

# EXHIBITOR SERVICE MANUAL



2025  SOUTHWEST FUEL & CONVENIENCE EXPO

JUNE 9-11 | OMNI FORT WORTH & FORT WORTH CONVENTION CENTER | FORT WORTH, TX

## 2025 Southwest Fuel & Convenience Expo

Fort Worth Convention Center  
Exhibit Halls B-E

June 10-11, 2025



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# Show Name: 2025 Southwest Fuel & Convenience Expo

Show Dates: June 10-11, 2025

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Monday, May 26, 2025



## QUICK FACTS

### EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Monday	June 9, 2025	8:00 AM - 5:00 PM
	Tuesday	June 10, 2025	8:00 AM - 9:30 AM
Show Hours	Tuesday	June 10, 2025	10:00 AM - 3:00 PM
	Wednesday	June 11, 2025	10:00 AM - 2:00 PM
Exhibitor Move-Out	Wednesday	June 11, 2025	2:00 PM - 5:00 PM

### BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:  
8' - **BURGUNDY/YELLOW** backwall drape  
3' - **BURGUNDY** sidewall drapes  
1 - 6' x 30" **BURGUNDY** skirted table  
2 - Side chairs  
1 - Wastebasket  
ID Sign

### EXHIBIT HALL CARPET:

Aisles will be carpeted in **GRAY**

This facility **IS NOT** carpeted

Exhibitors may order booth carpet/padding for specific color choices. Please see the **Carpet Rental Order Form** for pricing and options. **Show Management requires all exhibitors to provide flooring for their booth. Any booths without floor covering at 9:30 AM on Tuesday, June 10th will have carpet installed at the exhibitors expense.**

### TRUCK SPACES - 20' X 20' & LARGER ISLAND BOOTHS:

Truck spaces and 20' x 20' and larger booths will be set with perimeter marking and a 7" x 44" one-line identification sign. See Booth Packages Order Form for 20' x 20' custom cut booth carpet. Larger booths, please call Exhibitor Support for pricing at (609) 272-1600.

### SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Monday, June 2, 2025**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

### ADVANCE WAREHOUSE:

2025 Southwest Fuel & Convenience Expo  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

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

### DIRECT TO FACILITY:

Fort Worth Convention Center  
2025 Southwest Fuel & Convenience Expo  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
1201 Houston Street  
Fort Worth, TX 76102

Shipments will be received at the exhibit facility **ONLY** on: **Monday, June 9, 2025 between 8:00 AM - 5:00 PM and Tuesday, June 10, 2025 between 8:00 AM - 9:30 AM.**

**Move-Out Note:** All carriers must check in no later than **3:30 PM, Wednesday, June 11, 2025** or freight will be shipped via the house carrier.

### Customer Service

Phone: (609) 272-1600 / Fax: (609) 272-1680  
Email: [Orders@AEXServices.com](mailto:Orders@AEXServices.com)

### Show Management

Annette Hicks, CMP, VP of Meetings & Events  
Phone: (512) 617-4302  
Email: [ahicks@tffa.com](mailto:ahicks@tffa.com)

25-TX0601-T

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

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

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

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

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

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

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

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

## ORDER NOW!

Follow these simple steps to order Online:

1. **Go To:** <https://TexasExpo.boomerecommerce.com/>
2. **Login** using your email address and password
  - a. **New Users:** Username = Email address you've provided to Show Management  
Password = You will receive an email containing a temporary password to create your own unique password to use
  - b. **Previous Users:** Username = Your email address  
Password = Your pre-existing password
3. Find **2025 Southwest Fuel & Convenience Expo** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:  
AEX Convention Services  
609.272.1600  
[Orders@AEXServices.com](mailto:Orders@AEXServices.com)

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

Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card  Corporate Card

AMEX  VISA  MASTERCARD  DISCOVER  CHECK\*

Card Number:

16 digit card number input boxes

Exp. Date:

MMYY expiration date input boxes

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

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

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

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

PAYMENT INFORMATION

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

An Authorized Signature is required for orders to be processed

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

Sign Here

X
Authorized Signature



DISCOUNTED BOOTH PACKAGE OPTIONS

OPTION 1

Each 10' x 10' Booth - Carpet & Cleaning:

- (1) 10' x 10' **GRAY** booth carpet
- (1) 6' X 30" **BURGUNDY** skirted table
- (2) side chairs
- (1) wastebasket
- (1) Day Vacuuming

Description	Discount	Standard	Qty.	Total
Discount Booth Package (per 10'x10')	\$ 575.00	\$ 800.00	_____	\$ _____

OPTION 2

Each 20' x 20' Booth - Carpet & Cleaning:

- (2) 10' x 20' **GRAY** booth carpets
- (1) Day Vacuuming

Description	Discount	Standard	Qty.	Total
Discount Booth Package (per 20'x20')	\$ 800.00	\$1,100.00	_____	\$ _____

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

# Show Name: 2025 Southwest Fuel & Convenience Expo

Show Dates: June 10-11, 2025

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## FURNITURE RENTAL ORDER FORM



### FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$101.00	\$141.50	_____	\$ _____
F20	Padded Side Chair	\$152.50	\$213.50	_____	\$ _____
F30	Padded Arm Chair	\$173.00	\$242.25	_____	\$ _____
F40	Padded Counter Stool	\$180.25	\$252.25	_____	\$ _____
F60	Cocktail Table 30"H	\$252.25	\$353.25	_____	\$ _____
F70	Cocktail Table 42"H	\$252.25	\$353.25	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 48.25	\$ 67.50	_____	\$ _____



(actual products may vary)

### ACCESSORIES

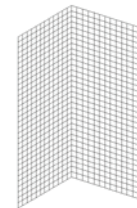
Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$231.75	\$324.50	_____	\$ _____
F100	Wastebasket	\$ 31.00	\$ 43.50	_____	\$ _____
F110	Easel	\$ 67.00	\$ 93.75	_____	\$ _____
F120	Chrome Sign Frame (22" W x 28" H)	\$142.50	\$199.50	_____	\$ _____
F130	Waterfall Bag Rack	\$237.00	\$331.75	_____	\$ _____
F150	Chrome Bag Holder	\$167.50	\$234.50	_____	\$ _____
F160	Chrome Clothes Tree	\$128.75	\$180.25	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$237.00	\$331.75	_____	\$ _____

### GRID WALL

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

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

Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$171.50	\$240.00	_____	\$ _____
F5501	Pair of feet	\$ 67.25	\$ 94.25	_____	\$ _____



### TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$294.50	\$412.25	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$294.50	\$412.25	_____	\$ _____



Vertical to Floor

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

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

25-TX0601-T



**Show Name: 2025 Southwest Fuel & Convenience Expo**

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**TABLE RENTAL ORDER FORM**



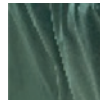
Blue



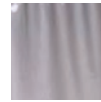
Burgundy



Black



Green



Gray



Red



White



Yellow

(actual colors may vary)

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

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$177.75	\$248.75	_____	\$ _____
4' L x 24" W x 42" H	\$230.25	\$322.25	_____	\$ _____
6' L x 24" W x 30" H	\$202.25	\$283.25	_____	\$ _____
6' L x 24" W x 42" H	\$262.50	\$367.50	_____	\$ _____
8' L x 24" W x 30" H	\$244.75	\$342.75	_____	\$ _____
8' L x 24" W x 42" H	\$298.25	\$417.50	_____	\$ _____
4th Side Skirt 30"	\$ 60.00	\$ 84.00	_____	\$ _____
4th Side Skirt 42"	\$ 67.25	\$ 94.25	_____	\$ _____

Please select skirt color:

Blue       Burgundy  
 Black       Green  
 Gray       Red  
 White       Yellow  
 Un-skirted

Undraped Tables - 25% off of skirted rate.

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

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 87.50	\$122.50	_____	\$ _____
6' Long, Single Step Riser	\$108.25	\$151.50	_____	\$ _____

**MASKING DRAPE** (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 27.75	\$ 38.75	_____	\$ _____
8' Background Drape	\$ 31.75	\$ 44.50	_____	\$ _____

Please select drape color:

Blue       Burgundy  
 Black       Green  
 Gray       Red  
 White       Yellow

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

25-TX0601-T



# 2025 TRADESHOW CATALOG











ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



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-  Lighted  Outdoor
-  Powered

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-  **26** **Bar Seating**
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**3** | Style Strategies

**5** | Soft Seating



**17** | Group Seating



**26** | Bar Seating

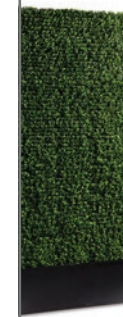


**32** | Bar & Café Tables

**38** | Powered Product



**41** | Accent & Side Tables



**53** | Essential Accessories, Lighting & Greenery

# STYLE STRATEGIES

Create innovative exhibit solutions with these tips to help promote engagement and functional booth environments.

## 1 Resimmercial

Incorporate natural materials and elements of home to inspire creativity and productivity.



## 2 Green with Envy

Biophilic elements such as life-like plants and hedges enhance the feeling of serenity and well-being for attendees.



## 3 Power Up

Include powered products throughout your exhibit to provide a place to relax and recharge.



## 4 Make it Pop

Add bursts of color to your design for unforgettable environments that draw attention and reinforce brand themes.



# STYLE STRATEGIES

Create innovative exhibit solutions with these tips to help promote engagement and functional booth environments.

## 5 Work Together

Enjoy communal tables that make it easy to network and build connections.



## 6 Experience First

Got limited space? Use ottomans and end tables to create campfire settings for quick selling conversations and to enhance seating environments.



## 7 Gather Round

Create small theaters for demonstrations or design places for brainstorming and casual networking.



## 8 Define Space

Use dividers or greenery to define space and create semi-private zones for breakout meetings and selling conversations.



# SOFAS, LOVESEATS, CLUB CHAIRS

White

---



Baja



Fairfax



Palm Beach

Black

---



Naples



Key Largo



# SOFAS, LOVESEATS, CLUB CHAIRS

## Cool Tones

---



Montreal

Allegro

## Neutral Tones

---



Cordoba

Sterling



Valencia

## Warm Tones

---















Valencia



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	<b>Length:</b> 36" <b>Depth:</b> 34.5" <b>Height:</b> 30" <b>Seat Length:</b> 23" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	Allegro Loveseat	LVS002	Blue Fabric	<b>Length:</b> 63" <b>Depth:</b> 34.5" <b>Height:</b> 30" <b>Seat Length:</b> 57" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	Allegro Sofa	SFA002	Blue Fabric	<b>Length:</b> 73" <b>Depth:</b> 34.5" <b>Height:</b> 30" <b>Seat Length:</b> 61" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	Baja Chair	BCHWHT	White Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30.5" <b>Height:</b> 28" <b>Seat Length:</b> 25.75" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 16"
	Baja Loveseat	BLVWHT	White Vinyl	<b>Length:</b> 61" <b>Depth:</b> 30.5" <b>Height:</b> 28" <b>Seat Length:</b> 51" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 16"
	Baja Sofa	BSFWHT	White Vinyl	<b>Length:</b> 86" <b>Depth:</b> 30" <b>Height:</b> 28" <b>Seat Length:</b> 77" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 16"








Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Chair	COCHTP	Taupe Fabric, Black	<b>Length:</b> 37" <b>Depth:</b> 32" <b>Height:</b> 33" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 18"
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	<b>Length:</b> 60.5" <b>Depth:</b> 32" <b>Height:</b> 33" <b>Seat Length:</b> 46" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	<b>Length:</b> 27" <b>Depth:</b> 26" <b>Height:</b> 30" <b>Seat Length:</b> 24" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17"
	Fairfax Loveseat	FAIRSW	White Vinyl, Brushed Metal	<b>Length:</b> 62" <b>Depth:</b> 26" <b>Height:</b> 30" <b>Seat Length:</b> 62" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	<b>Length:</b> 35" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	<b>Length:</b> 57" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 44" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	<b>Length:</b> 79" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 66" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"
	Montreal Chair	MONCHA	Blue, Black Metal	<b>Length:</b> 30" <b>Depth:</b> 23.25" <b>Height:</b> 30" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	<b>Length:</b> 62" <b>Depth:</b> 27.25" <b>Height:</b> 29.5" <b>Seat Length:</b> 57" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 16"
	Naples Chair	<b>Powered:</b> NPLCHP <b>Non-Powered:</b> NPLCHR	Black Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 25" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Loveseat	<b>Powered:</b> NPLLOP <b>Non-Powered:</b> NPLLOV	Black Vinyl	<b>Length:</b> 62" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 52.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Sofa	<b>Powered:</b> NPLSOP <b>Non-Powered:</b> NPLSOF	Black Vinyl	<b>Length:</b> 87" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 77.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Palm Beach Sofa	PALSOF	White Vinyl	<b>Length:</b> 69" <b>Depth:</b> 29" <b>Height:</b> 33" <b>Seat Length:</b> 48-62" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"
	Sterling Chair	STESOF	Gray Fabric	<b>Length:</b> 33" <b>Depth:</b> 33.5" <b>Height:</b> 32" <b>Seat Length:</b> 25.75" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Sterling Sofa	STESOF	Gray Fabric	<b>Length:</b> 82" <b>Depth:</b> 33.5" <b>Height:</b> 32" <b>Seat Length:</b> 72.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Valencia Chair	VALCGN	Green Fabric	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"
	Valencia Chair	VALCOT	Oat Fabric	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"
	Valencia Chair	VALCHA	Spice Orange Velvet	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Valencia Loveseat	VALVOT	Oat Fabric	<b>Length:</b> 63" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 53" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17.5"
	Valencia Loveseat	VALSOF	Coffee Brown Velvet	<b>Length:</b> 63" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 53" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	<b>Powered:</b> NPLCHP <b>Non-Powered:</b> NPLCHR	Black Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 25" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Loveseat	<b>Powered:</b> NPLLOP <b>Non-Powered:</b> NPLLOV	Black Vinyl	<b>Length:</b> 62" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 52.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Sofa	<b>Powered:</b> NPLSOP <b>Non-Powered:</b> NPLSOF	Black Vinyl	<b>Length:</b> 87" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 77.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Tech Tablet Chair	<b>Powered:</b> TCHGRY <b>Non-Powered:</b> TCHTNP	Gray Vinyl, White Metal Tablet, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Tech Chair, No Tablet	<b>Powered:</b> TCHP <b>Non-Powered:</b> TCHNTP	Gray Vinyl, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"

# ACCENT CHAIRS

## White

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Brooklyn



Pasadena



Swanson



Madrid

## Black

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Brooklyn



Pro Executive Guest

## Neutral Tones

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Century



La Brea



Munich



Tech



## Warm Tones

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Lorna



Bowery









Terrace









Atherton









Wentworth

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	<b>Length:</b> 27" <b>Depth:</b> 31" <b>Height:</b> 30" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 24" <b>Seat Height:</b> 17"
	Bowery Chair	BOWCHA	Ochre Fabric	<b>Length:</b> 29.75" <b>Depth:</b> 31" <b>Height:</b> 27.25" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	<b>Length:</b> 30" <b>Depth:</b> 30" <b>Height:</b> 31" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	<b>Length:</b> 35" <b>Depth:</b> 27" <b>Height:</b> 40" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 20"
	Lorna Chair	LRCHGN	Green Leather, Antique Brass	<b>Length:</b> 26" <b>Depth:</b> 25" <b>Height:</b> 30" <b>Seat Length:</b> 18.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 18"
	Madrid Chair	BCW	White Vinyl, Chrome	<b>Length:</b> 30" <b>Depth:</b> 30" <b>Height:</b> 31" <b>Seat Length:</b> 30.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	<b>Length:</b> 22.5" <b>Depth:</b> 27" <b>Height:</b> 28.5" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	<b>Length:</b> 27" <b>Depth:</b> 25" <b>Height:</b> 26" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 17"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	<b>Length:</b> 24" <b>Depth:</b> 26" <b>Height:</b> 36" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"
	Swanson Swivel Chair	SWAN	White Vinyl	<b>Length:</b> 28" <b>Depth:</b> 25" <b>Height:</b> 30" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 17.5" <b>Seat Height:</b> 17"
	Tech Tablet Chair	<b>Powered:</b> TCHGRY <b>Non-Powered:</b> TCHTNP	Gray Vinyl, White Metal Tablet, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Tech Chair, No Tablet	<b>Powered:</b> TCHP <b>Non-Powered:</b> TCHNTP	Gray Vinyl, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Terrace Accent Chair	TRCHCO	Cognac Leather, Black Base	<b>Length:</b> 24" <b>Depth:</b> 30.5" <b>Height:</b> 31.25" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 21.5" <b>Seat Height:</b> 17.5"
	Wentworth Swivel Chair	WENCHA	Brown Vinyl	<b>Length:</b> 31" <b>Depth:</b> 24" <b>Height:</b> 31.5" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"

# GROUP SEATING

## White

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Christopher



Marina



Razor



Zenith

## Black

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Blade



Brewer



Chelsea



Duet



Marina



Syntax

## Cool Tones

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Blade



Chelsea



Marina



Malba

# GROUP SEATING

## Neutral Tones

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Lucent



Chelsea



Malba



Marina



Rustique

## Warm Tones

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Chelsea



Blade



Marina







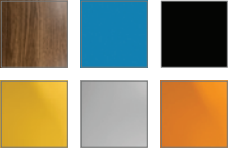
Laguna

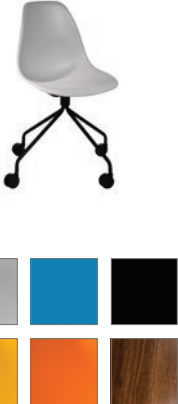












Chelsea









Marina

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Blade Chair</b></p>	<p>BLDCBK BLDCRD BLDCSB</p>	<p>Black Red Sky Blue</p>	<p><b>Length:</b> 20.5" <b>Depth:</b> 19" <b>Height:</b> 30.5" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 16.75" <b>Seat Height:</b> 17.75"</p>
	<p><b>Brewer Chair</b></p>	<p>SC3</p>	<p>Onyx, Chrome</p>	<p><b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 32" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 16.5" <b>Seat Height:</b> 18.75"</p>
 	<p><b>Chelsea Chair</b></p>	<p>CCBTWL CCBTAZ CCBTBK CCBTYL  CCBTGY CCBTOR</p>	<p>Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base</p>	<p><b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Chelsea Chair</b></p>	<p>CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL</p>	<p>Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters</p>	<p><b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"</p>
	<p><b>Christopher Chair</b></p>	<p>XCHR</p>	<p>White Vinyl, Chrome</p>	<p><b>Length:</b> 17" <b>Depth:</b> 19" <b>Height:</b> 35" <b>Seat Length:</b> 16.75" <b>Seat Depth:</b> 14.75" <b>Seat Height:</b> 18"</p>
	<p><b>Duet Stack Chair</b></p>	<p>DUET</p>	<p>Black, Chrome</p>	<p><b>Length:</b> 21" <b>Depth:</b> 23" <b>Height:</b> 33" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18"</p>
	<p><b>Laguna Chair</b></p>	<p>LMCHR</p>	<p>Maple, Chrome</p>	<p><b>Length:</b> 18" <b>Depth:</b> 19" <b>Height:</b> 34" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18"</p>
	<p><b>Lucent Chair</b></p>	<p>LUCHCL</p>	<p>Frosted Acrylic, Chrome</p>	<p><b>Length:</b> 19.5" <b>Depth:</b> 19.75" <b>Height:</b> 32.5" <b>Seat Length:</b> 16.25" <b>Seat Depth:</b> 15.5" <b>Seat Height:</b> 18.75"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 32" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 14" <b>Seat Height:</b> 19"
	Malba Chair	MALGRN	Green, Chrome	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 32" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 14" <b>Seat Height:</b> 19"
  	Marina Chair	MARCWH MARCBR MARCBK MARCGY MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Gray Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	<b>Length:</b> 17.5" <b>Depth:</b> 19.5" <b>Height:</b> 35" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 13" <b>Seat Height:</b> 19"
	Razor Armless Chair	SC10	White	<b>Length:</b> 19" <b>Depth:</b> 23.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 16" <b>Seat Depth:</b> 17.25" <b>Seat Height:</b> 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	<b>Length:</b> 20" <b>Depth:</b> 18" <b>Height:</b> 31" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 15" <b>Seat Height:</b> 18"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Syntax Chair</p>	<p>CS4</p>	<p>Black, Chrome</p>	<p><b>Length:</b> 23"  <b>Depth:</b> 19"  <b>Height:</b> 32.25"  <b>Seat Length:</b> 18"  <b>Seat Depth:</b> 17"  <b>Seat Height:</b> 18.5"</p>
	<p>Zenith Chair</p>	<p>ZENCHR</p>	<p>White, Chrome</p>	<p><b>Length:</b> 18.25"  <b>Depth:</b> 22"  <b>Height:</b> 32"  <b>Seat Length:</b> 18.25"  <b>Seat Depth:</b> 16"  <b>Seat Height:</b> 19"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Beverly Bench Ottoman</b></p>	<p>BVLYBK            BVLYBN            BVLYGR            BVLYLN            BVLYOB            BVLYRD            BVLYWH</p>	<p>Black Vinyl            Brown Fabric            Gray Fabric            Linen Fabric            Ocean Blue Fabric            Red Fabric            White Vinyl</p>	<p><b>Length:</b> 60"  <b>Depth:</b> 20"  <b>Height:</b> 18"  <b>Seat Length:</b> 60"  <b>Seat Depth:</b> 20"  <b>Seat Height:</b> 18"</p>
 	<p><b>Beverly Small Bench Ottoman</b></p>	<p>BVSMBK            BVSMBN            BVSMGY            BVMLV            BVMLN            BVSMBL            BVSMGN            BVSMOR            BVSMRD            BVSMWH            BVSMYL</p>	<p>Black Vinyl            Brown Fabric            Gray Fabric            Lavender Fabric            Linen Fabric            Ocean Blue Fabric            Olive Green Fabric            Orange Fabric            Red Fabric            White Vinyl            Yellow Fabric</p>	<p><b>Length:</b> 30"  <b>Depth:</b> 20"  <b>Height:</b> 18"  <b>Seat Length:</b> 30"  <b>Seat Depth:</b> 20"  <b>Seat Height:</b> 18"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Marche</b> <b>Swivel Ottoman</b></p>	<p>MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR020 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013 MAR021</p>	<p>White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Olive Faux Sheep Fur Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet Terracotta Faux Sheep Fur</p>	<p><b>Round: 17"</b> <b>Height: 18"</b> <b>Seat Round: 17"</b> <b>Seat Height: 18"</b></p>
	<p><b>Vibe</b> <b>Cube Ottoman</b></p>	<p>VIB10 VIB02 VIB05 VIB21 VIB14 VIB17 VIB01 VIB22 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09</p>	<p>Black Vinyl Blue Vinyl Bright Yellow Vinyl Caramel Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Navy Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl</p>	<p><b>Length: 18"</b> <b>Depth: 18"</b> <b>Height: 18"</b> <b>Seat Length: 18"</b> <b>Seat Depth: 18"</b> <b>Seat Height: 18"</b></p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	<b>Length:</b> 60.5" <b>Depth:</b> 37.5" <b>Height:</b> 15" <b>Seat Length:</b> 60.5" <b>Seat Depth:</b> 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	<b>Length:</b> 60.5" <b>Depth:</b> 37.5" <b>Height:</b> 15" <b>Seat Length:</b> 60.5" <b>Seat Depth:</b> 34"
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	<b>Length:</b> 34" <b>Depth:</b> 34" <b>Height:</b> 15" <b>Seat Length:</b> 34" <b>Seat Depth:</b> 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	<b>Length:</b> 34" <b>Depth:</b> 34" <b>Height:</b> 15" <b>Seat Length:</b> 34" <b>Seat Depth:</b> 34"
	Regis Bench	REGBEN	Brushed Metal	<b>Length:</b> 47" <b>Depth:</b> 15.5" <b>Height:</b> 16"

# BAR SEATING

White

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Banana



Blade



Christopher



Kamden



Lift



Marina



Shark



Zenith



Zoey

Black

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Banana



Blade



Chelsea



Lift



Marina



Syntax

# BAR SEATING

## Cool Tones

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Blade



Chelsea



Marina

## Neutral Tones

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Lucent



Chelsea



Lift



Marina



Rustique

## Warm Tones

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Chelsea



Blade



Lift



Marina






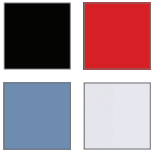


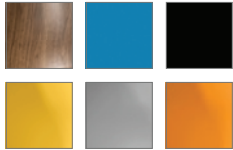
Laguna





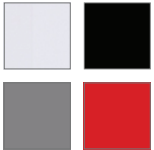








Chelsea





Marina







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	<b>Length:</b> 21" <b>Depth:</b> 22" <b>Height:</b> 41" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 30.25"
	Banana Barstool	BST	White, Chrome	<b>Length:</b> 21" <b>Depth:</b> 22" <b>Height:</b> 41" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 30.25"
 	Blade Barstool	BLDBBK BLDBRD BLDBSB BLDBWH  	Black Red Sky Blue White Molded Plastic	<b>Length:</b> 20.5" <b>Depth:</b> 20" <b>Height:</b> 40.5" <b>Seat Length:</b> 14" <b>Seat Depth:</b> 15.75" <b>Seat Height:</b> 30.25"
 	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL  CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 46" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.75"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Christopher Barstool</b></p>	<p>XBAR</p>	<p>White Vinyl, Chrome</p>	<p><b>Length:</b> 19"  <b>Depth:</b> 19"  <b>Height:</b> 41"  <b>Seat Length:</b> 14.5"  <b>Seat Depth:</b> 15"  <b>Seat Height:</b> 29"</p>
	<p><b>Kamden Barstool</b></p>	<p>KABSWH</p>	<p>White Vinyl, Chrome</p>	<p><b>Length:</b> 16.5"  <b>Depth:</b> 20"  <b>Height:</b> 25-33.5"  <b>Seat Length:</b> 15"  <b>Seat Depth:</b> 19"  <b>Seat Height:</b> 22-32"</p>
	<p><b>Laguna Barstool</b></p>	<p>LMBAR</p>	<p>Maple, Chrome</p>	<p><b>Length:</b> 18"  <b>Depth:</b> 20"  <b>Height:</b> 47"  <b>Seat Length:</b> 17"  <b>Seat Depth:</b> 16"  <b>Seat Height:</b> 31"</p>
  	<p><b>Lift Barstool</b></p>	<p>ROLLWH            ROLLBL            ROLLGY            ROLLRD</p>	<p>White Vinyl, Chrome            Black Vinyl, Chrome            Gray Vinyl, Chrome            Red Vinyl, Chrome</p>	<p><b>Round:</b> 15"  <b>Height:</b> 23-33.5"  <b>Seat Round:</b> 15"  <b>Seat Height:</b> 22.25-31.5"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<b>Marina Barstool</b>	MARBWH MARBBK MARBBR MARBGY MARBBE MARBRD	White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Gray Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	<b>Length:</b> 21" <b>Depth:</b> 17.5" <b>Height:</b> 41.5" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.5"
	<b>Lucent Barstool</b>	LUBSCL	Frosted Acrylic, Chrome	<b>Length:</b> 22" <b>Depth:</b> 22.5" <b>Height:</b> 45.5" <b>Seat Length:</b> 16.25" <b>Seat Depth:</b> 15.5" <b>Seat Height:</b> 31"
	<b>Rustique Barstool</b>	RSTSTL	Gunmetal	<b>Length:</b> 13" <b>Depth:</b> 13" <b>Height:</b> 30" <b>Seat Length:</b> 12" <b>Seat Depth:</b> 12" <b>Seat Height:</b> 30"
	<b>Shark Barstool</b>	BS001	White, Chrome	<b>Length:</b> 22" <b>Depth:</b> 19" <b>Height:</b> 34-44" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 14.5" <b>Seat Height:</b> 21.5-32"
	<b>Syntax Barstool</b>	BSR	Black, Chrome	<b>Length:</b> 23" <b>Depth:</b> 19" <b>Height:</b> 43.25" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 28.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Zenith Barstool</b></p>	<p>ZENBAR</p>	<p>White, Chrome</p>	<p><b>Length:</b> 19"  <b>Depth:</b> 20"  <b>Height:</b> 44"  <b>Seat Length:</b> 18"  <b>Seat Depth:</b> 16"  <b>Seat Height:</b> 29"</p>
	<p><b>Zoey Barstool</b></p>	<p>BS002</p>	<p>White, Chrome</p>	<p><b>Length:</b> 15"  <b>Depth:</b> 16"  <b>Height:</b> 30-34.75"  <b>Seat Length:</b> 14"  <b>Seat Depth:</b> 13"  <b>Seat Height:</b> 26-30.5"</p>










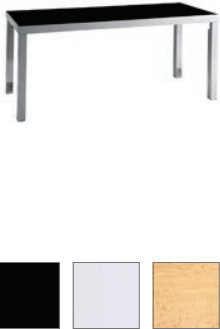



Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>30" Round Bar Table w/ Hydraulic Base</b></p>	<p>30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB</p>	<p>White Top Barnwood Top Black Top Blue Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p><b>Round: 30" Height: 45"</b></p>
 	<p><b>30" Round Bar Table w/ Standard Black Base</b></p>	<p>30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA</p>	<p>White Top Barnwood Top Black Top Blue Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p><b>Round: 30" Height: 42"</b></p>
	<p><b>30" Round Bar Table, Powered</b></p>	<p>P30BWH</p> 	<p>White Top, Black Base</p>	<p><b>Round: 30" Height: 42"</b></p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>36" Round Bar Table w/ Hydraulic Base</b></p>	<p>36WTHB 36BKHB 36GRHB 36MTHB</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p><b>Round: 36" Height: 45"</b></p>
 	<p><b>36" Round Bar Table w/ Standard Black Base</b></p>	<p>VTW 36BKSB VTN VTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p><b>Round: 36" Height: 42"</b></p>
 	<p><b>30" Round Cafe Table w/ Hydraulic Base</b></p>	<p>30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p><b>Round: 30" Height: 29"</b></p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>30" Round Cafe Table w/ Standard Black Base</b></p>	<p>30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p><b>Round: 30" Height: 29"</b></p>
	<p><b>30" Round Cafe Table, Powered</b></p>	<p>P30CWH</p> 	<p>White Top, Black Base</p>	<p><b>Round: 30" Height: 29"</b></p>
 	<p><b>36" Round Cafe Table w/ Hydraulic Base</b></p>	<p>36WTHC 36BKHC 36MTHC 36GRHC</p>	<p>White Top Black Top Maple Top Graphite Nebula Top</p>	<p><b>Round: 36" Height: 29"</b></p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>36" Round Cafe Table w/ Standard Black Base</b></p>	<p>ZTQ 36BKSC ZTN ZTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p><b>Round: 36"</b> <b>Height: 29"</b></p>
	<p><b>Rustique Square Metal Bar Table</b></p>	<p>RSTSQT</p>	<p>Gunmetal</p>	<p><b>Length: 23.75"</b> <b>Depth: 23.75"</b> <b>Height: 41.25"</b></p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Ventura Communal Bar Table</b></p>	<p>VNTBNP VNTWNP VNTMNP</p>	<p>Black Top, Silver White Top, Silver Maple Top, Silver</p>	<p><b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"</p>
  	<p><b>Ventura Communal Bar Table, Powered</b></p>	<p>VNTBLK VNTWHT</p>	<p>Black Top, Silver White Top, Silver</p>	<p><b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"</p>
 	<p><b>Ventura Communal Bar Table w/ Grommet Holes</b></p>	<p>VNTBWW VNTBMW</p>	<p>White Top, Silver Maple Top, Silver</p>	<p><b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Ventura Communal Cafe Table</b></p>	<p>VNTCBN VNTCWN VNTCMN</p>	<p>Black Top, Silver White Top, Silver Maple Top, Silver</p>	<p><b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"</p>
	<p><b>Ventura Communal Cafe Table, Powered</b></p>	<p>VNTCBK VNTCWH</p> <p style="text-align: center;"></p>	<p>Black Top, Silver White Top, Silver</p>	<p><b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"</p>
	<p><b>Ventura Communal Cafe Table w/ Grommet Holes</b></p>	<p>VNTCWW VNTCMW</p>	<p>White Top, Silver Maple Top, Silver</p>	<p><b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"</p>













Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Adelaide Powered Cocktail Table</b></p>	<p><b>Powered:</b> ADCTWP  <b>Non-Powered:</b> ADCTWH</p> <p><b>Powered:</b> ADCTBP  <b>Non-Powered:</b> ADCTBK</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p><b>Length:</b> 48.87"  <b>Depth:</b> 25.37"  <b>Height:</b> 18"</p>
 	<p><b>Ventura Communal Bar Table, Powered</b></p>	<p>VNTBLK  VNTWHT</p>	<p>Black Top, Silver  White Top, Silver</p>	<p><b>Length:</b> 72.25"  <b>Depth:</b> 26.25"  <b>Height:</b> 42"</p>
 	<p><b>Ventura Communal Cafe Table, Powered</b></p>	<p>VNTCBK  VNTCWH</p>	<p>Black Top, Silver  White Top, Silver</p>	<p><b>Length:</b> 72.25"  <b>Depth:</b> 26.25"  <b>Height:</b> 30"</p>















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Village Charging Hub</p>	<p>VILHUB</p>	<p>Cream</p>	<p><b>Length:</b> 12" <b>Depth:</b> 12" <b>Height:</b> 28.25"</p>
	<p>Wireless Charging Table</p>	<p>CUBPOW</p>	<p>White, AC Outlets</p>	<p><b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 18"</p>
	<p>30" Round Bar Table, Powered</p>	<p>P30BWH</p>	<p>White Top, Black Base</p>	<p><b>Round:</b> 30" <b>Height:</b> 42"</p>
	<p>30" Round Cafe Table, Powered</p>	<p>P30CWH</p>	<p>White Top, Black Base</p>	<p><b>Round:</b> 30" <b>Height:</b> 29"</p>
  	<p>10' Table</p>	<p><b>Powered:</b> C10PWR <b>Non-Powered:</b> CONF10</p> <p><b>Powered:</b> BKC10P <b>Non-Powered:</b> BKC10N</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p><b>Length:</b> 120" <b>Depth:</b> 48" <b>Height:</b> 29"</p>










Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>8' Table</b></p>	<p><b>Powered:</b> C8PWR  <b>Non-Powered:</b> CONF8</p> <p><b>Powered:</b> BKCT8P  <b>Non-Powered:</b> BKCT8N</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p><b>Length:</b> 96"  <b>Depth:</b> 60"  <b>Height:</b> 29"</p>
 	<p><b>5' Table</b></p>	<p><b>Powered:</b> C5PWR  <b>Non-Powered:</b> CONF5</p> <p><b>Powered:</b> BKCT5P  <b>Non-Powered:</b> BKCT5N</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p><b>Length:</b> 60"  <b>Depth:</b> 48"  <b>Height:</b> 29"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Adelaide Cocktail Table</b></p> <p style="text-align: center;">⚡</p>	<p><b>Non-Powered:</b> ADCTWH <b>Powered:</b> ADCTWP</p> <p><b>Non-Powered:</b> ADCTBK <b>Powered:</b> ADCTBP</p> <p>ADCTGL</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Glass Top, Silver</p>	<p><b>Length:</b> 48.875" <b>Depth:</b> 25.375" <b>Height:</b> 18"</p>
 	<p><b>Adelaide End Table</b></p>	<p>ADETWH ADETBK ADETGL</p>	<p>White Top, Silver Black Top, Silver Glass Top, Silver</p>	<p><b>Length:</b> 21.5" <b>Depth:</b> 21.5" <b>Height:</b> 18"</p>
 	<p><b>Alondra Cocktail Table</b></p>	<p>ALC200</p> <p>ALC100</p>	<p>Brandy Maple Top, Chrome</p> <p>Glass Top, Chrome</p>	<p><b>Length:</b> 47" <b>Depth:</b> 24" <b>Height:</b> 17"</p> <p><b>Length:</b> 47" <b>Depth:</b> 24" <b>Height:</b> 16"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Alondra End Table</b></p>	<p>ALE200</p> <p>ALE100</p>	<p>Brandy Maple Top, Chrome</p> <p>Glass Top, Chrome</p>	<p><b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 21"</p> <p><b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 20"</p>
 	<p><b>Geo Cocktail Table</b></p>	<p>CIFWB</p> <p>CIC</p>	<p>Brandy Maple Top, Black Base</p> <p>Glass Top, Chrome Base</p>	<p><b>Length:</b> 47" <b>Depth:</b> 24" <b>Height:</b> 17"</p> <p><b>Length:</b> 50" <b>Depth:</b> 22" <b>Height:</b> 16"</p>
 	<p><b>Geo End Table</b></p>	<p>E1FWB</p> <p>E1C</p>	<p>Brandy Maple Top, Black Base</p> <p>Glass Top, Chrome Base</p>	<p><b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 21"</p> <p><b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 20"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Mesa Cocktail Table</b></p>	<p>MESCTW MESCTB  MESCTG</p>	<p>Barnwood Top, Bronze Black Top, Bronze  Glass Top, Bronze</p>	<p><b>Round: 32.25"</b> <b>Height: 17.25"</b>  <b>Round: 36"</b> <b>Height: 17.25"</b></p>
 	<p><b>Mesa End Table</b></p>	<p>MESETW MESETB  MESETG</p>	<p>Barnwood Top, Bronze Black Top, Bronze  Glass Top, Bronze</p>	<p><b>Round: 20.5"</b> <b>Height: 21.25"</b>  <b>Round: 24"</b> <b>Height: 21.25"</b></p>
	<p><b>Regis Bench/Table</b></p>	<p>REGBEN</p>	<p>Brushed Metal</p>	<p><b>Length: 47"</b> <b>Depth: 15.5"</b> <b>Height: 16"</b></p>
	<p><b>Regis End Table</b></p>	<p>REGOTT</p>	<p>Brushed Metal</p>	<p><b>Length: 16"</b> <b>Depth: 15.5"</b> <b>Height: 16.5"</b></p>









Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Silverado Cocktail Table</b></p>	<p>C1E</p>	<p>Glass Top, Chrome</p>	<p><b>Round: 36"</b> <b>Height: 17"</b></p>
	<p><b>Silverado End Table</b></p>	<p>E1E</p>	<p>Glass Top, Chrome</p>	<p><b>Round: 24"</b> <b>Height: 22"</b></p>
	<p><b>Timber Cocktail Table</b></p>	<p>TMBCKT</p>	<p>Distressed Wood</p>	<p><b>Round: 30"</b> <b>Height: 15"</b></p>
	<p><b>Timber End Table</b></p>	<p>TMBTBL</p>	<p>Distressed Wood</p>	<p><b>Round: 16"</b> <b>Height: 17"</b></p>

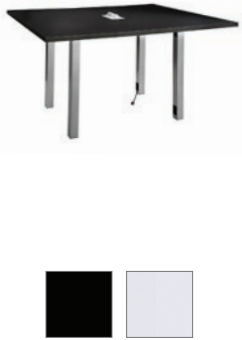




Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Aura Round Table</b></p>	<p>AURA</p>	<p>White Metal</p>	<p><b>Round: 15"</b> <b>Height: 22"</b></p>
	<p><b>Sedona Side Table</b></p>	<p>SEDBWH SEDBWD SEDBBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p><b>Length: 15.75"</b> <b>Depth: 15.75"</b> <b>Height: 24"</b></p>
	<p><b>Taos Side Table</b></p>	<p>TAOBWH TAOBWD TAOBBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p><b>Length: 15.75"</b> <b>Depth: 15.75"</b> <b>Height: 24"</b></p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 29"
	Tech Desk, Powered	TECH	Black Metal, Black Laminate w/electrical unit	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet	TECH3B	Black Metal, Black Laminate w/electrical unit	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 30"
	3 Drawer File Cabinet on Castors	TECH3	Black Top, Black Metal	<b>Length:</b> 16" <b>Depth:</b> 20" <b>Height:</b> 28"
	Madison Bookcase	BC8	Gray Acajou	<b>Length:</b> 36" <b>Depth:</b> 12" <b>Height:</b> 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	<b>Length:</b> 36" <b>Depth:</b> 18" <b>Height:</b> 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	<b>Length:</b> 39" <b>Depth:</b> 1.5" <b>Height:</b> 72"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<b>Atomic 42" Round Table</b>	42ATO	Glass Top, Chrome	<b>Round: 42"</b> <b>Height: 30"</b>
	<b>Atomic 36" Round Table</b>	36ATO	Glass Top, Chrome	<b>Round: 36"</b> <b>Height: 30"</b>
	<b>Geo Table, Rectangle</b>	CF2 CE2	Glass Top, Black Glass Top, Chrome	<b>Length: 60"</b> <b>Depth: 36"</b> <b>Height: 29"</b>
	<b>Geo Table, Rounded Square</b>	CE1 CF1	Glass Top, Chrome Glass Top, Black	<b>Length: 42"</b> <b>Depth: 42"</b> <b>Height: 29"</b>
	<b>Work Table</b>	WD3	White Top, White	<b>Length: 48"</b> <b>Depth: 24"</b> <b>Height: 30"</b>
	<b>42" Round Madison Table</b>	CB8	Gray Acajou, Black	<b>Round: 42"</b> <b>Height: 29"</b>















Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>42" Round Table</b></p>	<p>CONF42 42BKCT</p>	<p>White Top, Black Black Top, Black</p>	<p><b>Round: 42"</b> <b>Height: 29"</b></p>
 	<p><b>10' Table</b></p>	<p><b>Powered:</b> BKC10P <b>Non-Powered:</b> BKC10N</p> <p><b>Powered:</b> C10PWR <b>Non-Powered:</b> CONF10</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p><b>Length: 120"</b> <b>Depth: 48"</b> <b>Height: 29"</b></p>
 	<p><b>8' Table</b></p>	<p><b>Powered:</b> BKCT8P <b>Non-Powered:</b> BKCT8N</p> <p><b>Powered:</b> C8PWR <b>Non-Powered:</b> CONF8</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p><b>Length: 96"</b> <b>Depth: 60"</b> <b>Height: 29"</b></p>





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>5' Table</p>	<p><b>Powered:</b> BKCT5P <b>Non-Powered:</b> BKCT5N</p> <p><b>Powered:</b> C5PWR <b>Non-Powered:</b> CONF5</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p><b>Length:</b> 60" <b>Depth:</b> 48" <b>Height:</b> 29"</p>
	<p>Madison 10' Table</p>	<p>MADC10</p>	<p>Gray Acajou, Silver</p>	<p><b>Length:</b> 120" <b>Depth:</b> 48" <b>Height:</b> 29"</p>
	<p>Madison 8' Table</p>	<p>MADC08</p>	<p>Gray Acajou, Silver</p>	<p><b>Length:</b> 96" <b>Depth:</b> 60" <b>Height:</b> 29"</p>
	<p>Madison 5' Table</p>	<p>MADC05</p>	<p>Gray Acajou, Silver</p>	<p><b>Length:</b> 60" <b>Depth:</b> 48" <b>Height:</b> 29"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACHBCB	Black Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 41.75-44.25" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18.5-21"
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 41.75-44.25" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18.5-21"
	Ace Mid Back Chair	ACMBCB	Black Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 33.25-33.75" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18-20.5"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 33.25-33.75" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18-20.5"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	<b>Length:</b> 27" <b>Depth:</b> 30.5" <b>Height:</b> 40-43" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18.5-20.5"
	Genesis Chair	GENCHA	Black	<b>Length:</b> 27.5" <b>Depth:</b> 27.5" <b>Height:</b> 40-43.5" <b>Seat Length:</b> 20" <b>Seat Depth:</b> 17.5" <b>Seat Height:</b> 17.5-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Pro Executive Guest Chair</b></p>	<p>PROGB</p>	<p>Black Vinyl, Chrome</p>	<p><b>Length:</b> 24"  <b>Depth:</b> 26"  <b>Height:</b> 36"  <b>Seat Length:</b> 19.5"  <b>Seat Depth:</b> 19"  <b>Seat Height:</b> 18"</p>
	<p><b>Task Stool</b></p>	<p>TASKST</p>	<p>Black Fabric, Black</p>	<p><b>Length:</b> 27.5"  <b>Depth:</b> 27.5"  <b>Height:</b> 32.75-40.25"  <b>Seat Length:</b> 18.5"  <b>Seat Depth:</b> 18.5"  <b>Seat Height:</b> 18-25.5"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Midtown Powered Counter, Lighted w/ Plug In	MTCLPI	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Midtown Powered Counter, Unlighted	MTCFUL	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Powered Locking Pedestal, 36"	PDL36B PDL36W	Black White	<b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 36"
	Powered Locking Pedestal, 42"	PDL42B PDL42W	Black White	<b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	<b>Length:</b> 39" <b>Depth:</b> 1.5" <b>Height:</b> 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	<b>Length:</b> 39" <b>Depth:</b> 39" <b>Height:</b> 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	<b>Length:</b> 40" <b>Depth:</b> 1.5" <b>Height:</b> 72"
	Miramar Divider, White	MIRWHT	Molded Plastic	<b>Length:</b> 63" <b>Depth:</b> 23" <b>Height:</b> 83"
	Stanchion Sign Holder	STNSGN	Chrome	<b>Length:</b> 10" <b>Height:</b> 13"
	Stanchion w/ Retractable Belt	STNCH1	Black, Chrome	<b>Length:</b> 96" <b>Height:</b> 37"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Mason Floor Lamp</b></p>	<p>LA15</p>	<p>Brushed Silver</p>	<p><b>Round: 18"</b> <b>Height: 55"</b></p>
	<p><b>Mason Table Lamp</b></p>	<p>LA14</p>	<p>Brushed Silver</p>	<p><b>Round: 16"</b> <b>Height: 26"</b></p>
	<p><b>Boxwood Hedge 7'</b></p>	<p>HDG7FT</p>	<p>Green, Black</p>	<p><b>Length: 36.5"</b> <b>Depth: 12"</b> <b>Height: 84"</b></p>
	<p><b>Boxwood Hedge 4'</b></p>	<p>HDG4FT</p>	<p>Green, Black</p>	<p><b>Length: 46"</b> <b>Depth: 9"</b> <b>Height: 47"</b></p>

## 2025 Trade Show Kit Pricelist

CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	DISCOUNT	STANDARD
LVS002	Soft Seating	Allegro Loveseat	Blue Fabric, Brushed Metal	63"L 34.5"D 30"H	\$792	\$1,030
BLDBWH	Barstool	Blade Barstool	White Molded Plastic	20.5"L 20"D 40.5"H	\$142	\$184
LRCHGN	Chair	Lorna Chair	Green Leather, Antique Brass	26"L 25"D 30"H	\$552	\$718
MARBGY	Barstool	Marina Barstool	Gray Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$310	\$402
MARCGY	Chair	Marina Chair	Gray Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$187	\$243
TCHNTP	Chair	Tech Chair, Non-Powered, No Tablet	Gray Vinyl, Chrome Base	30.5"L 29"D 33.5"H	\$243	\$315
TCHTNP	Chair	Tech Tablet Chair, Non-Powered	Gray Vinyl, White Metal Tablet, Chrome Base	30.5"L 29"D 33.5"H	\$243	\$315
TMCKCT	Table	Timber Cocktail Table	Distressed Wood	30" R x 15"H	\$305	\$396
BKC10N	Table	10' Table	Black Top, Silver	120"L 48"D 29"H	\$1,095	\$1,423
CONF10	Table	10' Table	White Top, Silver	120"L 48"D 29"H	\$1,095	\$1,423
BKC10P	Powered	10' Table, Powered	Black Top, Silver	120"L 48"D 29"H	\$1,393	\$1,811
C10PWR	Powered	10' Table, Powered	White Top, Silver	120"L 48"D 29"H	\$1,393	\$1,811
TECH3	Office	3 Drawer File Cabinet	Black Top, Black Metal w/ Casters	16"L 20"D 28"H	\$217	\$282
P30BWH	Powered	30" Round Bar Table, Powered	White Top, Black	30"RND 42"H	\$875	\$1,137
P30CWH	Powered	30" Round Cafe Table, Powered	White Top, Black	30"RND 29"H	\$875	\$1,137
30VDHB	Table	30" Round Bar Table w/ Hydraulic Base	Barnwood Top	30"RND 45"H	\$337	\$438
30BKHB	Table	30" Round Bar Table w/ Hydraulic Base	Black Top	30"RND 45"H	\$337	\$438
30BEHB	Table	30" Round Bar Table w/ Hydraulic Base	Blue Top	30"RND 45"H	\$337	\$438
30AGHB	Table	30" Round Bar Table w/ Hydraulic Base	Brushed Gunmetal Top	30"RND 45"H	\$337	\$438
30YSHB	Table	30" Round Bar Table w/ Hydraulic Base	Brushed Yellow Top	30"RND 45"H	\$337	\$438
30GRHB	Table	30" Round Bar Table w/ Hydraulic Base	Graphite Nebula Top	30"RND 45"H	\$337	\$438
30GSHB	Table	30" Round Bar Table w/ Hydraulic Base	Green Top	30"RND 45"H	\$337	\$438
30MTHB	Table	30" Round Bar Table w/ Hydraulic Base	Maple Top	30"RND 45"H	\$337	\$438
30OSHB	Table	30" Round Bar Table w/ Hydraulic Base	Orange Top	30"RND 45"H	\$337	\$438
30BRHB	Table	30" Round Bar Table w/ Hydraulic Base	Red Top	30"RND 45"H	\$337	\$438
30WHHB	Table	30" Round Bar Table w/ Hydraulic Base	White Top	30"RND 45"H	\$337	\$438
30VDBB	Table	30" Round Bar Table w/ Standard Black Base	Barnwood Top	30"RND 42"H	\$273	\$354
30BKSB	Table	30" Round Bar Table w/ Standard Black Base	Black Top	30"RND 42"H	\$273	\$354
30EBBB	Table	30" Round Bar Table w/ Standard Black Base	Blue Top	30"RND 42"H	\$273	\$354
30AGBB	Table	30" Round Bar Table w/ Standard Black Base	Brushed Gunmetal Top	30"RND 42"H	\$273	\$354
30YBBB	Table	30" Round Bar Table w/ Standard Black Base	Brushed Yellow Top	30"RND 42"H	\$273	\$354
VTJ	Table	30" Round Bar Table w/ Standard Black Base	Graphite Nebula Top	30"RND 42"H	\$273	\$354
30GSBB	Table	30" Round Bar Table w/ Standard Black Base	Green Top	30"RND 42"H	\$273	\$354
VTK	Table	30" Round Bar Table w/ Standard Black Base	Maple Top	30"RND 42"H	\$273	\$354
30OSBB	Table	30" Round Bar Table w/ Standard Black Base	Orange Top	30"RND 42"H	\$273	\$354
VTB	Table	30" Round Bar Table w/ Standard Black Base	Red Top	30"RND 42"H	\$273	\$354
30WH42	Table	30" Round Bar Table w/ Standard Black Base	White Top	30"RND 42"H	\$273	\$354
30WDHC	Table	30" Round Cafe Table w/ Hydraulic Base	Barnwood Top	30"RND 29"H	\$337	\$438
30BKHC	Table	30" Round Cafe Table w/ Hydraulic Base	Black Top	30"RND 29"H	\$337	\$438
30BEHC	Table	30" Round Cafe Table w/ Hydraulic Base	Blue Top	30"RND 29"H	\$337	\$438
30AGHC	Table	30" Round Cafe Table w/ Hydraulic Base	Brushed Gunmetal Top	30"RND 29"H	\$337	\$438
30YSHC	Table	30" Round Cafe Table w/ Hydraulic Base	Brushed Yellow Top	30"RND 29"H	\$337	\$438
30GRHC	Table	30" Round Cafe Table w/ Hydraulic Base	Graphite Nebula Top	30"RND 29"H	\$337	\$438
30GSHC	Table	30" Round Cafe Table w/ Hydraulic Base	Green Top	30"RND 29"H	\$337	\$438
30MTHC	Table	30" Round Cafe Table w/ Hydraulic Base	Maple Top	30"RND 29"H	\$337	\$438
30OSHC	Table	30" Round Cafe Table w/ Hydraulic Base	Orange Top	30"RND 29"H	\$337	\$438
30BRHC	Table	30" Round Cafe Table w/ Hydraulic Base	Red Top	30"RND 29"H	\$337	\$438
30WHHC	Table	30" Round Cafe Table w/ Hydraulic Base	White Top	30"RND 29"H	\$337	\$438
30VDBC	Table	30" Round Cafe Table w/ Standard Black Base	Barnwood Top	30"RND 29"H	\$273	\$354
30BKSC	Table	30" Round Cafe Table w/ Standard Black Base	Black Top	30"RND 29"H	\$273	\$354
30BECB	Table	30" Round Cafe Table w/ Standard Black Base	Blue Top	30"RND 29"H	\$273	\$354
30AGBC	Table	30" Round Cafe Table w/ Standard Black Base	Brushed Gunmetal Top	30"RND 29"H	\$273	\$354
30YBCB	Table	30" Round Cafe Table w/ Standard Black Base	Brushed Yellow Top	30"RND 29"H	\$273	\$354
ZTJ	Table	30" Round Cafe Table w/ Standard Black Base	Graphite Nebula Top	30"RND 29"H	\$273	\$354
30GSBC	Table	30" Round Cafe Table w/ Standard Black Base	Green Top	30"RND 29"H	\$273	\$354
ZTK	Table	30" Round Cafe Table w/ Standard Black Base	Maple Top	30"RND 29"H	\$273	\$354
30OSBC	Table	30" Round Cafe Table w/ Standard Black Base	Orange Top	30"RND 29"H	\$273	\$354
ZTB	Table	30" Round Cafe Table w/ Standard Black Base	Red Top	30"RND 29"H	\$273	\$354
30WH29	Table	30" Round Cafe Table w/ Standard Black Base	White Top	30"RND 29"H	\$273	\$354
30MAHB	Table	30" Round Madison Bar Table w/ Hydraulic Base	Gray Acajou Top	30"RND 45"H	\$337	\$438
VTA	Table	30" Round Madison Bar Table w/ Standard Black Base	Gray Acajou Top	30"RND 42"H	\$273	\$354
30MAHC	Table	30" Round Madison Cafe Table w/ Hydraulic Base	Gray Acajou Top	30"RND 29"H	\$337	\$438
ZTA	Table	30" Round Madison Cafe Table w/ Standard Black Base	Gray Acajou Top	30"RND 29"H	\$273	\$354
36BKHB	Table	36" Round Bar Table w/ Hydraulic Base	Black Top	36"RND 45"H	\$395	\$513
36GRHB	Table	36" Round Bar Table w/ Hydraulic Base	Graphite Nebula Top	36"RND 45"H	\$395	\$513
36MTHB	Table	36" Round Bar Table w/ Hydraulic Base	Maple Top	36"RND 45"H	\$395	\$513
36WTHB	Table	36" Round Bar Table w/ Hydraulic Base	White Top	36"RND 45"H	\$395	\$513
36BKSB	Table	36" Round Bar Table w/ Standard Black Base	Black Top	36"RND 42"H	\$282	\$367
VTN	Table	36" Round Bar Table w/ Standard Black Base	Graphite Nebula Top	36"RND 42"H	\$282	\$367
VTW	Table	36" Round Bar Table w/ Standard Black Base	White Top	36"RND 42"H	\$282	\$367
36BKHC	Table	36" Round Cafe Table w/ Hydraulic Base	Black Top	36"RND 29"H	\$395	\$513
36BKSC	Table	36" Round Cafe Table w/ Standard Black Base	Black Top	36"RND 29"H	\$282	\$367
VTP	Table	36" Round Bar Table w/ Standard Black Base	Maple Top	36"RND 42"H	\$282	\$367
36GRHC	Table	36" Round Cafe Table w/ Hydraulic Base	Graphite Nebula Top	36"RND 29"H	\$395	\$513
36MTHC	Table	36" Round Cafe Table w/ Hydraulic Base	Maple Top	36"RND 29"H	\$395	\$513
36WTHC	Table	36" Round Cafe Table w/ Hydraulic Base	White Top	36"RND 29"H	\$395	\$513
ZTN	Table	36" Round Cafe Table w/ Standard Black Base	Graphite Nebula Top	36"RND 29"H	\$282	\$367
ZTP	Table	36" Round Cafe Table w/ Standard Black Base	Maple Top	36"RND 29"H	\$282	\$367
ZTQ	Table	36" Round Cafe Table w/ Standard Black Base	White Top	36"RND 29"H	\$282	\$367
CB8	Table	42" Round Madison Table	Gray Acajou, Black	42"RND 29"H	\$478	\$621
42BKCT	Table	42" Round Table	Black Top, Black	42"RND 29"H	\$478	\$621
CONF42	Table	42" Round Table	White Top	42"RND 29"H	\$478	\$621
BKCT5N	Table	5' Table	Black Top, Silver	60"L 48"D 29"H	\$597	\$775
CONF5	Table	5' Table	White Top, Silver	60"L 48"D 29"H	\$597	\$775
BKCT5P	Powered	5' Table, Powered	Black Top, Silver	60"L 48"D 29"H	\$676	\$878



C5PWR	Powered	5' Table, Powered	White Top, Silver	60"L 48"D 29"H	\$676	\$878
BKCT8N	Table	8' Table	Black Top, Silver	96"L 60"D 29"H	\$1,095	\$1,423
CONF8	Table	8' Table	White Top, Silver	96"L 60"D 29"H	\$1,095	\$1,423
BKCT8P	Powered	8' Table, Powered	Black Top, Silver	96"L 60"D 29"H	\$1,393	\$1,811
C8PWR	Powered	8' Table, Powered	White Top, Silver	96"L 60"D 29"H	\$1,393	\$1,811
ACHBCB	Chair	Ace High Back Chair	Black Vinyl, Chrome	26"L 26"D 41.75-44.25"H	\$310	\$402
ACEHBC	Chair	Ace High Back Chair	White Vinyl, Chrome	26"L 26"D 41.75-44.25"H	\$310	\$402
ACMBCB	Chair	Ace Mid Back Chair	Black Vinyl, Chrome	26"L 26"D 33.25-35.75"H	\$292	\$379
ACEMBC	Chair	Ace Mid Back Chair	White Vinyl, Chrome	26"L 26"D 33.25-35.75"H	\$292	\$379
ADCTBK	Table	Adelaide Cocktail Table	Black Top, Silver	48.875"L 25.375"D 18"H	\$328	\$426
ADCTGL	Table	Adelaide Cocktail Table	Glass Top, Silver	48.875"L 25.375"D 18"H	\$328	\$426
ADCTWH	Table	Adelaide Cocktail Table	White Top, Silver	48.875"L 25.375"D 18"H	\$328	\$426
ADETBK	Table	Adelaide End Table	Black Top, Silver	21.5"L 21.5"D 18"H	\$317	\$412
ADETGL	Table	Adelaide End Table	Glass Top, Silver	21.5"L 21.5"D 18"H	\$317	\$412
ADETWH	Table	Adelaide End Table	White Top, Silver	21.5"L 21.5"D 18"H	\$317	\$412
ADCTBP	Powered	Adelaide Powered Cocktail Table	Black Top, Silver	48.875"L 25.375"D 18"H	\$457	\$594
ADCTWP	Powered	Adelaide Powered Cocktail Table	White Top, Silver	48.875"L 25.375"D 18"H	\$457	\$594
CHR002	Chair	Allegro Chair	Blue Fabric, Gray	36"L 34.5"D 30"H	\$748	\$972
SFA002	Soft Seating	Allegro Sofa	Blue Fabric, Gray	73"L 34.5"D 30"H	\$966	\$1,256
ALC200	Table	Alondra Cocktail Table	Brandy Maple Top, Chrome	47"L 24"D 17"H	\$397	\$516
ALC100	Table	Alondra Cocktail Table	Glass Top, Chrome	47"L 24"D 16"H	\$397	\$516
ALE200	Table	Alondra End Table	Brandy Maple Top, Chrome	20"L 20"D 21"H	\$317	\$412
ALE100	Table	Alondra End Table	Glass Top, Chrome	20"L 20"D 20"H	\$317	\$412
ATHCHA	Chair	Atherton Chair	Brown Leather, Black Metal	27"L 31"D 30"H	\$687	\$892
36ATO	Table	Atomic 36" Round Table	Glass Top, Chrome	36"RND 30"H	\$317	\$412
42ATO	Table	Atomic 42" Round Table	Glass Top, Chrome	42"RND 30"H	\$317	\$412
AURA	Table	Aura Side Table	White Metal	15"RND 22"H	\$177	\$229
BCHWHT	Chair	Baja Chair	White Vinyl	36"L 30.5"D 28"H	\$748	\$972
BLVWHT	Soft Seating	Baja Loveseat	White Vinyl	61"L 30.5"D 28"H	\$947	\$1,231
BSFWHT	Soft Seating	Baja Sofa	White Vinyl	86"L 30"D 28"H	\$1,137	\$1,477
BSS	Barstool	Banana Barstool	Black, Chrome	21"L 22"D 41"H	\$310	\$402
BST	Barstool	Banana Barstool	White, Chrome	21"L 22"D 41"H	\$310	\$402
BVLYBK	Ottoman	Beverly Bench Ottoman	Black Vinyl	60"L 20"D 18"H	\$429	\$557
BVLYBN	Ottoman	Beverly Bench Ottoman	Brown Fabric	60"L 20"D 18"H	\$429	\$557
BVLYGR	Ottoman	Beverly Bench Ottoman	Gray Fabric	60"L 20"D 18"H	\$429	\$557
BVLYLN	Ottoman	Beverly Bench Ottoman	Linen Fabric	60"L 20"D 18"H	\$429	\$557
BVLYOB	Ottoman	Beverly Bench Ottoman	Ocean Blue Fabric	60"L 20"D 18"H	\$429	\$557
BVLYRD	Ottoman	Beverly Bench Ottoman	Red Fabric	60"L 20"D 18"H	\$429	\$557
BVLYWH	Ottoman	Beverly Bench Ottoman	White Vinyl	60"L 20"D 18"H	\$429	\$557
BVSMBK	Ottoman	Beverly Small Bench Ottoman	Black Vinyl	30"L 24.5"D 18"H	\$359	\$466
BVSMBN	Ottoman	Beverly Small Bench Ottoman	Brown Fabric	30"L 24.5"D 18"H	\$359	\$466
BVSMGY	Ottoman	Beverly Small Bench Ottoman	Gray Fabric	30"L 24.5"D 18"H	\$359	\$466
BVSMMLV	Ottoman	Beverly Small Bench Ottoman	Lavender Fabric	30"L 24.5"D 18"H	\$359	\$466
BVSMMLN	Ottoman	Beverly Small Bench Ottoman	Linen Fabric	30"L 24.5"D 18"H	\$359	\$466
BVSMMLB	Ottoman	Beverly Small Bench Ottoman	Ocean Blue Fabric	30"L 24.5"D 18"H	\$359	\$466
BVSMGN	Ottoman	Beverly Small Bench Ottoman	Olive Green Fabric	30"L 24.5"D 18"H	\$359	\$466
BVSMOR	Ottoman	Beverly Small Bench Ottoman	Orange Fabric	30"L 24.5"D 18"H	\$359	\$466
BVSMRD	Ottoman	Beverly Small Bench Ottoman	Red Fabric	30"L 24.5"D 18"H	\$359	\$466
BVSMWH	Ottoman	Beverly Small Bench Ottoman	White Vinyl	30"L 24.5"D 18"H	\$359	\$466
BVSMYL	Ottoman	Beverly Small Bench Ottoman	Yellow Fabric	30"L 24.5"D 18"H	\$359	\$466
BLDBBK	Barstool	Blade Barstool	Black Molded Plastic	20.5"L 20"D 40.5"H	\$142	\$184
BLDBRD	Barstool	Blade Barstool	Red Molded Plastic	20.5"L 20"D 40.5"H	\$142	\$184
BLDBSB	Barstool	Blade Barstool	Sky Blue Molded Plastic	20.5"L 20"D 40.5"H	\$142	\$184
BLDCBK	Chair	Blade Chair	Black Molded Plastic	20.5"L 19"D 30.5"H	\$93	\$120
BLDCRD	Chair	Blade Chair	Red Molded Plastic	20.5"L 19"D 30.5"H	\$93	\$120
BLDCSB	Chair	Blade Chair	Sky Blue Molded Plastic	20.5"L 19"D 30.5"H	\$93	\$120
BOWCHA	Chair	Bowery Chair	Ochre Fabric	29.75"L 31"D 27.25"H	\$687	\$892
HDG4FT	Accessory	Boxwood Hedge, 4'	Green, Black	46"L 9"D 47"H	\$695	\$903
HDG7FT	Accessory	Boxwood Hedge, 7'	Green, Black	36.5"L 12"D 84"H	\$1,095	\$1,423
SC3	Chair	Brewer Chair	Onyx, Chrome	20"L 20"D 32"H	\$160	\$207
BNMCOW	Chair	Brooklyn Meeting Chair	White Vinyl, Oak-look	24.5"L 25.5"D 31.75"H	\$397	\$516
BNMCSB	Chair	Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	24.5"L 25.5"D 31.75"H	\$397	\$516
BNMCOB	Chair	Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	24.5"L 25.5"D 31.75"H	\$397	\$516
BNMCSW	Chair	Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	24.5"L 25.5"D 31.75"H	\$397	\$516
CNTCHR	Chair	Century Chair	Gray Velvet	30"L 30"D 31"H	\$687	\$892
CBSBAZ	Barstool	Chelsea Barstool	Black Tower Base, Azure Blue	18.5"L 22"D 46"H	\$216	\$281
CBSBBK	Barstool	Chelsea Barstool	Black Tower Base, Black	18.5"L 22"D 46"H	\$216	\$281
CBSBYL	Barstool	Chelsea Barstool	Black Tower Base, Goldenrod Yellow	18.5"L 22"D 46"H	\$216	\$281
CBSBGY	Barstool	Chelsea Barstool	Black Tower Base, Gray	18.5"L 22"D 46"H	\$216	\$281
CBSBOR	Barstool	Chelsea Barstool	Black Tower Base, Orange	18.5"L 22"D 46"H	\$216	\$281
CBSBWL	Barstool	Chelsea Barstool	Black Tower Base, Walnut-look	18.5"L 22"D 46"H	\$216	\$281
CCSCAZ	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Azure Blue	18.5"L 22"D 34"H	\$160	\$207
CCSCBK	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Black	18.5"L 22"D 34"H	\$160	\$207
CCSCYL	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Goldenrod Yellow	18.5"L 22"D 34"H	\$160	\$207
CCSCGY	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Gray	18.5"L 22"D 34"H	\$160	\$207
CCSCOR	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Orange	18.5"L 22"D 34"H	\$160	\$207
CCSCWL	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Walnut-look	18.5"L 22"D 34"H	\$160	\$207
CCBTAZ	Chair	Chelsea Chair	Black Tower Base, Azure Blue	18.5"L 22"D 34"H	\$160	\$207
CCBTBK	Chair	Chelsea Chair	Black Tower Base, Black	18.5"L 22"D 34"H	\$160	\$207
CCBTYL	Chair	Chelsea Chair	Black Tower Base, Goldenrod Yellow	18.5"L 22"D 34"H	\$160	\$207
CCBTGY	Chair	Chelsea Chair	Black Tower Base, Gray	18.5"L 22"D 34"H	\$160	\$207
CCBTOR	Chair	Chelsea Chair	Black Tower Base, Orange	18.5"L 22"D 34"H	\$160	\$207
CCBTWL	Chair	Chelsea Chair	Black Tower Base, Walnut-look	18.5"L 22"D 34"H	\$160	\$207
XBAR	Barstool	Christopher Barstool	White Vinyl, Chrome	19"L 19"D 41"H	\$243	\$315
XCHR	Chair	Christopher Chair	White Vinyl, Chrome	17"L 19"D 35"H	\$160	\$207
DIVFRE	Divider	Clear Divider, Freestanding	Silver, Clear	39"L 1.5"D 72"H	\$397	\$516
DIVFCR	Divider	Clear Divider, Freestanding Corner	Silver, Clear	39"L 39"D 72"H	\$792	\$1,030
DIVFWL	Divider	Clear Divider, Freestanding Wall	Silver, Clear	40"L 1.5"D 72"H	\$397	\$516
COCHTP	Soft Seating	Cordoba Chair	Taupe Fabric, Black	37"L 32"D 33"H	\$597	\$775

COLVTP	Soft Seating	Cordoba Loveseat	Taupe Fabric, Black	60.5" L 32" D 33" H	\$856	\$1,111
CUPCHA	Chair	Cupertino Mid Back Chair	Black Vinyl	27" L 30.5" D 40-43" H	\$292	\$379
DIVFWB	Divider	Divider, Freestanding Whiteboard	Silver, White	39" L 1.5" D 72" H	\$535	\$696
DUET	Chair	Duet Stack Chair	Black, Chrome	21" L 23" D 33" H	\$93	\$120
END01B	Ottoman	Endless Curved Ottoman	Black Vinyl, Chrome	60.5" L 37.5" D 15" H	\$561	\$729
END01W	Ottoman	Endless Curved Ottoman	White Vinyl, Chrome	60.5" L 37.5" D 15" H	\$561	\$729
END02B	Ottoman	Endless Square Ottoman	Black Vinyl, Chrome	34" L 34" D 15" H	\$467	\$607
END02W	Ottoman	Endless Square Ottoman	White Vinyl, Chrome	34" L 34" D 15" H	\$467	\$607
FAIRCW	Chair	Endless Square Ottoman	White Vinyl, Brushed Metal	27" L 26" D 30" H	\$509	\$661
FAIRSW	Soft Seating	Fairfax Loveseat	White Vinyl, Brushed Metal	62" L 26" D 30" H	\$655	\$852
GENCHA	Chair	Genesis Chair	Black	27.5" L 27.5" D 40-43.5" H	\$216	\$281
C1FWB	Table	Geo Cocktail Table	Brandy Maple Top, Black	47" L 24" D 17" H	\$328	\$426
C1C	Table	Geo Cocktail Table	Glass Top, Chrome	50" L 22" D 16" H	\$328	\$426
E1FWB	Table	Geo End Table	Brandy Maple Top, Black	20" L 20" D 21" H	\$257	\$334
E1C	Table	Geo End Table	Glass Top, Chrome	24" L 24" D 20" H	\$257	\$334
CF2	Table	Geo Table, Rectangle	Glass Top, Black	60" L 36" D 29" H	\$597	\$775
CE2	Table	Geo Table, Rectangle	Glass Top, Chrome	60" L 36" D 29" H	\$597	\$775
CF1	Table	Geo Table, Rounded Square	Glass Top, Black	42" L 42" D 29" H	\$358	\$465
CE1	Table	Geo Table, Rounded Square	Glass Top, Chrome	42" L 42" D 29" H	\$358	\$465
KABSWH	Barstool	Kamden Barstool	Chrome Base, White Vinyl	16.5" L 20" D 25"-33.5" H	\$287	\$373
KEYCHR	Chair	Key Largo Chair	Black Fabric, Wood	35" L 35" D 34" H	\$509	\$661
KEYLOV	Soft Seating	Key Largo Loveseat	Black Fabric, Wood	57" L 35" D 34" H	\$597	\$775
KEYSOF	Soft Seating	Key Largo Sofa	Black Fabric, Wood	79" L 35" D 34" H	\$655	\$852
LABREA	Chair	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	35" L 27" D 40" H	\$597	\$775
LMBAR	Barstool	Laguna Barstool	Maple, Chrome	18" L 20" D 47" H	\$216	\$281
LMCHR	Chair	Laguna Chair	Maple, Chrome	18" L 19" D 34" H	\$160	\$207
ROLLBL	Barstool	Lift Barstool	Black Vinyl, Chrome	15" RND 23-33.5" H	\$243	\$315
ROLLGY	Barstool	Lift Barstool	Gray Vinyl, Chrome	15" RND 23-33.5" H	\$243	\$315
ROLLRD	Barstool	Lift Barstool	Red Vinyl, Chrome	15" RND 23-33.5" H	\$243	\$315
ROLLWH	Barstool	Lift Barstool	White Vinyl, Chrome	15" RND 23-33.5" H	\$243	\$315
LUBSCL	Barstool	Lucent Barstool	Frosted Acrylic, Chrome	22" L 22.5" D 45.5" H	\$310	\$402
LUCHCL	Chair	Lucent Chair	Frosted Acrylic, Chrome	19.5" L 19.75" D 32.5" H	\$243	\$315
MADC10	Table	Madison 10' Table	Gray Acajou, Silver	120" L 48" D 29" H	\$1,095	\$1,423
MADC05	Table	Madison 5' Table	Gray Acajou, Silver	60" L 48" D 29" H	\$597	\$775
MADC08	Table	Madison 8' Table	Gray Acajou, Silver	96" L 60" D 29" H	\$1,095	\$1,423
BC8	Office	Madison Bookcase	Gray Acajou	36" L 12" D 72" H	\$556	\$722
JD8	Office	Madison Executive Desk	Gray Acajou, Chrome	60" L 30" D 29" H	\$717	\$931
BCW	Chair	Madrid Chair	White Vinyl, Chrome	30" L 30" D 31" H	\$687	\$892
MALGRY	Chair	Malba Chair	Gray, Chrome	20" L 20" D 32" H	\$93	\$120
MALGRN	Chair	Malba Chair	Green, Chrome	20" L 20" D 32" H	\$93	\$120
MAR015	Ottoman	Marche Swivel Ottoman	Black Vinyl	17" RND 18" H	\$243	\$315
MAR010	Ottoman	Marche Swivel Ottoman	Blue Fabric	17" RND 18" H	\$243	\$315
MAR014	Ottoman	Marche Swivel Ottoman	Distressed Brown Vinyl	17" RND 18" H	\$243	\$315
MAR012	Ottoman	Marche Swivel Ottoman	Forest Green Vinyl	17" RND 18" H	\$243	\$315
MAR002	Ottoman	Marche Swivel Ottoman	Gray Fabric	17" RND 18" H	\$243	\$315
MAR016	Ottoman	Marche Swivel Ottoman	Ivory Faux Sheep Fur	17" L 17" D 18" H	\$243	\$315
MAR003	Ottoman	Marche Swivel Ottoman	Linen Fabric	17" RND 18" H	\$243	\$315
MAR008	Ottoman	Marche Swivel Ottoman	Meadow Green	17" RND 18" H	\$243	\$315
MAR020	Ottoman	Marche Swivel Ottoman	Olive Faux Sheep Fur	17" RND 18" H	\$243	\$315
MAR011	Ottoman	Marche Swivel Ottoman	Orange Velvet	17" RND 18" H	\$243	\$315
MAR009	Ottoman	Marche Swivel Ottoman	Pear Yellow Fabric	17" RND 18" H	\$243	\$315
MAR007	Ottoman	Marche Swivel Ottoman	Plum Fabric	17" RND 18" H	\$243	\$315
MAR004	Ottoman	Marche Swivel Ottoman	Raspberry Fabric	17" RND 18" H	\$243	\$315
MAR005	Ottoman	Marche Swivel Ottoman	Red Fabric	17" RND 18" H	\$243	\$315
MAR006	Ottoman	Marche Swivel Ottoman	Rose Quartz Fabric	17" RND 18" H	\$243	\$315
MAR013	Ottoman	Marche Swivel Ottoman	Teal Velvet	17" RND 18" H	\$243	\$315
MAR021	Ottoman	Marche Swivel Ottoman	Terracotta Faux Sheep Fur	17" RND 18" H	\$243	\$315
MAR001	Ottoman	Marche Swivel Ottoman	White Vinyl	17" RND 18" H	\$243	\$315
MARBBK	Barstool	Marina Barstool	Black Vinyl, Brushed Metal	21" L 17.5" D 41.5" H	\$310	\$402
MARBBR	Barstool	Marina Barstool	Brown Fabric, Brushed Metal	21" L 17.5" D 41.5" H	\$310	\$402
MARBBE	Barstool	Marina Barstool	Ocean Blue Fabric, Brushed Metal	21" L 17.5" D 41.5" H	\$310	\$402
MARBRD	Barstool	Marina Barstool	Red Fabric, Brushed Metal	21" L 17.5" D 41.5" H	\$310	\$402
MARBWH	Barstool	Marina Barstool	White Vinyl, Brushed Metal	21" L 17.5" D 41.5" H	\$310	\$402
MARCBK	Chair	Marina Chair	Black Vinyl, Brushed Metal	17.5" L 19.5" D 35" H	\$187	\$243
MARCBR	Chair	Marina Chair	Brown Fabric, Brushed Metal	17.5" L 19.5" D 35" H	\$187	\$243
MARCBE	Chair	Marina Chair	Ocean Blue Fabric, Brushed Metal	17.5" L 19.5" D 35" H	\$187	\$243
MARCRD	Chair	Marina Chair	Red Fabric, Brushed Metal	17.5" L 19.5" D 35" H	\$187	\$243
MARCWH	Chair	Marina Chair	White Vinyl, Brushed Metal	17.5" L 19.5" D 35" H	\$187	\$243
LA15	Accessory	Mason Floor Lamp	Brushed Silver	18" RND 55" H	\$317	\$412
LA14	Accessory	Mason Table Lamp	Brushed Silver	16" RND 26" H	\$169	\$220
MESCTW	Table	Mesa Cocktail Table	Barnwood Top, Bronze	32.25" RND 17.25" H	\$328	\$426
MESCTB	Table	Mesa Cocktail Table	Black Top, Bronze	32.25" RND 17.25" H	\$328	\$426
MESCTG	Table	Mesa Cocktail Table	Glass Top, Bronze	36" RND 17.25" H	\$328	\$426
MESETW	Table	Mesa End Table	Barnwood Top, Bronze	20.5" RND 21.25" H	\$257	\$334
MESETB	Table	Mesa End Table	Black Top, Bronze	20.5" RND 21.25" H	\$257	\$334
MESETG	Table	Mesa End Table	Glass Top, Bronze	24" RND 21.25" H	\$257	\$334
MTBLPI	Bar	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	60" L 18" D 42" H	\$1,523	\$1,980
MTBUUL	Bar	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	60" L 18" D 42" H	\$1,344	\$1,747
MTCLPI	Counter	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	60" L 18" D 42" H	\$1,524	\$1,981
MTCPUL	Counter	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	60" L 18" D 42" H	\$1,345	\$1,749
MIRWHT	Divider	Miramar Divider, White	Molded Plastic	63" L 23" D 83" H	\$576	\$749
MONCHA	Chair	Montreal Chair	Blue, Black Metal	30" L 23.25" D 30" H	\$748	\$972
MONLOV	Soft Seating	Montreal Loveseat	Blue, Black Metal	62" L 27.25" D 29.5" H	\$947	\$1,231
MNCHCH	Chair	Munich Armless Chair	Gray Fabric, Black	22.5" L 27" D 28.5" H	\$468	\$608
NPLCHR	Chair	Naples Chair	Black Vinyl	36" L 30" D 33.25" H	\$748	\$972
NPLCHP	Powered	Naples Chair, Powered	Black Vinyl	36" L 30" D 33.25" H	\$927	\$1,204
NPLLOV	Soft Seating	Naples Loveseat	Black Vinyl	62" L 30" D 33.25" H	\$947	\$1,231
NPLLOP	Powered	Naples Loveseat, Powered	Black Vinyl	62" L 30" D 33.25" H	\$1,146	\$1,490
NPLSOF	Soft Seating	Naples Sofa	Black Vinyl	87" L 30" D 33.25" H	\$1,137	\$1,477

NPLSOP	Powered	Naples Sofa, Powered	Black Vinyl	87"L 30"D 33.25"H	\$1,354	\$1,760
PALSOF	Soft Seating	Palm Beach Loveseat	White Vinyl, Chrome	69"L 29"D 33"H	\$966	\$1,256
PASCHR	Chair	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	27"L 25"D 26"H	\$397	\$516
PSHCCS	Product Display	Posh Shelving	Chrome, Acrylic	36"L 18"D 72"H	\$457	\$594
PDL36B	Product Display	Powered Locking Pedestal, 36"	Black	24"L 24"D 36"H	\$636	\$827
PDL36W	Product Display	Powered Locking Pedestal, 36"	White	24"L 24"D 36"H	\$636	\$827
PDL42B	Product Display	Powered Locking Pedestal, 42"	Black	24"L 24"D 42"H	\$748	\$972
PDL42W	Product Display	Powered Locking Pedestal, 42"	White	24"L 24"D 42"H	\$748	\$972
PROGB	Chair	Pro Executive Guest Chair	Black Vinyl, Chrome	24"L 26"D 36"H	\$262	\$340
SC10	Chair	Razor Armless Chair	White	19"L 23.5"D 31.75"H	\$93	\$120
REGBEN	Ottoman	Regis Bench/Table	Brushed Metal	47"L 15.5"D 16"H	\$359	\$466
REGOTT	Table	Regis End Table	Brushed Metal	16"L 15.5"D 16.5"H	\$317	\$412
RSTSTL	Barstool	Rustique Barstool	Gunmetal	13"L 13"D 30"H	\$142	\$184
RSTDIN	Chair	Rustique Chair w/ Arms	Gunmetal	20"L 18"D 31"H	\$160	\$207
RSTSQT	Table	Rustique Square Metal Bar Table	Gunmetal	23.75"L 23.75"D 41.25"H	\$377	\$490
SEDBBK	Table	Sedona Side Table	Black Top, Bronze	15.75"L 15.75"D 24"H	\$177	\$229
SEDBWH	Table	Sedona Side Table	White Top, Bronze	15.75"L 15.75"D 24"H	\$177	\$229
SEDBWD	Table	Sedona Side Table	Barnwood Top, Bronze	15.75"L 15.75"D 24"H	\$177	\$229
BS001	Barstool	Shark Barstool	White, Chrome	22"L 19"D 34-44"H	\$337	\$438
C1E	Table	Silverado Cocktail Table	Glass Top, Chrome	36"RND 17"H	\$328	\$426
E1E	Table	Silverado End Table	Glass, Chrome	24"RND 22"H	\$257	\$334
STNSGN	Product Display	Stanchion Sign Holder	Chrome	10"L 13"H	\$79	\$103
STNCHI	Product Display	Stanchion w/ Retractable Belt	Black, Chrome	96"L 37"H	\$89	\$115
STECH1	Chair	Sterling Chair	Gray Fabric	33"L 33.5"D 32"H	\$927	\$1,204
STESOF	Soft Seating	Sterling Sofa	Gray Fabric	82"L 33.5"D 32"H	\$1,354	\$1,760
SWAN	Chair	Swanson Swivel Chair	White Vinyl, Chrome	28"L 25"D 30"H	\$468	\$608
BSR	Barstool	Syntax Barstool	Black, Chrome	23"L 19"D 43.25"H	\$243	\$315
CS4	Chair	Syntax Chair	Black, Chrome	23"L 19"D 32.25"H	\$225	\$292
TAOBBK	Table	Taos Side Table	Black Top, Bronze	15.75"L 15.75"D 24"H	\$177	\$229
TAOBWH	Table	Taos Side Table	White Top, Bronze	15.75"L 15.75"D 24"H	\$177	\$229
TAOBWD	Table	Taos Side Table	Barnwood Top, Bronze	15.75"L 15.75"D 24"H	\$177	\$229
TASKST	Chair	Task Stool	Black Fabric, Black	27.5"L 27.5"D 32.75"-40.25"H	\$187	\$243
TCHP	Powered	Tech Chair, Powered, No Tablet	Gray Vinyl, Chrome Base	30.5"L 29"D 33.5"H	\$243	\$315
TECH	Powered	Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	60"L 30"D 30"H	\$468	\$608
TECH3B	Powered	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	60"L 30"D 30"H	\$707	\$919
TCHGRY	Powered	Tech Tablet Chair, Powered	Gray Vinyl, White Metal Tablet, Chrome Base	30.5"L 29"D 33.5"H	\$243	\$315
TRCHCO	Chair	Terrace Accent Chair	Black Base, Cognac Leather	24"L 30.5"D 31.25"H	\$636	\$827
TMBTBL	Table	Timber End Table	Distressed Wood	16"RND 17"H	\$177	\$229
VALCGN	Soft Seating	Valencia Chair	Green Fabric	28"L 30.5"D 31"H	\$509	\$661
VALCOT	Soft Seating	Valencia Chair	Oat Fabric	28"L 30.5"D 31"H	\$509	\$661
VALCHA	Soft Seating	Valencia Chair	Spice Orange Velvet	28"L 30.5"D 31"H	\$509	\$661
VALVOT	Soft Seating	Valencia Loveseat	Oat Fabric	63"L 30.5"D 31"H	\$655	\$852
VALSOF	Soft Seating	Valencia Loveseat	Coffee Brown Velvet	63"L 30.5"D 31"H	\$655	\$852
VNTBNP	Table	Ventura Communal Bar Table	Black Top, Silver	72.25"L 26.25"D 42"H	\$927	\$1,204
VNTMNP	Table	Ventura Communal Bar Table	Maple Top, Silver	72.25"L 26.25"D 42"H	\$927	\$1,204
VNTWNP	Table	Ventura Communal Bar Table	White Top, Silver	72.25"L 26.25"D 42"H	\$927	\$1,204
VNTBMW	Table	Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	72.25"L 26.25"D 42"H	\$927	\$1,204
VNTBWW	Table	Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	72.25"L 26.25"D 42"H	\$927	\$1,204
VNTBLK	Powered	Ventura Communal Bar Table, Powered	Black Top, Silver	72.25"L 26.25"D 42"H	\$1,194	\$1,552
VNTWHT	Powered	Ventura Communal Bar Table, Powered	White Top, Silver	72.25"L 26.25"D 42"H	\$1,194	\$1,552
VNTCBN	Table	Ventura Communal Cafe Table	Black Top, Silver	72.25"L 26.25"D 30"H	\$695	\$903
VNTCMN	Table	Ventura Communal Cafe Table	Maple Top, Silver	72.25"L 26.25"D 30"H	\$695	\$903
VNTCWN	Table	Ventura Communal Cafe Table	White Top, Silver	72.25"L 26.25"D 30"H	\$695	\$903
VNTCMW	Table	Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	72.25"L 26.25"D 30"H	\$695	\$903
VNTCWW	Table	Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	72.25"L 26.25"D 30"H	\$695	\$903
VNTCBK	Powered	Ventura Communal Cafe Table, Powered	Black Top, Silver	72.25"L 26.25"D 30"H	\$975	\$1,267
VNTCWH	Powered	Ventura Communal Cafe Table, Powered	White Top, Silver	72.25"L 26.25"D 30"H	\$975	\$1,267
VIB10	Ottoman	Vibe Cube Ottoman	Black Vinyl	18"L 18"D 18"H	\$130	\$168
VIB02	Ottoman	Vibe Cube Ottoman	Blue Vinyl	18"L 18"D 18"H	\$130	\$168
VIB05	Ottoman	Vibe Cube Ottoman	Bright Yellow Vinyl	18"L 18"D 18"H	\$130	\$168
VIB21	Ottoman	Vibe Cube Ottoman	Caramel Vinyl	18"L 18"D 18"H	\$130	\$168
VIB14	Ottoman	Vibe Cube Ottoman	Citrus Green Vinyl	18"L 18"D 18"H	\$130	\$168
VIB17	Ottoman	Vibe Cube Ottoman	Desert Rose Vinyl	18"L 18"D 18"H	\$130	\$168
VIB01	Ottoman	Vibe Cube Ottoman	Green Vinyl	18"L 18"D 18"H	\$130	\$168
VIB22	Ottoman	Vibe Cube Ottoman	Navy Vinyl	18"L 18"D 18"H	\$130	\$168
VIB08	Ottoman	Vibe Cube Ottoman	Orange Vinyl	18"L 18"D 18"H	\$130	\$168
VIB13	Ottoman	Vibe Cube Ottoman	Purple Vinyl	18"L 18"D 18"H	\$130	\$168
VIB04	Ottoman	Vibe Cube Ottoman	Red Vinyl	18"L 18"D 18"H	\$130	\$168
VIB12	Ottoman	Vibe Cube Ottoman	Silver Vinyl	18"L 18"D 18"H	\$130	\$168
VIB16	Ottoman	Vibe Cube Ottoman	Spice Orange Vinyl	18"L 18"D 18"H	\$130	\$168
VIB11	Ottoman	Vibe Cube Ottoman	Steel Blue Vinyl	18"L 18"D 18"H	\$130	\$168
VIB15	Ottoman	Vibe Cube Ottoman	Taupe Vinyl	18"L 18"D 18"H	\$130	\$168
VIB09	Ottoman	Vibe Cube Ottoman	White Vinyl	18"L 18"D 18"H	\$130	\$168
VILHUB	Powered	Village Charging Hub	Cream	12"L 12"D 28.25"H	\$359	\$466
WENCH1	Chair	Wentworth Swivel Chair	Brown Vinyl	31"L 24"D 31.5"H	\$468	\$608
CUBPOW	Powered	Wireless Charging Table, Powered	White, AC Plug In	20"L 20"D 18"H	\$538	\$699
WD3	Table	Work Table	White Top, White	48"L 24"D 30"H	\$367	\$477
ZENBAR	Barstool	Zenith Barstool	White, Chrome	19"L 20"D 44"H	\$216	\$281
ZENCHR	Chair	Zenith Chair	White, Chrome	18.25"L 22"D 32"H	\$160	\$207
BS002	Barstool	Zoey Barstool	White, Chrome	15"L 16"D 30-34.75"H	\$310	\$402

**Show Name: 2025 Southwest Fuel & Convenience Expo**

Show Dates: June 10-11, 2025

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Monday, May 26, 2025



**CARPET RENTAL ORDER FORM**



Blue



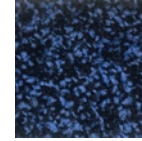
Black



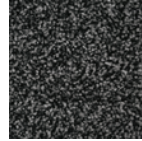
Gray



Red



Bluejay



Tuxedo

(actual colors may vary)

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

Description	Discount	Standard	Total
10' x 10'	\$ 340.50	\$ 476.75	\$ _____
10' x 20'	\$ 681.00	\$ 953.50	\$ _____
10' x 30'	\$1,021.50	\$1,430.25	\$ _____
10' x 40'	\$1,362.00	\$1,907.00	\$ _____

Please select standard or cut & lay carpet color:

Blue       Black  
 Gray       Red  
 Bluejay       Tuxedo

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

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

Description	Discount	Standard	Total
_____sq. ft.	\$6.75	\$9.50	\$ _____

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

Description	Discount	Standard	Total
_____sq. ft.	\$9.00	\$12.50	\$ _____

Please select plush carpet color:

White       Ivory  
 Beige       Big Blue Top  
 Royal Blue       Navy Blue  
 Red       Burgundy  
 Charcoal       Pewter Gray  
 Black       Emerald Green

Please call if you don't see your color.



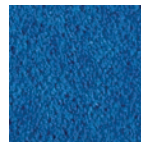
White



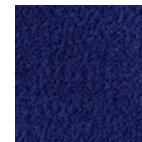
Ivory



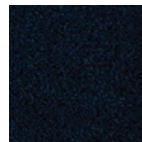
Beige



Big Blue Top



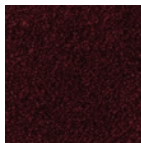
Royal Blue



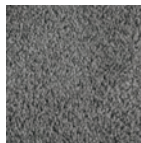
Navy Blue



Red



Burgundy



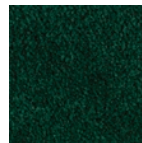
Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

**PADDING & COVERING** (per sq. ft.)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$1.00 sq ft	\$1.40 sq ft	\$ _____
_____	Double Padding	\$2.00 sq ft	\$2.80 sq ft	\$ _____
_____	Plastic Covering	\$ .57 sq ft	\$ .80 sq ft	\$ _____

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

25-TX0601-T

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



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

VACUUMING

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

Please check preference below:

		Discount	Standard
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$ .61/sq. ft./day	\$ .85/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$ .76/sq. ft.	\$1.06/sq. ft.

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

PORTER SERVICE

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

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$180.25	\$252.25

Daily Service: \_\_\_\_\_ (Specify Days) Date: \_\_\_\_\_

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

SUBTOTAL ESTIMATED CLEANING ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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

**The Briarwood - 10' Pop Up**  
**\$2,401.25**

**10' Pop Up Design Includes:**

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

**Additional Options Available:**

Lighting and Carpet Padding



**The Crestwood - 3 Meter Hardwall**  
**\$4,275.75**

**Classic 3 Meter Hardwall Includes:**

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

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding

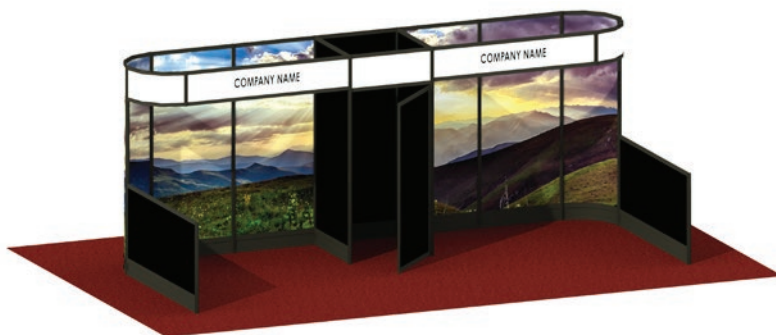
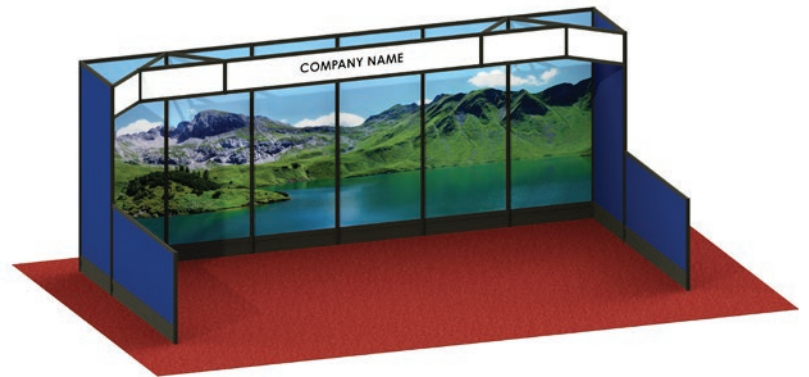
**The Frankford - 6 Meter Hardwall**  
**\$7,219.25**

**6 Meter Hardwall Design Includes:**

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

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding



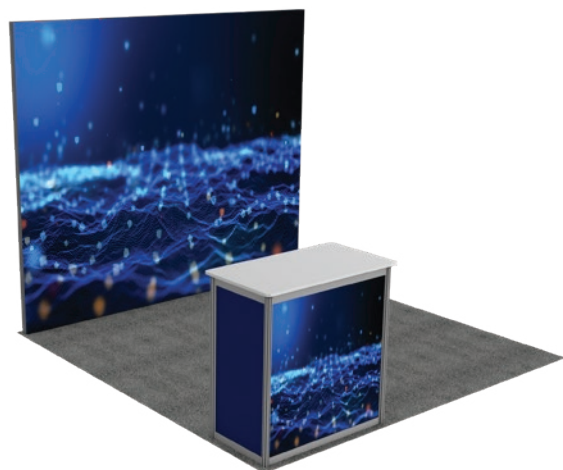
**The Magnolia - 6 Meter Hardwall**  
**\$8,436.00**

**6 Meter Hardwall Design Includes:**

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

**Additional Options Available:**

Lighting, Back Wall Graphics, Shelving and Carpet Padding



### The Lakeview - 3 Meter Display

**\$4,347.00**

**3 Meter Fabric Design Includes:**

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

**Additional Options Available:**

Cabinet Graphics and Carpet Padding

### The Kensington - 3 Meter Hard Wall & Closet

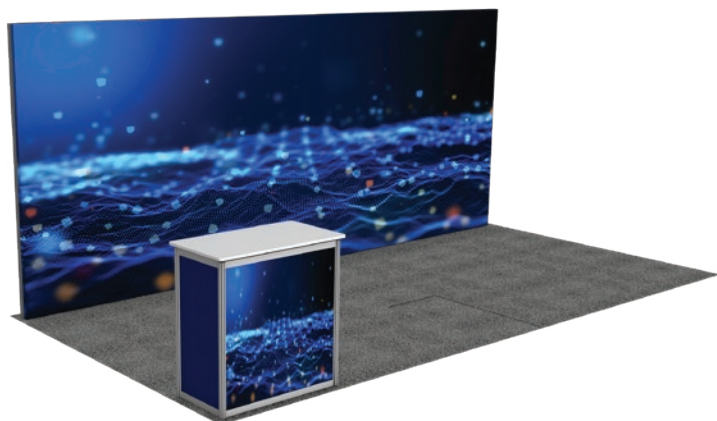
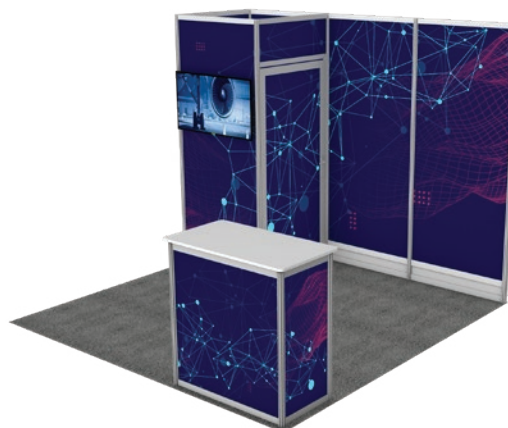
**\$7,807.00**

**3 Meter Hardwall with Closet Includes:**

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

**Additional Options Available:**

Lighting, Monitor, Shelving, Graphics for Cabinet



### The Mayflower - 6 Meter Display

**\$7,435.25**

**6 Meter Fabric Display Includes:**

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

**Additional Options Available:**

Lighting, Graphics for Cabinet, and Carpet Padding

### The Hillside - 6 Meter Hardwall Display

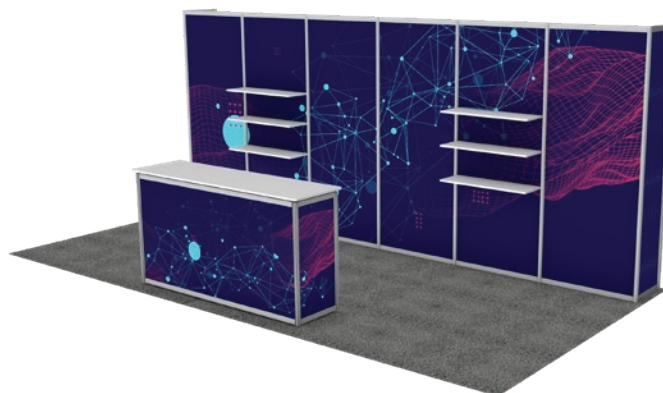
**\$8,592.00**

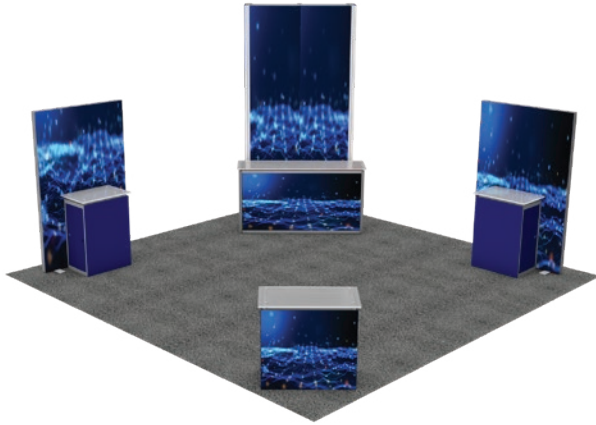
**6 Meter Fabric Display Includes:**

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

**Additional Options Available:**

Lighting, Graphics for Cabinet, and Carpet Padding





**The Ridgewood - 20' x 20' Open Concept Display**  
**\$16,105.75**

**20' x 20' Fabric Open Concept Includes:**

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

**Additional Options Available:**

Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

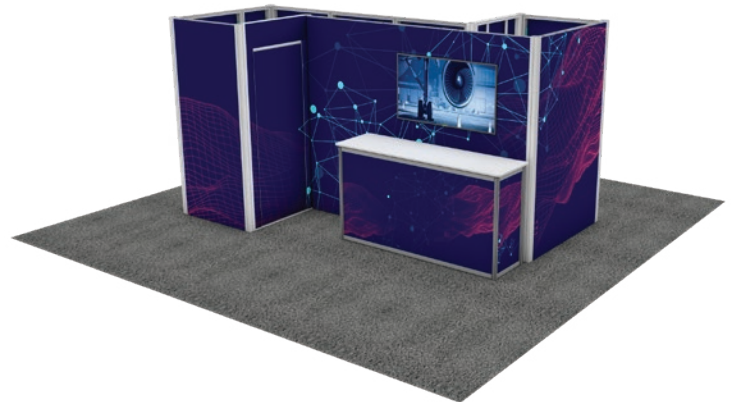
**The Fairview - 20' x 20' Z Shaped Display**  
**\$18,664.25**

**20' x 20' Fabric Open Concept Includes:**

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

**Additional Options Available:**

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



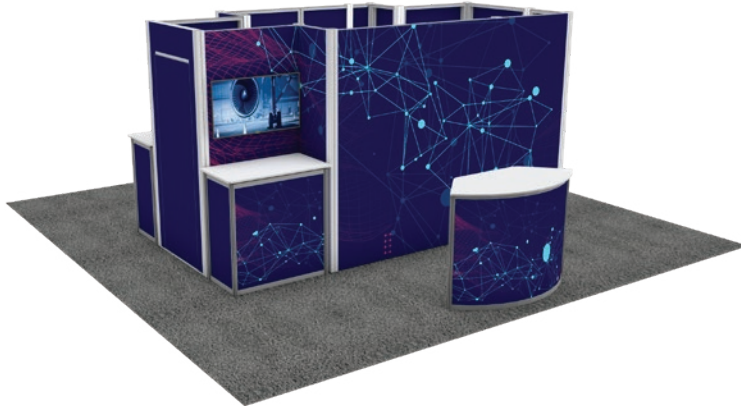
**The Lexington - 20' x 20' Fabric Display**  
**\$19,791.25**

**20' x 20' Fabric Display Includes:**

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

**Additional Options Available:**

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



- **Additional Lights** Qty. \_\_\_\_\_ Light @ \$155.00 each = \$ \_\_\_\_\_
- **Additional Hardware Shelves** Qty. \_\_\_\_\_ Shelves @ \$ 77.00 each = \$ \_\_\_\_\_
- **Slatwall Per Panel** Qty. \_\_\_\_\_ Slatwall @ \$252.50 each = \$ \_\_\_\_\_
- **Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.**
- Red ○ Blue ○ Black ○ Gray Qty. \_\_\_\_\_ Colored panels @ \$ 27.00 each = \$ \_\_\_\_\_
- Qty. \_\_\_\_\_ Velcro panels @ \$ 61.00 each = \$ \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

25-TX0601-T

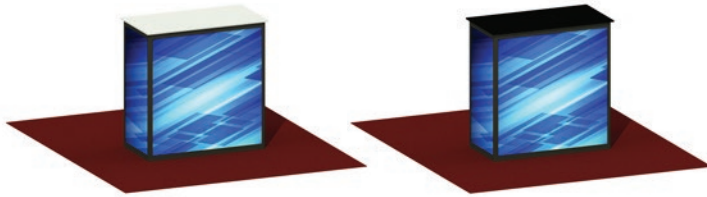


## Giving You More Options

Order Your Custom Counter

### Add Graphics for Additional Branding

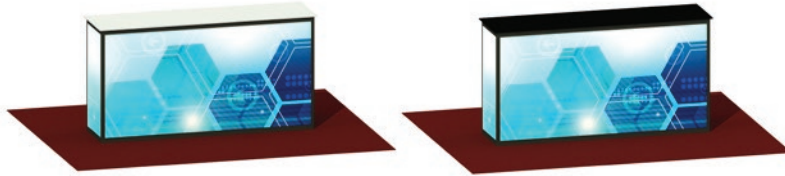
#### 1 Meter Square Counters



#### Curved Counters



#### 2 Meter Rectangle Counters



#### COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
1 Meter Square Counter	41" L x 42" H x 23" D	\$ 780.75	\$1,093.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45" L x 42" H x 22" D	\$ 942.75	\$1,319.75	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80" L x 42" H x 23" D	\$1,029.00	\$1,440.50	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

#### CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
1 Meter Square Counter (Front Panel Only)	38 1/4" x 39"	\$284.75	\$370.25	_____
Curved Counter	60 3/4" x 39"	\$318.00	\$413.50	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$576.75	\$749.75	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$ 99.50	\$129.25	_____

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

SUBTOTAL CUSTOM COUNTER ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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

Show Name: 2025 Southwest Fuel & Convenience Expo

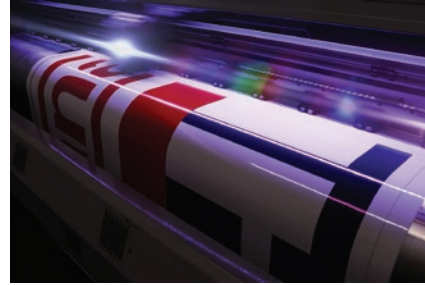
Show Dates: June 10-11, 2025

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Monday, May 26, 2025



# GRAPHICS ORDER FORM



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

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

For more information call the contractor at 609.272.1600

I AM SUPPLYING MY OWN ART

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

### FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$117.50	\$164.50	_____	\$ _____
18" x 24" Foamcore, double-sided	\$205.75	\$288.00	_____	\$ _____
22" x 28" Foamcore, single-sided	\$162.75	\$227.75	_____	\$ _____
22" x 28" Foamcore, double-sided	\$284.75	\$398.75	_____	\$ _____
24" x 36" Foamcore, single-sided	\$228.75	\$320.25	_____	\$ _____
24" x 36" Foamcore, double-sided	\$400.25	\$560.25	_____	\$ _____
28" x 44" Foamcore, single-sided	\$325.50	\$455.75	_____	\$ _____
28" x 44" Foamcore, double-sided	\$569.75	\$797.75	_____	\$ _____

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

### FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$ 27.75	\$ 38.75	_____	\$ _____

### CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

### COPY AND LAYOUT SPECIFICATIONS

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

E-mail address for proofing is required: \_\_\_\_\_

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

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

SUBTOTAL GRAPHICS ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ 25-TX0601-T

## Sending your graphic and image files to AEX Convention Services

You are a valued client and we want your graphics and images to look the very best they can. AEX Convention Services is absolutely committed to making this a reality. In order to do that, certain guidelines for submitting your electronic files should be followed. If you are unable to provide digital artwork files for you signage, we can provide you with layout and design services. Contact your sales representative for details.

### Vector vs. Bitmap (Raster)

Vector is the preferred file type. Vector-based artwork is resolution independent and is characterized by an outline of each element using lines and arcs to define its outer shape. They can be enlarged or reduced without loss of quality.

Bitmap files are resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. They are characterized by tiny squares, known as pixels, placed adjacent to one another to define each elements shape and color. Bitmap files are commonly used for photographic digital print production.

#### Acceptable Vector Formats

PDF (preferred format), EPS, CS5 AI, and CS5 INDD  
(Include all links/fonts/images for AI and INDD files)

#### Acceptable Raster Formats

EPS, JPEG, PDF, PSD, and TIFF

#### File Submission

E-mail (SignShop@AEXServices.com) or Online File Transfer Site  
Contact us for more information regarding ftp.

*\*Please do not email large art files and do not send unnecessary files (ones that will not be used)*

### Bleeds / Cropmarks / Registration Marks

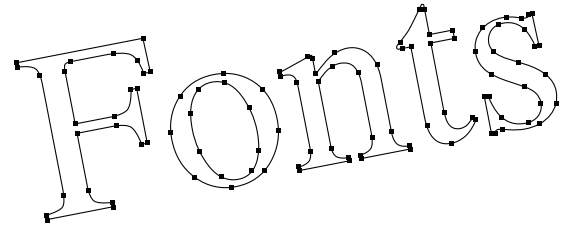
- Please do **NOT** include cropmarks or registration marks on graphic files.
- All signs printed on fabric require a **2" Bleed**
- All other signage requires a **1/4" Bleed**

### Artwork In the Structures

Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### Color & Misc. Specifications

- All files are to be built using CMYK. Vector art can be produced using PMS colors.
- If PMS color matching is required, please use original Pantone®+ Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK).
- **Convert all type to outline.** If the type is not converted to outline and you do not send the fonts with the files then font substitution will occur.  
*\*Once fonts are turned to outline they can not be edited so be sure to send the fonts with your files to be safe.*



- Bitmap art is best saved at no less than 150 dpi for large images and 300 dpi for any images under 8" x 10". Lower resolutions will result in reduced image quality. *\*Please avoid images pulled from the Internet because they are too low in resolution and will result in a poor quality print.*
- Documents should be created actual size (1" = 1" ratio). For larger artwork please indicate scale.
- Please supply the following information when sending your files:  
Client Name, Show Name, Show Date and City of the Event
- We cannot use Gif, Power Point or Word files (with images), or images/logos downloaded from websites

### Acceptable Software



### Verifying Resolution on a Screen



# UPLOADING GRAPHICS 101


## ADDING FILES TO THE FTP SITE

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

### BEFORE SENDING FILES

1. Please name your files for easy identification using the following format:  
**Company Name\_Panel Letter**  
*example: AEX\_Panel A.pdf*
2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

### SUBMITTING YOUR FILES

1. Go to <https://aexservices.files.com/u/exhibitor-upload>
2. Complete the form by filling out Your Name, Your Email Address, Your Company Name, Name of Trade Show you are attending, and Your Booth Number. If you do not know your booth number please put "N/A" in the required space.
3. Upload files by selecting the  Upload files button and browse to the files you want to upload. Or drag your files to the designated area in the browser.
4. Once your file is done uploading the status will change to "Uploaded"
5. When upload is complete, email the name of your files to: [signshop@aexservices.com](mailto:signshop@aexservices.com), with the subject line: "Show Name - Company Name" FTP Upload

**Exhibitor Upload**

To send files to this inbox, please complete the form below.

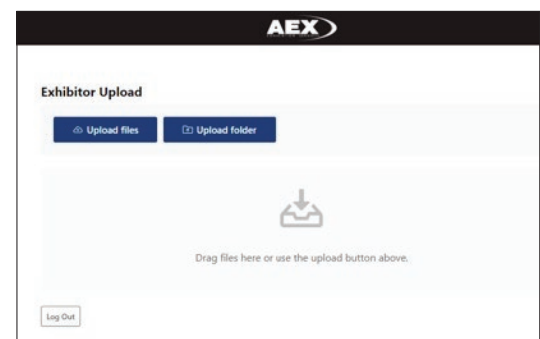
Your name:

Your email:

Company Name:

Trade Show Name:

Booth Number:



**Exhibitor Upload**

Files uploaded						
Name	Rate	ETA	Size	Status	Actions	
File Submission Guideline.pdf			180 KB	Uploaded		

## Invest in Your Company's Success!

### Order your Custom Hanging Sign Today

- More Visibility on the Show Floor
- Great Branding
- Draw More Attention to Your Booth Location

#### Circular Design



Size	Discount Rate	Standard Rate
10' x 36"	\$3,445.25	\$ 4,823.25
10' x 48"	\$4,596.50	\$ 6,435.00
15' x 36"	\$4,975.75	\$ 6,966.00
15' x 48"	\$6,808.00	\$ 9,531.25
20' x 48"	\$9,063.75	\$12,689.25

#### Square Design



Size	Discount Rate	Standard Rate
10' x 36"	\$ 4,369.50	\$ 6,117.25
10' x 48"	\$ 5,831.50	\$ 8,164.00
15' x 36"	\$ 6,468.50	\$ 9,056.00
15' x 48"	\$ 8,511.00	\$11,915.50
20' x 48"	\$11,201.75	\$15,682.50

#### Wave Design



Size	Discount Rate	Standard Rate
10' x 48"	\$2,759.75	\$3,863.75
15' x 48"	\$4,327.75	\$6,058.75
20' x 48"	\$5,910.25	\$8,274.25

#### Triangular Design



Size	Discount Rate	Standard Rate
10' x 48"	\$4,387.25	\$ 6,142.25
15' x 48"	\$6,581.50	\$ 9,214.00
20' x 48"	\$8,963.50	\$12,549.00

#### CUSTOM SIGNS INCLUDE:

- Rental Frame
- Basic Harness
- Printed Fabric Pillow Case (Dye Sublimation)
- Blockout Liner
- Carrying Case
- Delivery to Show Site

#### ASSEMBLY AND HANGING ARE NOT INCLUDED

To receive the discount rate, order form, payment authorization and artwork must be received by the discount deadline. Cancellations will not be accepted once your graphic artwork has been approved for production. Additional shapes/sizes are available.

SUBTOTAL CUSTOM HANGING SIGN ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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

25-TX0601-T

The contractor is the exclusive provider of Material Handling.

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

## Shipping to the ADVANCE WAREHOUSE?

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

## Shipping DIRECT TO SHOW SITE?

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

## How should I LABEL MY FREIGHT?

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

## How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment.
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



## What are the FREIGHT CATEGORIES?

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

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

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

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## What happens to my EMPTY CONTAINERS?

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

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## Do I need INSURANCE?

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

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

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

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## \$\$ MONEY SAVING TIPS \$\$

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



**MATERIAL HANDLING RATES:** All rates are per pound . These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

**Material Handling**

Rate applies to shipments sent to either the warehouse or directly to show site

**\$1.55 per pound**

**Material Handling - After Deadline**

Rate applies to shipments arriving at the warehouse after **Monday, June 2, 2025**

**\$1.98 per pound**

**Material Handling - 10 lbs and under**

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 lbs or lesss

**Free of Charge**

**Labor Hours**

- Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM
- Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM  
Anytime Saturday/Sunday
- Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

**Re-weigh of Shipments**

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

**Outbound Shipments**

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

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

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

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

**SUBTOTAL MATERIAL HANDLING ORDER: \$ \_\_\_\_\_**

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

25-TX0601-T



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



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

**\$199.75**

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

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

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

SUBTOTAL CART SERVICE ORDER: \$ \_\_\_\_\_

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

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

The definition of a POV or Privately Owned Vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, and small box trucks. We understand that all of our customers do not require standard material handling services, so we have made special accommodations for customers with POVs that fit this criteria.

Each vehicle will have a 30 minute time limit to complete the work. If longer than the allotted 30 minutes is required, the contractor will place exhibitor in a designated space to unload without impeding additional work needs for other exhibitors or freight operations. Our team will guide vehicles into the marshalling area, and let full time exhibitors unload their vehicle and hand carry, or roll on a non-mechanized cart to their booth space. The contractor will stage vehicles as close as possible without impeding work space and emergency egress.

If exhibitor needs a forklift or motorized/non-motorized jack service, that would need to be ordered from the contractor at an additional cost. The below rates are based on round trip POV Material Handling.

**RATES**

- Car: \$243.25 per vehicle
- Mini-Van: \$256.50 per vehicle
- Full Size Van or Large Pick-Up: \$295.75 per vehicle

INBOUND Estimated number of pieces: \_\_\_\_\_ / Move-in day you will receive this service: \_\_\_\_\_

OUTBOUND Estimated number of pieces: \_\_\_\_\_

The above rates and procedures apply ONLY to passenger size vehicles. No trucks or commercial vehicles will be unloaded at these rates. See the enclosed Material Handling Order Form for material handling rates for trucks and commercial vehicles. Any freight coming in on a semi-truck, must be unloaded at the dock by union freight handlers and will be subject to material handling fees.

**RESTRICTIONS**

Company Vehicles - to include (any size) towing trailers, box trucks and semi trucks, u-haul or similar truck, a box van or anything larger than a passenger van.

*These vehicles or similar vehicles will be unloaded by the contractor and material handling rates will apply.*

**PROCEDURES**

- Exhibitors who require this service must check in at the designated POV/Cart Service area.
- Exhibitor will need to have a credit card on file or must complete the Authorization and Agreement form and provide a credit card at the time of service.

**Acceptable POV Vehicles**



**Company Vehicles - Not Eligible**



SUBTOTAL POV MATERIAL HANDLING: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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

25-TX0601-T



**VEHICLE SPOTTING FEE**

(This charge is per vehicle and covers floor marking, the direction of vehicle to proper location and move-out. This charge applies whether we, or you, drive your vehicle to its location)

**ALL VEHICLES WILL BE CHARGED A SPOTTING FEE  
- NO EXCEPTIONS -**

Description	Discount	Standard	# of Vehicles	Total
Vehicle Spotting Fee (Round Trip)	\$227.25	\$318.00	_____	\$ _____

**REQUIREMENTS FOR THE INDOOR DISPLAY OF MOTOR VEHICLES:**

All vehicles, boats and equipment containing fuel must meet and comply with the following requirements before entry into the facility:

- There is to be no more than five (5) gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
- Fuel tanks used for storage of excess fuel must meet applicable federal, state, and local fuel storage requirements.
- Fuel tanks are to be locked and all portable tanks removed. Locking the vehicle will be sufficient for cars in which the gas cap cover may only be detached from inside the vehicle.
- Ignition keys are to be removed and placed in a central location on-site.
- Vehicles, boats, and similar exhibited products with more than three hundred square feet (300 sq. ft.) of roofed area are to have a smoke detector.

SUBTOTAL VEHICLE SPOTTING: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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

### Priority Empty Container Storage

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

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

Estimated number of containers/skids \_\_\_\_\_

Total = \$ \_\_\_\_\_

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

---

### Accessible Storage

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

The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid \_\_\_\_\_

Estimated number of containers/skids \_\_\_\_\_

Total = \$ \_\_\_\_\_

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

Show Name: 2025 Southwest Fuel & Convenience Expo

Show Dates: June 10-11, 2025

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Monday, May 26, 2025



ADVANCE/WAREHOUSE SHIPPING LABEL

# ADVANCE/WAREHOUSE SHIPPING LABEL



2025 Southwest Fuel & Convenience Expo  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **MONDAY, JUNE 2, 2025**

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

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# ADVANCE/WAREHOUSE SHIPPING LABEL



2025 Southwest Fuel & Convenience Expo  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **MONDAY, JUNE 2, 2025**

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

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

Show Name: 2025 Southwest Fuel & Convenience Expo

Show Dates: June 10-11, 2025

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Monday, May 26, 2025



DIRECT/SHOW SITE SHIPPING LABEL

# DIRECT/SHOW SITE SHIPPING LABEL



Fort Worth Convention Center  
2025 Southwest Fuel & Convenience Expo  
C/O AEX Convention Services  
1201 Houston Street  
Fort Worth, TX 76102

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

**DELIVER ONLY ON: MONDAY, JUNE 9, 2025 BETWEEN 8:00 AM - 5:00 PM  
AND TUESDAY, JUNE 10, 2025 BETWEEN 8:00 AM - 9:30 AM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# DIRECT/SHOW SITE SHIPPING LABEL



Fort Worth Convention Center  
2025 Southwest Fuel & Convenience Expo  
C/O AEX Convention Services  
1201 Houston Street  
Fort Worth, TX 76102

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

**DELIVER ONLY ON: MONDAY, JUNE 9, 2025 BETWEEN 8:00 AM - 5:00 PM  
AND TUESDAY, JUNE 10, 2025 BETWEEN 8:00 AM - 9:30 AM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

Show Name: 2025 Southwest Fuel & Convenience Expo

Show Date: June 10, 2025

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Monday, May 26, 2025



HANGING BANNER LABEL

# HANGING BANNER LABEL



2025 Southwest Fuel & Convenience Expo  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **MONDAY, JUNE 2, 2025**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# HANGING BANNER LABEL



2025 Southwest Fuel & Convenience Expo  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **MONDAY, JUNE 2, 2025**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**



# MOVE YOUR EXHIBIT WITH PEACE OF MIND

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

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



## Transportation Services

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



## Customized Solutions

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

Dedicated to delivering safely and on time every time.



Call Toll Free 1-866-938-1092 or 1.905.338.3993  
email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)  
LAS VEGAS | TORONTO








## FREIGHT & CUSTOMS ORDER FORM

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

Adobe Acrobat Reader DC may be required for completion of form. [Click image to download](#) 

Freight Only     
  Customs Only     
  Freight & Customs     
  Return Only

**2a** **PICK-UP LOCATION**

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

**3** **DELIVERY TO ADDRESS**

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

**2b** **SERVICES**

P/U Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Hours \_\_\_\_\_  
 Dlv Date \_\_\_\_\_ Hours \_\_\_\_\_

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

**4** **RETURN TO**

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

Consignee: \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 PU Date \_\_\_\_\_ Arrive by \_\_\_\_\_

**5** **PACKAGE INFO**

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




PCS	DIMENSIONS (L x W x H)	WGT
<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>

**6** **VALUE**

**Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 8% per \$1000, Min \$80.

**Exclusion: Does not include TV(s)/Monitor(s)**      **DECLARED VALUE** \_\_\_\_\_

**7** **PAYMENT**

Credit Card Information / Billing Address     
      
      
 

Credit Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_  
 I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address \_\_\_\_\_ Signature \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

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

**Print**

## UNION REGULATION

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

## BOOTH ERECTION & DISMANTLING

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

## MATERIAL HANDLING

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

## TIPPING

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

## SAFETY

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

**Show Name: 2025 Southwest Fuel & Convenience Expo**

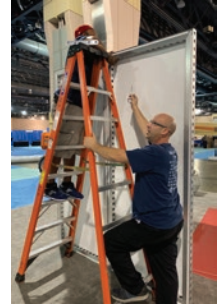
Show Dates: June 10-11, 2025

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Monday, May 26, 2025



**LABOR SERVICE FORM**



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

Install Labor     Dismantle Labor

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

Supervisor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Install Labor     Dismantle Labor

Show Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**LABOR RATES:**

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$145.50 per hour	\$203.75 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$218.25 per hour	\$305.75 per hour
Double Time - DT:	Anytime on holidays	\$291.00 per hour	\$407.50 per hour

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

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

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

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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

25-TX0601-T



COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

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

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

Date Shipped: \_\_\_\_\_ Via: \_\_\_\_\_ (freight carrier)

Display shipped from: \_\_\_\_\_ (address)

Total # of:  Crates \_\_\_\_\_  Cartons \_\_\_\_\_  Fibercases \_\_\_\_\_  Other \_\_\_\_\_

Estimated Weight: \_\_\_\_\_

Display Includes: \_\_\_\_\_

Booth carpet in shipment?  Yes  No Color \_\_\_\_\_ Size \_\_\_\_\_

Set-up instructions:  Attached to this order  With display

Graphics:  With display  Shipped separately

Electrical Placement:  Drawing Attached  Drawing with display  Electrical under carpet

Comments: \_\_\_\_\_

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

OUTBOUND SHIPPING:

Return Display to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Via: \_\_\_\_\_ (carrier)

**\*YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER\***

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

Re-route via house carrier \_\_\_\_\_

Transfer to warehouse at exhibitor's expense \_\_\_\_\_

EMERGENCY CONTACT AT SHOW SITE:

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

Hotel: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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

## GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- The contractor certified employees ONLY will be allowed in aerial lifts.
- The contractor employees are the ONLY personnel allowed to operate mechanized equipment.
- The contractor certified employees must assemble and disassemble ALL overhead rigging including:  
Overhead Truss  
Attachment and removal of light fixtures for truss or signs  
Assembly of hanging sign frame and graphics
- Additional installation required for chain motors, span sets and other packages.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advanced warehouse using the Advanced Hanging Sign shipping labels included in this manual. The container must arrive no later than advanced warehouse deadline date. If these procedures are not followed, the contractor cannot guarantee the hanging of your sign and additional fees may apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with National Electric Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Additional charges may be applied by the contractor due to regulations at the facility, weight limits, union jurisdictions, facility contacts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and / or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

## CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Credit Card Authorization Form  
(Or Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- Order Assembly Labor to have your sign built by the contractor riggers  
(Fill out top section of the Hanging Sign/Banner Order Form)
- Order Install and Dismantle for all Hanging Signs, Truss and Motors
- Order any necessary Chain Motors, Rotating Motors and Truss  
(Remember to place separate electrical order to power any motors!)
- Submit diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advanced Warehouse by: **Monday, June 2, 2025**



**USE THIS FORM TO PLACE ORDERS FOR HANGING SIGNS & BANNERS FROM CEILING**

- The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner.
- All Signs & Banners Hanging Orders must be received by **Monday, June 2, 2025**. Orders received after the deadline or at the Service Desk are subject to availability and a 30% surcharge.
- Complete plans for hanging must be provided and forwarded to The contractor with this "Hanging Sign/Banner Order Form" form completed.
- Any signs requiring additional equipment will be billed accordingly.
- If your sign requires electrical connections, please also contact the Electrical Services Provider.

**RATES:**

Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM  
 Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM  
 Anytime Saturday/Sunday  
 Double Time - DT: Anytime on holidays

**THE FOLLOWING INFORMATION MUST BE COMPLETED FOR ACCURATE HANGING OF YOUR BANNER:**

Size of Sign: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

Shape of Sign:  Square  Rectangle  Circle  Triangle  Other \_\_\_\_\_

**RATES FOR HANGING SIGNS:**

Please Note: The Contractor's Certified employees are required to assemble all hanging signs to ensure structural integrity.

**SIGN ASSEMBLY / DISASSEMBLY LABOR**

Straight time (8:00 am to 4:30 pm, Monday through Friday): **Discount** \$197.00 hr/person **Standard** \$275.75 hr/person  
 One (1) Hour minimum, One (1) hour increments there after

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

**OVERHEAD SIGN HANGING CREW**

Straight time (8:00 am to 4:30 pm, Monday through Friday): **Discount** \$757.25 hr/crew **Standard** \$1,060.25 hr/crew  
 One (1) Hour minimum, One (1) hour increments there after

	Start Date	Start Time	Approx. Hours	Hanging Crew Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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

25-TX0601-T



**USE THIS FORM TO ORDER RIGGING EQUIPMENT FOR HANGING SIGNS & BANNERS FROM CEILING**

The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner. Any signs requiring additional equipment will be billed accordingly. If your sign requires electrical connections, please also contact the Electrical Services Provider.

**INCLUDE THE FOLLOWING ITEMS WITH YOUR TRUSS/MOTOR ORDER:**

- Overhead Rigging / Sign Hanging Order Form
- Sign/Hanging Diagram
- Placement Grid
- Hanging Sign Instructions

**TRUSS (A motor must be ordered to hoist a truss)**

Description	Discount	Standard	Qty.	Total
12" Silver Box Truss, per ft.	\$ 40.00	\$ 56.00	_____	\$ _____
12" Black Box Truss, per ft.	\$ 40.00	\$ 56.00	_____	\$ _____
12" Silver Corner Block	\$149.75	\$209.75	_____	\$ _____
12" Black Corner Block	\$149.75	\$209.75	_____	\$ _____
Design Fee, per hour	\$249.25	\$349.00	_____	\$ _____

Truss Details (Quantity & Size): \_\_\_\_\_

**MOTORS (A motor must be ordered to hoist a truss)**     Rotate Clockwise (Right)     Rotate Counterclockwise (Left)

Description	Discount	Standard	Qty.	Total
One Ton Hoist/Chain Motor	\$847.75	\$1,186.75	_____	\$ _____
Half Ton Hoist/Chain Motor	\$748.00	\$1,047.25	_____	\$ _____
1/4 Ton Hoist/Chain Motor	\$448.50	\$ 628.00	_____	\$ _____
Rotating Motor 500 LB limit	\$797.75	\$1,116.75	_____	\$ _____
Rotating Motor 200 LB limit	\$448.50	\$ 628.00	_____	\$ _____

SUBTOTAL MATERIAL HANDLING ORDER: \$ \_\_\_\_\_

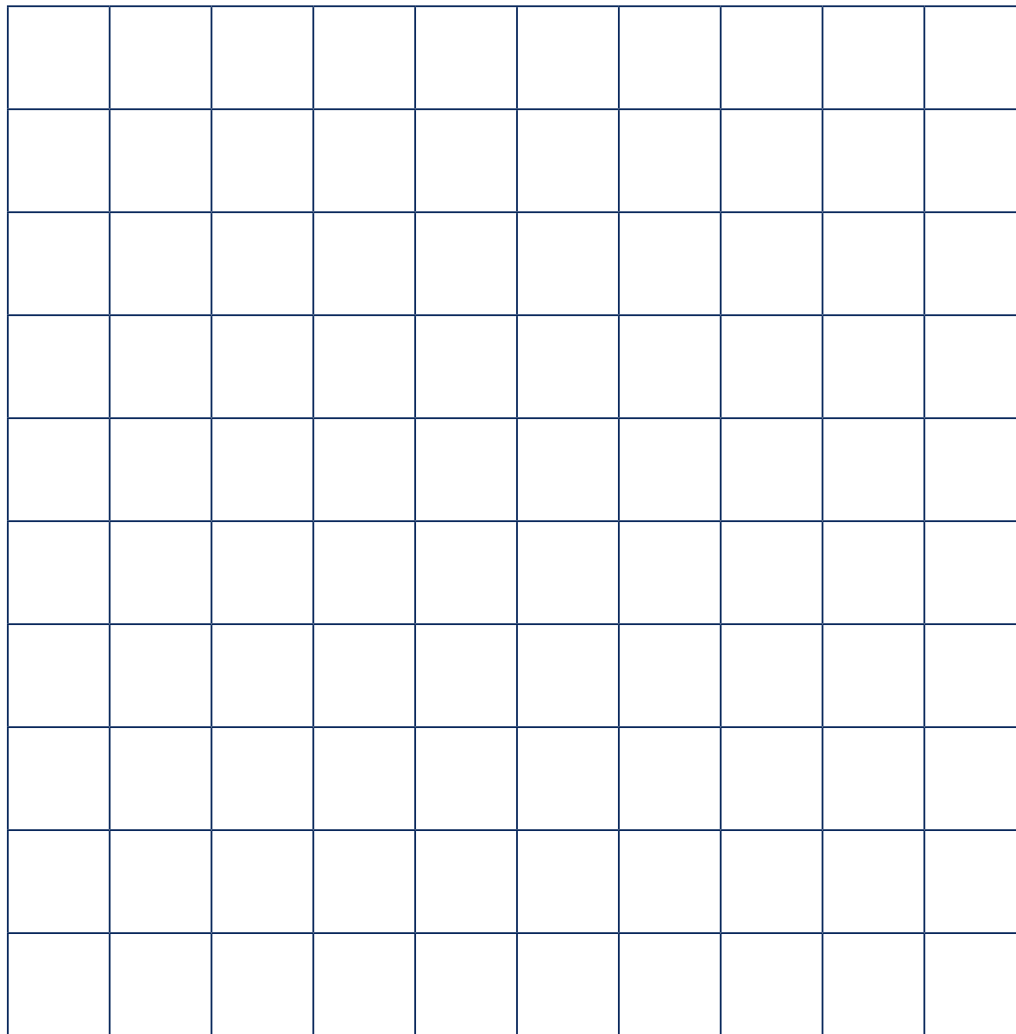
YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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

### HANGING SIGN LAYOUT

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Back of Booth



Booth:

Booth:

1 box = NaN square foot

Front of Booth

Number of feet from floor to top of sign: \_\_\_\_\_

Supervision for assembly and disassembly of overhead hanging sign can be provided by the contractor or by your company representative, display house, independent or lighting contractor.

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



**LET US DO THE HEAVY LIFTING!**



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

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

**FORKLIFT RATES:**

		<b>Discount</b>	<b>Standard</b>
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$206.00 hr/crew	\$288.50 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$278.25 hr/crew	\$389.50 hr/crew

**Rigging Crew consists of a forklift and operator.**

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

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

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

**RIGGING RATES:**

		<b>Discount</b>	<b>Standard</b>
Rigger - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$122.25 hr/crew	\$171.25 hr/crew
Rigger - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$183.75 hr/crew	\$257.25 hr/crew

**EQUIPMENT:**

Forklift Cage	.....	\$67.75
Forklift Boom	.....	\$67.75
Pallet Jack	.....	\$67.75

**INSTRUCTIONS:**

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

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

Show Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ \_\_\_\_\_

**YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.**

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

25-TX0601-T



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

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

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

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

Contracting Company Agent \_\_\_\_\_

Contracting Company Name \_\_\_\_\_

Contracting Company Address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Estimated Arrival date (Show site \_\_\_\_\_ Estimated Number of Workers \_\_\_\_\_

Contractor's Cell Phone: \_\_\_\_\_ Date \_\_\_\_\_

Exhibiting Company \_\_\_\_\_ Booth No \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax No \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Authorized by: \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

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



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

**Please provide complete information:**

Authorized Agent: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

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

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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

Statement to Exhibitor

Statement to Authorized Agent

**\*Both parties must indicate acceptance below or request may be denied\***

Exhibitor will pay:  Furniture  Carpet  Labor  Cleaning  Material Handling

Third Party will pay:  Furniture  Carpet  Labor  Cleaning  Material Handling

**Exhibiting Firm**

Agent \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

**Exhibitor's Agent**

Agent \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

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

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

Exhibiting Company \_\_\_\_\_ Booth No \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax No \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

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



Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card  Corporate Card

AMEX  VISA  MASTERCARD  DISCOVER

Card Number: [16 digit grid]

Exp. Date: [MMYY grid]

M M Y Y

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

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

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

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

PAYMENT INFORMATION

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

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

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

An Authorized Signature is required for orders to be processed

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

Sign Here

X

Authorized Signature

**ACORD** **1.** **CERTIFICATE OF LIABILITY INSURANCE** DATE

PRODUCER  
 Insurance Company Name Fax: (212) 555-6100  
 Insurance Company Address 1  
 Insurance Company Address 2  
 Attn: Agent Name (212) 555-6102 ext. 1234

INSUREERS AFFORDING COVERAGE

INSURED **2.**  
 Exhibiting Company Name  
 Exhibiting Company Address 1  
 Exhibiting Company Address 2  
 Attn: Exhibiting Company Contact Name  
 Phone Number Fax Number:

INSURER A: Hartford Insurance Company of Illinois  
 INSURER B: Aetna Casualty & Surety Company  
 INSURER C: Travelers Insurance Company  
 INSURER D: Royal Insurance Company  
 INSURER E:

**3.** THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

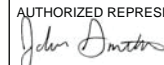
INSR LTR	<b>4.</b> TYPE OF INSURANCE	POLICY NUMBER	<b>7.</b> POLICY EFFECTIVE DATE (MM/DD/YY)	<b>8.</b> POLICY EXPIRATION DATE (MM/DD/YY)	<b>9.</b> LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/0/23	EACH OCCURENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGRREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/23	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident) AUTO ONLY-EA ACCIDENT OTHER THAN \$ \$ AUTO ONLY: \$ \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/23	01/01/23	EACH OCCURENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/23	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate

**5.** DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS (Show Management) AEX Services (Official Service Provider), the (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. (Show Management) and/or the consignar are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by (Show Management) shall be excess and non-contributory. Show date(s) are: (00/00/0000) in (CITY, STATE).

CERTIFICATE HOLDER  ADDITIONAL INSURED; INSURER LETTER:  CANCELLATION

**6.** AEX Services  
 3089 English Creek Ave Ste. A  
 Egg Harbor Township, NJ 08234

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE  **10.**

- PRODUCER: Name, address and phone number of insurance carrier.
- INSURED: Company name, address, phone number and booth number of company insured.
- COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: (Show Management), Texas Exposition Services (Official Service Provider), (Show) and the(Facility) as additional insureds on a primary and non-contributory basis. Show dates are (00/00/0000).
- CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS:
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

# 2025



# SOUTHWEST FUEL & CONVENIENCE EXPO

JUNE 9-11 | OMNI FORT WORTH & FORT WORTH CONVENTION CENTER | FORT WORTH, TX

## EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

If your company plans to utilize the services of any independent contractors other than AEX Convention Services, the official general service contractor designated by Texas Food & Fuel Association, this form must be completed and signed by a representative of the exhibiting company. **The EAC must also submit a copy of their Certificate of Liability insurance to [ahicks@tffa.com](mailto:ahicks@tffa.com) by Monday, May 5, 2025.**

### Exhibitor Information:

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Exhibitor Contact: \_\_\_\_\_  
Exhibitor Cell: \_\_\_\_\_ Exhibitor Email: \_\_\_\_\_  
Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The authorized signature confirms that the exhibiting company has committed to use the services of the following Exhibitor Appointed Contractor(s) and they agree:

To read and comply with all show rules and regulations as outlined in the Exhibitor Rules & Regulations and Exhibitor Kit.

To obtain and maintain appropriate insurance coverage as outlined in the Exhibitor Rules & Regulations.

### EAC Information:

EAC Company Name: \_\_\_\_\_  
Pre-Show EAC Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Pre-Show EAC Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
EAC On-Site Contact: \_\_\_\_\_  
EAC On-site Mobile/ Cell: \_\_\_\_\_

**EACs must check in at the AEX Convention Services Desk and present photo ID for access.** EACs will only be allowed access to the exhibit hall during exhibitor move-in and move-out dates/times. If an EAC needs access to an exhibitor's space at any other time, the exhibitor will need to register the EAC for a name badge.

Please email this completed form along with a copy of the Certificate of Liability insurance to [ahicks@tffa.com](mailto:ahicks@tffa.com) by Monday, May 5, 2025. Questions? Contact Annette Hicks at (512) 617-4302.

— TEXAS FOOD & FUEL ASSOCIATION —

401 West 15th Street, Suite 510 • Austin, Texas 78701 • (512) 476-9547 • fax (512) 477-4239

# 2025 SOUTHWEST FUEL & CONVENIENCE EXPO

JUNE 9-11 | OMNI FORT WORTH & FORT WORTH CONVENTION CENTER | FORT WORTH, TX

## ***Certificate of Insurance - Proof of insurance for the Expo is necessary!***

The following are the insurance certificate requirements by Show Management:

1. Texas Food & Fuel Association, the City of Fort Worth, and AEX Convention Services shall be added as additional names insured on the Exhibitor's "Comprehensive General Liability Insurance" policy. *City of Fort Worth, Fort Worth Convention Center, 1201 Houston Street, Fort Worth, TX 76102.*
2. The Exhibitor should keep an original insurance certificate onsite at all times, to evidence the insurance coverage required herein. An original signed certificate of insurance will only be accepted if it has met the requirements.
3. Coverage must be provided for all show days, move-in, and move-out days, June 8-11, 2025, inclusive ("Required Period of Coverage").
4. Workers' Compensation and Employers' Liability Insurance or equivalent insurance with a policy limit of not less than \$1,000,000. Occupational Diseases Insurance as required by the laws of all governmental bodies having jurisdiction.
5. Comprehensive General Liability Insurance, including Contractual Liability Insurance with (1) minimum limits of not less than \$1,000,000 each occurrence of bodily injury and death, and \$1,000,000 each occurrence for property damage, or (2) minimum combined single limit of not less than \$2,000,000 each occurrence for bodily injury and death and property damage.
6. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in the set-up and disassembly services with (1) minimum limits of not less than \$250,000 each person and \$500,000 each accident for bodily injury and \$500,000 each accident for property damage, or (2) a minimum combined single limit of not less than \$1,000,000 each accident for bodily injury and property damage.
7. The Exhibitor's insurance certificate must also include a statement by the insurance carrier that the carrier shall not cancel the coverage evidenced by the certificate without giving Texas Food & Fuel Association thirty (30) days prior written notice.
8. Excess Liability Umbrella Form policy requirements with minimum limits (1) of not less than \$1,000,000 Each Occurrence and (2) \$1,000,000 Aggregate.
9. Submit Proof of Insurance to Annette Hicks, CMP, Texas Food & Fuel Association, 401 West 15<sup>th</sup> Street, Suite 510, Austin, TX 78701 or email to [ahicks@tffa.com](mailto:ahicks@tffa.com) before the Expo.



# 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	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
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED						
	RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / N	<input type="checkbox"/> N / A				E.L. EACH ACCIDENT \$
							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)

**CERTIFICATE HOLDER****CANCELLATION**

	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



# Southwest Fuel & Convenience Expo 2025

June 9-11, 2025

FORT WORTH CONVENTION CENTER



## ELECTRICAL & PLUMBING

ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your electrical & plumbing services online by

05 / 19 / 2025

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-fortworth@edlen.com](mailto:ExhibitorServices-fortworth@edlen.com)

**EDLEN**  
The Power People

Edlen Electrical Exhibition Services

1201 Houston Street, Fort Worth, TX 76102

682.410.9336 • [fortworth@edlen.com](mailto:fortworth@edlen.com) • [www.edlen.com](http://www.edlen.com)

# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 05/19/25



**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Southwest Fuel &amp; Convenience Expo 2025</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>June 9-11, 2025</b>	<b>EVENT #</b>	<b>065004FW</b>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

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

#### B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

# METHOD OF PAYMENT

Advance Payment Deadline Date: 05/19/25



**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (682) 410-9336  
 fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Southwest Fuel &amp; Convenience Expo 2025</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>June 9-11, 2025</b>	<b>EVENT #</b>	<b>065004FW</b>

## FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**ACH ELECTRONIC PAYMENT TRANSFER**

*JPMorgan Chase*  
 Routing #: 322271627 Acct #: 789835573  
 Account Name: Edlen Electrical Exhibition Services, Inc

The financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**BANK WIRE TRANSFER INFORMATION \***

*Domestic & International JPMorgan Chase*  
 Routing #: 021000021 Acct #: 789835573  
 Reference Address: 383 Madison Ave  
 New York, NY 10017  
 Swift Code: CHASUS33  
 Account Name: Edlen Electrical Exhibition Services, Inc

\* \$50 processing fee **MUST** be included with transfer.

\* Reference the Event # listed above and your Booth # on all electronic payments.

**MANUAL ORDER PROCESSING FEE \***

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ [www.edlen.com](http://www.edlen.com)

**CREDIT CARD**

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

VISA  MASTERCARD  AMEX  DISCOVER

## CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:											
CHECK #											
CREDIT CARD NUMBER:								EXP DATE:			
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL:											
THIRD PARTY PAYMENT? YES or NO											

## CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

## SERVICE TOTALS

* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. PLUMBING ORDER	
<b>SUBTOTAL</b>	
Sales tax is due unless exemption is provided	<b>8.25% SALES TAX</b>
<b>TOTAL DUE</b>	

## AUTHORIZATION

<b>AUTHORIZED SIGNATURE ABOVE</b>	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (682) 410-9336  
 fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Southwest Fuel &amp; Convenience Expo 2025</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>June 9-11, 2025</b>	<b>EVENT #</b>	<b>065004FW</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

**ORDER INSTRUCTIONS**

**INLINE AND PENINSULA DELIVERY**  
 The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

**ISLAND BOOTH DELIVERY ONE LOCATION**  
 Island booths that need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

**ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS**  
 Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

**208/480V POWER DELIVERY AND CONNECTIONS**  
 Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

**MOTOR POWER**  
 Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.

**24 HOUR SERVICES**  
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**CANCELLATIONS**  
 Credits will not be issued for services delivered and not used. See #16, 22 & 23 on Terms & Conditions for details.

**TERMS & CONDITIONS**  
 I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

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

	QTY Show Hours Only	QTY 24hrs/day Double	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>Add 8.25% tax</b>					
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	82.00	122.00	_____
1000 WATTS (10 AMPS)	_____	_____	112.00	168.00	_____
2000 WATTS (20 AMPS)	_____	_____	138.00	207.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	192.00	288.00	_____
30 AMPS	_____	_____	237.00	352.00	_____
60 AMP	_____	_____	313.00	421.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	323.00	484.00	_____
30 AMPS	_____	_____	440.00	661.00	_____
60 AMPS	_____	_____	656.00	983.00	_____
100 AMPS	_____	_____	996.00	1493.00	_____
<b>TRANSFORMER(S)</b> Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 6.35 = _____		

**LIGHTS** (Cost of Arm & Pole lights include power. If ordering Par Can, then order a 1000 watt outlet for each Par Can. For Par Can installation, scissor lift charges apply.)

1000 WATT PAR CAN	_____	_____	100.00	140.00	_____
8' POLE LIGHT—1 FIXTURE	_____	_____	108.00	153.00	_____
8' POLE LIGHT—2 FIXTURES	_____	_____	124.00	179.00	_____

**Must Pick up Items at Onsite Exhibitor Service Center. See #16 on Terms & Conditions for details.**

15' EXTENSION CORD	_____	_____		32.00	_____
POWER STRIP	_____	_____		32.00	_____

**Please call for information on any services you require that are not listed here**

<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	_____
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PRINT NAME: \_\_\_\_\_

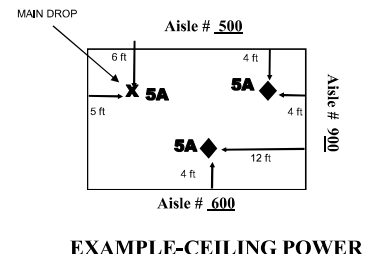
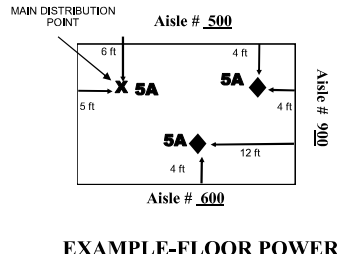
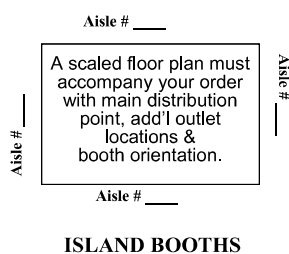
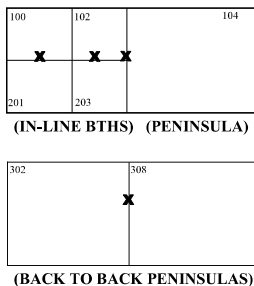
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

# TERMS & CONDITIONS

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

## COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

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



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 05/19/25



**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Southwest Fuel &amp; Convenience Expo 2025</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>June 9-11, 2025</b>	<b>EVENT #</b>	<b>065004FW</b>

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

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

### Step 2 Complete the Appropriate Form

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

#### A. Electrical Distribution

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

### Step 3 Return the following forms to Edlen

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

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

## POWER DELIVERY

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

# ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 05/19/25



**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (682) 410-9336  
 fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Southwest Fuel &amp; Convenience Expo 2025</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>June 9-11, 2025</b>	<b>EVENT #</b>	<b>065004FW</b>

## ELECTRICAL DISTRIBUTION UNDER CARPET

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

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

Name \_\_\_\_\_ Cell # \_\_\_\_\_

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

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$115.00	_____
		OT	\$172.50	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	<b>SCISSOR LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$179.00	_____
<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>		<b>ESTIMATED TOTAL</b>		
		_____		

<b>AUTHORIZATION</b>	
PRINT NAME:	DATE:

**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (682) 410-9336  
 fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Southwest Fuel &amp; Convenience Expo 2025</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>June 9-11, 2025</b>	<b>EVENT #</b>	<b>065004FW</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

**IMPORTANT NOTES**

**ADDITIONAL CONNECTIONS**  
 If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

**AIR LINE RESPONSIBILITIES**  
 Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

**WATER PRESSURE**  
 Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

**LABOR NOTES**

**OUTLET DELIVERY**  
 There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

**OUTLET DISTRIBUTION**  
 Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

**OUTLET CONNECTIONS**  
 Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

**TERMS & CONDITIONS**  
 I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

**UTILITY SERVICES** **ADVANCE REGULAR TOTAL**

**COMPRESSED AIR: 90-100 LBS. PSI**

_____ Air Outlet (call for a quote for 24-hour Air)	354.00	531.00	_____
_____ Additional Connections within 20' of Outlet	136	203.00	_____

**CFM REQUIREMENTS**  
**Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations.**

CFM (There is a 5 CFM minimum charge per outlet/connection) Total CFM = \_\_\_\_\_

Total CFM _____ x ADVANCE Rate	7.00	=	_____
Total CFM _____ x REGULAR Rate		11.00 =	_____

**WATER LINES** (Edlen is not responsible for sediment or the color or taste of water.)

_____ Water Outlet	353.60	531.00	_____
_____ Additional Connections within 20' of Outlet	136.00	203.00	_____

# of connections required: \_\_\_\_\_ Size of connection: \_\_\_\_\_  
 PSI required: \_\_\_\_\_ GPM Required: \_\_\_\_\_

**DRAIN LINES** (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

_____ Drain Outlet	353.60	530.40	_____
_____ Additional Connections within 20' of Outlet	135.20	203.00	_____

Number of connections required: \_\_\_\_\_ Size of connection required: \_\_\_\_\_

**FILL & DRAIN LABOR** (Edlen is not responsible for sediment or the color of water)

_____ 1 – 500 Gallons	216.00	324.00	_____
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**All water and air service will be reviewed and have the potential to be installed aerially. Labor and material charges will apply. You can request an estimate via email. Please send your order and floor plan to [fortworth@edlen.com](mailto:fortworth@edlen.com).**

**LABOR**

**Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.**

**GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)**

<b>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
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PRINT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_





# PLUMBING DISTRIBUTION

**Advance Payment Deadline Date: 05/19/25**



**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (882) 410-9336  
 fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Southwest Fuel &amp; Convenience Expo 2025</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>June 9-11, 2025</b>	<b>EVENT #</b>	<b>065004FW</b>

## PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

### 1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

#### A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

#### B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

#### C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

### 2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

#### A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

#### B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: \_\_\_\_\_ Estimated time: \_\_\_\_\_

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: \_\_\_\_\_

E. What time do you estimate needing the physical connection to your equipment? Date: \_\_\_\_\_ Time: \_\_\_\_\_

F. Show site supervisor: \_\_\_\_\_ Company: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
_____ ST	\$100.39	_____
_____ OT	\$150.46	_____

<b>ESTIMATED TOTAL</b>	_____
------------------------	-------

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

WORK RATE SCHEDULE	
<b>ST</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>OT</b>	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION	
PRINT NAME:	_____
DATE:	_____



## PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
24. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
25. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
or call the number on the Plumbing Order form



Questions? Call 512-587-9328 or email andres@filoproductions.co

**CUSTOMER INFORMATION** *Return completed form to Andres Salas, FILO Productions*

Rental Dates		Booth Number
Company		Onsite Contact
Address		Onsite Cell #
City,State,Zip		Onsite Deliver/Setup <i>(someone MUST be present for delivery)</i>
Ordered by		Delivery Date Monday, June 9, 2025
Phone/Email		*Time Frame(circle one) <b>8a-10a 10a-12p 1p-3p 3p-5p</b>

	Qty	Show Rate	Total
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**LCD Monitors with dual post, rolling stand**

32" Flat Screen Monitor		\$750.00	
42" Flat Screen Monitor		\$975.00	
55" Flat Screen Monitor		\$1,250.00	
70" Flat Screen Monitor		\$2,500.00	
80" Flat Screen Monitor		\$3,500.00	

**LCD Monitors with dual post, rolling stand and PC Laptop**

32" Flat Screen Monitor		\$950.00	
42" Flat Screen Monitor		\$1,150.00	
55" Flat Screen Monitor		\$1,800.00	
70" Flat Screen Monitor		\$2,800.00	
80" Flat Screen Monitor		\$3,700.00	

**Computers**

PC Laptop		\$450.00	
Macbook Pro		\$600.00	

**Touchscreen Displays with Dual Post Stands**

32" Touchscreen LCD		\$1,350.00	
46" Touchscreen LCD		\$1,850.00	

*For larger screen sizes, please contact FILO Productions for Pricing*

**Audio**

Small Exhibit Sound System w/1 wireless microphone, computer interface box and 2 speakers		\$1,100.00	
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**Exhibit Lighting Package**

*Exhibit lighting packages are ground supported only. For additional mounting,ground supported rigging, or other specific lighting designs, call for a quote. Specialized labor may be required depending on complexity of the design.*

Battery Powered LED uplight 6 pack.		\$785.00	
Battery Powered LED uplight 12 pack.		\$1,500.00	

***If a specific item is needed but not listed, please contact FILO for options and pricing.***



<b>FILO Productions CONTACT:</b>	<b>TOTAL YOUR ORDER</b>
Andres Salas	Equipment Subtotal
<a href="mailto:andres@filoproductions.co">andres@filoproductions.co</a>	25% Handling Charge(\$125 Minimum) <i>includes Delivery, Install &amp; Dismantle</i>
O: 512-587-9328	Processing Fee (5%)
<a href="http://www.filoproductions.co">www.filoproductions.co</a>	State Sales Tax (8.25%)
	<b>TOTAL CHARGES</b>

**IMPORTANT: FILO Cancellation Policy**

Cancellations received within 24-48 hours of the scheduled delivery date are subject to 50% of the order total.  
 Cancellations received less than 24 hours of the day of scheduled delivery(onsite cancellations/no shows) are subject to the full amount.

**PAYMENT INFORMATION**

Method of Payment (Choose One):

- Master Card
- Visa
- Discover
- American Express
- Check (in US Funds)
- Bank Transfer (please call for details)

**\*\*PLEASE NOTE THAT FILO DOES NOT ACCEPT AMERICAN EXPRESS\*\***

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVC \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Signature \_\_\_\_\_



2025  SOUTHWEST FUEL & CONVENIENCE EXPO  
JUNE 9-11 | OMNI FORT WORTH & FORT WORTH CONVENTION CENTER | FORT WORTH, TX



## TERMS AND CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FILO PRODUCTIONS, LLC and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FILO PRODUCTIONS.

### PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FILO Productions except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to FILO's property. Exhibitor will notify FILO immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FILO's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FILO will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the FILO Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, FILO requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, FILO requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FILO shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and FILO relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to FILO for its services, as an offset against the amount of any alleged loss or damage. FILO reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that FILO may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, FILO hereby provides notice that it reserves the right, and Exhibitor authorizes FILO, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in FILO's possession to the extent of any outstanding



# RIGGING PRICES

Ferrand Hardy | C: 817-401-6620 | O: 214-441-1528 | F: 214-441-1582 | ferrandh@INSPIRESolutions.com

### LABOR (Monday - Friday):

Lead Rigger	\$100/hr
Rigger/Lift Operator	\$100/hr
Per Point Charge	\$45/day (3 Day Max)

Based on a 2 man, 4 hour minimum

**Note:** Inspire is the exclusive rigging provider in the facility for anything over 150 pounds

### EQUIPMENT:

1 Ton Motor	\$150*
1/2 Ton Motor	\$125*
10' Truss 12x12	\$8/ft
10' Truss 20x20	\$10/ft
Lift	\$250/day

\*Price is for one rental period of up to 3 days.

A new rental period will begin on day 4, and again on each 4th day.

## FORT WORTH CONVENTION CENTER





## RIGGING POLICY

To effectively ensure life safety and maintain the aesthetic and structural integrity of our ceiling, the following policies regarding rigging apply. The policies, rules, and regulations set forth in this document are meant as a guideline for this location, and may not be all inclusive. Additional policies, rules, and local regulations may apply.

It is understood that Inspire is responsible for all rigging decisions and will work with the venue, sales team and clients in advance to provide suggestions which will ensure that everything overhead is rigged properly and safely. Inspire riggers will not take rigging instruction or direction from anyone except qualified/certified riggers, licensed engineers, or the Inspire Director of Rigging.

Recommendations made by the rigging department are based upon manufacturer specifications; ETCP, OSHA, ANSI, ESTA, and USITT standards; as well as any local city, Fire, Police, State or Health regulations per location. Each property may also have their own internal regulations which may need to be recognized.

Inspire riggers have the final word on anything being rigged. Any questions or concerns by any local or Inspire rigger must be reviewed and approved by the Director of Rigging.

Inspire will provide all rigging hardware and labor required for attaching motors to the building and the truss to the motors. Anything overhead and over 50lbs is considered "Rigging". Any additional rigging for audio, video or scenic elements which attach to the truss will need to be discussed.

A rigging plot must be submitted and clearly display loads, equipment counts, equipment positions, and cable picks. This must be submitted electronically no later than 21 days prior to scheduled load-in. Acceptable file formats: DWG, VectorWorks, or scaled PDFs. Inspire is required to approve all rigging plots.

All requests for rigging services and hardware must be received 21 days prior to load-in date to ensure proper staffing. Requests received later than 21 days prior to load-in may incur additional fees.

The number of riggers required will be decided by Inspire based on size and production schedule of the event.

Exceedingly large rigs that support abnormal loads or non-uniform distribution of weight or hardware may require plans that have to be approved and stamped by a licensed engineer selected by the venue.

On shows larger than 25 points, a Production Rigger will be assigned and given 4-8 hours of pre-production time to review the plot and plan the load-in for the riggers, including any phone and email correspondence between client and production. Production Rigger will also provide 11"x17" and 24"x36" plots for riggers during load-in.

Cable bridges may be requested for cable runs of more than 4 Socalpex.

No rigging hardware will be used outside of the manufacturer's recommended use; no exceptions.



## RIGGING POLICY

### Inspire RIGGERS ARE RESPONSIBLE FOR THE FOLLOWING:

- Create and install any necessary semi-permanent points where available.
- Make all motor connections to the building structure via acceptable temporary or permanent rigging points.
- Make all cable pick connections to the building, or any loads greater than 150lbs.
- Determine who will mark the floors: event production or Inspire staff. Assist accordingly.
- Lay out motor power and control. Coordinate motor cable runs with production and client.
- Wrap the truss and float rig to working height. Level the truss out with tape measure; prepare for trim.
- Make/verify motor connection to audio bumpers and fly to trim.
- Make/verify motor connections, cage connections, and safeties for video, LED walls, etc.
- Make/verify any scenic or decorative rigging elements.
- Verify safety of entire rig when complete; run out to trim and laser level as necessary.
- Clean and drop motor power and control as necessary. Secure the rig.
- Clear and arrange leftover gear and cases, and prepare for load out.
- Make arrangements for lifts to be powered and charged.
- Verify departure/release status from Inspire and confirm schedule for next day or load out.

RIGGERS WILL NOT take a break or leave site without the Client or Lead Rigger's approval.

Cable picks, cable tie backs, audio cluster focus, cable swags etc., can be done by riggers after the main rig is flown to trim. These items can also be done by any lighting, video, or audio hand, when available. Based on schedule timing, it will be the client's decision whether to keep riggers on the clock to clean cable runs, or allow each department to handle their own cable management.

Riggers will provide the point of connection to the building, but are not required to run each department's cables. Each department will be expected to manage their cables properly, and be responsible for providing clean runs, bundles and swag. Riggers will not be expected to clean mismanaged cables in the air.

Rigging plots will be presented to Inspire no less than 21 days from production load-in date. We can run load calculations, but client must provide a complete instrument legend with manufacturer name, model number, and weights.

## FORT WORTH CONVENTION CENTER



## RIGGING REGULATIONS & SAFETY GUIDELINES

### RIGGING EQUIPMENT GUIDELINES

All rigging hardware, steel, gackflex, spansets, and STAC chains must have proper visible manufacturer's tags with load ratings, including any cross-rented gear or gear provided by production or the client. Any hardware without proper identification tags will not be used as per OSHA and ANSI Standards.

Inspire will maintain annual load testing and maintenance certificates for all chain hoists based on the manufacturers' guidelines and ASME standards for overhead hoists, ASME B30.16d-1997.

Log books of all rigging steel, truss, harnesses, spansets, motors, training, etc., can be provided upon request.

A steel "safety" is required on each individual item suspended with a nylon sling. Gackflex slings are exempt. All nuts and bolts used overhead must be properly rated and all overhead hardware (eyebolt etc.) must be forged. Nothing from chain hardware stores is rated for overhead use and will not be permitted as rigging hardware.

Rigging equipment provided by the client or other vendors must also comply with these same guidelines and must provide all certifications upon request prior to load-in.

### ON-SITE PRACTICES

Rigging from any lighting fixtures, plumbing or sprinkler fixtures, electrical conduit, air ducts or any support mechanism is strictly prohibited.

Inspire will not "dead hang" items over 150lbs or 10' in length with a scissor lift. Chain hoists or crank towers must be used.

Cable runs that consist of 4 or more socapex runs and are 10' or more away from the rig might be required to use a cable bridge and motors.

Additional weight cannot be applied to flown equipment after Inspire riggers leave the room.

Nothing in the air moves without Inspire riggers being present.

Only Inspire riggers will operate any chain hoist unless previously discussed and decided, or unless the client is providing their own motors and rigging.

Under no circumstances will anyone climb ground-supported truss or archways. The climbing of any truss structure can only be done with proper vertical and horizontal fall arrest systems.

Flown equipment may only be moved by a Inspire rigger. Riggers will remain on the call until all flown equipment is at trim height.

### SCISSOR AND BOOM LIFTS

Inspire can provide lifts with operators. Clients may also rent or bring their own lifts.

Property Lifts: Owned by the property, operated only by the property. Inspire can operate when permissions and insurance allows.

Inspire Lifts: Owned or rented by Inspire. Operated only by Inspire or those covered by Inspire insurance. It should be determined in advance what qualifies a lift operator, and who operates the lifts once the riggers are cut. Lighting lift op, audio lift op, video lift op, etc.

External Lifts: Lifts provided and operated by the client, covered under client's rental agreement.

### LOAD LIMITS

Load limits are typically 1,000lbs per point. See venue CAD drawings for specific details per property.

All beams must be wrapped with burlap or carpet when building the rigging points.

Bridles and side loads are not allowed in some venues.

Riggers will have final approval for all things flown or lifted overhead.



## RIGGING REGULATIONS & SAFETY GUIDELINES

### PPE: PERSONAL PROTECTION EQUIPMENT

Hard hats, safety vests, eye protection, steel toes, harnesses, fall arrest and life lines are required as necessary.

Hard hats must be inspected for structural cracks and fractures before and after each use.

Tape and stickers are not permitted on safety helmets as they prevent proper inspection of damage or defects.

Harnesses shall be inspected thoroughly before and after each use.

Harnesses are required in boom lifts, as per the manufacturer.

Harnesses are not required in scissor lifts by the manufacturer, but some venues may require the use.

### BANNERS AND SIGNAGE

Banners and signs usually require custom rigging harnesses or hardware to suspend them properly. If the client does not have this gear, Inspire can assist in fabricating safe solutions, but arrangements need to be made in advance and may include additional time and charges.

Fabricating hardware for banners and signage: The materials used to temporarily rig have extremely minimal cost, so they are all expendable items.

Temporary safe rigging solution: The use of Rize Blocks along with 1/16" or 1/8" wire rope. When used together within the manufacturer's load limits, these items are industry-recognized and rated as a safe rigging practice. After use, the rig is disassembled, Rize Blocks are returned to inventory, and the wire rope is disposed of.

Disposable fabricated rigging: swagging custom hardware for client use is also acceptable, and becomes the client's property after use. They are paying for the materials and labor, so the client keeps the custom hardware. Items fabricated are for temporary use only and cannot become Inspire inventory, nor allowed to mix with Inspire inventory. Without manufacturer tags and load ratings, these items cannot be considered reusable inventory.

All signs, banners, and decorations hung in ballrooms and over 150lbs must be inspected and approved by a Inspire rigging supervisor prior to load-in.

Banner placement inside of ballrooms and or meeting rooms must be approved in advance through Inspire.

Signs may not obstruct fire exits or sprinkler heads, and must have a clearance of no less than 18".

All signs must meet NFPA and local Fire Marshal guidelines.



## RIGGING POSITION DESCRIPTIONS

Riggers will be booked for the following positions as required, with the following expectations.

**Rigging Manager:** Manages various venues on a property, or properties with larger shows, or a larger number of shows. Books the labor & divides staff & freelance resources as necessary. Manages annual log books for rigging inventory, inspection records, training records and rigging staff requirements. Maintains the rigging inventory. Primary point of communication with the Director of Rigging, keeping current with safety codes and regulations. Will be ETCP Certified, OSHA 30, Tomcat University, CM hoist certified, Vector Works friendly, and we will provide all the training. Stays on the floor, working with the client and managing labor, not expected to Up Rig but can assist with Ground Rig duties as available. Maintains a Favorite Riggers list; including staff, local labor, union labor, freelance labor, out of town labor, etc. Completion of working at heights and fall arrest class, separate from the OSHA 10 or 30 class.

**Production Rigger:** Usually on larger shows, 60 motors or more. May be provided as client production staff or by Inspire as necessary. Communicates all rigging with the client. Advises on load limits, motor distribution and cable management. Determines the order of flight with client when each truss goes up. Runs load calcs. Creates working plots for the riggers. Chooses the R2 and has preferential selection of the riggers. Establish crew requirements, production schedule, necessary scissor, boom and fork lifts.

**Lead Rigger:** Typically, the lead local rigger (staff or labor), manages the local riggers as per Production Rigger's instructions on shows larger than 60 motors. Same duties as the Production Rigger on shows less than 60 motors. Has preferential selection of the riggers as necessary. Manages the Up Riggers, Ground Riggers, breaks and meals. Riggers will take breaks as needed and when they are at a safe stopping point at their discretion, which might not match actual break schedules. It is preferred that the Lead Rigger stay on the ground, available to the Production Rigger at all times, unless otherwise determined.

**R2, Assistant Lead:** #2, takes over if the Production or Lead Rigger becomes unavailable. Knows everything the Production Rigger knows. Has copies of all plots and production documentation. Capable of completing the end results as designed and expected.

**Up Rigger:** Climbing riggers or rigging from scissor/boom lifts; makes the point of connection to the building as necessary, following building guidelines. Responsible for anything overhead above 150lbs. Depending on the venue, will assist with ground duties after Up Rigging is completed and a proper break has been allowed. For arena rigging & extreme heat ceiling conditions, ground duties will be stated if necessary, prior to booking labor.

**Down/Ground Rigger:** Stays with the Up Rigger. Keeps the ground safe and clear, manages the safety of the people below the rigger. Sets the motors in place and lights up the point with a laser for the Up Riggers, sends up chains and necessary rigging hardware. Helps with placement of 8x/4x motor distros and helps run motor fly cables as available without neglecting the safety of the Up Rigger. Manages empty cases and leftover gear.

**Motor Electricians:** Additional Ground Riggers or Electricians available for motor power distribution and control placement. Responsible for managing motor fly cables cleanly and neatly from the distro to the motor. Labels all cables, distros and controllers accordingly. Helps disconnect, clean and coil motor power and control lines or motor cable swags after rig is at trim. Provides or locates power sources for charging the lifts. Primarily meant to stay on the ground, but can become available for minor lift operations.

FORT WORTH CONVENTION CENTER

If you have any questions, please call us Toll Free: **1-833-320-3294**. To order visit [fwcc.coxhn.net](http://fwcc.coxhn.net) or scan the QR code.



Hospitality Network has a full list of products beyond the Internet drop services listed below. Please contact us to discuss any additional needs you may have.  
**20% Early Ordering Discount** – Final order and payment must be received 30 days prior to the listed event start date.  
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

SERVICE	PRICE
<b>SHARED BANDWIDTH Services</b>	
<b>Business Starter:</b> up to 3 Mbps: single ethernet drop with 1 private (NAT) IP address. No additional IP addresses allowed.	\$745.00
<b>Business Select:</b> up to 10 Mbps: single ethernet drop with 1 private (NAT) IP address. Order up to 5 total IP addresses.	\$995.00
<b>Business Professional:</b> up to 20 Mbps: single ethernet drop with 1 private (NAT) IP address. Order up to 10 total IP addresses.	\$1,495.00
<b>DEDICATED BANDWIDTH Services</b> (Limited public IP addresses available)	
<b>Business Starter Plus:</b> 3 Mbps: single ethernet drop with 1 private address. No additional IP addresses allowed.	\$3,500.00
<b>Business Select Plus:</b> 10 Mbps: single ethernet drop with 1 private address. Order up to 5 total IP addresses.	\$6,100.00
<b>Business Professional Plus:</b> 25 Mbps: single ethernet drop with 1 private address. Order up to 10 total IP addresses.	\$14,330.00
<b>Business Professional Plus:</b> 50 Mbps. single drop with 1 private address. Order up to 20 total IP addresses.	\$26,500.00

SERVICE	PRICE
<b>HIGH CAPACITY Bandwidth</b>	
High Bandwidth Internet speeds are available. Call for pricing.	
<b>Additional DATA Services</b>	
Additional private (NAT) IP address	\$164.00
Additional public IP address (for Business Select Plus and Professional Plus services only)	\$164.00
Ethernet Cat5e Cable (up to 100 feet)	\$80.00
Switch rental – up to 16 port (10/100 unmanaged)	\$220.00
Additional layer II network drop	\$795.00
Additional Internet drop	\$795.00

SERVICE	PRICE
<b>VOICE Services</b>	
Single line (no handset) (VoIP - dial "9")	\$345.00
Single line with handset (long distance rates apply) (VoIP- dial "9")	\$345.00
<b>WIRELESS Services</b>	
WIFI Hotspot - 3 Mbps - up to 10 users	\$2,200.00
WIFI Hotspot - 3 Mbps - up to 25 users	\$3,200.00
WIFI Hotspot - 5 Mbps - up to 10 users	\$2,800.00
WIFI Hotspot - 5 Mbps - up to 25 users	\$4,000.00
<b>Miscellaneous Services</b>	
Labor rate	\$75.00
Move/relocation fee	\$150.00

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Hospitality Network for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Hospitality Network. Customer shall be responsible for the value of unreturned Hospitality Network owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.



**WIFI OPTIONS** available throughout the Fort Worth Convention Center

**FREE GUEST WIFI** access is available in all common areas, lobbies and meeting rooms of the of the Fort Worth Convention Center.

**HOW TO CONNECT.** Look for the **.Guest WiFi** network on your mobile device settings and you will be directed to the Guest WiFi splash page.  
*This service is NOT available on the exhibit floor(s) or intended for streaming video, presentations or business use.*

**Choose the option that is best for you.**

- FREE WIFI ACCESS**  
*(Free unlimited 1 hour sessions)*
- WIFI UPGRADE\*** only **\$12.95** per day  
*(up to 1.5 Mbps)*

\*Service is through on-site credit card purchase only.

**CONVENTION WIFI** provides a reliable connection for your mobile device throughout the entire facility and offers a variety of other business options, so you stay connected at the Fort Worth Convention Center.

**HOW TO CONNECT.** Look for the **.Convention\_WiFi** network on your mobile device settings and you will be directed to the Convention WiFi splash page.  
*This service is NOT intended for streaming video and downloading large files.*

**Choose the option that is best for you.\***

- 1 DAY Convention WiFi = \$79<sup>99</sup>**
- 3 DAY Convention WiFi = \$139<sup>99</sup>**
- 5 DAY Convention WiFi = \$239<sup>99</sup>**

\*Service is through on-site credit card purchase only.

**WIFI HOT SPOTS** offer connectivity with flexible packages and various download speeds in a single location at the Fort Worth Convention Center to help you meet your convention goals.

**NEED WIFI IN ONE LOCALIZED AREA** to attract visitors to your booth or a customized splash page?  
**We can help.**



**20% Early Ordering Discount** – Final order and payment must be received 30 days prior to the listed event start date.

- Up to 5 Devices = \$1,200<sup>00</sup>**
- Up to 10 Devices = \$2,200<sup>00</sup>**
- Up to 25 Devices = \$3,200<sup>00</sup>**

Packages for more than 25 users and additional speed options are available. Please contact us for a customized quote.



## WHAT IS SO AMAZING ABOUT EXPO TRACKER LEAD RETRIEVAL?

**Instant scanning, fast and efficient every time! Capture every lead quickly and easily using a device that most of us are already familiar with!**

**ORDER ONLINE AT [WWW.ETLEADS.COM](http://WWW.ETLEADS.COM)**

### QUESTIONS?

Call (800) 659-9352 email [info@expotracker.net](mailto:info@expotracker.net) online [www.etleads.com](http://www.etleads.com)

### Expo Tracker Lead Retrieval Options

The Expo Tracker mobile scanner creates a very easy to use, state-of-the-art lead retrieval system that captures every lead, guaranteed, every time. Leads are stored on the Expo Tracker and exhibitors can email their lead spreadsheet directly from the ET application to themselves, or anyone else.

### Expo Tracker Scanner and Expo Tracker App

- Customize follow up qualifiers directly on the device, at any point during the show.
- Type in custom notes using the onscreen keyboard.
- Email your leads spreadsheet to any email address at any time during and/or after the show.
- Download the app to use your own smart device.

### Developer's Kit

- Use your own equipment to scan badges.
- Includes sample barcode with field layout and delimiter.



Expo Tracker Lead Retrieval takes advantage of the latest mobile technology to provide a cost effective, efficient and easy to use system. Our professional staff is available onsite for support and assistance during all setup and show hours.

**EXPO TRACKER, LLC**

**8580 Cinder Bed Road, Suite 1800 | Lorton, VA 22079**

**PHONE: 703-978-7080 or 800-659-9352 | FAX: 703-978-7025**

**[www.expotracker.net](http://www.expotracker.net) | [info@expotracker.net](mailto:info@expotracker.net)**



# 2025



# SOUTHWEST FUEL & CONVENIENCE EXPO

**JUNE 9-11 | OMNI FORT WORTH & FORT WORTH CONVENTION CENTER | FORT WORTH, TX**

Contact Information

ORDER ONLINE AT [WWW.ETLEADS.COM](http://WWW.ETLEADS.COM)

COMPANY NAME

BOOTH #

CONTACT NAME

PHONE

EMAIL

PAYMENT TYPE

American Express

Master Card

Visa

CHECK # \_\_\_\_\_

BILLING ADDRESS

CITY

STATE

ZIP

CREDIT CARD NUMBER

EXPIRATION DATE (MM/YY)

NAME ON CARD

SIGNATURE \*By signing here you agree to the terms below

LEAD RETRIEVAL OPTIONS	ADVANCE RATE (on or before 05/19/25)	LATE/ONSITE RATE (after 05/19/25)	QUANTITY	PRICE
<b>Expo Tracker Scanner</b> High-Speed scanning that captures every lead, every-time, guaranteed	\$350	\$450		
<b>Expo Tracker App</b> Includes the ET App to install on your smartphone or tablet **8-megapixel camera required	\$250 (first license)	\$300 (first license)		
(individual license required for each device)	\$150 (additional licenses)	\$200 (additional licenses)		
<b>Developer's Kit</b> Use your own equipment to scan	\$300	\$350		
OPTIONAL				
			TOTAL	

Send completed form and payment to: Expo Tracker, LLC 8580 Cinder Bed Road, Suite 1800, Lorton, VA 22079, or fax to 703-978-7025 For questions or more information, call Expo Tracker at 703-978-7080 or 800-659-9352 or email questions to [info@expotracker.net](mailto:info@expotracker.net) Any cancellations prior to 14 days before the event are subject to a \$50.00 cancellation fee. Any cancellations received within 14 days of the event will not be refunded. All equipment must be returned to the Lead Retrieval Services Desk within 1 hour of the show close to avoid any additional fees. Damaged or unreturned equipment is subject to an additional charge up to \$3,000.00 and will be charged to the credit card on file. Your order must be submitted on or prior to the discounted deadline date to receive the discounted rate. Expo Tracker reserves the right to charge the correct amount if different from the above total.

## 2025 Vehicle Display Form

This form is required for Fire Marshal approval prior to moving in any vehicles and trucks in the Fort Worth Convention Center, Exhibit Halls B-E. This information will help ensure a smooth move-in for all exhibitors.

Company Name \_\_\_\_\_

On-Site Contact \_\_\_\_\_

On-Site Contact Cell \_\_\_\_\_ On-Site Contact Email \_\_\_\_\_

Make/Model of Vehicle \_\_\_\_\_

Truck Dimensions \_\_\_\_\_

Driver's Name \_\_\_\_\_ Driver's Cell \_\_\_\_\_

***All tankers and vehicles will move-in Sunday, June 8, 2025. Show Management will send written confirmation of your approved vehicle delivery time. Tankers or vehicles **will not** be accepted earlier than Sunday, June 8, 2025.***

**Please mail or email form by May 26, 2025 to:** Annette Hicks, CMP  
Texas Food & Fuel Association  
West 15<sup>th</sup> Street, Suite 510  
Austin, TX 78701  
Email: [ahicks@tffa.com](mailto:ahicks@tffa.com)

**Vehicle Display Safety Regulations:** Vehicles may be allowed in the facility for display purposes, provided they meet the following requirements:

- Gasoline powered vehicles on display must have fuel maintained at **¼ or less (5 gallons)** or minimum amount needed for driving in, positioning, and driving out of the exhibit hall.
- Fuel tank caps must be locked or taped shut.
- Battery cables must be disconnected, and the connecting leads wrapped with electrical tape. A master battery disconnect switch may be used to disconnect all electrical circuits.
- The electrical circuit of the vehicle must be completely disabled. Vehicles with multiple batteries may require all batteries in the vehicle be disconnected.
- A vehicle may have an alternate power supply connected if it meets the following criteria:
  - ✓ Constant attendance at the vehicle during open show hours.
  - ✓ Electrical circuits disconnected after show hours & signed off by the Property Owner's representative.
  - ✓ During public display times, fuel systems and the starting circuits shall not be operable (i.e., fuses pulled or circuit breakers disconnected.)
- Vehicle keys must be kept with the security team or show management while vehicle is displayed.
- Vehicle may not operate without prior approval of Fire Marshal and must be present the entire time vehicle is running.

**Questions? Contact Annette Hicks, [ahicks@tffa.com](mailto:ahicks@tffa.com) – direct line: (512) 617-4302**

# TROPICAL FOLIAGE RENTALS

10305 HARVEST ROAD  
DALLAS, TEXAS 75217  
214-243-9290  
CALVINTFR@YAHOO.COM

# 2025



## SOUTHWEST FUEL & CONVENIENCE EXPO

JUNE 9-11 | OMNI FORT WORTH & FORT WORTH CONVENTION CENTER | FORT WORTH, TX

ORDERING DEADLINE DATE: Three weeks prior to move-in | **MAY 19, 2025**

FLOWERING & GREEN PLANTS (Rental)	UNIT PRICE	QTY	TOTAL
Mum [ ] Yellow [ ] White [ ] Lavender	\$35.00		
Kalanchoe [ ] Red [ ] Pink [ ] Orange [ ] Yellow	\$35.00		
Azalea [ ] Red [ ] Pink [ ] White	\$50.00		
Bromeliad [ ] Red [ ] Yellow [ ] Orange	\$50.00		
[ ] Large Fern [ ] Large Ivy	\$50.00		
[ ] Small Fern [ ] Small Ivy [ ] Table Top Green Plant	\$35.00		
2 ft. Green Plant	\$50.00		
3 ft. Green Plant	\$55.00		
4 ft. Green Plant	\$65.00		
5 ft. Green Plant	\$75.00		
6 ft. Green Plant	\$85.00		
7 ft. Green Plant or taller	\$17.00 per ft		
Container Selection: [ ] Black [ ] White	No charge		
CUSTOM FLORAL ARRANGEMENTS	UNIT PRICE	QTY	TOTAL
Small (12") [ ] Seasonal Only	\$70.00		
Medium (18") [ ] Seasonal [ ] Tropical	\$90.00		
Custom Arrangement	Quoted		
Orchids available on request	Quoted		
Special Request?			

**DESIGNER SERVICE:**

Meet us at our booth for consultation. Date \_\_\_\_\_ Time \_\_\_\_\_

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

**Subtotal**

**Add 10% Delivery Fee**

**TOTAL**

**PAYMENT AND CANCELLATION POLICY:** Payment must accompany order via credit card or check. On-site orders must be paid-in-full prior to delivery. Rental Plants cancelled 5 days prior to move-in will be refunded at 100%. Rental Plants and Floral Arrangements cancelled after move-in begins will not receive a refund. Adjustments cannot be made after the show closes.

**RENTAL POLICY:** Rental prices include delivery & pickup, container, and maintenance. Rental plants and containers remain the property of Convention Foliage Unlimited. Missing or damaged rental items will be charged to the exhibitor at twice the unit price. All prices are for the entire show. Substitutions may be necessary due to seasonal or geographical availability. Consult us for items not listed.

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zipcode)

ORDERED BY \_\_\_\_\_ E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

Payment: [ ] Visa [ ] MC [ ] AmEx [ ] Discover [ ] Check (Payable to Tropical Foliage Rentals in US funds drawn on US bank)

CARD # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

CREDIT CARD BILLING ADDRESS  
(If different from above) \_\_\_\_\_  
(Street) (City) (State) (Zipcode)

Print Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

FLORAL ORDER FORM



## Booth Catering Order Form A La Carte



TRINITY F&B SERVICES,  
INC.™

Please Return Filled Out Form To: Lilliam J Berlinger

E: lberlinger@trinityfbs.com

**Orders Must be Completed and Turned in by Friday May 9, 2025**

Event Name: _____	Date Order Needed: _____
Contact Name: _____	Time of Service: _____
Phone: _____	Booth Number: _____
Email: _____	Company Name: _____

**Delivery Fee of \$50.00 per Day Applies**

**Snacks & Baked Goods**

**To Ensure Optimal Freshness 2 Hour Maximum Service Time on Perishable Items**

Quantity	Item Name	Price	Total
	Assorted Breakfast Pastries and Danishes (Dozen)	\$ 50.00	\$
	Assorted Muffins or Breakfast Breads (Dozen)	\$ 50.00	\$
	Assorted Whole Fresh Fruit (Dozen)	\$ 30.00	\$
	Sliced Fruit (Per Guest)	\$ 10.00	\$
	Individual Yogurt (Each)	\$ 7.00	\$
	Assorted Cookies (Dozen)	\$ 60.00	\$
	Assorted Dessert Bars or Fudge Brownies (Dozen)	\$ 60.00	\$
	Assorted Bags of Snacks & Chips (Dozen)	\$ 60.00	\$

**Beverages**

Quantity	Item Name	Price	Total
	Stance Regular or Decaf Coffee (Gallon)	\$ 65.00	\$
	Assorted Teas with Hot Water (Gallon)	\$ 60.00	\$
	Iced Tea (Gallon)	\$ 56.00	\$
	Lemonade (Gallon)	\$ 52.00	\$
	Sodas or Bottled Water (Each)	\$ 4.00	\$
	Water Cooler Rental Fee (Includes 5 Gallon Jug of Water)	\$ 75.00	\$
	Water Cooler Replacement (5 Gallon)	\$ 35.00	\$
	10lb Ice Bag (Each)	\$ 10.00	\$

**Miscellaneous**

Quantity	Item Name	Price	Total
	Booth Attendant - First 4 hours	\$ 150.00	\$
	Booth Attendant - Additional Hour	\$ 50.00	\$
	Bartender - First 4 hours	\$ 150.00	\$
	Delivery Fee Per Day	\$ 50.00	\$

Please see your Trinity Catering Manager for complete item details, electric, and booth spacing requirements  
 All items served in the Exhibit Hall will be served on disposable serviceware with beverage napkins  
 Exhibitors may choose to provide cups or napkins with their logo for sponsored events  
 Taxable service charge of 23% and 8.25% sales tax will be added to all charges



## Booth Catering Order Form Reception Services



Please Return Filled Out Form To: Lilliam J Berlinger

E: lberlinger@trinityfbs.com

**Orders Must be Completed and Turned in by Friday, May 9, 2025**

Event Name:		Date Order Needed:	
Contact Name:		Time of Service:	
Phone:		Booth Number:	
Email:		Company Name:	

Delivery Fee of \$50.00 per Day Applies

**Cold Hors D'oeuvres - Minimum (3) Dozen per Item** **To Ensure Optimal Freshness 2 Hour Maximum Service Time**

Quantity	Item Name	Price/Ea	Total
	Pimento Cheese   Local Pimento	\$ 6.00	\$
	Caprese Skewer   Baby Heirloom Tomatoes, Mozzarella	\$ 6.00	\$
	TX Caprese   Heirloom Tomato, Burrata Cheese, Petite Basil, TX Olive Oil	\$ 7.00	\$
	Spicy Thai Style Beef   Marinated Cucumber	\$ 7.00	\$
	Mini Chilled Shrimp Cocktail   Horseradish Ketchup, Cucumber	\$ 7.00	\$
	Vegetable Crudite & Ranch Shooter	\$ 8.00	\$
	Yucatan Shrimp Ceviche   Fresh Lime, Cilantro, Cucumber, Chilis, Plantain	\$ 8.00	\$
	Seasonal Fruit Kabob	\$ 10.00	\$
	Charcuterie Shooter	\$ 12.00	\$

**Hot Hors D'oeuvres - Minimum (3) Dozen per Item** **To Ensure Optimal Freshness 2 Hour Maximum Service Time**

Quantity	Item Name	Price/Ea	Total
	Brisket Slider   TX Mop Sauce, Pickles, Brioche Split Top Bun	\$ 6.00	\$
	Fajita Chicken Quesadilla   Roasted Tomato Salsa, Lime Cream Sauce	\$ 6.00	\$
	Asiago Asparagus in Phyllo   Roasted Red Pepper Dipping Sauce	\$ 6.00	\$
	Smoked Brisket Empanada   Charred Onion BBQ Sauce	\$ 7.00	\$
	Pulled Pork Sliders   Pickled Red Onions, Pretzel Bun	\$ 7.00	\$
	Buffalo Chicken Spring Roll   Blue Cheese & Honey Dipping Sauce	\$ 7.00	\$
	Vegetable Spring Roll   Sweet & Sour Sauce	\$ 7.00	\$
	Scallop Skewer   Bacon, Citrus Black Pepper Glaze	\$ 8.00	\$

**Reception Displays** **To Ensure Optimal Freshness 2 Hour Maximum Service Time**

Quantity	Item Name	Price/Pp	Total
	Market - Fresh Crudites Display	\$ 18.00	\$
	Charcuterie Display	\$ 26.00	\$
	Artisan Cheese Display	\$ 21.00	\$
	Tortilla Chips with Salsa and Queso	\$ 10.00	\$
	Tortilla Chips with Salsa and Guacamole	\$ 12.00	\$

**Alcoholic Beverages** **Bartender Required**

Quantity	Item Name	Price/Ea	Total
	Mixed Drinks	\$ 8.50	\$
	House Wine (by the glass):	\$ 8.00	\$
	Domestic Beer (16oz) : Bud Light, Coors Light, Miller Lite	\$ 8.00	\$
	Specialty Beer (12oz) each: Rahr & Sons, Shriner Bock	\$ 7.00	\$

**Miscellaneous**

Quantity	Item Name	Price	Total
	Booth Attendant - First 4 hours	\$ 150.00	\$
	Booth Attendant - Additional Hour	\$ 50.00	\$
	Bartender - First 4 hours	\$ 150.00	\$
	Delivery Fee Per Day	\$ 50.00	\$

Please see your Trinity Catering Manager for complete item details, electric, and booth spacing requirements

All items served in the Exhibit Hall will be served on disposable service ware with beverage napkins

Exhibitors may choose to provide cups or napkins with their logo for sponsored events

Taxable service charge of 23% and 8.25% sales tax will be added to all charges

## Food and Beverage Sampling/ Cooking Request Form

Exhibitor/Company Contact Information		
Event Name: <b>Southwest Fuel &amp; Convenience Expo</b>	In Date:	Out Date:
Company Name:	Booth #:	
Contact Name:	Cell #:	
Email:		
Address:	Suite #:	
City:	State:	Zip:

**Sampling Information – APPROVED BY TRINITY FOOD & BEVERAGE SERVICES**

**Sampling Requests are reviewed by Show Management based on the following criteria:**

- Sample products must be **(1) manufactured or sold by the booth vendor, (2) must conform to our approved sample size and (3) be sampled within the booth area only.**
- Distribution of individual pieces of hard candy or chocolate mints from any source is permitted.
- Exhibitors may provide **3 ounces, or less**, food product samples of their individual brand name products.
- Exhibitors may provide **3 ounces, or less**, non-alcoholic beverage samples of their individual brand name products.
- Exhibitors may provide full-size food or non-alcoholic beverage samples of their individual brand name products.

**Corking fees will apply.**

- Any exhibitor wanting to distribute alcoholic beverages must first receive permission from show management at least (3) three weeks prior to the event. All products must be provided through the Trinity Food & Beverage Services. Contact Lilliam Berlinger at (817) 392-2584 or [lberlinger@trinityfbs.com](mailto:lberlinger@trinityfbs.com).

**Items to be Sampled**

Sample Description	Serving Method (i.e. beverage, sterno, fryer, oven, etc.)

- *A minimum of one (1) 2A10BC fire extinguisher is required in each area where cooking or heating is taking place.*
- *Small electric cook-tops, ovens and skillets will be allowed for warning.*
- *When deep fat fryers are permitted, a Class K fire extinguisher **must be provided** in the booth.*
- *Cooking appliances must be placed on non-combustibles surface materials and may not be located within (2) two feet of any combustible materials.*
- *All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned. The Association will provide a grease barrel by the wash area.*

## Food and Beverage Sampling/ Cooking Request Form

**City of Fort Worth Fire Regulations – MUST BE APPROVED BY THE CENTER EVENT COORDINATOR**

**The following items may not be used without prior approval of the Fire Marshal:**

- Use display or storage of LPG (Propane or Butane)
- Flammable Liquids of Gas
- Barbeque Grills
- Heat lamps to maintain temperature
- Straw, sawdust, or wood shavings
- Welding or cutting equipment for demonstration purposes
- Gas fired appliances for demonstrations or cooking purposes
- Salamander stoves for demonstrations or cooking purposes
- Lit candles and lanterns for demonstration purposes
- No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal’s office
- Hazers/Fog Machines

**The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.**

- The Association will provide a Wash Area and Grease Container located by the Service Center.
- The Association will provide refrigerated space with Trinity Food & Beverage. This service is offered to exhibitors at no charge. Neither Show Management nor Trinity Food & Beverage shall be held responsible for lost merchandise.

<b>Signature Below Acknowledging Requirements:</b>	<b>Date</b>

---

This form must be completed and submitted by **Monday, April 28, 2025** to: Annette Hicks, CMP, Texas Food & Fuel Association, 401 West 15<sup>th</sup> Street, Suite 510, Austin, TX 78701 or [ahicks@tffa.com](mailto:ahicks@tffa.com).  
**Questions? Contact Annette Hicks at (512) 617-4302**

**TANK TRAILER & TRUCK**  
*Move in & Out*

**DOOR 6**  
*Primary Entrance*

COMMERCE STREET

9TH STREET

LANCASTER STREET

**TEMPORARY DOCK**  
~100 ft.

Exhibitor Wash Area  
& Grease Container

**ARENA**

**POV** (privately owned vehicle)  
*Load & Unload*

**2025**  **SOUTHWEST FUEL & CONVENIENCE EXPO**  
JUNE 9-11 | OMNI FORT WORTH & FORT WORTH CONVENTION CENTER | FORT WORTH, TX

**HALLS B - E**

**EXPO REG**

**SHOW ENTRANCE**

HOUSTON STREET

**HOUSTON STREET  
PARKING GARAGE**

12TH STREET

**OMNI**  **HOTELS**  
1300 HOUSTON STREET



FORT WORTH<sup>®</sup>



Convention Center



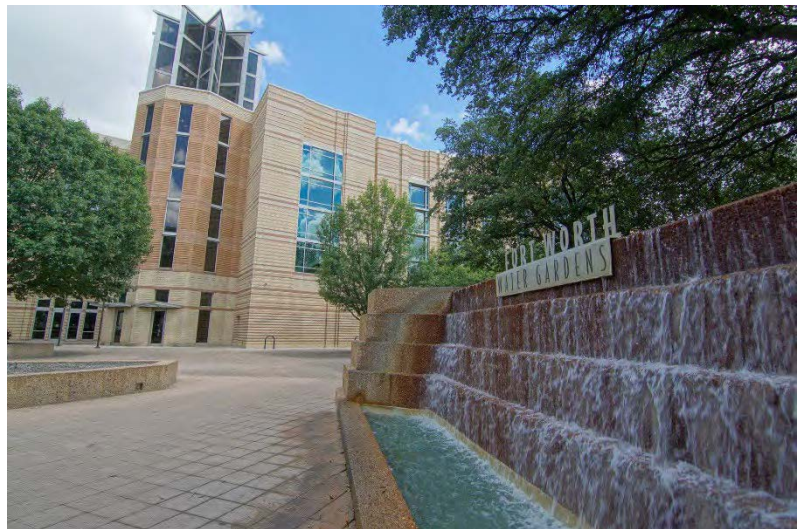
# FACILITY GUIDELINES & REQUIREMENTS

# Welcome to Fort Worth

Welcome to the City of Fort Worth and the Fort Worth Convention Center. Fort Worth is a vibrant convention city filled with friendly people, shops, restaurants and attractions for your attendees to enjoy. Our partnership with our hospitality community defines us as a convention city. Together, we work to ensure you and your attendees have a memorable experience.

The staff of the Fort Worth Convention Center is here to assist you in your planning. Once you are on-site our dedicated staff of professionals will be at your side. If there is anything we can do to make your event more successful, please don't hesitate to ask.

We realize how important your event is to you. With our teams working together, your attendees will experience a seamless, well-planned and perfectly implemented program. Feel free to call on any of us to ensure a successful program. We are all here to help.



# Sections

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## Section I: Accessibility of the Facility

### Americans with Disabilities Act

The Fort Worth Convention Center (FWCC) is committed to the needs of individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). The FWCC has the permanent building access requirements, such as wheelchair ramps, elevator standards and restroom accessibility, and complies to the best of our knowledge.

Licensee is responsible for nonpermanent accessibility requirements, including, but not limited to, seating accessibility and auxiliary aids for the visually impaired, hearing impaired and mobility impaired.

Access to ADA seating area must not be moved or interfered with in any manner. Selling tickets for ADA seating to persons who do not require ADA accommodations is prohibited.



## **Section 2: Animals**

### **Animals**

With the exception of service animals and animals that are part of a contracted event, animals are not allowed in the FWCC. Pets are not permitted.

For contracted events that include live animals, several policies must be followed to ensure the safety of the animals, public and staff:

- Animals must be confined to a specific area by means of a pen, stall, fence, cage, collar or harness.
- Animals must be attended to and held in such a manner that they do not present a danger to the public or themselves. Hoofed animals tend to slip on smooth concrete; therefore, rubber matting or some type of bedding material must be used. All bedding material is subject to fire marshal approval. FWCC's carpet must be protected when animals are brought into the building. If an animal soils the carpet, a cleaning fee will be charged to licensee's account.
- An animal handler must remain with the animal(s) the entire time the animal(s) is in the FWCC.

### **Service Animals**

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals.

Individuals with disabilities may bring service animals in all areas of the FWCC where members of the public, program participants, customers, patrons or invitees are allowed. A service animal can be excluded from the FWCC if its presence interferes with legitimate safety requirements of the FWCC. A service animal must have a harness, leash or other tether or be under the handler's control through voice commands, hand signals or other effective means.

### **Section 3: Emergency Procedures**

The FWCC's highest priority is to maintain a safe environment for all the FWCC occupants. An emergency response plan has been established to ensure procedures are in place for handling emergency situations. The FWCC staff is available to meet with licensee and staff to review the emergency response plan.

The FWCC's emergency response plan addresses a variety of emergencies, including:

- Bomb threats
- Active shooter
- Fire and smoke
- Severe weather
- Medical emergencies

The FWCC will initiate the incident command model for management of significant emergency incidents. An incident commander (IC) is designated to oversee, manage and make decisions in regard to an emergency situation. The IC directs the FWCC staff and acts as liaison between first responders. The FWCC staff will keep licensee and service contractors informed in emergency situations and of decisions relating to events.

In the event of an emergency, call 911 directly.

Evacuation is required any time an audible fire alarm sounds. A general fire alarm can be heard throughout the FWCC, with the exception of the Arena and Arena meeting rooms. An audible alarm, strobes and possibly a verbal announcement are part of the notification system.

In the event of an FWCC-wide power failure, the downtown area is equipped with a triple-redundancy loop that feeds the FWCC. The FWCC is equipped with illuminated exit signs at pedestrian exits.

## Section 4: Equipment

Additional equipment will be charged at the prevailing rate. This may include items such as additional tables, chairs and staging. All additional FWCC equipment is subject to availability. Services for catering, utilities, internet and telephone, security, audiovisual (AV) and parking must be contracted as needed or required. Arrangements for payment are made directly with the licensee and the service contractor.

### Ancillary Charges

Licensee will be provided with an estimate of the ancillary charges associated with the event once the FWCC staff has the preliminary event specifications. Event specifications are required at least 30 days before arrival. This will only include fees from FWCC, and this fee must be paid five days prior to arrival. Any ancillary charges made during the event are due at the completion of the event and must be paid by check or credit card before departure.

### Booth Furnishings

Licensee's decorator will provide furnishings for exhibitors in addition to other event needs. Furnishings may include tables, chairs, wastebaskets, as well as furnishing for lounge and backstage areas, stools, etc. The FWCC equipment, including tables and chairs, are not provided for event use inside booths.

### Changeovers and Original Setup

The FWCC will provide one original room setup for each Meeting Room and Ballroom. The FWCC staff will offer room suggestions based upon event specifications in order to minimize charges.

**Meeting Rooms** — An original setup for Meeting Rooms includes non-skirted and non-linen guest tables, along with chairs, one wired microphone (in rooms with sound capabilities), one lectern and a basic 6'x8' platform.

**Ballroom** — An original setup for the Ballroom includes non-skirted and non-linen guest tables with chairs, one wired microphone and one lectern. Any staging in the Ballroom will be an additional charge.

**Exhibit Hall and Arena Floor** — Tables, chairs and staging are not included with the rental of the Exhibit Hall and Arena Floor. Licensee will be charged the prevailing rates for this equipment.

Any changeovers or requests to move the original setup of tables and chairs during a meeting day will incur additional charges at the prevailing rate. If the changeover takes place overnight, no additional charges will be incurred for Meeting Rooms. Any changeover in the Ballroom, Exhibit Hall and Arena Floor will be charged at the prevailing rate.

### Carts, Dollies, Forklifts and Scissor Lifts

Carts, dollies, forklifts and scissor lifts are not provided by the FWCC for move-in, move-out or during the event. These items may be rented from a service contractor or brought on-site.

## **Equipment Rental Rates**

Licensee is required to pay the prevailing rate in effect at the time of the event for all services and equipment unless contracted otherwise. Such instances may include:

- Room changes made 5 days or less prior to the event
- Requests to move the original setup of tables and chairs during a meeting day
- Changeovers in the Ballroom, Exhibit Hall and Arena Floor

All FWCC equipment must be set up and operated by authorized personnel only.

## **Inventory**

Equipment is maintained to accommodate simultaneous events and is assigned on a first-come, first-served basis. If the event requires equipment beyond the FWCC's inventory, the licensee is responsible for obtaining and providing labor to set up and remove the additional equipment.

It is important to provide the FWCC staff with all the event information and equipment needs as soon as possible to ensure the FWCC has the necessary items for the event.

## **Tables**

For meeting setup, linens are not provided on the tables. A limited number of black 8-foot table skirts are available for use at an additional charge. Contact the FWCC staff about the availability of skirting. For events with a decorator, table skirts need to be ordered through them. The FWCC does not have 6-foot rectangular tables. Cocktail tables are available and will be charged at prevailing rates.

The FWCC does not have any inventory to provide linen for tables. In the instance linen is required, this service is available through the exclusive caterer and concessionaire, who may charge a fee for this service.

## **Staging**

A 6'x8' stage is included in the building rental for the initial setup of the Meeting Rooms. Staging is not included in the rental of the Exhibit Hall, Arena and Ballroom. Staging will be charged at the prevailing rate and is subject to availability.

## **Wheelchairs and Scooters**

Wheelchairs are available for medical emergencies only. The FWCC does not have any wheelchairs or scooters available for rent.



## Section 5: Escalators and Elevators

### Escalators and Elevators

The FWCC is equipped with passenger and freight elevators. Freight or equipment shall not be transported on a passenger elevator or escalators. These areas should not be blocked. Depending on move-in or move-out load, FWCC staff may require an operator for the freight elevator.



## **Section 6: Event Planning**

### **Event Coordinator**

An event coordinator will be assigned to the event once the event has an executed license agreement and will be the main point of contact. From the initial planning phase through move-out, the event coordinator will work closely with the licensee, as well as service contractors. The FWCC event coordinators are the main source for information regarding the FWCC's procedures and protocols.

Tasks such as planning meetings, floor plan approval, security and emergency medical service requests will all be facilitated by the assigned event coordinator.

### **Event Manifest**

Preliminary event requirements are due 30 days before the first event day on the contract, including, but not limited to:

- Event schedule agenda, including move-in, show, move-out, exhibition timeline, etc.
- Event security schedule
- Production and/or AV schedule
- Approved floor plans (exhibits, meetings, general session)
- Decorator production schedule
- Utility and technical requirements schedule

This information is necessary for staffing, ordering supplies and determining ancillary charges for the event.

### **Event Insurance**

Licensee must procure insurance coverage in the types and amounts required by the City of Fort Worth as outlined in the license agreement. Licensee must submit certificate of insurance at least 30 days prior to the start of any license period.

### **Event Invoice**

The balance, if any, owed to the FWCC is due 5 days prior to the start of the event. At the conclusion of the event, the FWCC staff will present an itemized invoice reflecting any FWCC ancillary charges incurred during the event. Any ancillary charges made during the event are due at the completion of the event and must be paid by check or credit card before departure.

### **Event Personnel**

Rental fees do not include the cost of service contractors such as security personnel, emergency medical technicians, door guards, ushers, ticket takers or any other personnel required for the event. Arrangements for Event Personnel will be made directly with the FWCC Event Coordinator. All services must be hired as needed or required; arrangements for payment are made directly with the licensee and the service contractor.

## Facility Dimensions

To assist with the planning process for the event, the FWCC staff is able to assist with determining if the FWCC dimensions are appropriate for the needs of the event. Most dimensions and overall floor plans are on the FWCC sales brochure. Maximum capacities are calculated with tables and or chairs in the room. Adding equipment will reduce capacities. CAD drawings are available upon request.

## Hours of Operation

The hours of operation during the license period are from 7 a.m. to 11:59 p.m. Event hours outside of the normal hours of operation are subject to overtime rates plus applicable labor charges at prevailing rates.

The FWCC administrative office hours are Monday through Friday, 8 a.m. to 5 p.m. The administrative office is closed on weekends and City recognized holidays.

## Registration Area

Registration counters shall only be set in front of licensed space during the license period. In order to provide safe and attractive access to the FWCC, registration areas, entrance units and other show-specific displays shall only be installed in public areas during times when it does not conflict with the activity of other events already in progress. Registration areas in the pre-function and lobby areas may be available as part of the room rental. Equipment, telecommunication and data equipment, and utility services are not included in this area and may be available through contracted service providers.



## Section 7: Exclusive Services

### Exclusive Service Providers

*The FWCC has the following exclusive agreements for subcontractor services at the FWCC:*

- Rigging — Inspire Solutions
- Catering and Concessions — Trinity Food & Beverage Services Inc.
- Alcohol Beverage Service — Trinity Food & Beverage Services Inc.
- Communications, Telephone, Internet (wired and wireless), Voice or Data — Cox Business Hospitality Network
- Electrical, Water and Air Distribution — Edlen Electrical Exhibition Services
- Emergency Medical Services — Fort Worth Fire Department
- Crowd Management – Ushers and More, Lone Star Security and Off-Duty Fort Worth Police

The City of Fort Worth reserves the right to enter into agreements for exclusive subcontractor services at the FWCC at any time.

Payments to all these exclusive service providers are the responsibility of the licensee and will not be billed through the FWCC.



## **Section 8: Facility and Event Access**

### **Building Access**

The FWCC secures the public entrances, loading docks and ramp areas at the end of event activities each day. The FWCC staff will discuss the appropriate entrance(s) for the event to use, as well as unlock and lock times for the event.

All public entrances are opened based on event-specific daily requirements.

The primary public entrances to the FWCC are:

- 9th Street and Main Street (north entrance)
- Houston Street — 11th Street, 12th Street and 13th Street (west entrance)
- 1300 Commerce Street (southeast entrance)

For security purposes, FWCC Management reserves the right to require all event staff, exhibitors, vendors and attendees to wear some type of identification at all times while in the FWCC. Payment of any security staff required will be the responsibility of the licensee.

The FWCC Management will maintain access to all areas at all times.

### **Doors**

The guest entrance doors are not to be used for move-in or move-out purposes.

Locks or chains are not permitted to be placed on any door in the FWCC. Doors shall not be propped open, and any automatic closing device, panic hardware or mullion shall not be removed from the FWCC doors for any reason. All notices and signs must be approved by FWCC Management.

### **Crowd Management**

If the event is open to the public or could have long lines for any activity, licensee is required to make the necessary arrangements for safe crowd management. This could include a crowd management plan, appropriate places for queuing lines and safety staff to manage the safe ingress and egress from the event.

If event security and crowd management are deemed necessary, licensee will work with FWCC Event Coordinator to make arrangement with a security contractor. Licensee is responsible for all charges. FWCC staff will help determine the exact number of security or crowd management personnel required. Arrangements for payment are made directly with the licensee and the security contractor.

### **Door Guards/Badge Checkers/Ticket Takers/Ushers**

The FWCC reserves the right to require door guards at any door as deemed necessary. Door guards shall not be volunteers or event management staff. Any fees incurred are licensee's responsibility and will be paid directly to the service contractor. FWCC staff will help determine the exact number of personnel required. Arrangements for payment are made directly with the licensee and the service contractor.

### **Exterior Doors**

Exterior doors shall not be propped open for any reason. Automatic closing devices or panic hardware shall not be removed from any door in the FWCC.

## Section 9: Fire Regulations

The information contained in this brief outline does not cover all the ordinances and regulations contained in the City of Fort Worth Fire Code. It does, however, provide the basic rules governing exhibits in any building open to the public for entertainment, information or merchandising purposes.

***The Fire Marshal reserves the right to close any event for code violations or safety purposes.***

### 1. General Regulations

- a. Exhibitors, contractors, licensee and staff, along with all other event personnel, shall comply with all federal, state and municipal fire codes that apply to places of public assembly.
- b. The width of all aisles at trade shows must be in compliance with the City of Fort Worth Fire Code. The width of the aisles will have an effect on the maximum occupancy load set by the City of Fort Worth building official. The aisles must remain unobstructed at all times.
- c. The FWCC staff can assist with specific questions regarding aisle widths.
- d. Firefighting and emergency equipment must not be blocked or obstructed under any circumstances. All fire hoses, extinguisher cabinets and pull boxes must be visible at all times. Exhibit booths must not block firefighting equipment or emergency exits.
- e. The FWCC is a nonsmoking facility under City Ordinance 13009. Violators can be assessed fines of up to \$500. The FWCC is a non-vaping facility.
- f. Storage of crates or freight not in use or displayed must be arranged with the FWCC staff and approved by the Fire Marshal.
- g. Exit-sign illumination shall be provided and maintained at all times.
- h. The fire inspector or designee, depending on the show, display, activity or event, may require licensee to contract at least one fire marshal to be present during testing phase, rehearsals and show hours related to the show. Any fees incurred are licensee's responsibility and will be paid directly to the contracted vendor.
- i. If any show, performance or event utilizes lasers, the laser technician must be licensed by the State of Texas.
- j. A fire marshal is required for any event that utilizes pyrotechnics, explosions, flashes, smoke, flames, fireworks, fog, haze or other theatrical special effects.

### 2. Booth Construction, Decorations and Stage Scenery

- a. All decorative and construction materials must be noncombustible, flame-resistive or treated with a flame-retardant solution.
- b. All curtains, drapes, carpets and decorative materials must be made with non-combustive or flame-resistive material.
- c. Any merchandise or materials attached to drapes or table skirts must be of non-combustive or flame-resistive material or approved by the fire marshal.

3. **Enclosed and Multiple-Story Booths**

- a. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside of the enclosed area.
- b. All multiple-story booths must have at least two clearly marked exits. (The fire marshal may require more depending on the size of the structure.)
- c. The travel distance inside a booth or exhibit enclosure may not be more than 50 feet.
- d. Multiple-story booth plans must be submitted to the fire marshal for approval. The plan must specify the maximum number of occupants and have a structural engineer's stamp certifying that the structure can bear the maximum occupancy load.
- e. Multiple-story booths must contain at least one 10 lb. ABC fire extinguisher per floor. (The fire marshal may require more depending on the size of the structure.)
- f. No combustible materials will be allowed inside booths in which the roof or ceiling of that booth creates an obstruction to the fire sprinkler system.

4. **Exits and Exit Access (Ingress/Egress)**

- a. All fire exits and aisles serving any area of the building must remain unobstructed and unlocked at all times.
- b. No signs or banners shall be placed on or in front of the door that will affect the door's operation in any way.
- c. No sign shall be placed on any exit that will give the impression that the exit is not fully operational.
- d. No curtains, drapes or banners shall be hung in a manner that will obstruct the view of any exit sign.
- e. No decorations, furnishings or other objects may be placed in a manner that will obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in a manner that might confuse the direction of the exit.

5. **Flammable Materials, Compressed Gases and Explosives**

- a. The following items are not permitted in the FWCC:
  - i. Use, display or storage of LPG (propane or butane)
  - ii. Flammable liquids or gas
  - iii. BBQ grills
  - iv. Salamander stoves
  - v. Helium-filled balloons
- b. The following items may not be used without prior approval from the fire marshal:
  - i. Candles or open flames
  - ii. Straw, sawdust or wood shavings
  - iii. Welding or cutting equipment
  - iv. Pyrotechnic special effects of any type are not allowed without a permit and approval from the Fort Worth Fire Department Arson and Bomb Unit. Any representative of the Arson and Bomb Unit has the right to request a test firing of the pyrotechnic display.

6. **Open Flames**

- a. The following items may not be used without the appropriate permit and approval from the fire marshal:
  - i. Lit candles and lanterns for demonstration purposes
  - ii. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited unless approved by the fire marshal in advance

7. **Cooking and Cooking Appliances**

- a. Cooking in the FWCC is permitted on a limited basis with prior approval of the fire marshal
- b. Cooking appliances must be placed on a noncombustible surface and may not be located within 2 feet of any combustible material
- c. All cooking using grease or oils requires a splatter shield or lid

8. **Electrical Equipment**

- a. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property. Electrical work must comply with all applicable city, state and national codes.
- b. All extension cords extending across an aisle or on the path of travel must be taped down and marked to avoid tripping anyone walking across or through the area.

9. **Vehicles**

- a. The following are the requirements for displaying vehicles and fuel-powered engines:
  - i. No more than one-fourth of a tank of fuel (five gallons) or minimum of amount needed for driving in, positioning and driving out of the Exhibit Hall
  - ii. Fuel tank cap must either be locked or sealed by tape
  - iii. Battery cables disconnected
  - iv. Floor plan of the display area must be submitted to the fire marshal for approval
  - v. Keys to all vehicles must remain on-site so the vehicle can be moved in case of emergency
  - vi. Vehicle operation is limited to brief parade-type display specifically approved by the fire marshal
- b. No vehicles shall be parked in designated fire lanes at any time outside the FWCC, including move-in/move-out. Vehicles will be towed at the owner's expense.
- c. All vehicles not on display must be moved out of the building prior to the public being admitted.

10. **Hazardous Materials**

- a. The Occupational Safety and Health Administration (OSHA) requires that all containers of hazardous materials be labeled with the identity of the hazardous material and appropriate hazardous warnings.
- b. Exhibitors displaying or using hazardous chemicals must have available a safety data sheet in case of spill or leakage.



## 11. Seating Arrangements

- a. All seating arrangements for events will be in accordance with the Fort Worth Building Code and approved by the building official.
- b. The final floor plan of the layout for conventions, concerts or conferences should be submitted to the FWCC at least 30 days in advance. FWCC staff will then submit the floor plan to the building official and fire marshal for approval.



## Section 10: Food and Beverage

### Alcoholic Beverages

All alcoholic beverage service at the FWCC must be handled through Trinity Food & Beverage Services Inc., holder of the appropriate alcoholic beverage permits. No alcoholic beverages shall be brought in or removed from the FWCC. No donated alcoholic beverages are permitted in the FWCC.

### Catering & Concessions

Trinity Food & Beverage Services Inc. is the exclusive caterer and concessionaire for the FWCC.

Trinity Food & Beverage Services Inc.

1201 Houston Street

Fort Worth, Texas 76102

Phone: 817.392.2881 / Fax: 817.392.2745

Licensee will be billed directly from Trinity Food & Beverage Services Inc.

**No outside food is permitted on the FWCC property.**

### Samples — Free-Item Giveaways

The FWCC retains the exclusive right to provide, control and retain all food and beverage services for events. Exhibitors may give away free items to event attendees.

Food and beverage sample items are restricted as follows:

- Exhibitors may provide “bite-size” food samples of their **individual company brand-name products.**  
Approved sample sizes are **3 ounces** or less.
- Licensee is responsible for informing exhibitors of all sample-size food and beverage requirements as well as enforcement of those requirements.
- Exhibitors giving away food and beverage sample products must obtain a permit and pay appropriate fees required by the City of Fort Worth’s Code Compliance Department/Consumer Health Division.
- Licensee and the exhibitors for the event are fully responsible for any and all liabilities resulting from consumption of their products.
- The serving of generic products by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from the exclusive caterer and concessionaire. Exhibitors are permitted to provide and use their own serving vessels (buckets, tubs, bags) with their logo on them.
- All claims by an exhibitor that the generic product they wish to provide is not offered by the exclusive caterer and concessionaire must be verified with the exclusive caterer and concessionaire. If it is determined that a product is not available through the caterer, the Assistant Director/General Manager will determine whether or not to allow the exhibitor to provide and serve the product.
- Distribution of individual-wrapped pieces of hard candy or chocolate mints from any source is allowed.

- Samples of **nonalcoholic beverages** may be distributed on-site only under the following conditions:
  - Samples are served for “on-the-spot consumption”
  - Samples sizes are **3 ounces** or less
  - The product is the **brand name of the exhibitor or is distributed by the exhibitor**
- Service of any alcoholic beverage must be arranged through the exclusive caterer and concessionaire.
- Arrangements for the receiving and storing of products approved for sampling must be coordinated through the exclusive caterer and concessionaire. Prevailing labor rates will apply; if items need special handling, additional fees may apply.

### **Food Shows/Food-Handling Permits**

If event is closed to general public (invited guests such as trade shows or conferences)

- \$200 blanket permit fee
- All vendors are covered under this permit even if sampling their products
- Vendors must follow all temporary health guidelines
- Hand-sink requirement and placement will be based on need
- Three-compartment ware washing requirement and placement will be based on need
- **Food handler cards:** Vendors are exempt from having food handler cards if licensee is a nonprofit and has 501(c)(3) status

If event is open to the public (gun show, bridal show, boat show, etc.)

- Each booth will need a temporary health permit; \$50 per booth
- Vendors must follow all the temporary health guidelines
- Hand-sink requirement and placement will be based on need
- Three-compartment ware washing requirement and placement will be based on need
- **Food handler cards:** All vendors handling open food will be required to have a food handler card for the City of Fort Worth or an ANSI-certified food handler card; in lieu of the food handler card, a vendor may have a certified food manager card that is registered in the City of Fort Worth

**Prices are subject to change without notice**

## Section I I: General Overall Facility Policies

### Abandoned Property

Every reasonable effort will be made by the FWCC staff to return found property to its rightful owner. The FWCC will hold any lost-and-found items, exhibits, furnishings, event promotional items or other personal property left in the FWCC for 30 calendar days. If not claimed after 30 days, items will become the property of the City of Fort Worth and will be disposed of accordingly. If bulk disposal is required, charges for the disposal of items will be charged accordingly. The FWCC will not incur any shipping charges for items left on property. If an item needs to be shipped, it will be shipped C.O.D. or must be prepaid by receiver.

### Advertising

The FWCC does not advertise the event. The event will be listed on the FWCC online convention calendar unless arrangements are made in advance for the FWCC not to publish. All advertising of events at which an admission is charged must state the total admission price.

Licensee shall not advertise nor list the event on any webpage or social media site until a license agreement with the City of Fort Worth has been fully executed. With permission from the client, the FWCC will share client social media events and content, in addition to original content, on its social media channels as appropriate.

### Ballroom Policies

- **Exhibits in Ballroom:** Tabletop exhibits only are allowed in the Ballroom. Electricity for exhibits is limited and must be arranged for through Edlen Electrical Exhibition Services, the exclusive electrical service provider for the FWCC. An exhibit floor plan, drawn to scale, must be submitted to FWCC staff 30 days prior to the event. Exhibits shall be transported by two-wheeled dollies or four-wheeled rubber-tired carts to the Ballroom outer doors. All items must be hand-carried inside.
- **Rigging:** Inspire Solutions is the exclusive rigging provider for the FWCC.
- **Lighting:** The Ballroom lighting consists of all LED lights and can be easily controlled from anywhere in the room with preset scenes. Preset scenes cannot be reset.
- **Setup:** The rental of the Ballroom includes the original setup of non-skirted and non-linen tables and chairs, one wired microphone and a lectern. Staging and cocktail tables are not included with the Ballroom rental.
- Drapes or displays cannot obstruct any emergency exits or emergency exit signs. Nailing, drilling, painting, sawing, hammering, etc., is prohibited on carpeted areas.

### Drape

Draping cannot compromise designated emergency exits or illuminated exit signs and may be subject to fire marshal approval. Draping cannot cover the HVAC vents. No decorative material should be hung from overhead beams, columns, handrails, utility pipes, interior or exterior walls, or doors without prior written approval from FWCC staff. Items attached without approval will be removed and labor fees applied and charged at the prevailing rate. All materials used for decorating, including drapes and table skirts, must be constructed from flame-retardant material. Licensee must have fire-retardant certificates for the materials on-site.

## Exhibit Hall

Due to exiting requirements, Exhibit Hall Bays B, C, D, E and F **cannot be used independently**. A minimum of 48,000 square feet or the equivalent of two bays must be used in order to meet exiting requirements. Exhibit Hall A may be used alone or in conjunction with additional Exhibit Hall bays.

In the Exhibit Hall, there are a total of three movable walls: one in Exhibit Hall A and two that can be moved throughout the hall. Walls can be partially open based upon fire marshal's approval. Licensee may incur a labor fee if walls are moved after the area is set.

## Freight and Deliveries

- **Deliveries** — Freight and C.O.D. deliveries will not be accepted by the FWCC. Shipments delivered to the FWCC during the event must be addressed to the service contractor or a representative of the licensee. Hand-carried items must enter at the designated "show entrance." The FWCC does not allow exhibitors to move freight through public areas.
- **Freight** — The FWCC does not accept shipments, store shipments or ship freight for exhibitors, attendees or the licensee. Freight must be consigned to the service contractor or delivered directly to licensee during the license period. The FWCC staff is not permitted to sign for shipments at any time.
- **Storage** — The FWCC does not store freight or packages for exhibitors, delegates or the licensee before, during or after an event. Crate or box storage is not allowed behind exhibit booths.

## Events Plaza

The Events Plaza is the outdoor area located on the south end of the FWCC outside the Belt Buckle Lobby. The Events Plaza is rentable outdoor space. Vehicles are permitted on the Events Plaza. Licensee must provide drip pans and scrap buckets for any type of operating machinery or materials of any kind being displayed or demonstrated. Any fee incurred by the FWCC for cleanup or damage in this area shall be charged back to licensee at the prevailing rate.

The Events Plaza has access to additional electrical power in specific locations. The Events Plaza is not part of the Water Gardens.

All outside food and beverage must be purchased through Trinity Food and Beverage and covered with a tent.

## Floor Plans

An exhibit floor plan, drawn to scale, must be submitted to FWCC staff no less than 30 days prior to the event. The City of Fort Worth building official must approve all exhibit floor plans prior to distribution of printed floor plans to exhibitors. Floor plans must comply with all City of Fort Worth Fire Codes, as well as FWCC policies. Drapes or displays are not permitted to obstruct any exits, exit signs, HVAC vents or fire hose cabinets.

## Furniture

Lounge furniture is located on the second floor of the FWCC for guest use. Occasionally, licensees request to move the furniture for event flow. Requests are considered on a case-by-case basis. Only the FWCC staff shall move the furniture. Prevailing labor rates will apply for moving furniture.

The lounge furniture is not available to be used in Meeting Rooms, Ballroom or on the first floor. Furniture and equipment for use during licensee's event must be arranged through the decorator for the event.

### **Gratuities**

The FWCC appreciates the event business and every opportunity to serve. The FWCC employees are strictly prohibited from accepting tips or cash gratuities.

### **Lost and Found**

Each licensee designates a lost-and-found area for their event. Items found during the event will be taken to that area. In the event the FWCC staff finds an item after a group leaves the FWCC, the item will be brought to the administrative office to be logged and kept for 30 days. If the item is not claimed, it will be donated to charity.

### **Pre-Function, Public and Lobby Areas**

The public areas, lobby, pre-function space and hallways are all designated as common areas. Any group in-house and the general public may walk through those areas unless special arrangements have been made by licensee and approved by FWCC staff.

Registration counters, signage and any other event material shall only be set in front of licensed space during license period.

Exhibits set in pre-function space, on any level of the FWCC, must be approved in advance; a fee will be assessed for exhibits in such areas. Detailed floor plans are required and must be approved by the City of Fort Worth building official before use of pre-function or lobby areas.

Pre-function or lobby areas, side doors, escalators and passenger elevators are not to be used for move-in or move-out purposes.

### **Smoking and Vaping Policy**

The FWCC is a nonsmoking, non-vaping facility. Smoking or vaping anywhere inside the FWCC is strictly prohibited. Smoking and vaping is only permitted outside the FWCC at least 20 feet from any entrance.

### **Water and Drains in Exhibit Hall**

Water is available in Exhibit Halls A-F. Drains are located throughout the Exhibit Hall. The FWCC has an exclusive service provider agreement with Edlen Electrical Exhibition Services to provide all water needs to exhibitors. All fees incurred are licensee's responsibility and paid directly to Edlen Electrical Exhibition Services.

### **Water Gardens**

The Water Gardens is a public park located on the south end of the Events Plaza. The Water Gardens is operated by the City of Fort Worth's Park and Recreation Department. Rules, regulations and availability can be obtained from the City of Fort Worth's Park and Recreation Department at 817.392.5718.

## Section 12: Services Available

### Box Office

The FWCC has a box office available located on the west side of the 9th Street Arena entrance that can be utilized for all ticketed Arena events. An off-duty Fort Worth police officer is required when the box office is open for ticket sales. The FWCC staff can provide a list of vendors that provide box office services for ticketed events.

### Cleaning

The FWCC provides ongoing general cleaning in the public areas and maintenance of the restrooms and the facility trash receptacles; decorator waste is not included. The FWCC staff will not enter an exhibitor's booth for trash removal; however, if an exhibitor leaves its trash receptacle outside its booth, the FWCC staff will dispose of the waste. Licensee will be responsible for any extra labor fees or charges for specialized cleaning services.



### HVAC

Energy conservation is a priority for the FWCC. Therefore, the FWCC maintains minimum levels of heating, ventilation and air-conditioning during move-in and move-out regardless of the space used.

Requests for specific HVAC levels during move-in, event days and move-out (including pre-cooling rooms for floral arrangements) will result in a utility fee being assessed.

### Lighting

Exhibit Hall — During move-in and move-out, lights will be set at 50 percent power level. Lights will be adjusted to 100 percent beginning a half hour before the show opens and remaining full until a half hour after the show closes. Request for a higher lighting level will result in a utility fee charge. Labor fees may be assessed to create special lighting patterns or a specific lighting effect within the Exhibit Halls.

Arena — During move-in and move-out, lights will be set at 50 percent power level. During show hours, lights will be set as needed. The FWCC does not provide lighting operators.

Ballrooms and Meeting Rooms — Each room has individual lighting controls that licensee can operate with stagehand consultation.

### Keys

Keys are available for certain Meeting Rooms and Arena tunnel rooms in the FWCC. The FWCC also has the ability to secure Meeting Rooms with a secure core at an additional fee. Keys will be issued to licensee for access to the assigned rooms. At the conclusion of the event, all keys must be returned to the FWCC staff. There will be a fee for any keys signed out and not returned. The Exhibit Hall and Ballroom cannot be rekeyed with secure cores.

Under no circumstances shall keys be duplicated. For security reasons, keys to exterior doors will not be issued. Access to the FWCC can be arranged through the FWCC staff. The FWCC Management will maintain access to all areas at all times.

## **Message Facilities**

The FWCC does not forward messages for individual attendees. Instead, the FWCC will direct any such requests to licensee's staff. The FWCC operator only provides basic information regarding dates, times and website information.

## **Movable Walls**

Exhibit Hall — In the Exhibit Hall, there are a total of three movable walls: one in Hall A and two that can be moved throughout the hall. Walls can be partially open based upon fire marshal's approval.

Ballroom and Meeting Rooms — In the Ballroom and some Meeting Rooms, there are movable walls. Walls can be partially open based upon fire marshal's approval. Licensee may incur a labor fee if walls are moved after the area is set.

## **Novelties/Souvenirs**

Based upon the license agreement, licensee is responsible for the FWCC commissions and fees related to novelty/souvenir sales. These fees are paid directly by licensee and not collected from individual vendors.

## **Rental Day**

A rental day is from 7 a.m. to 11:59 p.m.; additional fees may apply if rental day is extended.

## **Rental Rates**

Rental rates are listed on the license agreement. Please contact a FWCC sales manager regarding rates.

## **Reservations**

The sales department is responsible for booking space at the FWCC. Please contact the sales department to make arrangements for space.

## **Sound**

The Arena, Exhibit Halls, most Meeting Rooms and the Ballroom are equipped with sound equipment for lectures, the spoken word and some background music. These systems are not suitable for a live performance.

Licensee's outside AV contractor may patch into the house sound under the supervision of an FWCC stagehand. For each room using house sound, a patch fee will be assessed at the prevailing rate.

Any specialized sound requirements should be obtained through a service contractor.

Relocating Equipment — Once house sound is set by the FWCC, any relocation or adjustment of equipment must be done under supervision of an FWCC stagehand. Relocation of house sound equipment once set up will result in additional labor fees.

Audio levels must be maintained at reasonable levels so as not to interfere with other events at the FWCC.



## Trash and Waste Removal

The FWCC will empty its own trash containers placed throughout the building. The licensee is responsible for the removal of bulk trash in the Meeting Rooms, Ballrooms, Exhibit Halls and pre-function space such as registration areas and show office areas during move-in, show and move-out. Bulk trash is defined as boxes, crates, lumber, pallets, packing materials and any other excessive trash not easily removed by a standard push broom or vacuum. The licensee will be assessed labor fees for the removal of bulk trash at the prevailing rate.

During move-in or move-out, the FWCC will dispose of exhibitor boxes and trash if they are placed in the aisle. Trash pickup during an event will be performed as necessary from the FWCC trash receptacles only. The FWCC staff will not enter an exhibitor booth at any time. Booth cleaning services must be coordinated through the decorator.

Cleanup of special-effect items, such as confetti, balloon drops, etc., will be charged to licensee at the prevailing rate. All event carpet should be taken off-site by the decorator. The FWCC will charge labor and disposal fees at the prevailing rates for hauling any carpet off-site that is left behind after an event.

The FWCC is not responsible for open-top dumpsters ordered by licensee or decorator. Failure to remove dumpsters by the last day of the license period will result in additional fees.



### Section 13: Loading Docks and Ramps

Loading dock bays are allocated according to all events and contracted space. The FWCC does not relinquish control of the loading dock during any event. The FWCC staff assigns the dock space(s) for licensee's event needs. The standard is one dock per Exhibit Hall bay. Storage is not allowed on or near the loading dock.

All docks and the Annex are shared space. The FWCC staff will work with the licensee and the service contractors to coordinate times and docks.

All exhibit move-in and move-out must be through the Commerce Street loading dock area. Designated loading docks, freight elevator and freight doors are on the Commerce Street side of the FWCC.

The lobby areas, escalators and passenger elevators are not to be used for move-in or move-out.

Parking is not permitted on the Commerce Street loading dock area for any reason. This area is designated for move-in and move-out only. No vehicles are permitted to be parked in designated fire lanes at any time, including move-in and move-out. Enforcement is conducted by the City of Fort Worth's Parking Division. Violators are subjected to being ticketed and/or towed at owner's expense.

The Main Dock's height is 4 feet. Door 1 Dock height is 2 feet.



## **Section 14: Motorized Equipment and Vehicles**

### **Automobiles**

Vehicles may be driven into the Exhibit Hall as part of an approved move-in or move-out process. These vehicles can stay in the building for a short time to allow the exhibitors and service contractors time to unload equipment and exhibits.

Any time vehicles are in the building as part of a move-in or move-out process, a minimum of one approved crowd management personnel is required at each move-in and move-out drive-through door. The FWCC staff will determine the exact number required and will make arrangements to schedule the crowd management personnel.

Vehicles may be displayed in the Exhibit Halls with prior approval of the FWCC Management and the fire marshal. Vehicles on display must comply with all City of Fort Worth Fire Codes and Regulations below.

**General vehicle parking in the building at any time is prohibited.**

**Vehicles parked on the loading docks may be ticketed or towed at the owner's expense.**

Absolutely no vehicles of any type are allowed in the Ballroom, adjacent hallways or any other carpeted area on the second floor. Vehicles can be displayed in the Belt Buckle Lobby if Exhibit Hall A licensed to your organization and access through Hall D is available. Prior arrangements and approval must be made with the FWCC staff.

### **Vehicle Fire Codes**

The following are the requirements for displaying vehicles and fuel-powered engines:

- a. No more than one-fourth of a tank of fuel (five gallons) or minimum of amount needed for driving in, positioning and driving out of the Exhibit Hall
- b. Fuel tank cap must either be locked or sealed by tape
- c. Battery cables disconnected
- d. Floor plan of the display area must be submitted to the fire marshal for approval
- e. Keys to all vehicles must remain on-site so the vehicle can be moved in case of emergency
- f. Vehicle operation is limited to brief parade-type display specifically approved by the fire marshal

No vehicles shall be parked in designated fire lanes at any time outside the FWCC, including move-in or move-out. Vehicles will be towed at the owner's expense.

All vehicles not on display must be moved out of the FWCC prior to the public being admitted.

### **Golf Carts/Utility Carts and Electric Wheelchairs**

Golf carts or electric utility carts are permitted in the Exhibit Hall and the Arena Floor during move-in and move-out but are not allowed in other areas of the FWCC that are carpeted.

Electric wheelchairs are permitted in all public areas.

## **Section 15: Move-In and Move-Out**

### **General Information**

Licensee has access to licensed space for move-in or move-out during the license period. A rental day is from 7 a.m. to 11:59 p.m.; additional fees may apply if the FWCC staff needs to open or close the building earlier or later.

All docks and the Annex are shared space. The FWCC will work with licensee and the service contractor to coordinate times and docks.

The FWCC does not accept freight shipments.

The lobby areas, escalators and passenger elevators are not to be used for move-in or move-out.

An off-duty Fort Worth police officer or an approved crowd management personnel are required at each utilized drive-through door. Off-duty Fort Worth police officers are required to oversee traffic control.

Doorways, carpeted areas and floors shall be protected from the movement of crates, registration counters, pallet jacks, plants, sign-hanging activities and all other rolling stock during move-in and move-out. When off-loading counters, booths and other heavy objects, the use of floor protection and extreme care is required. Carpeted areas shall be protected by the use of polyethylene sheeting. For heavy objects and powered lift equipment, temporary carpet or plywood on top of reinforced polyethylene sheeting shall be used.

### **Lighting**

Exhibit Hall — During move-in and move-out, lights will be set at 50 percent power level. Lights will be adjusted to 100 percent beginning a half hour before the show opens and remaining full until a half hour after the show closes. Request for a higher lighting level will result in a utility fee charge. Labor fees may be assessed to create special lighting patterns or a specific lighting effect within the Exhibit Halls.

Arena — During move-in and move-out, lights will be set at 50 percent power level. During show hours, lights will be set as needed. The FWCC does not provide lighting operators.

Ballrooms and Meeting Rooms — Each room has individual lighting controls that licensee can operate with stagehand consultation.

### **HVAC**

The FWCC will provide minimum HVAC for move-in and move-out.

### **Service Contractors**

The FWCC is a nonunion facility and Texas is a “right-to-work” state. Some service contractors elect to hire union labor workers. The FWCC does not have a preferred service contractor.

## Section 16: Parking and Shuttle Buses

### Parking

#### Houston Street Parking Garage

1100 Houston Street, Fort Worth, Texas 76102

The garage is located on the west side of the FWCC.

The entrance is on 11th Street between Houston and Throckmorton.

1,120 spaces (exact number varies)

22 handicap spaces

Unobstructed height clearance throughout the Houston Street garage is 7'6".

#### Commerce Street Parking Garage

1301 Commerce Street, Fort Worth, Texas 76102

The garage is located on the southeast side of the FWCC.

The entrance is on Commerce Street just north of 13th Street.

730 parking spaces (exact number varies)

15 handicap spaces

The Commerce Street garage has an unobstructed height clearance of 7'1".

In addition to the FWCC garages, there are numerous private surface parking lots and on-street meter parking available within walking distance.

Both garages accept cash or credit cards for payment. They are primarily pay-on-exit garages but may be a pay-on-entrance garage for special events or when deemed necessary for event flow. There are no in-and-out privileges.

The FWCC does not provide free parking areas for event attendees, exhibitors, contractors or licensee's staff. A limited number of parking passes may be issued as a part of the license agreement. All other requested parking needs may be arranged through the FWCC staff. Parking fees will be applied if additional parking is requested.

Parking is not permitted on the Commerce Street loading dock ramp area or in any marked fire lanes. Any vehicle parked in a posted *NO PARKING* area, or an unauthorized area, will be subject to ticketing and/or towing at the owner's expense. No parking is allowed on the apron area (concrete area) outside any FWCC entrance.

### Shuttle Buses

The recommended shuttle bus pick-up and drop-off location is along the Houston Street side of the FWCC. Consult with the FWCC staff for additional staging areas.

## Section 17: Damage to the Facility

### Balloons

**Helium-filled** balloons are not allowed in any part of the FWCC for display, decoration, giveaway or sale. For decoration purposes, **air-filled** balloons should be used. Licensee is responsible for informing exhibitors and service contractors of this policy. The FWCC reserves the right to remove any **helium-filled** balloons. Any fee incurred by the FWCC for removal of helium balloons shall be charged back to licensee at the prevailing rate.

### Floors

Licensee must provide drip pans and scrap buckets for any type of operating machinery or materials of any kind being displayed, demonstrated or sampled to prevent lubricants, paints, liquids, etc., from staining or damaging the floor and/or causing a slip hazard. (This includes cleaning materials used at car shows held over concrete in the Exhibit Halls.) Any fee incurred by the FWCC for cleanup from operating equipment or materials shall be charged back to licensee at the prevailing rate.

### Glitter, Confetti and Birdseed

Glitter, birdseed, streamers or confetti of any type are not allowed without prior approval of FWCC Management. **Additional charges shall apply for cleanup.**

### Tape

The use of high-residue tape is prohibited on carpeted and uncarpeted areas in the FWCC. The use of low-residue tape, such as gaffer tape, is approved for use. In the event licensee has carpet installed, it is the responsibility of licensee's carpet contractor to remove all tape and tape residue from floors during move-out of the event. If this is not done, licensee will be charged for the labor required to remove the tape and tape residue. If the removal of tape from a finished floor damages the finish, licensee shall be invoiced for the cost to return the floor to its original finish.

### Drilling, Staples, Tacks and Nails

Holes shall not be drilled into any surface at the FWCC. Staples, tacks and nails are prohibited from any surface.

### Decorations

Decorations, signs, banners, streamers, window clings, etc., shall not be taped, nailed or otherwise fastened to any ceiling, window, equipment, painted surface, wall or door of the FWCC without the approval of the FWCC staff. All decorations, construction materials, curtains and drapes must be noncombustible, flame-resistive or treated with a flame-retardant solution.

Decorations, furnishings or other objects shall not be placed in a manner that will obstruct emergency exits or visibility to the emergency exits.

## **Garden Displays**

Displays containing soil, humus or similar materials must use a protective layer or coating of plastic or polyethylene sheeting to protect the floor and all FWCC equipment. Some type of curbing must be used to retain loose materials and to prevent leaks and water seepage. Special care must be taken when water displays are used in close proximity to electrical outlets. Any fee incurred by the FWCC for repair of damage by gardens shall be charged back to licensee at the prevailing rate in effect at the time of the event.

## **Painting**

All painting is prohibited on FWCC premises.



## **Section 18: Signage**

### **Signage**

All signage/banners/clings/floor decals must be approved by the FWCC staff prior to installation.

Posters and signage are to be mounted on easels or individual sign holders. All signage shall be of a machine-printed nature and meet the approval of the FWCC staff.

Signage shall not be taped, nailed or otherwise fastened to any wall, door, ceiling, window, FWCC equipment or painted surface of the FWCC. At move-out, licensee or licensee's service contractor shall remove all signage. Any fee incurred by the FWCC for removal of these items may be charged to licensee at the prevailing rate. At no time can licensee's signage block an emergency exit.

### **Banners**

Banners shall be hung from interior railings over licensed space and in common areas. Banners shall not cover the HVAC vents or any illuminated exit signs. Banner installation must be approved by the FWCC staff, and installation shall be provided by a service contractor.

### **General Decals and Stickers**

Decals and stickers are prohibited from use on any walls, floor or surface.

### **Glass Door and Window Clings**

Door and window clings shall be produced on non-adhesive vinyl film that adheres to glass. The background shall be transparent, not opaque. Door signs shall not cover any of the FWCC's signage. A full-scale sample shall be produced in the actual material and submitted to the FWCC staff in advance for preapproval. Clings can only be placed on doors in front of area's licensed space. Any opaque cling placed on a door will be immediately removed. Location of clings needs approval from the FWCC staff.

### **Exterior Banners**

Exterior banners and signage are permitted for event/show identification only with prior approval by the FWCC staff. No advertising, sponsorships or commercial images are permitted on banners or signs on the building exterior. Installation shall not obscure any of the FWCC's permanent signage. No fasteners or eye hooks shall be permanently attached to the exterior of the building. Exterior banners shall only be installed by a licensed service contractor.

Any fee incurred by the FWCC for damage as a result of hanging banners or attachment to the FWCC will be charged to licensee at the prevailing rate.

### **Floor Decals**

The use of decals on any flooring surface (pavers, terrazzo, etc.) is subject to approval based on other events in the building, as well as the protection of the floor surfaces. A sample shall be provided to FWCC staff for approval. No decals or floor clings can be placed on any FWCC carpeted area.



## **Section 19: Emergency Medical Technicians, Fire Marshal and Security**

### **Emergency Medical Services**

The FWCC reserves the right to require medical service personnel for any size and type of event. The FWCC uses off-duty Fort Worth firefighters for EMT services. A minimum of one EMT is required for:

- All public, Arena and ticketed events
- An event with a planned attendance of 2,500 or more, regardless of whether it is a private or public event
- Any sporting or athletic event, regardless of attendance
- Any event the FWCC deems necessary

Payment for this service is licensee's responsibility. Licensee will be invoiced directly by the City of Fort Worth Fire Department.

**FWCC staff will determine the exact number of FWFD EMTs required and will make arrangements to schedule the EMTs.**

### **Fire Marshal**

The FWCC reserves the right to require a fire marshal for any size and type of event based upon the event's specific details.

A fire marshal is required for any event that utilizes pyrotechnics, explosions, flashes, smoke, flames, fireworks, fog, haze or other theatrical special effects.

A fire marshal is required for events that display aircraft. Requirements include during approach, show hours, and departure.

### **Security**

It is a FWCC requirement that crowd management personnel are used. The exact number of crowd management personnel (ushers, ticket takers, badge checkers, door guards, security guards and off-duty police officers) and the level of personnel needed will be determined based upon a risk-assessment of the event.

Off-duty Fort Worth police officers are needed when:

- An event has active cash sales, such as box offices, registration, vendor tables and bookstores
- Traffic control during move-in and move-out
- An event in which alcohol is being served

An approved crowd management contractor is needed when:

- Valuable equipment is left overnight anywhere in the building
- At each utilized dock door during move-in and move-out

As the licensee assumes full responsibility for the safety and security of property belonging to event while on the FWCC property, arrangement for payment is made directly with the crowd management contractor.

**FWCC staff will determine the exact number of personnel and will make arrangements to schedule the crowd management personnel.**

## Section 20: Specialized Services

### Audio Visual

The FWCC does not have an exclusive audio-visual contractor; however, Inspire Solutions is the exclusive rigging service provider for the FWCC.

### Business Center

The FWCC does not have a business center. Copying, faxing and typing services are not offered through the FWCC. Larger events that require office services should contract with an outside vendor to set up a service center within the rented space. Any cost associated with this type of service is licensee's responsibility.

### Service Contractors

The FWCC is a nonunion facility and Texas is a "right-to-work" state. Some service contractors elect to hire union labor workers. The FWCC does not have a preferred service contractor.

### Rigging

Rigging services are exclusive to Inspire Solutions. Inspire shall provide all rigging in the Exhibit Hall, Annex, Ballroom and Arena. Rigging encompasses attaching hardware and equipment to the ceiling, including but not limited to rigging hoist (motors), trussing, lighting, video, audio and scenic equipment or props. Decorators are allowed to hang aisle signage in the Exhibit Hall if the weight of the item being hung is less than 150pounds.



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