TEXAS XPO
TEXAS EXPOSITION SERVICES

2020 EXHIBITOR KIT

Texas ASLA Conference

Henry B. Gonzalez Convention Center

April 7-9, 2020
**QUICK FACTS**

**Show Name:** Texas ASLA Conference  
**Show Dates:** April 7-9, 2020  
**Deadline Date To Receive Discounted Rates:** Tuesday, March 24, 2020

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**EXHIBITOR MOVE-IN**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time - End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUESDAY</td>
<td>APRIL 7, 2020 8:00 AM - 4:30 PM</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>APRIL 7, 2020 6:30 PM - 9:00 PM</td>
</tr>
</tbody>
</table>

**EXHIBITOR MOVE-OUT**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time - End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURSDAY</td>
<td>APRIL 9, 2020 3:00 PM - 6:00 PM</td>
</tr>
</tbody>
</table>

**Show Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Start Time - End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEDNESDAY</td>
<td>APRIL 8, 2020</td>
<td>9:00 AM - 5:30 PM</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>APRIL 9, 2020</td>
<td>8:00 AM - 3:00 PM</td>
</tr>
</tbody>
</table>

(Thursday Lunch in the Exhibit Hall. To increase time with the exhibitors, the attendees will be provided box lunches in the exhibit hall. You can purchase a box lunch through the Texas ASLA Exhibitor Registration portal. Purchase prior to March 20th, as the purchase will be coded on your name badge.)

**Move-Out Note:** All carriers must check in no later than **5:00 PM on Thursday, April 9, 2020** or freight will be shipped via the house carrier.

**Booth Equipment:**

Each 10’ x 10’ booth will be provided with an 8’ BLACK backwall drape and 3’ BLACK sidewall drapes and booth ID sign.

**Carpet Color:**

The booth area and aisles will be carpeted in TUXEDO. Exhibitors may order booth carpet/padding for specific color choices. Please see the Carpet Rental Order Form for pricing and options.

**Shipments:**

Exhibitors will be charged material handling per shipment received to the advance warehouse or direct to facility. Please refer to the Material Handling Order Form in this kit for more details.

**Advance Warehouse:**

Texas ASLA Conference  
Exhibiting Company Name / Booth Number  
c/o Texas Exposition Services  
111 Gembler Road San Antonio, TX 78219  
No delivery appointment required. Warehouse hours: 9:00 AM - 3:00 PM  
Materials should be shipped to ARRIVE at our warehouse **NO LATER THAN** Tuesday, March 31, 2020. Any shipments received more than 30-days prior to the Move-In or after Tuesday, March 31, 2020 will incur additional charges.

**Directly to Facility:**

Henry B. Gonzalez Convention Center  
Texas ASLA Conference  
Exhibiting Company Name / Booth Number  
c/o Texas Exposition Services  
900 E. Market St. San Antonio, TX 78205  
Shipments will be received at the exhibit facility ONLY on: **Tuesday, April 7, 2020 between 8:00 AM - 4:30 PM.** Any shipments received outside these listed times will incur additional charges.

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Show Name: Texas ASLA Conference
Show Dates: April 7-9, 2020
Deadline Date To Receive Discounted Rates: Tuesday, March 24, 2020

TEXAS EXPOSITION SERVICES
Administrative Offices
8300 Telephone Rd. Ste. A
Houston, TX 77061
Phone: (281) 800-1600
Fax: (281) 800-2600
Orders@TexasXpo.com

AIR, GROUND & VAN LINE
FREIGHT SERVICES
LibertyCFS NV, Inc.
Phone: (905) 338-3993
Fax: (905) 338-1092
ExhibitorServices@LibertyCFS.us

INTERNET
Smart City
Phone: (210) 258-8900
Fax: (210) 258-8901

SHOW MANAGEMENT
Texas ASLA
Jennifer Fontana
Phone: (512) 663-6629
Email: jennifer@texasasla.com

SPECIALTY FURNITURE SERVICE
CORT Trade Show Furnishings
534 Garden Oaks Boulevard
Houston, Texas 77018
Phone: (832) 786-4144
TSHouston@cort.com

ELECTRICAL SERVICE
Edlen Electrical
5811 La Colonia
San Antonio, TX 78218
Phone: (210) 662-9450
Fax: (210) 662-9640

PSAV SERVICES/RIGGING
Henry B. Gonzalez Convention Center
Phone: (210) 308-0182
Fax: (866) 219-7878
http://www.psalv.com/hbgcc/
Show Name: Texas ASLA Conference
Show Dates: April 7-9, 2020
Deadline Date To Receive Discounted Rates: Tuesday, March 24, 2020

Please complete the information requested below and return this form with your order. This credit card authorization is required to be on file before we process any orders for service. You may choose to pay by credit card or check payable to Texas Exposition Services. However, a credit card authorization is required regardless of the method of payment. No checks will be accepted at show site. The Card holder agrees to allow Texas Exposition Services to charge this credit card for any additional amounts incurred as a result of orders placed by a representative to include any unpaid balance due for services provided. A complete invoice (subject to revisions for move-out labor, material handling, etc.) will be prepared and given to you reflecting all charges and payments. By signing below, the Card holder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Card holder’s agreement with the issuer.

Method of Payment          ☐ AMEX          ☐ VISA          ☐ MASTERCARD          ☐ DISCOVER          ☐ CHECK*

Card Number

Exp. Date

Name on Card

Billing Address

City, State, Zip

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

Are you tax exempt in the state in which this event occurs?  ☐ Yes  ☐ No

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

Company Name

Company Address

City, State, Zip

Email Address

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 Texas Exposition Services Limits & Liabilities and Terms & Conditions.

Authorized Signature ___________________________  Booth # _____
DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between Texas Exposition Services, LLC. (“TexasXpo”) 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 Texas Xpo’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 Texas Xpo; (4) Work is performed on behalf of Exhibitor by labor secured through Texas Xpo. For purposes of this contract, the name “Texas Xpo” shall be construed with the meaning of Texas Exposition Services, LLC., DBA Texas Xpo and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors Texas Xpo may hire. Texas Xpo shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Texas Xpo does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Texas Xpo’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 Texas Xpo 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 Texas Xpo’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 Texas Xpo 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, Texas Xpo 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 Texas. In the event of any dispute between the Exhibitor and Texas Xpo 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 Texas Xpo for its services, as an offset against the amount of any alleged loss or damages. Any claim against Texas Xpo shall be considered a separate transaction, and shall be resolved on its own merits. Texas Xpo 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 Texas Xpo 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, Texas Xpo hereby provides notice that it reserves the right, and Exhibitor authorizes Texas Xpo, 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 Texas Xpo 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 Texas Xpo, 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 Texas Xpo’s equipment. (3) Exhibitor’s violation of Federal, State, County of Local ordinances; (4) Exhibitor’s violation of event regulations and/or rules as published and set forth by facility, show management, or Texas Xpo.

CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to Texas Xpo immediately at the show site, and 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 Texas Xpo’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 Texas Xpo more than one (1) year after the date of loss or damage occurred. If found liable for any loss, Texas Xpo’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 Texas Xpo 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. Texas Xpo 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. Texas Xpo 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 Texas Xpo 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 Texas Xpo and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by Texas Xpo’s count.

PACKAGING, CRATES, & EMPTY CONTAINERS: Texas Xpo 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, Texas Xpo 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. Texas Xpo assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without Texas Xpo labels, or improper information on the empty labels. Texas Xpo 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 Texas Xpo. 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 Texas Exposition Services Online:

1. **Go To:** [http://texasexpo.boomerecommerce.com/](http://texasexpo.boomerecommerce.com/)

2. **Login** using your email address and password
   a. **New Users:** Username = Email address you’ve provided to Show Management
      Password = When you sign on you will receive a temporary password to create your own unique password
   b. **Previous Users:** Username = Your email address
      Password = Your pre-existing password

3. Find **Texas ASLA Conference** from the list of My Events on the right side of the Dashboard.

4. Click the “**Shop Now**” button to begin ordering.

For questions contact:
Texas Exposition Services
(281) 800-1600
Orders@TexasXpo.com
Show Name: Texas ASLA Conference
Show Dates: April 7-9, 2020
Deadline Date To Receive Discounted Rates: Tuesday, March 24, 2020

Each booth will be set with 8’ Back Drape, 3’ Side Divider Drape and ID Sign unless you have pre-ordered your Booth Package furnishings through TX ASLA at the time of your booth purchase.

Save $money$ over a la carte pricing by ordering the Discounted Booth Packages outlined below. These rates reflect an approximate 20%+ discount over a la carte furnishings pricing and are available only as a pre-order by the discount deadline date.

**DISCOUNTED BOOTH PACKAGE ORDER FORM**

Please Mail or Fax Completed Form to: Texas Exposition Services
8300 Telephone Rd. Ste. A, Houston, TX 77061
Phone: (281) 800-1600 / Fax: (281) 800-2600
Email: Orders@TexasXpo.com

**BOOTH PACKAGE A:**
- 6’ SKIRTED TABLE
- 2 CHAIRS
- WASTEBASKET

<table>
<thead>
<tr>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>$295.00</td>
<td>$413.00</td>
</tr>
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</table>

**BOOTH PACKAGE B:**
- 6’ SKIRTED TABLE
- 2 CHAIRS
- 10’ X 10’ CARPET
- WASTEBASKET

<table>
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<tr>
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<tr>
<td>$450.00</td>
<td>$630.00</td>
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</tbody>
</table>

SUBTOTAL ESTIMATED BOOTH PACKAGE ORDER: $

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales Tax 8.25%.
Show Name: Texas ASLA Conference
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FURNITURE

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard Qty.</th>
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<tbody>
<tr>
<td>Plastic Side Chair</td>
<td>$78.00</td>
<td>$109.25</td>
<td>______</td>
</tr>
<tr>
<td>Padded Arm Chair</td>
<td>$100.00</td>
<td>$140.00</td>
<td>______</td>
</tr>
<tr>
<td>Padded Counter Stool</td>
<td>$115.50</td>
<td>$161.75</td>
<td>______</td>
</tr>
<tr>
<td>Cocktail Table 18”H</td>
<td>$108.75</td>
<td>$152.25</td>
<td>______</td>
</tr>
<tr>
<td>Cocktail Table 30”H</td>
<td>$139.75</td>
<td>$195.75</td>
<td>______</td>
</tr>
<tr>
<td>Cocktail Table 42”H</td>
<td>$164.25</td>
<td>$230.00</td>
<td>______</td>
</tr>
<tr>
<td>Literature Rack</td>
<td>$126.50</td>
<td>$177.00</td>
<td>______</td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$21.00</td>
<td>$29.50</td>
<td>______</td>
</tr>
<tr>
<td>Easel</td>
<td>$28.50</td>
<td>$40.00</td>
<td>______</td>
</tr>
<tr>
<td>Chrome Sign Frame (22&quot;W x 28”H)</td>
<td>$103.50</td>
<td>$145.00</td>
<td>______</td>
</tr>
<tr>
<td>Waterfall Bag Rack</td>
<td>$115.50</td>
<td>$161.75</td>
<td>______</td>
</tr>
<tr>
<td>Chrome Stanchion</td>
<td>$75.25</td>
<td>$105.25</td>
<td>______</td>
</tr>
<tr>
<td>Chrome Bag Holder</td>
<td>$121.50</td>
<td>$170.00</td>
<td>______</td>
</tr>
<tr>
<td>Chrome Clothes Tree</td>
<td>$121.50</td>
<td>$170.00</td>
<td>______</td>
</tr>
<tr>
<td>White/Silver Plastic Chain(per ft.)</td>
<td>$6.25</td>
<td>$8.75</td>
<td>______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<td>Easel</td>
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<td>$40.00</td>
<td>______</td>
</tr>
<tr>
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<td>$103.50</td>
<td>$145.00</td>
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<tr>
<td>Waterfall Bag Rack</td>
<td>$115.50</td>
<td>$161.75</td>
<td>______</td>
</tr>
<tr>
<td>Chrome Stanchion</td>
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<td>$105.25</td>
<td>______</td>
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<tr>
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<tr>
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<td>$121.50</td>
<td>$170.00</td>
<td>______</td>
</tr>
<tr>
<td>White/Silver Plastic Chain(per ft.)</td>
<td>$6.25</td>
<td>$8.75</td>
<td>______</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' L x 24&quot; W x 30&quot;H</td>
<td>$147.25</td>
<td>$206.25</td>
<td>______</td>
</tr>
<tr>
<td>4' L x 24&quot; W x 42&quot;H</td>
<td>$191.00</td>
<td>$267.50</td>
<td>______</td>
</tr>
<tr>
<td>6' L x 24&quot; W x 30&quot;H</td>
<td>$178.00</td>
<td>$249.25</td>
<td>______</td>
</tr>
<tr>
<td>6' L x 24&quot; W x 42&quot;H</td>
<td>$217.00</td>
<td>$303.75</td>
<td>______</td>
</tr>
<tr>
<td>8' L x 24&quot; W x 30&quot;H</td>
<td>$195.00</td>
<td>$273.00</td>
<td>______</td>
</tr>
<tr>
<td>8' L x 24&quot; W x 42&quot;H</td>
<td>$240.00</td>
<td>$336.00</td>
<td>______</td>
</tr>
<tr>
<td>4th Side Drape 30&quot;</td>
<td>$43.75</td>
<td>$61.25</td>
<td>______</td>
</tr>
<tr>
<td>4th Side Drape 42&quot;</td>
<td>$48.75</td>
<td>$68.25</td>
<td>______</td>
</tr>
</tbody>
</table>

Undraped Tables are 25% off of draped rate.

DRAPEES (Drape rates are per linear foot)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' Background Drape</td>
<td>$23.00</td>
<td>$32.25</td>
<td>______</td>
</tr>
<tr>
<td>Side Rail Drape 42&quot;</td>
<td>$20.25</td>
<td>$28.25</td>
<td>______</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' Long, Single Step Riser</td>
<td>$55.25</td>
<td>$77.25</td>
<td>______</td>
</tr>
<tr>
<td>6' Long, Single Step Riser</td>
<td>$83.00</td>
<td>$116.25</td>
<td>______</td>
</tr>
</tbody>
</table>

SUBTOTAL ESTIMATED FURNITURE RENTAL ORDER: $______________

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

Company Name: _________________________________________  Booth#: ____________________
# STANDARD MODULAR EXHIBIT RENTAL ORDER FORM

Show Name: Texas ASLA Conference  
Show Dates: April 7-9, 2020  
Deadline Date To Receive Discounted Rates: Tuesday, March 24, 2020

<table>
<thead>
<tr>
<th>(#1) Curved Tabletop Pop-up</th>
<th>(#2) Pop-up Display</th>
<th>(#3) 10' x 10' Hard Wall Exhibit</th>
<th>(#4) 10' x 10' Counter Exhibit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$860.25</td>
<td>$1,633.00</td>
<td>$2,908.00</td>
<td>$3,091.50</td>
</tr>
</tbody>
</table>

- Silver Velcro Compatible with (1) spotlight.  
- Table Not Included.  
- 10' wide x 8' high Velcro Compatible with (2) spotlights  
- 3 Track lights included  
- 3 Track lights included

<table>
<thead>
<tr>
<th>(#5) 10' x 20' Exhibit</th>
<th>(#6) 10' x 20' Curved Exhibit</th>
<th>(#7) 10' x 20' Shelf Exhibit</th>
<th>(#8) 20' x 20' Truss Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,910.25</td>
<td>$5,737.75</td>
<td>$6,170.25</td>
<td>$7,642.25</td>
</tr>
</tbody>
</table>

- 3 Track lights included  
- 6 Track lights included  
- 6 Track lights included  
- Truss Available in Various Sizes and Configurations

**NOTE:** Above prices include delivery, installation and removal. Please see our Furniture and Carpet Rental Order Forms if you would like to order carpet or furniture.

- Additional Lights  
  Qty. ___________ Light @ $112.50 each = $___________

- Additional Hardware Shelves  
  Qty. ___________ Shelves @ $56.00 each = $___________

- Slatwall Per Panel  
  Qty. ___________ Slatwall @ $183.75 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 @ $19.50 each = $___________
  Qty. ___________ Velcro panels @ $45.75 each = $___________
  Qty. ___________ Counter @ $209.75 each = $___________

**PRINT SIGN TEXT BELOW:**

- Standard signage is black letters on a white background.
- 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.

Unit# ___________ Unit Price $___________

Add 30% if ordered after deadline $___________

**SUBTOTAL MODULAR EXHIBIT RENTAL ORDER:** $___________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales Tax 8.25%.
CARPET RENTAL ORDER FORM

Show Name: Texas ASLA Conference
Show Dates: April 7-9, 2020
Deadline Date To Receive Discounted Rates: Tuesday, March 24, 2020

Please select standard or cut & lay carpet color:
- Black
- Blue
- Burgundy
- Gray
- Green
- Red
- Teal
- Purple

STANDARD BOOTH CARPET

<table>
<thead>
<tr>
<th>Complete Area Size</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’</td>
<td>$265.00</td>
<td>$371.00</td>
<td>$</td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>$530.00</td>
<td>$742.00</td>
<td>$</td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>$795.00</td>
<td>$1,113.00</td>
<td>$</td>
</tr>
<tr>
<td>10’ x 40’</td>
<td>$1,060.00</td>
<td>$1,484.00</td>
<td>$</td>
</tr>
</tbody>
</table>

For islands and booths larger than 10’ x 40’, 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)

<table>
<thead>
<tr>
<th>Complete Area Size</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut &amp; Lay</td>
<td>$4.50</td>
<td>$6.25</td>
<td>________ sq. ft.</td>
<td>$__________</td>
</tr>
</tbody>
</table>

PLUSH CARPET (200 sq. ft. minimum, Plush Carpet Order must be received at least four weeks prior to the show.
Swatches will be sent upon request.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plush</td>
<td>$6.75</td>
<td>$9.50</td>
<td>________ sq. ft.</td>
<td>$__________</td>
</tr>
<tr>
<td>Ultra Plush</td>
<td>$8.00</td>
<td>$11.25</td>
<td>________ sq. ft.</td>
<td>$__________</td>
</tr>
</tbody>
</table>

PADDING & COVERING (Per 100 sq. ft.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Carpet Padding</td>
<td>$105.00</td>
<td>$147.00</td>
<td>________</td>
<td>$__________</td>
</tr>
<tr>
<td>Double Carpet Padding</td>
<td>$236.25</td>
<td>$330.75</td>
<td>________</td>
<td>$__________</td>
</tr>
<tr>
<td>Visqueen</td>
<td>$36.75</td>
<td>$51.50</td>
<td>________</td>
<td>$__________</td>
</tr>
</tbody>
</table>

CLEANING SERVICE (100 sq. ft. minimum. All carpet includes installation and front edge taping. All carpet is installed clean but may become dirty during set-up. Please order vacuum service before show opening. Porter Service to empty waste basket, and spot clean at two hour intervals during the show also available.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time Vacuum</td>
<td>$0.55</td>
<td>$0.77</td>
<td>________ sq. ft.</td>
<td>$__________</td>
</tr>
<tr>
<td>Daily Vacuum</td>
<td>$0.49</td>
<td>$0.69</td>
<td>________ sq. ft.</td>
<td>$__________</td>
</tr>
<tr>
<td>Daily Porter Service</td>
<td>$1.31</td>
<td>$1.83</td>
<td>________ sq. ft.</td>
<td>$__________</td>
</tr>
</tbody>
</table>

SUBTOTAL ESTIMATED CARPET RENTAL ORDER: $__________

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

20-TX0413  Company Name: ____________________________  Booth#: ________________
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 truck with a trailer, or any commercial vehicle you will not qualify for this service and will be billed regular material handling rates.

$69.25

Cartload service includes one laborer, one cart, one trip per rates listed above

(2’ wide x 6’ long x 3’ high)

ST - Straight Time: Monday - Friday 8:00 AM - 4:30 PM
OT - Overtime: Monday - Friday 4:30 PM - Midnight
Saturday, Sunday 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

All items must fit on the cart and weigh less than 200 pounds. If items are designated by Texas Xpo personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Texas Xpo personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two people with the vehicle; one person to go with your product to the booth space and one to remove your vehicle from the unloading area to the parking area.

SUBTOTAL CART SERVICE ORDER: $ _____________
Show Name: Texas ASLA Conference  
Show Dates: April 7-9, 2020

What is Material Handling?
Material Handling is the unloading and delivery of exhibit freight to the exhibitors booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back on the the exhibitor’s outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in part, is billed as a round-trip package.

How to Calculate Material Handling Services: The following services whether used completely or in part are offered as a package. When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs. / 100 lbs. = 3 x RATE = $Amount or minimum charge, whichever is greater. Add 30% for each incidence of inbound or outbound overtime.

Standard Material Handling Rates: All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

<table>
<thead>
<tr>
<th>Description</th>
<th>Receiving</th>
<th>S.T. In / S.T. Out</th>
<th>Overtime In or Out</th>
<th>O.T. In / O.T. Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 - ON TIME Crated or Skidded shipments</td>
<td>Advance</td>
<td>$95.00 per cwt.</td>
<td>$142.50 per cwt.</td>
<td>$190.00 per cwt.</td>
</tr>
<tr>
<td>(LTL Carriers with established local terminals)</td>
<td>Warehouse</td>
<td>$190.00 minimum</td>
<td>$285.00 minimum</td>
<td>$380.00 minimum</td>
</tr>
<tr>
<td>A2 - SPECIAL HANDLING</td>
<td>Advance</td>
<td>$136.00 per cwt.</td>
<td>$204.00 per cwt.</td>
<td>$272.00 per cwt.</td>
</tr>
<tr>
<td>(UPS, FED EX, DHL)</td>
<td>Warehouse</td>
<td>$272.00 minimum</td>
<td>$408.00 minimum</td>
<td>$544.00 minimum</td>
</tr>
<tr>
<td>B1 - ON TIME Crated or Skidded shipments</td>
<td>Convention</td>
<td>$90.25 per cwt.</td>
<td>$135.50 per cwt.</td>
<td>$180.50 per cwt.</td>
</tr>
<tr>
<td>(LTL Carriers with established local terminals)</td>
<td>Site</td>
<td>$180.50 minimum</td>
<td>$271.00 minimum</td>
<td>$361.00 minimum</td>
</tr>
<tr>
<td>B2 - SPECIAL HANDLING</td>
<td>Convention</td>
<td>$129.25 per cwt.</td>
<td>$194.00 per cwt.</td>
<td>$258.50 per cwt.</td>
</tr>
<tr>
<td>(UPS, FED EX, DHL)</td>
<td>Site</td>
<td>$258.50 minimum</td>
<td>$388.00 minimum</td>
<td>$517.00 minimum</td>
</tr>
<tr>
<td>C - <em>Small Package Rates</em></td>
<td>Convention</td>
<td>$39.75</td>
<td>$59.75</td>
<td>$79.50</td>
</tr>
</tbody>
</table>

*Small Package* - Shipments totaling any number of pieces with a combined weight not to exceed 40 lbs. that is received on the same day, from the same shipper & delivered by the same carrier.

Early/Late Shipments to Warehouse: A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site.

Reweigh of Shipments: An additional charge per forklift load will 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: Storage fees will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. Weekly storage is $22.00 per cwt ($100.00 min).

Disposal Fee: A disposal fee & labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

Labor Hours:
ST - Straight Time: Monday - Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday - Friday, 4:30 PM - Midnight, Saturday/ Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

Please note: this event has a move-out during overtime, therefor the above blended rates are listed to reflect ST/OT.

Estimated charges for material handling  
_________________________ lbs. x _______________ per cwt. = $ _______________

SUBTOTAL MATERIAL HANDLING ORDER: $ _______________

20-TX0413  Company Name: ________________________________  Booth#: __________________
Show Name: Texas ASLA Conference
Show Dates: April 7-9, 2020

Advance Warehouse Tips
Shipments can arrive to the Advance Warehouse up to 30 days prior to move in. Please contact us prior to shipping single pieces over 5000 pounds or uncrated machines. Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips
Freight must arrive only during published move in dates and times.

Special Handling
Shipments which require additional time, labor, or equipment, to unload, sort and deliver. (e.g. carpet/pad only, stacked shipment, or ground unloading)

Guidelines for Self-Unloading of Privately Owned Vehicles (P.O.V.)

Union Rules and Regulations allow for qualifying Exhibitors to unload their privately owned vehicles and deliver products and display goods to their designated booth area.

Exhibitors who wish to unload their own P.O.V.’s must adhere to the following guidelines:
• Ground level unloading only/Freight docks may not be used
• Four-wheel dollies or carts, Pallet Jacks or motorized Equipment may not be used
• No self-unloading of vehicles, trailers, etc. inside of the expo hall will be allowed.
• Two-wheel handcarts are allowed.

Important Information Regarding Outbound Shipments

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

•CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.
You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted via the house carrier.

•PACK AND LABEL YOUR MATERIALS.
Banding, shrink wrap and shipping labels are available at the Texas Xpo Service Desk.

•COMPLETE AND TURN IN A TEXAS XPO BILL OF LADING FOR EACH OUTBOUND SHIPMENT.
Bills of lading may be obtained from the Texas Xpo Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bills of lading to the Texas Xpo Service Desk once your shipments are ready to be loaded out.

•For your convenience, show recommended carriers are available to handle outbound transportation.

Thank you and we hope you have a great show!
ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: ____________________________________________________________
    Name of Exhibitor

Booth: _________________________________________________________

TEXAS ASLA CONFERENCE
C/O TEXAS EXPOSITION SERVICES
111 GEMBLER ROAD
SAN ANTONIO, TX 78219

Deliver NO LATER than:

Tuesday, March 31, 2020

Receiving 9:00 AM - 3:00 PM, Monday-Friday
    Check In by 2:00 PM
DIRECT SHIPMENT TO CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________
   Name of Exhibitor

Booth: _______________________________________________

HENRY B. GONZALEZ CONVENTION CENTER
TEXAS ASLA CONFERENCE
C/O TEXAS EXPOSITION SERVICES
900 E. MARKET ST.
SAN ANTONIO, TX 78205

Deliver ONLY on:

Tuesday, April 7, 2020 between 8:00 AM - 4:30 PM
Show Name: Texas ASLA Conference  
Show Dates: April 7-9, 2020  
Deadline Date To Receive Discounted Rates: Tuesday, March 24, 2020

**PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING**

**LET US DO THE WORK FOR YOU - YOU WALK AWAY!**

- Supervision by our professionals
- Installation and dismantle by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please attach detailed instructions, blueprints or photos and complete the form on the supervised installation & dismantle information sheet.

Our cost for this service is 35% of your total labor bill ($35.00 minimum). This service provides our expert supervision and saves the expense and productive time of your own personnel.

**PLAN B: EXHIBITOR SUPERVISED**

- Installation and dismantle by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the Texas Exposition Services Desk to sign out your labor crew. You will be charged a one hour minimum per laborer ordered if you do not report to the service desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the Texas Exposition Services Desk and sign them in. All labor orders will be billed at a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR’S REPRESENTATIVE.

**LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER**

**PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.**

<table>
<thead>
<tr>
<th></th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$106.00 per hr</td>
<td>$148.50 per hr</td>
</tr>
<tr>
<td>Overtime</td>
<td>$158.50 per hr</td>
<td>$222.00 per hr</td>
</tr>
<tr>
<td>Double Time</td>
<td>$212.00 per hr</td>
<td>$297.00 per hr</td>
</tr>
</tbody>
</table>

Starting time can be guaranteed only in those instances where workers are requested for the start of published move-in times (usually 8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor’s representative reports to the service desk.

<table>
<thead>
<tr>
<th>Estimated Hours</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Estimated Finish Time</th>
<th># of Laborers</th>
<th>Rate</th>
<th>TexExpo Supervision</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show. All labor provided at show site but not ordered in advance will be charged at the standard rate.

**SUBTOTAL ESTIMATED LABOR SERVICE ORDER: $______________**

- YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales Tax 8.25%.
COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED:

Plan A: Professionally Supervised Installation and Dismantle

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

Freight is arriving at

☐ Warehouse ☐ Show Site Loading Dock

Date Shipped: ________________ Via: ___________________________ (freight carrier)

Display shipped from: __________________________________________ (address)

# of Crates: __________ # of Cartons: __________ Estimated Weight: __________

Display Includes: ____________________________________________

Booth carpet in shipment? ☐ Yes ☐ No

Set-up instructions: ☐ Attached to this order ☐ With display

RETURN SHIPPING:

Return Display to the following address:

________________________________________

________________________________________

________________________________________

Via: ________________________________________ (carrier)

*YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT* 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 our house carrier. 1. _______ Re-route via contractors choice. 2. ______ Transfer to warehouse at exhibitor’s expense.

EMERGENCY CONTACT AT SHOW SITE:

Name: ___________________________ Arrival Date: ________________

Hotel: ____________________________ Telephone: ____________________________

Company Name: ___________________________ Booth#: __________

Show Name: Texas ASLA Conference
Show Dates: April 7-9, 2020
Deadline Date To Receive Discounted Rates: Tuesday, March 24, 2020
To: Texas Xpo Services
Please be advised that we will be using an independent contractor of our own choosing to perform installation/dismantle labor services at the Henry B. Gonzalez Convention Center.

Third Party/Display House:
Address: ________________________________
City: ___________________ State: _______________ Zip: _______________
Contact: ________________________________
Phone Number: ___________________ Booth Number: ___________________
Your Name: ___________________________ Your Signature: ___________________
Date: _________________________________

Display house must also provide a Certificate of Insurance to Texas Xpo

<table>
<thead>
<tr>
<th>Service</th>
<th>Exhibitor will pay</th>
<th>Third Party will pay</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>☐</td>
<td>☐</td>
<td>$</td>
</tr>
<tr>
<td>Carpet</td>
<td>☐</td>
<td>☐</td>
<td>$</td>
</tr>
<tr>
<td>Labor</td>
<td>☐</td>
<td>☐</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning</td>
<td>☐</td>
<td>☐</td>
<td>$</td>
</tr>
<tr>
<td>Freight</td>
<td>☐</td>
<td>☐</td>
<td>$</td>
</tr>
<tr>
<td>Utilities</td>
<td>☐</td>
<td>☐</td>
<td>$</td>
</tr>
<tr>
<td>Other Services</td>
<td>☐</td>
<td>☐</td>
<td>$</td>
</tr>
</tbody>
</table>

Acceptance of this third party billing is contingent upon:
An Authorization Form, the Insurance Form and return of the notification letter prior to the deadline date.

Company Name: ___________________________ Booth#: ___________________
PALLETIZED FLOORING & FOLIAGE/TREES
- FORKLIFT RENTAL ORDER FORM

Show Name: Texas ASLA Conference
Show Dates: April 7-9, 2020
Deadline Date To Receive Discounted Rates: Tuesday, March 24, 2020

Any flooring product and/or foliage/trees arriving on skids will be charged at a time and materials rate for a forklift and driver. We will have a Supervisor on the docks to coordinate an orderly and efficient move-in of Palletized Flooring and Foliage/Trees freight, onto the show floor, that will work directly with you and your team to offload, place in your booth and remove to reload back on your vehicles at the close of the show.

NOTE: Material Handling services and corresponding fees will be charged for all other freight needs. Please refer to the Material Handling page for this information.

Number of pieces to be unloaded ___________ Heaviest piece to be unloaded ___________

Description of work to be performed: ____________________________________________

Cranes, Sissor Lifts, and 4-Stage Forklifts Available Upon Request

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Straight Time Hourly Rental</td>
<td>$379.75</td>
<td>$474.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overtime Hourly Rental</td>
<td>$472.75</td>
<td>$591.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double-time Hourly Rental</td>
<td>$564.50</td>
<td>$705.75</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Straight Time Hourly Rental</td>
<td>$759.75</td>
<td>$949.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overtime Hourly Rental</td>
<td>$945.50</td>
<td>$1,182.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double-time Hourly Rental</td>
<td>$1,128.75</td>
<td>$1,411.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Straight Time Hourly Rental</td>
<td>$1,139.50</td>
<td>$1,424.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overtime Hourly Rental</td>
<td>$1,418.25</td>
<td>$1,772.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double-time Hourly Rental</td>
<td>$1,574.50</td>
<td>$1,968.25</td>
<td></td>
</tr>
</tbody>
</table>

Please Note:
Rate Structure includes forklift and one (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders Cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

ST - Straight Time: Monday - Friday, 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday, 4:30 pm - Midnight; Saturday/Sunday, 8:00 am - 5:00 pm
DT - Double-time: All other hours and holidays

SUBTOTAL ESTIMATED FORKLIFT ORDER: $ __________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales Tax of 8.25%.
GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Texas Xpo certified riggers ONLY will be allowed in aerial lifts.
- Texas Xpo employees are ONLY personnel allowed to operate mechanized equipment.
- Texas Xpo certified riggers 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.
- Texas Xpo certified riggers must install and remove ALL hanging materials that will flown overhead.
- 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, Texas Xpo cannot guarantee the hanging of your sign and additional fees will 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 Texas Xpo 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 Payment 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 Texas Xpo riggers
  (Fill out top section of the Overhead Sign Hanging Form)
- Order Install and Dismantle for all Hanging Signs, Truss and Motors
- Order any necessay 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: Tuesday, March 24, 2020
USE THIS FORM TO ORDER RIGGING FOR HANGING SIGNS & BANNERS FROM CEILING

Texas Exposition Services 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 Thursday, October 3, 2019. 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 Texas Exposition Services with this “Overhead Rigging / Sign Hanging” form completed.
- Any signs requiring additional equipment will be billed accordingly.
- If your sign requires electrical connections, please also contact the Electrical Services Provider.

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 _______

Number of feet from floor to bottom of sign: __________________________

RATES FOR RIGGING & HANGING SIGNS:

Please Note: Texas Xpo Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

SIGN ASSEMBLY / DISASSEMBLY LABOR

Discount $143.25/hr/person  Standard $200.50/hr/person

Straight time (8:00 am to 4:30 pm, Monday through Friday):

1 hour minimum per person for assembly and a ½ hour minimum charge per person for disassembly, with billing in ½ hour increments thereafter.

Each instance of overtime will result in a 50% surcharge

OVERHEAD RIGGING CREW

Discount $551.25/crew  Standard $771.75/crew

Straight time (8:00 am to 4:30 pm, Monday through Friday):

1 hour minimum per crew for installation and a ½ hour minimum charge per crew for dismantle, with billing in ½ hour increments thereafter.

Each instance of overtime will result in a 50% surcharge

<table>
<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>Start Time</th>
<th>Estimated Finish Time</th>
<th>Assembly / Disassembly Rate</th>
<th>Rigging Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER: $__________

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

Company Name: ________________________________  Booth#: ________

Show Name: Texas ASLA Conference
Show Dates: April 7-9, 2020
Deadline Date To Receive Discounted Rates: Tuesday, March 24, 2020
**GRAPHICS ORDER FORM**

Please Mail or Fax Completed Form to: Texas Exposition Services
8300 Telephone Rd. Ste. A, Houston, TX 77061
Phone: (281) 800-1600 / Fax: (281) 800-2600
Email: Orders@TexasXpo.com

---

**Show Name:** Texas ASLA Conference  
**Show Dates:** April 7-9, 2020  
**Deadline Date To Receive Discounted Rates:** Tuesday, March 24, 2020

---

Our Experienced Team is committed to providing accurate and professional trade show graphics using the most advanced equipment available.

**Trade Show Booth Panels • Banners • Backlits • Posters • Signage • Floor Graphics**

For more information call Texas Exposition Services at (281) 800-1600.

---

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>14&quot; x 22&quot; Foamcore, single sided</td>
<td>$117.75</td>
<td>$164.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot; Foamcore, single sided</td>
<td>$235.50</td>
<td>$329.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot; Foamcore, single sided</td>
<td>$235.50</td>
<td>$329.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot; Foamcore, single sided</td>
<td>$127.75</td>
<td>$178.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Double sided foamcore available; add 75%

**FULL COLOR BANNER**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Banner Size (per sq. ft.)</td>
<td>$23.00</td>
<td>$32.25</td>
<td></td>
<td></td>
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</tbody>
</table>

**CUSTOM SIZE GRAPHICS**

<table>
<thead>
<tr>
<th>SIZE</th>
<th>QUOTED PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**COPY AND LAYOUT SPECIFICATIONS**

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

Email address for proofing is required: ____________________________________________

(Please note: Deadline for requesting a proof is 14 days prior to the first day of installation)

Email graphic files to Orders@TexasXpo.com. Please include your company name and the name of the show.

---

**SUBTOTAL GRAPHICS ORDER: $_________**

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

---

Company Name: ________________________  Booth#: ________________________

Texas Xpo maintains a fully-equipped graphics shop that offers: Graphic Design, Large Format Printing, Backlit Graphics, Lamination, Vinyl Graphics, Vinyl Banners. For custom work and quotation, please call Exhibitor Services at (281) 800-1600.
Please contact Texas Xpo to place your Order
Orders@TexasXpo.com
(281) 800-1600

Nationwide Service
24 hours a day, 7 days a week, 365 days a year

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.

© 2018 CORT. A Berkshire Hathaway Company.
The Liberty Advantage

Heading off to a trade show? Whether you are a seasoned professional or a first timer, LibertyCFS NV, Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS offers complete worldwide land, sea and air freight forwarding services that are 100% devoted to tradeshows and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent.

Transportation

At LibertyCFS, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- Ground - LTL, Regular/Expedited
- Express / Economy Air
- Exclusive Use Vehicle
- International Freight Forwarding
- Customs Services
- Van Line / Padded Wrap

Exhibitor Services

Pre-Show Support
- LibertyCFS will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the showsite
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support
- LibertyCFS people are on-site supervising the loading and unloading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support
- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

Complete the Order Form on the next page. You may also speak to your LibertyCFS Exhibit Service Representative at 905-338-3993

Order Form to be returned to:
exhibitorservices@libertycfs.us or michelle@libertycfs.us
“Delivering Freedom”
Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

| Freight & Customs | Freight Only | Customs Only | Return Only |

**2a**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address1</th>
<th>Address2</th>
<th>City</th>
<th>State</th>
<th>ZipCode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**3**

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Show Name</th>
<th>Address1</th>
<th>Address2</th>
<th>City</th>
<th>State</th>
<th>ZipCode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**4**

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

<table>
<thead>
<tr>
<th>Shipper</th>
<th>Address1</th>
<th>Address2</th>
<th>City</th>
<th>State</th>
<th>ZipCode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Dlv Date**

- From
- To
- Hours

<table>
<thead>
<tr>
<th>Express</th>
<th>Economy LTL 7 - 10 Days</th>
<th>Int’l</th>
<th>Inside</th>
<th>Liftgate</th>
<th>Dock</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**5**

<table>
<thead>
<tr>
<th>Carton(s)/Box</th>
<th>Vinyl Case(s)/Color</th>
<th>Wooden Crate(s)</th>
<th>Trunk(s) / On Wheels</th>
<th>Skid(s) - to contain # of pieces</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**6**

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

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

**DECLARED VALUE**

**7**

**Credit Card Information**

- 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.

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZipCode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Payment**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Equipment Subtotal is the Advanced Rate or On-Site Rate per item, Multiplied by the number of Total days the equipment is needed. To guarantee equipment availability and Advanced Rate, this order should reach us 21 days prior to delivery. Labor to Set/Strike Equipment, and Operator labor are subject to the prevailing hourly rate with a 4 hour minimum. **Labor will be added by Sales Staff**

---

**ALL PRICING IS PER DAY**

<table>
<thead>
<tr>
<th><em>ALL PRICING IS PER DAY</em></th>
<th>Advanced Rate</th>
<th>On-Site Rate</th>
<th>Total Days</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monitors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blu Ray DVD Player</td>
<td>$130.00</td>
<td>$155.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24&quot; Monitor</td>
<td>$135.00</td>
<td>$185.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>46&quot; Monitor</td>
<td>$470.00</td>
<td>$525.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55&quot; Monitor</td>
<td>$950.00</td>
<td>$1000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows Laptop</td>
<td>$250.00</td>
<td>$305.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows Desktop</td>
<td>$350.00</td>
<td>$405.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC Laptop (Apple)</td>
<td>$350.00</td>
<td>$405.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC Desktop (Apple)</td>
<td>$350.00</td>
<td>$405.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPad (Mini or Regular)</td>
<td>$145.00</td>
<td>$200.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>iPod</td>
<td>$65.00</td>
<td>$115.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Adapters (Please Specify Below)</td>
<td>$30.00</td>
<td>$55.00</td>
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<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VGA</th>
<th>HDMI</th>
<th>Component</th>
<th>Composite</th>
<th>Display Port</th>
<th>Mini Display Port</th>
<th>Lightning</th>
<th>Thunderbolt</th>
</tr>
</thead>
</table>

**Misc. Equipment**

<table>
<thead>
<tr>
<th><em>Misc. Equipment</em></th>
<th>Advanced Rate</th>
<th>On-Site Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>5500 Lumens Projector</td>
<td>$850.00</td>
<td>$905.00</td>
</tr>
<tr>
<td>Tripod Screens</td>
<td>$90.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Fast Fold Screens</td>
<td>Call for Pricing</td>
<td></td>
</tr>
<tr>
<td>Carts (32- 54&quot;) w/ Skirt</td>
<td>$60.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Safelock w/ Skirt</td>
<td>$25.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>B&amp;W Printer</td>
<td>$150.00</td>
<td>$205.00</td>
</tr>
<tr>
<td>Color Printer</td>
<td>$350.00</td>
<td>$405.00</td>
</tr>
</tbody>
</table>
Official Vendor Form

*Booth Name & #:*

<table>
<thead>
<tr>
<th><em>ALL PRICING IS PER DAY</em></th>
<th>Advanced Rate</th>
<th>On-Site Rate</th>
<th>Total Days</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 CH Mixer</td>
<td>$55.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Microphone</td>
<td>$135.00</td>
<td>$185.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone Unit - Lavaliere / Hand Held</td>
<td>$155.00</td>
<td>$205.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Mic Headset - Countryman (Headset Only)</td>
<td>$95.00</td>
<td>$105.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powered Speaker w/Stand</td>
<td>$110.00</td>
<td>$160.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC Direct Input Box (Computer Audio)</td>
<td>$45.00</td>
<td>$55.00</td>
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<td></td>
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</tr>
<tr>
<td>Sound Packages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Call For Pricing</td>
</tr>
<tr>
<td><strong>Lighting (Ground Supported)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leko Light</td>
<td>$45.00</td>
<td>$95.00</td>
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<tr>
<td>Par Can Light</td>
<td>$45.00</td>
<td>$95.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>LED Wash Light</td>
<td>$75.00</td>
<td>$130.00</td>
<td></td>
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</tr>
<tr>
<td>6 Ch Dimmer</td>
<td>$70.00</td>
<td>$130.00</td>
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</tr>
<tr>
<td>12 Ch Lighting Board</td>
<td>$115.00</td>
<td>$165.00</td>
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<td></td>
</tr>
<tr>
<td>Custom Lighting Package</td>
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<td></td>
<td></td>
<td></td>
<td>Call For Pricing</td>
</tr>
</tbody>
</table>

**Any Lighting needing to be rigged in air or on beam will require a Rigging Advance to be filled out. Link is: www.psav.com/RiggingForm/**

<table>
<thead>
<tr>
<th><strong>Labor</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>i.e. An Audio, Video, Lighting, or a General Tech will be applied to final total by Sales Team for Set and Strike depending on services required and ordered.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Terms and Conditions**

- Please allow 72 hours to confirm your order. If you do not receive a confirmation please contact us.
- PSAV will NOT deliver equipment to an unattended booth. An Authorized representative must be present
- Delivery, Pickup, Set Up, Tear Down, and On-Site Service will be applied to final total of order by PSAV Sales
- State and Sales Tax Applied to all Order
- **IMPORTANT: CANCELLATION POLICY - All Cancellations must be submitted in Writing**
  
a) Cancellations within 48hrs of the scheduled delivery date are subject to 50% fee applicable to total order
b) Cancellations on day of scheduled delivery date or “no shows” are subject to full amount of order

**TAX EXEMPT STATUS:** If your Company or Organization is Tax Exempt, We require an Exemption Certificate

**DAMAGE WAIVER:** By signing this form, you agree to PSAV’s Loss and Damage Acknowledgment.

<table>
<thead>
<tr>
<th><strong>TOTAL</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Total</td>
<td>(Labor will be added to final total by PSAV Sales)</td>
</tr>
<tr>
<td>TAX 8.25%</td>
<td></td>
</tr>
<tr>
<td>FINAL TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Signature:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Print Name:** Henry B. Gonzalez Convention Center
Rigging Specifications for the
Henry B. Gonzalez Convention Center

**Hemisfair Ballroom:** All points are rated at 1000 lbs.

**Stars at Night Ballroom:** All points are rated at 1000 lbs. Cable picking is not allowed due to the delicate nature of the ceiling. A cable bridge utilizing truss and motors must be used for all cable runs with no exceptions.

**Exhibit Halls 1-4:** No bridles are allowed and the use of spanner truss and motors may be needed to accommodate the points if those points are not directly under beams.

- **High Steel (Small Roof Beams and Trusses)**
  - 500 lbs. at any rigging point anywhere along the span
  - 375 lbs. at two rigging points spaced at least 10’ apart per span
  - 250 lbs. at three rigging points spaced at least 7.5’ apart per span

- **Main Roof Truss Beams**
  - 2,000 lbs. at the panel point
  - 1,000 lbs. at up to two rigging points spaced at least 10’ apart per span
  - 650 lbs. at three rigging points spaced at least 7.5’ apart per span

**Notes:**

- All rigging requests must be submitted through the Rigging Advance portal at [http://www.psav.com/riggingform](http://www.psav.com/riggingform)
- No more than three socapex multi cables may be dead hung in a cable run. Quantities more than three will require motors and/or a cable bridge utilizing truss and motors.
- Any item more than 10ft in size or over 100lbs will require a motor to lift.
- All rigging calls require two riggers at a minimum of 5 hours
**ELECTRICAL ORDER FORM**

**ELECTRICAL EXHIBITION SERVICES**
5811 La Colonia San Antonio, TX 78218
Phone: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

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

---

**ORDER INSTRUCTIONS**

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

**208/480V POWER DELIVERY AND CONNECTIONS**
The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

**ISLAND BOOTHS**
Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

**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.

**DEDICATED OUTLETS**
For a dedicated outlet order a 20 amp outlet.

**MATERIAL DELIVERY**
Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

**CANCELLATIONS**
Credits will not be made for services delivered and not used. See back of form for additional details.

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

---

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

<table>
<thead>
<tr>
<th></th>
<th>QTY Show Hours Only</th>
<th>QTY 24hrs/day Double rate</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>120 VOLT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td></td>
<td></td>
<td>81.00</td>
<td>122.00</td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td></td>
<td></td>
<td>136.00</td>
<td>204.00</td>
<td></td>
</tr>
<tr>
<td>1500 WATTS (15 AMPS)</td>
<td></td>
<td></td>
<td>158.00</td>
<td>237.00</td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td></td>
<td></td>
<td>182.00</td>
<td>273.00</td>
<td></td>
</tr>
</tbody>
</table>

**208 VOLT SINGLE PHASE**

<table>
<thead>
<tr>
<th></th>
<th>QTY Show Hours Only</th>
<th>QTY 24hrs/day Double rate</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td></td>
<td></td>
<td>341.00</td>
<td>512.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td></td>
<td></td>
<td>410.00</td>
<td>615.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td></td>
<td></td>
<td>541.00</td>
<td>812.00</td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td></td>
<td></td>
<td>715.00</td>
<td>1073.00</td>
<td></td>
</tr>
</tbody>
</table>

**208 VOLT THREE PHASE**

<table>
<thead>
<tr>
<th></th>
<th>QTY Show Hours Only</th>
<th>QTY 24hrs/day Double rate</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td></td>
<td></td>
<td>448.00</td>
<td>672.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td></td>
<td></td>
<td>538.00</td>
<td>807.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td></td>
<td></td>
<td>705.00</td>
<td>1058.00</td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td></td>
<td></td>
<td>929.00</td>
<td>1330.00</td>
<td></td>
</tr>
</tbody>
</table>

Transformer (20 amp minimum charge)  
Total Amps: ___________ x 3.00 =  

---

**MATERIAL RENTAL** (Exhibitor must pick up items at electrical service center on show site)

<table>
<thead>
<tr>
<th>Material</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>15’ EXTENSION CORD</td>
<td>30.00</td>
</tr>
<tr>
<td>POWER STRIP</td>
<td>30.00</td>
</tr>
</tbody>
</table>

---

**ELECTRICAL LABOR**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST (Mon-Fri, 8am-4:30pm, excluding holidays)</td>
<td>105.00</td>
</tr>
<tr>
<td>OT (Mon-Fri, 4:30pm-8am, Sat, Sun &amp; holidays)</td>
<td>210.00</td>
</tr>
</tbody>
</table>

---

**PLACE TOTAL HERE**

**PRINT NAME:**

**AUTHORIZED SIGNATURE:**

**EMAIL:**

**PHONE:**

The “Method of Payment Form” must be completed and returned with this order form.
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 front of this form for advance payment rates to apply. Orders faxed or mailed 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. 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 or fax of any such corrections.

3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.

4. 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.

5. 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.

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

7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.

8. 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 (1/2) 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.

9. For a dedicated outlet, order a 20 amp outlet.

10. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.

11. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

13. 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.

14. 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 not issued for unused items.

15. 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.

16. 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 or fax of any such corrections.

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 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.

20. 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.

21. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

22. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

23. Edlen is denied 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 Exhibit equipment or overloads caused by Exhibitor.

24. 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.

25. 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.

26. 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 QUESTION - 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 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.

For other commonly asked questions visit our website at www.edlen.com or call the number on the front of this form.
The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

**ELECTRICAL LABOR FORM**

---

**COMPANY:**

**EVENT:** Texas ASLA

**FACILITY:** Henry B. Gonzalez Convention Center

**DATES:** April 7-9, 2020

---

**ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK**

1. Electrical distribution under carpet
2. Data/network cable under carpet (N/A)
3. Connection of all 208V or higher services
4. Wiring of overhead signs
5. Installation of lighting requiring tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution (N/A)
8. Assembly & Installation of lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus

---

**POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION**

1. Floor Plan layout of your booth space
   - A. Floor plans must include exact outlet locations with dimensions or be to scale
   - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
   - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.
     
     **Example:** 20x30 Island Booth

2. Date you will begin building your booth ___________________________ Estimated time ___________________________

3. Show Site Contact with authority to make additions or changes to your order
   
   Contact Name _____________________________________________________________
   
   Contact Company __________________________________________________________
   
   Contact Cell # ____________________________________________________________

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

---

**PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR**
LABOR REQUIREMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Date</th>
<th># Men</th>
<th>Time</th>
<th>Work required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/5</td>
<td></td>
<td>4</td>
<td>8:00 am</td>
<td>Assemble &amp; hang truss/lights</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Tuesday</th>
<th>Date</th>
<th># Men</th>
<th>Time</th>
<th>Work required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/6</td>
<td></td>
<td>1</td>
<td>12:30 pm</td>
<td>Wire electric sign</td>
</tr>
</tbody>
</table>

SHOW SITE SUPERVISOR

Contact Name: ___________________________ Company: ___________________________
Cell Number: ___________________________ Email address: ___________________________

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.
METHOD OF PAYMENT

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

**ACH ELECTRONIC PAYMENT TRANSFER**

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note 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 * **

Bank transfer to Wells Fargo
Wire Transfer: ABA#: 121000248 Acct: 4122636046
International Wire Transfer: Swift Code: WFBIUS6S Acct: 4122636046

* $50 processing fee MUST be included with transfer.

**CREDIT CARD**

For your convenience, 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.

- [ ] VISA
- [ ] MASTERCARD
- [ ] AMEX
- [ ] DISCOVER

**COMPANY CHECK**

Please 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. Please reference the Event # listed above on your remittance.

**CHECK AND CREDIT CARD INFORMATION**

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

**CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE**

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

**SERVICE TOTALS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BANK WIRE TRANSFER PROCESSING FEE</td>
<td></td>
</tr>
<tr>
<td>2. ELECTRICAL ORDER</td>
<td></td>
</tr>
<tr>
<td>3. ESTIMATED LABOR</td>
<td></td>
</tr>
<tr>
<td>4. LIGHTING ORDER</td>
<td></td>
</tr>
<tr>
<td>5. PLUMBING ORDER</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DUE</strong></td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORIZATION**

- AUTHORIZED SIGNATURE ABOVE
- 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.
Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary. Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

<table>
<thead>
<tr>
<th>Indicate booth type:</th>
<th>Island □</th>
<th>Peninsula □</th>
<th>Inline □</th>
<th>Provide aisle or adjacent booth #'s for orientation</th>
</tr>
</thead>
</table>

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

- X = Main Distribution Point
- ♦ = 5amp/500watt
- ▲ = 10amp/1000watt
- ★ = 15amp/1500watt
- ⬤ = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft      Total Square Footage = __________

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ________________
ICE REQUEST FORM

COMPANY NAME:______________________________________________

BOOTH NUMBER: ______________________________________________

CONTACT NAME: ______________________________________________

CELL PHONE NUMBER: _________________________________________

EMAIL: _______________________________________________________

Email form to Anna Hoge at ahoge@consortinc.com by March 25, 2020.
IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

**LINE-OF-SIGHT STYLE**

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

**LINEAR BOOTH**

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

**Dimensions**

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

**Use of Space**

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

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

PERIMETER BOOTH

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

Dimensions and Use of Space

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

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

Dimensions and Use of Space

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

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

**Dimensions and Use of Space**

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

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

Dimensions and Use of Space

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

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

Dimensions and Use of Space

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