



**Techno Security &
Digital Forensics
Conference**

EXHIBITOR SERVICE MANUAL

**Pasadena Convention Center
Exhibit Hall
September 16-18, 2024**

Online Marketplace

Expo Convention Contractors (Expo CCI) has been chosen as the Official Service Contractor for **Techno Security & Digital Forensics Conference West 2024**.

We are prepared to assist you in every way possible to ensure a successful marketing presentation for your company. Expo Convention Contractors has an online marketplace that provides an easy way for you to order all of your show services. Our system is user friendly and visually driven, making it easy to navigate.

You still have the option to download the PDF Exhibitor Manual, but you must first log in to the online marketplace. Below are instructions to access our online marketplace or download your PDF Exhibitor Manual.

- Once you have successfully registered for a booth with the show manager, Expo CCI will receive your contact information. We will then email you a unique temporary password, as well as link to our storefront (<https://expocci.boomerecommerce.com/>).
- When you log in for the first time, you will be prompted to update your password, keeping your order and payment information confidential and accessible only to you. If you were an exhibitor last year or have logged into our storefront before, your password will be whatever you changed it to the last time you logged in. You always have the option to reset your password from the login page.
- After you have logged in, you will be directed to your Event Homepage. Here you will find important show dates and times, booth equipment, shipping deadlines and shipping addresses.
- From your Event Homepage, you will also notice a menu on your left hand side. From these menu options you can start shopping to place your order online, print shipping labels, access subcontractor forms and download your PDF Exhibitor Manual.
- All remaining balances are to be paid prior to the show. If you have an open balance after the show has closed, a 25% administrative charge will be assessed to your invoice.
- Please pay special attention to the deadline dates for placing your order and shipping your booth materials. The deadline date to receive Advance Warehouse freight is September 10, 2024 and Direct to Show shipments will be accepted on September 15, 2024. Please note that shipments sent direct to the convention facility will not be accepted prior to this date.
- Please call our Exhibitor Service Department if you need assistance. We're here to help! You can reach us at (305) 751.1234 or by email at info@expocci.com from Monday - Friday 8:00am - 4:30pm EST (Eastern Standard Time).

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September 16 – 18, 2024 | Pasadena Convention Center | Pasadena, CA

Sponsorship Packages Include the Following Items:

- **Platinum Sponsor:**

10' x 20' size booth - corner

10' x 20' standard carpet - dark gray

8' high white back pipe and drape and 3' high side drapes

Two (2) standard black skirted tables (table size: 6'Lx30"Hx24"D)

Four (4) black chairs

One (1) standard 120v electrical drop

One (1) trash can

Company name I.D. sign

Nightly booth cleaning

Material Handling/Drayage cost up to 800 lbs. shipped to advance warehouse or show site*.

- **Gold Sponsor:**

10' x 10' size booth space

10' x 10' standard carpet - dark gray

8' high white back pipe and drape and 3' high side drapes

One (1) standard black skirted table (table size: 6'Lx30"Hx24"D)

Two (2) black chairs

One (1) standard 120v electrical drop

One (1) trash can

Company name I.D. sign

Nightly booth cleaning

Material Handling/Drayage cost up to 500 lbs. shipped to advance warehouse or show site*.

- **Silver Sponsor:**

10' x 10' size booth space

10' x 10' standard carpet - dark gray

8' high white back pipe and drape and 3' high side drapes

One (1) standard black skirted table (table size: 6'Lx30"Hx24"D)

Two (2) black chairs

One (1) standard 120v electrical drop

One (1) trash can

Company name I.D. sign

Nightly booth cleaning

Material Handling/Drayage cost up to 300 lbs. shipped to advance warehouse or show site*.

*** Exhibitors who have extensive unloading requirements should be aware that if they exceed the material handling weight included with the sponsor level for shipments to advance and/or show site, will be billed by Show Management for the overage at \$1.00 per lb.**

If you have any questions regarding what you may need for your booth display/set-up, please contact Diana Ludwig by email at diana.ludwig@ExpoDevCo.com or call 404.334.4584.



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Expo Quick Facts/ Show Information

Deadline date to receive discounted rates: August 30, 2024

SCHEDULE

<i>Exhibitor Move-in:</i>	Sunday,	September 15, 2024	12:00pm - 5:00 pm	(Show Management Approval Only)
	Monday,	September 16, 2024	8:00am - 2:00pm	
<i>Show hours:</i>	Monday,	September 16, 2024	2:00pm - 6:00pm	
	Tuesday,	September 17, 2024	11:00am - 3:30pm	
	Wednesday,	September 18, 2024	11:00am - 1:30pm	
<i>Exhibitor Move-out:</i>	Wednesday,	September 18, 2024	1:30pm - 7:00pm	
<i>Reroute freight:</i>	Wednesday,	September 18, 2024	7:00pm	

MOVE-OUT NOTE

All carriers must check-in no later than **6:00pm on Wednesday, September 18, 2024**. If your carrier does not check-in by the designated time above your freight will be rerouted through eLogistics.

All freight must be labeled and a Bill of Lading filled out and returned to the Expo Service Desk before leaving your booth. **Any exhibitors without a credit card on file, will have their freight held until paid in full.**

BOOTH EQUIPMENT PACKAGE

INCLUDES: Each 10' x10' booth area will be provided with an 8' background drape, 3' high side drape, one 6' skirted table, two chairs, one wastebasket and a booth identification sign (7" x 44").
(Black Helvetica Letters are Standard for the ID Signs)

SHOW COLORS

Side Drape: White Back Drape: White Table Drape: Black

CARPET COLOR

The booth area has **PEPPER (dark gray)** carpeting. You may select different carpet for your booth in any offered color for an additional price. Please see the enclosed Carpeting Form for color selection and pricing.

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Expo Quick Facts/Show Information

ADVANCE WAREHOUSE SHIPMENT

Materials should be shipped to arrive at our warehouse beginning **Thursday, August 15, 2024** but **NO LATER THAN, Tuesday, September 10, 2024**. Warehouse is open Monday-Friday from 7 am to 5pm. NOTE: Monday, September 2 is Labor Day. The warehouse will be closed and no shipments will be accepted.

Techno Security West 2024

Your Company Name and Booth #
Expo Convention Contractors Inc.
c/o **Tforce** c/o **Crane/ML Transportation**
2310 E. Gladwick St
Rancho Dominguez, CA 90220

See our Material Handling forms for more details. Shipping Labels Provided.

DIRECT SHIPMENT TO FACILITY

Direct to show shipments will be accepted **Sunday, September 15, 2024 between 12:00am and 5:00pm**

Techno Security West 2024

Your Company Name and Booth #
Expo Convention Contractors Inc.
c/o **Pasadena Convention Center**
300 E Green St, Exhibit Hall
Pasadena, CA 91101

See our Material Handling forms for more details. Shipping Labels Provided.

ASSISTANCE

We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305.751.1234. or email info@expocci.com from Monday - Friday 8:00am - 4:30pm EST (Eastern Standard Time)

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September 16 – 18, 2024 | Pasadena Convention Center | Pasadena, CA

Move In

Sunday, September 15: 12:00 pm – 5:00 pm (Show Management Approval Only)
Monday, September 16: 8:00 am - 2:00 pm

Move Out

Wednesday, September 18: 1:31 pm - 7:00 pm

Move-in and move-out through the Convention Center's main entrances is strictly limited to hand-carried items. Dollies, flat-beds, pallet jacks or anything mechanical are prohibited unless entered through the loading dock and taken to its destination via the back of the Convention Center. Passenger elevators are designed for passenger use only and may not be used for freight. Freight elevators are provided for exhibitor use at the dock.

Loading Dock/Freight Pick Up Address

Exhibitors must use the loading dock and drive on ramp which is accessible from the west side of the Convention Center via Marengo Avenue.

Pasadena Convention Center – Exhibit Hall A
128 S Marengo Ave
Pasadena, CA 91101

Personally Owned Vehicles (POV)

Exhibitors may unload/load items from a POV with the assistance of EXPO POV Service. This includes a car, minivan, passenger van, SUV, pick up, taxi, Uber and Lift.

POV Service Unloading

POV Service is complimentary and covered by show management. One worker equipped with a flat cart will assist those exhibitors who qualify for POV Service with unloading and delivery of goods to the exhibitor's booth. POV Service is for exhibitors requiring minimum assistance to facilitate the move-in/out process. Skidded or palletized items do not qualify. The maximum weight is 400 pounds per trip. **Exhibitors who have extensive unloading requirements should be aware that if they exceed the material handling weight included with the sponsor level for shipments to advance and/or show site, will be billed by Show Management for the overage at \$1.00 per lb.**

EXPO WILL NOT BE RESPONSIBLE FOR ANY DAMAGES. Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves the exhibitor's place of business and end when it is returned to the exhibitor's facility after the show.

POV Service will be available from the loading dock. Exhibitors should identify themselves as exhibitors requiring POV service to security personnel. Exhibitors will then be directed to the specially designated area.

Return of Empties

Security will be ensuring all attendees are off the exhibit floor for safety reasons. Once security provides clearance, EXPO personnel will begin rolling up the aisle carpet before empties can be returned. Please note, it may take up to two hours to return the empty containers after the show. It is important to keep all aisles clear so the crews can return the empty containers without unnecessary delays.

Outbound Shipping

All exhibitors using a common carrier must fill out an EXPO Bill of Lading (BOL), which may be picked up at the service desk once the booth is packed. Any open balances with EXPO must be paid in full to receive the BOL. Once your exhibit materials have been packed and labeled, leave your shipment in your booth. However, please return the document to the EXPO Exhibitor Service Desk. This is the process to communicate to EXPO that your shipment is ready to be picked up from your booth space. EXPO will not accept forms prior to the show's closing. Please make sure your name and mobile number are legible on the document. Exhibitors should verify with their carriers the pick-up time (by 6:00 pm on Wednesday, September 13th) and the pick-up address: Pasadena Convention Center – Exhibit Hall A, 128 S Marengo Ave, Pasadena, CA 91101. In the event your carrier fails to show, your shipment will be redirected through eLogistics, EXPO's transportation company, and applicable fees will apply.

Show Carrier

EXPO eLogistics is the official show carrier. You may choose an alternate carrier; however, the exhibitor is responsible for making the arrangements for pick up. **Carriers must check in by 6:00 pm on September 18th.** EXPO will make final arrangements for re-routing exhibitor materials remaining on the exhibit floor.

Small Package Carriers

Per move-out regulations, small package carriers such as UPS or FedEx may not pick up at the facility. For exhibitors shipping via small package carriers, we suggest that exhibitors bring their items to a direct UPS or FedEx drop off location or a hotel business center. Exhibitors taking small packages to drop off locations do not need to complete a Bill of Lading with EXPO.

Closest Small Package Carrier Locations

FedEx Shipping Center – Distance .4 mi
135 N Los Robles Ave #120, Pasadena, CA 91101
(626) 356-0483
Hours M – F 9:00am – 7:00pm, Sat 10:00am – 6:00pm, Sun Closed

FedEx Shipping Center - Distance .9 mi.
855 E Colorado Blvd, Pasadena, CA 91101
(626) 793-6336
Hours M – F 8:00am - 8:00pm, Sat 9:00am – 6:00pm, Sun 12:00pm – 6:00pm

The UPS Store – Distance 1.2 mi.
254 N Lake Ave, Pasadena, CA 91101
(626) 229-9981

Hours M-F 9:00am – 7:00pm, Sat 9:00am – 5:00pm, Sun Closed

POV Service Loading

If exhibitors unloaded their own vehicle, a Bill of Lading is not required. POV's cannot be left unattended in the designated POV loading areas. Once an exhibit is packed and ready to be loaded, an exhibitor should retrieve their vehicle, and proceed to the designated loading area where instructions will be provided by EXPO or Security personnel.



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Payment Policy

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO CCI.

ADVANCE AND/OR FLOOR ORDERS All Orders require **ADVANCE PAYMENT** for initial estimate of charges for services AND a **VALID CREDIT CARD** with proper authorization be provided to Expo CCI. You may prepay with a check written on your company, but a credit card is required by Expo CCI to ensure any unexpected charges, such as additional freight, clean-up costs, etc., are paid at the time the Show closes.

THIRD PARTY ORDERS If you choose to contract work to a Display or Exhibit house/company and/or require services from Expo CCI, the Payment Policy presented above shall apply. Expo CCI must be notified, in writing, a non-official contractor form and COI must be submitted, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit Expo's Third Party Payment Policy prior to placing order.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR Expo CCI's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to Expo CCI. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor provides an additional form of payment prior to the charge being processed. Expo CCI is not responsible for any damage or loss of your freight, **please secure round trip insurance from your company insurance carrier.**

ALL CHARGES All charges/costs requested by Exhibitor **MUST** be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$39 for each NSF check written to Expo CCI.

Expo CCI charges a **3% convenience fee for payments using a credit or debit card. This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.**

ADJUSTMENTS/REFUNDS Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. Expo CCI will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by Expo CCI. **Refunds:** A 6% processing fee will be added to all orders prior to refunding a credit balance of any type.

SALES TAX Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Expo CCI with its tax exempt certificate prior to orders being processed. If not provided and exhibitors requests tax to be removed a 6% processing fee will apply before refund.

CANCELLATION POLICY **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.** In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, Expo CCI will be entitled to a fee equal to the percentage of work completed by Expo CCI. This percentage will be determined solely by Expo CCI. In the event the deposit received exceeds the percentage of work completed, Expo CCI will refund the excess deposit.

COLLECTION POLICY In the event this contract is turned over to an attorney for collection or dispute, Expo CCI will be entitled to reasonable attorney fees.

Return via fax 305-751-1298 or email info@expocci.com We accept American Express, Visa, MasterCard and Discover for your convenience. No checks will be accepted at show site.

Exhibitor:	Contact name:	Booth #:
Address:		
City:	State:	Zip:
Phone:		Country:
Credit Card Used For Payment: No.:		Expires:
Security Code:	(The 3 numbers on back of card or for Amex the 4 numbers on the front)	
Billing Address for credit card:		
City:	State:	ZIP CODE:
Credit Card Holder (Print Name as it appears on card):		
Card Holder Signature:		

*****Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

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Discount deadline:
August 30, 2024

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Terms and Conditions

PAYMENT POLICY:

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Expo CCI, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. Ultimately, the exhibitor is responsible for payment if the third party's payment is declined.

Invoices: Prior to close of show, an Invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The Exhibitor understands that there will be a 10% monthly (120% per year) finance charge on past due accounts and agrees to pay all costs incurred by Expo CCI, while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be emailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$30 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Expo CCI. The customer shall be held financially responsible for any damage to Expo CCI equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: On-site exchanges and cancellations of any orders/furnishings will be assessed a 100% pick-up fee.

Refunds: A 6% processing fee will be added to all orders prior to refunding a credit balance of any type, all credits will be done post show.

Expo CCI charges a 3% convenience fee for payments using a credit or debit card. This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.

DEFINITIONS AND EXPO RESPONSIBILITIES:

The name "Expo CCI" shall be construed within the meaning of this contract as Expo Convention Contractors and its employees, officers, agents, and assigns including any subcontractors Expo CCI may appoint. The term "exhibitor" refers to any party who contracts for services with Expo CCI. Expo CCI shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Expo CCI assumes no responsibility for any person, parties, or other contracting firms not under Expo CCI's direct supervision and control. Expo CCI shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Expo CCI's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, we do not allow POV's to unload at the docks. POV's may ground load only.

INDEMNIFICATION:

The exhibitor agrees to indemnify, forever hold harmless and defend Expo CCI and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Expo CCI or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Expo CCI equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

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Terms and Conditions

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES:

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Expo CCI prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Expo CCI more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Expo CCI and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Expo CCI services as an offset against the amount of the alleged loss or damage. Any claim against Expo CCI shall be considered a separate transaction and shall be resolved on its own merit.

EXPO'S LIMITS OF LIABILITY:

If found liable for any loss or damage, Expo CCI's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Expo CCI specifically acknowledges receipt in writing. Expo CCI shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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 the exhibitor or his representative. During such time, the materials will be left unattended. Expo CCI is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Expo CCI shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Expo CCI assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Expo CCI loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Expo CCI assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move-out deadline after a show, Expo CCI shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense. Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Expo CCI's control may be moved into the exhibit hall on overtime. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Expo CCI Service Desk.

PACKAGING, CRATES AND EMPTY CONTAINERS:

Expo CCI shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Expo CCI shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Expo CCI shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Expo CCI assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty".

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Third Party Payment

THIS FORM IS TO BE FILLED OUT ONLY IF YOU HAVE HIRED A THIRD PARTY TO SET UP YOUR BOOTH.

THIRD PARTY PAYMENT CONDITIONS

This form must be completed and signed by BOTH PARTIES and returned to Expo CCI prior to placing any orders. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion. If charges have been billed to the wrong party and Expo CCI was not provided with the completed Third Party Payment Policy prior to the order being placed, any refund must be settled between the exhibiting firm and third party.

PLEASE INDICATE WHICH ITEMS/SERVICES ARE TO BE INVOICED TO THE THIRD PARTY:

All Expo Services	Booth Cleaning	Booth Labor
Freight Handling	Furniture/Carpet	Other (Specify)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Expo CCI prior to the close of the show. (Signature required below.)

Authorized Firm Representative Signature: _____

We accept American Express, Visa, MasterCard and Discover Card for your convenience. A non-official contractor form and COI must accompany the Third Party Payment form.

EXHIBITING COMPANY

Exhibiting Company: _____ Booth #: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Email: _____ Contact/s: _____

Credit Card Used For Payment: No.: _____ Expires: _____

Security Code: _____ [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card: _____

City: _____ State: _____ ZIP CODE: _____

Credit Card Holder (Print Name): _____ Card Holder Signature: _____

*****Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show. **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.**

THIRD PARTY

Third Party Company: _____ Booth #: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Email: _____ Contact/s: _____

Credit Card Used For Payment: No.: _____ Expires: _____

Security Code: _____ [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card: _____

City: _____ State: _____ ZIP CODE: _____

Credit Card Holder (Print Name): _____ Card Holder Signature: _____

*****Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show. **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee. A non-official contractor form and COI must accompany the third Party Payment form.**

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:
August 30, 2024

NEED
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NEED ANYTHING?

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| Fax: 305-751-1298

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| Fax: 305-751-1298

Tables

Sponsor Packages include standard tables and chairs. For information on what is included in your booth package, please see the [Sponsorship Package Items](#) included in this kit.



Draped Table

	Qty	Advance Price	Standard Price	
2' x 4' - 30" H		\$ 168.50	\$ 211.00	
2' x 6' - 30" H		\$ 186.50	\$ 233.00	
2' x 8' - 30" H		\$ 222.00	\$ 277.50	
2' x 4' - 42" H		\$ 239.50	\$ 300.00	
2' x 6' - 42" H		\$ 257.50	\$ 322.00	
2' x 8' - 42" H		\$ 293.00	\$ 366.50	
4th sided skirt 30"		\$ 65.00	\$ 81.50	
4th sided skirt 42"		\$ 65.00	\$ 81.50	

PLEASE CHECK
COLOR CHOICE

- White
- Grey
- Black
- Red
- Blue
- Teal
- Gold
- Purple
- Burgundy

Amount If no drape color is selected the designer show color will be provided.



Undraped Table

	Qty	Advance Price	Standard Price	
2' x 4' - 30" H		\$ 126.50	\$ 158.00	
2' x 6' - 30" H		\$ 139.50	\$ 174.50	
2' x 8' - 30" H		\$ 166.50	\$ 208.00	
2' x 4' - 42" H		\$ 179.50	\$ 224.50	
2' x 6' - 42" H		\$ 193.00	\$ 241.00	
2' x 8' - 42" H		\$ 219.00	\$ 273.50	

Amount

36" Round Table

	Qty	Advance Price	Standard Price
30" High		\$ 217.50	\$ 272.00
42" High		\$ 249.50	\$ 312.50

Amount

Chrome Square Table

Qty	Advance Price	Standard Price
	\$ 199.00	\$ 259.00

Amount

Company Name:
Booth #:

Amount	<input style="width: 80%;" type="text"/>
10.25% TAX	<input style="width: 80%;" type="text"/>
Amount Due	<input style="width: 80%;" type="text"/>

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
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Chairs and Stools

****Sponsor Packages include standard tables and chairs. For information on what is included in your booth package, please see the Sponsorship Package Items included in this kit.****



Black Side Chair

Qty	Advance Price	Standard Price
1	\$ 102.50	\$ 133.50

Amount



White Stool with back

Qty	Advance Price	Standard Price
1	\$ 168.50	\$ 211.00

*adjustable to 30"H or 42" H

Amount

Discount deadline:
August 30, 2024

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Gray Side Chair

Qty	Advance Price	Standard Price
1	\$ 106.00	\$ 132.50

Amount



Gray Stool with back

Qty	Advance Price	Standard Price
1	\$ 144.00	\$ 180.50

Amount

Company Name:
Booth #:

Amount	<input style="width: 85%;" type="text"/>
10.25% TAX	<input style="width: 85%;" type="text"/>
Amount Due	<input style="width: 85%;" type="text"/>

**NEED
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Phone: 305-751-1234
| Fax: 305-751-1298

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Flooring **Booth carpeting in the show color is included with your sponsor package. Complete this form only for ordering padding or a different floor covering**

Booth Dimensions (ft.)	(Ft.) LENGTH X WIDTH = Sq. Ft.
What is your booth size?	X =

Wood Vinyl

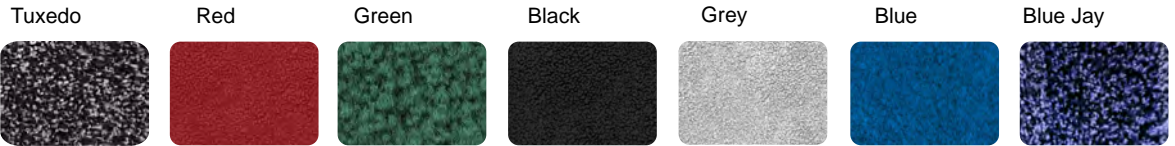
SELECT WOOD VINYL

EXPO WOOD VINYL				
Qty	Item	Advance Price	Standard Price	Total Price
	10'x 10'	\$ 1,236.00	\$ 1,607.00	
	10'x 20'	\$ 2,472.00	\$ 3,214.00	
	10'x 30'	\$ 3,708.00	\$ 4,820.50	
	10'x 40'	\$ 4,945.00	\$ 6,425.00	



Carpets

SELECT CARPET COLOR CHOICE



EXPO CLASSIC CARPET				
Qty	Item	Advance Price	Standard Price	Total Price
	10'x 10'	\$ 238.50	\$ 310.50	
	10'x 20'	\$ 477.00	\$ 620.50	
	10'x 30'	\$ 715.50	\$ 930.00	
	10'x 40'	\$ 954.00	\$ 1,240.50	

EXPO CUSTOM CUT CARPET			
BOOTH SIZE: LENGTH X WIDTH = Sq. Ft. X =	Advance Price	Standard Price	Total Price
Do you want Expo Classic Carpet?	\$ 5.50	\$ 7.50	
Do you want Expo Plush Carpet?	\$ 7.00	\$ 9.50	

Padding and Visqueen

Sq. Ft	Item	Advance Price	Standard Price	Total Price
	1/2" Padding	\$ 2.25	\$ 3.00	
	1" Padding	\$ 3.75	\$ 5.00	
	Visqueen	\$ 1.00	\$ 1.50	

Company Name:
Booth #:

Amount
10.25% TAX
Amount Due

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

Discount deadline:
August 30, 2024

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Accessories

****One wastebasket is included in each sponsor package****




Sign Holder			
66" H - Graphic Size 22" W x 28" H			
	Qty	Advance Price	Standard Price
NO Graphic		\$ 190.50	\$ 248.00
Single Graphic		\$ 275.00	\$ 357.50
Double Graphic		\$ 359.00	\$ 467.00
Amount			




Floor Easel			
65" H			
	Qty	Advance Price	Standard Price
		\$ 66.50	\$ 86.50
Amount			



Adjustable Arm Rack			
33" W x 47 11/16" H			
	Qty	Advance Price	Standard Price
		\$ 116.00	\$ 151.00
Amount			



2 Way Waterfall Rack			
33" W x 53 5/16" H			
	Qty	Advance Price	Standard Price
		\$ 116.00	\$ 151.00
Amount			



Mini Refrigerator			
20" W x 20"D x 34"H			
	Qty	Advance Price	Standard Price
		\$ 513.50	\$ 668.00
Amount			



Black Retractable Rope Stanchions			
39 1/2" H - 10 ft. Rope			
	Qty	Advance Price	Standard Price
		\$ 161.50	\$ 300.00
Amount			

***Minimum order of 2**



Wastebasket			
14" L x 10" W x 15" H			
	Qty	Advance Price	Standard Price
		\$ 46.50	\$ 60.50
Amount			

Company Name:
Booth #:

Amount	
10.25% TAX	
Amount Due	


Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

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Accessories



Black / White Arm Light with Bulb			
	Qty	Advance Price	Standard Price
BLACK		\$ 88.00	\$ 114.50
WHITE		\$ 97.50	\$ 127.00

*Electricity not included.
*Only for hard walls.


Amount



White Shelves			
	Qty	Advance Price	Standard Price
1 Meter		\$ 90.00	\$ 117.00
2 Meter		\$ 118.00	\$ 153.50
3 Meter		\$ 121.50	\$ 158.00

*Please send layout and heights.
*Only for Octanorm Structures.


Amount



4' Track Lights with Two Cans			
	Qty	Advance Price	Standard Price
Track		\$ 346.50	\$ 450.50
Additional Can		\$ 87.50	\$ 114.00

*Electricity not included.
*Only for hard walls.

Amount



60" H x 15" D x 11" W		
Qty	Advance Price	Standard Price
	\$ 251.50	\$ 327.00

Amount

Discount deadline:
August 30, 2024

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Phone: 305-751-1234
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Company Name:
Booth #:

Amount	<input type="text"/>
10.25% TAX	<input type="text"/>
Amount Due	<input type="text"/>

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.


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Cabinets


(The deadline to receive orders, payments, and ready-to-print graphics is July 31, 2024)




1 meter Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Front graphic		\$ 621.50	\$ 808.00
WHITE		\$ 520.00	\$ 676.00
Graphic Size	37 15/16"W x 35 7/16"H		
Amount	<input type="text"/>		




2 meter Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Front graphic		\$ 930.00	\$ 1,209.00
WHITE		\$ 729.50	\$ 948.50
Graphic Size	77"W x 35 7/16"H		
Amount	<input type="text"/>		




1 meter Curved Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Front graphic		\$ 898.50	\$ 1,168.50
WHITE		\$ 775.00	\$ 1,007.50
Graphic Size	42 1/4"W x 35 7/16"H		
Amount	<input type="text"/>		




2 meter Curved Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Front graphic		\$ 1,231.50	\$ 1,601.00
WHITE		\$ 984.50	\$ 1,040.50
Graphic Size	85 5/8"W x 35 7/16"H		
Amount	<input type="text"/>		



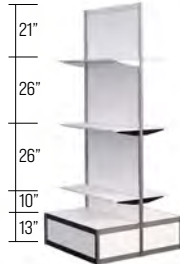
1 meter Diagonal Curved Cabinet without Door			
	Qty	Advance Price	Standard Price
Front graphic		\$ 930.50	\$ 1,209.50
WHITE		\$ 775.00	\$ 1,007.50
Graphic Size	60 1/8"W x 35 7/16"H		
Amount	<input type="text"/>		



2 meter Curved Corner Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Graphic		\$ 1,122.50	\$ 1,459.50
WHITE		\$ 871.50	\$ 1,133.00
Graphic Size	Front: 37 15/16"W x 35 7/8"H / Both Sides: 29 5/8"W x 35 7/16"H		
Amount	<input type="text"/>		



1 meter Gondola Single Sided with 3 Shelves			
	Qty	Advance Price	Standard Price
Straight Shelves		\$ 439.00	\$ 571.00
Angled Shelves		\$ 507.00	\$ 659.50
Amount	<input type="text"/>		



1 meter Gondola Double Sided with 6 Shelves			
	Qty	Advance Price	Standard Price
Straight Shelves		\$ 548.50	\$ 713.50
Angled Shelves		\$ 657.00	\$ 854.50
Amount	<input type="text"/>		

*Prices for Side Graphics on cabinets are additional.			
	Qty	Advance Price	Standard Price
		\$ 57.00	\$ 74.00
		Side Graphic Size 18 1/2" W x 35 7/8" H	
Amount	<input type="text"/>		

Amount	<input type="text"/>
10.25% TAX	<input type="text"/>
Amount Due	<input type="text"/>

Company Name:

Booth #:

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

Please submit graphics to - designanddisplay@expocci.com - Specifying the SHOW NAME AND COMPANY NAME.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:
August 30, 2024

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Showcases


**Electricity not included.*



Solid Wall Case

	Qty	Advance Price	Standard Price
WHITE		\$ 901.50	\$ 1,172.00
BLACK		\$ 901.50	\$ 1,172.00
Size	70"W x 18"D x 84"H		


Amount



See Thru Wall Case

	Qty	Advance Price	Standard Price
WHITE		\$ 927.00	\$ 1,205.50
BLACK		\$ 927.00	\$ 1,205.50
Size	70"W x 18"D x 84"H		

Amount




Quarter View Showcase

	Qty	Advance Price	Standard Price
4 Feet		\$ 640.50	\$ 833.00
5 Feet		\$ 640.50	\$ 833.00
6 Feet		\$ 640.50	\$ 833.00
Size	18"D x 37"H		

Select view Half Quarter


Amount



Tower Case TCS1639

	Qty	Advance Price	Standard Price
WHITE		\$ 686.00	\$ 892.00
BLACK		\$ 686.00	\$ 892.00
Size	39"W x 16"D x 79"H		

Amount




Full View Showcase

	Qty	Advance Price	Standard Price
4 Feet		\$ 640.50	\$ 833.00
5 Feet		\$ 640.50	\$ 833.00
6 Feet		\$ 640.50	\$ 833.00
Size	18"D x 37"H		

Select Color White Black


Amount



Museum Case 2020

	Qty	Advance Price	Standard Price
WHITE		\$ 663.50	\$ 863.00
BLACK		\$ 663.50	\$ 863.00
Size	20"W x 20"D x 72"H		

Amount




Half View Showcase

	Qty	Advance Price	Standard Price
4 Feet		\$ 640.50	\$ 833.00
5 Feet		\$ 640.50	\$ 833.00
6 Feet		\$ 640.50	\$ 833.00
Size	18"D x 37"H		

Select Color White Black

Amount



Tower Case TCS2020

	Qty	Advance Price	Standard Price
LIGHT GREY		\$ 663.50	\$ 863.00
BLACK		\$ 663.50	\$ 863.00
Size	20"W x 20"D x 79"H		

Amount

Company Name:
Booth #:

Amount	<input style="width: 90%;" type="text"/>
10.25% TAX	
Amount Due	<input style="width: 90%;" type="text"/>

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

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Graphics

(The deadline to receive orders, payments, and ready-to-print graphics is July 31, 2024)



Pull up Banner		
Qty	Advance Price	Standard Price
	\$ 510.00	\$ 663.00
Graphic Size 33 1/2" W x 80" H		

Amount




1 - meter B-Matrix Panel with Graphic on PVC		
Qty	Advance Price	Standard Price
	\$ 700.50	\$ 910.50
Graphic Size 38 13/16" W x 94 15/16" H		

*Frame Included

Amount

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2 - meter B-Matrix with Graphic on PVC		
Qty	Advance Price	Standard Price
	\$ 1,412.50	\$ 1,836.50
Overall Graphic Size 78"W x 95" H		

*Frame Included

Amount

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3 - meter B-Matrix with Graphic on PVC		
Qty	Advance Price	Standard Price
	\$ 2,114.00	\$ 2,748.50
Overall 9Graphic Size 117" W x 95" H		

*Frame Included

Amount

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Printing Price Per SQ-FT for any custom size is _____ \$ 20.00

- Send the files to print in one of these formats: EPS, PDF, TIFF, JPEG (High Quality).
- Convert all fonts to outlines.
- Send Graphic Files ready to print to designanddisplay@expocci.com
- The pricing above applies for PVC, Foamboard and Banner.
- Fabric and Custom cut to be quoted.

Company Name:
Booth #:

Amount	<input style="width: 85%;" type="text"/>
10.25% TAX	<input style="width: 85%;" type="text"/>
Amount Due	<input style="width: 85%;" type="text"/>

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

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Turnkey Rental Form

(The deadline to receive orders, payments, and ready-to-print graphics is July 31, 2024)

EXPO HARD WALL BOOTH OPTIONS

All our standard hard wall Turnkey booths on the next few pages come in standard white with graphics

Qty	Item	Advance Price	Standard Price	TOTAL
	Turnkey Rental Booth 101	\$ 5,283.50	\$ 6,604.50	
	Turnkey Rental Booth 102	\$ 4,325.00	\$ 5,406.00	
	Turnkey Rental Booth 103	\$ 5,697.50	\$ 7,122.00	
	Turnkey Rental Booth 105	\$ 5,937.00	\$ 7,421.50	
	Turnkey Rental Booth 201	\$ 7,232.50	\$ 9,040.50	
	Turnkey Rental Booth 202	\$ 8,159.00	\$ 10,198.00	

Discount deadline:
July 31, 2024

- Rush Fee:** A \$250 fee applies to turnkey orders placed within 1 or 2 weeks of your event date.

10.25% TAX
Amount Due

Electrical is Not Included.

Do you want something different than the standard booth?

Call our Custom Design Department

305-751-1234

We will custom design a booth to best show off your product. Send an email to designanddisplay@expocci.com

(Insert Header Sign Copy in Box)

(Black Helvetica Letters are Standard in Box)

Additional Requests:

Company name:

Booth #:

Contact name:

Email:

Phone:

Fax:

Please submit graphics to - designanddisplay@expocci.com - Specifying the SHOW NAME AND COMPANY NAME.

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

Orders received after the deadline date will be subject to an additional 30% charge.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

NEED

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Turnkey Rental Booth

Turnkey Rental Booth 101



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Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 - 11/64" W X 95 - 13/64" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8" W x 38 - 1/2" H)
- B. Graphic-Fabric (size: 41 - 1/2" W X 95 - 3/16" H)
- C. Graphic-Fabric (size: 58 - 9/16" W X 95 - 3/16" H)
- 1 - Storage Closet 1 1/2m W X 1m D
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Optional door graphic 61.02" W x 95.20" H (ADDITIONAL PRICE)

Turnkey Rental Booth 102



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Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 - 11/64" W X 95 - 13/64" H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8" W x 38 - 1/2" H)
- B. Graphic-Fabric (size: 117 - 11/64" W X 95 - 3/16" H)
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle

Discount deadline:
July 31, 2024

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Discount deadline:
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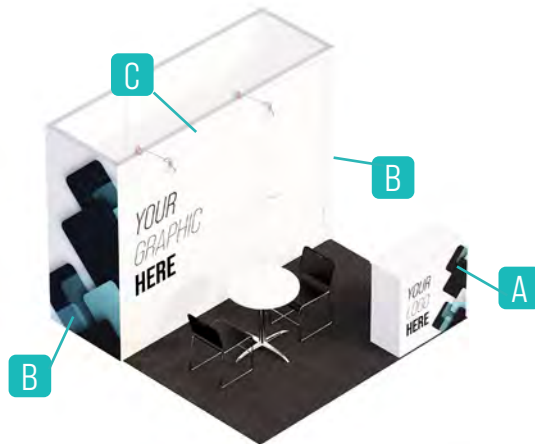


NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298

Turnkey Rental Booth

Turnkey Rental Booth 103



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Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 - 11/64"W X 95 - 13/64"H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. 2 Side Graphics-Fabric (size: 41 - 1/2" W X 95 - 3/16"H)
- C. Graphic-Fabric (size: 80 - 9/16" W X 95 - 3/16"H)

- 1 - Storage Closet 3m W X 1m D
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Optional door graphic 61.02" W x 95.20" H (ADDITIONAL PRICE)

Turnkey Rental Booth 105



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to download template

Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 - 11/64"W X 95 - 13/64"H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. Graphic-Fabric (size: 117 - 11/64" W X 95 - 3/16"H)

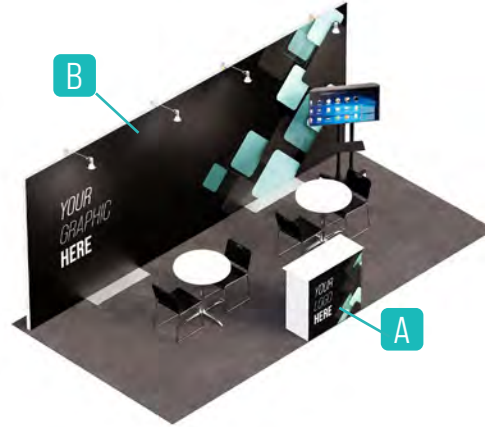
- 1/2m 19.53"D Sides and Ceiling Structure.
- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle



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Turnkey Rental Booth

Turnkey Rental Booth 201



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Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 - 21/64"W X 95 - 13/64"H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. Graphic-Fabric (size: 234 - 21/64"W X 95 - 13/64"H)

- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle

Turnkey Rental Booth 202



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Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 - 21/64"W X 95 - 13/64"H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. Graphic-Fabric (size: 234 - 21/64"W X 95 - 13/64"H)

- 1/2m 19.53"D Sides and Ceiling Structure.
- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle

Discount deadline:
July 31, 2024

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WE CREATE

CUSTOM TRADESHOW **DISPLAYS**

YOUR CUSTOMERS WILL
NEVER FORGET!

We work closely with you to create unique and stunning custom booths that align perfectly with your vision.

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CONTACT US

✉ **EMAIL**
designanddisplay@expocci.com

☎ **PHONE #**
305-751-1234

MORE ABOUT US
AND OUR WORK



[/expocci.com/custom-exhibits/](https://expocci.com/custom-exhibits/)

- Custom-tailored services and solutions
- Extreme attention to detail
 - Extensive knowledge of local venues
 - Excellent relationships with venues and Labor Unions
 - We service tradeshows of all sizes, nationwide
 - Competitive pricing

expo
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SHIPPING SERVICES

FOR ALL YOUR TRADESHOW NEEDS

OUR IN HOUSE PREFERRED CARRIER



[GO BACK TO TABLE OF CONTENTS](#) ←

ARE YOU SHIPPING TO or FROM A TRADESHOW ?

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the **ADVANCE WAREHOUSE**

CONTACT INFO

COMPANY NAME

CONTACT NAME

PHONE NUMBER

E-MAIL

SHOW NAME

PICK-UP ADDRESS

BUSINESS HOURS

INSTRUCTIONS

Please fill out this area of the form to the best of your knowledge in regards to your company's pick-up/destination address. This section does not pertain to the tradeshow advance or direct shipping address.

Is there a Loading Dock? YES NO

Residential Area? YES NO

Does the driver need to go in the Building? YES NO

Does the driver need to go in elevator? YES NO

PICK-UP LOCATION Office Dock Other

Our service is a 5-7 business day ground shipping service only, Monday-Friday

High Cost Delivery Areas: NYC-Special Rates May Apply CA - Surcharge Applies

PICKUP DATE

DATE SHIPMENT MUST ARRIVE AT DESTINATION

NUMBER OF PIECES

Type of Shipment Pallet / Skid Fiber Case Carton
 Crate Other

Dimensions Aprox. Weight

DESTINATION ADDRESS

SHOW NAME BOOTH #

COMPANY NAME

ADDRESS

SIGNATURE

The rate quoted is an estimate only and the final charges will be billed upon receipt of freight at your destination. Additional charges will incur due to weight difference and/or delivery issues, such as no loading dock, truck with lift gate needed, inside delivery, stairs/elevator. delivery, redeliver/pick-up.

SHIPPING TO, **AND**
 FROM YOUR TRADESHOW
MADE
EFFORTLESS



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Shipping Instructions

SHIPPING INSTRUCTIONS PRIOR TO SHOW

1. Shipments must be consigned to Expo CCI. The hotel and/or convention site do not have the facilities to receive such shipments and they will be refused.
2. All shipments must be properly labeled and addressed to the warehouse or facility.
3. Remove all expired shipping labels before shipping to avoid confusion.
4. Collect shipments are not accepted and will be refused upon delivery.

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION **(You MUST fill out a BOL at show-site or request a pre-printed BOL)**

1. You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. Overtime move-out, special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check-in on time, your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading, freight may be returned to our warehouse at an additional charge for your carrier to pick up at a later date.
4. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics and will be returned to our warehouse and held for disposition at an additional charge. Expo CCI is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
5. Exhibitor routing of outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo CCI will reroute said shipments.

INSURANCE

Expo CCI is not responsible for the count or content of material after it has been placed in the exhibit areas. Exhibitor agrees to hold harmless Expo CCI from responsibility for concealed and/or apparent damage to uncrated and/or unskidded exhibit material. Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration and picked up for removal after the exhibition's close.

USE OUR IN-HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS



MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS

Email info@expocci.com for a preliminary shipping quote, all of the following is needed:
 -Company Name, Contact Name/Phone Number, Show Name/Booth #, Pick-up Address Destination Address, City, State, Zip.
 -Approximate Weight, Number of Pieces, Type of Pieces in Shipment, i.e., skid, carton, crate, dimensions, business hours.
 -Is there a Loading Dock, Does Driver have to go in Building and/or Elevator, Residential Area
 We will respond with a preliminary quote based on estimated weight and above information within 24 hours when requested Sunday-Thursdays. Our service is ground 7-10 business day shipping only.

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE.

Please provide shipping instructions for post show. Acceptance of all terms and conditions hereby stated

Company name:	Booth #:
Address:	
Attention:	Phone:
City:	State:
Authorized by (please print):	Title:
Signature:	Convention/Tradeshow:
	Fax:
	Zip code:

To ensure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer.

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:
September 6, 2024

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Material Handling Q & A

Questions and Answers

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location or pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to 'What is material handling?' for the full definition.)

Do I need to order a forklift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means 100 lbs.

Important facts about advance shipments

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

EXPO CCI will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:30am - 3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

Outbound shipments

You must complete an EXPO Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk. Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a EXPO customer service representative located at the customer service desk. If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Crated - Uncrated - Special Handling

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/ reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

Important facts about direct shipments

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. **All shipments must be prepaid, no collect on delivery shipments will be accepted.**

Liability Insurance

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required. Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

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Advance Shipping Labels

 TO: Expo Convention Contractors c/o Tforce c/o Crane/ML Transportation 2310 E. Gladwick St Rancho Dominguez, CA 90220 FOR: Techno Security West 2024 Receiving Hours: M - F 7:00 am - 5:00pm	 Techno Security & Digital Forensics Conference
	First day freight can arrive August 15, 2024
	Last day freight can arrive September 10, 2024
	<h3>ADVANCE WAREHOUSE</h3>
Company Name: Contact name: Contact phone: BOOTH #:	

 TO: Expo Convention Contractors c/o Tforce c/o Crane/ML Transportation 2310 E. Gladwick St Rancho Dominguez, CA 90220 FOR: Techno Security West 2024 Receiving Hours: M - F 7:00 am - 5:00pm	 Techno Security & Digital Forensics Conference
	First day freight can arrive August 15, 2024
	Last day freight can arrive September 10, 2024
	<h3>ADVANCE WAREHOUSE</h3>
Company Name: Contact name: Contact phone: BOOTH #:	

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Direct Shipping Labels

 <p>TO: Expo Convention Contractors c/o Pasadena Convention Center 300 E Green St, Exhibit Hall Pasadena, CA 91101</p> <p>FOR: Techno Security West 2024</p>	 <p>Techno Security & Digital Forensics Conference</p> <p>WILL NOT BE ACCEPTED PRIOR TO</p> <p>September 15,2024</p>
<h3>DIRECT SHIPPING</h3>	
<p>Company Name: Contact name: Contact phone: BOOTH #:</p> 	

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TO AND FROM
A TRADESHOW?**



click here

 <p>TO: Expo Convention Contractors c/o Pasadena Convention Center 300 E Green St, Exhibit Hall Pasadena, CA 91101</p> <p>FOR: Techno Security West 2024</p>	 <p>Techno Security & Digital Forensics Conference</p> <p>WILL NOT BE ACCEPTED PRIOR TO</p> <p>September 15,2024</p>
<h3>DIRECT SHIPPING</h3>	
<p>Company Name: Contact name: Contact phone: BOOTH #:</p> 	

NEED ANYTHING?

Phone: 305-751-1234
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Labor

LABOR INFORMATION			Discount Price	Standard Price
Straight Time	Monday - Friday	8:00 am - 4:30 pm	\$ 143.50	\$ 187.00
Over Time	Monday - Friday	4:30 pm - 8:00 am	\$ 236.00	\$ 307.00
	Saturday - Sunday	All Day		
Double Time	Holidays	All Day	\$ 286.50	\$ 372.50

Please note
 - Hours are based on estimates, you will be invoiced for actual time incurred.
 - Requested times are not guaranteed and are based on availability.
 - Minimum one hour will be charged. Additional time will be billed in half-hour increments.
 - If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater.

Is Labor for assembling sign for hanging?	YES	NO
Is Labor for laying your own carpet?	YES	NO

Discount deadline:
August 30, 2024

Installation

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Dismantle

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO to supervise your installation and/or dismantling.

Set up information for installation

Please check all that apply and provide information where requested:

Booth Size: X
 Forklift required: YES NO
 Carpet is? OWNED RENTED FROM EXPO
 Carpet padding? YES NO
 Drawings FAXED TO EXPO SHIPPED W/EXHIBIT CRATES

Inbound Freight Information

Carrier Company Name:
 # of pieces: Weight of shipment
 is Shipment?: Crated Uncrated
 Tracking/Pro#: Estimated arrival date:
 Shipment to arrive at: Warehouse Show site

Electrical Information

Electrical should go under the carpet (diagram is attached)
 Electrical drawings are attached
 Electrical drawings are with exhibit in crate number
 Electrical drawings were sent to the official contractor

Inbound Freight Information

Carrier Company Name:
 Delivery Shipment to:
 Address:
 City-State-Zip:
 Type of service (air, vanline, ground, etc)

If for any reason your shipment is not picked up by your carrier, please choose one of the following options.
 (Initial beside preferred option)
 Force Freight through EXPO CCI's preferred carrier:
 Send shipment back to EXPO CCI warehouse: (\$50.00 min. fee.)

Services you have ordered (please check all that apply)

Electrical Booth Furniture
 Cleaning Telephone/ Internet
 A/V Equipment

Company Name: Booth #:
 Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

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Discount deadline:
August 30, 2024

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Non-Official Contractor (EAC)

For Exhibitors intending to use a third party contractor for any services including payment, its own labor or contract for such services separately from Expo Convention Contractors, Inc., please read the following restrictions, requirements, and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming **Expo Convention Contractors Inc., Exposition Development Company, Inc. and Pasadena Convention Center** as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction. Insurance minimum limits/requirements are:

(a) Commercial liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles, including loading and unloading hazards. (c) Workers' compensation and employer's liability coverage as required by Florida Statute.

Note:

Complete this form only if your company is using a Service Contractor other than EXPO Convention Contractors, Inc. to pay for services, unpack, erect, assemble, dismantle or pack your display. The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits. If using another service contractor they must use the local union labor either through their own contract or direct hire through Expo Convention Contractors.

PLEASE COMPLETE

(Exhibiting Company Name)

(EAC Company Name)

Will indemnify and hold harmless Expo Convention Contractors, Inc. from and against any bodily injury or property damage liability claims, judgments, damages, costs, or expenses, including reasonable attorney fees, arising out of or occasioned by the operations performed by except for occurrences or accidents caused by the sole negligence of Expo Convention Contractors, Inc. or by any other party.

Exhibiting Company name: Booth #:

Address:

City: State: Country: Zip:

Telephone: Fax:

Authorized On-Site Representative: Cell Phone:

(Please Print)

Name of service firm:

Address:

Contact name: Email Address:

Telephone: On-site Cell Phone:

Authorized On-Site Supervisor:

Note:

This form must be returned with a valid and current Certificate of Insurance naming EXPO Convention Contractors Inc., Show Management and Show Location from above as "Additionally Insured" by August 30, 2024

The COI Must have ALL Additionally Insured named, Exhibitor Name and Booth # (see Sample COI for reference).

Labor Source	EXPO LABOR	Local Union Direct
	Other	Contract

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	SAMPLE	CONTACT NAME:	
		PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR 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	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 1,000,000.00
							PERSONAL & ADV INJURY \$ 1,000,000.00
							GENERAL AGGREGATE \$ 1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000.00
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> OCCUR						AGGREGATE \$ 1,000,000.00
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additionally Insured: Expo Convention Contractors Inc., Exposition Development Company, Inc. and Pasadena Convention Center

Exhibiting Company Name and Booth #.

CERTIFICATE HOLDER**CANCELLATION**

Expo Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Sustainability Awareness

LET'S MAKE OUR IMPACT EVEN GREATER.

Our work generates numerous social and economic impacts as we foster connections, drive innovation, facilitate learning, and introduce new opportunities to our world. It is now our responsibility to **promote a sustainable industry** through collective action.

Sustainable Dining

- Choose local and sustainable catering options.
- Minimize food waste through careful planning.
- Encourage plant-based menu choices for eco-friendliness.

Smart Design

- Use eco-friendly, reusable materials for exhibits.
- Consider modular and adaptable designs to reduce waste.
- Print signage and graphics on recycled or sustainable materials.

Closing the Loop

- Set up clearly marked recycling and composting bins.
- Minimize single-use plastics and encourage reusable items.
- Properly dispose of waste and work towards zero waste goals.

LET'S REDUCE OUR CARBON FOOTPRINT

Energy Efficiency

- Opt for renewable energy sources and LED lighting.
- Implement energy-efficient technologies and practices.
- Turn off equipment when not in use to conserve power.

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FRIENDLY REMINDER OF OUR SHARED RESPONSIBILITY TO PROTECT OUR PLANET.

GO BACK TO TABLE
OF CONTENTS ←

West Coast Area Work Rules and Union Regulations

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will 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:

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTER UNION

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

Expo CCI is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208 volt & higher services, panels, motors and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through Expo CCI with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Expo CCI is not responsible for injuries cause by improper use of furniture.

TIPPING

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

EXPO HOLD HARMLESS AGREEMENT/ VEHICLE SPOTTING

The Association and Exhibitor will hold harmless Expo Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to vehicle/Driver/3rd Party Personnel/Display.

IN GENERAL: Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an Expo Convention Contractors, Inc. management representative.

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ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



expo
convention
contractors

SPECIALTY FURNISHINGS

2024

**TRADESHOW
FURNISHINGS
CATALOG**

2024 SPECIALTY FURNISHINGS PRICE LIST

BLANC

Bright White Leather



Blanc Sofa
75"W x 35"D x 35"H
Item #18228-0847
Advance Price: \$1,127.25
Standard Price: \$1,409.00



Blanc Loveseat
54"W x 35"D x 35"H
Item #18167-0614
Advance Price: \$1,076.00
Standard Price: \$1,345.00



Blanc Chair
33"W x 35"D x 35"D
Item #18284-0834
Advance Price: \$899.00
Standard Price: \$1,123.75



Blanc Bench Ottoman
48"W x 24"D x 18"H
Item #18024-0072
Advance Price: \$540.00
Standard Price: \$675.00



Blanc Cube Ottoman
17"Square x 17"H
Item #18184-0274
Advance Price: \$189.00
Standard Price: \$236.25

FUNCTION

Modular Seating Collection

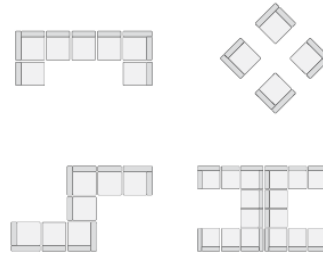
White Leather



Function Armless Chair
28" Square x 29"H
Item #18284-0554
Advance Price: \$575.25
Standard Price: \$719.00



Function Corner
28"Square x 29"H
Item #18066-0016
Advance Price: \$618.25
Standard Price: \$773.00



CONTINENTAL

Modular Seating Collection
White Leather



Continental Curved Loveseat
82"W x 34"D x 31"H
Item #18303-0006
Advance Price: \$1,111.00
Standard Price: \$1,388.75



Continental Reverse Curved Loveseat
72"W x 34"D x 31"H
Item #18304-0002
Advance Price: \$1,076.00
Standard Price: \$1,345.00



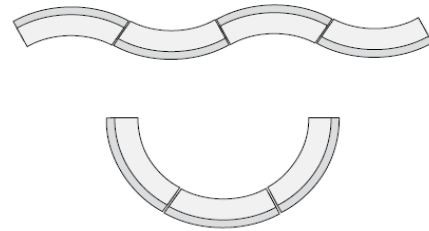
Continental Curved Bench
70"W x 26"D x 19"H
Item #18184-0283
Advance Price: \$564.25
Standard Price: \$705.25



Continental Wedge Ottoman
30"W x 34"D x 19"H
Item #18296-0006
Advance Price: \$478.00
Standard Price: \$597.50



Continental Half Moon Ottoman
33"W x 19"D x 19"H
Item #18184-0284
Advance Price: \$478.00
Standard Price: \$597.50



SOPHISTICATION

Modular Seating Collection
White Leather



Sophistication Sofa
72"W x 31"D x 48"H
Item #18228-0674
Advance Price: \$1,111.00
Standard Price: \$1,388.75



Sophistication Loveseat
48"W x 31"D x 48"H
Item #18167-0466
Advance Price: \$750.75
Standard Price: \$938.50



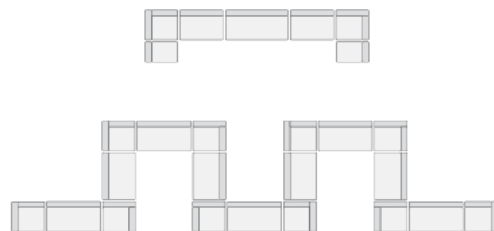
Sophistication Chair
24"W x 31"D x 48"H
Item #18284-0563
Advance Price: \$564.25
Standard Price: \$705.25



Sophistication Corner
31"Square x 48"H
Item #18066-0017
Advance Price: \$564.25
Standard Price: \$705.25



Sophistication Ottoman
31"Square x 19"H
Item #18184-0130
Advance Price: \$424.00
Standard Price: \$530.00



BOCA

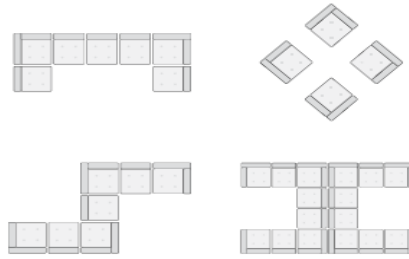
Modular Seating Collection
Black Leather



Boca Armless Chair
22"W x 27"D x 30"H
Item #18284-0786
Advance Price: \$575.25
Standard Price: \$719.00



Boca Corner
27"W x 27"D x 30"H
Item #18066-0026
Advance Price: \$618.25
Standard Price: \$773.00



METRO

Black Leather



Metro Sofa
85"W x 35"D x 35"H
Item #18228-0602
Advance Price: \$926.25
Standard Price: \$1,157.75



Metro Loveseat
60"W x 35"D x 35"H
Item #18167-0467
Advance Price: \$892.50
Standard Price: \$1,115.75



Metro Chair
35"Square x 35"H
Item #18284-0482
Advance Price: \$696.50
Standard Price: \$870.75



Metro Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0008
Advance Price: \$478.00
Standard Price: \$597.50



Metro Square Ottoman
40"Square x 17"H
Item #18184-0179
Advance Price: \$478.00
Standard Price: \$597.50



Metro Cube Ottoman
18"Square x 18"H
Item #18184-0128
Advance Price: \$189.00
Standard Price: \$236.25

SUAVE MIDNIGHT

Midnight Suede



Suave Midnight Sofa
77"W x 36"D x 33"H
Item #18228-0085
Advance Price: \$811.25
Standard Price: \$1,014.00



Suave Midnight Loveseat
54"W x 36"D x 33"H
Item #18167-0069
Advance Price: \$704.75
Standard Price: \$881.00



Suave Midnight Chair
32"W x 36"D x 33"H
Item #18284-0151
Advance Price: \$529.25
Standard Price: \$661.50

GRAMMERCY

Modular Seating Collection
Charcoal Leather



Grammery Sofa
82"W x 36"D x 36"H
Item #18228-0605
Advance Price: \$1,031.50
Standard Price: \$1,289.50



Grammery Loveseat
57"W x 36"D x 36"H
Item #18167-0469
Advance Price: \$899.25
Standard Price: \$1,124.00



Grammery Chair
28"W x 36"D x 36"H
Item #18284-0485
Advance Price: \$575.25
Standard Price: \$776.50



Grammery Corner
36"Square x 36"H
Item #18066-0015
Advance Price: \$661.50
Standard Price: \$827.00



Grammery Square Ottoman
40"Square x 17"H
Item #18184-0033
Advance Price: \$478.00
Standard Price: \$597.50



Grammery Round Ottoman
46"Round x 17"H
Item #18184-0036
Advance Price: \$478.00
Standard Price: \$597.50

MONTANA MOCHA

Mocha Tan Fabric



Montana Mocha Sofa
79"W x 35"D x 34"H
Item #18228-0784
Advance Price: \$872.25
Standard Price: \$1,090.25



Montana Mocha Loveseat
57"W x 35"D x 34"H
Item #18167-0573
Advance Price: \$766.75
Standard Price: \$958.50



Montana Mocha Chair
35"Square x 34"H
Item #18284-0704
Advance Price: \$591.50
Standard Price: \$739.50

CHANDLER

Red Leather



Chandler Sofa
76"W x 37"D x 35"H
Item #18228-0795
Advance Price: \$926.25
Standard Price: \$1,157.75



Chandler Loveseat
53"W x 37"D x 35"H
Item #18167-0581
Advance Price: \$892.50
Standard Price: \$1,115.50



Chandler Chair
31"W x 37"D x 35"H
Item #18284-0717
Advance Price: \$696.50
Standard Price: \$870.75



Chandler Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0062
Advance Price: \$478.00
Standard Price: \$597.50

EVOKE



Evoke Sofa
81"W x 35"D x 27"H
Item #13229-0007
Advance Price: \$1,400.00
Standard Price: \$1,750.00



Evoke Chair
33"W x 35"D x 27"H
Item #13041-0015
Advance Price: \$750.75
Standard Price: \$938.50



Evoke Cocktail Table
48"W x 24"D x 18"H
Item #13054-0011
Advance Price: \$478.00
Standard Price: \$597.50



Evoke Cube Ottoman
18"Square x 18"H
Item #13110-0008
Advance Price: \$301.00
Standard Price: \$376.25



Evoke End Table
24"W x 28"D x 25"H
Item #13110-0009
Advance Price: \$424.00
Standard Price: \$530.00

NIKO

Grey Microfiber



Niko Sofa
81"W x 30"D x 38"H
Item #18228-0858
Advance Price: \$1,146.25
Standard Price: \$1,432.75



Niko Loveseat
58"W x 30"D x 38"H
Item #18167-0622
Advance Price: \$1,047.50
Standard Price: \$1,309.50



Niko Chair
31"W x 30"D x 38"H
Item #18284-0856
Advance Price: \$872.25
Standard Price: \$1,090.25

STAGE CHAIRS



Midnight Stage Chair
Midnight Microfiber
25"W x 26"D x 37"H
Item #18284-0478
Advance Price: \$345.75
Standard Price: \$432.25



Chamois Stage Chair
Beige Microfiber
25"W x 26"D x 37"H
Item #18284-0807
Advance Price: \$345.75
Standard Price: \$432.25



Buckskin Stage Chair
Tan Microfiber
25"W x 26"D x 37"H
Item #18284-0476
Advance Price: \$345.75
Standard Price: \$432.25



Empire Chair
Leather
28"W x 32"D x 32"H
Item #18284-0621 (black)
Item #18284-0564 (white)
Advance Price: \$618.25
Standard Price: \$772.75



Monarch Chair
Bright White Leather
28"Square x 30"H
Item #18284-0785
Advance Price: \$396.00
Standard Price: \$495.00

OTTOMANS



Essentials Storage Ottoman
48"W x 24"D x 20"H
Item #18184-0192
Advance Price: \$661.50
Standard Price: \$827.00



Grammercy Banquette
60"Round x 19"H (2 pieces)
Item #18011-0010
Advance Price: \$1,400.00
Standard Price: \$1,750.00



Essentials Banquette High Top
60"Round x 48"H (2 pieces)
Item #18011-0011
Advance Price: \$1,400.00
Standard Price: \$1,750.00

TURNING BEDS



Essentials Turning Bed
96"W x 48"D x 36"H (2 pieces)
Item #02082-0032
Advance Price: \$1,682.25
Standard Price: \$2,102.75

STOOLS



Criss Cross Stool
15"W x 19"D x 41"H
Item #05237-0038 (espresso)
Item #05237-0039 (white)
Advance Price: \$317.25
Standard Price: \$396.50



Colin Stool
20"W x 19"D x 46"H
Item #05237-0305
Advance Price: \$266.00
Standard Price: \$332.50



Hourglass Stool
18"W x 20"D x 43"H
Item #05237-0270 (black)
Item #05237-0271 (white)
Advance Price: \$328.00
Standard Price: \$410.00



Euro Bar Stool
22"W x 24"D x 42"H
Item #05237-0270
Advance Price: \$301.00
Standard Price: \$376.25



Clara Stool
17"W x 21"D x 41"H
Item #05237-0298
Advance Price: \$317.25
Standard Price: \$396.50



Marcus Bar Stool
17"W (at base) x 29"H
Item #05237-0215
Advance Price: \$240.50
Standard Price: \$300.75



Vienna Stool
17" Square x 39"H
Item #05237-0264 (Gray)
Item #05237-0263 (Orange)
Item #05237-0262 (Teal)
Advance Price: \$353.75
Standard Price: \$442.25



Black Milo Bar Stool
Item #99-05237-01



California Wine Milo Bar Stool
Item #99-05237-02



Chartreuse Milo Bar Stool
Item #99-05237-06



Chocolate Milo Bar Stool
Item #99-05237-04



Jade Milo Bar Stool
Item #99-05237-05



Victory Blue Milo Bar Stool
item #99-05237-06



White Milo Bar Stool
Item #99-05237-06

Milo Bar Stool
20"W x 21"D x 41"H
Advance Price: \$301.00
Standard Price: \$376.25

CAFÉ TABLES



Red Spectrum Café Table
24"Square x 30"H
Item #05036-0033
Advance Price: \$363.25
Standard Price: \$454.00



Blue Spectrum Café Table
24"Square x 30"H
Item #05036-0034
Advance Price: \$363.25
Standard Price: \$454.00



Purple Spectrum Café Table
24"Square x 30"H
Item #05036-0035
Advance Price: \$363.25
Standard Price: \$454.00



Green Spectrum Café Table
24"Square x 30"H
Item #05036-0036
Advance Price: \$363.25
Standard Price: \$454.00



Fuze Café Table
36"Square x 30"H
Item #05036-0039
Advance Price: \$379.25
Standard Price: \$474.00



Blanco Square Café Table
White/Chrome
24"Square x 30"H
Item #05036-0008
Advance Price: \$336.25
Standard Price: \$420.25



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H
Item #05090-0001
Advance Price: \$802.00
Standard Price: \$1,002.50



Brio Dining Table
Reclaimed Grey Stone
Finish/Brushed Bronze
26"W x 48"D x 30"H
Item #05088-0505
Advance Price: \$1,076.00
Standard Price: \$1,345.00



Euro Café Table
Black/Black
30"Round x 30"H
Item #99-05036-01
Advance Price: \$336.25
Standard Price: \$420.25



Euro Café Table
Black/Black
36"Round x 30"H
Item #99-05036-02
Advance Price: \$345.75
Standard Price: \$432.25



Park Ave Café Table
Maple/Chrome
30"Round x 30"H
Item #99-05036-07
Advance Price: \$336.25
Standard Price: \$420.25



Park Ave Café Table
Maple/Chrome
36"Round x 30"H
Item #99-05036-08
Advance Price: \$345.75
Standard Price: \$432.25



City Café Table
Maple/Black
30"Round x 30"H
Item #99-05036-14
Advance Price: \$336.25
Standard Price: \$420.25



City Café Table
Maple/Black
36"Round x 30"H
Item #99-05036-15
Advance Price: \$345.75
Standard Price: \$432.25

BAR TABLES



Fuze Bar Table
36"Square x 42"H
Item #99-05245-22
Advance Price: \$379.25
Standard Price: \$474.00



Blanco Square Bar Table
White/Chrome
24"Square x 42"H
Item #99-05245-12
Advance Price: \$336.25
Standard Price: \$420.25



Aspen Bar Table - White
72"W x 26"D x 42"H
Item #05204-0001
Advance Price: \$934.25
Standard Price: \$1,168.00



Red Spectrum Bar Table
24"Square x 42"H
Item #99-05245-20
Advance Price: \$400.00
Standard Price: \$495.00



Blue Spectrum Bar Table
24"Square x 42"H
Item #99-05245-21
Advance Price: \$400.00
Standard Price: \$495.00



Purple Spectrum Bar Table
24"Square x 42"H
Item #99-05245-18
Advance Price: \$400.00
Standard Price: \$495.00



Green Spectrum Bar Table
24"Square x 42"H
Item #99-05245-19
Advance Price: \$400.00
Standard Price: \$495.00



Park Ave Bar Table
Maple/Chrome
30" Round x 42"H
Item #99-05245-07
Advance Price: \$336.25
Standard Price: \$420.25

Park Ave Bar Table
Maple/Chrome
36" Round x 42"H
Item #99-05245-08
Advance Price: \$345.75
Standard Price: \$432.25



City Bar Table
Maple/Black
30" Round x 42"H
Item #99-05245-14
Advance Price: \$336.25
Standard Price: \$420.25

City Bar Table
Maple/Black
36" Round x 42"H
Item #99-05245-15
Advance Price: \$345.75
Standard Price: \$432.25



Euro Bar Table
Black/Black
36"Round x 42"H
Item #99-05245-02
Advance Price: \$345.75
Standard Price: \$432.25



Zinc Bar Table
24" Round x 42"H
Item #05202-0049
Advance Price: \$503.50
Standard Price: \$629.50

COCKTAIL TABLES



Tribeca Cocktail Table
48"W x 28"D x 19"H
Item #12055-0008
Advance Price: \$353.75
Standard Price: \$442.25



Novel Cocktail Table
46"W x 15"D x 16"H
Item #18024-0011
Advance Price: \$478.00
Standard Price: \$597.50



Fuze Cocktail Table
40"Square x 16"H
Item #12055-0453
Advance Price: \$407.75
Standard Price: \$509.75



Cube Cocktail Table
24"Square x 16"H
Item #12055-0285 (black)
Item #12055-0286 (white)
Advance Price: \$336.25
Standard Price: \$420.25



Aria Cocktail Table Red
44"W x 20"D x 18"H
Item #99-12050-05
Advance Price: \$353.75
Standard Price: \$442.25



Aria Cocktail Table Green
44"W x 20"D x 18"H
Item #99-12050-03
Advance Price: \$353.75
Standard Price: \$442.25



Aria Cocktail Table Blue
44"W x 20"D x 18"H
Item #99-12050-06
Advance Price: \$353.75
Standard Price: \$442.25



Aria Cocktail Table Purple
44"W x 20"D x 18"H
Item #99-12050-04
Advance Price: \$353.75
Standard Price: \$442.25



Aria Cocktail Table White
44"W x 20"D x 18"H
Item #99-12050-01
Advance Price: \$353.75
Standard Price: \$442.25



Aria Cocktail Table Charcoal
44"W x 20"D x 18"H
Item #99-12050-02
Advance Price: \$353.75
Standard Price: \$442.25

END TABLES



Tribeca End Table
24"W x 28"D x 22"H
Item #12107-0008
Advance Price: \$336.25
Standard Price: \$420.25



Novel End Table
15"Square x 16"H
Item #18024-0010
Advance Price: \$424.00
Standard Price: \$530.00



Fuze End Table
24"Square x 23"H
Item #12107-0512
Advance Price: \$363.25
Standard Price: \$454.00



Cube End Table
24"Square x 21"H
Item #12107-0296 (black) Item #12107-0297 (white)
Advance Price: \$345.75
Standard Price: \$432.25



Aria End Table Red
24"W x 20"D x 22"H
Item #99-12304-05
Advance Price: \$336.25
Standard Price: \$420.25



Aria End Table Green
24"W x 20"D x 22"H
Item #99-12304-03
Advance Price: \$336.25
Standard Price: \$420.25



Aria End Table Blue
24"W x 20"D x 22"H
Item #99-12304-06
Advance Price: \$336.25
Standard Price: \$420.25



Aria End Table Purple
24"W x 20"D x 22"H
Item #12304-0007
Advance Price: \$336.25
Standard Price: \$420.25



Aria End Table White
24"W x 20"D x 22"H
Item #12304-0002
Advance Price: \$336.25
Standard Price: \$420.25



Aria End Table Charcoal
24"W x 20"D x 22"H
Item #12304-0001
Advance Price: \$336.25
Standard Price: \$420.25

CHARGED 



Essentials Turning Bed - Charged
96"W x 48"D x 25"H
Item #22100-0001
Advance Price: \$1,865.75
Standard Price: \$2,332.25
*Exhibitor responsible for power source.



Boca Armless Chair - Charged
22"W x 27"D x 30"H
Item #22050-0001
Advance Price: \$652.00
Standard Price: \$815.00
*Exhibitor responsible for power source.



Boca Corner - Charged
27"W x 27"D x 30"H
Item #22051-0001
Advance Price: \$704.75
Standard Price: \$881.00
*Exhibitor responsible for power source.



Conference Table White - Charged
96"W x 43"D x 30"H
Item #22200-0001
Advance Price: \$1,470.25
Standard Price: \$1,838.00
*Exhibitor responsible for power source.



Aspen Cocktail Table - Charged
48"W x 24"D x 18"H
Item #22002-0002
Advance Price: \$618.25
Standard Price: \$773.00
*Exhibitor responsible for power source.



Aspen Bar Table - Charged
72"W x 26"D x 42"H
Item #22001-0001
Advance Price: \$1,092.25
Standard Price: \$1,363.25
*Exhibitor responsible for power source.



Patrice Tablet Chair - Charged
28"W x 31"D x 31"H
Item #18284-0861
Advance Price: \$680.50
Standard Price: \$850.75
*Exhibitor responsible for power source.



Lincoln Bench - Charged
59"W x 39"D x 17"H
Item #22052-0001
Advance Price: \$1,031.50
Standard Price: \$1,289.50
*Exhibitor responsible for power source.

BARS



VIP Glow Bar 4*
48"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Item #05012-0075
Advance Price: \$1,031.50
Standard Price: \$1,289.25



VIP Glow Bar 6*
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Item #05012-0076
Advance Price: \$1,224.50
Standard Price: \$1,530.75



Bar
48"W x 16"D x 42"H (Bar)
Item #05012-0054 - White
Item #05012-0053 - Black
Advance Price: \$564.25
Standard Price: \$705.25

*VIP Glow Bars - Frosted Plexi with Built-in Wireless LED Kit

2024 SPECIALTY FURNISHINGS PRICE LIST

CUBE OTTOMANS



■ Cherry



■ Cromwell



■ Grape



■ Lemon



■ Lime



■ Mango

Rubix Cube Ottomans 18"Square x 18"H

- Cherry
Item #18184-0294
- Cromwell
Item #18184-0295
- Mango
Item #18184-0298
- Grape
Item #18184-0296
- Lemon
Item #18184-0293
- Lime
Item #18184-0297

Advance Price: \$193.00
Standard Price: \$241.25

PEDESTALS

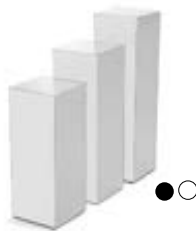


Display Pedestals 42"

14"Square x 42"H
Item #12091-0030 (white)
Item#12091-0023 (black)
Advance Price: \$460.50
Standard Price: \$575.75

24"Square x 42"H
Item #12091-0004 (black)
Advance Price: \$557.50
Standard Price: \$697.00

18"Square x 42"H
Item #12091-0002 (black)
Advance Price: \$513.00
Standard Price: \$641.25



Display Pedestals 36"

14"Square x 36"H
Item #12091-0031(white)
Item#12091-0024(black)
Advance Price: \$390.25
Standard Price: \$488.00

24"Square x 36"H
Item #12091-0033(white)
Item#12091-0034(black)
Advance Price: \$557.50
Standard Price: \$697.00



Display Pedestals 30"

14"Square x 30"H
Item#12091-0032(white)
Item#12091-0025(black)
Advance Price: \$363.25
Standard Price: \$454.00

24"Square x 30"H
Item #12091-0003 (black)
Advance Price: \$529.25
Standard Price: \$661.50

18"Square x 30"H
Item #12091-0001 (black)
Advance Price: \$372.50
Standard Price: \$465.75

OFFICE SEATING



Tamiri Hi-Back Leather Chair
25"W x 27"D x 45"H
Item #14136-0002
Advance Price: \$424.00
Standard Price: \$530.00



Tamiri Mid-Back Leather Chair
27"Square x 39"H
Item #14176-0007
Advance Price: \$372.50
Standard Price: \$465.75



Tamiri Guest Leather Chair
25"W x 26"D x 37"H
Item #14128-0002
Advance Price: \$345.75
Standard Price: \$432.25



Accord Leather Chair
25"Square x 37"H
Item #14136-0081 (Black)
Item #14136-0010 (White)
Advance Price: \$529.25
Standard Price: \$661.50



Goal Task Chair
25"Square x 39"H
Item #14250-0013
Advance Price: \$283.50
Standard Price: \$354.50



Goal Task Chair Armless
21"W x 25"D x 39"H
Item #14250-0014
Advance Price: \$258.00
Standard Price: \$322.50



Goal Drafting Stool
25"W x 24"D x 48"H
Item #14307-0003
Advance Price: \$301.00
Standard Price: \$376.25



Goal Drafting Stool Armless
21"W x 24"D x 48"H
Item #14307-0004
Advance Price: \$283.50
Standard Price: \$354.50

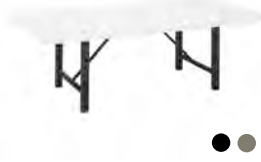
CONFERENCE TABLES



42" Round Conference Table
42"Round x 29"H
Item #14062-0105 (Black)
Item #14062-0106 (Mahogany)
Advance Price: \$468.50
Standard Price: \$585.75



Command 6' Conference Table
72"W x 36"D x 31"H
Item #14062-0300 (White)
Item #14062-0297 (Black)
Item #14062-0303 (Sirona)
Advance Price: \$837.00
Standard Price: \$1,046.25



Command 8' Conference Table
96"W x 48"D x 31"H
Item #14062-0301 (White)
Item #14062-0298 (Black)
Item #14062-0304 (Sirona)
Advance Price: \$899.00
Standard Price: \$1,123.75



Command 10' Conference Table
120"W x 48"D x 31"H
Item #14062-0302 (White)
Item #14062-0299 (Black)
Item #14062-0305 (Sirona)
Advance Price: \$1,031.50
Standard Price: \$1,289.50

OFFICE FURNITURE



Computer Kiosk
24"Square x 42"H
Item #14309-0001 (Black)
Item #14179-0005 (White)
Advance Price: \$688.50
Standard Price: \$860.75



2 Drawer Letter Size File
15"W x 25"D x 29"H
Item #14148-0001
Advance Price: \$232.25
Standard Price: \$290.50



2 Drawer Legal Size File
18"W x 25"D x 29"H
Item #14147-0001
Advance Price: \$301.00
Standard Price: \$376.25



2 Drawer Lateral File
36"W x 18"D x 27"H
Item #14143-0006
Advance Price: \$310.50
Standard Price: \$388.25

MISCELLANEOUS ITEMS



Alto Literature Rack - Black
11"W x 10"D x 57"H
Item #14308-0005
Advance Price: \$275.00
Standard Price: \$343.75



Nero Literature Rack - Black
15"W x 12"D x 54"H
Item #14308-0009
Advance Price: \$275.00
Standard Price: \$343.75



Argento Literature Rack
15"W x 12"D x 54"H
Item #14308-0010
Advance Price: \$275.00
Standard Price: \$343.75



**GO BACK TO TABLE
OF CONTENTS ←**

Specialty Furnishings Order Form

Please complete the following

Qty	Item	Description	Pice	Total

Discount deadline:
August 30, 2024

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BOOTH?**

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TO AND FROM
A TRADESHOW?**



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Check or credit card must accompany order.

25% cancellation will be applied if cancelled 7 days prior to event opening.
100% cancellation will be applied if cancelled 3 days prior to delivery.
All show site orders are subject to a 30% Late Fee.

Amount
10.25% TAX
Amount Due

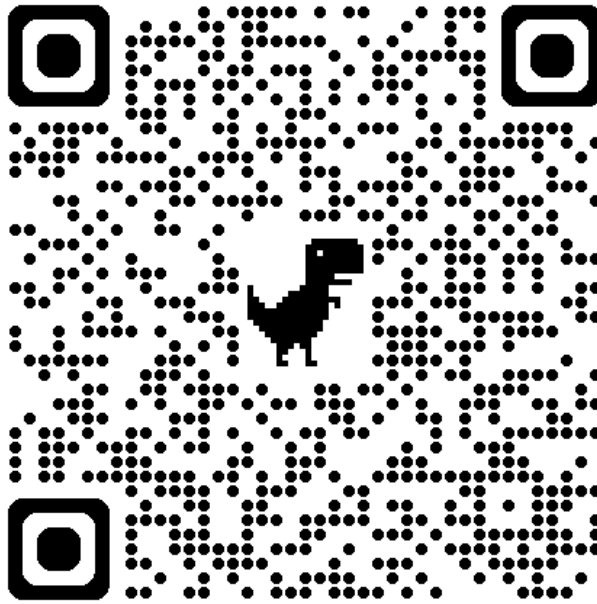
Thank you for your order!

Company Name:	Booth #:
Contact Name:	Email:
Phone #:	Mobile:

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Or

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Any orders received after 12.31.2023, will be subject to 2024 pricing.

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PASADENA



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Arlington, TX 76004

Fax (817) 277-7616
Call us if you have any questions.
Phone (817) 277-7791
Federal Tax ID# 75-2691030

First Name: _____ Last Name: _____
 Company: _____ Booth Number: _____
 Address: _____ City: _____
 State/Country: _____ Zip: _____
 Email: _____ Phone: _____ Fax: _____
 Onsite Contact: _____ Onsite Phone: _____

Scanner Options <small>See below for details</small>	On or Before 8/16/2024	8/16 - Onsite	Quantity	Total
1 Phone App License	<input type="checkbox"/> \$350	<input type="checkbox"/> \$400		
3 Phone App Licenses	<input type="checkbox"/> \$925	<input type="checkbox"/> \$975		
5 Phone App Licenses	<input type="checkbox"/> \$1,575	<input type="checkbox"/> \$1,625		
Basic Scanner	<input type="checkbox"/> \$350	<input type="checkbox"/> \$400		
Touch Screen Scanner	<input type="checkbox"/> \$400	<input type="checkbox"/> \$450		
Delivery / Training / Pickup:	<input type="checkbox"/> \$50	Time: _____		
Personalized Qualifiers	<input type="checkbox"/> \$50			
USB Jump Drive	<input type="checkbox"/> \$50			
			Total:	

Payment Information

Visa Mastercard American Express Check Payment*

Name on Card: _____

Signature: _____

Credit Card #: _____

Exp. Date: _____

*Send payment to: Custom Registration, Inc.

*Mailing Address: Custom Registration, 2001 E Randol Mill Rd. Ste 135, Arlington, TX 76011

TERMS AND CONDITIONS

1. Custom Registration agrees to provide the equipment and services listed in this agreement at the prices stated.
2. Custom Registration shall not be liable for any incidental or consequential damages arising from the loss of information, for any reason, arising from or related to Custom Registration's equipment. Custom Registration's liability for damage for any cause whatsoever shall be limited to the total price for the goods and services provided by Custom Registration.
3. Customer hereby agrees to immediately pay Custom Registration for any damage to said equipment or any loss of said equipment. Loss of a PDF scanner, printer, or download unit requires a payment of \$2,500.00 from exhibitor to Custom Registration.
4. Custom Registration must receive cancellation requests at the address on this agreement at least one week prior to the opening of this event. Requests for cancellation that are received by this deadline will be refunded in an amount to 75% of the total price of the order. Cancellation

Scanner Options

The lead retrieval Barcode Scanner System is a compact device that allows you to scan a barcode on a prospective buyer's name badge, and automatically capture his or her name, company, address, including telephone and fax numbers, and email addresses, and sales qualifiers directly into an excel spreadsheet.



Touch Screen Scanner

Wireless, handheld touch screen badge scanner. Battery will be fully charged and last the life of the show. This scanner has a free form note area that allows typed out notes. Scanner can be paired with a printer.



Phone App

A simple to use App that works with most iOS and Android operating systems. Add leads, custom qualifiers, notes via a simple to use app. Scan on and off the show floor. Scans are backed up in the cloud for easy access.



Basic Scanner

Wireless, handheld badge scanner. Battery will be fully charged and last the life of the show. This allows for simple badge scanning. Scanner can be paired with a printer.

Personalized Qualifiers

01. _____
02. _____
03. _____
04. _____
05. _____
06. _____
07. _____
08. _____
09. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Standard Qualifiers

- | | |
|------------------------|-------------------------|
| 1. HOT LEAD | 6. SCHEDULE DEMO |
| 2. SEND LITERATURE | 7. PURCHASING AUTHORITY |
| 3. SEND PRICING INFO | 8. HAVE SALES REP CALL |
| 4. ADD TO MAILING LIST | 9. INTERESTED BUYER |
| 5. CURRENT CUSTOMER | 10. COLD LEAD |

Use the template to the left to create your own personalized qualifiers. These will be programmed into your unit prior to the event.

Techno Security and Digital Forensics Conf 2024

September 16-18, 2024



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