

ASLMS 2024

BALTIMORE

43rd ASLMS Annual Conference on
ENERGY-BASED MEDICINE & SCIENCE
April 11-14, 2024

Baltimore Convention Center
Baltimore, MD



EXHIBITOR SERVICES KIT

Welcome

Dear ASLMS 2024 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for ASLMS 2024. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

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

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



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T3 EXPO INFORMATION

Show Information

Location

Baltimore Convention Center
1 Pratt Street
Baltimore, MD 21201

Exhibit Hall

Swing Hall & Hall F

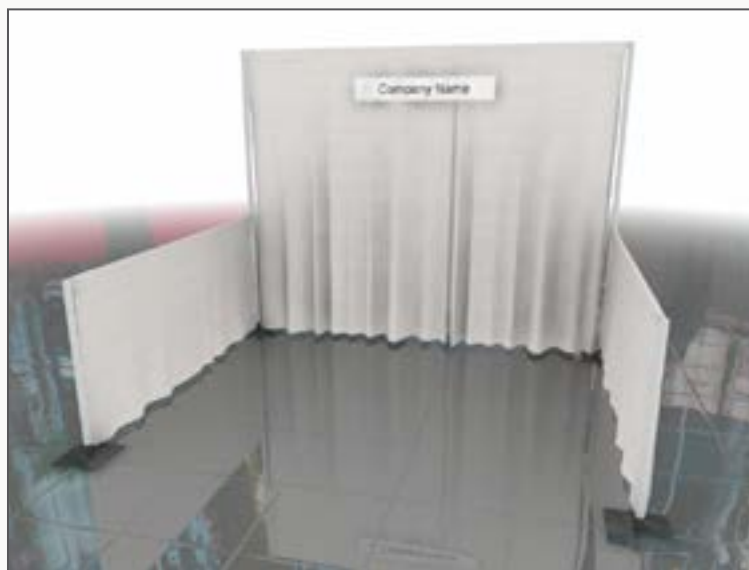
Booth Package

Each 10' x 10' Exhibitor Booth includes:

- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44"w x 7"h)

Show Colors

- Drapes – Gray
- Side Rails/Table – Gray
- Aisle Carpet – Tuxedo



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

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Wednesday, April 10 1:00 pm – 6:30 pm 20x20 or Larger Islands	Friday, April 12 9:00 am – 5:00 pm	Saturday, April 13 4:00 pm – 10:00 pm	Sunday, April 14 By 8:00 am
Thursday, April 11 7:00 am – 5:00 pm	Saturday, April 13 9:00 am – 3:30 pm	Sunday, April 14 8:00 am – 1:00 pm	–

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

T3 Important Dates & Deadlines Checklist

Monday, March 4, 2024	Presta™ Rental Exhibit Package Order Deadline
Monday, March 4, 2024	Receiving at Advance Warehouse Begins
Monday, March 11, 2024	Presta™ Rental Exhibit Package Artwork Submission Deadline
Monday, March 11, 2024	Exhibitor Appointed Contractor Form Deadline
Monday, March 18, 2024	Presta™ Rental Exhibit Package Artwork Approval Deadline
Monday, March 18, 2024	T3 Service Orders Advanced Discount Deadline
Monday, March 18, 2024	Custom Furniture Advanced Discount Deadline
Thursday, March 21, 2024	Electrical Services Advanced Discount Deadline
Friday, March 29, 2024	Audio Visual Services Advanced Discount Deadline
Friday, March 29, 2024	Rigging & Lighting Services Advanced Discount Deadline
Monday, April 1, 2024	Last Day for Advanced Shipments to Arrive without Surcharges
Wednesday, April 10, 2024	Direct Shipments to Show Site May Begin Arriving After 1:00 pm
Thursday, April 11, 2024	All Exhibits Must Be Set by 5:00 pm
Sunday, April 14, 2024	All Carriers Must Check In by 8:00 am

Preshow Checklist

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

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

Arrange in-bound freight/Material Handling

If you or any other vendor are shipping materials to your booth, be sure to choose **Advance** or **Direct Shipping**:

Advance Shipping:

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

Direct Shipping:

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

Order rental booth structure and/or option, if applicable

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

Order graphics/signage and submit artwork, if applicable

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

Order booth furnishings/accessories, if applicable

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

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

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

Order additional/ancillary services

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

Submit your order with payment (REQUIRED)

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

Arrange out-bound freight

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

On-site Checklist

Check all freight when you arrive

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

Booth set-up

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

Arrange outbound shipping

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

Booth freight packed and ready to ship out

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

SHIPPING INFORMATION

ASLMS 2024
BOOTH #: _____

Material Handling

Choosing Your Carrier

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

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

Rate Classifications

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

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

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

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Monday, April 1, 2024 will be charged an additional 30%.

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

Overtime/Double Time

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

Outbound Shipping

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

Carrier Check In: All carriers must be checked in no later than Sunday, April 14, 2024 by 8:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

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

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

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Monday, March 4, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.96/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$115.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Wednesday, April 10, 2024 at 1:00 pm. Shipments that arrive prior to this date may be refused by the Baltimore Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.00/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$115.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: ASLMS 2024

c/o: T3 Expo
c/o: ABF Freight
6720 Washington Blvd
Elkridge, MD 21075

Information

Advance shipments will be accepted beginning on Monday, March 4, 2024 through Monday, April 1, 2024 between the hours of 8:00 am – 4:00 pm.

Shipments received after Monday, April 1, 2024 will be charged an additional 30% per pound.

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

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: ASLMS 2024

c/o: T3 Expo
c/o: Baltimore Convention Center
Swing Hall & Hall F
1 Pratt Street
Baltimore, MD 21201

Information

Direct shipments are accepted starting on Wednesday, April 10, 2024 beginning at 1:00 pm and throughout published event hours.

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

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

Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

***Priority
handling of
your inbound
and outbound
shipments***

***Guaranteed
expedited air
and ground
services***

***LTL Ground
Transportation***

***International
Transportation***

*Trust your important trade
show shipment to the leader in
exhibition transportation services.*

ArcBest®
More Than Logistics™



REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



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

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 4, 2024 TO MONDAY, APRIL 1, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: ABF Freight
6720 Washington Blvd
Elkridge, MD 21075

Event: **ASLMS 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 4, 2024 TO MONDAY, APRIL 1, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: ABF Freight
6720 Washington Blvd
Elkridge, MD 21075

Event: **ASLMS 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

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

DIRECT SHIPMENT

ACCEPTED BEGINNING WEDNESDAY, APRIL 10, 2024

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: Baltimore Convention Center
Swing Hall & Hall F
1 Pratt Street
Baltimore, MD 21201

Event: **ASLMS 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING WEDNESDAY, APRIL 10, 2024

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: Baltimore Convention Center
Swing Hall & Hall F
1 Pratt Street
Baltimore, MD 21201

Event: **ASLMS 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

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

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 4, 2024 TO MONDAY, APRIL 1, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: ABF Freight

6720 Washington Blvd

Elkridge, MD 21075

Event: **ASLMS 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 4, 2024 TO MONDAY, APRIL 1, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: ABF Freight

6720 Washington Blvd

Elkridge, MD 21075

Event: **ASLMS 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Exhibitor Order Deadline: **Monday, March 4, 2024**
Artwork Submission Deadline: **Monday, March 11, 2024**
Artwork Approval Deadline: **Monday, March 18, 2024**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, March 11, 2024.

10' x 10' Presta™ Rental Exhibit Package



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

Review Package

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

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

Submitting Artwork

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

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

Black	Blue	Green	Grey
Navy	Red	Tuxedo	

Submit This Form

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

10' x 10' Rental Exhibit Package	\$3,593.00
Sales Tax 6.0%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Monday, March 4, 2024**
Artwork Submission Deadline: **Monday, March 11, 2024**
Artwork Approval Deadline: **Monday, March 18, 2024**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, March 11, 2024.

10' x 20' Presta™ Rental Exhibit Package



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

Review Package

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

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

Submitting Artwork

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

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

Black	Blue	Green	Grey
Navy	Red	Tuxedo	

Submit This Form

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

10' x 20' Rental Exhibit Package	\$6,356.00
Sales Tax 6.0%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Artwork Submission Deadline:
All artwork due by Monday, March 11, 2024

Print Production Artwork Requirements

PLEASE NOTE:

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

General File Set Up

Please provide artwork in native forms whenever possible:

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

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

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

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

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

Images

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

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

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats

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

Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

Submitting Artwork

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

Questions?

Questions regarding artwork may be emailed to:

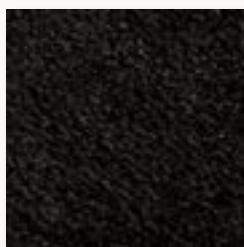
Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

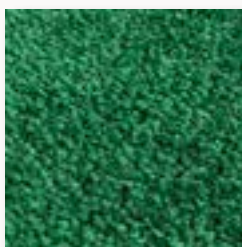
- Event name
- Company name
- Booth number
- Contact information

Floor Covering

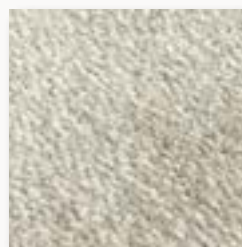
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



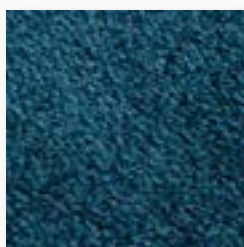
Black



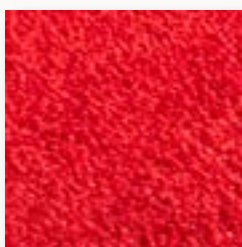
Green



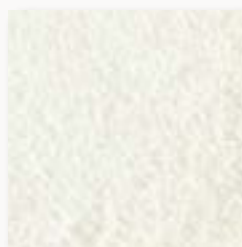
Grey



Navy

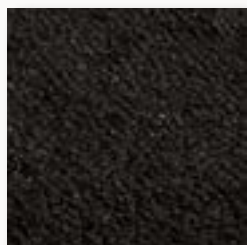


Red



White

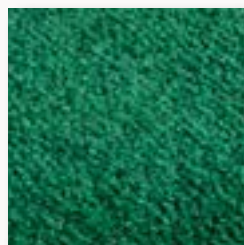
Standard Carpet – 16 oz. Nylon Carpet



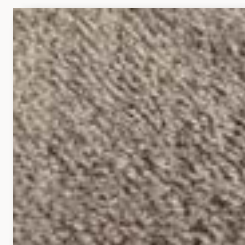
Black



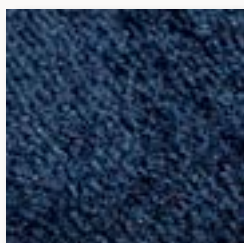
Blue



Green



Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Monday, March 18, 2024

Floor Covering Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet
Please enter size and select carpet color

The booth space is concrete and floor covering is required by Show Management.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$7.14	or \$11.42	= \$ _____

Please select UPGRADED carpet color:
(check one)

Black
Navy

Green
Red

Grey
White

Standard Carpet – 16 oz. nylon carpet – **Please enter size and select carpet color**

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$305.00	or \$488.00	\$ _____	20' x 20' \$1,220.00	or \$1,948.00	\$ _____
10' x 20' \$610.00	or \$974.00	\$ _____	20' x 30' \$1,830.00	or \$2,922.00	\$ _____
10' x 30' \$915.00	or \$1,461.00	\$ _____	20' x 40' \$2,440.00	or \$3,896.00	\$ _____
10' x 40' \$1,220.00	or \$1,948.00	\$ _____	30' x 30' \$2,745.00	or \$4,383.00	\$ _____

20' carpet comes as two matching 10' pieces.

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

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$3.05	or \$4.87	= \$ _____

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

Black
Navy

Blue
Red

Green
Tuxedo

Grey

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$1.30	or \$2.07	= \$ _____
1" Foam Padding* _____ x _____ = _____ sq. ft		x \$2.60	or \$4.14	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.04	or \$1.66	= \$ _____

Subtotal: \$ _____

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

Sales Tax 6.0%\$ _____
Estimated Total Floor Covering\$ _____

Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

Accessories / Pipe & Drape

Accessories

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

Pipe & Drape

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

PLEASE NOTE:
Colors and style may vary upon availability.



T3 Advanced Discount Deadline:
Order and payment due by Monday, March 18, 2024

Furniture / Accessories / Pipe & Drape Order Form

Furniture

Quantity	Discount Price	Standard Price	Extended Price
A. Bar Stool – Black	x \$227.00	or \$318.00	= \$
B. Side Chair – Black	x \$150.00	or \$210.00	= \$

Accessories

Quantity	Discount Price	Standard Price	Extended Price
A. Bag Stand – Chrome	x \$240.00	or \$336.00	= \$
B. Brochure Holder	x \$91.00	or \$127.00	= \$
C. Coat Tree	x \$145.00	or \$203.00	= \$
D. Display Board (8'w x 4'h)	x \$243.00	or \$340.00	= \$
E. Display Counter (36"w x 41"h x 21"d)	x \$404.00	or \$566.00	= \$
Display Counter with Decal (14" x 14")*	x \$479.00	or \$641.00	= \$
Display Counter with Custom Graphics*	x \$529.00	or \$691.00	= \$
F. Easel – Tripod	x \$100.00	or \$140.00	= \$
G. Display Showcase (58" x 38" x 17.5d")	x \$450.00	or \$630.00	= \$
H. Literature Stand	x \$191.00	or \$267.00	= \$
I. Sign Stand – Chrome (22"w x 28"h)	x \$160.00	or \$224.00	= \$
J. Stanchion (with 7' retractable cord)	x \$105.00	or \$147.00	= \$
K. Wastebasket	x \$32.00	or \$45.00	= \$

Pipe & Drape

Quantity	Discount Price	Standard Price	Extended Price
A. 8' High Drape – Per Linear ft	x \$27.00	or \$38.00	= \$
B. 3' High Drape – Per Linear ft	x \$17.00	or \$24.00	= \$

Please Select Drape Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

*Submitting Artwork

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

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

Sales Tax 6.0%\$ _____
Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

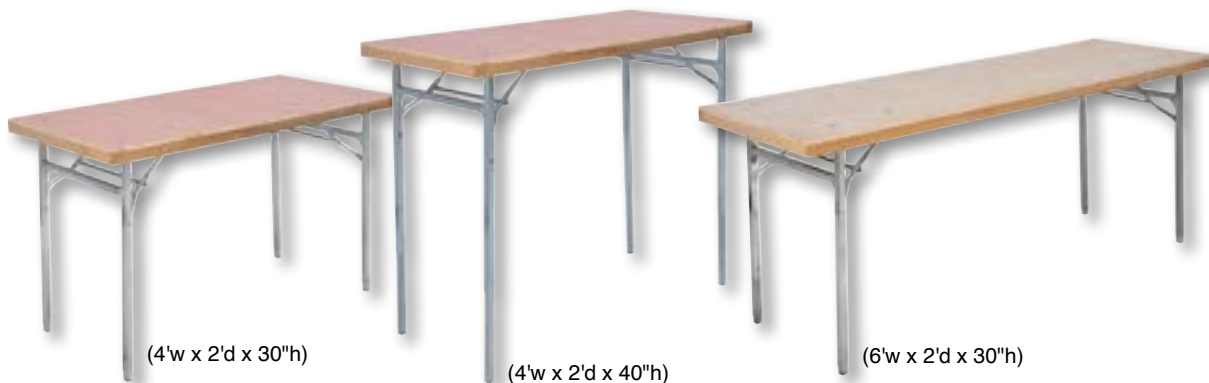
4'w x 2'd x 30"h (shown)
6'w x 2'd x 30"h
8'w x 2'd x 30"h
4'w x 2'd x 40"h
6'w x 2'd x 40"h
8'w x 2'd x 40"h

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



Unskirted Tables

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



Round Tables

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



Skirting not available on round tables.

PLEASE NOTE:

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

T3 Advanced Discount Deadline:
Order and payment due by Monday, March 18, 2024

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	\$194.00	or	\$272.00	= \$	_____
6'w x 2'd	_____	x	\$224.00	or	\$314.00	= \$	_____
8'w x 2'd	_____	x	\$263.00	or	\$368.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$62.00	or	\$87.00	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	\$224.00	or	\$314.00	= \$	_____
6'w x 2'd	_____	x	\$263.00	or	\$368.00	= \$	_____
8'w x 2'd	_____	x	\$301.00	or	\$421.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$70.00	or	\$98.00	= \$	_____

Please Select Skirting Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____	x	\$76.00	or	\$106.00	= \$	_____
6'w x 2'd	_____	x	\$100.00	or	\$140.00	= \$	_____
8'w x 2'd	_____	x	\$122.00	or	\$171.00	= \$	_____
40" High Unskirted							
4'w x 2'd	_____	x	\$100.00	or	\$140.00	= \$	_____
6'w x 2'd	_____	x	\$122.00	or	\$171.00	= \$	_____
8'w x 2'd	_____	x	\$145.00	or	\$203.00	= \$	_____

Round Tables

30"d x 30"h, black	_____	x	\$119.00	or	\$167.00	= \$	_____
30"d x 40"h, black	_____	x	\$135.00	or	\$189.00	= \$	_____

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

Sales Tax 6.0% \$ _____
Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

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

Display Labor

	Straight Time	Overtime	Double Time
Labor	\$177.00	\$223.00	\$269.00
T3 Supervised Labor	\$230.10	\$289.90	\$349.70
Forklift and Operator.....	\$327.00	\$396.00	\$491.00

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

For Forklift Orders

Type of Work Being Performed

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

Size of forklift required:

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

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

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

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

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

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

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

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor \$ _____

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse no later than Monday, April 1, 2024 using the enclosed "Hanging Sign" labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$177.00	\$223.00	\$269.00
T3 Supervised Sign Assembly Labor.....	\$230.10	\$289.90	\$349.70

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

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

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	\$778.00	\$992.00	\$1,129.00

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

Note: Final billing will include time, materials, assembly, installation and dismantle.

**We will do our best to accommodate the requested date and time.
Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

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

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

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

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

Set-Up Instructions Attached

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

Estimated Total Sign Assembly \$ _____

Accessible Storage & Cleaning Order Form

Important Information

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

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

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

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

Empty Storage fees cover the duration of the event.

Accessible Storage

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

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

Access Storage

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

	Straight Time	Overtime	Double Time
Access Storage Labor	\$177.00	\$223.00	\$269.00

Empty Storage

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

Cleaning

	Area	Price	# Days	Extended Price
Porter Service	_____ x _____	\$0.88 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____	\$0.74 per sq. ft.	x _____	= \$ _____

	Quantity	Standard Price
Shrink Wrap	_____	\$168.00

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

Est. Total Storage Services \$ _____

T3 Advanced Discount Deadline:
Order and payment due by **Monday, March 18, 2024**

Artwork Submission Deadline: ... Monday, March 11, 2024

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

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

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

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

Signage

Standard Size Signs

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

Subtotal = \$ _____

Custom Size Banner (in square feet)

Single Sided

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

Double Sided (x2)

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

Subtotal = \$ _____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Sales Tax 6.0%\$ _____

Estimated Total Signage\$ _____



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CORT TRADESHOW
FURNISHINGS CATALOG](#)

CORT®

EVENTS

TRADESHOW
FURNISHINGS | 2022

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
POWERED FURNITURE						
	BKCT5P	5' Table	Black Top, Silver	\$1,264	\$1,580	
	BKCT8P	8' Table	Black Top, Silver	\$2,428	\$3,034	
	BKCI0P	10' Table	Black Top, Silver	\$2,428	\$3,034	
	NPLCHP	Naples Chair	Black Vinyl	\$1,133	\$1,416	
	NPLLOP	Naples Loveseat	Black Vinyl	\$1,518	\$1,898	
	NPLSOP	Naples Sofa	Black Vinyl	\$1,748	\$2,185	
	CIYP	Sydney Cocktail Table	Black Top, Brushed Steel	\$476	\$595	
	CIWP	Sydney Cocktail Table	White Top, Brushed Steel	\$474	\$592	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,476	\$1,845	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,476	\$1,845	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,190	\$1,487	
	VNTCVH	Ventura Communal Café Table	White Top, Silver	\$1,190	\$1,487	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$629	\$787	
	VILHUB	Village Charging Hub	Cream	\$400	\$500	
<i>Additional Powered Products under Office & Product Display on Page 2</i>						
SOFT SEATING COLLECTIONS						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$649	\$812	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$921	\$1,152	
	BCHWHT	Baja Chair	White Vinyl	\$663	\$829	
	BLVWHT	Baja Loveseat	White Vinyl	\$1,052	\$1,314	
	BSFWHT	Baja Sofa	White Vinyl	\$1,227	\$1,534	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$456	\$571	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$629	\$787	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$414	\$518	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$479	\$598	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$607	\$758	
	NPLCHR	Naples Chair	Black Vinyl	\$770	\$963	
	NPLLOV	Naples Loveseat	Black Vinyl	\$929	\$1,162	
	NPLSOF	Naples Sofa	Black Vinyl	\$1,102	\$1,378	
	PALSOV	Palm Beach Sofa	White Vinyl	\$963	\$1,204	
	STECOA	Sterling Chair	Gray Fabric	\$1,139	\$1,424	
	STESOF	Sterling Sofa	Gray Fabric	\$1,657	\$2,071	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$508	\$634	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$646	\$808	
	COCHTP	Cordoba Chair	Taupe Fabric, Black	\$726	\$908	
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	\$1,037	\$1,296	
ACCENT CHAIRS						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$856	\$1,070	
	BOWCHA	Bowery Chair	Ochre Fabric	\$802	\$1,003	
	CNTCHR	Century Chair	Gray Velvet	\$816	\$1,020	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$544	\$680	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$720	\$900	
	BCW	Madrid Chair	White Vinyl, Chrome	\$848	\$1,060	
	OCMWHT	Meeting Chair	White Vinyl, Wenge	\$361	\$451	
	MONCHA	Montreal Chair	Blue, Black Metal	\$882	\$1,102	
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	\$649	\$812	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$474	\$592	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$629	\$787	
	TCHGRP	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$612	\$765	
	WENCHA	Wentworth Swivel Chair	Brown Vinyl	\$474	\$592	
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	\$484	\$605	
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	\$484	\$605	
GROUP SEATING						
	BLDCRD	Blade Chair	Red	\$105	\$132	
	BLDCSB	Blade Chair	Sky Blue	\$105	\$132	
	SC3	Brewer Chair	Onyx, Chrome	\$233	\$291	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$139	\$174	
	DUET	Duet Stack Chair	Black, Chrome	\$89	\$111	
	LMCHR	Laguna Chair	Maple, Chrome	\$199	\$248	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$261	\$325	
	MALGRY	Malba Chair	Gray, Chrome	\$150	\$188	
	MALGRN	Malba Chair	Green, Chrome	\$150	\$188	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$210	\$263	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$210	\$263	
	MARCBE	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$210	\$263	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$210	\$263	
	MARCVH	Marina Chair	White Vinyl, Brushed Metal	\$210	\$263	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$496	\$621	
	SCIO	Razor Armless Chair	White	\$97	\$122	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$142	\$178	
	CS4	Syntax Chair	Black, Chrome	\$283	\$354	
	ZENCHR	Zenith Chair	White, Chrome	\$187	\$235	
OTTOMANS						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$533	\$665	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$533	\$665	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$533	\$665	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$533	\$665	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$533	\$665	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$533	\$665	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
OTTOMANS (CONTINUED)						
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$533	\$665	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$442	\$552	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$442	\$552	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$442	\$552	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$442	\$552	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$442	\$552	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$442	\$552	
	BVSMILV	Beverly Small Bench Ottoman	Lavender Fabric	\$442	\$552	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$442	\$552	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$442	\$552	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$442	\$552	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$442	\$552	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$694	\$868	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$694	\$868	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$474	\$592	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$474	\$592	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$244	\$305	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$244	\$305	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$244	\$305	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$244	\$305	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$244	\$305	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$244	\$305	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$244	\$305	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$244	\$305	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$244	\$305	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$244	\$305	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$244	\$305	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$244	\$305	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$244	\$305	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$244	\$305	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$244	\$305	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$244	\$305	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$168	\$210	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$168	\$210	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$168	\$210	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$168	\$210	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$168	\$210	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$168	\$210	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$168	\$210	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$168	\$210	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$168	\$210	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$168	\$210	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$168	\$210	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$168	\$210	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$168	\$210	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$168	\$210	
CAFÉ TABLES WITH STANDARD BLACK BASE						
	30BKSC	30" Round Café Table	Black Top	\$272	\$340	
	30BEBE	30" Round Café Table	Blue Top	\$272	\$340	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$272	\$340	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$272	\$340	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$272	\$340	
	ZTA	30" Round Café Table	Gray Acajou Top	\$272	\$340	
	30GSBC	30" Round Café Table	Green Top	\$272	\$340	
	ZTK	30" Round Café Table	Maple Top	\$272	\$340	
	30OSBC	30" Round Café Table	Orange Top	\$272	\$340	
	ZTB	30" Round Café Table	Red Top	\$272	\$340	
	30WH29	30" Round Café Table	White Top	\$272	\$340	
	30WDBC	30" Round Café Table	Barnwood Top	\$272	\$340	
	36BKSC	36" Round Café Table	Black Top	\$323	\$405	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$323	\$405	
	ZTP	36" Round Café Table	Maple Top	\$323	\$405	
	ZTQ	36" Round Café Table	White Top	\$323	\$405	
CAFÉ TABLES WITH HYDRAULIC CHROME BASE						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$397	\$495	
	30BRHC	30" Round Café Table	Red Top	\$397	\$495	
	30WHHC	30" Round Café Table	White Top	\$397	\$495	
	30WDHC	30" Round Café Table	Barnwood Top	\$397	\$495	
	30BKHC	30" Round Café Table	Black Top	\$397	\$495	
	30BEHC	30" Round Café Table	Blue Top	\$397	\$495	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$397	\$495	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$397	\$495	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$397	\$495	
	30GSHC	30" Round Café Table	Green Top	\$397	\$495	
	30MTHC	30" Round Café Table	Maple Top	\$397	\$495	
	30OSHC	30" Round Café Table	Orange Top	\$397	\$495	
	36BKHC	36" Round Café Table	Black Top	\$431	\$539	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$431	\$539	
	36MTHC	36" Round Café Table	Maple Top	\$431	\$539	
	36WTHC	36" Round Café Table	White Top	\$431	\$539	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CAFÉ TABLES POWERED WITH BLACK BASE						
	P30CWH	30" Round Cafe Table, Powered	White Top, Black	\$935	\$1,169	
ACCENT TABLES						
	ALCI00	Alondra Cocktail Table	Glass Top, Chrome	\$442	\$552	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$442	\$552	
	ALEI00	Alondra End Table	Glass Top, Chrome	\$320	\$401	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$320	\$401	
	AURA	Aura Round Table	White Metal	\$193	\$241	
	CIC	Geo Cocktail Table	Glass Top, Chrome	\$335	\$418	
	CIFWB	Geo Cocktail Table	Brandy Maple Top, Black	\$385	\$482	
	EIC	Geo End Table	Glass Top, Chrome	\$272	\$340	
	EIFWB	Geo End Table	Brandy Maple Top, Black	\$338	\$422	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$283	\$354	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$283	\$354	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$283	\$354	
	MESETB	Mesa End Table	Black Top, Bronze	\$187	\$235	
	MESETG	Mesa End Table	Glass Top, Bronze	\$187	\$235	
	MESETW	Mesa End Table	Barnwood Top, Bronze	\$187	\$235	
	REGBN	Regis Bench/Table	Brushed Metal	\$445	\$556	
	REGOTT	Regis End Table	Brushed Metal	\$361	\$451	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$187	\$235	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$187	\$235	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	\$187	\$235	
	CIE	Silverado Cocktail Table	Glass, Chrome	\$369	\$461	
	EIE	Silverado End Table	Black Top, Brushed Steel	\$289	\$362	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	\$372	\$465	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$422	\$528	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	\$372	\$465	
	SYDOWC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$422	\$528	
	EIY	Sydney End Table	Black Top, Brushed Steel	\$338	\$422	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$369	\$461	
	EIW	Sydney End Table	White Top, Brushed Steel	\$338	\$422	
	SYDOWE	Sydney End Table	Barnwood Top, Brushed Steel	\$369	\$461	
	TAOBK	Taos Side Table	Black Top, Bronze	\$187	\$235	
	TAOBWH	Taos Side Table	White Top, Bronze	\$187	\$235	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$187	\$235	
	TMBTBL	Timber Table	Wood	\$202	\$252	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKS	30" Round Bar Table	Black Top	\$272	\$340	
	30EBB	30" Round Bar Table	Blue Top	\$272	\$340	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$272	\$340	
	30YBB	30" Round Bar Table	Brushed Yellow Top	\$272	\$340	
	VTI	30" Round Bar Table	Graphite Nebula Top	\$272	\$340	
	VTA	30" Round Bar Table	Gray Acajou Top	\$272	\$340	
	30GSBB	30" Round Bar Table	Green Top	\$272	\$340	
	VTK	30" Round Bar Table	Maple Top	\$272	\$340	
	30OSBB	30" Round Bar Table	Orange Top	\$272	\$340	
	VTB	30" Round Bar Table	Red Top	\$272	\$340	
	30WH42	30" Round Bar Table	White Top	\$272	\$340	
	30WDBB	30" Round Bar Table	Barnwood Top	\$272	\$340	
	36BKS	36" Round Bar Table	Black Top	\$323	\$405	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$323	\$405	
	VTP	36" Round Bar Table	Maple Top	\$323	\$405	
	VTW	36" Round Bar Table	White Top	\$323	\$405	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKHB	30" Round Bar Table	Black Top	\$397	\$495	
	30BEHB	30" Round Bar Table	Blue Top	\$397	\$495	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$397	\$495	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$397	\$495	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$397	\$495	
	30GSHB	30" Round Bar Table	Green Top	\$397	\$495	
	30MTHB	30" Round Bar Table	Maple Top	\$397	\$495	
	30OSHB	30" Round Bar Table	Orange Top	\$397	\$495	
	30BRHB	30" Round Bar Table	Red Top	\$397	\$495	
	30WHHB	30" Round Bar Table	White Top	\$397	\$495	
	30WDHB	30" Round Bar Table	Barnwood Top	\$397	\$495	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$397	\$495	
	36BKHB	36" Round Bar Table	Black Top	\$431	\$539	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$431	\$539	
	36MTHB	36" Round Bar Table	Maple Top	\$431	\$539	
	36WTHB	36" Round Bar Table	White Top	\$431	\$539	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$361	\$451	
	P30BWH	30" Bar Table, Powered	White Top, Black	\$935	\$1,169	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	\$329	\$411	
	BST	Banana Barstool	White, Chrome	\$329	\$411	
	BLDBRD	Blade Barstool	Red	\$193	\$241	
	BLDBSB	Blade Barstool	Sky Blue	\$193	\$241	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$238	\$298	
	LMBAR	Laguna Barstool	Maple, Chrome	\$244	\$305	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$278	\$348	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$278	\$348	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$278	\$348	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$278	\$348	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$369	\$461	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$442	\$552	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$442	\$552	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$442	\$552	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$442	\$552	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$442	\$552	
	RSTSTL	Rustique Barstool	Gunmetal	\$153	\$192	
	BS001	Shark Barstool	White, Chrome	\$422	\$528	
	BSR	Syntax Barstool	Black, Chrome	\$244	\$305	
	ZENBAR	Zenith Barstool	White, Chrome	\$204	\$255	
	BS002	Zoey Barstool	White, Chrome	\$289	\$362	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$879	\$1,098	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$879	\$1,098	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$879	\$1,098	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$734	\$918	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$734	\$918	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$734	\$918	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Maple Top, Silver	\$879	\$1,098	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$879	\$1,098	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$734	\$918	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$734	\$918	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$422	\$528	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$422	\$528	
	WD3	Work Table	White Top, White	\$440	\$550	
	CB8	42" Round Madison Table	Gray Acajou, Black	\$508	\$634	
	CONF42	42" Round Table	White Top	\$508	\$634	
	42BKCT	42" Round Table	Black Top, Black	\$508	\$634	
	BKCT5N	5' Table	Black Top, Silver	\$743	\$928	
	BKCT8N	8' Table	Black Top, Silver	\$1,264	\$1,580	
	BKCT10N	10' Table	Black Top, Silver	\$1,431	\$1,788	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$595	\$745	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$595	\$745	
	CFI	Geo Table, Rounded Square	Glass Top, Black	\$422	\$528	
	CEI	Geo Table, Rounded Square	Glass Top, Chrome	\$422	\$528	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$632	\$791	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,264	\$1,580	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,264	\$1,580	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	\$210	\$263	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$403	\$504	
	GENCHA	Genesis Chair	Black	\$351	\$439	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$425	\$531	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$490	\$613	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$428	\$536	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$397	\$495	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$388	\$485	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$184	\$231	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$799	\$999	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$595	\$745	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$734	\$918	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$578	\$722	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$680	\$850	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$629	\$787	
	PDL36W	Powered Locking Pedestal, 36"	White	\$629	\$787	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$751	\$938	
	PDL42W	Powered Locking Pedestal, 42"	White	\$751	\$938	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	\$289	\$362	
	LA14	Mason Table Lamp	Brushed Silver	\$191	\$238	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,136	\$2,671	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$1,994	\$2,493	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,261	\$2,826	
	MTCFUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$2,012	\$2,514	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$629	\$787	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$1,034	\$1,293	
DIVIDERS						
	DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$267	\$334	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$533	\$665	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$1,068	\$1,335	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$533	\$665	
	DIVFST	Clear Divider, Sofa/Table	Silver, Clear	\$479	\$598	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$666	\$833	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$683	\$854	
	STNSGN	Stanchion Sign Holder	Chrome	\$232	\$253	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$244	\$267	

TOTAL

Email this completed form to: orders@t3expo.com

Sales Tax 6.0% \$ _____

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

ADDITIONAL INFORMATION & FORMS

Payment Information

Important Information

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

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

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

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

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

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

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

Accepted Credit Cards:

- Visa
- Mastercard
- American Express

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

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on 4/11/24.

Services Ordered

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

Exhibitor Profile

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

Method of Payment

Company Check*

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

Wire Transfer**

Credit Card

Credit Card Information

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

**Please Return EAC Form By:
Monday, March 11, 2024**

Notification Of Intent To Use EAC

Important Information

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

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

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

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

Please return to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: ASLMS 2024

Phone: +1.888.698.3397
Email: orders@t3expo.com

Exhibiting Company Information

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

Exhibitor Appointed Contractor Information

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

Third Party Authorization

Important Information

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

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

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

Third Party covering the following charges for exhibitor:

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

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

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

Third Party Company Information

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

Third Party Credit Card Authorization

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

United States Fire Department Regulations

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

Booth Construction

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

Fire Department

A permit shall be required for the following:

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

Obstructions

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

Fire-Retardant Treatment

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

Combustibles

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

Storage behind booths is strictly prohibited.

Maryland Labor Guidelines

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

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

Exhibit/Booth Installation & Dismantle

The installation and dismantling of prefabricated displays comes under the jurisdiction of the local Carpenter's Union. However, two full-time exhibiting company employees may work without Carpenter Labor for one hour on the installation (move-in) and one hour on the dismantle (move-out) without Union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of Union labor. Exhibitors are not permitted to use power tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or T3 Expo.

Material Handling

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. T3 Expo will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by T3. Rates for material handling services are enclosed in this Exhibitor Service Kit.

T3 Expo will have jurisdiction in the loading dock area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the Union jurisdictions or interpretations thereof should be resolved with representatives of T3 Expo and Show Management. The T3 Service Desk can put you in touch with the appropriate personnel if necessary.

Safety

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

Tipping

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

ANCILLARY INFORMATION & FORMS

ASLMS 2024 Annual Conference

April 11-14, 2024



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3 / 21 / 2024

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EXHIBITOR AUDIO VISUAL ORDER



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

*Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.*

Computers & Accessories

Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$500	\$600	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$850	\$1025	\$
Wireless Keyboard & Mouse Set		\$100	\$120	\$
Computer Audio Speakers		\$100	\$120	\$
Wireless Slide Advance Remote		\$80	\$100	\$

Computer / Video Flat Panel Displays

Equipment	Qty	Advance Rate	Standard Rate	Total
24" 4K / HD LCD: 1280x1024 Resolution Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount		\$500	\$600	\$
32" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$700	\$840	\$
42" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$900	\$1080	\$
48" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1100	\$1320	\$
55" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand		\$1300	\$1560	\$
55" Touchscreen HD LED: 4K Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand		\$2150	\$2575	\$
70" HD LED: 4K Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand		\$1600	\$1925	\$

Video Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Professional Digital Video Disc Player: with repeat function Please check / circle stand <input type="checkbox"/> USB Media Player <input type="checkbox"/> DVD / Blu-Ray <input type="checkbox"/> DVD - Region Free		\$250	\$300	\$

Audio Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Wireless UHF Mic Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset		\$350	\$425	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$540	\$650	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$740	\$890	\$

Miscellaneous Equipment

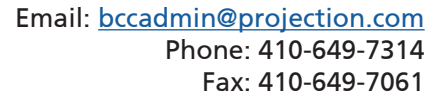
Equipment	Qty	Advance Rate	Standard Rate	Total
4,200 Lumen HD LCD Projector: 1920 x 1080 resolution		\$1100	\$1325	\$
Projection Support Package: Includes Tripod Screen, Bottom Skirt, AV Cart, Video Cables, Power Cables		\$260	\$315	\$
Tripod Screen with skirt: <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'		\$130	\$155	\$
Monitor (AV) Cart with skirt: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54"		\$70	\$85	\$
Monitor Floor Stand Shelf		\$125	\$150	\$

Equipment Rental Subtotal

\$

Booth Number

projection



Totals	
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1) Equipment Rental Sub Total: from page 1	\$
2) Maryland State Sales Tax: 6.00%	\$
3) Equipment Set / Strike: 30% of Equipment Total or \$140 flat fee - whichever is greater.	
<i>** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.</i>	\$
4) Order Total:	\$

Order Instructions	
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Customer / Exhibitor Information	
Customer Name	
Customer Address	
Customer City	
Customer State	
Customer Zip	
Customer Phone	
Customer Email	
Exhibitor Name	
Exhibitor Address	
Exhibitor City	
Exhibitor State	
Exhibitor Zip	
Exhibitor Phone	
Exhibitor Email	

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

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

Payment Information	
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100	100

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

Remit Payment To	
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Complete this form
and return for order confirmation
By Email: bccadmin@projection.com
By Phone: 410-649-7314
By Fax: 410-649-7061

EXHIBITOR AUDIO VISUAL ORDER



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Rental Agreement

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

Cancellation

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

PLEASE NOTE:

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

Payment Terms

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

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

Unpaid Balances

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

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Booth #:



RIGGING & LIGHTING SERVICES

EXHIBITS



projection

Rigging Services



Projection is the official preferred in-house rigging and lighting equipment service partner. Projection will be on-site from set up through dismantle. Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date. All rigging and lighting labor is exclusive to IATSE Local 19.

CUSTOM RIGGING SOLUTIONS ALL PRICING IS FOR THE DURATION OF THE SHOW

QUANTITY ADVANCE RATE STANDARD RATE TOTAL

Truss

A truss is an aluminum structure used to create a lower "ceiling" to hang lighting or other suspended items. It is available in 5' or 10' sections which can be attached to create desired lengths or height.

Truss 5' Section – 12"x12" Box		\$100	\$120	
Truss 8' Section – 12"x12" Box		\$120	\$145	
Truss 10' Section – 12"x12" Box		\$130	\$155	

Corner Block

A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – 12"x12" Box		\$90	\$110	
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Base Plate - 24"x24"

A base plate is used as a stand for ground supported truss.

		\$150	\$180	
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Motor

A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ½ ton, and 1 ton capacities.

		\$190	\$225	
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Motor Controller

Controller to manage multiple motors - up to 8.

		\$400	\$480	
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Motor Paddle w/ Cables

		\$150	\$180	
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Cheeseboro

A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

		\$10	\$12	
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Schedule 40 Pipe - 10'

Pipe is available in 2', 5', 10', 12' lengths.

		\$50	\$60	
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Deck Chain - 4'

		\$30	\$35	
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Rigging Bar - For use in Hall A-D

		\$100	\$120	
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Eye Hook

		\$10	\$12	
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Small Rigging Accessory Kit

A rigging accessory package of (10) 5/8" shackles & (10) 6' Steelflex Roundslings.

		\$250	\$250	
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Medium Rigging Accessory Kit

A rigging accessory package of (30) 5/8" shackles & (30) 6' Steelflex Roundslings.

		\$500	\$600	
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Large Rigging Accessory Kit

A rigging accessory package of (60) 5/8" shackles & (60) 6' Steelflex Roundslings.

		\$1000	\$1200	
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Lift

A scissor lift is necessary for overhead rigging and making attachments to the ceiling.

32' Scissor Lift		\$1750	\$1750	
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Rigging Services



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LIGHTING FIXTURES A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors. Electrical Service is not included and must be ordered separately.	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTAL
Conventional Source 4 Par (575 watt, 750 watt) This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL). * (1) 20amp circuit is needed for every (2) Conventional Par		\$90	\$110	
Conventional Source 4 Leko (575, 750 watt) This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light. * (1) 20amp circuit is needed for every (2) Conventional Leko		\$90	\$110	
LED Par The LED Par offer RGBW color changing options to create a wash effect. * (1) 20amp circuit is needed for every (6) LED Par		\$200	\$240	
LED Source 4 Leko This fixture is best used to create a spot light or to highlight specific spaces or objects. * (1) 20amp circuit is needed for every (6) LED Par		\$200	\$240	
DIMMER RACKS AND LIGHTING CONTROL These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large "outlet" that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately.	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTAL
Dimmer Pack - 6ch		\$150	\$180	
Dimmer Rack - 12ch		\$350	\$420	
Dimmer Rack - 24ch		\$500	\$600	
Lighting Controller - 12ch		\$150	\$180	
ETC HedgeHog 4 Lighting Console		\$1250	\$1500	
ETC RoadHog 4 Lighting Console		\$1500	\$1800	



For Rigging & Lighting Labor Estimates:

Email: michael.mixer84@gmail.com

Phone: 443-413-4114

All Rigging and Lighting Labor is exclusive to IATSE Local 19



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

Rigging Services



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Totals

1) Equipment Rental Sub Total: from page 1	\$
2) Maryland State Sales Tax: 6.00%	\$
<i>All Rigging and Lighting Labor is exclusive to IATSE Local 19 Please call Michael Mixter, Union Steward for pricing & confirmation. 443-413-4114 / michael.mixer84@gmail.com</i>	
3) Order Total:	\$

Order Instructions

Customer / Exhibitor Information

Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time:	On-Site Contact Name:
<small>* Projection will confirm equipment delivery and pickup dates and time by phone / email.</small>	On-Site Contact Cell Phone:

Please share any relevant diagrams showing placement, orientation, and elevation of your request.

Payment Information

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

Remit Payment To

Projection
Baltimore Convention Center
One West Pratt Street
Baltimore, MD 21201
www.projection.com

Complete this form
and return for order confirmation
By Email: bccadmin@projection.com
By Phone: 410-649-7314
By Fax: 410-649-7061
please call for a custom price quote

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Unpaid Balances

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Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Booth #:

INTERNET-TELECOM SERVICE AGREEMENT

EVENT:		EVENT DATES:	
EXHIBITOR NAME:	MOVE IN DATE:	ONSITE CONTACT/CELL#:	BOOTH/ROOM:
COMPANY BILLING NAME:	BILLING ADDRESS:		
CONTACT:	PHONE:	EMAIL ADDRESS:	

*** Advance rates are applied to orders received WITH PAYMENT 21 days prior to the first show move-in date**

SERVICES	QTY	ADVANCE*	STANDARD	TOTAL
Internet, Wired Shared Network Services - Good for Email or E-commerce Devices				
1. Basic Shared Wired Internet Service -- Covers 1 device (up to 2 Mbps)		\$795	\$1,125	
2. Additional IP Address -- Covers an additional device (up to 2 Mbps per device)		\$135	\$165	
Internet, Wireless Shared Network Services - Good for Web Surfing, Email, and Social Media (Very limited Coverage for 2.4GHz Devices)				
3. Wireless Internet Access -- Covers 1 Device (up to 5Mbps)		\$735	\$895	
4. Wireless Internet Access -- Covers an additional device (up to 5 Mbps per device)		\$135	\$165	
5. Wireless Internet Buyout (Covers 50 to 7,000 Devices)		Call (410) 649-7097 for a quote		
Internet, Wired Dedicated Network Services - Best for Video Streaming, Web Meetings, Demos, and Social Media Walls				
6. Dedicated wired, 5 Mbps + 5 static or DHCP IP addresses		\$3,395	\$4,225	
7. Dedicated wired, 10 Mbps + 13 static or DHCP IP addresses		\$5,850	\$7,300	
8. Dedicated wired, 12 Mbps + 29 static or DHCP IP addresses		\$7,850	\$9,800	
9. Dedicated wired, 15 Mbps + 29 static or DHCP IP addresses		\$9,850	\$11,650	
10. Dedicated wired, over 15 Mbps		Call (410) 649-7097 for a quote		
Internet , Other Network Services/Equipment				
11. Switch Rental (Unmanaged) 8 Port 16 Port 24 Port		\$220	\$260	
12. Patch Cables (25' - 50' Cat 5)		\$45	\$60	
13. VLAN/Shared or Non-Shared		\$375	\$375	
14. Cable TV - Comcast (per connection)		\$315	\$470	
15. Adapters/Dongles (USB to Ethernet, USB to Wi-Fi, USB Cables, etc.)		\$50	\$50	
16. Technical Support (per hour with min 1 hour charge)		\$80	\$80	
Telephone Services				
17. Single Analog Line with Unlimited Local Services		\$315	\$415	
18. Polycom Conference Phone		\$110	\$160	
19. Dedicated Analog Line (Best for credit card services)		\$325	\$425	
20. Multi Line/Digital Line with Unlimited Local Services (Dial "2" for an outside line)		\$395	\$475	
21. Long Distance Capability? Yes No (Indicate qty. of long distance lines)		\$0.28 per minute		
22. Telephone Handsets Required? Yes No		No charge		
23. Voice Mail (per line) Yes No		\$20	\$20	
24. Call Forwarding (per line)		\$5	\$5	
25. Call Waiting (per line)		\$10	\$10	
. Credit card orders: Email to nathaniel.morgan@mcdean.com , FAX to 877-819-4023 . A fee (3.5%) will be applied for all credit card payment processing . Checks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353-2232 . For service and order inquiries please call at 410-649-7097 . Inquiries can also be emailed to nathaniel.morgan@mcdean.com		SUBTOTAL		
		6% MD TAX		
		3.5% CREDIT CARD FEE		
		GRAND TOTAL		

Payment in full is required prior to the event

CREDIT CARD:	CREDIT CARD NUMBER:	EXP. DATE:	SECURITY CODE:
VISA MASTERCARD AMEX		____/____/____	
CREDIT CARD HOLDER NAME:	CREDIT CARD HOLDER SIGNATURE AND ACCEPTANCE OF TERMS AND CONDITIONS:	CARD BILLING ZIP CODE:	DATE:
			____/____/____

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.

[M.C. Dean Terms and Conditions](#)

ASLMS 2024

April 11–14, 2024

Baltimore Convention Center

Baltimore, MD



(770) 507-6777
FAX (770) 474-4676
order@tlc-florist.com
www.tlc-florist.com

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convention • plant • services

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____ Ex Date _____
Billing Address: _____ CVV# _____ **Pay via ACH to avoid cc proc fee, email req to order@tlc-florist.com**
City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
Show Decorator: T3Expo _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

HOW TO ORDER: Email order to order@tlc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr., Stockbridge, Ga 30281 / or Fax to (770) 474-4676 Questions? Please email plant@tlc-florist.com or call (770) 507-6777

*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—**prices start at \$95.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$85.00 ea

Visit www.tlc-florist.com for additional sample pictures.

For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$50.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Bromeliads—12"-18"H

\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

*See next
page for
green plants.*

Ferns



Ferns
\$50.00 each

Qty ____

Ivy



Ivy—10"H x 10"W
\$50.00 each

Qty ____

Pothos



Pothos—12"H x 1
\$50.00 each

Qty ____



BALTIMORE

770-507-6777
order@tlc-florist.com

EXH

3' Green Plants



\$60.00 each Qty ____

7' H & Taller plants & Planters
are available
Call 770-507-6777 for price/
availability



Planters are 2 1/2' long.

Top-dressed with seasonal color and greenery

____ white, ____ pink, ____ red
____ yellow, ____ lavender



4' @ \$175 each, Qty ____
5' @ \$185 each, Qty ____
6' @ \$200 each, Qty ____

S



4' @ \$7
5' @ \$8
6' @ \$9

Seasonal Call for



Tulip

Gerbera



Kalanchoe

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **Orders placed after the open of an event may be subject to a delivery fee.**

Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container
(Included in rental cost)

____ Black ____ White

Chrome, Brass, Terra Cotta, & Other
Containers are available.
Please call 770-507-6777 for pricing.

Subtotal ____

10% Delivery ____

3% CC Proc Fee ____
Request ACH pmt invoice when
emailing this order to avoid 3% fee

Total ____

BALTIMORE CONVENTION CENTER EXHIBITOR CATERING MENU



43rd ASLMS Annual Conference on
**ENERGY-BASED
MEDICINE & SCIENCE**
April 11-14, 2024



GENERAL INFORMATION

POLICIES AND PROCEDURES

These points will ensure your success while hosting attendees in your booth.



- **NO OUTSIDE FOOD OR BEVERAGE MAY BE BROUGHT INTO THE CONVENTION CENTER.** Sodexo Live! is the exclusive caterer in the Baltimore Convention Center that must provide all of your food, beverage and catering staffing needs.
- If your company manufactures, produces or distributes food or non-alcoholic beverages and your products are related to the nature of the show, you may provide samples for your guest's enjoyment in your booth on the trade show floor upon our approval. Please request a sampling packet for guidelines and required forms for approval. **COMPLETED SAMPLING FORMS AND CERTIFICATE OF LIABILITY MUST BE RECEIVED BY THIS OFFICE THREE BUSINESS DAYS PRIOR TO YOUR SCHEDULED EVENT DATE.**
- To ensure availability of menu items, we encourage you to place your order 21 days prior to your scheduled event. Orders received less than five business days out from your event, will incur a 20% late fee for expedited services or charges that may arise to ensure your event.
- Cancellations prior to five business days in advance of the scheduled event date will receive a refund. Cancellation of services within three business days of the event date will be subject to payment in full.
- **EACH BOOTH SERVICE ORDER IS SUBJECT TO A \$60 DELIVERY FEE.**
- No food or beverage(s) may be returned for a credit.
- **PER ASLMS, ALCHOLIC BEVERAGES ARE PROHIBITED FROM BEING ORDERED BY EXHIBITORS FOR CONSUMPTION IN THE EXHIBIT HALL.**
- A 24% service charge will apply to all food and beverage charges. Current state sales taxes will apply: 6 % to all food, beverage, labor/delivery charges, equipment rentals and service charges and 9% to all alcoholic beverages.
- Our catering services are provided on high quality disposable ware and are drop-off services (*unless otherwise noted*). We will be glad to coordinate specialty equipment* or linens* to optimize services in your booth (*charges will be assessed for any damaged or lost item(s) and are the sole responsibility of the exhibitor).
- Client is responsible for supplying adequate space within their contracted exhibition space, including bar, work/counter space and/or storage needed to provide contracted service(s).
- Client responsible to contact Edlen at 410.649.7321 for all electrical services.
- Trash cans, garbage removal, tables and other equipment are to be arranged through your show's general contractor. **SODEXO LIVE! DOES NOT SUPPLY THESE ITEMS FOR YOUR BOOTH.**
- All services must be paid in full prior to the show's start. We accept company checks, wire transfers, Visa, MasterCard, Discover and American Express in full pre-payment of your services. We will require a credit card on file for any items on consumption, additional services ordered during the show or incidentals.
- It is the responsibility of the exhibitor to ensure that all services ordered are in compliance with ASLMS show regulations.

NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, disposable cups and napkins

Freshly Brewed Coffee 240

Three gallon units (approximately 30-36 cups)

Freshly Brewed Decaffeinated Coffee 240

Three gallon units (approximately 30-36 cups)

Baltimore's Southeastern Roastery Coffee 255

Three gallon units (approximately 30-36 cups)

Baltimore's Southeastern Roastery Decaffeinated Coffee 255

Three gallon units (approximately 30-36 cups)

Keurig K-Cup Coffee Kit* 125

Includes 24 K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups (select either Regular Coffee or Decaffeinated Coffee)

Keurig Starbucks K-Cup Coffee Kit* 175

Includes 24 Starbucks K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups (select either Regular Coffee or Decaffeinated Coffee)

***Keurig Machine Daily Rental 50**

Morning Coffee Package 480

Includes three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea

Nitro Coffee Bar 1795**

Includes cold brew nitro dispenser, 250 servings 1 barista for 4* hours, condiments and supplies

*Additional barista hours are priced accordingly.

**Advance order notice of two weeks is required
Based on availability.

Starbucks® Gourmet Coffee Bar 1360

Includes ten gallons Starbucks regular coffee, and three gallons of decaffeinated coffee, three gallons of hot water with Tazo flavored tea bags, seasonal flavored syrups and whipped cream (approximately 175 servings)

Additional Starbucks Coffees 255

Hot Water with Tazo Tea Bags 255

Three gallon units per selection



EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, disposable cups and napkins

Freshly Brewed Iced Tea 150

Three gallon units (approximately 36 cups)

Freshly Brewed Southern Sweet Tea 150

Three gallon units (approximately 36 cups)

Housemade Classic Lemonade 150

Three gallon units (approximately 36 cups)

Housemade Specialty Lemonade 165

Three gallon per flavor selection (approximately 48 8oz servings);

Yearly: Passionfruit-Jalapeno; Cherry-Lime; Rosemary or Arnold Palmer

Spring: Strawberry-Rhubarb

Summer: Watermelon-Basil, Strawberry-Rose; Blueberry

Fall: Spiced Pear or Autumn Ginger

Winter: Cranberry; Blood Orange or Winter Spice

Infused Mineral Water (per order) 135

Three gallon per flavor selection (approximately 48 8oz servings);

Flavors: citrus, melon, cucumber-mint, strawberry-basil or peach-thyme

Red Bull® Energy Drink 36

Six pack per selection: Regular or Sugar-Free

Individual Bottled Sports Drink 54

Six pack per selection: Orange, Lemon, Red or Blue

Individual Bottled Water 57

Twelve pack

Individual Bottled Sparkling Water 57

Twelve pack

Assorted Canned Soda 57

Twelve assorted regular and diet Coco-cola products

Individual Bottled Juices 60

Twelve juices to include orange, apple and cranberry



EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

A LA CARTE

All services include the appropriate condiments, disposableware and napkins

Assorted Freshly Baked Muffins 110

(two dozen)

Assorted Donuts 80

two dozen of Chef's selection of donuts

Assorted Bagels 100

two dozen may include plain, sesame, cinnamon raisin and everything

Assorted Danish 110

two dozen may include apple, blueberry, custard and cherry

Assorted Croissants 140

two dozen may include classic, almond topped, chocolate; apple; and cherry filled

European Breakfast Pastry Tray 126

two dozen may include strawberry cheese pockets, caramel pecan twists, rum buns and filled croissants

Chef's Morning Bakery Display 158

three dozen may include muffins, bagels, danish and croissants



Oversized Gourmet Cookies 136

two dozen individually wrapped cookies may include chocolate chip, Reese's chunk or seasonal selections

Individually Packaged Sweets 96

two dozen assorted bags sweet snacks and cookies

Assorted Brownies & Blondies 110

two dozen individually wrapped bars may include double fudge, Oreo or rocky road brownies & toffee blondies

Assorted Dessert Squares 110

two dozen individually contained bars may include lemon berry, cheesecake brownies, toffee blondies and/or seasonal selections

Rice Krispy® Treats 90

two dozen individually wrapped classic treats

Cupcakes 90

one dozen per selection:

- Death by Chocolate Cupcake
- Cappuccino Cupcake
- Strawberries 'n Cream Cupcake
- Lemon Raspberry Cupcake
- Cannoli Cupcake
- Dutch Apple Cupcake
- Classic Red Velvet Cupcake
- Chef's Special Seasonal or Specialty Offering

EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

A LA CARTE

All services include the appropriate condiments, disposableware and napkins



Granola Bars 48

(one dozen assorted bars)

Kind Bars 60

(one dozen assorted bars)

Kellogg's NutriGrain® Bars 48

(one dozen assorted bars)

GF Chobani® Greek Yogurts 60

(one dozen)

GF Fresh Fruit Cups 90

(ten cups)

Individual Bagged Savory Snacks 48

(one dozen assorted bags)

Maryland Popsations' Popcorn Bags 84

(one dozen, 2.5oz. bags)

Choice of 1 flavor per dozen: *Caramel, Kettle Corn, Old Bay Caramel, Charm City Combo (caramel & cheddar) or Seasonal*

Individual Bagged Trail Mix 60

(one dozen)

Individual Bagged Chex Mix 48

(one dozen)

Individual Bagged Salted Peanuts 60

(one dozen)

GF Bags of Housemade Kettle Chips 48

(one dozen individual bags)

Choice of spiced or salted

GF Housemade Potato Chips & Dips 162.50

(serves 25)

Individual bags of salted potato chips with individual cups of buttermilk herb and caramelized onion dips

GF S & G Chips 187.50

(serves 25)

Individual bags of corn tortilla chips with cups of salsa and guacamole

GF = Gluten Free

EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

EXHIBITOR FAVORITES

Tables and electrical power required for any equipment will be the responsibility of the customer

PARKING FOR PRETZELS 725

Includes 100 jumbo salted Bavarian pretzels, spinning pretzel machine rental, classic yellow mustard, nacho cheese sauce and napkins

Power requirements: 110volt/15amps/single phase

Additional Jumbo Pretzels (dozen) 75

“NUT-THING” TO IT 2000

Includes 200 four ounce bags, machine, bags, attendant for four hours and napkins

Flavor options: cinnamon sugar roasted almonds, cinnamon sugar roasted pecans, glazed almonds and pecans or glazed cashews

Power requirements: 208volt/30amps/single phase



FRESH FROM THE OVEN 1025

Includes one case of cookie dough, oven rental, oven mitt, spatula, tray, attendant for four hours, biodegradable disposable plates and napkins

Each case includes 240, two ounce cookies

Flavor options: chocolate chip, sugar, oatmeal raisin, peanut butter or seasonal selection

Power requirements: 110volt/20amps/single phase

Additional Case of Cookie Dough 750

POP TO IT 725

Includes 2 cases of unpopped popcorn

(approximately 500 freshly popped two ounce servings), machine rental, choice of seasonings, attendant for four hours, popcorn scoop, popcorn bags and napkins

Seasonings (sea salt, along with two choices from the following): Old Bay®, Maple Sugar, White Cheddar Powder, Ranch Powder, Vinegar Powder, Truffle Salt, Chipotle-Cinnamon or Spicy Cajun

Power requirements: 110volt/20amps/single phase

Additional Case of Unpopped Popcorn 175

Each case includes 250 two ounce servings, bags and napkins

PRE-POPPED POPCORN 165

7 lb (approx. 50 individual bags) per selection:

Butter, Cheese, Caramel Corn or
Glazed with almonds & pecans

EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

“DONUT WORRY, BE HAPPY” 875

Mini donuts served hot from the oven and tossed in a flavored sanding sugar

Includes one case of 420 mini donuts, oven rental, utensils, attendant for four hours, disposable bags and napkins

Flavor sugar options: cinnamon, salted caramel, apple cider, cookies & crème and pumpkin spice

Power requirements: 110volt/20amps/single phase

“CHILL OUT”

Ice Cream Novelties 6

Good Humor® selections may include ice cream sandwiches, strawberry shortcake bars, chocolate éclair bars and king cones

(minimum order of 100 pieces)

Premium Ice Cream Novelties 7

Ben & Jerry® and Häagen-Dazs® Ice Cream Selections, along with all-natural smoothie pops

(minimum order of 100 pieces)

Ice Cream Freezer Daily Rental 100

Power requirements: 110volt/20amps/single phase

New Wave Ice Cream Shop 1875

Includes rich liquid nitrogen seasonal ice cream made to order, along with two premade Baltimore Taharka® Bros. favorites, mini ice cream cones or petite disposable bowls with spoons; culinary attendant and server for four hours

Serves approximately 200 three ounce servings

Taharka Selections: vanilla bourbon, cookie dough, strawberry cheesecake, chocolate fudge brownie, salty caramel, honey graham, key lime pie or seasonal selection

Minimum of 6 ft space required

CINEMA SNACK BAR 580

Includes 20 bags/boxes of each:

White Cheddar Popcorn, Red Swedish Fish®, M&M's®, Sour Patch Kids®, Milk Duds® and Mike & Ikes®

C&C DISPLAY 1000

Includes bags/boxes of chocolate chip cookies, fudge brownies, M&M's® and chocolate covered pretzels freshly brewed regular and decaffeinated coffees, condiments, cups and napkins

Serves approximately 60 (15 of each sweet option)

GF = Gluten Free

EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.



BREAK SERVICE

BREAK ITEMS

Prices listed are per person. Minimum of 25 guests.

All services include the appropriate condiments, disposableware and napkins



Mid-Morning Pick Me Up Break 21

Individual Fresh Fruit Salad
Individual Bags of Trail Mix
Individual Chobani Yogurts
Seasonal Infused Mineral Water
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Teas

Snack Break 15

^{GF} Individual Hummus with Carrots & Pita Chips
Individual Bags of Trail Mix
Individual Containers of Apples & Seedless Grapes

Ballpark Break 18

Individual Bags of Dry Roasted Peanuts
Gourmet Soft Pretzels with yellow mustard
Individual Bags of Corn Tortilla Chips with hot cheese sauce
Individual Bags of Butter Popcorn

Maryland Snack Break 18

Individual Bags of Chesapeake Snack Mix
Individual Bags of Maryland's Popsations® Popcorn
– caramel and kettle corn flavors
Individual Bags of Utz® Crabby Seasoned Potato Chips
Baltimore's Otterbein® Chocolate Chip Cookies

Baltimore Fiesta Break 24

^{GF} Individual Bags of Corn Tortilla Chips
^{GF} Crab & Corn Salsa
Baltimore's Berger Cookies
Jarritos All Natural Fruit Flavored Sodas (1pp)

Give Me S'more Break 20

S'mores Display – creamy marshmallow dip with milk chocolate covered
graham crackers and pretzel rods
Assorted S'more Shooter Desserts
S'mores Trial Mix – mini marshmallows, mini graham crackers, milk chocolate
chips and chocolate covered pretzels
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Teas

^{GF} = Gluten Free

EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

LUNCH

All services include the appropriate condiments, disposableware and napkins

PLATTER OF SANDWICHES 250

25 individually wrapped sandwiches
on Chef's selection of breads; garnished with pickles;
Please select from the following:

- Turkey & Swiss *with lettuce and tomato*
- Roast Beef & Cheddar
- Ham and Havarti
- Grilled Vegetables *with red pepper hummus*

PLATTER OF PETITE SANDWICHES 400

60 individually wrapped sandwiches on petite rolls;
Please select three from the following:

- Classic Chunky Chicken Salad
- Brined Turkey Breast *with apple butter*
- Maryland Ham *with honey mustard*
- Baltimore Pit Beef *with horseradish aioli*
- Classic Tuna Salad
- Classic Egg Salad
- Fresh Cucumbers *with dill cream cheese spread*



BOXED LUNCHES

Traditional Sandwich Boxed Lunch 28

with chips, whole fruit and a cookie

Please select from the following:

- Turkey and Swiss
- Roast Beef and Caramelized Onions
- Ham and Swiss
- Vegetarian Caprese

Gourmet Wrap Boxed Lunch 30

with chips, side salad and a cookie

Please select from the following:

- Curry Chicken Wrap (*contains almonds*)
- Baltimore Pit Beef Wrap *with caramelized onions & horseradish*
- Spicy Turkey Bacon Cheddar Wrap
- Roasted Tandoori Vegetable Wrap

Gourmet Salad Boxed Lunch 31

with dessert

Please select from the following:

- Spicy Thai Chicken Salad – *Romaine lettuce, diced chicken breast, red bell peppers, shredded red cabbage and crispy rice noodles; spicy Thai peanut dressing*
- Chef Salad – *Turkey breast, ham, egg, cheddar cheese, romaine lettuce and grape tomatoes; zinfandel vinaigrette*
- Asian Beef Ramen Bowl – *Grilled sirloin with Napa and red cabbages, kale, scallions, carrots and ramen noodles; Gochujang dressing*
- Vegetarian Chopped Kale Salad – *Napa cabbage, red onions, carrots, walnuts, dried cranberries, blueberries and sunflower seeds; pomegranate dressing*

EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

RECEPTION

COLD HORS D'OEUVRES

Prices listed are per piece.
Minimum of 100 pieces per selection

Curry Chicken Salad 5.50

with golden raisins in a mini cone

Duck Confit Canape 6.50

with fig compote and bruleed pears

PLT 6.50

*Pork belly, baby lettuce and candied tomato
on a brioche plank with basil aioli*

Tomato Bruschetta Basket 6.50

*petit savory dough basket filled with seasoned
tomatoes, herbs and toasted parmesan*

Vegan Mushroom Ravioli 5.50

with vegan pesto; topped with balsamic glaze

Mini Crab & Shrimp Roll 8

GF Thai Chili Shrimp Skewer 7.50

glazed and accented with lime zest

GF Seared Saku Ahi Tuna 7.50

*on fresh cucumber round; topped with sriracha aioli and
ponzu-lemongrass reduction*

HOT HORS D'OEUVRES

Prices listed are per piece.
Minimum of 100 pieces per selection

B'more Hot Honey Chicken Slider 5.50

With coleslaw and pickles

Thai Chicken Skewer 6

Coconut-Curry Dipping Sauce

Baltimore Pit Beef Sliders 6

Horseradish Aioli

Philly Cheesecake Spring Roll 5.50

Spicy Aioli

Honey Old Bay® Glazed Pork Belly Skewer 6

Vegan Pan-Fried Kale Pot Stickers 5

Spicy Soy Dipping Sauce

Crisp Artichoke Beignets 4.50

Mac & Cheese Bites 4.50

Twin BBQ Shrimp Skewer 6.50

Housemade Crab Cake Eggrolls 8

We suggest adding a dedicated attendant to serve each hors d'oeuvres. Server fee is \$175 each.

GF = Gluten Free

EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

RECEPTION

RECEPTION DISPLAYS

Prices listed are per person. Minimum of 25 guests.

All services include the appropriate condiments, disposableware and napkins

Local and Domestic Cheese Display 10

Served with Sliced Baguettes and Assorted Crackers

GF Seasonal Fruits and Berries Display 10

A selection of the freshest available sliced seasonal fruits and berries

GF Vegetable Crudite Display 10

Caramelized Onion Dip & Vegan Roasted Red Pepper Hummus

Antipasto Display 16

Capicola, prosciutto, pepperoni, salami, Italian cheeses, marinated vegetables, olives, artichoke hearts and focaccia bread

GF Jumbo Shrimp Display 20

(4 shrimp per pp)

With Horseradish Cocktail Sauce and Lemon Wedges

PCC Display 6.50

Display of pita chips, celery and baby carrots with vegan roasted red pepper hummus

Chips and Dips Station 16

Tomato-Basil Concassé; Vegan Edamame Hummus; & Crab & Shrimp Dip
Herbed Crostini, Wonton Chips, and Old Bay Potato Chips

Warm Maryland-Style Lump Crab Dip 11

Lump crab meat blended with cream cheese and special seasoning

With individual bags of Old Bay Potato Chips and Assorted Crackers



GF = Gluten Free

EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

MISCELLANEOUS

WATER SERVICES

Water Cooler Rental 100

(by the day)

Power requirements: 110volt/20amps/single phase

Five Gallon Bottle of Spring Water 40

(by the bottle)

Includes disposable cups

Cubed Ice 20

(by the 10 lb bag)



PERSONNEL

Based upon a minimum requirement of 4 hours

Booth Attendant (Server) for your booth 175

Additional hours above the requested minimum will be charged at \$45 each

Barista for your booth 225

Additional hours above the requested minimum will be charged at \$60 each

Action Chef for your booth 200

Additional hours above the requested minimum will be charged at \$60 each

*Above labor charges include the consecutive four hours minimum.
Labor charges are subject to sales tax.*

EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

BOOTH CATERING ORDER INFORMATION

Sodexo Live! is the exclusive caterer to the Baltimore Convention Center.

All food, beverage and alcohol are to be served by Sodexo Live!.

NO outside food or beverage is permitted, including logo'd bottled water and candies.

PLEASE GO TO [Catering Services \(ezplanit.com\)](https://ezplanit.com) TO PLACE YOUR ORDER

There you will create an account, including adding your credit card for payment, and select your desired items.

Prices are subject to change without notification.

100% payment is required at the time your order is placed. We accept American Express, MasterCard, Visa, Diner and Discover cards.

Each order is subject to a \$60.00 delivery fee per service, along with MD sales tax (6%; 9% alcohol) and a 24% service charge.

Orders received within 7 days of the show will incur a late order fee of 20%.

Disposable service-ware is used for and/or provided for all booth catering orders and is a drop-off service only.

Client is responsible for all electrical requirements, as well as tables, linens, trash cans and trash removal in the booth.

For inquiries or to discuss additional options, please e-mail daniel.heigh@sodexo.com



EXHIBITOR CATERING MENU 2024 – ASLMS

A 24% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

Guidelines for Display Rules and Regulations

2023 North American Update



The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2023 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

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

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

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

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



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event. Organizers might find line of sight rules are best for linear booths and cubic content rules for configurations of island, peninsula or perimeter booths.

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 OR IN-LINE BOOTH

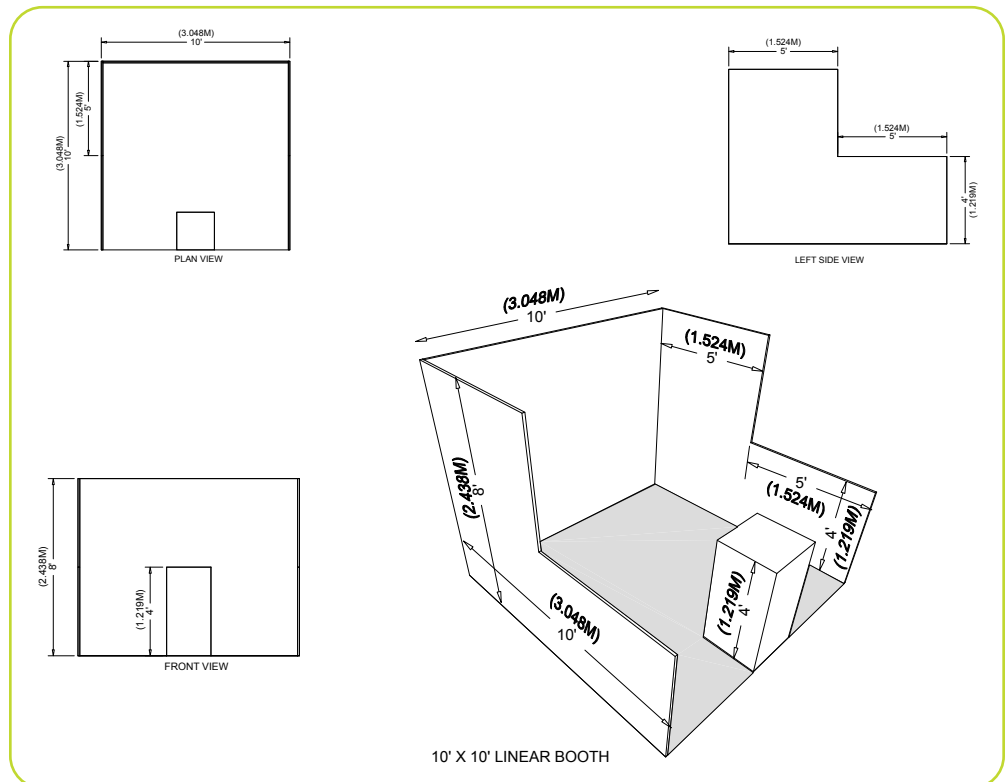
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring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

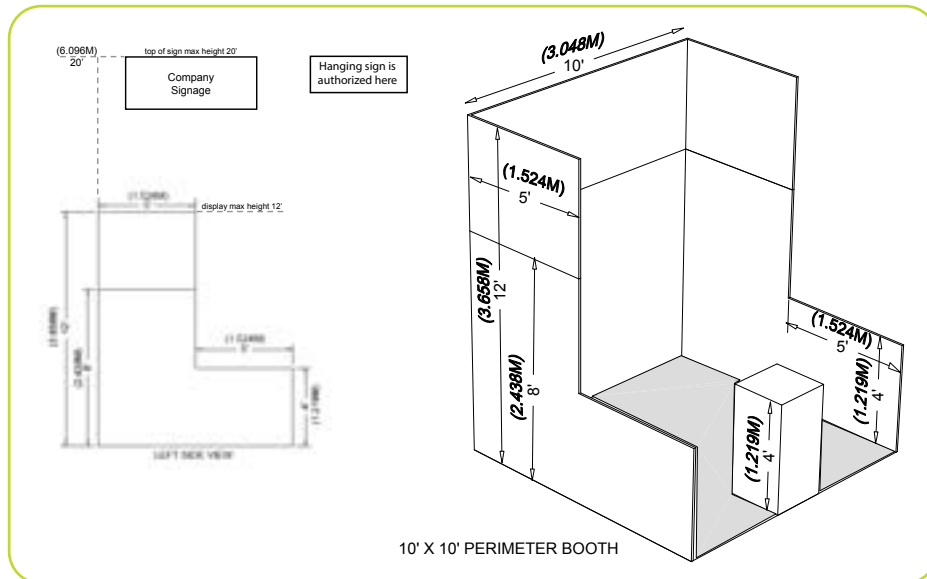


CORNER BOOTH

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.

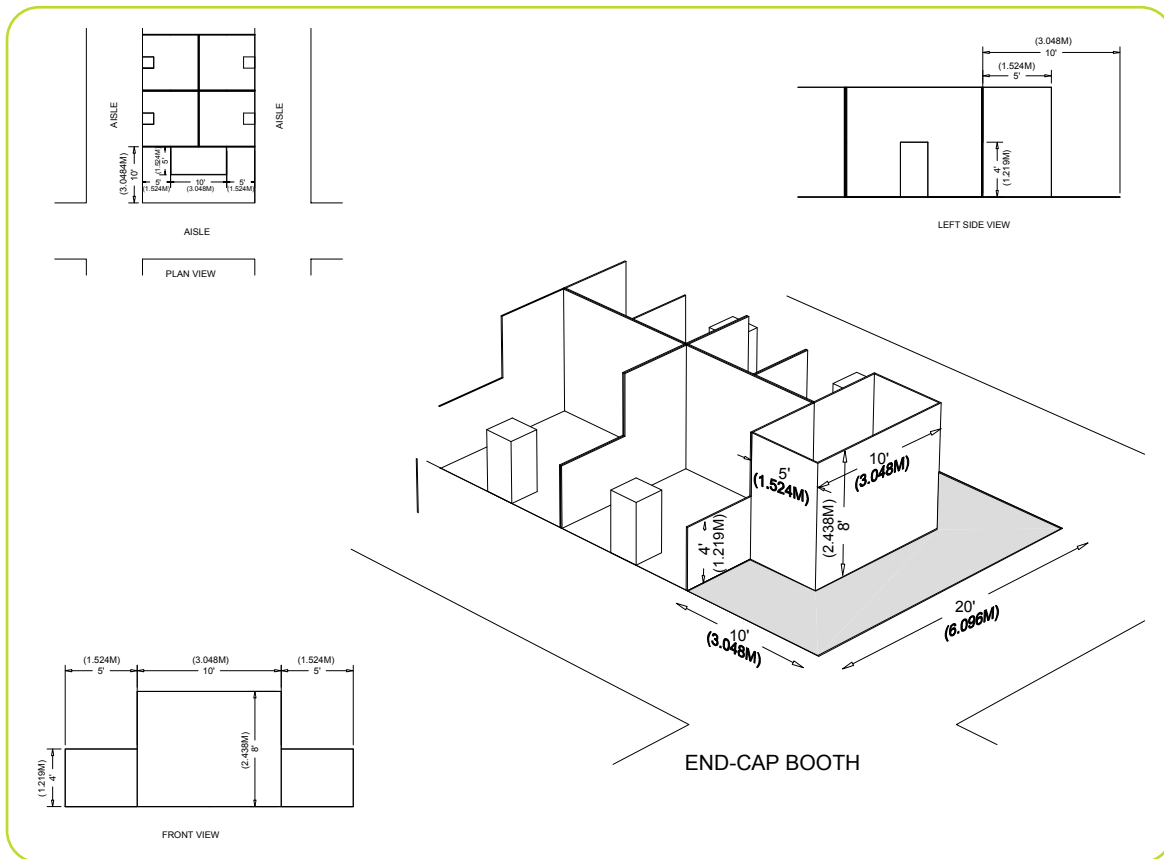


Dimensions and Use of Space

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.)

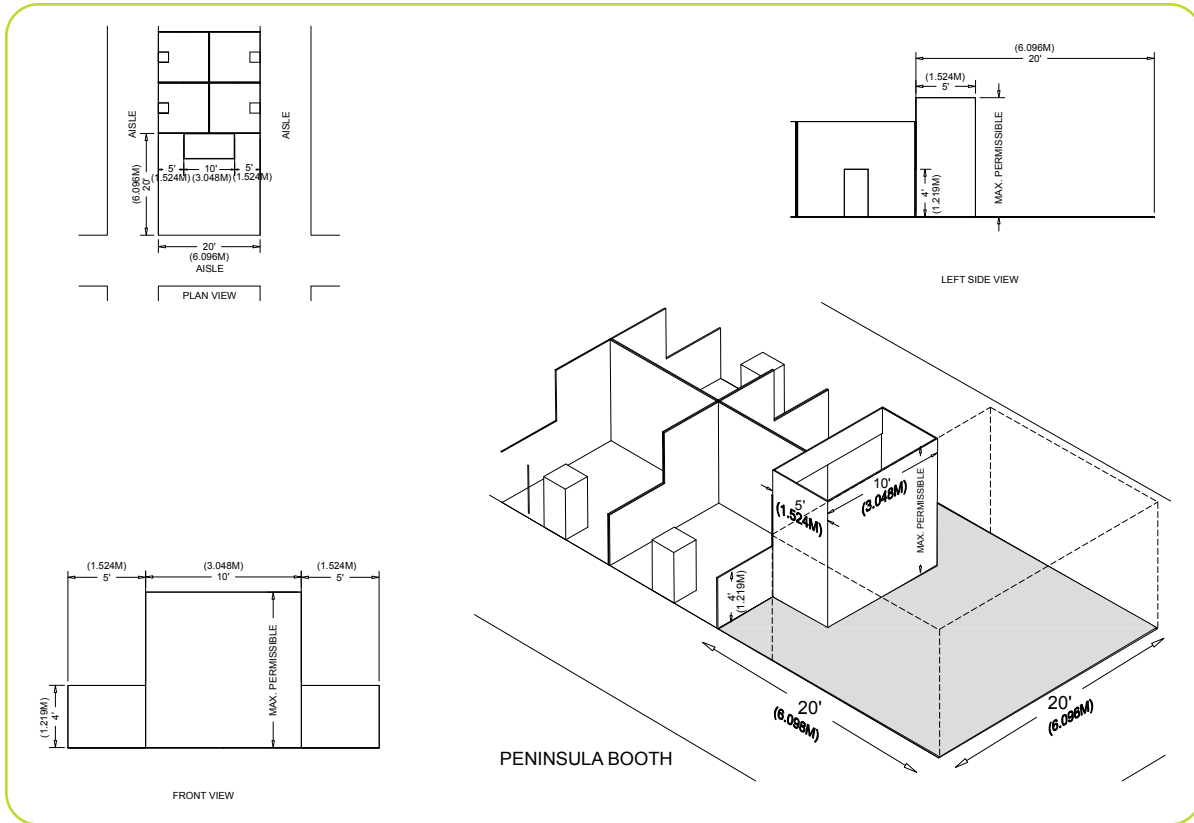


Dimensions and Use of Space

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.”

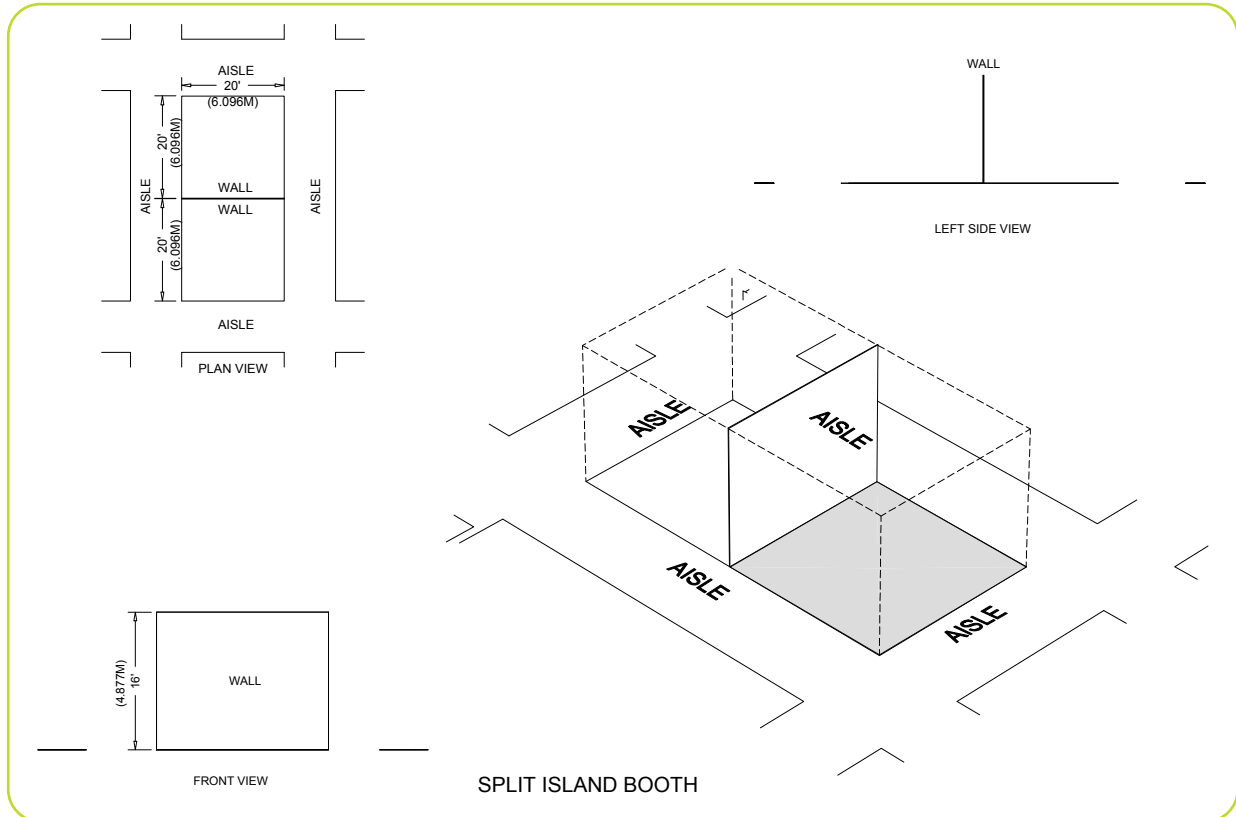


Dimensions and Use of Space

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.



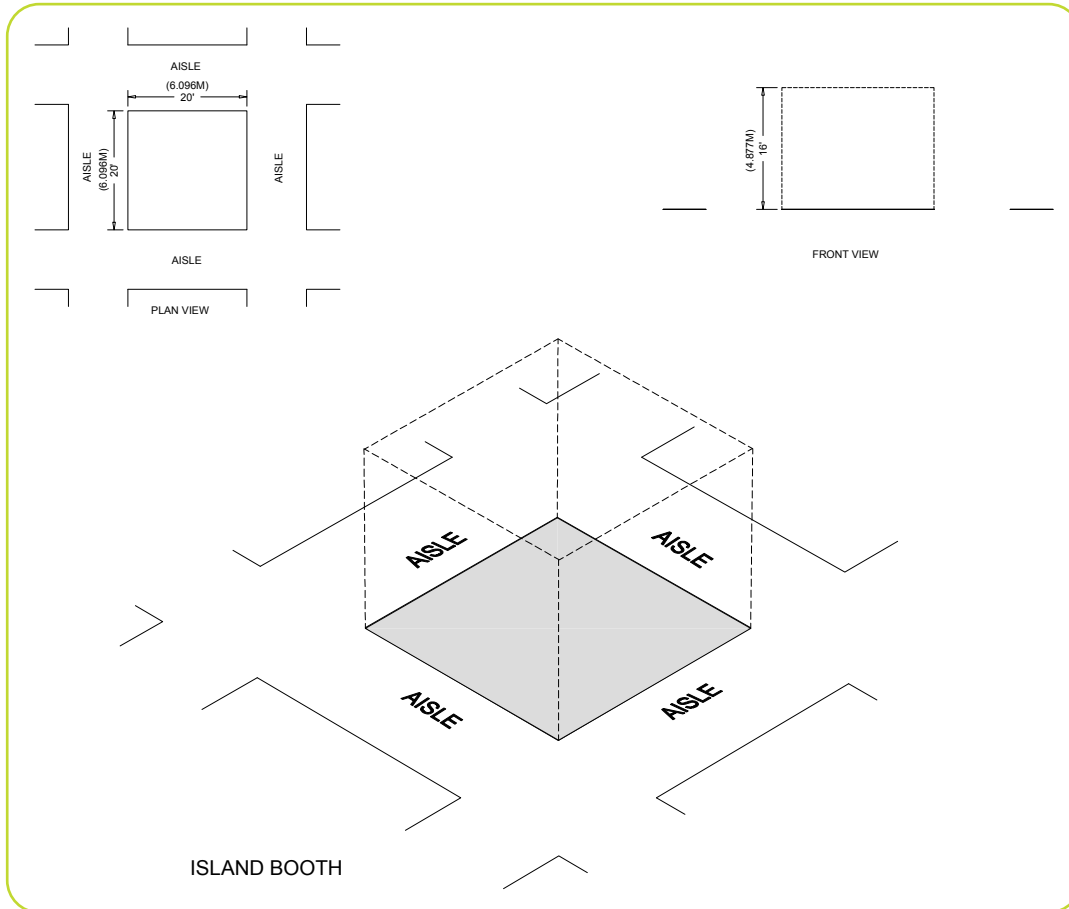
Dimensions and Use of Space

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.

For large shows with big exhibitors, it may be difficult to maintain the entire booth and hanging sign to be within 16ft. If you make it 20 ft then you run the risk of lots of large booths (with or without signs) being 20 ft and dwarfing all around them. That is fine as long as everyone is aware of it. An alternative could be to offer a max booth height of 16 ft and each exhibitor must have a 4 ft gap between the top of the booth and the bottom of the hanging sign. The only exception is if the booth and hanging sign can stay below 16ft. It is far from perfect but does allow at least the ability to see through a booth.

ISLAND BOOTH

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

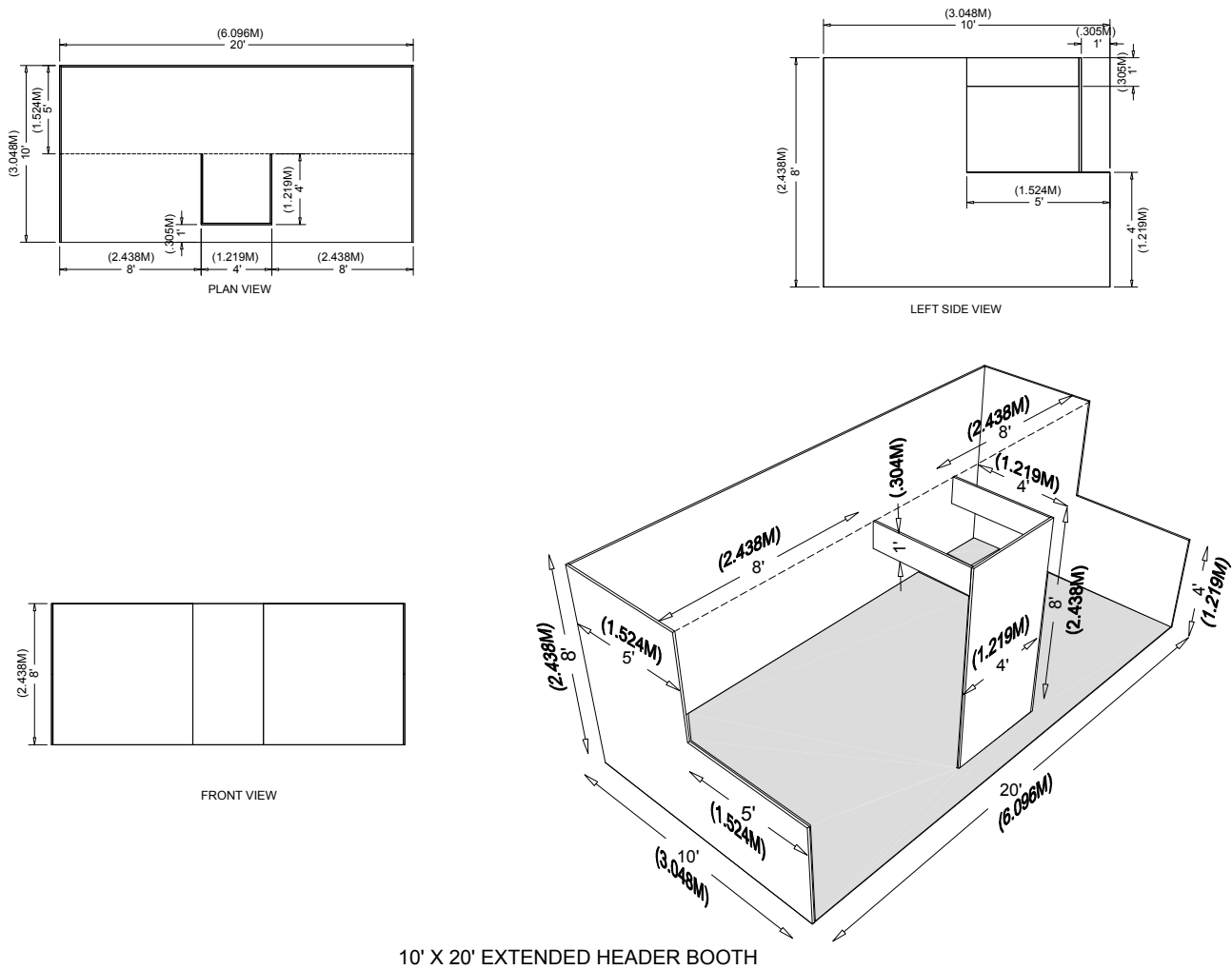


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. Island booths should not be allowed at less than 400 sq ft. Island booths at 200 or 300 sq ft basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

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



Dimensions and Use of Space

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

CUBIC CONTENT STYLE

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

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

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

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

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

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

To learn more about Cubic Content, read the *IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space* in the Appendix on page 17.

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

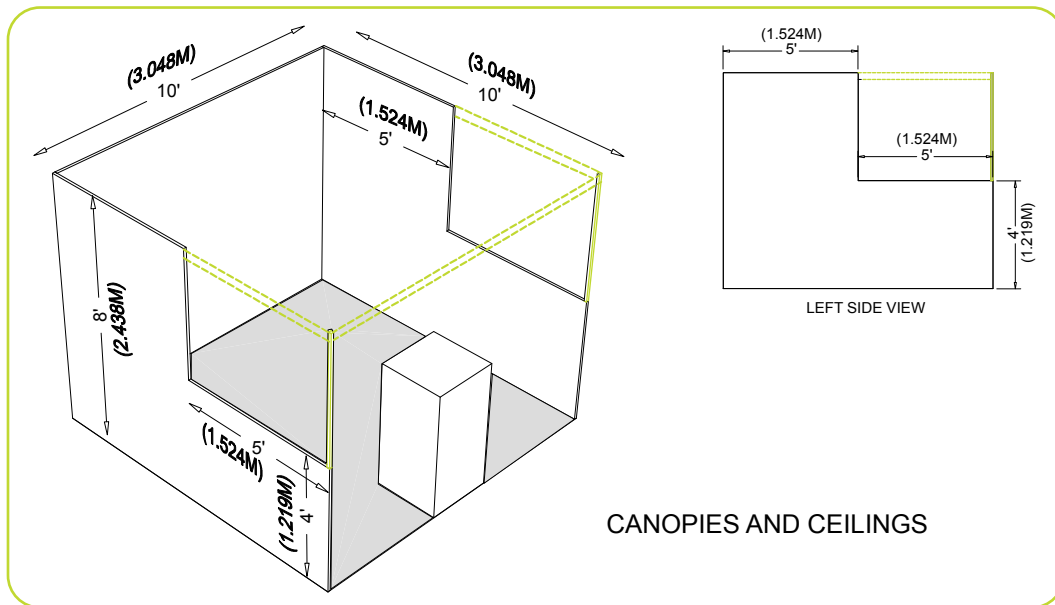
Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside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

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

CANOPIES AND CEILINGS

A canopy sign is similar to an awning on a building, except it does not include the goal of providing shelter. It extends from a booth to serve the function as a marquee. Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths, and height limits).

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



STRUCTURES AND TIE-OFFS

Structures

Show Organizer requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications for any custom-built suspended elements such as but not limited to non-serially manufactured signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please reach out to the rigging vendor.

Tie-offs

Show Organizer reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls). If you anticipate needing this service, please reach out to the rigging vendor review and pre-authorization."

HANGING SIGNS AND GRAPHICS

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

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

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

Sign Hanging Points must be engineered, and the hardware must be domestic, forged, shouldered, rated, and stamped with Working Load Limit (WLL). All overhead rigging must comply with facility and show management regulations. The official contractor and/or facility will require an engineered print of all truss and lighting rigging including rigging point loads, as well as any ground supported truss structures or LED video walls. . All submitted files should be in DWG format. This information is typically required at least three weeks out from the first day of move-in of an event. Electrical signs must be in working order and in accordance with the National Electrical Code. If any hang point exceeds 200 lbs. please notify the official contractor for official authorization.

TEARDROP SIGNS AND TENTS

Placement of Teardrop flags must be positioned in the back ½ of all linear booths.

Tents – must have no copy on the sides or back side and not exceed 8ft height limit. I would also specifically address the tents with extended ceilings, see below. Under no circumstances are these acceptable in a linear booth regardless of whether they have copy or not.

TRUSS

Truss is a frame used to carry a cover over a booth or suspend lighting or technical equipment over a booth. Some shows will allow to go over the height limit but require plans to the organizer and service contractor for approval.

VIDEO DISPLAYS

Show Organizer reserves the right to request approval from a registered design professional (Civil or Structural Engineer) and/or a peer review from a registered design professional for all non-serially manufactured LED and Video Display systems. All LED and video display systems must comply to ANSI E1.50-1. This applies to ground supported and suspended LED and Video Display systems. If you anticipate needing this service, please reach out to your rigging vendor.

TOWERS AND MULTI-STORY EXHIBITS

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

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

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

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

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

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

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.

- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

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

STRUCTURAL INTEGRITY

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

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

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

FLAMMABLE AND TOXIC MATERIALS

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

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

HAZARDOUS WASTE

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

STORAGE

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

ELECTRICAL

Every exhibit facility has different electrical requirements and rules regarding who is permitted to provide equipment and labor; however, minimum guidelines are suggested:

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

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

LIGHTING

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

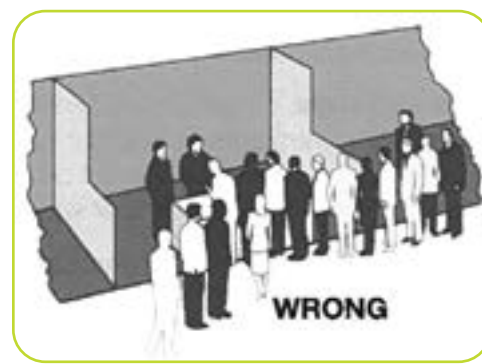
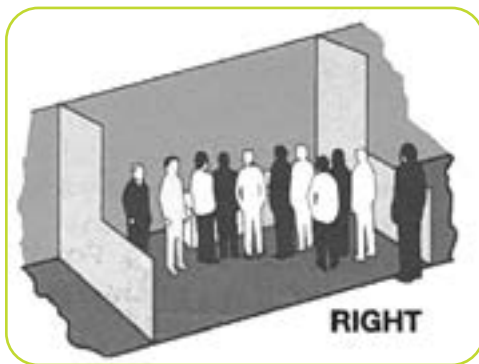
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

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

DEMONSTRATIONS

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

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



SOUND/MUSIC

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

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

VEHICLES (FOR BOTH GAS AND ELECTRIC VEHICLES)

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

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

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation. Need to get guidelines for placing, displaying electric vehicles.
- Check with your facility regarding any weight load limits.
- Show organizers should request information from exhibitors in advance of the show if they are bringing in a vehicle. Usually 45 days is the standard.
- Vehicles can only be moved to and from their booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

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

HANGING SIGNS

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

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

Recommend checking with facilities regarding some areas of exhibit hall that may not have points available to alert exhibitors.

HARDWALL BOOTHS

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

PERIMETER OPENINGS

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

PIPE AND DRAPE

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

PRODUCT HEIGHT

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

HEIGHT VARIANCES

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

ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

IAEE EXTENDS A SPECIAL THANK YOU TO THE FOLLOWING VOLUNTEERS FOR THEIR INPUT:

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Vice President, Client Solutions
Freeman

Frank Sheridan

Principal
ExpoAnswers, Inc.

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