tree	\$162.25	\$227.25	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$ 93.25	\$130.50	_____	\$ _____

GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

At least two panels are needed to be free standing without the use of feet.

Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$166.50	\$233.00	_____	\$ _____
F5501	Pair of feet	\$ 65.25	\$ 91.25	_____	\$ _____



TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$286.00	\$400.50	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$286.00	\$400.50	_____	\$ _____



Vertical to Floor

Style B
Horizontal off Floor
(30" Off the Floor)

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

23-TX1114-T

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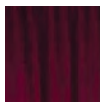


TEXAS XPO
TEXAS EXPOSITION SERVICES

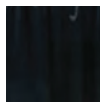
TABLE RENTAL ORDER FORM



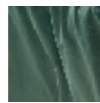
Blue



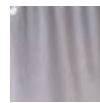
Burgundy



Black



Green



Gray



Red



White



Yellow

(actual colors may vary)

DISPLAY TABLES (Price includes top covered with white vinyl and 3 sides skirted)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$172.50	\$241.50	_____	\$ _____
4' L x 24" W x 42" H	\$223.50	\$313.00	_____	\$ _____
6' L x 24" W x 30" H	\$196.25	\$274.75	_____	\$ _____
6' L x 24" W x 42" H	\$254.75	\$356.75	_____	\$ _____
8' L x 24" W x 30" H	\$237.50	\$332.50	_____	\$ _____
8' L x 24" W x 42" H	\$289.50	\$405.25	_____	\$ _____
4th Side Skirt 30"	\$ 58.25	\$ 81.50	_____	\$ _____
4th Side Skirt 42"	\$ 65.25	\$ 91.25	_____	\$ _____

Please select skirt color:

Blue Burgundy
 Black Green
 Gray Red
 White Yellow
 Un-skirted

Undraped Tables - 25% off of skirted rate.

TABLETOP RISERS -12"w x 8"h (Covered in white vinyl)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 73.75	\$103.25	_____	\$ _____
6' Long, Single Step Riser	\$110.75	\$155.00	_____	\$ _____

MASKING DRAPE (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 27.00	\$ 37.75	_____	\$ _____
8' Background Drape	\$ 30.75	\$ 43.00	_____	\$ _____


Please select drape color:

Blue Burgundy
 Black Green
 Gray Red
 White Yellow

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

23-TX1114-T



2023
TRADE SHOW
FURNISHINGS

KIT CATALOG

BLANC



Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H



Blanc Chair
Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman
Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

WHISPER



Whisper Sofa
White Leather
87"W x 37"D x 35"H



Whisper Loveseat
White Leather
61"W x 37"D x 35"H



Whisper Chair
White Leather
35"W x 37"D x 35"H

WHISPER



Whisper Bench Ottoman

White Leather
60"W x 24"D x 17"H



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION

Modular Seating Collection



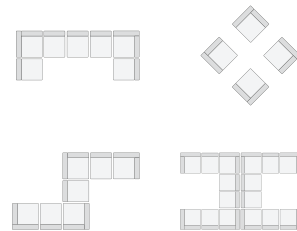
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

Bright White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

Bright White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

Bright White Leather
30"W x 34"D x 19"H

CONTINENTAL

Modular Seating Collection



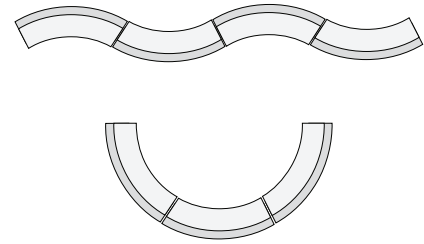
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H



SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

White Leather
72"W x 31"D x 48"H



Sophistication Loveseat

White Leather
48"W x 31"D x 48"H



Sophistication Chair

White Leather
24"W x 31"D x 48"H



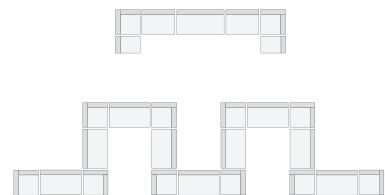
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

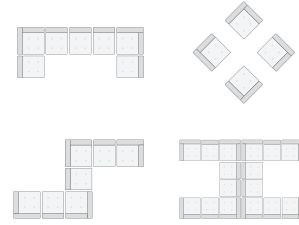
Modular Seating Collection



Boca Corner
Black Leather
22"W x 27"D x 30"H



Boca Armless
Black Leather
27"Square x 30"H



METRO



Metro Sofa
Black Leather
85"W x 35"D x 35"H



Metro Loveseat
Black Leather
60"W x 35"D x 35"H



Metro Chair
Black Leather
35"Square x 35"H



Metro Square Ottoman
Black Leather
40"Square x 17"H



Metro Bench Ottoman
Black Leather
60"W x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"W x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"W x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"W x 36"D x 33"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"W x 36"D x 36"H



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H
Also Available in Bench Ottoman
60"W x 24"D x 17"H

PARMA



Parma Sofa
Brown Leather
79"W x 37"D x 36"H



Parma Loveseat
Brown Leather
56"W x 37"D x 36"H



Parma Chair
Brown Leather
33"W x 37"D x 36"H



Parma Bench Ottoman
Brown Leather
60"W x 24"D x 17"H

MONTANA MOCHA



Montana Mocha Sofa
Mocha Tan Fabric
79"W x 35"D x 34"H



Montana Mocha Loveseat
Mocha Tan Fabric
57"W x 35"D x 34"H



Montana Mocha Chair
Mocha Tan Fabric
35"Square x 34"H

MADISON



Madison Sofa

Tan Fabric
86"W x 34"D x 34"H



Madison Chair

Tan Fabric
33"W x 34"D x 34"H



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottoman - Willow

Green Fabric
24"Square x 17"H



Madison Ottoman - Sand Dollar

Tan Fabric
24"Square x 17"H



Madison Ottoman - Apricot

Orange Fabric
24"Square x 17"H



Madison Ottoman - Sunflower

Yellow Fabric
24"Square x 17"H

CHANDLER



Chandler Sofa

Red Leather
76"W x 37"D x 35"H



Chandler Loveseat

Red Leather
53"W x 37"D x 35"H



Chandler Chair

Red Leather
31"W x 37"D x 35"H



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H

EVOKE



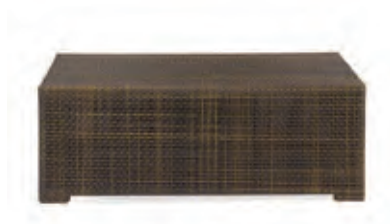
Evoke Sofa

Coffee Resin Frame with Tan Cushions
81"W x 35"D x 27"H



Evoke Chair

Coffee Resin Frame with Tan Cushions
33"W x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"W x 24"D x 18"H

EVOKE



Evoke End Table

Coffee Resin Frame
24"W x 28"D x 25"H



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

NIKO



Niko Sofa

Grey Microfiber
81"W x 30"D x 38"H



Niko Loveseat

Grey Microfiber
58"W x 30"D x 38"H



Niko Chair

Grey Microfiber
31"W x 30"D x 38"H

STAGE CHAIRS



Midnight Stage Chair

Midnight Microfiber
25"W x 26"D x 37"H



Chamois Stage Chair

Beige Microfiber
25"W x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"W x 26"D x 37"H

STAGE CHAIRS



Empire Chair

Black Leather
 White Leather
 28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
 28"Square x 30"H

OTTOMANS & BENCHES



Curved Bench

Continental White Leather
 70"W x 26"D x 19"H



Square Ottoman

Metro Black Leather
 Whisper White Leather
 Grammercy Charcoal Leather
 40"Square x 17"H



Bench Ottoman

Metro Black Leather
 Whisper White Leather
 Chandler Red Leather
 Grammercy Charcoal Leather
 Parma Brown Leather
 60"W x 24"D x 17"H



Essentials Storage Ottoman

White Leather with Locking Mechanism
 48"W x 24"D x 20"H
 Lock Not Included



Round Ottoman

Grammercy Charcoal Leather
 Whisper White Leather
 46"Round x 17"H



1/4 Round Ottoman

Grammercy Charcoal Leather
 Whisper White Leather
 34"W x 19"D x 17"H

OTTOMANS & BENCHES



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottomans

Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square x 17"H

BANQUETTES



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)



Whisper Banquette

White Leather
59"Round x 38"H (2 Pieces)



Grammercy Banquette

Charcoal Leather
59"Round x 38"H (2 Pieces)

TURNING BEDS



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Rubix Cube Ottomans

- Cherry
 - Cromwell
 - Grape
 - Lemon
 - Lime
 - Mango
- 18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Whisper Cube Ottoman

White Leather
18"Square x 18"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H



Essentials Turning Bed - Charged

White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.
Maximum of 1 bed per power source.



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together per power source.*



Aspen Bar Table - Charged

White / Brushed Steel
72"W x 26"D x 42"H

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

White / Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*



White Conference Table - Charged

White
96"W x 43"D x 30"H

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

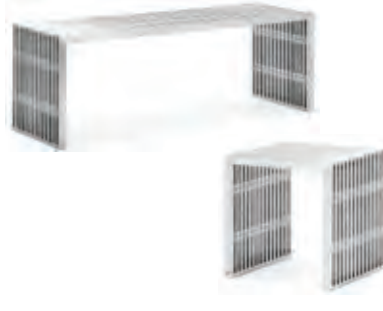
**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES



Tribeca Tables

End Table Wood/Black
24"W x 28"D x 22"H
Console Table Wood/Black
48"W x 18"D x 30"H
Cocktail Table Wood/Black
48"W x 28"D x 19"H



Novel Tables

End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"W x 15"D x 16"H



Aria Tables Red

End Table Red/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Red/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Green

End Table Green/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Green/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Blue

End Table Blue/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Blue/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Purple

End Table Purple/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Purple/Brushed Steel
44"W x 20"D x 18"H



Aria Tables White

End Table White/Brushed Steel
24"W x 20"D x 22"H
Console Table White/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Charcoal

End Table Storm Grey/Brushed Steel
24"W x 20"D x 22"H
Console Table Storm Grey/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table Storm Grey/Brushed Steel
44"W x 20"D x 18"H

OCCASIONAL TABLES



Fuze Tables

- End Table Chrome/Zebrawood Laminate
24"Square x 23"H
- Console Table Chrome/Zebrawood Laminate
60"W x 16"D x 34"H
- Cocktail Table Chrome/Zebrawood Laminate
40"Square x 16"H



London Tables

- End Table Chrome/Marble
24"Square x 23"H
- Console Table Chrome/Marble
60"W x 16"D x 34"H
- Cocktail Table Chrome/Marble
40"Square x 16"H



Brooklyn Tables

- End Table Square - Chrome
22"Square x 20"H
- End Table Round - Chrome
20"Round x 20"H
- Cocktail Table Rectangle - Chrome
42"W x 24"D x 16"H
- Cocktail Table Round - Chrome
30"Round x 16"H



Vivid Tables

- End Table - Smoked Powder Coat Finish
26"Square x 21"H
- Console Table - Smoked Powder Coat Finish
50"W x 24"D x 30"H
- Cocktail Table - Smoked Powder Coat Finish
50"W x 24"D x 16"H



Rose Table

17"Round x 17"H



Zanzibar Table

17"Square



Cube End Tables

- Black 24"
 - White 24"
- 24"Square x 21"H



Cube Cocktail Tables

- Black 24"
 - White 24"
- 24"Square x 16"H



Hylton Tablet Table

White/Brushed Steel
18"W x 12"D x 28"H

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit
 72"W x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control



VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit
 48"W x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control



Bar

■ Black with 2 shelves in back
 □ White with 2 shelves in back
 48"W x 16"D x 42"H



Blox Bar Back

Walnut/Brushed Metal
 30"W x 16"D x 86"H
 Please Inquire About Shelf Dimensions



Piazza Bar Back

■ Black
 □ White
 44"W x 12"D x 79"H
 13"W x 14"H (Inside Shelf)

STOOLS



Vienna Stool
 ■ Gray Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 17" Square x 39"H



Criss Cross Bar Stool
 ■ Espresso Leather
 □ White Leather
 15"W x 19"D x 41"H



Colin Stool
 Natural Maple
 20"W x 19"D x 46"H



Silk Back Bar Stool
 ■ Black ■ Green
 □ White ■ Purple
 ■ Blue ■ Red
 17"W x 18"D x 42"H



Euro Bar Stool
 Black
 22"W x 24"D x 42"H



Hourglass Bar Stool
 ■ Black
 □ White
 18"W x 20"D x 43"H



Equino Stool
 ■ Black
 □ White
 15"W x 13"D x 35"H

STOOLS



Clara Stool
White
17"W x 21"D x 41"H



Marcus Bar Stool
Steel
17"Square (at footbase) x 29"H



Regal Stool
Brown Leather
19"W x 24"D x 45"H



Caprice Stool
Black Fabric
25"W x 26"D x 44"H



Sonic Stool
Black
22"W x 23"D x 42"H



Nexus Stool
White
19"W x 20"D x 44"H

CAFE CHAIRS



Vienna Chair
 ■ Gray Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 21"Square x 32"H



Silk Back Chair
 ■ Black ■ Green
 ■ White ■ Purple
 ■ Blue ■ Red
 17"W x 18"D x 34"H

CAFÉ CHAIRS



Clara Chair
White
18"W x 21"D x 34"H



Leslie Chair
White
17"W x 21"D x 31"H



Cris Cross Chair
 Espresso Leather
 White Leather
 17"W x 21"D x 35"H



Elio Chair
Steel
17"Square x 33"H



Caprice Chair
Black
25"W x 24"D x 32"H



Comet Chair
Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)



Regal Dining Chair
Brown Leather
19"W x 23"D x 38"H



Sonic Chair
Black
20"W x 21"D x 32"H



Nexus Chair
White
19"W x 22"D x 32"H

CAFÉ CHAIRS



Colin Chair
Natural Maple
22"W x 19"D x 33"H

BAR TABLES



Euro Bar Table
Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table
Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H



City Bar Table
Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Park Ave Bar Table
Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Summit Bar Table
White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Blanco Round Bar Table
White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H

BAR TABLES



Fuze Bar Table
Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table
White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table
White/Chrome
72"W x 24"D x 42"H



Spectrum Bar Table Red
Red/Chrome
24"Square x 42"H



Spectrum Bar Table Blue
Blue/Chrome
24"Square x 42"H



Spectrum Bar Table Purple
Purple/Chrome
24"Square x 42"H



Spectrum Bar Table Green
Green/Chrome
24"Square x 42"H



Zinc Bar Table
Chrome
24"Round x 42"H

BAR TABLES



Aspen Bar Table

White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



Euro Café Table

Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H



Silk Café Table

Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H



Park Ave Café Table

Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H



City Café Table

Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H



Summit Café Table

White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H



Blanco Café Table

White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H

CAFÉ TABLES



Fuze Café Table
Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table
White/Chrome Rectangle
24"Square x 30"H



Blanco Rectangle Café Table
White/Chrome Rectangle
72"W x 24"D x 30"H



Spectrum Café Table Red
Red/Chrome
24"Square x 30"H



Spectrum Café Table Blue
Blue/Chrome
24"Square x 30"H



Spectrum Café Table Purple
Purple/Chrome
24"Square x 30"H



Spectrum Café Table Green
Green/Chrome
24"Square x 30"H



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair Armless

Black
21"W x 24"D x 39"H



Enterprise High Back Conference Chair

Black Fabric
25"W x 27"D x 45"H



Enterprise Mid Back Conference Chair

Black Fabric
24"W x 26"D x 39"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H

OFFICE SEATING



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool Armless

Black
21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Round

■ Black
■ Mahogany
42"Round x 29"H



Command 6' Conference Table

■ Black
■ Sirona
□ White
72"W x 36"D x 31"H



Command 8' Conference Table

■ Black
■ Sirona
□ White
96"W x 48"D x 31"H



Command 10' Conference Table

■ Black
■ Sirona
□ White
120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk

■ Black
□ White
24" Square x 42"H



Black Credenza

Black
60"W x 20"D x 29"H



Black Double Pedestal Desk

Black
60"W x 30"D x 29"H



5 Shelf Bookcase

■ Black
■ Mahogany
36"W x 12"D x 72"H



Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers
66"W x 20"D x 29"H



Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers
72"W x 36"D x 29"H



Genoa Storage Credenza

Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66"W x 20"D x 29"H

OFFICE FURNITURE



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table

Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"W x 18"D x 27"H
Black (Not Pictured)
36"W x 20"D x 29"H



4-Drawer Lateral File

Black
36"W x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



Display Pedestals 42"

- Black
14" Square x 42"H
- Black
24" Square x 42"H
- Black
18" Square x 42"H
- White
14" Square x 42"H



Display Pedestals 36"

- Black
14" Square x 36"H
- Black
24" Square x 36"H
- White
14" Square x 36"H
- White
24" Square x 36"H



Display Pedestals 30"

- Black
14" Square x 30"H
- Black
24" Square x 30"H
- Black
18" Square x 30"H
- White
14" Square x 30"H



Locking Pedestal

- Black
24" Square x 42"H
- White



Fuze Pedestal

- Zebrawood Laminate/Chrome
16" Square x 44"H



London Pedestal

- Marble/Chrome
16" Square x 44"H

MISCELLANEOUS ITEMS



Stanchion
Chrome
41"H
Stanchion Rope
Red Velour
6'L



Nero Literature Rack
Black
15"W x 12"D x 54"H



Argento Literature Rack
Aluminum
15"W x 12"D x 54"H



Alto Literature Rack
Black/Metal
11"W x 10"D x 57"H



Compact Refrigerator
Black 4 Cu Ft
21"W x 22"D x 32"H

LIGHTING



Silo Grey Lamps
Table Lamp
25"H
Floor Lamp
70"H

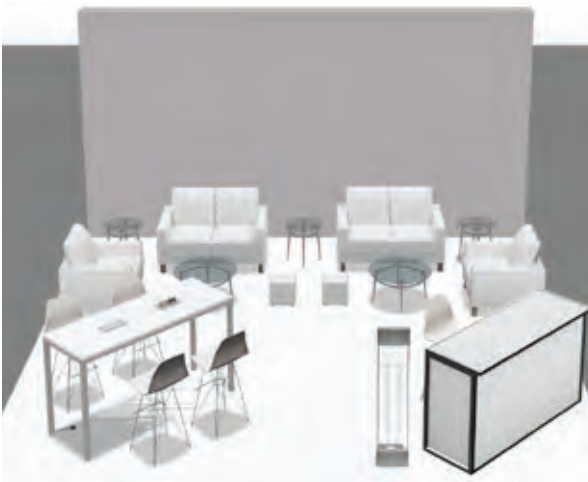


Silo White Lamps
Table Lamp
25"H
Floor Lamp
70"H



Neutrino Floor Lamp
Steel
67"H

DESIGN YOUR BOOTH SPACE *YOUR WAY*



20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
 Brooklyn Round End Table • Brooklyn Cocktail Table
 Aspen Bar Table - Charged • Nexus Stool
 VIP Glow Bar 6' • Argento Literature Rack



20x20 Booth Footprint

Aspen Dining Table • Colin Chair
 Lincoln Bench - Charged • VIP Glow Bar 4'



10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal
 30" Round Bar Table With Tulip Base - White • Vienna Stool



20x10 Booth Footprint

Chandler Loveseat • Brushed Steel Lamp
 Continental Curved Bench • Rose Table
 Aria End Table - White • London Console Table



2023 Trade Show Order Form

Orders@AEXServices.com

Office Number: (609) 272-1600

Fax Number: (609) 272-1680

TRADE SHOW INFORMATION

Show Name		Company Name			
Show Dates		Onsite Contact Name			
Venue Name		Onsite Contact Cell #			
Venue Address		Delivery Date		Time	
		Pickup Date		Time	
Booth # and Name		Show Contractor	AEX CONVENTION SERVICES - TEXAS XPO		

All Furniture Subject to Availability

Terms & Conditions: **Payments:** Payment terms: 100% payment is due prior to delivery to secure the order. Payment includes drayage fees - A \$75.00 delivery fee will be added to each order.
Late Fee: Show site orders will be based on availability and charged a 30% late fee.

Item Number	Weight		Dimensions	Discount	Standard	Qty.	Total
Blanc (Pg. 2)							
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$895.40	\$1,164.02		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$854.70	\$1,111.11		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$713.90	\$928.07		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$429.00	\$557.70		\$ -
18184-0274	15 lbs	Blanc Bright White Leather Cube Ottoman	17"Square	\$149.60	\$194.48		\$ -
Whisper (Pg. 2 & 3)							
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$854.70	\$1,111.11		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$819.50	\$1,065.35		\$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$679.80	\$883.74		\$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35		\$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$379.50	\$493.35		\$ -
Function (Pg. 3)							
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$456.50	\$593.45		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$490.60	\$637.78		\$ -
Continental (Pg. 3 & 4)							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$882.20	\$1,146.86		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$854.70	\$1,111.11		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$379.50	\$493.35		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$447.70	\$582.01		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$379.50	\$493.35		\$ -
Sophistication (Pg. 4)							
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$882.20	\$1,146.86		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$596.20	\$775.06		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$447.70	\$582.01		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$447.70	\$582.01		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$336.60	\$437.58		\$ -
Boca (Pg. 5)							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$539.66	\$701.55		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$456.50	\$593.45		\$ -
Metro (Pg. 5)							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$735.90	\$956.67		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$708.40	\$920.92		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$553.30	\$719.29		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$ -
Suave Midnight (Pg. 6)							
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$644.60	\$837.98		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$559.90	\$727.87		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$420.20	\$546.26		\$ -
Grammercy (Pg. 6)							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$819.50	\$1,065.35		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$713.90	\$928.07		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$456.50	\$593.45		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$525.80	\$683.54		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$379.50	\$493.35		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35		\$ -
Parma (Pg. 7)							
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$735.90	\$956.67		\$ -
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$708.40	\$920.92		\$ -
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$553.30	\$719.29		\$ -
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$ -
Montana Mocha (Pg. 7)							
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$693.00	\$900.90		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$609.40	\$792.22		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$469.70	\$610.61		\$ -
Madison (Pg. 8)							
18228-0823	100 lbs.	Madison Sofa	86"W x 34"D x 34"H	\$854.70	\$1,111.11		\$ -
18284-0794	75 lbs.	Madison Chair	33"W x 34"D x 34"H	\$498.30	\$647.79		\$ -
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$350.90	\$456.17		\$ -

18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$224.40	\$291.72	\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$224.40	\$291.72	\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$224.40	\$291.72	\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$224.40	\$291.72	\$	-
Chandler (Pg. 9)							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$735.90	\$956.67	\$	-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$708.40	\$920.92	\$	-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$553.30	\$719.29	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35	\$	-
Evoke (Pg. 9 & 10)							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,112.10	\$1,445.73	\$	-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$596.20	\$775.03	\$	-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$379.50	\$493.35	\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$336.60	\$437.58	\$	-
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$238.70	\$310.31	\$	-
Niko (Pg. 10)							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$910.80	\$1,184.04	\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$832.70	\$1,082.51	\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$693.00	\$900.90	\$	-
Stage Chairs (Pg. 10 & 11)							
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$273.90	\$356.07	\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$273.90	\$356.07	\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$273.90	\$356.07	\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$490.60	\$637.78	\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$490.60	\$637.78	\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$313.50	\$407.55	\$	-
Ottomans & Benches (Pg. 11 & 12)							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$447.70	\$582.01	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35	\$	-
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35	\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35	\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35	\$	-
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35	\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35	\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35	\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$525.80	\$683.54	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$379.50	\$493.35	\$	-
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$379.50	\$493.35	\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$350.90	\$456.17	\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$224.40	\$291.72	\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$224.40	\$291.72	\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$224.40	\$291.72	\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$224.40	\$291.72	\$	-
Banquettes & Turning Beds (Pg. 12)							
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,112.10	\$1,445.73	\$	-
18011-0001	130 lbs.	Whisper White Leather Banquette (2 pcs)	59"Round x 38"H	\$1,112.10	\$1,445.73	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,112.10	\$1,445.73	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,336.50	\$1,737.45	\$	-
Cube Ottomans (Pg. 13)							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$152.90	\$198.77	\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$152.90	\$198.77	\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$152.90	\$198.77	\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$152.90	\$198.77	\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$152.90	\$198.77	\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$152.90	\$198.77	\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$149.60	\$194.48	\$	-
18184-0129	15 lbs.	Whisper White Leather Cube Ottoman	18"Square x 18"H	\$149.60	\$194.48	\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$149.60	\$194.48	\$	-
Charged (Pg. 14)							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,482.80	\$1,927.64	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$559.90	\$727.87	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$518.10	\$673.53	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$867.90	\$1,128.27	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$490.60	\$637.78	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,168.20	\$1,518.66	\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$540.10	\$702.13	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$819.50	\$1,065.35	\$	-
Occasional Tables (Pg. 15 & 16)							
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$266.20	\$346.06	\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$295.90	\$384.67	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$280.50	\$364.65	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$336.60	\$437.58	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$379.50	\$493.35	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$266.20	\$346.06	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$266.20	\$346.06	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$266.20	\$346.06	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$266.20	\$346.06	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65	\$	-

99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$266.20	\$346.06	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$280.50	\$364.65	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$266.20	\$346.06	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$266.20	\$346.06	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$295.90	\$384.67	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$288.20	\$374.66	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$350.90	\$456.17	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$323.40	\$420.42	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$288.20	\$374.66	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$350.90	\$456.17	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$323.40	\$420.42	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$246.40	\$320.32	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$246.40	\$320.32	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$273.90	\$356.07	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$273.90	\$356.07	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$266.20	\$346.06	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$295.90	\$384.67	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$280.50	\$364.65	\$	-
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$295.90	\$384.67	\$	-
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$295.90	\$384.67	\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$273.90	\$356.07	\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$273.90	\$356.07	\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$266.20	\$346.06	\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$266.20	\$346.06	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$238.00	\$309.40	\$	-
Bars & Bar Backs (Pg. 17)							
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$972.40	\$1,264.12	\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$819.50	\$1,065.35	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$447.70	\$582.01	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$447.70	\$582.01	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$559.90	\$727.87	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$525.80	\$683.54	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$525.80	\$683.54	\$	-
Bar Stools (Pg. 18 & 19)							
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$280.50	\$364.65	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$280.50	\$364.65	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$280.50	\$364.65	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$251.90	\$327.47	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$251.90	\$327.47	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$211.20	\$274.56	\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$238.70	\$310.31	\$	-
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$238.70	\$310.31	\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$238.70	\$310.31	\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$238.70	\$310.31	\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$238.70	\$310.31	\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$238.70	\$310.31	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$238.70	\$310.31	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$260.70	\$338.91	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$260.70	\$338.91	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$260.70	\$338.91	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$260.70	\$338.91	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$251.90	\$327.47	\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$190.30	\$247.39	\$	-
05237-0156	20 lbs.	Regal Stool	19"W x 24"D x 45"H	\$260.70	\$338.91	\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$260.70	\$338.91	\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$211.20	\$274.56	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$217.80	\$283.14	\$	-
Café Chairs (Pg. 19, 20, & 21)							
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$177.10	\$230.23	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$177.10	\$230.23	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$177.10	\$230.23	\$	-
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$149.60	\$194.48	\$	-
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$149.60	\$194.48	\$	-
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$149.60	\$194.48	\$	-
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$149.60	\$194.48	\$	-
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$149.60	\$194.48	\$	-
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$149.60	\$194.48	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$168.30	\$218.79	\$	-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$133.10	\$173.03	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$168.30	\$218.79	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$168.30	\$218.79	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$149.60	\$194.48	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$149.60	\$194.48	\$	-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$204.60	\$265.98	\$	-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$190.30	\$247.39	\$	-
05221-0039	20 lbs.	Regal Dining Chair	19"W x 23"D x 38"H	\$211.20	\$274.56	\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$149.60	\$194.48	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$177.10	\$230.23	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$136.00	\$149.60	\$	-
Bar Tables (Pg. 21, 22, & 23)							
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$266.20	\$346.06	\$	-

99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$273.90	\$356.07	\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$266.20	\$346.06	\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$273.90	\$356.07	\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$266.20	\$346.06	\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$273.90	\$356.07	\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$266.20	\$346.06	\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$273.90	\$356.07	\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$266.20	\$346.06	\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$273.90	\$356.07	\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$266.20	\$346.06	\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$273.90	\$356.07	\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$301.40	\$391.82	\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$266.20	\$346.06	\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$413.60	\$537.68	\$	-
99-05245-20	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$288.20	\$374.66	\$	-
99-05245-21	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$288.20	\$374.66	\$	-
99-05245-18	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$288.20	\$374.66	\$	-
99-05245-19	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$288.20	\$374.66	\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$399.30	\$519.09	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$742.50	\$956.25	\$	-
Café Tables (Pg. 23 & 24)							
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$266.20	\$346.06	\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$273.90	\$356.07	\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$266.20	\$346.06	\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$273.90	\$356.07	\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$266.20	\$346.06	\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$273.90	\$356.07	\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$266.20	\$346.06	\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$273.90	\$356.07	\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$266.20	\$346.06	\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$273.90	\$356.07	\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$266.20	\$346.06	\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$273.90	\$356.07	\$	-
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30	\$301.40	\$391.82	\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$266.20	\$346.06	\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$413.60	\$537.68	\$	-
99-05036-20	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$288.20	\$374.66	\$	-
99-05036-21	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$288.20	\$374.66	\$	-
99-05036-18	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$288.20	\$374.66	\$	-
99-05036-19	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$288.20	\$374.66	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$636.90	\$827.97	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$854.70	\$1,111.11	\$	-
Office Seating (Pg. 25 & 26)							
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$336.60	\$437.58	\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$295.90	\$384.67	\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$301.90	\$392.47	\$	-
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$420.20	\$546.26	\$	-
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$420.20	\$546.26	\$	-
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$224.40	\$291.72	\$	-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$186.00	\$241.80	\$	-
14136-0080	40 lbs.	Enterprise High Back Conference Chair	25"W x 27"D x 45"H	\$269.00	\$349.70	\$	-
14176-0046	35 lbs.	Enterprise Mid Back Conference Chair	24"W x 26"D x 39"H	\$249.00	\$323.70	\$	-
14128-0096	33 lbs.	Enterprise Guest Chair	25"W x 27"D x 37"H	\$229.00	\$297.70	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$217.00	\$282.10	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$224.40	\$291.72	\$	-
Conference Tables (Pg. 26)							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$371.80	\$483.34	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$371.80	\$483.34	\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$664.40	\$863.72	\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$664.40	\$863.72	\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$664.40	\$863.72	\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$713.90	\$928.07	\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$713.90	\$928.07	\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$713.90	\$928.07	\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$819.50	\$1,065.35	\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$819.50	\$1,065.35	\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$819.50	\$1,065.35	\$	-
Office Furniture (Pg. 27 & 28)							
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$546.70	\$710.71	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$546.70	\$710.71	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$490.60	\$637.78	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$559.90	\$727.87	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$525.80	\$683.54	\$	-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$525.80	\$683.54	\$	-
14072-0039	200 lbs.	Genoa Kneespace Credenza	66"W x 20"D x 29"H	\$490.60	\$637.78	\$	-
14083-0117	290 lbs.	Genoa Executive Desk	72"W x 36"D x 29"H	\$580.80	\$755.04	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza	66"W x 20"D x 29"H	\$490.60	\$637.78	\$	-
05088-0365	70 lbs.	Vivid Café Table - Square	42"Square x 30"H	\$456.50	\$593.45	\$	-
05088-0364	90 lbs.	Vivid Café Table - Rectangle	60"W x 36"D x 30"H	\$525.80	\$683.54	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$546.70	\$710.71	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$429.00	\$557.70	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$636.90	\$827.97	\$	-

05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$854.70	\$1,111.11	\$	-
Metal File & Storage Cabinets (Pg. 29)							
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$183.70	\$238.81	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$238.70	\$310.31	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$246.40	\$320.32	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$273.90	\$356.07	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$246.40	\$320.32	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$246.40	\$320.32	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$301.40	\$391.82	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$301.40	\$391.82	\$	-
Pedestals (Pg. 30)							
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$365.20	\$474.76	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$442.20	\$574.86	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$407.00	\$529.10	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$365.20	\$474.76	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$309.10	\$401.83	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$442.20	\$574.86	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$309.10	\$401.83	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$442.20	\$574.86	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$288.20	\$374.66	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$420.20	\$546.26	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$295.90	\$384.67	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$288.20	\$374.66	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$546.70	\$710.71	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$546.70	\$710.71	\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$301.40	\$391.82	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$301.40	\$391.82	\$	-
Miscellaneous Items (Pg. 31)							
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$84.70	\$110.11	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$44.00	\$57.20	\$	-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$204.60	\$265.98	\$	-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$204.60	\$265.98	\$	-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$211.20	\$274.56	\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$379.50	\$496.35	\$	-
Lighting (Pg. 31)							
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$185.90	\$241.67	\$	-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$135.30	\$175.89	\$	-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$185.90	\$241.67	\$	-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$135.30	\$175.89	\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$190.30	\$247.39	\$	-



DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

Please make payments payable to: AEX CONVENTION SERVICES - TEXAS XPO
3089 English Creek Avenue
Egg Harbor Township, NJ 08234

Total Product	\$	-
Late Fee %	\$	-
Sub Total	\$	-
Sales Tax %	\$	-
Total Amount Due	\$	-

Company Name	-			
Street Address				
City				
State				
Zip Code				
Name / Date of Show		Signature		
Booth Number	-		Date	
Contact Name		Email Address		
Contact Cell		Fax #		
Special Instructions:				

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



TEXAS XPO TEXAS EXPOSITION SERVICES

CARPET RENTAL ORDER FORM



Blue



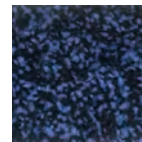
Black



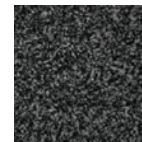
Gray



Red



Bluejay



Tuxedo

(actual colors may vary)

STANDARD BOOTH CARPET (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

Description	Discount	Standard	Total
10' x 10'	\$ 330.50	\$ 462.75	\$ _____
10' x 20'	\$ 661.00	\$ 925.50	\$ _____
10' x 30'	\$ 991.50	\$1,388.25	\$ _____
10' x 40'	\$1,322.00	\$1,851.00	\$ _____

Please select standard or cut & lay carpet color:

Blue Black

Gray Red

Bluejay Tuxedo

For islands and booths larger than 400 sq. ft., standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

CUT & LAY CARPET (100 sq. ft. minimum)

Description	Discount	Standard	Total
_____sq. ft.	\$6.00	\$8.50	\$ _____

PLUSH CARPET (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show.)

Description	Discount	Standard	Total
_____sq. ft.	\$8.75	\$12.25	\$ _____

Please select plush carpet color:

White Ivory

Beige Big Blue Top

Royal Blue Navy Blue

Red Burgundy

Charcoal Pewter Gray

Black Emerald Green

Please call if you don't see your color.



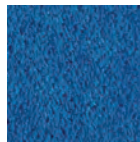
White



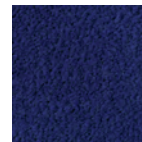
Ivory



Beige



Big Blue Top



Royal Blue



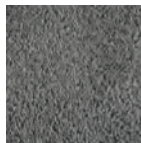
Navy Blue



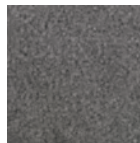
Red



Burgundy



Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

PADDING & COVERING (per sq. ft.)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$.97 sq ft	\$1.36 sq ft	\$ _____
_____	Double Padding	\$1.94 sq ft	\$2.72 sq ft	\$ _____
_____	Plastic Covering	\$.55 sq ft	\$.77 sq ft	\$ _____

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

23-TX1114-T

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



TEXAS XPO TEXAS EXPOSITION SERVICES

CLEANING SERVICE ORDER FORM



USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.

All rental carpets ordered from the contractor are installed in clean condition.

VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Discount	Standard
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$.59/sq. ft./day	\$.83/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$.74/sq. ft.	\$1.04/sq. ft.

Exhibit Space: _____ ft (x) _____ ft = _____ sq. ft. (x) \$ _____ (x) _____ = \$ _____
 (100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$175.00	\$245.00

Daily Service: _____ (Specify Days) Date: _____

Porter Service: _____ days (x) amount per day \$ _____ = Total \$ _____

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

Company Name: _____ Booth#: _____

The Briarwood - 10' Pop Up

\$2,331.25

10' Pop Up Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Back Wall Graphics

Additional Options Available:

Lighting and Carpet Padding



The Crestwood - 3 Meter Hardwall

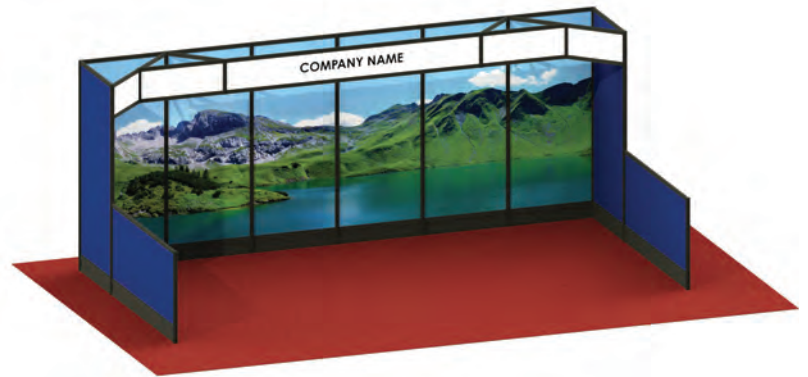
\$4,151.25

Classic 3 Meter Hardwall Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding



The Frankford - 6 Meter Hardwall

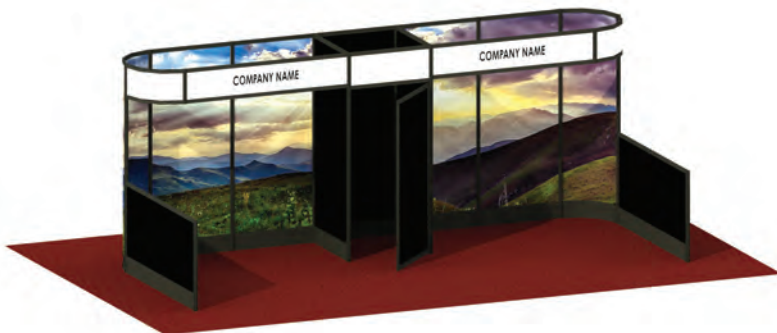
\$7,009.00

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding



The Magnolia - 6 Meter Hardwall

\$8,190.25

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (2) Header Graphics

Additional Options Available:

Lighting, Back Wall Graphics, Shelving and Carpet Padding

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

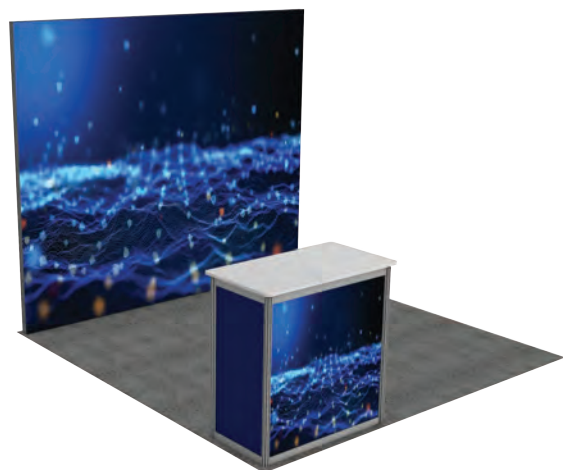
Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

TURNKEY MODULAR EXHIBIT RENTAL



The Lakeview - 3 Meter Display

\$4,220.50

3 Meter Fabric Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Cabinet Graphics and Carpet Padding

The Kensington - 3 Meter Hard Wall & Closet

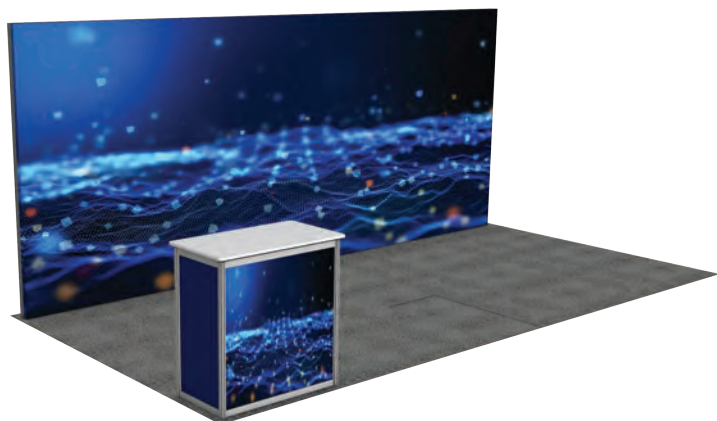
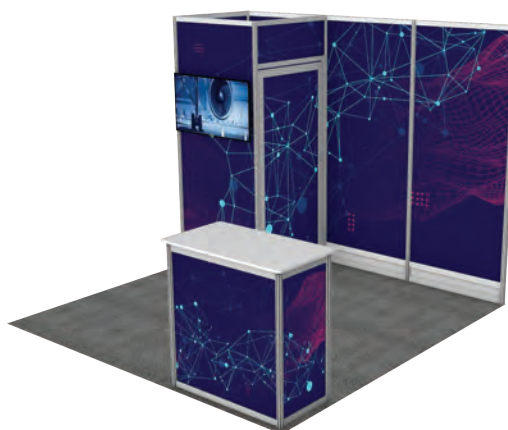
\$7,579.50

3 Meter Hardwall with Closet Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Printed Panels
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Monitor, Shelving, Graphics for Cabinet



The Mayflower - 6 Meter Display

\$7,218.75

6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) 6 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding

The Hillside - 6 Meter Hardwall Display

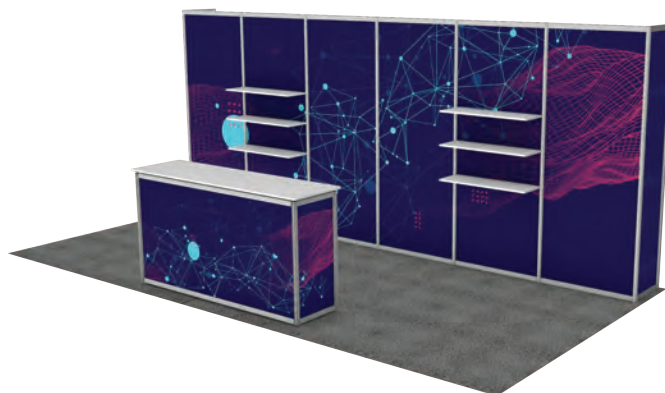
\$8,341.75

6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (6) Printed Backwall Panels
- (6) Shelves
- (1) Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding



23-TX1114-T

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

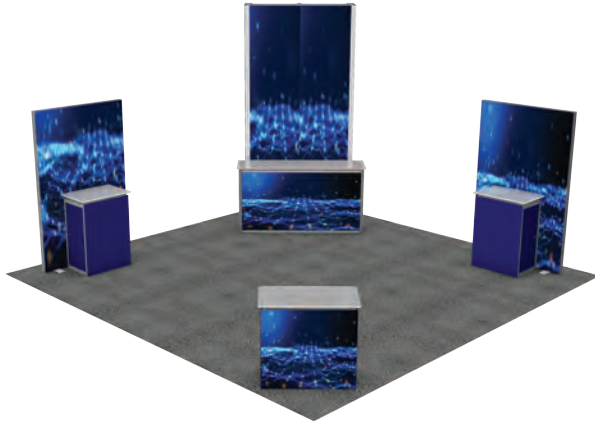
Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



TEXAS XPO TEXAS EXPOSITION SERVICES

TURNKEY MODULAR EXHIBIT RENTAL



The Ridgewood - 20' x 20' Open Concept Display

\$15,636.75

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (3) 1 Meter Work Stations
- (6) Printed Fabric for All Walls

Additional Options Available:

Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

The Fairview - 20' x 20' Z Shaped Display

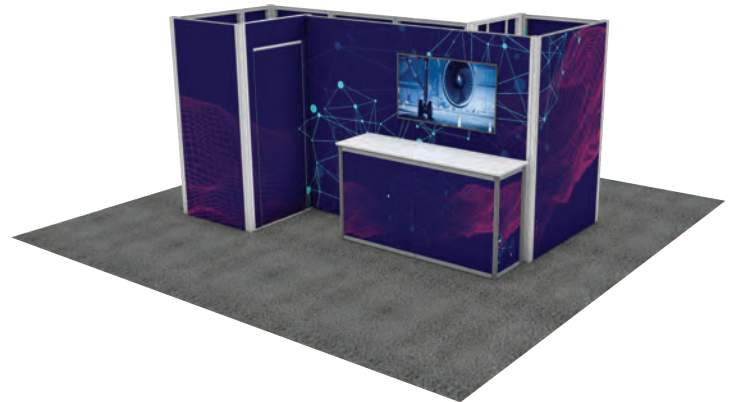
\$18,120.75

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (2) 2 Meter Work Stations
- Printed Fabrics for Walls
- Closet

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



The Lexington - 20' x 20' Fabric Display

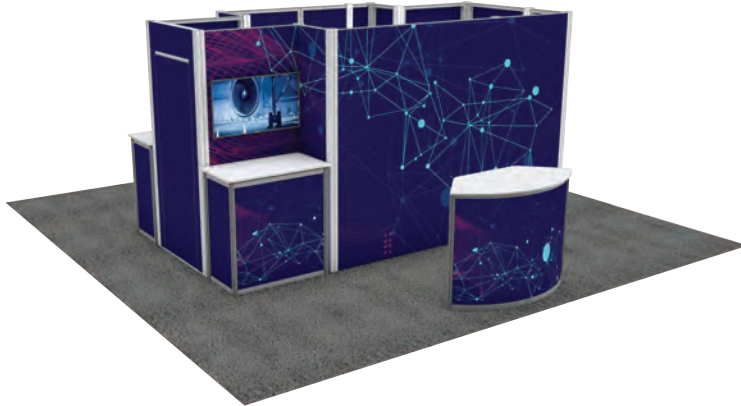
\$19,214.75

20'x x 20' Fabric Display Includes:

- (1) 400 sq ft Standard Carpet
- (3) 1 Meter Standard Work Stations
- (1) 1 Meter Curved Podium
- Printed Fabric for Walls

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



- Additional Lights Qty. _____ Light @ \$150.50 each = \$ _____
- Additional Hardware Shelves Qty. _____ Shelves @ \$ 74.75 each = \$ _____
- Slatwall Per Panel Qty. _____ Slatwall @ \$245.25 each = \$ _____
- Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.
- Red ○ Blue ○ Black ○ Gray Qty. _____ Colored panels @ \$ 26.25 each = \$ _____
- Qty. _____ Velcro panels @ \$ 59.25 each = \$ _____

- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (281) 800-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.
- Add 30% if ordered after discount deadline

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

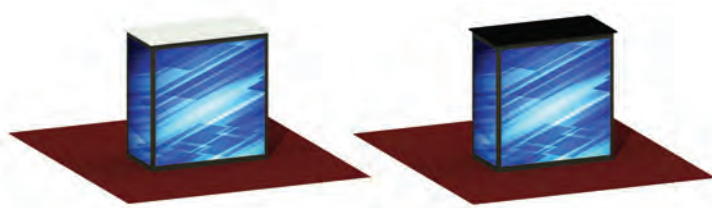
23-TX1114-T

Giving You More Options

Order Your Custom Counter

Add Graphics for Additional Branding

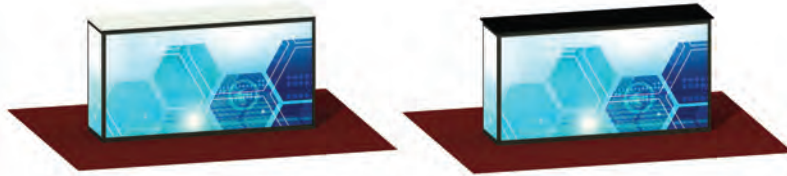
1 Meter Square Counters



Curved Counters



2 Meter Rectangle Counters



COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
1 Meter Square Counter	41"L x 42"H x 23"D	\$758.00	\$1,061.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45"L x 42"H x 22"D	\$915.25	\$1,281.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80"L x 42"H x 23"D	\$999.00	\$1,398.50	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
1 Meter Square Counter (Front Panel Only)	38 1/4" x 39"	\$276.50	\$359.50	_____
Curved Counter	60 3/4" x 39"	\$308.75	\$401.50	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$560.00	\$728.00	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$ 96.50	\$125.50	_____

To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline. Orders received after discount deadline may not be available. Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

Company Name: _____ Booth#: _____

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



GRAPHICS ORDER FORM



Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS

For more information call the contractor at 609.272.1600

I AM SUPPLYING MY OWN ART

I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$116.00	\$162.50	_____	\$ _____
18" x 24" Foamcore, double-sided	\$203.00	\$284.25	_____	\$ _____
22" x 28" Foamcore, single-sided	\$165.75	\$232.00	_____	\$ _____
22" x 28" Foamcore, double-sided	\$290.00	\$406.00	_____	\$ _____
24" x 36" Foamcore, single-sided	\$232.50	\$325.50	_____	\$ _____
24" x 36" Foamcore, double-sided	\$407.00	\$569.75	_____	\$ _____
28" x 44" Foamcore, single-sided	\$331.75	\$464.50	_____	\$ _____
28" x 44" Foamcore, double-sided	\$580.50	\$812.75	_____	\$ _____

For custom size signs please call our office for pricing. Half hour of design time included in prices above. For additional design time please contact Orders@aexservices.com for pricing.

FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$25.50	\$35.75	_____	\$ _____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

COPY AND LAYOUT SPECIFICATIONS

Indicate: Vertical Horizontal (Please attach a layout to this form)

E-mail address for proofing is required: _____

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Signshop@AEXServices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

Company Name: _____ Booth#: _____ 23-TX1114-T

The contractor is the exclusive provider of Material Handling.

Material Handling includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Services / Texas XPO and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is to be considered one "cwt" (one hundred weight).
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



What are the FREIGHT CATEGORIES?

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

UNCRATED: Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

SPECIAL HANDLING Definitions

- Designated Piece Unloading - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
 - Ground Loading - vehicles that are not dock height preventing the use of loading docks. (flat bed trailers, U-Hauls, company vehicles with trailers)
 - Stacked Shipments - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
 - Constricted Space - Shipments that are not easily accessible due to carrier being loaded high and tight.
 - Shipment Integrity - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.
-

What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Contractor's Service Desk. Once the container is completely empty, place a label on each container individually.
 - Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
 - At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.
-

Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
 - All materials handled by the contractor are subject to the Terms and Conditions.
-

How do I ensure that my SHIPPED MATERIALS ARE SECURELY delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.
-

\$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES: All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM

Shipments can arrive to the Advance Warehouse up to 30 days prior to move in. Advance freight is delivered to your booth before direct shipments.

Description	Overtime In or Out	O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$190.25 per cwt. \$380.50 minimum	\$253.50 per cwt. \$507.00 minimum
A2 - SPECIAL HANDLING (FedEX, UPS, DHL)	\$272.25 per cwt. \$544.50 minimum	\$363.00 per cwt. \$726.00 minimum
C - *Small Package Rates - A qualifying shipment totaling 3 pieces, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Weighing a total of 40 lbs. or less.....		\$60.00

DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

Shipments must arrive only during published move in dates and times. Refer to the Quick Facts page for details.

Description	S.T. In / S.T. Out	Overtime In or Out	O.T. In / O.T. Out
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$120.50 per cwt. \$241.00 minimum	\$180.75 per cwt. \$361.50 minimum	\$241.00 per cwt. \$482.00 minimum
B2 - SPECIAL HANDLING (FedEX, UPS, DHL)	\$172.50 per cwt. \$345.00 minimum	\$258.75 per cwt. \$517.50 minimum	\$345.00 per cwt. \$690.00 minimum
C - *Small Package Rates	\$ 53.00	\$ 79.50	\$106.00

*Small Package - Shipments totaling any number of pieces with a combined weight not to exceed 40 lbs. Shipments must be received on the same day at the same time and from the same shipper. If combined weight exceeds 40 lbs. normal material handling rates will apply.

Labor Hours

- Straight Time - ST: Monday - Friday, 8:00 AM - 3:00 PM
- Overtime - OT: Monday - Friday, Before 8:00 AM, After 3:00 PM
Anytime Saturday/Sunday
- Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Outbound Shipments

A transfer fee of \$350.00 + \$50.00 per cwt. will apply:

- In the event your carrier is unable to pick-up your shipment at the close of the event and you elect to transfer your shipment to the warehouse to be picked up at a later date.
- If you choose to have your shipments transferred to the warehouse for pick-up by an outside carrier.

Estimated Charges - Material Handling _____ lbs. x _____ per cwt. = \$ _____

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

23-TX1114-T

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



CART SERVICE ORDER FORM

Cartload services are provided for personally owned vehicles with small hand-carried items to be delivered to the booth or dock location. If you arrive in a truck, van, trailer, or any commercial vehicle you will not qualify for this service and will be billed regular material handling rates.



(2' wide x 6' long x 3' high)

\$181.50

 round trip

Cartload service includes one laborer, one cart, one trip.

Cart Service is for exhibitor's with small items weighing less than 200 lbs. that will fit on a flatbed cart and can be transported in one trip.

Delivery must be made in a POV (Privately Owned Vehicle) to qualify for this service, otherwise, freight will be charged at prevailing material handling rates. This service will only be available during published move-in and move-out times.

SUBTOTAL CART SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

Company Name: _____ Booth#: _____

Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to the contractor. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

**** PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from the Contractor's Service Desk to indicate the priority status on your empty containers.**

Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited and subject to show rules.

The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

The contractor will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact the contractor for rates and availability.

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

ADVANCE/WAREHOUSE SHIPPING LABEL

ADVANCE/WAREHOUSE SHIPPING LABEL



Texas Conference for Women
C/O AEX Services / Texas XPO
4610 S. Sam Houston Parkway W, Suite 520
Houston, TX 77053

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: WEDNESDAY, NOVEMBER 8, 2023

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

ADVANCE/WAREHOUSE SHIPPING LABEL



Texas Conference for Women
C/O AEX Services / Texas XPO
4610 S. Sam Houston Parkway W, Suite 520
Houston, TX 77053

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: WEDNESDAY, NOVEMBER 8, 2023

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL



Austin Convention Center
Texas Conference for Women
C/O AEX Services / Texas XPO
500 E Cesar Chavez Blvd.
Austin, TX 78121

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER ONLY ON: WEDNESDAY, NOVEMBER 15, 2023
BETWEEN 8:00 AM - 5:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL



Austin Convention Center
Texas Conference for Women
C/O AEX Services / Texas XPO
500 E Cesar Chavez Blvd.
Austin, TX 78121

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER ONLY ON: WEDNESDAY, NOVEMBER 15, 2023
BETWEEN 8:00 AM - 5:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.

100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.



**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us**

LAS VEGAS | TORONTO





LibertyCFS NV, Inc.

A Veteran Owned Company
Delivering Freedom


exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993 Fax: (905) 338-1092

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight & Customs
 Freight Only
 Customs Only
 Return Only

2a PICK-UP LOCATION

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3 DELIVERY TO ADDRESS

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b SERVICES

P/U Date _____ From _____ To _____ Hours _____
 DlvY Date _____ Hours _____

Express
 Economy LTL 7 - 10 Days
 Int'l
 Inside
 Liftgate
 Dock
 Other _____

4 RETURN TO

Check Box if the Return address is the same as 2a

Shipper _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5 PACKAGE INFO

Carton(s)/Box
 Vinyl Case(s)/Color
 Wooden Crate(s)
 Trunk(s) / On Wheels
 Skid(s) - to contain # _____ of pieces

PCS	DIMENSIONS (L x H x W)	WGT
TOTAL PIECES		TOTAL WEIGHT




6 VALUE

Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.

Exclusion: Does not include TV(s)/Monitor(s) _____

DECLARED VALUE _____

7 PAYMENT

Credit Card Information / Billing Address   

Credit Card Number _____ Security Code _____ Exp. Date MM / YYY

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address _____ Signature _____
 City _____ State _____ ZipCode _____
 Phone _____ Email _____

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

UNION JURISDICTIONS & RULES

UNION REGULATION

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have we ask that you read the following:

BOOTH ERECTION & DISMANTLING

Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees. If their own employees are not available, labor can be ordered using the "Labor Order Form" in the kit.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Texas XPO will control access to the loading docks in order to provide for a safe and orderly move-in / move-out.

TIPPING

Texas XPO request that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Texas XPO employees. Any request for such should be brought to the attention of an Texas XPO representative.

SAFETY

Standing on chairs, tables, or other rental equipment is prohibited. This equipment is not engineered to support your weight. Texas Exposition Services cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please use the "Labor Order Form" and the necessary ladders and/or tools will be provided.

Show Name: Texas Conference for Women

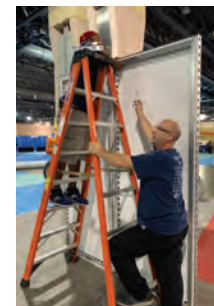
Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



LABOR SERVICE FORM



EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK WITH YOU

Install Labor Dismantle Labor

All work is done only under the supervision of the exhibitor.

Supervisor Contact: _____ Phone: _____

- On the day and time that you have requested labor, please report to the Contractor's Service Desk to pick-up and sign out your labor crew. The labor crew will not be sent to your booth without being signed out.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the Contractor's Service Desk and release them.

THE CONTRACTOR'S SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK FOR YOU

Install Labor Dismantle Labor

Show Site Contact: _____ Phone: _____

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill (\$35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

LABOR RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$141.25 per hour	\$197.75 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$212.00 per hour	\$296.75 per hour
Double Time - DT:	Anytime on holidays	\$282.50 per hour	\$395.50 per hour

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour billed in hour increments.
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

	Start Date	Start Time	# of People	Approx. Hours	Total Hours	Hourly Rate	35% Supervision Fee	Estimated Total Cost
Installation						\$	\$	\$
Dismantle						\$	\$	\$

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

Company Name: _____ Booth#: _____

23-TX1114-T

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



SUPERVISED INSTALLATION & DISMANTLE

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at: Advance Warehouse Show Site Loading Dock Est. Delivery Date: _____

Date Shipped: _____ Via: _____ (freight carrier)

Display shipped from: _____ (address)

Total # of: Crates _____ Cartons _____ Fibercases _____ Other _____

Estimated Weight: _____

Display Includes: _____

Booth carpet in shipment? Yes No Color _____ Size _____

Set-up instructions: Attached to this order With display

Graphics: With display Shipped separately

Electrical Placement: Drawing Attached Drawing with display Electrical under carpet

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

Re-route via house carrier _____

Transfer to warehouse at exhibitor's expense _____

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Phone: _____

Hotel: _____ Arrival Date: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

Company Name: _____ Booth#: _____

23-TX1114-T

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

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FORKLIFT/RIGGING CREW

LET US DO THE HEAVY LIFTING!



THIS SERVICE IS AVAILABLE TO ASSIST IF HEAVY OR LARGE ITEMS MUST BE MOVED WITHIN YOUR BOOTH WITH THE USE OF A FORKLIFT

(e.g. spotting equipment, elevated header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

TYPE OF WORK:

Description: _____

RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$408.75 hr/crew	\$ 572.25 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$613.25 hr/crew	\$ 858.50 hr/crew
Double Time - DT:	Anytime on holidays	\$817.50 hr/crew	\$1,144.50 hr/crew

Rigging Crew consists of a forklift and operator.

Above rates are based on a 5,000 lb capacity forklift. If you require a larger forklift, please call Customer Service for a quote.

One (1) Hour minimum per crew, one (1) hour increments thereafter.

Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per crew.

INSTRUCTIONS:

- On the day and time that you have requested rigging, please report to the Contractor's Service Desk to pick-up and sign out your rigging crew. The rigging crew will not be sent to your booth without being signed out.
- Upon completion of work, you are required to accompany the crew back to the Contractor's Service Desk and release them.
- Starting time can be guaranteed only in those instances where crew is requested for the start of the working day (usually 8:00 am).

(All work is done only under the supervision of the exhibitor's representative)

Show Site Contact: _____ Phone: _____

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

Company Name: _____ Booth#: _____

23-TX1114-T

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



REQUEST FOR SET-UP BY AN EXHIBITOR-APPOINTED CONTRACTOR

The unpacking, installation, dismantle and packing of displays and equipment must be done by a full-time, bona fide employee of the exhibiting company or the correct type of union labor. AEX/Texas XPO Services, the official contractor, will have skilled crafts available to assist exhibitors. Arrangements for labor should be made through or in advance of the show. Official labor order forms are included in this exhibitor service manual. Exhibitors may elect to use an exhibitor-appointed contractor subject to contractual obligations, security and safety requirements.

An exhibitor-appointed contractor may be used only when the following requirements have been met:

1. Exhibitor must complete and return this form to AEX/Texas XPO Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.
2. AEX/Texas XPO Services is to be advised of the name, address and contact of each exhibitor-appointed contractor being used.
3. An **original certificate of insurance** from the exhibitor-appointed contractor must also be received a month in advance. The policy must name AEX/Texas XPO Services and the Exhibition Center, as additionally insured and should also include public liability and property insurance for at least \$1,000,000.00 as well as worker's compensation insurance in accordance with local laws.

The service contractor designated must be used without exception for electrical, plumbing, telephone, drayage, rigging, booth cleaning, or Teamsters.

Contracting Company Agent _____

Contracting Company Name _____

Contracting Company Address _____

City _____ State/Country _____ Zip _____

Phone _____ Fax _____

Estimated Arrival date (Show site _____ Estimated Number of Workers _____

Contractor's Cell Phone: _____ Date _____

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Authorized by: _____ Title _____

Print Name _____ E-mail _____

Fax or mail to: **AEX/Texas XPO Services**
3089 English Creek Ave
Egg Harbor Twp, NJ 08234
(609)272-1600 * FAX: (609)272-1680

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



AUTHORIZATION FOR EXHIBITOR'S AGENT BILLING

An Exhibitor's Agent is anyone, other than the exhibitor's employees, engaged by the exhibitor to arrange for exhibit services. This form must be completed, signed and returned to our office, as indicated, no later than twenty-one days prior to the meeting in order for exhibitor's agent billing to be accepted. The exhibitor is ultimately responsible for payment of AEX/Texas XPO Services charges. Please be aware that if your agent fails to pay our invoice, such charges will immediately revert to you. Special note to Exhibitor's Agent - your status may be rejected if you do not provide credit card information below.

Please provide complete information:

Authorized Agent: _____

Street Address: _____

City, State & Zip: _____

Email Address: _____

Phone No. _____ Fax No. _____

We the undersigned have authorized the above agent to handle our exhibit for this event and are also authorized to receive and pay AEX/Texas XPO Services invoice for services. We understand and further agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event that the named agent does not discharge payment by 12 Noon of the day before the meeting closes, such charges are to be paid by the exhibiting firm on demand.

Statement to Exhibitor

Statement to Authorized Agent

Both parties must indicate acceptance below or request may be denied

Exhibitor will pay: Furniture Carpet Labor Cleaning Material Handling
Third Party will pay: Furniture Carpet Labor Cleaning Material Handling

Exhibiting Firm

Agent _____

Title _____

Signature _____

Exhibitor's Agent

Agent _____

Title _____

Signature _____

Invoices will be presented to exhibitors for payment unless agent settles charges at the AEX/Texas XPO Services service desk by 12:00 noon on the day before the meeting closes. AEX/Texas XPO Services suggest either the exhibiting company or its authorized agent provide credit card information on the Recap of Orders Form enclosed so that there is no question as to responsibility of payment.

This request will not be accepted without the next page, "Third Party Credit Card Authorization Form".

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Print Name _____ E-mail _____

Show Name: Texas Conference for Women

Show Dates: November 16, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Wednesday, November 1, 2023



TEXAS XPO TEXAS EXPOSITION SERVICES

CREDIT CARD AUTHORIZATION & AGREEMENT FOR 3RD PARTIES

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.



Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card Corporate Card

AMEX VISA MASTERCARD DISCOVER

Card Number:

16 digit card number input boxes

Exp. Date:

4 digit expiration date input boxes

M M Y Y

*A credit card authorization is required to be held on file.

Are you tax exempt for the state in which this event is held? Yes No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
• All balances must be paid by the conclusion of the event.
• For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
• A final invoice will be prepared and can be requested by contacting Exhibitor Services.
• If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

Payment Policy: 100% of amount owed including applicable tax is due in advance or at show site. Payment must be in U.S. funds. Invoices are to be paid by cash, travelers check drawn on U.S. Banks, VISA, Mastercard, Discover or American Express. Payment of all labor and services ordered by the exhibitor or their agent is the responsibility of the exhibitor. Your show site representative must be made aware of this policy and have the means to make payment. Otherwise, service will be denied unless credit card authorization is given on the Recap of Orders and Payment Policy Form. PLEASE DO NOT ASK US TO BILL YOU.

Unpaid Balance - A credit card authorization is required to settle any unpaid balance after the close of the show. Any balance outstanding as of move - out will be charged to this account.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

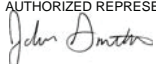
Sign Here

X

Authorized Signature

AEX Convention Services, LLC 22-3125223 | Texas Exposition Services, LLC 27-2669260

23-TX1114-T

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE																							
PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.																									
			INSUREERS AFFORDING COVERAGE																									
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone Number: Fax Number:			INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:																									
COVERAGES																												
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																												
INSR LTR	4.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS																						
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	7. 01/01/23	8. 01/0/23	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>EACH OCCURENCE</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>FIRE DAMAGE (Any one fire)</td><td style="text-align: right;">\$ 50,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 5,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>GENERAL AGGRREGATE</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td>PRODUCTS-COMP/OP AGG</td><td style="text-align: right;">\$2,000,000</td></tr> </table>	EACH OCCURENCE	\$1,000,000	FIRE DAMAGE (Any one fire)	\$ 50,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGRREGATE	\$2,000,000	PRODUCTS-COMP/OP AGG	\$2,000,000										
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B		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/23	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>(Ea accident)</td><td></td></tr> <tr><td>BODILY INJURY</td><td style="text-align: right;">\$</td></tr> <tr><td>(Per person)</td><td></td></tr> <tr><td>BODILY INJURY</td><td style="text-align: right;">\$</td></tr> <tr><td>(Per accident)</td><td></td></tr> <tr><td>PROPERTY DAMAGE</td><td style="text-align: right;">\$</td></tr> <tr><td>(Per accident)</td><td></td></tr> <tr><td>AUTO ONLY-EA ACCIDENT</td><td></td></tr> <tr><td>OTHER THAN</td><td style="text-align: right;">\$</td></tr> <tr><td>AUTO ONLY:</td><td style="text-align: right;">\$</td></tr> </table>	COMBINED SINGLE LIMIT	\$1,000,000	(Ea accident)		BODILY INJURY	\$	(Per person)		BODILY INJURY	\$	(Per accident)		PROPERTY DAMAGE	\$	(Per accident)		AUTO ONLY-EA ACCIDENT		OTHER THAN	\$	AUTO ONLY:	\$
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D		OTHER				Each Occurrence & Aggregate																						
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS (Show Management), Texas Exposition Services (Official Service Provider), the (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. (Show Management) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by (Show Management) shall be excess and non-contributory. Show date(s) are: (00/00/0000) in (CITY, STATE).																												
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: <u>X</u>		CANCELLATION																							
6. AEX/Texas XPO 3089 English Creek Ave Ste. A Egg Harbor Township, NJ 08234			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS																									
							AUTHORIZED REPRESENTATIVE  10.																					

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. PRODUCER: Name, address and phone number of insurance carrier. 2. INSURED: Company name, address, phone number and booth number of company insured. 3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage. 4. FORM OF COVERAGE: Must be "occurrence" form of coverage. 5. NAME OF ADDITIONAL INSUREDS: (Show Management), Texas Exposition Services (Official Service Provider), (Show) and the(Facility) as additional insureds on a primary and non-contributory basis. Show dates are (00/00/0000). | <ol style="list-style-type: none"> 6. CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS: 7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In. 8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out. 9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements. 10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer. |
|---|---|

2023 ACCD Exhibitor Services – Information Packet

Event: Texas Conference for Women 2023 **Event Dates:** 11/14/23 to 11/16/23

Discount Rate Deadline: 10/31/23

Standard Rate Deadline: 11/10/23

Floor Rate Applies: 11/11/23

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider of utility and IT services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read this document in its entirety. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed online fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

Online ordering is available at our website www.austinconventioncenter.com under the Exhibit tab.

This is the fastest, most convenient way to order and is completely PCI compliant. Please send all diagrams for your utility and/or IT services to your designated department contacts below.

Utility Services Provided:

- Electrical
- Water and Drainage
- Compressed Air

IT Services Provided:

- Hard Line Internet
- Switching & Cabling
- VoIP Telephony Services

Should you have questions or require services not listed online or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

UTILITY SERVICES CONTACT
Ben Hamilton
Events & Exhibitor Services Supervisor
ben.hamilton@austintexas.gov
512-404-4236

IT SERVICES CONTACT
Crystal Rivera
IT Coordinator Sr
crystal.rivera@austintexas.gov
512-404-4027



ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Ordering Instructions

Online Ordering – The Preferred Method: To place your order online please visit our website www.austinconventioncenter.com under the **Exhibit** tab.

Request an Invoice: An invoiced order can be requested through the Utility Coordinator if preferred payment will be by check or bank transfer. This method should only be used if you are unable to order online. Invoices must be requested prior to the discount rate deadline on the first page of this document (14 days prior to the first contracted date of the event).

Payment Method: Payment in full must accompany order. Payment may be made by check, bank transfer, or credit card. **DO NOT SEND CASH.** Make check payable to 'Austin Convention Center.' Orders without payment will not be installed. Bank transfer details can be requested through the Utility Coordinator.

Cancellation: Cancellation of services must be made 3 days prior to the first contract date of the event.

Questions: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders. **ACCD cannot guarantee floor orders.**
- Exhibitor booths will be audited during the event and charged for any additional services. The additional charges will be included in the exhibitor's final bill at the floor rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued to services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the closing of event.
- Refunds of less than \$50.00 will not be considered.
- Refunds for canceled services must be made 3 days prior to the first contracted day of the event.
- No refunds will be processed after the event closes. **NO EXCEPTIONS**

General Terms and Conditions

- All floor order services (or changes to installed services) must be placed at the Exhibitor Services Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.

AUSTIN



CONVENTION CENTER

PALMER



E V E N T S C E N T E R

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

General Terms and Conditions Continued

- Wall and permanent building electrical or ethernet outlets are not to be used by exhibitors.
- Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first served basis. The ACCD cannot guarantee availability of utility and IT services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitors must arrange regulatory values, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- The exhibitor will be responsible for damage to electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by any reason of default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fee expended or incurred by the ACCD in connection herein.

UTILITY SERVICES

Electrical Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase.
- Labor
 - A. Labor is charged for:
 1. Any four (4) utility services in one (1) booth.
 2. Installation of utilities after booth display and/or carpet has been installed.
 3. Relocating/moving installed services.
 4. Re-taping electrical cords.
 5. Resetting breakers due to exhibitor equipment.
 - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
 - C. Labor charges are NOT available at a discount.
- If special electrical connections are required, the exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing the service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated, or exhibitor must pay utility service charges associated with service.

AUSTIN



CONVENTION CENTER

PALMER



E V E N T S C E N T E R

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV's.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adaptors or special wiring.
- **200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.**
- **200/400amp services terminate in cam-lock connections.**
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitors must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions.

ADAPTER TYPE BY PRODUCT

Electrical Outlets		
Product ID	Product Description	Receptacle
E104	120 Volts 30 AMP (Only one device)	L5-30R
E203	120 Volts 20 AMP Ceiling Power	Standard
Product ID	Product Description	Receptacle
P202	208 Volts/Single Phase 20 AMP	NEMA L6-20R
P203	208 Volts/Single Phase 30 AMP	NEMA L6-30R
P206	208 Volts/Single Phase 60 AMP	Cam Locks
P210	208 Volts/Single Phase 100 AMP	Cam Locks
P302	120/208 Volts/3 Phase 20 AMP	NEMA L21-20R
P303	120/208 Volts/3 Phase 30 AMP	NEMA L21-30R
P306	120/208 Volts/3 Phase 60 AMP	Cam Locks
P310	120/208 Volts/3 Phase 100 AMP	Cam Locks
P320	120/208 Volts/3 Phase 200 AMP	Cam Locks
P340	120/208 Volts/3 Phase 400 AMP	Cam Locks
Product ID	Product Description	Receptacle
L102	Extension Cord w/ Single Plug	Standard

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CONVENTION CENTER

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E V E N T S C E N T E R

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Compressed Air Terms and Conditions

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD Exhibitor Services Division for assistance.
- Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
 1. All equipment using water must have an inlet and outlet properly tagged by the exhibitor and must connect to a 3/4" hose coupler.
 2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
 3. All water supplies must be set to the off position at the end of each day.
 4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- **Drainage**
 1. Drains are not designed to handle the discharge of large volumes of water.
 2. Drains are strictly for water. Other arrangements must be made for the disposal of materials such as grease, food products, etc.
 3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
 4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their invoice, at the floor rate in effect.

Rigging / Ceiling Power Guidelines

- **Rigging Services** – Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center, and preferred rigging provider for Palmer Events Center.
 - **Please contact Phil Sherrod with Freeman Audio Visual at 512-827-3200 / philip.sherrod@freemanco.com.**
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs.
- All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at www.austinconventioncenter.com.
- Electrical cabling is provided for basic 120V electrical services.
- The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
- **Electrical cabling is NOT provided for services included in the "Power for Motors or Special Equipment" price list below.** Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table on page 4 of this packet for the receptacle that will be provided with each service.

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2023 Utility Exhibitor Price List

Code	Description	U/M	Incentive Price	Standard Price	Floor Price
Electrical Services - Utilities (EL)					
Electrical Outlets					
E101	120 Volt Outlet 0-1000 Watts (8AMP)	EA	88.00	110.00	165.00
E102	120 Volts 15 AMP	EA	104.00	130.00	195.00
E103	120 Volts 20 AMP	EA	112.00	140.00	210.00
E104	120 Volts 30 AMP (NEMA L5-30R)	EA	152.00	190.00	285.00
E203	120 Volts 20 AMP - Ceiling Power	EA	180.00	225.00	385.00
Equipment					
L106	Adaptor	EA	50.00	50.00	50.00
L102	Extension Cord w/Single Plug	EA	25.00	25.00	25.00
L103	Multi-Outlet Strip - 6 Outlets	EA	25.00	25.00	25.00
Power for Motors or Special Equipment					
P202	208 Volts/Single Phase 20 AMP	EA	216.00	270.00	405.00
P203	208 Volts/Single Phase 30 AMP	EA	264.00	330.00	495.00
P206	208 Volts/Single Phase 60 AMP	EA	416.00	520.00	780.00
P210	208 Volts/Single Phase 100 AMP	EA	640.00	800.00	1,200.00
P302	120/208 Volts/3 Phase 20 AMP	EA	320.00	400.00	600.00
P303	120/208 Volts/3 Phase 30 AMP	EA	368.00	460.00	690.00
P306	120/208 Volts/3 Phase 60 AMP	EA	600.00	750.00	1,125.00
P310	120/208 Volts/3 Phase 100 AMP	EA	960.00	1,200.00	1,800.00
Facilities - Maintenance (FA)					
Air/Water/Gas/Drainage					
A200	Sink (Includes Water & Drain)	EA	360.00	450.00	675.00
A501	Water & Drainage	EA	240.00	300.00	450.00
A101	Compressed Air (Per connection)	EA	180.00	225.00	340.00
Labor - Standard (LA)					
Labor - Operations					
M101	Event Electrical Labor per hour	EA	65.00	65.00	65.00



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IT SERVICES

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH OPERATING GUIDELINES

TERMS AND CONDITIONS

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first serve basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD IT Services Division at 512-404-4044 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

Wi-Fi Operating Guidelines

- The Austin Convention Center Department (ACCD) is the exclusive provider for wired and wireless (Wi-Fi) services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds up to 3Mbps servicing clients, exhibitors, and attendees.
- Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cell phones and personal Wi-Fi hotspots.
- Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display.
- If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.
- ACCD requests your cooperation in the eliminating/minimizing the use of these devices to improve the quality of wireless services in our facility.

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2023 Exhibitor IT Services Price List

Code	Description	U/M	Incentive Price	Standard Price	Floor Price
IT Services (IT)					
Technical Services					
H101	Standard Internet Service - 10Mbps, 1 IP address, DHCP only (if static is needed, premium is required)	EA	600.00	795.00	1,195.00
H102	Additional IP Address	EA	150.00	200.00	300.00
H312	Ethernet Patch Cable (Up to 30ft.)	EA	65.00	65.00	65.00
H405	Ethernet Switch-Unmanaged	EA	225.00	300.00	300.00
H103	Premium Internet Service - 15Mbps, 1 IP address, static if requested (if additional IPs are needed, see H102)	EA	900.00	1,195.00	1,795.00
H100	Credit Card Processing – Ethernet Cable Included	EA	110.00	150.00	200.00
Telephone					
TM201	Digital Phone (single-line) - includes LD and set rental	EA	200.00	250.00	325.00
TC301	Digital Conference Phone (spaceship) - includes LD and set rental	EA	225.00	300.00	450.00
T101	Analog Phone Line - includes LD and set rental	EA	45.00	65.00	97.00
T401	Special Telephony Programming (Voice Mail, Coverage Path)	EA	50.00	50.00	50.00
Labor - Standard (LA)					
Labor - IT					
M103	Technical Labor per hour	EA	150.00	150.00	150.00

ACCD Exhibitor Services – Floor & Booth Layout

Event: Texas Conference for Women 2023	Event Dates: 11/16/23 to 11/16/23
Discount Deadline: 10/31/23	Floor Rate Applies: 11/11/23

Company Name	Booth Number	Booth Size

SCALE (check one)

1 Square = 1 Ft (Default)

1 Square = _____ Ft

X = 10 x 10 Booth

X + Y = 10 x 20 Booth

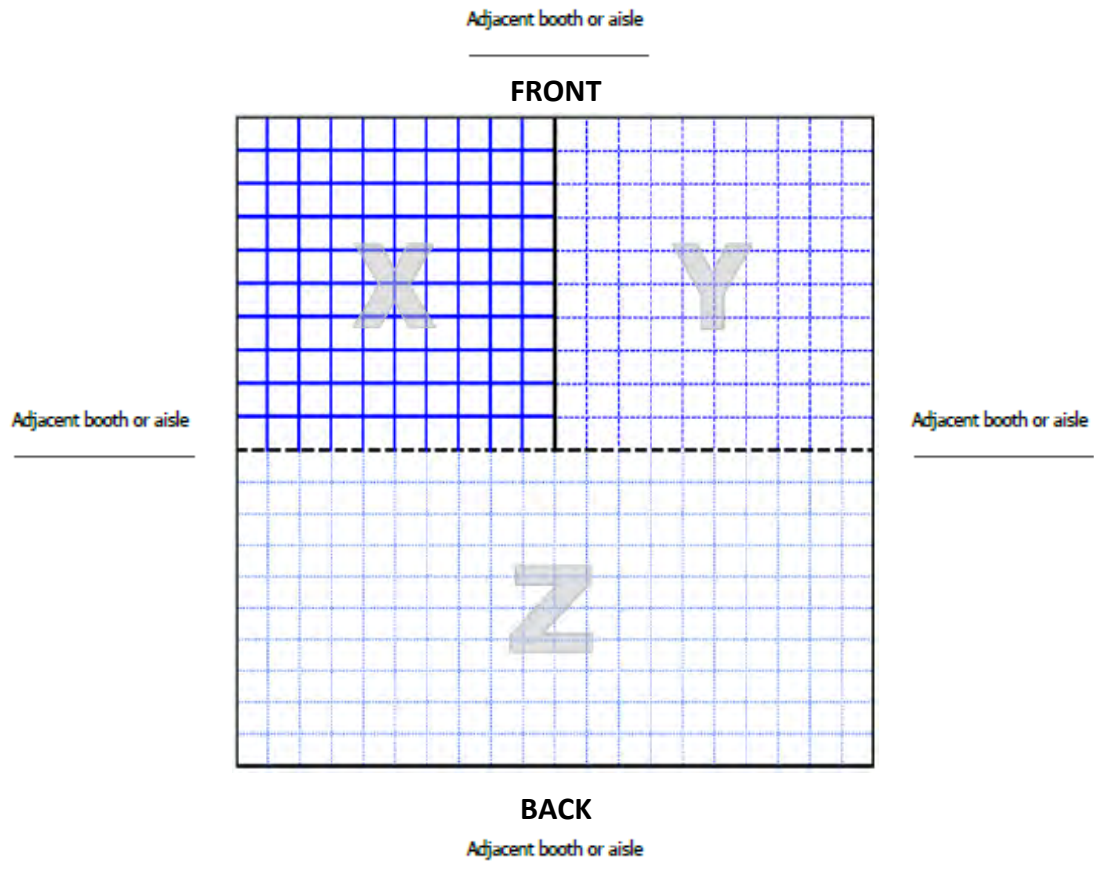
X + Y + Z = 20 x 20 Booth

- IMPORTANT INFORMATION**
- Labor charges apply to orders with four (4) or more services.
 - Mark the adjoining booth number and/or aisles for orientation.
 - Use the coordinates or the boxes as a scale for placement of services.
 - Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

LEGEND

X	Power Outlet
I	Internet
P	Phone
○	Water
▲	Air

Exhibitors may contact show management for a copy of the exhibit show floor plan



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Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD – all persons entering must check in with ACCD Security.
- No possession or use of alcohol or illegal substances.
- All containers, packages and vehicles subject to inspection.
- The unlicensed possession of weapons by persons on ACCD property is a felony.
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date.
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.
- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard.
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at (512) 404-4111.



Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received **21 days** before the move-in date.

Computers & Accessories

Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$500	\$600	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$600	\$725	\$
PC Desktop: Current Windows, Current Office, Ethernet Card, USB Mouse & Keyboard, (monitor not incl)		\$400	\$475	\$
USB Keyboard & Mouse Set		\$80	\$100	\$
Wireless Keyboard & Mouse Set		\$160	\$200	\$
Computer Audio Speakers		\$100	\$125	\$
Wireless Slide Advance Remote		\$100	\$125	\$

Computer / Video Flat Panel Displays

Equipment	Qty	Advance Rate	Standard Rate	Total
24" 4K / HD LCD: 3840 x 2160 Resolution Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount		\$500	\$600	\$
32" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$700	\$850	\$
40" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$900	\$1100	\$
50" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$1,300	\$1,575	\$
60" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand w/ Shelf		\$1,700	\$2,050	\$
70" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand w/ Shelf		\$2,100	\$2,525	\$
80" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand w/ Shelf		\$2,500	\$3,000	\$
46" Touchscreen HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$1,900	\$2,300	\$
55" Touchscreen HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$2,100	\$2,525	\$

Video Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Professional Digital Video Disc Player: with repeat function Please check / circle stand <input type="checkbox"/> USB Media Player <input type="checkbox"/> DVD / Blu-Ray <input type="checkbox"/> DVD - Region Free		\$150	\$185	\$

Audio Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Wireless UHF Mic Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Laveliere <input type="checkbox"/> Headset		\$310	\$375	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$600	\$725	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$800	\$900	\$

Miscellaneous Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
5,000 Lumen HD LCD Projector: 1920 x 1080 resolution		\$1,100	\$1,325	\$
Projection Support Package: Includes Tripod Screen, Bottom Skirt, AV Cart, Video Cables, Power Cables		\$380	\$465	\$
Tripod Screen with skirt: <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'		\$130	\$165	\$
Monitor (AV) Cart with skirt: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54"		\$70	\$85	\$

Booth Number

Equipment Rental Subtotal

\$

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received **21 days** before the move-in date.

Totals	
1) Equipment Rental Sub Total: From Page 1	\$
2) Austin Sales Tax: 8.25%	\$
3) Equipment Set / Strike Labor: 65% of Equipment Total	\$
* If equipment total is less than \$600, a minimum labor charge of \$390 will apply.	
** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return	
4) Order Total:	\$

Order Instructions

Customer / Exhibitor Information	
Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time: <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	On-Site Contact Name:
	On-Site Contact Cell Phone:

A representative of your company MUST BE PRESENT at the time of delivery for set up instructions and delivery verification.
Please note that equipment will not be left / set up in an unattended booth.

Payment Information	
Company Name:	Billing Address:
Name on Credit Card:	City: State: ZIP:
Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX	Card Number:
Authorized Signature:	Card Expiration: MM / YY Security Code:

Remit Payment To

Projection
415 Summer Street
Boston, MA 02210
www.projection.com

Complete this form
and return for order confirmation
By Email: maadmin@projection.com
By Phone: 617-954-3333
By Fax: 617-954-3327



EXHIBITOR AUDIO VISUAL ORDER



Email: maadmin@projection.com

Phone: 617-954-3333

Fax: 617-954-3327

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle. Rates published are for the entire duration of the event. Advance Rate applies to orders received **21 days** before the move-in date.

Rental Agreement

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

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

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

Payment Terms

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

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

Unpaid Balances

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

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:	Date:
Company Name:	Booth #: