ata2024
NEXUS

EXHIBITOR SERVICES KIT

ATA Nexus 2024

May 5, 2024 - May 7, 2024
Phoenix Convention Center
Phoenix, AZ 85004

Welcome

Dear ATA Nexus 2024 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for ATA Nexus 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

T3 expo®
Save money. Grow your event.

ata2024 NEXUS

ATA Nexus 2024
May 5, 2024 - May 7, 2024
Phoenix Convention Center
Phoenix, AZ 85004

Use our INTERACTIVE TABLE OF CONTENTS for EASY NAVIGATION

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T3 EXPO INFORMATION

Show Information & Conference Schedule

Location
Phoenix Convention Center
100 North Third St.
Phoenix, AZ 85004

Exhibit Hall
North Halls A-E & West Ballrooms AB

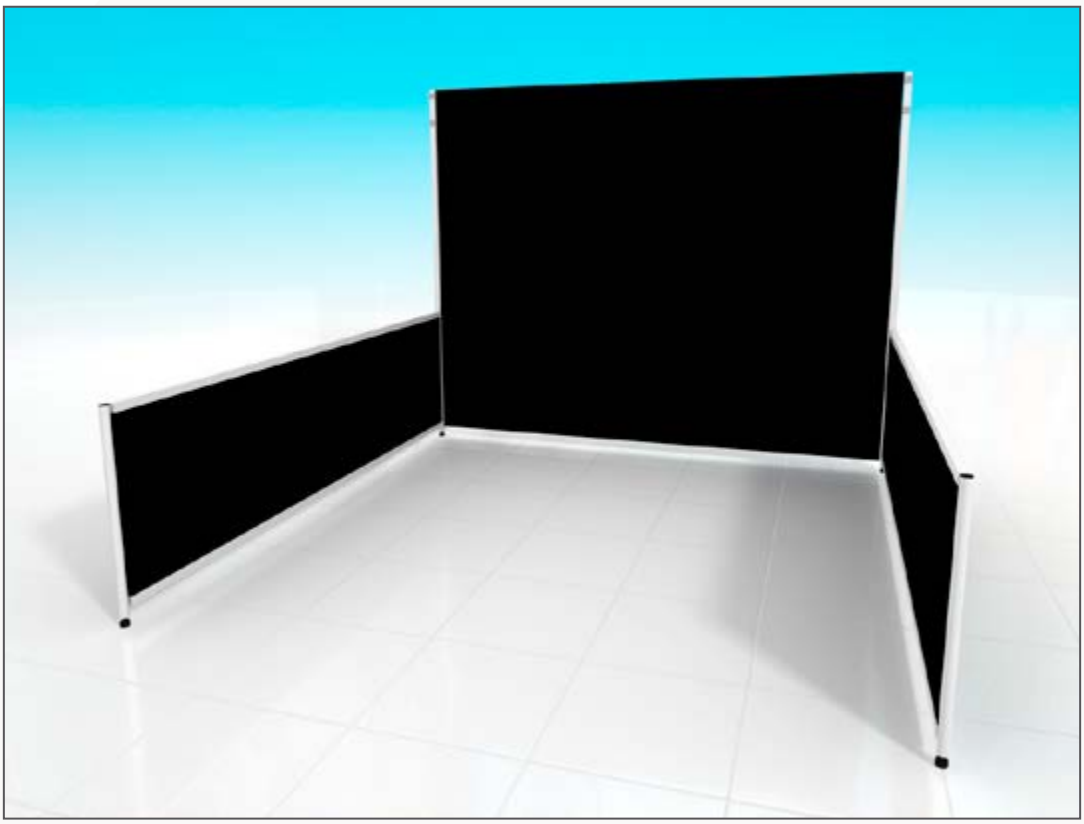
Show Colors
Facility Hall Carpet – Concrete

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
EARLY MOVE-IN (SPONSORS ONLY) Friday, May 3 8:00 am – 4:30 pm Saturday, May 4 8:00 am – 4:30 pm	Sunday, May 5 12:00 pm – 2:00 pm REOPENS: 4:00 pm – 6:30 pm	Tuesday, May 7 5:01 pm – 9:00 pm	Wednesday, May 8 1:00 pm
	Monday, May 6 10:40 am – 5:00 pm	Wednesday, May 8 8:00 am – 1:00 pm	–
ALL LEVELS Friday, May 3 1:00 pm – 4:30pm Saturday, May 4 8:00 am – 4:30 pm*	Tuesday, May 7 10:40 am – 5:00 pm	–	–
	–	–	–

*Must be set by 5:00 pm Saturday.

Conference Schedule
Click here to view the Conference Schedule.

10' x 10' Open Space



The booth space is not carpeted and floor covering is required by Show Management. Please order in this kit or at https://order.t3expo.com.

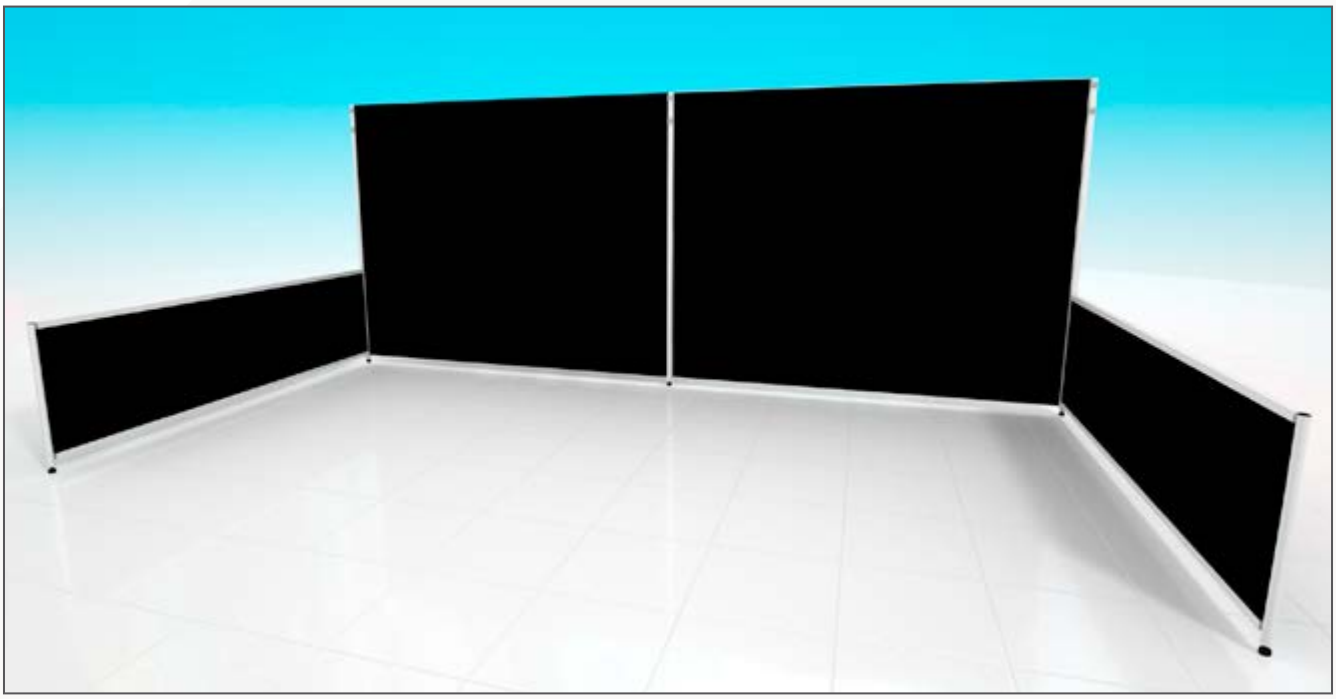
Each 10' x 10' Exhibitor Booth includes:

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

Show Colors

Walls – Black
Side Walls – Black

10' x 20' Open Space



The booth space is not carpeted and floor covering is required by Show Management. Please order in this kit or at https://order.t3expo.com.

Each 10' x 20' Exhibitor Booth includes:

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

Show Colors

- Walls – Black
- Side Walls – Black

Important Dates & Deadlines Checklist

- ☐ Thursday, February 15, 2024 ..... Lead Retriveal Early Discount Deadline
- ☐ Thursday, March 28, 2024 ..... Lead Retriveal Advance Discount Deadline
- ☐ Friday, March 29, 2024 ..... Turnkey Package Order Deadline
- ☐ Friday, March 29, 2024 ..... Receiving at Advance Warehouse Begins
- ☐ Friday, April 5, 2024 ..... Turnkey Package Artwork Submission Deadline
- ☐ Friday, April 5, 2024 ..... Exhibitor Appointed Contractor Form Deadline
- ☐ Monday, April 8, 2024 ..... Metro Multimedia Advance Rate Deadline
- ☐ Friday, April 12, 2024 ..... Turnkey Package Artwork Approval Deadline
- ☐ Friday, April 12, 2024 ..... T3 Service Orders Advanced Discount Deadline
- ☐ Friday, April 12, 2024 ..... Custom Furniture Advanced Discount Deadline
- ☐ Thursday, April 18, 2024 ..... Electrical Advanced Discount Deadline
- ☐ Saturday, April 20, 2024 ..... PCC Exhibitor Services Advanced Discount Deadline (Internet, Telephone, Cable TV)
- ☐ Saturday, April 20, 2024 ..... Exhibitor Catering Order Deadline
- ☐ Monday, April 29, 2024 ..... Last Day for Advanced Shipments to Arrive without Surcharges
- ☐ Friday, May 3, 2024 ..... Direct Shipments to Show Site May Begin Arriving After 8:00 am
- ☐ Saturday, May 4, 2024 ..... All Exhibits Must Be Set by 5:00 pm
- ☐ Wednesday, May 8, 2024 ..... All Carriers Must Check In by 1:00 pm

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/ATA Nexus 2024 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

T3 expo®
Save money. Grow your event.

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ATA Nexus 2024
May 5, 2024 - May 7, 2024
Phoenix Convention Center
Phoenix, AZ 85004

ATA Nexus 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 29, 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 Wednesday, May 8, 2024, 1:00 pm – 3:00 pm. 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 Friday, March 29, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated
Shipment Weight ..... x $1.65/lb = $ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $50.00 ea. = $ _____

Material Handling Estimate ..... $ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Saturday, May 4, 2024 at 8:00 am. Shipments that arrive prior to this date may be refused by the Phoenix Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated
Shipment Weight ..... x $1.70/lb = $ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $50.00 ea. = $ _____

Material Handling Estimate ..... $ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: ATA Nexus 2024

c/o: T3 Expo
c/o: TForce Freight c/o Crane Worldwide Logistics
2800 S Gilbert Rd Suite 4
Chandler, AZ 85286

Information

Advance shipments will be accepted beginning on Friday, March 29, 2024 through Monday, April 29, 2024 between the hours of 9:00 am – 4:00 pm.

Shipments received after Monday, April 29, 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: ATA Nexus 2024

c/o: T3 Expo
c/o: Phoenix Convention Center
North Halls A-E & West Ballrooms AB
100 North Third St.
Phoenix, AZ 85004

Information

Direct shipments are accepted starting on Friday, May 3, 2024 beginning at 8:00 am and throughout published event hours.

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

Advance Warehouse Directions / Map

Please Note
2800 S Gilbert Rd Chandler, AZ is brand new construction and does not appear on google maps. Crane Worldwide Logistics is located at 2800 S Gilbert Rd Suite 103
Valin Corporation is 2900 S Gilbert Rd and can be used as a reference point with GPS

Green line on the map indicates gate at entrance.

Marshalling Yard Information

Know Before You Go

- All Carriers (other than UPS and FedEx) must check in at the T3 Expo Marshalling Yard prior to being sent to show site.
- All Carriers must provide certified weights for each shipment; failure to provide certified weights can cause delays.
- Carriers will be assigned a driver number after check-in and unloaded according to target times, and then check-in times.

Marshalling Yard Days and Hours of Operation

Move in:

Friday, May 3	6:00 am – 3:00 pm
Saturday, May 4	6:00 am – 3:00 pm

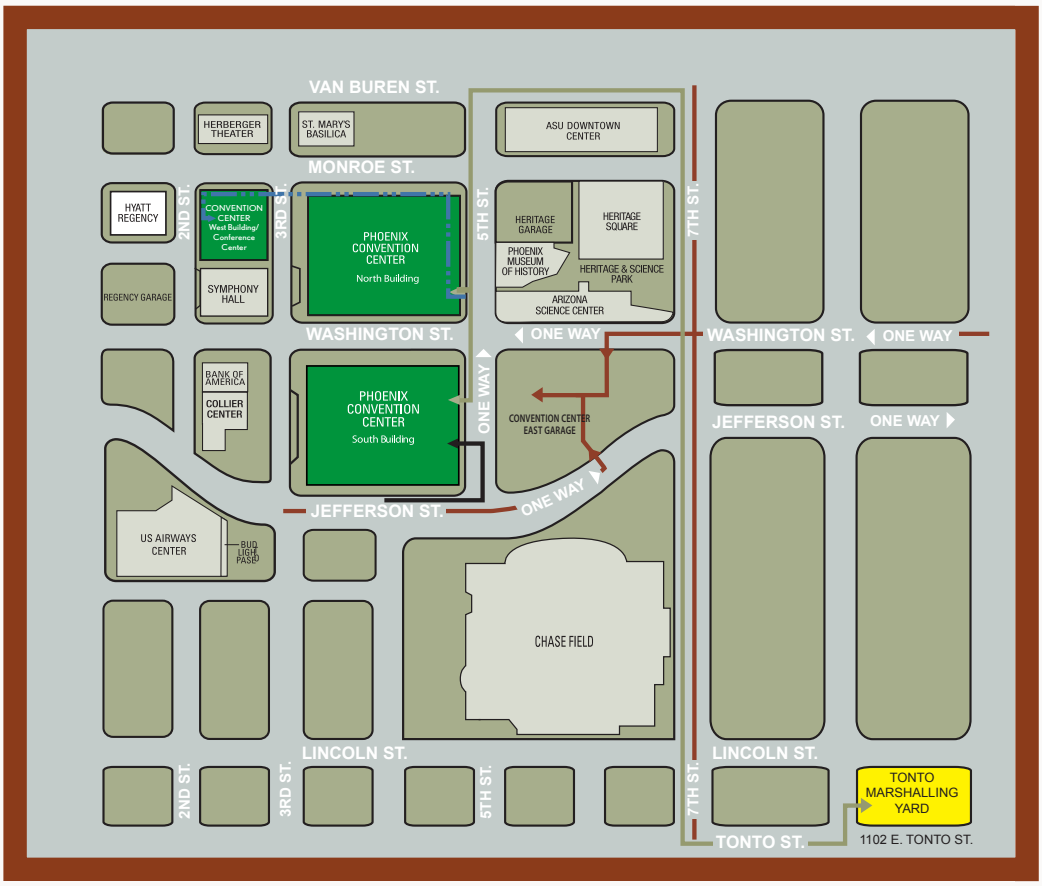
Move Out:

Tuesday, May 7	3:00 pm – 7:00 pm
Wednesday, May 8	6:00 am – 1:00 pm

Carrier Check-In: Wednesday, May 8, at 1:00 pm

LOCATION:

1102 E. Tonto Street, Phoenix, AZ 85034



LEGEND

- West Building Dock Entrance through North Building and then under ground
- South Building Dock Entrance
- Route to Tonto Marshalling Yard
- Route to East Garage Staging Area

Cartload Service

To alleviate issues associated with exhibitors carrying small exhibit materials during move-in, T3 Expo is pleased to provide a Cartload Service. This service will be available during move-in and move-out.

Cartload Services are designed for use by privately owned vehicles (POVs). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, pickup trucks, passenger vans, taxis, limos, etc. Bobtails, box trucks or pickup trucks pulling small trailers are not considered POVs and Material Handling rates will apply. No cartload can have a combined weight of more than 300 lbs. Material Handling charges will apply to any loads greater than the limits listed above.

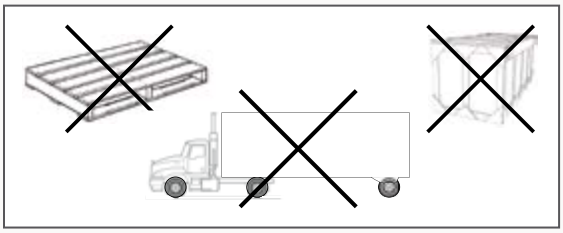
Special Freight Services – Small Passenger Vehicles Only!
Maximum Weight 300 lbs

- Each cartload will handle (8) pieces or less, weighing less than 300 lbs. total. Each exhibitor will be provided (1) laborer with (1) cart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one (1) person to go with your product to the booth space and one (1) person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- The vehicles must be unload/loaded by full-time exhibitor personnel, by hand.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.

Hand-carry Information

- This service is for those who have small hand-carry items, all of which must fit on the cart.

To receive this service, watch for the Cartload Service signage



Cartload Service	Anticipated number of trips (2) maximum each way		Price per trip (each way)		Extended Price Price
☐ Inbound	_____	x	$275.00	=	$_____
☐ Outbound	_____	x	$275.00	=	$_____

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

The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: orders@t3expo.com

Total Cart Service Fee Estimate ....$ _____

Get the Show on the Road

TForce Freight Trade Show

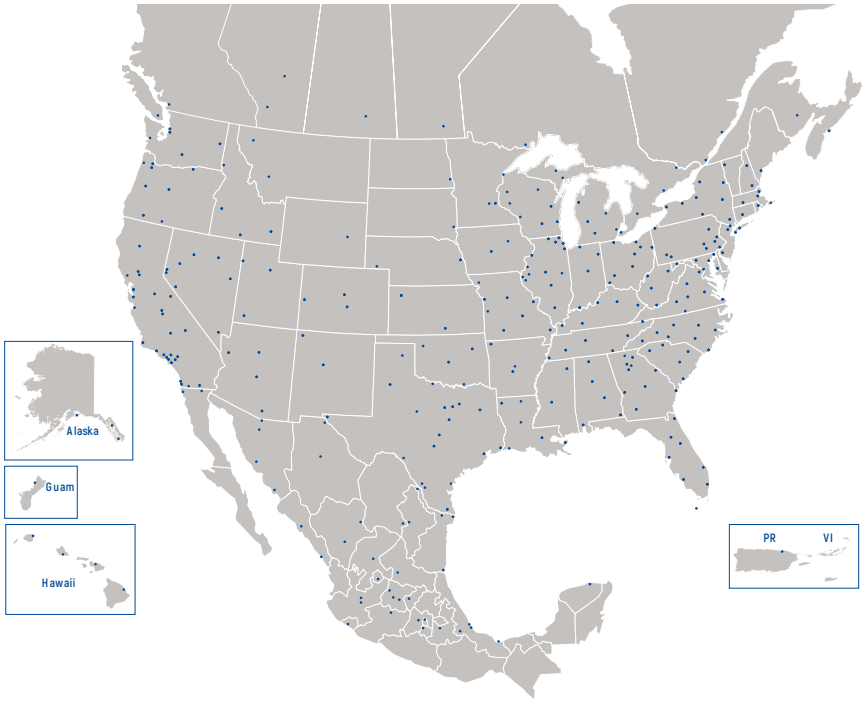
Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on-time, your business could miss out on a golden opportunity to gain exposure within the industry.

At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the TForce Freight Trade Show team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.

Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.



TForce Freight Trade Show Features & Benefits

Guaranteed On-time
We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.*

Professional Assistance
TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.

Real-Time Tracking
Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.

Expedited Shipping
When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.

Faster Unloading
TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.

Caravan Service
TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact TForce Freight Trade Show at: 800-988-9889 or tforcefreight.com

*Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.

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

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MARCH 29, 2024 TO MONDAY, APRIL 29, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: TForce Freight c/o Crane Worldwide Logistics
2800 S Gilbert Rd Suite 4
Chandler, AZ 85286

Event: **ATA Nexus 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MARCH 29, 2024 TO MONDAY, APRIL 29, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: TForce Freight c/o Crane Worldwide Logistics
2800 S Gilbert Rd Suite 4
Chandler, AZ 85286

Event: **ATA Nexus 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 FRIDAY, MAY 3, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North Halls A-E & West Ballrooms AB
100 North Third St.
Phoenix, AZ 85004

Event: **ATA Nexus 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, MAY 3, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North Halls A-E & West Ballrooms AB
100 North Third St.
Phoenix, AZ 85004

Event: **ATA Nexus 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 FRIDAY, MARCH 29, 2024 TO MONDAY, APRIL 29, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: TForce Freight c/o Crane Worldwide Logistics
2800 S Gilbert Rd Suite 4
Chandler, AZ 85286

Event: **ATA Nexus 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MARCH 29, 2024 TO MONDAY, APRIL 29, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: TForce Freight c/o Crane Worldwide Logistics
2800 S Gilbert Rd Suite 4
Chandler, AZ 85286

Event: **ATA Nexus 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

T3 expo®
Save money. Grow your event.

ata2024 NEXUS

ATA Nexus 2024
May 5, 2024 - May 7, 2024
Phoenix Convention Center
Phoenix, AZ 85004

Exhibitor Order Deadline: ..... **Friday, March 29, 2024**
Artwork Submission Deadline: ..... **Friday, April 5, 2024**
Artwork Approval Deadline: ..... **Friday, April 12, 2024**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, April 5, 2024.

10' x 10' Turnkey Package

10' x 10' Turnkey Package

9'w x 8'h Digitally Printed Back Wall
(1) 1M White Reception Counter & Printed Kick Panel with Lockable Storage
(1) White Waterfall Demo Station with Lockable Storage
(1) 46" Monitor
(1) Electrical Drop for Monitor
(1) Electrical Drop that runs to the Reception Counter
(3) White Zenith Barstools
(1) Wastebasket
10x10 Standard Carpet
Labor to Install and Dismantle
First Day Cleaning

Demo Station Placement; Monitor & Counter

☐ Left ☐ Middle
☐ Right ☐ No Monitor

Reception Counter Placement

☐ Right ☐ Middle
☐ Left

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 #: _____

Submit This Form

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

10' x 10' Turnkey Package	**$7,916.25**
Sales Tax 8.6%	**$** _____
Estimated Rental Package Total	**$** _____

T3 expo®
Save money. Grow your event.

ata2024 NEXUS

ATA Nexus 2024
May 5, 2024 - May 7, 2024
Phoenix Convention Center
Phoenix, AZ 85004

Exhibitor Order Deadline: ..... **Friday, March 29, 2024**
Artwork Submission Deadline: ..... **Friday, April 5, 2024**
Artwork Approval Deadline: ..... **Friday, April 12, 2024**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, April 5, 2024.

10' x 20' Turnkey Package

10' x 20' Turnkey Package

- 18'w x 8'h Digitally Printed Back Wall
- (1) 2M White Reception Counter & Printed Kick Panel
- (1) White Waterfall Demo Station
- (1) 46" Monitor
- (1) Electrical Drop for Monitor
- (1) Electrical Drop that runs to the Reception Counter
- (3) White Zenith Barstools
- (1) Wastebasket
- Labor to Install and Dismantle
- 10x20 Standard Carpet
- First Day Cleaning

Demo Station Placement; Monitor & Counter

☐ Left ☐ Middle
☐ Right ☐ No Monitor

Reception Counter Placement

☐ Right ☐ Middle
☐ Left

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 #: _____

Submit This Form

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

10' x 20' Turnkey Package	**$10,212.25**
Sales Tax 8.6%	**$** _____
Estimated Rental Package Total	**$** _____

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20' x 20' Turnkey Package Option A

20' x 20' Turnkey Package Option A

- (1) 8'h x 9'w x 3'd double-sided back wall & graphics
- (1) White reception counter & graphics
- (1) 8'h x 4'w double-sided kiosk back wall - with graphics on both sides
- (2) 46" Monitor
- (1) 65" Monitor
- (2) 4' demo counters
- (3) Zenith barstools
- (3) Madrid chairs
- (2) Wastebaskets
- 20x20 Standard Carpet
- First Day Booth Cleaning

Electrical

- (4) 5-AMP drops

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

Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 30. 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 #: _____

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

☐ Blue ☐ Black ☐ Green
☐ Grey ☐ Navy ☐ Red

Submit This Form

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

PLEASE NOTE: Colors and style may vary upon availability.

20' x 20' Turnkey Package Opt A **$22,260.75**
Sales Tax 8.6% ..... **$** _____
Estimated Rental Package Total ..... **$** _____

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Artwork Submission Deadline: ..... **Friday, April 5, 2024**
Artwork Approval Deadline:..... **Friday, April 12, 2024**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, April 5, 2024.

20' x 20' Turnkey Package Option B

20' x 20' Turnkey Package Option B

(1) 8'h x 9'w x 3'd double-sided back wall & graphics
(1) White reception counter & graphics
(2) 8'h x 4'w double-sided kiosk back walls - graphics on both sides
(4) 46" Monitor
(1) 65" Monitor
(4) 4' demo counters
(5) Zenith barstools
(6) Vibe cube ottomans
(2) Wastebaskets
20x20 Standard Carpet
First Day Booth Cleaning

Electrical

(4) 5-AMP drops

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

Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 30. 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 #: _____

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

☐ Blue ☐ Black ☐ Green
☐ Grey ☐ Navy ☐ Red

Submit This Form

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

PLEASE NOTE: Colors and style may vary upon availability.

20' x 20' Turnkey Package Opt B..... **$27,511.25**
Sales Tax 8.6%..... **$** _____
Estimated Rental Package Total ..... **$** _____

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Artwork Submission Deadline:
All artwork due by Friday, April 5, 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.

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Floor Covering Order Form

The booth space is not carpeted and the floor is concrete. Carpeting may be ordered on this page.

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

	Booth Dimensions		Total Area		Discount Price		Standard Price		Extended Price
Size	_____	x	_____ = _____	sq. ft x	$6.45	or	$9.03	=	$ _____

Please select UPGRADED carpet color: (check one)
☐ Black ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ 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'	$275.00	or	$385.00	$ _____	☐ 20' x 20'	$1,100.00	or	$1,540.00	$ _____
☐ 10' x 20'	$550.00	or	$770.00	$ _____	☐ 20' x 30'	$1,650.00	or	$2,310.00	$ _____
☐ 10' x 30'	$825.00	or	$1,155.00	$ _____	☐ 20' x 40'	$2,200.00	or	$3,080.00	$ _____
☐ 10' x 40'	$1,100.00	or	$1,540.00	$ _____	☐ 30' x 30'	$2,475.00	or	$3,465.00	$ _____

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	$2.75	or	$3.85	=	$ _____

Please select STANDARD or CUSTOM carpet color: (check one)
☐ Black ☐ Blue ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ Tuxedo

Carpet Padding

	Booth Dimensions		Total Area		Discount Price		Standard Price		Extended Price
½" Foam Padding*	_____	x	_____ = _____	sq. ft x	$1.35	or	$1.89	=	$ _____
1" Foam Padding*	_____	x	_____ = _____	sq. ft x	$2.70	or	$3.78	=	$ _____
Visqueen	_____	x	_____ = _____	sq. ft x	$1.08	or	$1.51	=	$ _____

Subtotal: $ _____

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

Sales Tax 8.6% ..... **$** _____
Estimated Total Floor Covering ..... **$** _____

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.

A

B

C

D

With Decal

With Custom Graphics
E

F

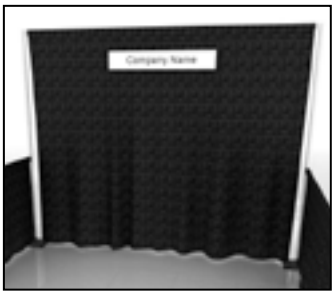
G

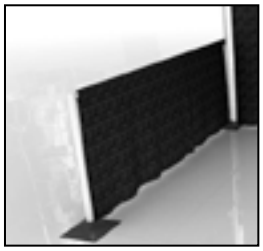
H

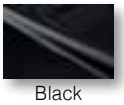
I

J

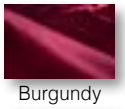
K


A

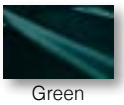

B

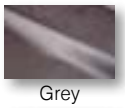

Black

Blue

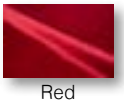

Burgundy

Gold


Green


Grey

Plum


Red

White

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T3 Advanced Discount Deadline:
Order and payment due by Friday, April 12, 2024

Furniture / Accessories / Pipe & Drape Order Form

Furniture

	Quantity		Discount Price		Standard Price		Extended Price
A. Bar Stool – Black	_____	x	$242.00	or	$339.00	=	$ _____
B. Side Chair – Black	_____	x	$162.00	or	$227.00	=	$ _____

Accessories

	Quantity		Discount Price		Standard Price		Extended Price
A. Bag Stand – Chrome	_____	x	$258.00	or	$361.00	=	$ _____
B. Brochure Holder	_____	x	$98.00	or	$137.00	=	$ _____
C. Coat Tree	_____	x	$150.00	or	$210.00	=	$ _____
D. Display Board (8'w x 4'h)	_____	x	$263.00	or	$368.00	=	$ _____
E. Display Counter (36"w x 41"h x 21"d)	_____	x	$445.00	or	$623.00	=	$ _____
Display Counter with Decal (14" x 14")*	_____	x	$520.00	or	$698.00	=	$ _____
Display Counter with Custom Graphics*	_____	x	$570.00	or	$748.00	=	$ _____
F. Easel – Tripod	_____	x	$107.00	or	$150.00	=	$ _____
G. Display Showcase (58" x 38" x 17.5d")	_____	x	$486.00	or	$680.00	=	$ _____
H. Literature Stand	_____	x	$208.00	or	$291.00	=	$ _____
I. Sign Stand – Chrome (22"w x 28"h)	_____	x	$173.00	or	$242.00	=	$ _____
J. Stanchion (with 7' retractable cord)	_____	x	$118.00	or	$165.00	=	$ _____
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	$21.00	or	$29.00	=	$ _____
B. 3' High Drape – Per Linear ft	_____	x	$14.00	or	$20.00	=	$ _____

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 8.6% ..... **$** _____
Est. Total Furn/Access/Pipe&Drape .. **$** _____

Display Tables & Counters

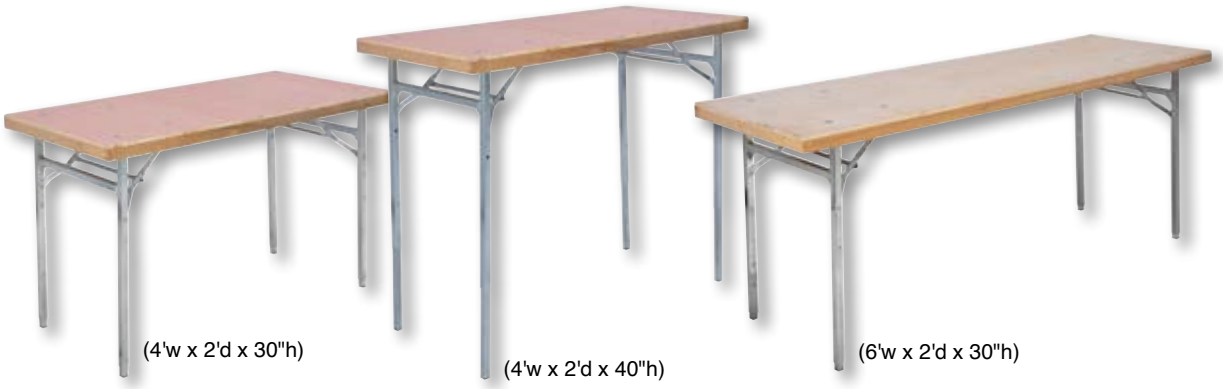
Skirted Tables

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.

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Order and payment due by Friday, April 12, 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	$210.00	or	$294.00	=	$ _____
6'w x 2'd	_____	x	$242.00	or	$339.00	=	$ _____
8'w x 2'd	_____	x	$283.00	or	$396.00	=	$ _____
4th Side Skirting (for 6' and 8' tables only)	_____	x	$66.00	or	$92.00	=	$ _____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	$242.00	or	$339.00	=	$ _____
6'w x 2'd	_____	x	$283.00	or	$396.00	=	$ _____
8'w x 2'd	_____	x	$326.00	or	$456.00	=	$ _____
4th Side Skirting (for 6' and 8' tables only)	_____	x	$77.00	or	$108.00	=	$ _____

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	$83.00	or	$116.00	=	$ _____
6'w x 2'd	_____	x	$109.00	or	$153.00	=	$ _____
8'w x 2'd	_____	x	$132.00	or	$185.00	=	$ _____
40" High Unskirted							
4'w x 2'd	_____	x	$109.00	or	$153.00	=	$ _____
6'w x 2'd	_____	x	$132.00	or	$185.00	=	$ _____
8'w x 2'd	_____	x	$157.00	or	$220.00	=	$ _____
Round Tables							
30"d x 30"h, black	_____	x	$143.00	or	$200.00	=	$ _____
30"d x 40"h, black	_____	x	$160.00	or	$224.00	=	$ _____

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

Sales Tax 8.6% ..... **$** _____
Est. Total Display Tables & Counters . **$** _____

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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	$153.00	$198.00	$248.00
T3 Supervised Labor	$198.90	$257.40	$322.40
Forklift and Operator	$355.00	$394.00	$506.00

	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 .....**$** _____

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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 29, 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	$153.00	$198.00	$248.00
T3 Supervised Sign Assembly Labor	$198.90	$257.40	$322.40

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	$860.00	$995.00	$1,130.00

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 Hanging Sign.....**$** _____

Hanging Sign Description & Position

Description of Sign

Material

☐ Cloth/Vinyl ☐ Wood ☐ System ☐ Metal Other _____

☐ Single Sided ☐ Double Sided ☐ Pockets ☐ Grommets # of Hang Points _____

Shape

☐ Square ☐ Circle ☐ Triangle ☐ Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required? ☐ Yes ☐ No

Electricity Required? ☐ Yes ☐ No

Chain Motors Required? (call/email T3 Expo for rates) ☐ Yes ☐ No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign? ☐ Yes ☐ No

Position of Sign

Distance from the floor to the top of the sign _____ or ☐ to maximum height allowed

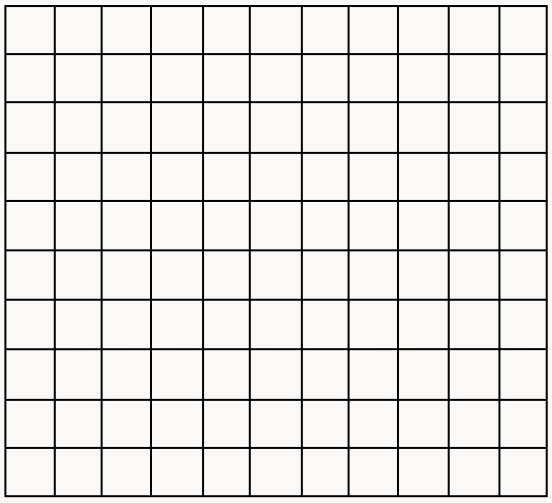
Location

☐ Center of Booth ☐ See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____



Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

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

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Save money. Grow your event.

ata2024 NEXUS

ATA Nexus 2024
May 5, 2024 - May 7, 2024
Phoenix Convention Center
Phoenix, AZ 85004

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	$153.00	$198.00	$248.00

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	____	x $0.77 per sq. ft.	x	_____	= $	_____
Vacuuming	____	x	____	x $0.68 per sq. ft.	x	_____	= $	_____

	Quantity	Standard Price
Shrink Wrap	_____	$66.00

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

Est. Total Storage Services .....**$** _____

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ata2024 NEXUS

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May 5, 2024 - May 7, 2024
Phoenix Convention Center
Phoenix, AZ 85004

T3 Advanced Discount Deadline:
Order and payment due by Friday, April 12, 2024

Artwork Submission Deadline: ..... **Friday, April 5, 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

_____	x	_____	=	_____	x	$20.00	or	$22.00	= $ _____
width		height		area		(per square foot)			

Double Sided (x2)

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

Subtotal = $ _____

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

Sales Tax 8.6% ..... **$** _____
Estimated Total Signage ..... **$** _____

Click here to view the 2022 TRADESHOW FURNISHINGS CATALOG

CORT®

EVENTS

TRADESHOW

FURNISHINGS | 2022

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T3 expo®

Save money. Grow your event.

DISCOUNT DATE
DEADLINE PRICE
Friday, April 12, 2024

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

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
			POWERED FURNITURE			
	BKCT5P	5' Table	Black Top, Silver	$1,148	$1,436	
	BKCT8P	8' Table	Black Top, Silver	$2,207	$2,759	
	BKC10P	10' Table	Black Top, Silver	$2,207	$2,759	
	NPLCHP	Naples Chair	Black Vinyl	$1,030	$1,288	
	NPLLOP	Naples Loveseat	Black Vinyl	$1,380	$1,725	
	NPLSOP	Naples Sofa	Black Vinyl	$1,589	$1,987	
	C1YP	Sydney Cocktail Table	Black Top, Brushed Steel	$433	$541	
	C1WP	Sydney Cocktail Table	White Top, Brushed Steel	$431	$539	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	$1,342	$1,678	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	$1,342	$1,678	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	$1,082	$1,352	
	VNTCWH	Ventura Communal Café Table	White Top, Silver	$1,082	$1,352	
	CUBPOW	Wireless Charging Table	White, AC Plug In	$572	$715	
	VILHUB	Village Charging Hub	Cream	$364	$454	
			Additional Powered Products under Office & Product Display on Page 2			
			SOFT SEATING COLLECTIONS			
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	$590	$737	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	$837	$1,046	
	BCHWHT	Baja Chair	White Vinyl	$603	$753	
	BLVWHT	Baja Loveseat	White Vinyl	$956	$1,195	
	BSFWHT	Baja Sofa	White Vinyl	$1,115	$1,395	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	$415	$519	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	$572	$715	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	$376	$470	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	$436	$545	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	$551	$689	
	NPLCHR	Naples Chair	Black Vinyl	$700	$876	
	NPLLOV	Naples Loveseat	Black Vinyl	$845	$1,056	
	NPLSOF	Naples Sofa	Black Vinyl	$1,002	$1,252	
	PALSOF	Palm Beach Sofa	White Vinyl	$876	$1,095	
	STECHA	Sterling Chair	Gray Fabric	$1,035	$1,294	
	STESOF	Sterling Sofa	Gray Fabric	$1,507	$1,884	
	VALCHA	Valencia Chair	Spice Orange Velvet	$461	$577	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	$587	$734	
	COCHTP	Cordoba Chair	Taupe Fabric, Black	$660	$825	
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	$943	$1,179	
			ACCENT CHAIRS			
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	$778	$972	
	BOWCHA	Bowery Chair	Ochre Fabric	$729	$912	
	CNTCHR	Century Chair	Gray Velvet	$742	$927	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	$494	$618	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	$654	$818	
	BCW	Madrid Chair	White Vinyl, Chrome	$770	$963	
	OCMWHT	Meeting Chair	White Vinyl, Wenge	$328	$410	
	MONCHA	Montreal Chair	Blue, Black Metal	$801	$1,002	
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	$590	$737	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	$431	$539	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	$572	$715	
	TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	$556	$695	
	WENCHA	Wentworth Swivel Chair	Brown Vinyl	$431	$539	
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	$440	$550	
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	$440	$550	
			GROUP SEATING			
	BLDCRD	Blade Chair	Red	$96	$119	
	BLDCSB	Blade Chair	Sky Blue	$96	$119	
	SC3	Brewer Chair	Onyx, Chrome	$211	$264	
	XCHR	Christopher Chair	White Vinyl, Chrome	$127	$159	
	DUET	Duet Stack Chair	Black, Chrome	$80	$101	
	LMCHR	Laguna Chair	Maple, Chrome	$180	$226	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	$237	$297	
	MALGRY	Malba Chair	Gray, Chrome	$137	$171	
	MALGRN	Malba Chair	Green, Chrome	$137	$171	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	$191	$238	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	$191	$238	
	MARCBE	Marina Chair	Ocean Blue Fabric, Brushed Metal	$191	$238	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	$191	$238	
	MARCWH	Marina Chair	White Vinyl, Brushed Metal	$191	$238	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	$451	$564	
	SC10	Razor Armless Chair	White	$88	$109	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	$129	$161	
	CS4	Syntax Chair	Black, Chrome	$258	$322	
	ZENCHR	Zenith Chair	White, Chrome	$170	$212	
			OTTOMANS			
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	$484	$606	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	$484	$606	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	$484	$606	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	$484	$606	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	$484	$606	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	$484	$606	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
			OTTOMANS (CONTINUED)			
	BVLYWH	Beverly Bench Ottoman	White Vinyl	$484	$606	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	$402	$503	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	$402	$503	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	$402	$503	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	$402	$503	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	$402	$503	
	BVSMLN	Beverly Small Bench Ottoman	Linen Fabric	$402	$503	
	BVSMLV	Beverly Small Bench Ottoman	Lavender Fabric	$402	$503	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	$402	$503	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	$402	$503	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	$402	$503	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	$402	$503	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	$631	$789	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	$631	$789	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	$431	$539	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	$431	$539	
	MAR001	Marche Swivel Ottoman	White Vinyl	$221	$277	
	MAR002	Marche Swivel Ottoman	Gray Fabric	$221	$277	
	MAR003	Marche Swivel Ottoman	Linen Fabric	$221	$277	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	$221	$277	
	MAR005	Marche Swivel Ottoman	Red Fabric	$221	$277	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	$221	$277	
	MAR007	Marche Swivel Ottoman	Plum Fabric	$221	$277	
	MAR008	Marche Swivel Ottoman	Meadow Green	$221	$277	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	$221	$277	
	MAR010	Marche Swivel Ottoman	Blue Fabric	$221	$277	
	MAR011	Marche Swivel Ottoman	Orange Fabric	$221	$277	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	$221	$277	
	MAR013	Marche Swivel Ottoman	Teal Velvet	$221	$277	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	$221	$277	
	MAR015	Marche Swivel Ottoman	Black Vinyl	$221	$277	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	$221	$277	
	VIB01	Vibe Cube Ottoman	Green Vinyl	$152	$191	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	$152	$191	
	VIB04	Vibe Cube Ottoman	Red Vinyl	$152	$191	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	$152	$191	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	$152	$191	
	VIB09	Vibe Cube Ottoman	White Vinyl	$152	$191	
	VIB10	Vibe Cube Ottoman	Black Vinyl	$152	$191	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	$152	$191	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	$152	$191	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	$152	$191	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	$152	$191	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	$152	$191	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	$152	$191	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	$152	$191	
			CAFÉ TABLES WITH STANDARD BLACK BASE			
	30BKSC	30" Round Café Table	Black Top	$247	$309	
	30BEBC	30" Round Café Table	Blue Top	$247	$309	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	$247	$309	
	30YSBC	30" Round Café Table	Brushed Yellow Top	$247	$309	
	ZTJ	30" Round Café Table	Graphite Nebula Top	$247	$309	
	ZTA	30" Round Café Table	Gray Acajou Top	$247	$309	
	30GSBC	30" Round Café Table	Green Top	$247	$309	
	ZTK	30" Round Café Table	Maple Top	$247	$309	
	30OSBC	30" Round Café Table	Orange Top	$247	$309	
	ZTB	30" Round Café Table	Red Top	$247	$309	
	30WH29	30" Round Café Table	White Top	$247	$309	
	30WDBC	30" Round Café Table	Barnwood Top	$247	$309	
	36BKSC	36" Round Café Table	Black Top	$294	$367	
	ZTN	36" Round Café Table	Graphite Nebula Top	$294	$367	
	ZTP	36" Round Café Table	Maple Top	$294	$367	
	ZTQ	36" Round Café Table	White Top	$294	$367	
			CAFÉ TABLES WITH HYDRAULIC CHROME BASE			
	30MAHC	30" Round Café Table	Gray Acajou Top	$361	$451	
	30BRHC	30" Round Café Table	Red Top	$361	$451	
	30WHHC	30" Round Café Table	White Top	$361	$451	
	30WDHC	30" Round Café Table	Barnwood Top	$361	$451	
	30BKHC	30" Round Café Table	Black Top	$361	$451	
	30BEHC	30" Round Café Table	Blue Top	$361	$451	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	$361	$451	
	30YSHC	30" Round Café Table	Brushed Yellow Top	$361	$451	
	30GRHC	30" Round Café Table	Graphite Nebula Top	$361	$451	
	30GSHC	30" Round Café Table	Green Top	$361	$451	
	30MTHC	30" Round Café Table	Maple Top	$361	$451	
	30OSHC	30" Round Café Table	Orange Top	$361	$451	
	36BKHC	36" Round Café Table	Black Top	$391	$489	
	36GRHC	36" Round Café Table	Graphite Nebula Top	$391	$489	
	36MTHC	36" Round Café Table	Maple Top	$391	$489	
	36WTHC	36" Round Café Table	White Top	$391	$489	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CAFÉ TABLES POWERED WITH BLACK BASE						
	P30CWH	30" Round Cafe Table, Powered	White Top, Black	$850	$1,063	
ACCENT TABLES						
	ALCI00	Alondra Cocktail Table	Glass Top, Chrome	$402	$503	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	$402	$503	
	ALEI00	Alondra End Table	Glass Top, Chrome	$291	$365	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	$291	$365	
	AURA	Aura Round Table	White Metal	$175	$219	
	CIC	Geo Cocktail Table	Glass Top, Chrome	$304	$380	
	CIFWB	Geo Cocktail Table	Brandy Maple Top, Black	$350	$438	
	EIC	Geo End Table	Glass Top, Chrome	$247	$309	
	EIFWB	Geo End Table	Brandy Maple Top, Black	$307	$384	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	$258	$322	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	$258	$322	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	$258	$322	
	MESETB	Mesa End Table	Black Top, Bronze	$170	$212	
	MESETG	Mesa End Table	Glass Top, Bronze	$170	$212	
	MESETW	Mesa End Table	Barnwood Top, Bronze	$170	$212	
	REGBEN	Regis Bench/Table	Brushed Metal	$405	$506	
	REGOTT	Regis End Table	Brushed Metal	$328	$410	
	SEDBBK	Sedona Side Table	Black Top, Bronze	$170	$212	
	SEDBWH	Sedona Side Table	White Top, Bronze	$170	$212	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	$170	$212	
	CIE	Silverado Cocktail Table	Glass, Chrome	$335	$418	
	EIE	Silverado End Table	Black Top, Brushed Steel	$263	$329	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	$338	$422	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	$384	$480	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	$338	$422	
	SYDWDC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	$384	$480	
	EIY	Sydney End Table	Black Top, Brushed Steel	$307	$384	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	$335	$418	
	EIW	Sydney End Table	White Top, Brushed Steel	$307	$384	
	SYDWDE	Sydney End Table	Barnwood Top, Brushed Steel	$335	$418	
	TAOBBK	Taos Side Table	Black Top, Bronze	$170	$212	
	TAOBWH	Taos Side Table	White Top, Bronze	$170	$212	
	TAOBWD	Taos Side Table	Wood Top, Bronze	$170	$212	
	TMBTBL	Timber Table	Wood	$183	$230	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKSB	30" Round Bar Table	Black Top	$247	$309	
	30BEBB	30" Round Bar Table	Blue Top	$247	$309	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	$247	$309	
	30YBBB	30" Round Bar Table	Brushed Yellow Top	$247	$309	
	VTJ	30" Round Bar Table	Graphite Nebula Top	$247	$309	
	VTA	30" Round Bar Table	Gray Acajou Top	$247	$309	
	30GSBB	30" Round Bar Table	Green Top	$247	$309	
	VTK	30" Round Bar Table	Maple Top	$247	$309	
	30OSBB	30" Round Bar Table	Orange Top	$247	$309	
	VTB	30" Round Bar Table	Red Top	$247	$309	
	30WH42	30" Round Bar Table	White Top	$247	$309	
	30WDBB	30" Round Bar Table	Barnwood Top	$247	$309	
	36BKSB	36" Round Bar Table	Black Top	$294	$367	
	VTN	36" Round Bar Table	Graphite Nebula Top	$294	$367	
	VTP	36" Round Bar Table	Maple Top	$294	$367	
	VTW	36" Round Bar Table	White Top	$294	$367	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKHB	30" Round Bar Table	Black Top	$361	$451	
	30BEHB	30" Round Bar Table	Blue Top	$361	$451	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	$361	$451	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	$361	$451	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	$361	$451	
	30GSHB	30" Round Bar Table	Green Top	$361	$451	
	30MTHB	30" Round Bar Table	Maple Top	$361	$451	
	30OSHB	30" Round Bar Table	Orange Top	$361	$451	
	30BRHB	30" Round Bar Table	Red Top	$361	$451	
	30WHHB	30" Round Bar Table	White Top	$361	$451	
	30WDHB	30" Round Bar Table	Barnwood Top	$361	$451	
	30MAHB	30" Round Bar Table	Gray Acajou Top	$361	$451	
	36BKHB	36" Round Bar Table	Black Top	$391	$489	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	$391	$489	
	36MTHB	36" Round Bar Table	Maple Top	$391	$489	
	36WTHB	36" Round Bar Table	White Top	$391	$489	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	$328	$410	
	P30BWH	30" Bar Table, Powered	White Top, Black	$850	$1,063	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	$299	$374	
	BST	Banana Barstool	White, Chrome	$299	$374	
	BLDBRD	Blade Barstool	Red	$175	$219	
	BLDBSB	Blade Barstool	Sky Blue	$175	$219	
	XBAR	Christopher Barstool	White Vinyl, Chrome	$216	$271	
	LMBAR	Laguna Barstool	Maple, Chrome	$221	$277	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	$252	$315	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	$252	$315	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	$252	$315	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	$252	$315	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	$335	$418	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	$402	$503	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	$402	$503	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	$402	$503	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	$402	$503	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	$402	$503	
	RSTSTL	Rustique Barstool	Gunmetal	$139	$174	
	BS001	Shark Barstool	White, Chrome	$384	$480	
	BSR	Syntax Barstool	Black, Chrome	$221	$277	
	ZENBAR	Zenith Barstool	White, Chrome	$185	$232	
	BS002	Zoey Barstool	White, Chrome	$263	$329	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	$798	$998	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	$798	$998	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	$798	$998	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	$667	$834	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	$667	$834	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	$667	$834	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Maple Top, Silver	$798	$998	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	$798	$998	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	$667	$834	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	$667	$834	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	$384	$480	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	$384	$480	
	WD3	Work Table	White Top, White	$400	$500	
	CB8	42" Round Madison Table	Gray Acajou, Black	$461	$577	
	CONF42	42" Round Table	White Top	$461	$577	
	42BKCT	42" Round Table	Black Top, Black	$461	$577	
	BKCT5N	5' Table	Black Top, Silver	$675	$844	
	BKCT8N	8' Table	Black Top, Silver	$1,148	$1,436	
	BKC10N	10' Table	Black Top, Silver	$1,301	$1,626	
	CF2	Geo Table, Rectangle	Glass Top, Black	$541	$676	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	$541	$676	
	CF1	Geo Table, Rounded Square	Glass Top, Black	$384	$480	
	CE1	Geo Table, Rounded Square	Glass Top, Chrome	$384	$480	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	$575	$719	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	$1,148	$1,436	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	$1,148	$1,436	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	$191	$238	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	$366	$457	
	GENCHA	Genesis Chair	Black	$319	$400	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	$386	$483	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	$446	$557	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	$389	$487	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	$361	$451	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	$353	$442	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	$168	$210	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	$726	$907	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	$541	$676	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	$667	$834	
	BC8	Madison Bookcase	Gray Acajou, Chrome	$525	$657	
	PSHCCS	Posh Shelving	Chrome, Acrylic	$618	$773	
	PDL36B	Powered Locking Pedestal, 36"	Black	$572	$715	
	PDL36W	Powered Locking Pedestal, 36"	White	$572	$715	
	PDL42B	Powered Locking Pedestal, 42"	Black	$683	$854	
	PDL42W	Powered Locking Pedestal, 42"	White	$683	$854	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	$263	$329	
	LA14	Mason Table Lamp	Brushed Silver	$173	$216	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	$1,942	$2,427	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	$1,813	$2,266	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	$2,055	$2,569	
	MTCPUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	$1,828	$2,286	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	$572	$715	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	$940	$1,175	
DIVIDERS						
	DIVBAR	Clear Divider, Bar/Counter	Clear, Black	$242	$303	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	$484	$606	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	$971	$1,214	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	$484	$606	
	DIVFST	Clear Divider, Sofa/Table	Silver, Clear	$436	$545	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	$606	$757	
	MIRWHT	Miramar Divider, White	Molded Plastic	$621	$777	
	STNSGN	Stanchion Sign Holder	Chrome	$225	$244	
	STNCH1	Stanchion w/ Retractable Belt	Black, Chrome	$235	$257	

TOTAL

Email this completed form to: orders@t3expo.com

Sales Tax 8.6% ..... $ _____

Estimated Furniture Rental Total..... $ _____

ADDITIONAL INFORMATION & FORMS

T3 expo®
Save money. Grow your event.

ata2024 NEXUS

ATA Nexus 2024
May 5, 2024 - May 7, 2024
Phoenix Convention Center
Phoenix, AZ 85004

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 05/04/24.

Services Ordered

Material Handling ..... = $ _____
Cartload Service ..... = $ _____
Turnkey Exhibit Packages ..... = $ _____
Floor Covering ..... = $ _____
Furniture & Accessories ..... = $ _____
Display Tables & Counters ..... = $ _____
Display Labor & Forklift ..... = $ _____
Hanging Sign ..... = $ _____
Accessible Storage ..... = $ _____
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:		

T3 expo®
Save money. Grow your event.

ata2024 NEXUS

ATA Nexus 2024
May 5, 2024 - May 7, 2024
Phoenix Convention Center
Phoenix, AZ 85004

Please Return EAC Form By:
Friday, April 5, 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: ATA Nexus 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.

Third Party covering the following charges for exhibitor:

- ☐ Material Handling
- ☐ Cartload Service
- ☐ Turnkey 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.

Phoenix, AZ 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:

Booth Labor, Freight, Electrical

Full-time exhibitor personnel may install and dismantle all exhibit properties in Phoenix. Company identification such as a medical identification card or payroll stub must be carried. Arizona is a right-to-work state. The local Union controls the movement of freight in and out of buildings, lays all aisle carpet and installs pipe and drape for the General Contractors.

Exhibitors may “hand-carry” material into the convention center, provided they do not use material handling equipment to assist them. Exhibitors may not be permitted access to loading dock/freight door areas. Union personnel has jurisdiction over all material handling responsibilities outside of those carried out by the exhibitor.

Electrical labor needs to be hired for all under-carpet distribution of electrical wiring and for all facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections and all installation and/or repair of electrical fixtures require electricians, as well as all installation of electrical motors and electrical apparatus to be energized. All outlets over 20 amps and/or with a voltage over 150 volts require electrical labor. Labor is required to inspect equipment pre-wired to plug into the system.

Hours

In Phoenix, straight time rates are from Monday through Friday, 8:00 am to 4:30 pm. Overtime rates are incurred outside of those hours on Monday through Friday as well as all day on Saturdays, Sundays and holidays. Lunch is from 12:00 pm to 12:30 pm.

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

Floral / Rigging / Lead Retrieval Ordering Links

Payne & Morrison Florist

To place your floral order click here or call (602) 841-1561.

Payne & Morrison Florists Inc
7144 N. 35th Ave Suite A
Phoenix, AZ 85051

AV Concepts Rigging

To place your rigging order click here or call (480) 557-6000.

Lead Management Rentals & Services - Convention Data Services (CDS)

To place a lead retrieval order click here.

Show Code: tele0524

For additional assistance please contact the General Sales support team:
XPress Leads 1 -800-746-9734
xpressleadpro@cdsreg.com

XPress Leads®
A Freeman Company

ata2024 NEXUS
May 5–7, 2024
Phoenix Convention Center
Phoenix, Arizona

Exclusive Event Vendor

XPress Connect **Family**

Exhibiting success is not just about having a booth at an event. It's about meeting qualified prospects and turning them into loyal customers. CDS' XPress Connect lead retrieval equipment and software can help you achieve this by providing you with the tools you need to capture leads, qualify them, and follow up effectively.

Top **Features**

Literature Fulfillment
Email links quickly with all the information customers and prospects request

Custom Qualifiers
Customize your qualifying questions and responses to build full prospect profiles

Instant Email Follow-up
Follow-up with hot prospects who visit your booth

Rate Leads
Identify top prospects and customers by assigning a rating

Schedule Appointments
Set up follow-up meetings with leads and close more deals

VIP Alerts
Receive a text alert when anyone you identify as a VIP enters your booth

Exhibitor Portal
Leads, analytics, instructions, and best practices online all the time

Order Today and don't miss a single lead:

www.xpressleadpro.com Showcode: **tele0524**

XPress Connect App
Our full-featured lead retrieval system running on **YOUR** Apple or Android mobile device.

XPress Connect Plus
Full-featured lead retrieval system running on **OUR** large screen Android phone.

XPress Connect Elite
Plug and play lead retrieval system with our scanner running on your PC.

Connect **Comparison**

	App	Plus	Elite
Scan anywhere, any time	✓	✓	
Custom qualifiers**	✓	✓	✓
Literature fulfillment**	✓	✓	✓
Real-time leads	✓	✓	✓
Reporting portal	✓	✓	✓
Instant email follow-up	✓		✓
Rate leads	✓	✓	✓
VIP alerts	✓	✓	✓
Schedule appointments	✓		✓
Add images to leads	✓		✓
Audio notes	✓	✓	✓
Optional Bluetooth printer*	✓	✓	✓
Online and offline modes	✓	✓	✓

*XPress Connect Elite uses a USB cable (included) to connect the printer.
**additional fees may apply *compatible with iOS app only

5/23

Rates Effective July 1, 2023-June 30, 2024

Information & Online Ordering

www.commonwealthexpo.com

Submit Form To:

Commonwealth Electric Company
100 North 3rd Street, Phoenix, AZ 85004
PH 602.253.5881 Fax 602.253.5530
Cathee Cooper
ccooper@commonwealthelectric.com

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Event	Dates
ATA 2024 Annual Meeting	**May 5th-7th, 2024**
	Event # **475494**

For Discount Payment Price we must receive your order and payment prior to this
DISCOUNT DEADLINE DATE OF: **04.18.2024**

Company Name | Booth

Standard Electrical Outlets **Rates are for duration of event**

Qty	Description	Discount	Regular	Amount
	120V Motor & Equipment Outlets (3 Pronged)			
	500 Watts (5 Amp)	$123.00	$166.00	
	1000 Watts (10 Amp)	$163.00	$220.00	
	2000 Watts (20 Amp)	$206.00	$277.00	
	1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor			
	10 Amp 208V 1 Phase	$277.00	$373.00	
	20 Amp 208V 1 Phase	$326.00	$440.00	
	30 Amp 208V 1 Phase	$407.00	$549.00	
	50 Amp 208V 1 Phase	$555.00	$749.00	
	60 Amp 208V 1 Phase	$630.00	$850.00	
	100 Amp 208V 1 Phase	$1,016.00	$1,371.00	
	3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor			
	10 Amp 208V 3 Phase	$313.00	$422.00	
	20 Amp 208V 3 Phase	$437.00	$589.00	
	30 Amp 208V 3 Phase	$483.00	$652.00	
	50 Amp 208V 3 Phase	$698.00	$942.00	
	60 Amp 208V 3 Phase	$846.00	$1,142.00	
	100 Amp 208V 3 Phase	$1,557.00	$2,101.00	
	Rental Items			
	Extension Cord 15'	$33.00		
	Extension Cord 25'	$35.00		
	5-way power strip	$30.00		
	3-way adaptor	$27.00		

In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges

Labor for Layout/Overhead/Qty and 208V Services		
ST (M-F 8am-4:30pm)	$108.00	
OT (M-F 4:30pm-12am & Sat 8am-12am)	$162.00	
DT (M-F 12am-8am & all Sundays/Holidays)	$216.00	

State of Arizona or Federal Tax Exempt form must be submitted with order to receive exemption. **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.**	**Total Order**	
	8.6% Sales Tax	
	Labor Amount	
	Total Due	

If you require services not listed on this form please call for a quote.

Lighting, Water and/or Air, please call for Order Form

24 Hour Services:

Rates are **DOUBLE** the Outlet Rate

☐ Check if required

Overhead Power:

Rates are Time and Material.
Please call for quote.

208V and 480V Services:

There is a **MINIMUM** labor charge of (1) hr. for installation/removal of all 208V service. There is a **MINIMUM** labor charge of (2) hrs. for installation/removal of all 480V service.

ELECTRICAL LABOR:

Outlets requested to be placed anywhere other than the **back of the booth** will require a layout and a **MINIMUM** of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power.

☐ **Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in.**

☐ **Layout to follow**

FOR SUPERVISED LABOR ONLY

Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.

Date/Time Requested

Onsite Contact

Onsite Contact Cell #

Company Name	**Phone**		
	Cell Phone		
Address	**City**	**State**	**Zip**
Email Address	**Onsite Contact; Name & Number**		
Signature	**Print Name**		

Paid by: CK AX MC VS | **Credit Card Number** | **Exp Date** | **CVV**

Cardholder Signature | **Print Name**

Terms and Conditions

Payment Policy:

1. **Payment in full:** is required on all orders at the time the order is placed. Purchase orders are not considered payment. There will be an additional $35 service charge on all returned checks. For your convenience, we accept the following forms of payment: Check, Money Order, Visa, MasterCard and American Express. No cash will be accepted.
2. **Tax:** All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the state of Arizona, please attach sales tax exemption certificate (form 5000) to your order. Orders submitted online will not be accepted as tax exempt, and credit will not be given for sales tax paid online. Tax exempt orders must be submitted with the order form and not placed online.
3. **Discount Rates:** Please see order form for exact date for each event.
4. **Regular Rates:** are applied to all orders received after the deadline for the discounted rates and orders received on-site at the event.
5. **Refunds:** will not be issued on services that have already been installed. Refunds will not be considered unless submitted in writing by customer prior to the close of the event.
6. **Contract Agreement:** Lessor will not be responsible for strikes, accidents, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that lessee has read and agrees to all conditions and regulations as stated in this contract.

Outlets & Equipment:

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the Commonwealth Electric order form.
2. Each outlet ordered is ONE (1) SINGLE plug-in.
3. In-line and peninsula booths: each outlet will be located at the back of the booth. Island booths: outlets will be placed at the most convenient location for Commonwealth Electric unless otherwise noted by the customer. Should outlets be required in any other location within the booth, a labor charge will be incurred, and a layout must be submitted with order.
4. Outlets are to be ordered separately by each customer and may not be shared with other customers.
5. Building utility outlets are not a part of the booth space and are not to be accessed, blocked or used by customers.
6. Electrical floor boxes must not be covered or blocked by customer unless prior arrangements have been made with Commonwealth Electric.
7. All materials and equipment furnished by Commonwealth Electric for this service order, shall remain the property of Commonwealth Electric and shall only be removed by Commonwealth Electric at the close of the event. Any equipment removed by the customer shall be charged the replacement cost of the specific equipment.

Labor:

Labor charges shall be incurred for the following: (please refer to the order form or contact Commonwealth Electric for labor minimums per service)

- Request for your outlet to be placed anywhere other than the back of your booth. A layout must be attached to your order with booth orientation & dimensions.
- All 110V (120V) services above 20 amps.
- All 208V (220V) services ordered with a minimum of one (1) hour labor per connection.
- Conversion of customer power connection.
- All overhead services.
- Ordering eight (8) or more services within the same booth space.
- Requested customer supervision for service installation.

Conditions and Regulations:

1. Commonwealth Electric will provide standard NEMA connections for all services 208V (220V) or higher. Please check with Commonwealth Electric for specific type of connection per facility. It is the responsibility of each customer to convert to each facility's connection.
2. Customers are responsible for supplying all converters 220V-110V for international equipment. Should Commonwealth Electric supply, there will be an additional charge. Contact Commonwealth Electric for specific charges.
3. Commonwealth Electric will not be responsible for any cutting or altering of any floor covering in order to bring services to a booth in a specific location.
4. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
5. All equipment must be approved by Underwriters Laboratory and properly UL labeled with complete information as to current, voltage, phase, cycle, horsepower, etc. If equipment is not UL approved and tagged, Commonwealth Electric reserves the right to refuse to energize.
6. All customer supplied cords must be of the three (3) wire grounded type. Use of open sockets, latex or lamp cord wire is prohibited.
7. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
8. Commonwealth Electric is not responsible for voltage fluctuations or power failure because of temporary conditions.

FAQ:

1. **How much power do I need to order?**
   Answer: You will need to check the electrical tag/sticker on each piece of equipment to determine the actual wattage or amperage required. Please feel free to contact the Commonwealth Electric Account Manager for your event if you need assistance.
2. **How much power will I need to order for a laptop?**
   Answer: You may power up to three (3) laptops per 500-watt outlet ordered.
3. **How much power will I need to order for lighting?**
   Answer: Please add up the wattage of each lightbulb to determine total amount of wattage needed to order. Example: Four (4) sixty (60) watt lightbulbs would total two hundred forty (240) watts. You would need to order a 500-watt outlet to power these lights.

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT

SmartCity NETWORKS

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EXPERTISE

WE HAVE DESIGNED & INSTALLED MORE NETWORKS FOR MAJOR TRADESHOWS THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need.** During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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Is the exclusive provider of the following services:

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Need just a BASIC CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	**$895**	$1,140	$1,368
Additional Device	**$185**	$220	$255
EQUIPMENT & LABOR	**INCENTIVE****	**BASE**	**ON-SITE**
Switch Rental	**$185**	$225	$270
Patch Cables	**$50**	$62	$74
Labor (Floor Work)	**$125**	$125	$125

*** NOT FOR STREAMING**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- **Routers are not permitted on this service and will not work**
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW

SmartCity NETWORKS

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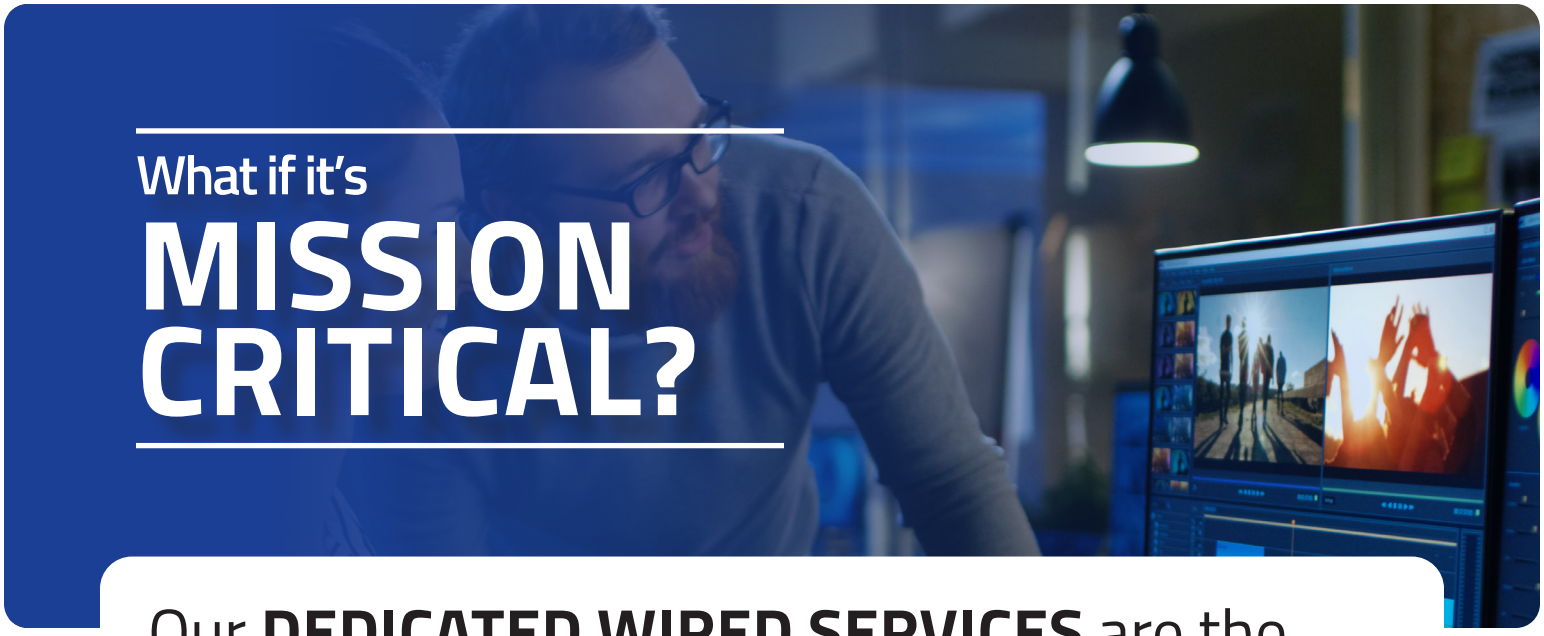

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD	or HD	or UHD	INCENTIVE*	BASE	ON-SITE
3 Mbps Dedicated	1	N/A	N/A	**$3,495**	$4,370	$5,244
6 Mbps Dedicated	2	1	N/A	**$5,900**	$7,375	$8,850
10 Mbps Dedicated	3	2	N/A	**$7,850**	$9,810	$11,772
15 Mbps Dedicated	5	3	N/A	**$11,700**	$14,630	$17,556
25 Mbps Dedicated	6	4	1	**$19,250**	$24,060	$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW

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or call 888.446.6911

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NEED WIRELESS CONNECTIVITY?

Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	**$2,339**	$2,807	$3,368
15 Device Limit	**$4,133**	$4,960	$5,952
30 Device Limit	**$6,762**	$8,114	$9,737
Additional Access Point Rental	**$750**	$750	$750

***NOT FOR STREAMING.**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

Wi-Fi Splash Page services starting at $250
https://orders.smartcitynetworks.com/wifi-splash-page-design

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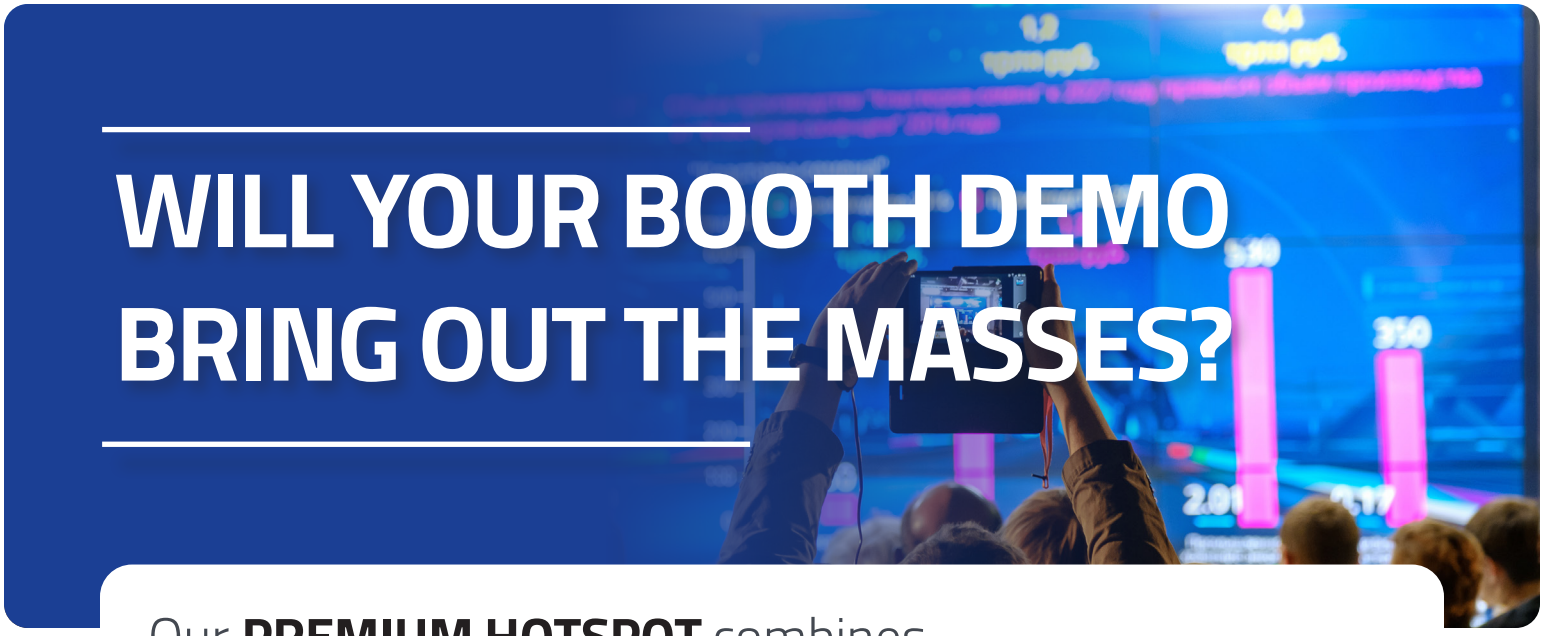

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING SD	or HD	or UHD	**INCENTIVE***	BASE	ON-SITE
10 Mbps	3	N/A	N/A	**$8,800**	$10,560	$12,672
20 Mbps	6	4	N/A	**$16,600**	$19,920	$23,904
30 Mbps	10	6	1	**$24,200**	$29,040	$34,848
40 Mbps	13	8	1	**$31,550**	$37,860	$45,434
50 Mbps	16	10	2	**$39,050**	$46,860	$56,232
Additional Access Point Rental	N/A	N/A	N/A	**$750**	$750	$750

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- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

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Order online at:
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https://orders.smartcitynetworks.com/wifi-splash-page-design

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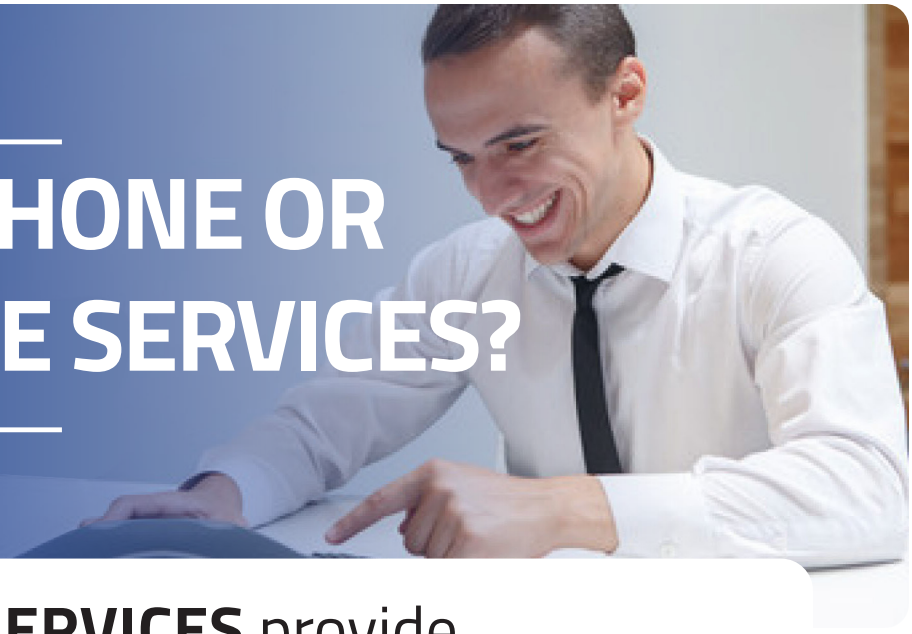
NEED TELEPHONE OR CONFERENCE SERVICES?



Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	**$275**	$345	$414
Multi Line Telephone	**$415**	$520	$624
Polycom Speaker Phone	**$465**	$575	$690

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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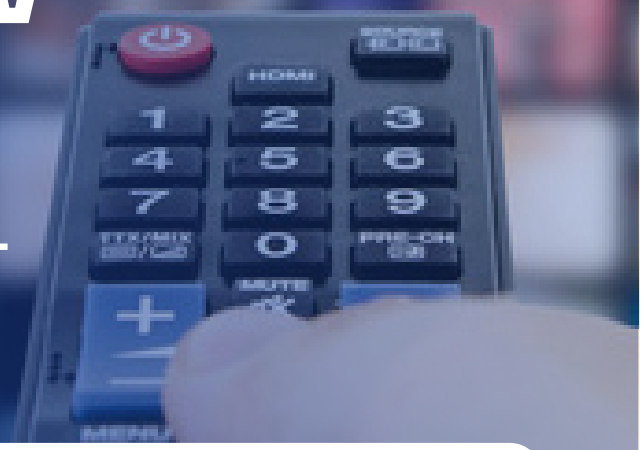
NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**
Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**
**Cable services may require a deposit in some locations.

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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FAQ Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition **(SD)**	720x480	3.0-5.0 Mbps
High Definition **(HD)**	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition **(UHD)**	3840x2160	25 Mbps

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Where TECHNOLOGY Meets HOSPITALITY

Our Promise ★★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."

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52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

CREATIVE. TECHNICAL. Memorable.

PAYMENT AUTHORIZATION FORM

ata2024 NEXUS
MAY 5 – 7, 2024
PHOENIX CONVENTION CENTER

DISCOUNT DEADLINE: 4/19/2024

Company:	Booth:
Address:	
City, State, Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
ESTIMATED TOTALS	
Audio Equipment Total	
Projection Total	
Video and Data Display Total	
Labor Total	
Sub Total Estimate due MetroMultimedia	$
Sales Tax Due on Sub Total Amount	$
Delivery & Pick Up	$ **175.00**
Total Due MetroMultimedia	$

PAYMENT AUTHORIZATION

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

Company Check – Make payable to MetroMultimedia, and reference **ATA NEXUS 2024.** Mail to: 52 Forest Ave, Suite 6, 2nd Floor, Paramus, NJ 07652
Please Note – Returned checks are subject to a $35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.

Wire Transfers – If paying by wire transfer please contact MetroMultimedia for wire transfer information and include a $40.00 wire transfer fee.
ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.
Credit Card – For your convenience, MetroMultimedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultimedia charges, and any charges that MetroMultimedia may be obliged to pay on your behalf, including without limitations, any material handling and/or labor charges. Please Complete the information below.

☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DISCOVER

																	Exp. Date
Account Number																	
Security Code					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)												

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____ Phone: _____

***The cardholder names above hereby authorize MetroMultimedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: _____ Date: _____

PAYMENT POLICY: MetroMultimedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT. Checks **must** be in US Dollars and drawn on a US Bank.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultimedia rental equipment.

CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - ** NO EXCEPTIONS **
ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.
CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE

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Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

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MetroMultimedia Order Form

ata2024 NEXUS
MAY 5 – 7, 2024
PHOENIX CONVENTION CENTER

DISCOUNT DEADLINE: 4/19/2024

Company Name: _____ Booth #: _____ Booth Size: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Name: _____ Phone: _____ E-Mail: _____
Delivery Date/Time: _____ Pick Up Date/Time: _____
On Site Contact Name: _____ On Site Contact Phone: _____

Audio Equipment	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
1 Speaker Sound System (Speaker, Stand, Mixer, PCDI)		$174.75	$218.50		
2 Speaker Sound System (Speakers, Stands, Mixer, PCDI)		$291.00	$371.25		
Wireless Microphone (_____Lavalier, _____ Handheld _____ Headset)		$142.00	$177.50		
10 Channel Audio Mixer (required with use of wireless mic)		$82.00	$102.50		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	**Qty.**	**Discounted Daily Rate**	**Regular Daily Rate**	**# of Days**	**Total**
5K Laser Projector		$600.00	$750.00		
Tripod Projection Screen _____ 5' _____ 6' _____7' or _____ 8'		$78.00	$97.50		
Projector Stand		$25.00	$31.25		
Custom Projection options are available upon request		Please Call	Please Call		
Computers & Accessories	**Qty.**	**Discounted Daily Rate**	**Regular Daily Rate**	**# of Days**	**Total**
Lenovo Thinkpad		$174.75	$218.50		
MacBook Pro 15"		$273.00	$341.25		
Apple iPad		$71.00	$88.25		
iPad Floor Stand (available upon request)		Please Call	Please Call		
Video and Data Display	**Qty.**	**Discounted Daily Rate**	**Regular Daily Rate**	**# of Days**	**Total**
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other:_____					
42" Flat Panel Display _____ Table Top _____ Wall Mounted		$311.25	$374.00		
55" Flat Panel Display _____ Table Top _____ Wall Mounted		$491.50	$614.50		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		$573.50	$717.00		
70" Flat Panel Display _____ Wall Mounted		$644.50	$805.75		
85" Flat Panel Display _____ Wall Mounted		$1,310.00	$1,637.50		
40" Touch Screen Panel Display _____ Wall Mounted		$546.00	$682.50		
55" Touch Screen Panel Display _____ Wall Mounted		$928.00	$1160.00		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		$78.00	$97.50		
*Dual Post Floor Stand Shelf for Laptop		$16.50	$20.75		
Media Player (required for USB playback)		$54.75	$68.50		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
Total Audio, Projection & Video and Data Display					$
A labor charge of $87.50 per hour may be added depending on the type and quantity of equipment ordered.			***Labor Total***		$
Grand Total Equipment Rental and Labor					$

Please Note: **To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com .**
Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.
In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.
***Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.**

SUBTOTAL = _____ + TAX @ 8.6 % = _____ + $175.00 Deliver & Pick-Up = TOTAL _____

Payment Authorization Form must accompany order.

All Cancellations are subject to a 5% processing fee. Cancellations received after discount deadline date are subject to a 25% restocking fee.
Equipment Cancellations not received 72 Hrs. before delivery date will be charged 100% - **NO EXCEPTIONS**

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DISCOUNT DEADLINE: 4/19/2024

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Video and Data Display Total	
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☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DISCOVER

																	Exp. Date
Account Number																	
Security Code					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)												

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____ Phone: _____

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CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE

Aventura Catering Exhibitor Menu and Order Form

Aventura Catering
Tina Sullivan
Phone: 602.534.8632
Fax: 602.534.8603
Email: Sullivan-Tina@aramark.com

View our full catering menu

www.aventuracatering.com

Aventura Catering Exhibitor Menu and Order Form

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 23% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

beverages

freshly brewed coffee

our coffee service includes disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 2-gallon minimum required per variety.

starbucks® house blend coffee $77.00++ per gallon

starbucks® decaffeinated coffee $77.00++ per gallon

tazo® hot tea $77.00++ per gallon

beverage service

assorted pepsi® soft drinks $4.50++ each

individual bottled aquafina® water $4.50++ each

individual sparkling water $5.00++ each

bubly® flavored sparkling water $4.50++ each

individual assorted fruit juice $5.50++ each

iced tea, lemonade or fruit punch $46.00++ per gallon

infused waters of strawberry-basil, cucumber or citrus $30.00++ per gallon

water cooler daily rental **$75.00+**

refrigerated water cooler rental and setup

(5) gallon purified water bottle **$28.00++**
Includes disposable cups
electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

logo bottled water

your booth attendees will be your own personal marketers with your company's logo bottled water. provide us with your company logo and we'll custom order your bottled waters. a lead time of 30 days is required with a minimum of 20 cases ordered. $250.00 artwork fee.

12 oz bottled waters	$102.00++ per case
16.9 oz bottled waters	$115.00++ per case

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 23% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

à la carte

bakery breakfast bites

assorted bagels, cream cheese $49.00++ per dozen

assorted danish pastries $49.00++ per dozen

innovation bakery bread, muffins $46.00++ per dozen

assorted donuts $48.00++ per dozen

sweet

assorted cookies $38.00++ per dozen

oreo® crusted fudge brownies $46.00++ per dozen

rich white chocolate m&m® topped blondies $46.00++ per dozen

chocolate dipped strawberries $72.00++ per dozen

petite french dessert pastries $72.00++ per dozen

assorted candy bars $48.00++ per dozen

savory

tri colored tortilla chips and salsa (for 25) $175.00++

tri colored tortilla chips and guacamole (for 25) $175.00++

pita chips and spinach dip (for 25) $175.00++

homemade potato chips and onion dip (for 25) $175.00++

mixed nuts $6.00++ each

mini pretzel, spicy snack mix, trail mix $5.00++ each

rejuvenating

granola bars $4.00++ each

fresh fruit cup $8.00++ each

whole fresh fruit $3.50++ each

sandwich trays

silver dollar sandwich platter (25) — $95.00++ each
assortment to include roast beef, ham, turkey, variety of cheeses
bowl of potato chips

croissant sandwich platter (10) — $100.00++ each
assortment to include roast beef and cheddar, ham and american
turkey and swiss, bowl of potato chips

specialty booth stations

starbucks bike — $1,500.00++

includes the bike, 15 gallons of cold brew coffee, flavored syrups
disposable cups and condiments for four hours of service

additional coffee: $400.00++ per 5 gallons

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to operate equipment

poppin' popcorn

select our table top popcorn machine or our antique popcorn cart for your booth. each station yields approximately (200) servings of theater style popcorn for up to 4 hours of service and includes popcorn bags and disposable napkins. select one seasoning flavor: theater butter, white cheddar, garlic parmesan, cheesy jalapeño or caramel. a dedicated booth attendant is required.

table top popcorn station $300.00++

antique popcorn cart station $350.00++

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

additional 200 servings of popcorn $175.00++

smoothie bar with tiki cart — $650.00++ per hour (3 hour minimum)

specialty made-to-order smoothie bar is a show stopping treat. includes (100) smoothies per hour with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, berry berry or piña colada. a dedicated attendant is required.

additional smoothies available at $6.00++ each

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

candy store — $750.00++

ultimate candy buffet that can be coordinated with your company color or event theme. glass containers to display candy with individual bags included. choice of 7 candies to choose from including: gummy bears, mary janes, candy sticks, jelly beans, starburst®, lollipops, red hots®, hershey's® kisses, red vines, m&ms® or let us know your favorite candy! serves 100 guests.

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A 23% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

specialty booth stations continued

ice cream sandwiches $600.00++

ice cream sandwiched in between bakery fresh cookies that are a treat no one can resist. includes (100) 2.5" ice cream sandwiches for 2 hours of service, disposable napkins and utensils with your choice of (2) ice cream flavors: vanilla, chocolate, strawberry, mint chip, butter pecan and choice of (2) cookie flavors: chocolate chip, sugar, snickerdoodle.

additional servings: $150.00++ (serves 25)

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to serve sandwiches

fresh baked cookie station $350.00++

tempt show traffic to your booth with the warm and welcoming scent of freshly baked cookies. the fresh baked cookie station includes up to 4 hours of service, a table top otis spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz. cookies with your choice of (1) flavor: chocolate chip, oatmeal raisin or white chocolate macadamia nut.

additional case of cookie dough (160 cookies) available at $200.00++ per case

booth attendant required: $185.00+ (up to 4 hours) to bake and distribute cookies
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

cappuccino bar $450.00++ per hour (3 hour minimum)

a barista presents your guests with specialty made-to-order coffee service of espresso shots, flavored cappuccinos, macchiato, mochas, lattes, hot chocolate and steamers. the cappuccino bar includes disposable cups with lids and napkins.

barista required: $185.00+ (up to 4 hours) provided by aventura to serve beverages
electrical needs: 2000 watts (20 amp) 120 volt and 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

italian soda bar $1,500.00++

welcome your guests to your booth by offering soda with an italian twist. the italian soda bar includes up to 4 hours of service and (250) 12 oz. servings with disposable cups with lids and straws. select up to three flavors: strawberry, raspberry, peach, orange, lemon, lime.

additional servings: $125.00++ per hour (serves 25)

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to serve beverages

bubly® bar $1,325.00++

assorted flavors of bubly® sparkling water with fresh fruit to enhance the flavor pineapple, mango, fresh berries, lemons (serves 250)

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to serve beverages

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A 23% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

specialty booth stations continued

dippin' dots stand $800.00++

the original beaded ice cream is a fun and tasty treat! this stand comes with ice cream cups, spoons and disposable napkins with your choice of two flavors for up to 4 hours of service and (100) servings: chocolate, strawberry, vanilla, rainbow, cookies 'n cream, mint chocolate, banana split, cotton candy, birthday cake. a dedicated attendant is required.

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hot and soft pretzels $150.00++

keep your soft jumbo pretzels warm with our tabletop pretzel warmer. the pretzel warmer holds up to 36 pretzels and displays them for an easy grab and go snack. order your pretzel quantity and our staff will deliver, setup and remove the warmer for you. a minimum order of 36 pretzels is required.

traditional pretzels $4.00++ each

add individual servings of cheese dip $1.00++ each

booth attendant required: $185.00+ (4 hour minimum) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hydration station $275.00++

refreshing and delicious, this station will quench your thirst. the hydration station comes with 2 gallons of infused water, 2 gallons of lemonade and 2 gallons of iced tea presented with beverage dispensers, disposable cups with lids and napkins. select from the following flavors:

2 gallons of infused water, choice of: strawberry-basil, cucumber or citrus

2 gallons of lemonade, choice of: classic, strawberry, lavender or mango

2 gallons of iced tea, choice of: regular, passion fruit or prickly pear

keurig® single cup coffee service $145.00++

brew fresh coffee by the cup (30 pods per kit)
includes a single cup coffee brewer with assorted gourmet flavors
disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins

additional pod refill (30 pods) $85.00++

electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

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A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

bar service

aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the arizona department of liquor licenses and control. therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by aventura. one bartender per bar is required and will automatically be applied to your order for $200.00+ for up to 4 hours of service. each additional hour is $50.00+ per hour.

host bar

the host bar is based on consumption

premium cocktails $10.00++ each
house wine by the glass $10.00++ each
imported beer $9.00++ each
domestic beer $8.00++ each
bottled still water $4.50++ each
bottled sparkling water $5.00++ each
assorted pepsi® soft drinks $4.50++ each

host specialty items

imported beer keg $565.00++ each
heineken®, corona®, stella artois®
local microbrew beer keg $565.00++ each
four peaks kilt lifter, san tan devil's ale, papago orange blossom
huss brewing scottsdale blonde, arizona light
domestic beer keg $400.00++ each
budweiser®, bud light®, miller lite®
electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric
**ask your sales professional for additional options*

huss brewing bicycle — $975.00++

includes an assortment of (100) huss can beers. showcase your booth with our colorful huss brewing bike featuring local huss brewery assortment of microbrews
bartender required at $200.00+ for up to 4 hours of service

mimosa bar — $1,100.00++

serves (100) mimosas for up to 4 hours of service made with house champagne, orange juice, cranberry juice, grapefruit juice, raspberries, blueberries and strawberries. disposable serviceware included.
bartender required at $200.00+ for up to 4 hours of service

margarita madness — $1,900.00++

(225) frozen margaritas with our frozen margarita machine made with your choice of one of the following: classic, strawberry or prickly pear margaritas. disposable serviceware included.
bartender required at $200.00+ for up to 4 hours of service
electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric

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A 23% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

general information, policies and procedures

FOOD & BEVERAGE REGULATIONS

All food and beverage items served within Phoenix Convention Center & Venues must be prepared and presented by Aventura…A Premier Catering Company. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverage from the Convention Center. Aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Department of Liquor Licenses and Control. Therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by Aventura.

EVENT PLANNING

Exhibitor Food & Beverage Order Specifications

To insure the proper planning of your event, we kindly request that all exhibitor food and beverage specifications be received in writing by our office no later than fourteen (14) days prior to the date of your first service. Orders received within fourteen (14) days of the first scheduled service will incur a 10% late administrative charge.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Aventura Sales Professional will review and provide the customer with written confirmation of services ordered. A separate event order will be issued to the customer for each individual service, along with a contract outlining specific agreements between the customer and the caterer, Aventura. The contract, signed event orders and payment in full must be received by Aventura no less than five (5) business days prior to the first event. The event orders, when completed, will form part of your contract. Menu prices are subject to change without notice.

Client Responsibility

The client is responsible for ordering electrical power from Commonwealth Electric and booth catering tables and/or bar fronts and bar back tables from show decorator if necessary.

PAYMENT POLICY

Deposits

Aventura policy requires full payment (100%) of total estimated charges in advance.

Acceptable Forms of Payment

Company check, American Express, Visa, MasterCard and Discover are considered acceptable forms of payment. If payment is received within less than three (3) business days prior to the event, certified funds or credit card payment will be required. If company check is utilized for payment, a credit card will be required to facilitate on site additions and changes to existing orders.

Cancellation

Full charges will apply to cancellations made within five (5) business days prior to delivery.

ADMINISTRATIVE CHARGE* AND SALES TAX

- All food and beverage items are subject to 23% administrative charge* and applicable Arizona sales tax. Administrative charge* is taxable in the State of Arizona.
- ++ indicates the addition of 23% administrative charge* and applicable sales tax
- + indicates the addition of applicable Arizona sales tax (currently 8.6%)
- Administrative charge* and sales tax are subject to change without notice

DELIVERY FEES

All catering orders or re-orders totaling less than $100.00 (excluding administrative charge* and sales tax) will result in a $50.00+ delivery fee.

BEVERAGE PURCHASE POLICY

All beverage items are sold à la carte and cannot be purchased on a consumption basis.

LABOR

Each booth attendant is $185.00+ and bartender is $200.00+ for up to 4 hours, each additional hour is $50.00+ per hour for each attendant or bartender.

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A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

Exhibitor Booth Catering Order Form

Please fax or email your completed order and credit card authorization form to (602) 534-8603 or Tina Sullivan at Sullivan-Tina@aramark.com. Confirmation will be emailed to you.

Show Name:		
Company:		
Order Contact:		
Street Address:		
City:	**State:**	**Zip:**
Email:		
Phone:	**Fax:**	
Booth #:	**# of Guests:**	
On-Site Contact:		
On-Site Contact Cell:		

MENU ITEMS

Service Date	Start Time	End Time	Quantity	Item Description	Unit Price	Total Price

Subtotal	
23% Administrative Fee (if applicable)	
8.6% Sales Tax	
Total	

Aventura Catering Exhibitor Menu and Order Form

aventura
A PREMIER CATERING COMPANY

Phoenix Convention Center & Venues
100 North Third Street
Phoenix, Arizona 85004
t 602.534.8600 | f 602.534.8603

Aventura requires full payment (100%) of total estimated charges prior to the commencement of services. Aventura accepts cash, company checks, money orders and wire transfers as payment. Major Credit Cards are an acceptable form of payment. A 3% surcharge will be applied. An initial deposit is required at the time the Service Agreement is executed. The amount of the initial deposit varies and will be outlined in the Service Agreement. Final deposits are due prior to the commencement of services with specific due dates outlined in the Service Agreement. If payment is received within less than five (5) business days prior to the commencement of services, cash, certified funds or credit card payment will be required. All events require a completed and signed Credit Card Authorization Form on file to facilitate any on-site orders, or additions. All charges incurred on-site will be applied to the credit card at the closing of the event.

_____ **company check to be issued for advance payment - credit card to be used for any additional orders and/or increases**

_____ **credit card to be used for all charges**

COMPANY: _____

ONSITE CONTACT: _____

CARD HOLDER'S NAME: _____

BILLING ADDRESS: _____

_____

PHONE: _____ **FAX:** _____

EMAIL: _____

CARD HOLDER'S SIGNATURE: _____

(signature MUST be same as name on credit card)

PLEASE CHECK ONE

AMEX _____ **MASTERCARD** _____ **VISA** _____

CREDIT CARD #: _____ **EXPIRATION DATE:** _____

SECURITY CODE#: _____

for all credit card charges a 3% surcharge will be applied

FOR OFFICE USE ONLY

DATE: _____ **(AUTHORIZATION VALID FOR 30 DAYS)**

AUTHORIZATION #: _____ **AMOUNT OF AUTHORIZATION:** _____

AUTHORIZED PERSONNEL: _____

PLEASE MAKE LEGIBLE PHOTO COPY OF CREDIT CARD (FRONT ONLY) FOR CREDIT CARD VERIFICATION

ANY CREDITS DUE WILL BE PLACED ONTO PROVIDED CREDIT CARD

PROFESSIONAL images PHOTOGRAPHY

888-486-3241 ● Fax 210-714-2213
Email: Joseph@proimagesphoto.com

Photography Order Form

- Help drive traffic to your booth by offering for attendees
- Call our toll-free number or email us for a quote for all other photography needs.

Please indicate the type and quantity of photographs you desire of your booth. These photographs are taken before show hours unless people are required in the photograph. Please indicate in Special Instructions and allow a 2-hour window in which to photograph.

Convention: _____ Date: _____ City: _____

Location: _____ Specific Exhibit Hall: _____

Show Hours: _____

Company: _____

On Site Contact and cell phone number **(important)** _____

Booth No: _____

Each image is considered on angle of your booth. Please note which angel you wish or have a representative onsite to show photographer the angle. We will take great care to capture the angle and will touch up and correct perspective.

Original Views on Dropbox /Google Drive: QTY: _____ $200 per angle _____

Total images _____

_____

Sub-Total: _____

Sales Tax if Delivered in Texas 8.25%: _____

Total: _____

Credit Card#: _____ Expiration Date and CVS#: _____

Name on Card: _____

Address and ZIP Code: _____

Please contact us at rfp@proimagesphoto.com if you need:

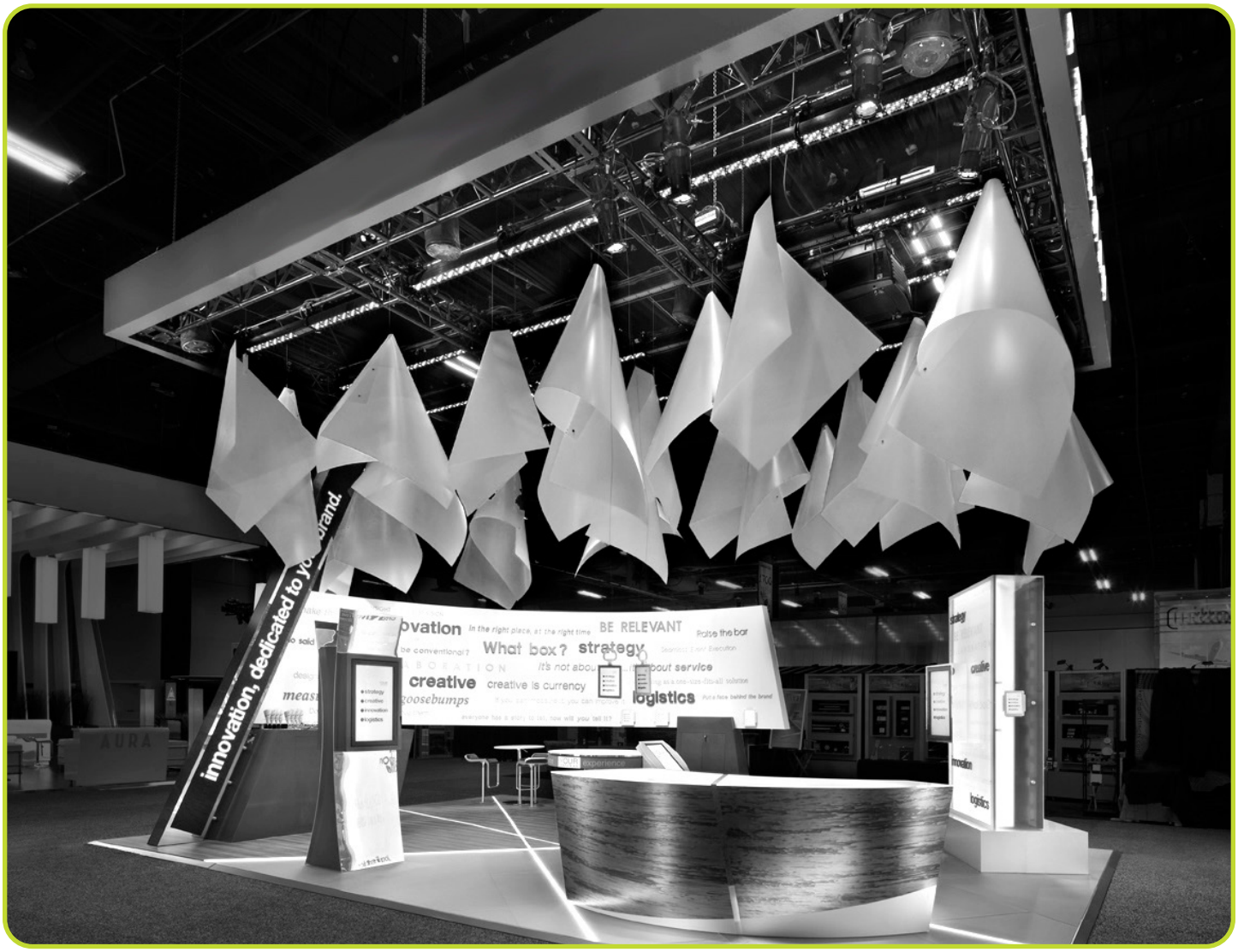
- Headshot station
- Onsite printing photography at your booth or event.
- Photography at your booth or event
- Videography

IAEE
Exhibitions and Events Mean Business

International
Association of
Exhibitions and Events®

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.*

IAEE
Exhibitions and Events Mean Business

International Association of Exhibitions and Events®

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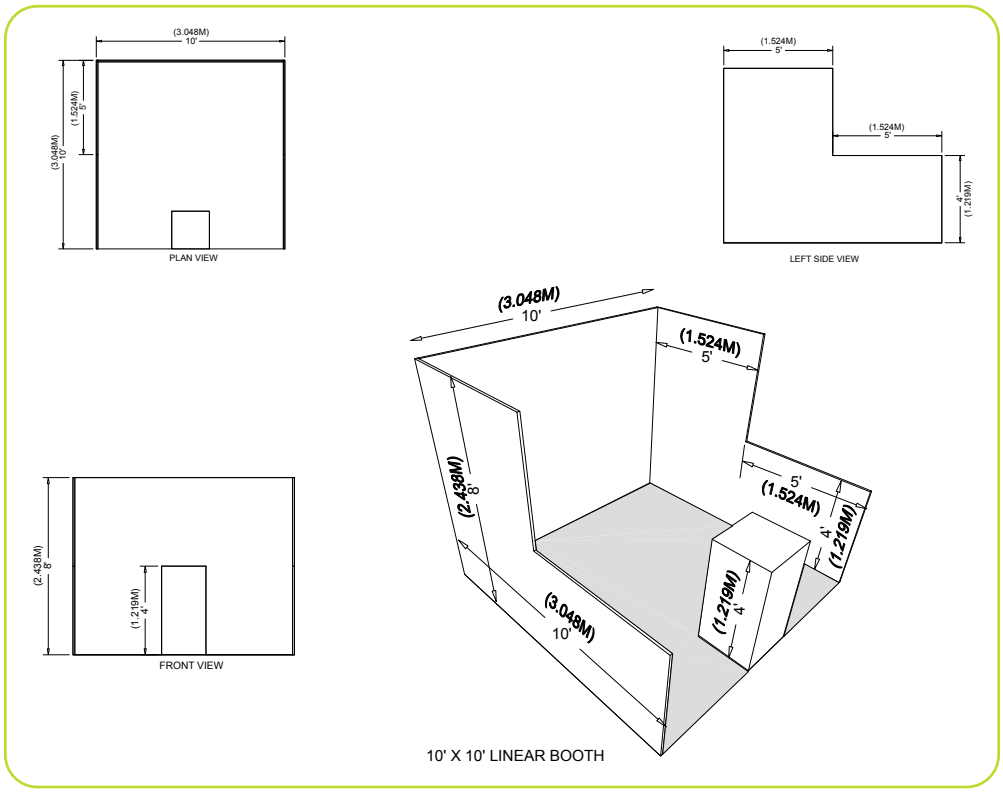
IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event. Organizers might find line of sight rules are best 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.

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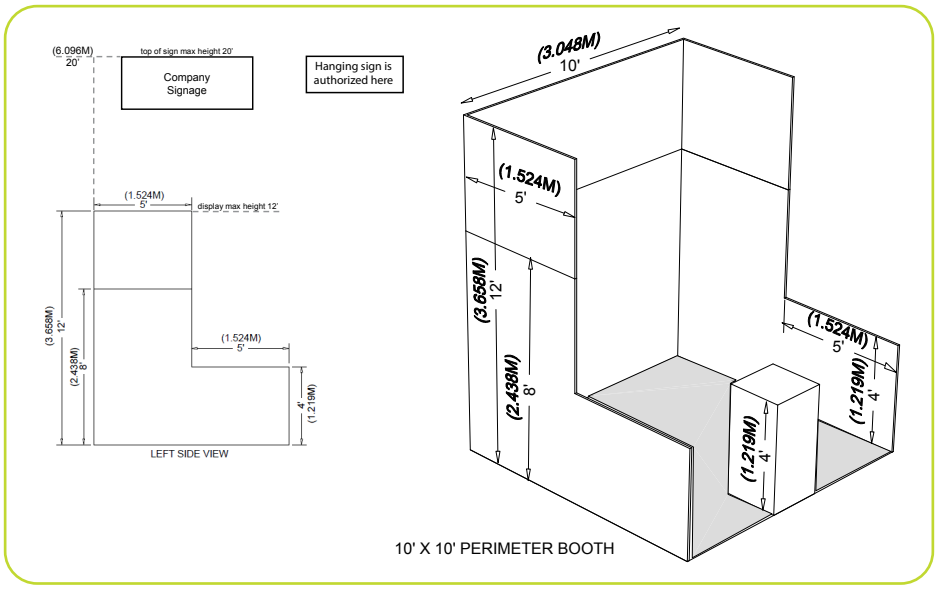
CORNER BOOTH

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).

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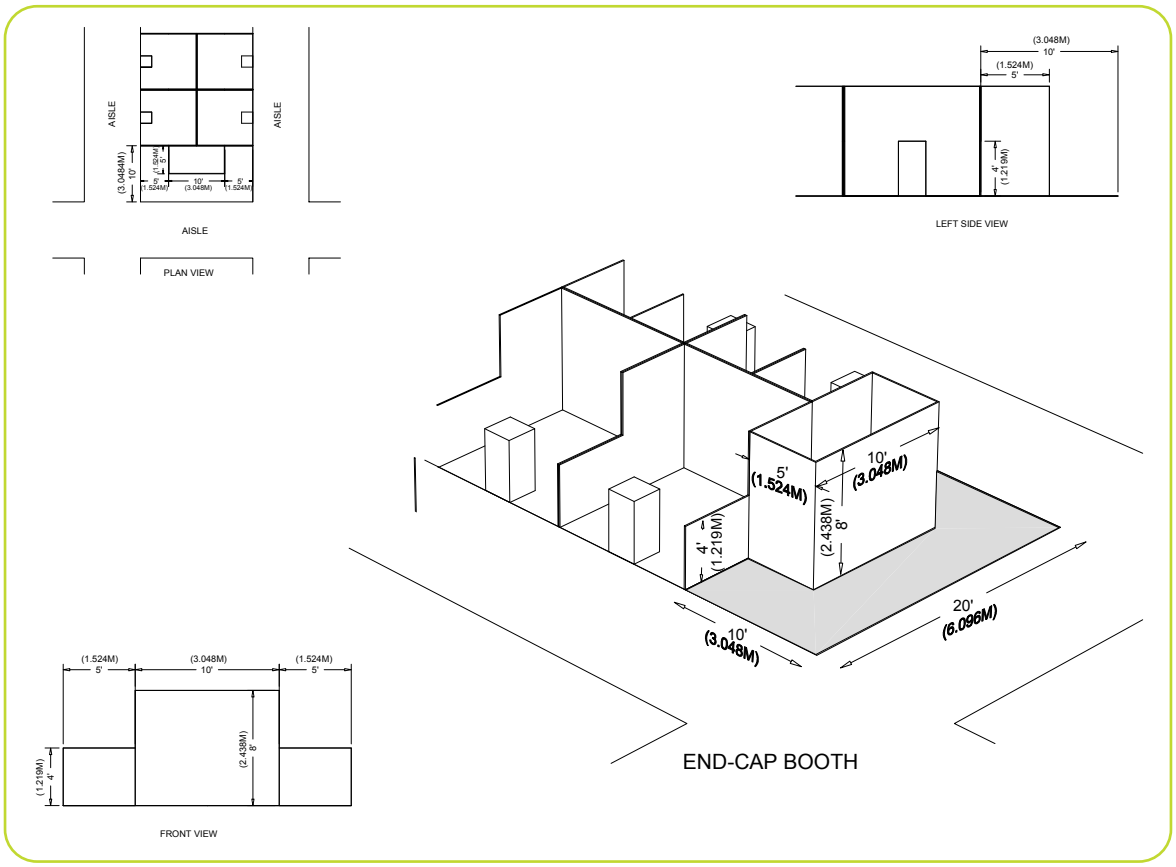
END-CAP BOOTH

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.

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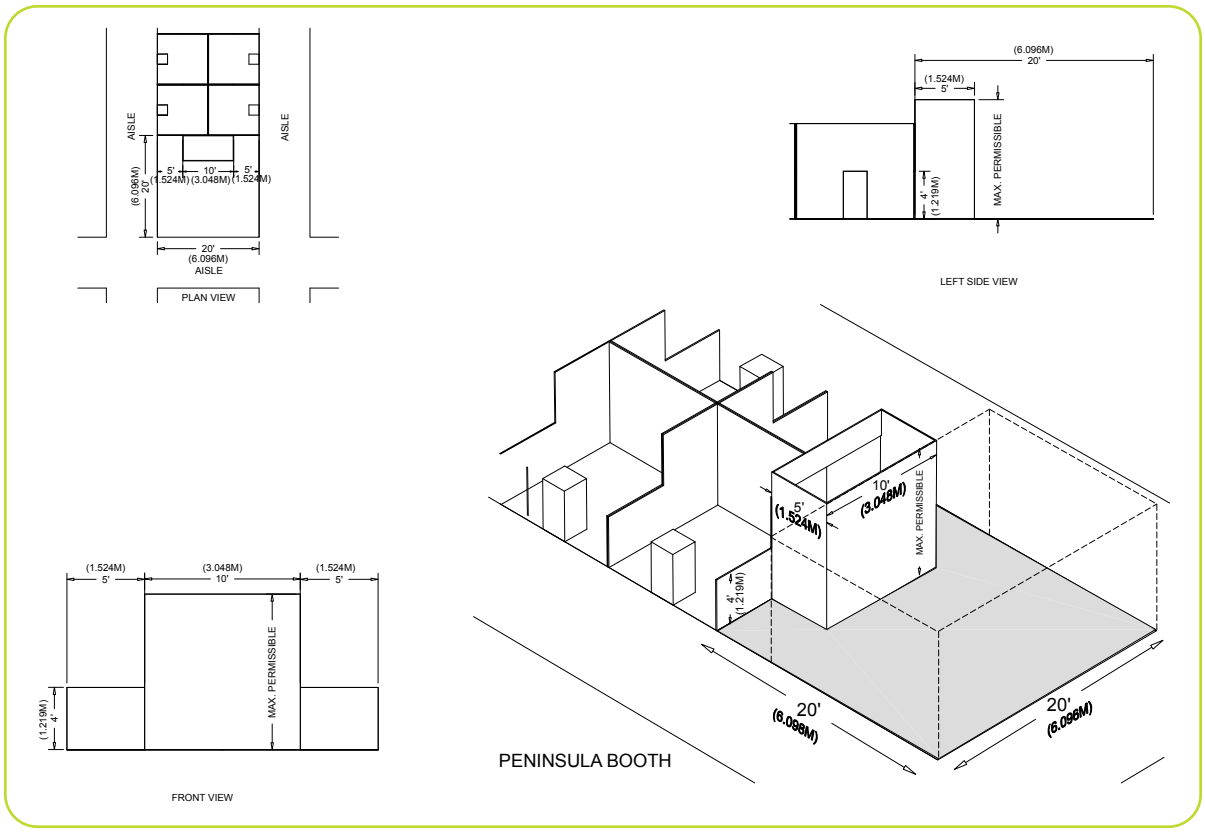
PENINSULA BOOTH

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.

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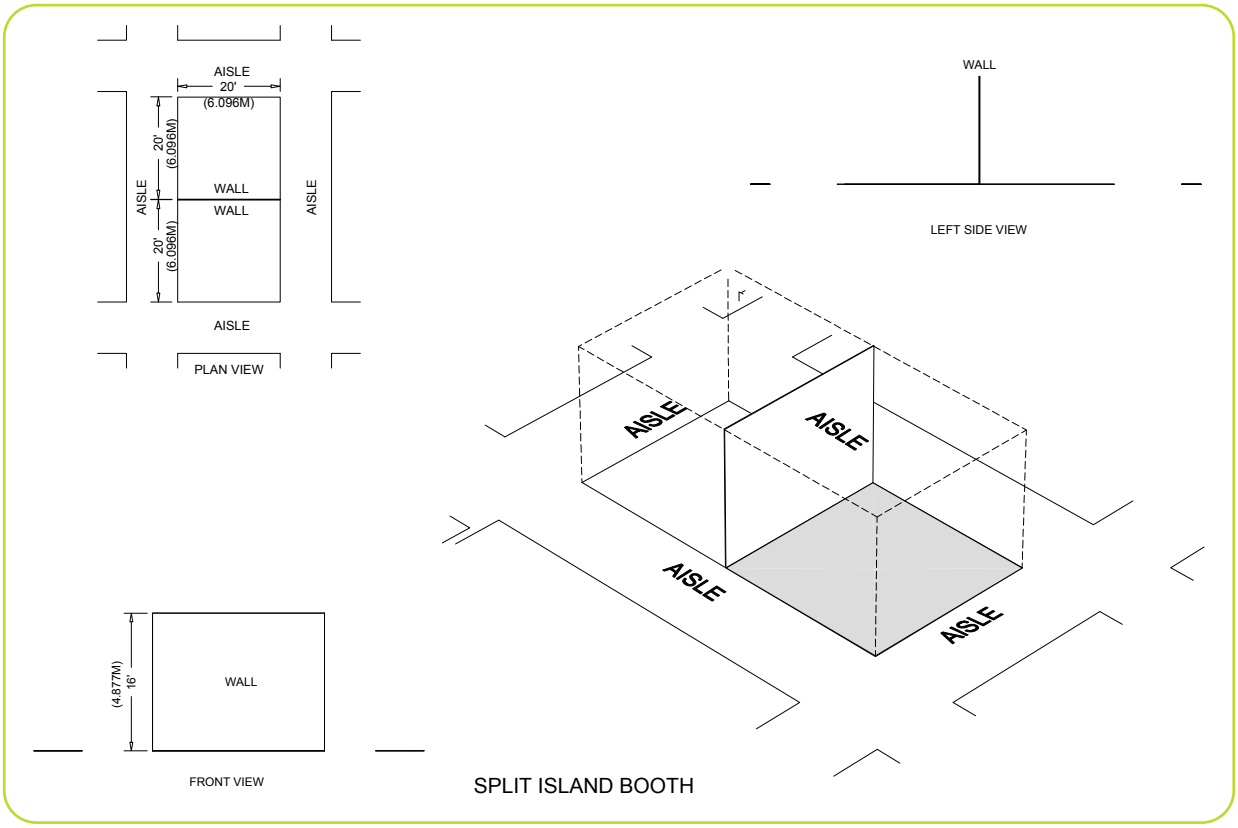
SPLIT ISLAND BOOTH

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.

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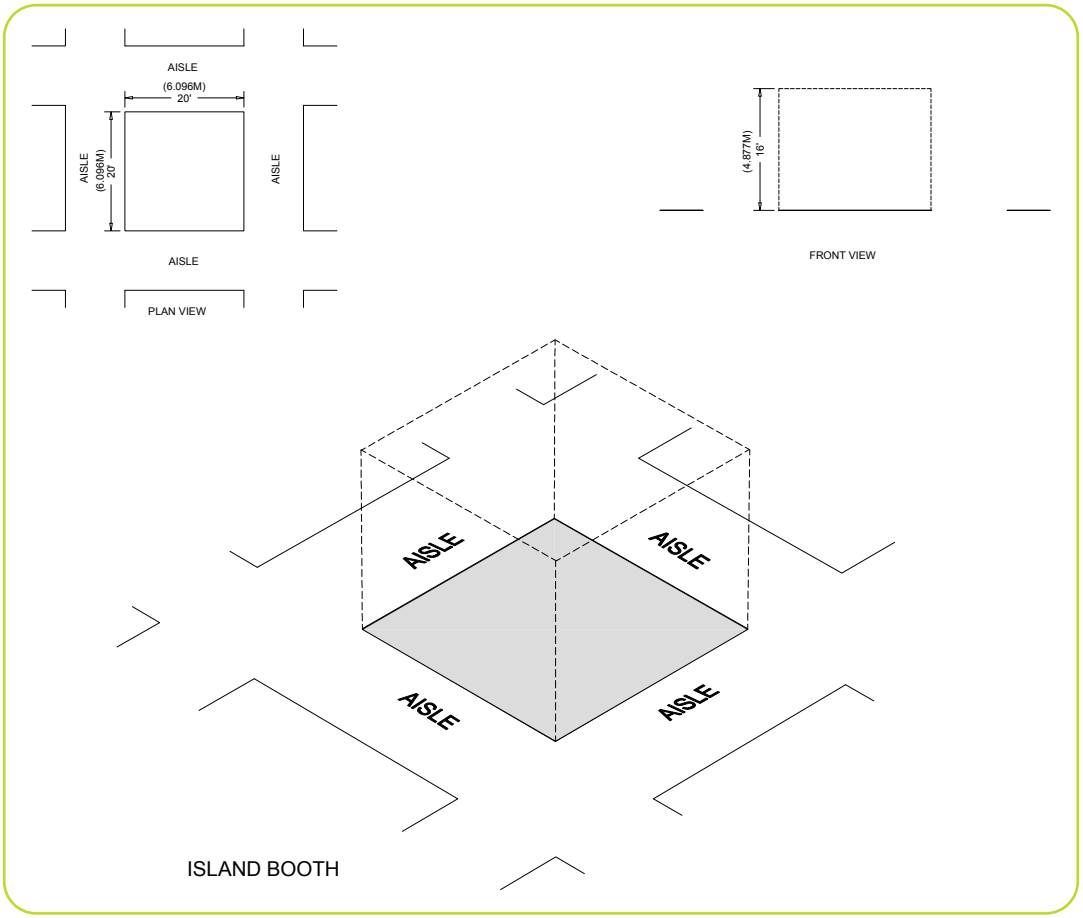
ISLAND BOOTH

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 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.

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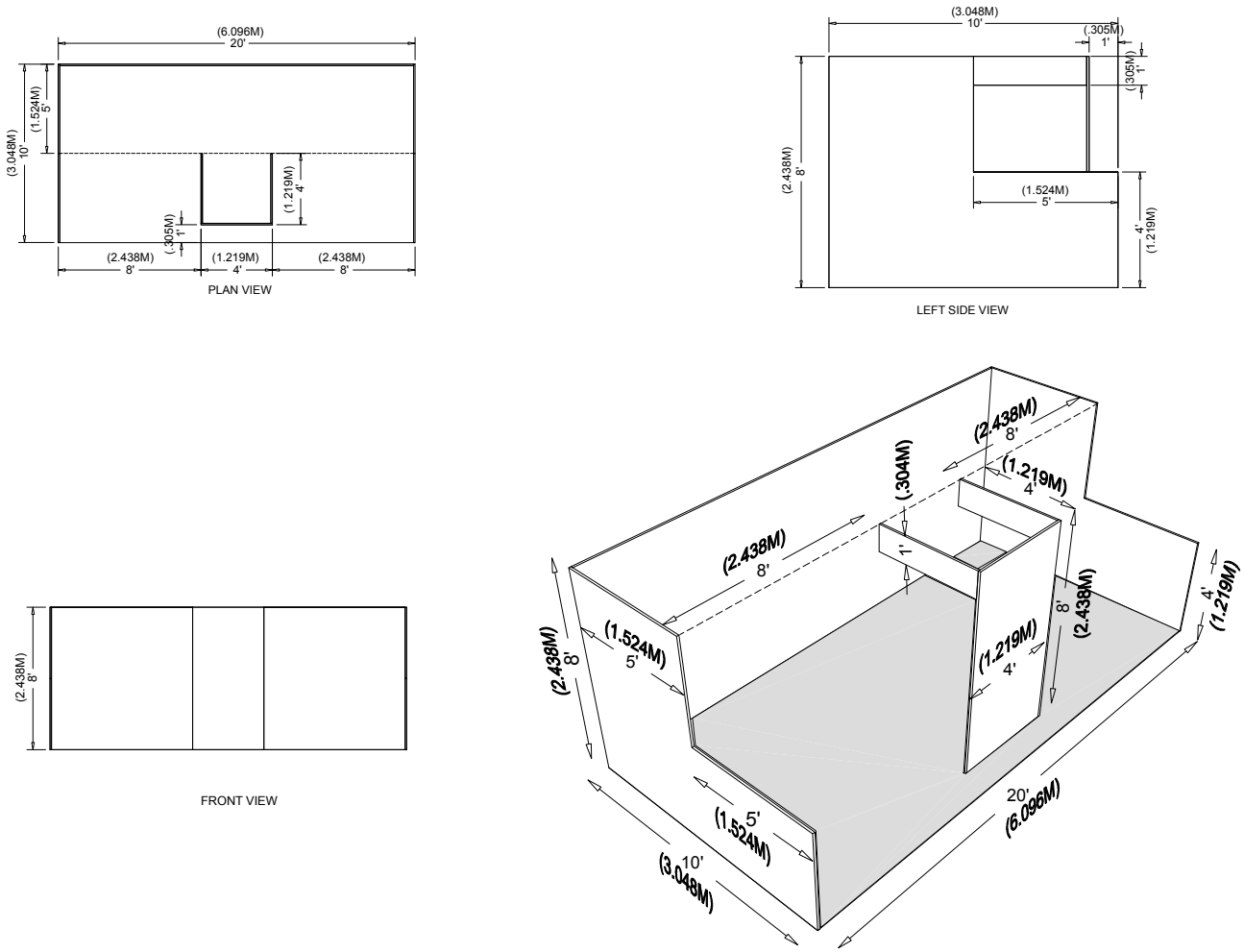
EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

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



10' X 20' EXTENDED HEADER BOOTH

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.

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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.

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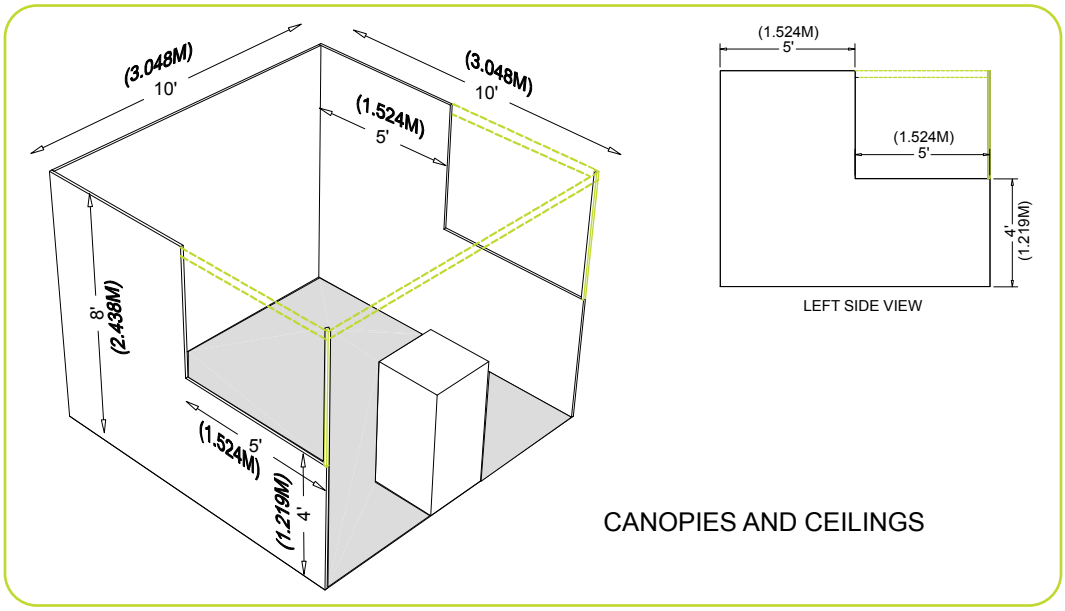
CANOPIES AND CEILINGS

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.



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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-ff of header, seismic lines, tie-ff 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 form 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.

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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.

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- 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.

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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.

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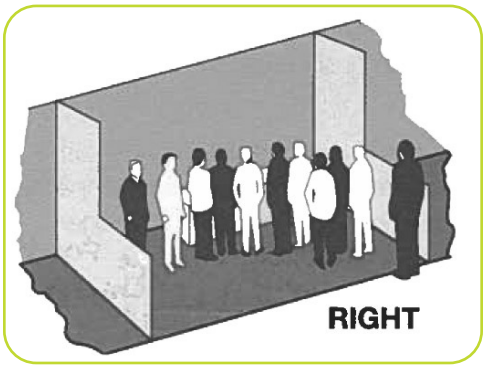
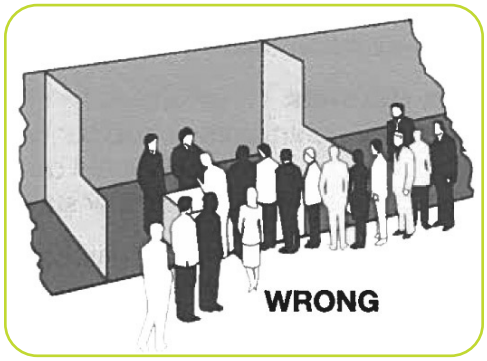
DEMONSTRATIONS

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, BMI and SESAC, 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.

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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.

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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.

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APPENDIX

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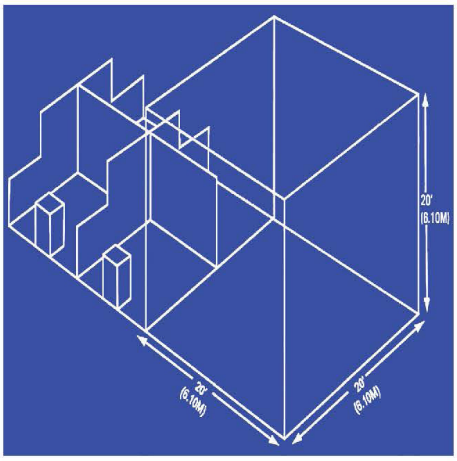
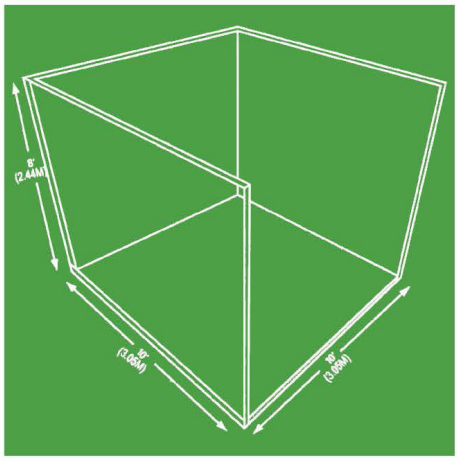
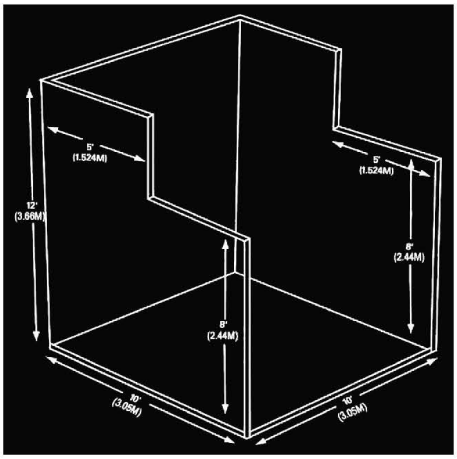
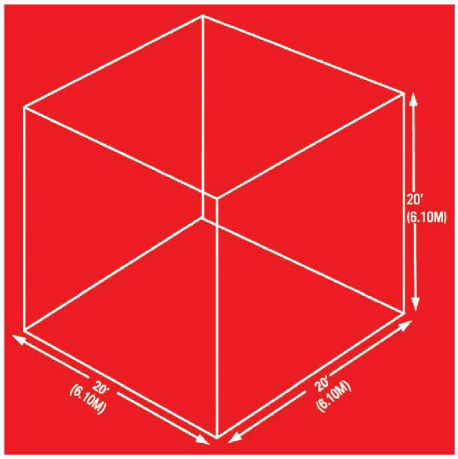
White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space









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WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

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WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

Introduction

IAEE presents the following white paper as an academic briefing without recommendation regarding the use of full cubic content for linear exhibit space and its potential impact on the exhibitions and events industry. As it pertains to exhibition booths, cubic content is a unit of measurement allowing display materials and products to occupy 100 percent of the exhibit space purchased, regardless of sightlines, up to a height established by the exhibition's rules.

It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for its exhibition. Based on the nature of the exhibition, it is ultimately the choice of the exhibition organizer whether to allow use of full cubic content in linear exhibit space, or to observe the line-of-sight set-back rule. IAEE's publication, *Guidelines for Display Rules and Regulations* is intended to be viewed as guidelines, and not rules.

This white paper addresses the dynamics involved in the likelihood that as more international exhibitors participate in U.S.-based events, the expectations for cubic content availability will also increase. Thus the questions are:

- How can this new trend best be met, if at all?
- What methods might be employed to allow dual usage of both cubic content booths and line-of-sight booths?
- What are the advantages/disadvantages of doing so?

Further, many exhibitions and events today already allow for cubic content, primarily due to the nature of the industry sector it serves. It is prudent for the exhibition organizer considering cubic content for their exhibitions to review the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice.

Research

IAEE requested feedback and input from its members from which 10 responses were received. Task force members then conducted telephone interviews with 35 show organizers whose organizations represent various industry sectors. Additional information was gathered through comments from the EDPA LinkedIn online discussion group. The responses are reflected in this document as to the advantages, disadvantages, international exhibitors, etc.

Use of Cubic Content

Under the current IAEE *Guidelines for Display Rules and Regulations*, cubic content, as it pertains to exhibitions and events, generally allows an exhibitor utilizing island space (a minimum of four 10' x 10' booths, open on four sides), to occupy 100 percent of the island space with both product and display materials. Regarding linear booths, it states "It is common at certain types of exhibitions 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." A Split Island Booth may also be allowed to utilize full cubic content of the booth when it backs up to another Split Island Booth.

The IAEE Guidelines for Display Rules and Regulations are not rules. Therefore some organizers have revised the Guidelines to fit their own needs as it pertains to cubic content and other guidelines. For instance, some heavy equipment exhibitions, for safety purposes, may require a setback of nine to twelve inches from the aisle line to prevent tripping. Others may require a 20 percent sightline of island booths.

For the purpose of this document we will restrict comments to construction and use of linear space. Many organizers today are permitting use of cubic content in linear booths because either their exhibitors find cubic content to be beneficial to their display, or because they want international exhibitors to feel welcome. It also reduces the need to police exhibits to enforce setback rules. The IAEE *Guidelines for Display Rules and Regulations* do not suggest cubic content should be implemented for linear booths; however cubic content in a linear booth is acceptable when the organizer has advantageous reasons to allow it. Prior to putting cubic content into practice, exhibition organizers must be proactive in communications with exhibitors, and understand the effect it will have on the exhibition. This document contains feedback from show organizers who allow use of cubic content in linear booths and those who do not. The intent is to assist a show organizer in making the best decision for their show.

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International Exhibitions vs. US Exhibitions – Display Guidelines

Most European exhibitions and other countries allow the use of cubic content. Larry Kulchawik, senior vice president of 3D Exhibits, Inc., says, "Not all rules, styles, and customs are the same from country to country … this is only one part of the country differences in trade show marketing, but a big one."

Cubic Content for linear booths in the U.S. is not as popular as it is in other countries, but more and more U.S. organizers are finding it necessary to allow cubic content in linear booths for the sake of attracting and accommodating international exhibitors. Many U.S. exhibitions have government-sponsored international pavilions that typically are island spaces, back-to-back booths or booths facing each other with an aisle between. Depending on the type of space, these pavilions often are allowed to utilize full cubic content in the U.S.

International exhibitors occupying linear space sometimes bring in their own display house to help them conform to the U.S. display guidelines. The difference between U.S. display regulations and their country's regulations, such as cubic content, square meters and square feet can be perplexing to a show's new international exhibitor.

"Some clients want to capture the clientele in an enclosed stand and generally these clients have invitations in advance of the show so they have an appointment. Others prefer to enclose their stand to immerse the potential viewers in an experience. What better way than to take away the distraction of the other stands. Those that choose the open feel are trying to educate potential customers or get their corporate identity out there for everyone to see," Mac Kieltyka, project manager of Creative Solutions Group.

Reasons to Consider

Aside from accommodating international exhibitors, or the belief that cubic content is more conducive to certain types of product displays or experiences, the fact is, today's exhibitors want more return on their investment. Many exhibitors feel they should be able to utilize all the space they have paid for without a five-foot setback rule. Exhibitors want to display their products in a structure or setting that is best suited toward maximizing their investment. Ultimately it is the show organizer who will decide whether cubic content is a practical display regulation.

Key Responses from Exhibition Organizers Allowing Cubic Content (11 of 33 responses) – In Their Own Words

> "With the exception of one or two shows, all are cubic content. We have utilized cubic content for years and feel it gives our customers more value for their money by allowing them to use more of their space. The one or two shows we do not use cubic content on, we rarely get any push back and those shows do have an international presence. What feedback we do get (which is minimal) is typically centered on obstructions from a neighboring booth. These objections often come from those who have not read our exhibitor manual where cubic content is prominently addressed."

> "We have already implemented it for all nine shows we run in North America. Linear Booth Use of Space: Shows allow exhibitors full "Cubic Content" use of the exhibit space. Therefore, you are allowed to place displays or materials at the full eight foot (2.44m) height throughout the entire width and depth of your exhibit space. Perimeter Booth Dimensions and Use of Space: All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m). There were a few complaints initially, but they were a minority and have now stopped. We make sure to explain the rules clearly to new exhibitors and to remind everyone frequently. We implemented this because it made it more consistent for our international exhibitors from around the world, and eliminated the majority of our set-up issues onsite (which are mostly due to sightline issues)."

> "Our exhibition allows for the use of the cubic content of exhibit spaces. The feedback has been overwhelmingly positive. Most companies exhibit in some international shows. They appreciate the consistency of having the same rules and also see the common sense approach to allow exhibitors to use all their space. And, since it is fully implemented, it is fair for all. We allow cubic content in all areas."

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"We do have an abbreviated cubic content rule for islands and split islands. The entire cubic content of the space may be used up to the maximum allowable height; however exhibitors must follow the line-of-sight guidelines (20 percent) listed above. The line-of-sight guideline referenced above states: All booths regardless of size or type should be designed in such a way so as to eliminate line-of-sight obstructions from one exhibit to the next. A solid wall or banner between an island or split-island booth and a row of linear booths (particularly along the perimeter) is inappropriate. This is particularly important along shared walls and borders between linear and split-island exhibits. If you are planning a hardwall installation that could obstruct the view to neighbors' booths, a booth variance form and schematic must be submitted for review. NEW – All island booths regardless of size should allow 20 percent of visibility on all sides excluding the shared back wall. Examples: 20' x 20' Island: each side of the booth must have visibility for a minimum of 4'. 30' x 40' Island: the 30' sides of the booth must allow visibility for a minimum of 6'; the 40' sides of booth must allow visibility of 8'. Exhibitors may use Plexiglas or similar material to create a wall that will allow for line-of-sight from one booth to the next.

The linear 10' x 10's have a harder time understanding that they must follow the standard IAEE rules allowing for no product or displays over 4' tall in the front half of the booth. We have had this guideline in place for about three years now, but have always allowed them to receive a variance if their theaters, meeting rooms, etc., did not allow for this amount of line-of-sight. However, at this time we are telling exhibitors that we will be enforcing the rule for the 2012 show. Our exhibitor advisory committee requested that we begin enforcing the rule for next year."

"Exhibitors are to show respect for fellow exhibitors and fire marshal rules must be met – island exhibits and linear."

"Yes, exhibits can be closed on three sides for linear booths, totally closed in for islands."

"We approve on a request-only basis. Show is less than 10 percent cubic content exhibits."

"We will allow cubic content for booths that are against an outside wall that do not have adjacent booths/neighbors."

Exhibition Organizers Who Do Not Allow Cubic Content (22 of 33 responses) – In Their Own Words

"We do not like the reduced sightlines that this would create."

"We feel it is important to protect sightlines. We spend time communicating with them (international exhibitors) to try to set expectations before they arrive for the show."

"Most overseas exhibitors want to comply with line-of-sight rules when they exhibit in the U.S; however, some request cubic content and those requests are granted. No complaints from neighbors."

"While the cubic approach to booth content may eliminate some issues and policing, we believe in the line-of-sight good neighbor policy. If exhibitors want to use cubic content for their booth, they can purchase an island."

"Unfair to our small exhibitors that depend on a fair sightline into their booth."

Note: All other exhibition organizers interviewed said they use the line-of-sight in the *IAEE Guidelines for Display Rules and Regulations*.

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Hardwall, Fabric, Portable, Modular, Table Top Displays, Pipe & Drape – Living Together

There are many different types of displays used in exhibitions. If the organizer chooses to allow cubic content in linear booths, the organizer needs to be aware of the responsibility to communicate the rules clearly to all exhibitors so there are no surprises on site. A portable exhibit may only extend five feet out from the backwall but its neighbor may have hardwall at eight-foot height out to the aisle line. The portable exhibit must be aware the sightline will be impacted and the hardwall exhibitor must be sure the backsides of the panels are finished. This is true with all exhibits in a linear space cubic content exhibition. If the rules allow for cubic content in linear spaces, then it is a fair environment for all to choose how they wish to use that space; but communication is key to a smooth operation.

It is rare to expect a U.S. exhibition or its general service contractor, to provide hardwall for all exhibitors; however, exhibitions using all hardwall do exist in the U.S.

Floor Plan Layouts to Accommodate Linear Cubic Content Booths – Special Layouts

None of the show organizers interviewed indicated a need for a split floor plan, i.e., certain areas of the floor are designated for linear cubic content booths.

Cubic Content for Products

Some exhibition organizers allow products to exceed the four-foot high rule five feet in from the aisle line. Others do not and strictly enforce the sightline setback. The types of products displayed may determine whether an organizer chooses to permit products only (not booth structure) to occupy the cubic content of a linear booth. However, for example, if the product is banner stands that are eight feet or 10 feet tall, a row of banner stands at the aisle line may be very intrusive to a neighbor. On the other hand, a piece of machinery that is six feet tall may not cause a major problem. Exceptions may also depend upon the size of a booth such as 10' by 20' versus 10' by 10'. Under certain circumstances, an organizer may prefer to make the exception a variance, subject to show management review and approval. This option provides the organizer more control if product is an exception to the set-back guidelines.

Equipment/Display Material: The following is an example of display rules for a specific type of item:

- SPECIAL PROVISIONS: Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 42" in height when positioned more than 5' from the back wall of a single-aisle exhibit booth space or the center line of a three-aisle exhibit booth space, unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66". Free-standing units, including those intended to be the focal point in an exhibit, may not exceed 42" in height when placed more than 5' from the back wall of the exhibit booth space unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8' high x 32" wide x 32" deep.

Perspective

It is inevitable that exhibition organizers will have varying thoughts and opinions about allowing exhibitors to have full use of the cubic content space within their linear booth. Just as there are many different opinions as to whether end cap booths are permissible in floor plan layouts due to the somewhat difficult situations they often times create, the exhibition organizer must make the determination as to what is best for their exhibition.

It is often wise to consult with an exhibition's Exhibits Advisory Board. Alternatively, an organizer may consider conducting a focus group of the exhibition's exhibitors to determine their interest and gain their feedback.

A linear space exhibitor utilizing cubic content for the first time may also experience some higher costs. If they bring a hardwall display that reaches 8' high for three sides of their exhibit, when in the past they utilized a fabric display, obviously their labor, shipping and drayage costs will be higher. However, that is the decision of the exhibitor if the exhibition organizer is allowing cubic content for linear displays and the exhibitor chooses to take advantage of the space in this fashion.

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Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Linear Booth

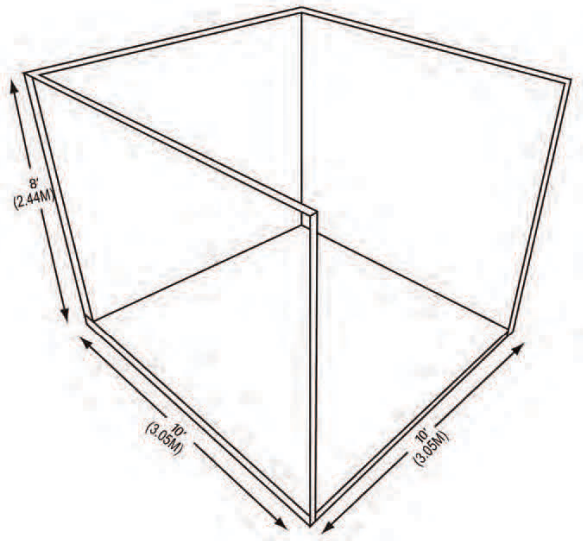
Linear Booths have only one side open to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. Floor covering is required in all rented space.

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), with a maximum back wall height limitation of 8ft (2.44m).

Use of Space

Messe Frankfurt Shows allow exhibitors full "Cubic Content" use of the exhibit space. Therefore, you are allowed to place displays or materials at the full 8 ft. (2.44m) height throughout the entire width and depth of your exhibit space.



LINEAR BOOTH (10' X 10') (3.05m x 3.05m)

Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

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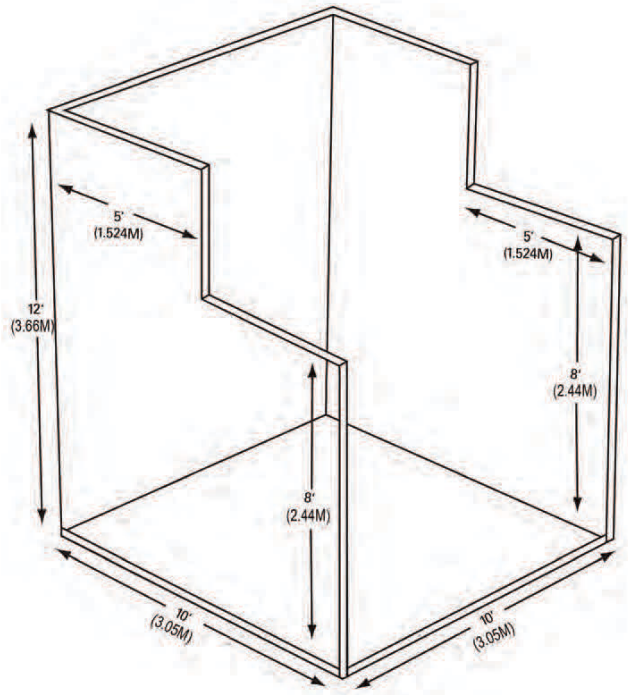
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. Floor covering is required in all rented space.

Dimensions and Use of Space

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



PERIMETER BOOTH (10' X 10') (3.05m x 3.05m)

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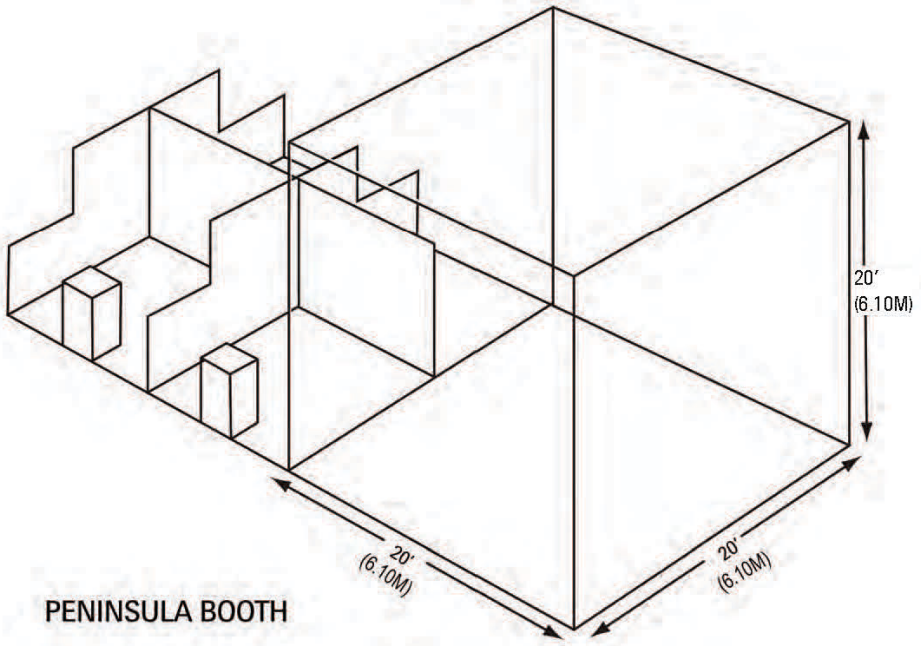
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and is a minimum of 20′ x 20′ (6.10m) in size. Floor covering is required in all rented space.

Dimensions

A Peninsula Booth is usually 20' x 20′ (6.10m x 6.10m) or larger. Twenty feet (20′) (6.10m), including hanging signage, is the maximum height allowed throughout the booth space. The connecting wall between the peninsula booth and any neighbors must be "finished off" (clean and presentable to visitors) on the side facing the connecting neighbors.



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Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Island Booth

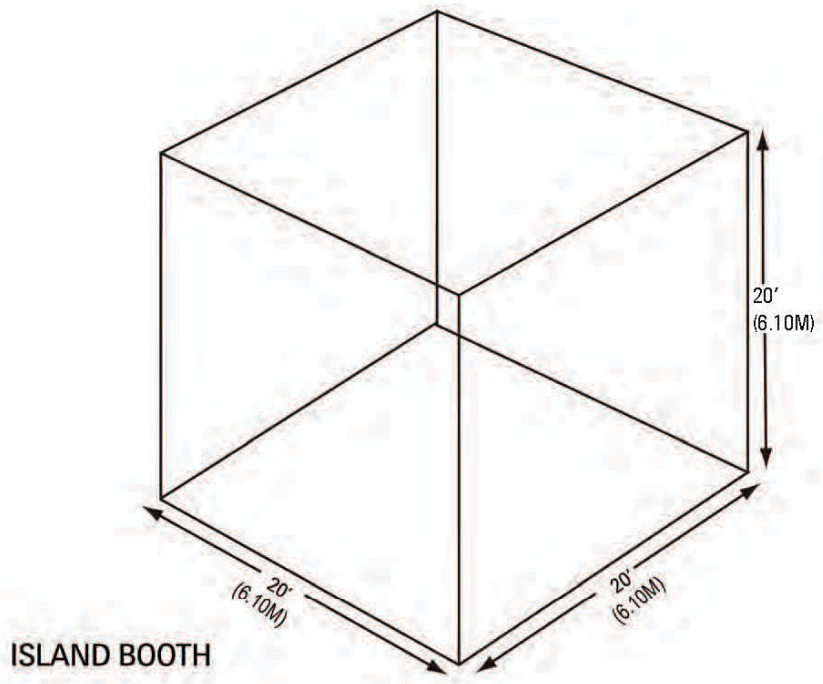
An Island Booth is any size booth exposed to aisles on all four sides. Floor covering is required in all rented space.

Dimensions

An Island Booth is typically 20' x 20' (6.10m x 6.10m) or larger,

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height of twenty feet (20') (6.10m), including any hanging signage.



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