



# **PLA 2024 Conference**

April 3–5 | Columbus

## **EXHIBITOR SERVICES KIT**

PLA 2024 Conference

April 3-5, 2024

Greater Columbus Convention Center  
Columbus, OH

# Welcome

Dear PLA 2024 Conference Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for PLA 2024 Conference. 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](mailto:help@t3expo.com) or call +1.888.698.3397.

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



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# T3 EXPO INFORMATION

## Show Information

### Location

Greater Columbus Convention Center  
400 North High Street  
Columbus, OH 43215

### Exhibit Hall

Halls A-C

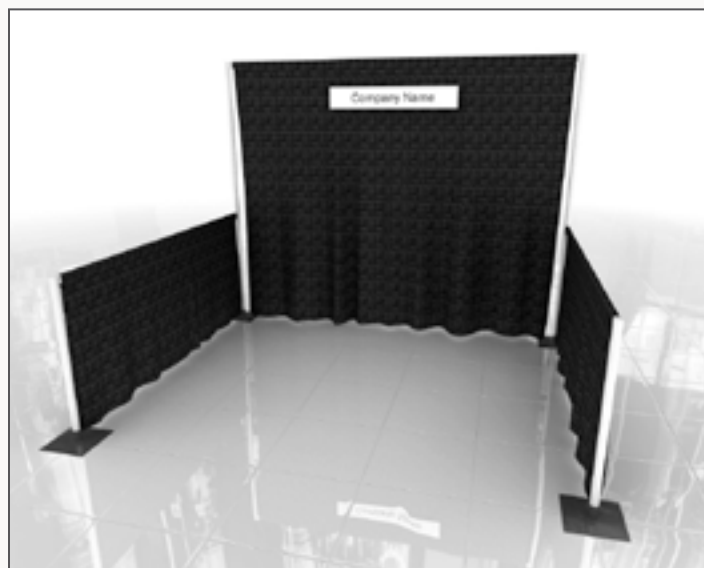
### Booth Package

Each 10' x 10' Exhibitor Booth includes:

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

### Show Colors

- Drapes – Black
- Side Rails – Black
- Aisle Carpet – Tuxedo



The booth space is concrete and floor covering is required by show management. Please order in this kit or at [order.t3expo.com](https://order.t3expo.com).

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Monday, April 1 8:00 am – 5:00 pm	Wednesday, April 3 3:00 pm – 6:00 pm	Friday, April 5 2:00 pm – 11:45 pm	Saturday, April 6 By 8:00 am
Tuesday, April 2 8:00 am – 5:00 pm	Thursday, April 4 9:00 am – 5:00 pm	Saturday, April 6 8:00 am – Noon	—
Wednesday, April 3 8:00 am – Noon	Friday, April 5 9:00 am – 2:00 pm	—	—

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

# Important Dates & Deadlines Checklist

Friday, February 23, 2024.....	Presta™ Rental Exhibit Package Order Deadline
Friday, February 23, 2024.....	Receiving at Advance Warehouse Begins
Friday, March 1, 2024 .....	Presta™ Rental Exhibit Package Artwork Submission Deadline
Friday, March 1, 2024 .....	Exhibitor Appointed Contractor Form Deadline
Friday, March 1, 2024 .....	Audio Visual Advanced Discount Deadline
Friday, March 8, 2024 .....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Monday, March 11, 2024 .....	T3 Service Orders Advanced Discount Deadline
Monday, March 11, 2024 .....	Custom Furniture Advanced Discount Deadline
Monday, March 25, 2024 .....	Booth Marketing Advanced Discount Deadline
Wednesday, March 27, 2024.....	Last Day for Advanced Shipments to Arrive without Surcharges
Monday, April 1, 2024 .....	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Wednesday, April 3, 2024 .....	All Exhibits Must Be Set by 12:00 pm (Noon)
Saturday, April 6, 2024.....	All Carriers Must Check In by 8:00 am

# Preshow Checklist

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

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

## Arrange in-bound freight/Material Handling

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

### Advance Shipping:

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

### Direct Shipping:

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

## Order rental booth structure and/or option, if applicable

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

## Order graphics/signage and submit artwork, if applicable

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

## Order booth furnishings/accessories, if applicable

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

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

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

## Order additional/ancillary services

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

## Submit your order with payment (REQUIRED)

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

## Arrange out-bound freight

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

## On-site Checklist

### Check all freight when you arrive

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

### Booth set-up

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

### Arrange outbound shipping

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

### Booth freight packed and ready to ship out

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



# SHIPPING INFORMATION

**PLA 2024 Conference**  
**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 Wednesday, March 27, 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 Saturday, April 6, 2024 by 8:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

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

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

### Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, February 23, 2024. Shipments arriving prior to this date may be refused.

#### Crated or Uncrated

Shipment Weight ..... x \$2.75/lb = \$ \_\_\_\_\_

**Small Package Shipment** - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$78.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

### Direct Shipments to Show Site

Direct shipments will be received starting on Monday, April 1, 2024 at 8:00 am. Shipments that arrive prior to this date may be refused by the Greater Columbus Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

#### Crated or Uncrated

Shipment Weight ..... x \$2.80/lb = \$ \_\_\_\_\_

**Small Package Shipment** - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$78.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

## Shipping Addresses

### Advance Shipments to T3 Expo Warehouse

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: PLA 2024 Conference

c/o: T3 Expo  
c/o: ABF Freight®  
1720 Joyce Avenue  
Columbus, OH 43219

#### Information

Advance shipments will be accepted beginning on Friday, February 23, 2024 through Wednesday, March 27, 2024 between the hours of 9:00 am – 3:00 pm.

Shipments received after Wednesday, March 27, 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: PLA 2024 Conference

c/o: T3 Expo  
c/o: Greater Columbus Convention Center  
Halls A-C  
400 North High Street  
Columbus, OH 43215

#### Information

Direct shipments are accepted starting on Monday, April 1, 2024 beginning at 8:00 am and throughout published event hours.

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

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

**T3 Advanced Discount Deadline:**  
**Order and payment due by Monday, March 11, 2024**

## Vehicle Spotting Fee

T3 Expo is responsible for the placement and removal of all motorized units/vehicles entering and exiting the exhibit hall.

All vehicles being used on the exhibit hall floor, either as an actual exhibit or as part of the exhibit space, must be escorted by a T3 Expo spotting crew. There is a round trip fee per vehicle for this service.\*

Please Note:

- The battery cables must be disconnected
- The gas cap must either be taped shut or have a lockable gas cap
- The vehicle must contain less than 1/4 tank of gas
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements

The Fire Marshal requires that certain safety regulations are adhered to for all vehicles on the exhibit floor. Please see the facility & US Fire Department regulations in this kit; exhibitor is responsible for making sure that all requirements are met.

\*Additional fees may apply if vehicle cannot be driven into place and must be assisted or if scheduled spotting time is missed. Oversize vehicles will be charged additional fees.

### Requested Date & Time for Vehicle(s) Delivery:

Deliver \_\_\_\_\_ (Day/Date) \_\_\_\_\_ (Time)

Pick Up \_\_\_\_\_ (Day/Date) \_\_\_\_\_ (Time)

**Number of vehicles**

**Price per vehicle  
(round trip)**

**Extended Price**

\_\_\_\_\_ 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](mailto:orders@t3expo.com)

**Total Spotting Fee Estimate** .....\$ \_\_\_\_\_

## 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!

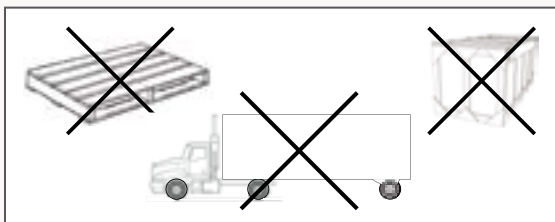
#### Maximum Weight 300 lbs

- 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](mailto:orders@t3expo.com)

**Total Cart Service Fee Estimate ....\$ \_\_\_\_\_**



# ***Official Transportation Provider*** *via the ABF Freight® Network*

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

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

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

For personalized quotes, please call

***800-654-7019***

## **Our Services Include:**

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

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

***LTL Ground  
Transportation***

***International  
Transportation***

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

***ArcBest®***  
*More Than Logistics™*





# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

Exhibiting Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Pickup Date/Time \_\_\_\_\_

### FREIGHT INFORMATION

Piece Count and Type \_\_\_\_\_

Total Weight \_\_\_\_\_

Dimensions (L) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

### SHIP TO: Warehouse ☐ Show Site ☐

Show Name \_\_\_\_\_

Booth No. \_\_\_\_\_

Contractor \_\_\_\_\_

Show Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

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

☐ YES ☐ NO

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

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

**800-654-7019**

**tradeshow@arcb.com | arcb.com**

8401 McClure Drive • Fort Smith, AR • 72916





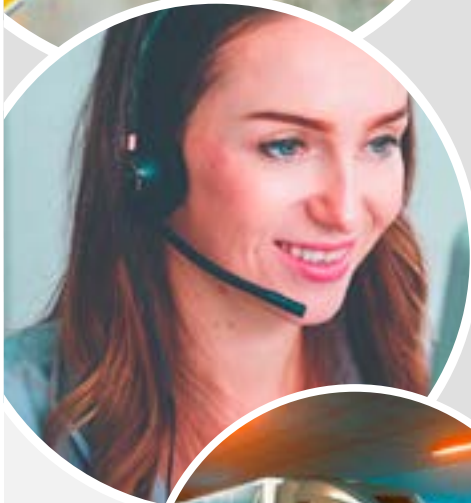
T3expo



## CARAVAN SERVICE TO TX LIBRARY ASSOCIATION

**Take advantage of this service to avoid late to warehouse fees.**

San Antonio, TX April 16-18, 2024



**EXCEPTIONAL SERVICE.  
ROUND-THE-CLOCK SUPPORT.**



### **RATE OF \$1.60 PER LB WITH A MINIMUM OF 200LBS**

Chargeable weight is based on actual weight or dim factor 200, whatever is greater.

#### **Benefits:**

- Competitive Rate
- Show to Show Convenience
- Avoid Late to Warehouse Fees
- Easy Tracking
- Dedicated Trade Show Team

#### **Our Service:**

- Direct Shipping to Next Show
- LTL & Full Truckload Available
- Late to Warehouse Fees Waived

#### **Contact Us**



(612) 504-8300



tradeshow@allstates-worldcargo.com

**For more information visit our website**  
**[www.allstates-worldcargo.com](http://www.allstates-worldcargo.com)**





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

# ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 23, 2024 TO WEDNESDAY, MARCH 27, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
c/o: ABF Freight®  
1720 Joyce Avenue  
Columbus, OH 43219

Event: **PLA 2024 Conference**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 23, 2024 TO WEDNESDAY, MARCH 27, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
c/o: ABF Freight®  
1720 Joyce Avenue  
Columbus, OH 43219

Event: **PLA 2024 Conference**

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 MONDAY, APRIL 1, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
c/o: Greater Columbus Convention Center  
Halls A-C  
400 North High Street  
Columbus, OH 43215

Event: **PLA 2024 Conference**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, APRIL 1, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
c/o: Greater Columbus Convention Center  
Halls A-C  
400 North High Street  
Columbus, OH 43215

Event: **PLA 2024 Conference**

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, FEBRUARY 23, 2024 TO WEDNESDAY, MARCH 27, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: ABF Freight®

1720 Joyce Avenue

Columbus, OH 43219

Event: **PLA 2024 Conference**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 23, 2024 TO WEDNESDAY, MARCH 27, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: ABF Freight®

1720 Joyce Avenue

Columbus, OH 43219

Event: **PLA 2024 Conference**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# T3 SERVICE INFORMATION & FORMS

**Exhibitor Order Deadline:** ..... Friday, February 23, 2024  
**Artwork Submission Deadline:** ..... Friday, March 1, 2024  
**Artwork Approval Deadline:** ..... Friday, March 8, 2024  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 1, 2024.

## 10' x 10' Presta™ Rental Exhibit Package



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

### Review Package

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

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

### Submitting Artwork

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

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

Black	Blue	Green	Grey
Navy	Red	Tuxedo	

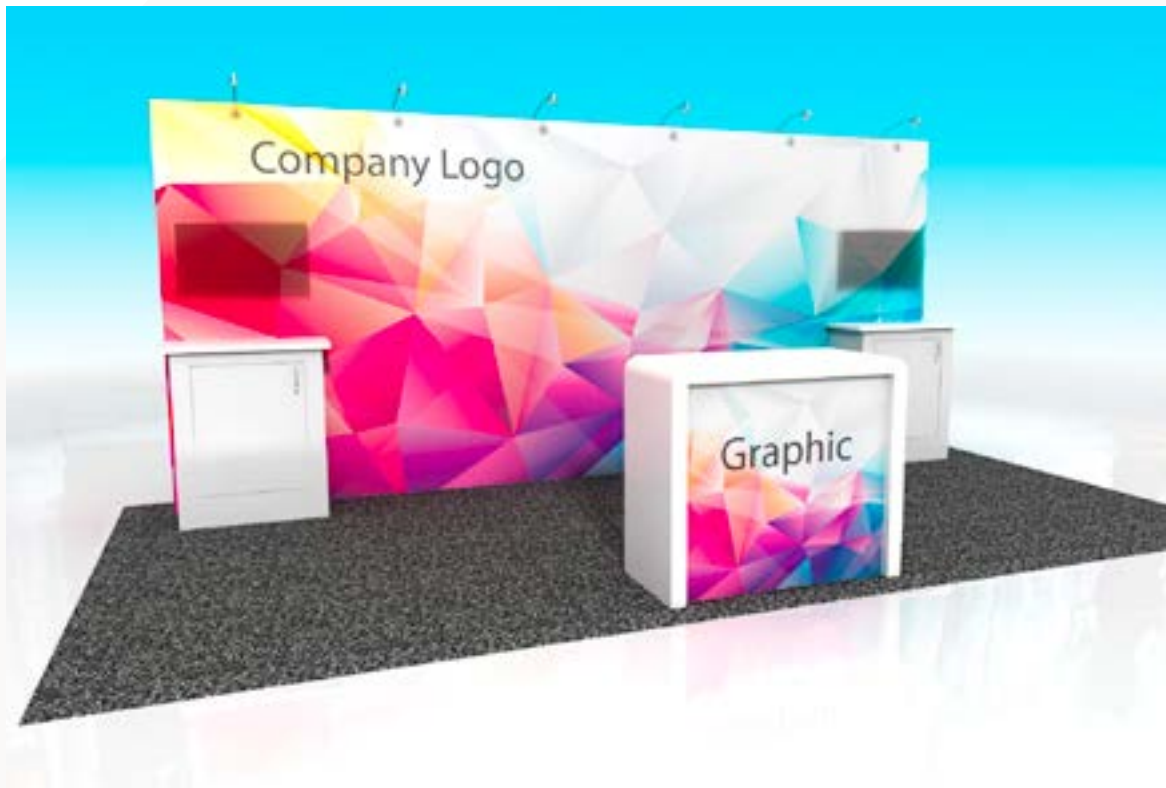
### Submit This Form

Email this completed form along with the Payment Information Form to: [orders@t3expo.com](mailto:orders@t3expo.com)

10' x 10' Rental Exhibit Package .....	<b>\$3,914.00</b>
Sales Tax 7.5% .....	\$ _____
Estimated Rental Package Total .....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

**Exhibitor Order Deadline:** ..... Friday, February 23, 2024  
**Artwork Submission Deadline:** ..... Friday, March 1, 2024  
**Artwork Approval Deadline:** ..... Friday, March 8, 2024  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 1, 2024.

## 10' x 20' Presta™ Rental Exhibit Package



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

### Review Package

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

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

### Submitting Artwork

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

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

Black      Blue      Green      Grey  
 Navy      Red      Tuxedo

### Submit This Form

Email this completed form along with the Payment Information Form to: [orders@t3expo.com](mailto:orders@t3expo.com)

10' x 20' Rental Exhibit Package ..... **\$7,963.00**  
 Sales Tax 7.5%..... \$ \_\_\_\_\_  
 Estimated Rental Package Total..... \$ \_\_\_\_\_  
 Pricing does not include electricity, internet connection or AV equipment.

**Artwork Submission Deadline:**

**All artwork due by Friday, March 1, 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 graphic templates.

## Questions?

**Questions regarding artwork may be emailed to:**

Exhibitor Graphics

[graphics@t3expo.com](mailto:graphics@t3expo.com)

## Please include, in all inquiries:

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

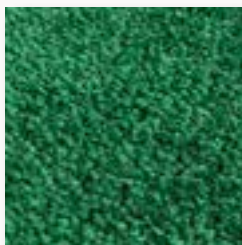


# Floor Covering

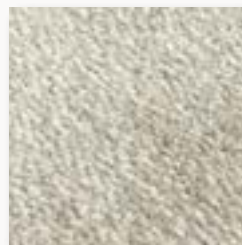
## Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



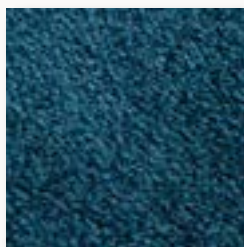
**Black**



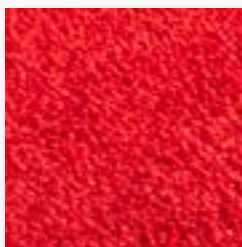
**Green**



**Grey**



**Navy**

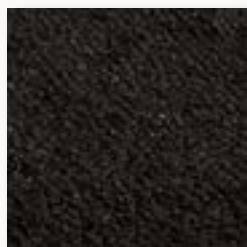


**Red**



**White**

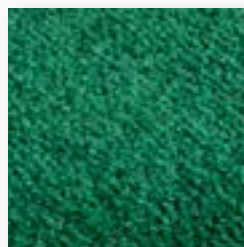
## Standard Carpet – 16 oz. Nylon Carpet



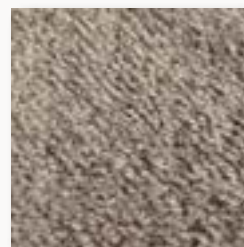
**Black**



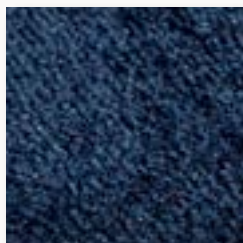
**Blue**



**Green**



**Grey**



**Navy**



**Red**



**Tuxedo**

PLEASE NOTE: Colors and style may vary upon availability.



**T3 Advanced Discount Deadline:**  
Order and payment due by **Monday, March 11, 2024**

## Floor Covering Order Form

**Upgraded Carpet** – 30 oz. Premium 100% Nylon Carpet

**Please enter size and select carpet color**

The booth space is concrete and floor covering is required by show management.

**Booth Dimensions**

**Total Area**

**Discount Price**

**Standard Price**

**Extended Price**

Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft x \$8.00 or \$11.00 = \$ \_\_\_\_\_

**Please select UPGRADED carpet color:**  
(check one)

Black  
Navy

Green  
Red

Grey  
White

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

**Discount Price**

**Standard Price**

**Extended Price**

**Discount Price**

**Standard Price**

**Extended Price**

10' x 10'	\$314.00	or	\$440.00	\$ _____	20' x 20'	\$1,256.00	or	\$1,760.00	\$ _____
10' x 20'	\$628.00	or	\$880.00	\$ _____	20' x 30'	\$1,884.00	or	\$2,640.00	\$ _____
10' x 30'	\$942.00	or	\$1,320.00	\$ _____	20' x 40'	\$2,512.00	or	\$3,520.00	\$ _____
10' x 40'	\$1,256.00	or	\$1,760.00	\$ _____	30' x 30'	\$2,826.00	or	\$3,960.00	\$ _____

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 \$5.20 or \$7.00 = \$ \_\_\_\_\_

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

Black  
Navy

Blue  
Red

Green  
Tuxedo

Grey

**Carpet Padding**

**Booth Dimensions**

**Total Area**

**Discount Price**

**Standard Price**

**Extended Price**

½" Foam Padding*	_____ x _____ = _____ sq. ft	x \$1.54	or	\$2.00	= \$ _____
1" Foam Padding*	_____ x _____ = _____ sq. ft	x \$3.08	or	\$4.00	= \$ _____
Visqueen	_____ x _____ = _____ sq. ft	x \$1.24	or	\$2.00	= \$ _____

**Subtotal: \$ \_\_\_\_\_**

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

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

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

Cell Phone: \_\_\_\_\_

Booth #: \_\_\_\_\_

**Sales Tax 7.5% .....** \$ \_\_\_\_\_

**Estimated Total Floor Covering .....** \$ \_\_\_\_\_

## Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

## Accessories / Pipe & Drape

### Accessories

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

### Pipe & Drape

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

PLEASE NOTE:  
Colors and style may  
vary upon availability.



**T3 Advanced Discount Deadline:**  
Order and payment due by Monday, March 11, 2024

## Furniture / Accessories / Pipe & Drape Order Form

### Furniture

Quantity	Discount Price	Standard Price	Extended Price
A. Bar Stool – Black	x \$246.00	or \$344.00	= \$
B. Side Chair – Black	x \$164.00	or \$230.00	= \$

### Accessories

Quantity	Discount Price	Standard Price	Extended Price
A. Bag Stand – Chrome	x \$260.00	or \$364.00	= \$
B. Brochure Holder	x \$98.00	or \$137.00	= \$
C. Coat Tree	x \$156.00	or \$218.00	= \$
D. Display Board (8'w x 4'h)	x \$265.00	or \$371.00	= \$
E. Display Counter (36" w x 41" h x 21" d)	x \$446.00	or \$624.00	= \$
Display Counter with Decal (14" x 14")*	x \$521.00	or \$699.00	= \$
Display Counter with Custom Graphics*	x \$571.00	or \$749.00	= \$
F. Easel – Tripod	x \$108.00	or \$151.00	= \$
G. Display Showcase (58" x 38" x 17.5d")	x \$490.00	or \$686.00	= \$
H. Literature Stand	x \$208.00	or \$291.00	= \$
I. Sign Stand – Chrome (22" w x 28" h)	x \$175.00	or \$245.00	= \$
J. Stanchion (with 7' retractable cord)	x \$114.00	or \$160.00	= \$
K. Wastebasket	x \$34.00	or \$48.00	= \$

### Pipe & Drape

Quantity	Discount Price	Standard Price	Extended Price
A. 8' High Drape – Per Linear ft	x \$22.00	or \$31.00	= \$
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 7.5%** .....\$ \_\_\_\_\_  
**Est. Total Furn/Access/Pipe&Drape..** \$ \_\_\_\_\_

## Display Tables, Risers & 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.



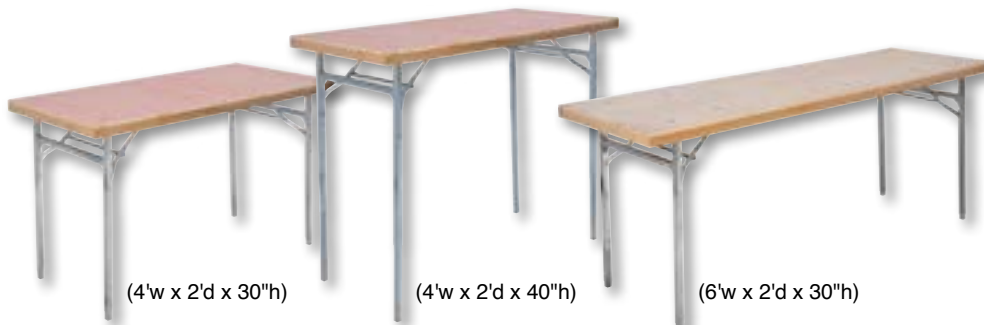
### Risers:

Single Step Riser –  
4'w x 11.5"h (shown)  
Single Step Riser –  
6'w x 11.5"h  
Single Step Riser –  
8'w x 11.5"h



### Unskirted Tables

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



### Round Tables

30" dia. x 30"h, black  
30" dia. x 40"h, black



**T3 Advanced Discount Deadline:**  
Order and payment due by Monday, March 11, 2024

## Display Tables, Risers & Counters Order Form

### 30" High Skirted (6' & 8' skirted on 3 sides only)

	Quantity	Discount Price	Standard Price	Extended Price
4'w x 2'd.....	_____	x \$211.00	or \$295.00	= \$ _____
6'w x 2'd.....	_____	x \$245.00	or \$343.00	= \$ _____
8'w x 2'd.....	_____	x \$287.00	or \$402.00	= \$ _____
4th Side Skirting (for 6' and 8' tables only) .....	_____	x \$67.00	or \$94.00	= \$ _____

### 40" High Skirted (6' & 8' skirted on 3 sides only)

4'w x 2'd.....	_____	x \$245.00	or \$343.00	= \$ _____
6'w x 2'd.....	_____	x \$287.00	or \$402.00	= \$ _____
8'w x 2'd.....	_____	x \$329.00	or \$461.00	= \$ _____
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

### 30" High Unskirted

	Quantity	Discount Price	Standard Price	Extended Price
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 \$133.00	or \$186.00	= \$ _____

### 40" High Unskirted

4'w x 2'd.....	_____	x \$109.00	or \$153.00	= \$ _____
6'w x 2'd.....	_____	x \$133.00	or \$186.00	= \$ _____
8'w x 2'd.....	_____	x \$158.00	or \$221.00	= \$ _____

### Round Tables

30"d x 30"h, black.....	_____	x \$131.00	or \$183.00	= \$ _____
30"d x 40"h, black.....	_____	x \$146.00	or \$204.00	= \$ _____

### Risers

	Quantity	Discount Price	Standard Price	Extended Price
Single Step Riser - 4'w x 11.5"h .....	_____	x \$64.00	or \$90.00	= \$ _____
Single Step Riser - 6'w x 11.5"h .....	_____	x \$95.00	or \$133.00	= \$ _____
Single Step Riser - 8'w x 11.5"h .....	_____	x \$114.00	or \$160.00	= \$ _____

### Special Order Drapes:

12103 – Special Drape 3'h (per ft.) .....	_____	x \$22.00	or \$31.00	= \$ _____
12108 – Special Drape 8'h (per ft.) .....	_____	x \$14.00	or \$20.00	= \$ _____

Please Select Skirting Color: (check one)

Black      Blue      Burgundy      Gold      Green      Grey      Plum      Red      White

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

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

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

Cell Phone #: \_\_\_\_\_

Booth #: \_\_\_\_\_

Sales Tax 7.5% .....\$ \_\_\_\_\_

Est. Total Display Tables & Counters \$ \_\_\_\_\_

# Display Labor & Forklift Order Form

## Important Information

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

## Display Labor

	Straight Time	Overtime	Double Time
Labor .....	\$160.00	\$218.00	\$281.00
T3 Supervised Labor .....	\$208.00	\$283.40	\$365.30
Forklift and Operator.....	\$384.00	\$460.00	\$535.00

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** ..... \$ \_\_\_\_\_



## Accessible Storage 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 \$3.00 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
\$3.00 per sq. ft x	_____ sq. ft. x	_____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor .....	\$160.00	\$218.00	\$281.00

### Empty Storage

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

	Quantity	Standard Price
Shrink Wrap .....	_____	\$104.00

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Est. Total Storage Services ..... \$ \_\_\_\_\_**



**T3 Advanced Discount Deadline:**  
Order and payment due by Monday, March 11, 2024

**All artwork due by Friday, March 1, 2024**

## Signage Order Form

### Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

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

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

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

### Signage

#### Standard Size Signs

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

**Subtotal = \$** \_\_\_\_\_

### Custom Size Banner (in square feet)

#### Single Sided

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

#### Double Sided (x2)

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

**Subtotal = \$** \_\_\_\_\_

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

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

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

Cell Phone: \_\_\_\_\_

Booth #: \_\_\_\_\_

**Sales Tax 7.5% .....** \$ \_\_\_\_\_

**Estimated Total Signage .....** \$ \_\_\_\_\_



[Click here to view the  
CORT TRADESHOW  
FURNISHINGS CATALOG](#)

CORT®

EVENTS

# TRADESHOW

FURNISHINGS | 2022

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
<b>POWERED FURNITURE</b>						
	BKCT5P	5' Table	Black Top, Silver	\$1,320	\$1,651	
	BKCT8P	8' Table	Black Top, Silver	\$2,538	\$3,172	
	BKCT10P	10' Table	Black Top, Silver	\$2,538	\$3,172	
	NPLCHP	Naples Chair	Black Vinyl	\$1,185	\$1,481	
	NPLLOP	Naples Loveseat	Black Vinyl	\$1,587	\$1,984	
	NPLSOP	Naples Sofa	Black Vinyl	\$1,827	\$2,285	
	C1YP	Sydney Cocktail Table	Black Top, Brushed Steel	\$497	\$622	
	C1WP	Sydney Cocktail Table	White Top, Brushed Steel	\$495	\$619	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,543	\$1,929	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,543	\$1,929	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,244	\$1,555	
	VNTCVH	Ventura Communal Café Table	White Top, Silver	\$1,244	\$1,555	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$657	\$822	
	VILHUB	Village Charging Hub	Cream	\$418	\$523	
<i>Additional Powered Products under Office &amp; Product Display on Page 2</i>						
<b>SOFT SEATING COLLECTIONS</b>						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$679	\$849	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$963	\$1,204	
	BCHWHT	Baja Chair	White Vinyl	\$693	\$866	
	BLVWHT	Baja Loveseat	White Vinyl	\$1,099	\$1,374	
	BSFWHT	Baja Sofa	White Vinyl	\$1,282	\$1,603	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$477	\$596	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$657	\$822	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$433	\$541	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$501	\$626	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$633	\$792	
	NPLCHR	Naples Chair	Black Vinyl	\$805	\$1,007	
	NPLLOV	Naples Loveseat	Black Vinyl	\$971	\$1,214	
	NPLSOF	Naples Sofa	Black Vinyl	\$1,153	\$1,441	
	PALSOF	Palm Beach Sofa	White Vinyl	\$1,007	\$1,260	
	STECOA	Sterling Chair	Gray Fabric	\$1,191	\$1,488	
	STESOF	Sterling Sofa	Gray Fabric	\$1,732	\$2,166	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$530	\$663	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$676	\$845	
	COCHTP	Cordoba Chair	Taupe Fabric, Black	\$759	\$949	
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	\$1,084	\$1,355	
<b>ACCENT CHAIRS</b>						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$894	\$1,118	
	BOWCHA	Bowery Chair	Ochre Fabric	\$838	\$1,049	
	CNTCHR	Century Chair	Gray Velvet	\$853	\$1,066	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$569	\$711	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$752	\$940	
	BCW	Madrid Chair	White Vinyl, Chrome	\$886	\$1,107	
	OCMWHT	Meeting Chair	White Vinyl, Wenge	\$377	\$472	
	MONCHA	Montreal Chair	Blue, Black Metal	\$922	\$1,153	
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	\$679	\$849	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$495	\$619	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$657	\$822	
	TCHGRP	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$640	\$799	
	WENCHA	Wentworth Swivel Chair	Brown Vinyl	\$495	\$619	
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	\$506	\$633	
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	\$506	\$633	
<b>GROUP SEATING</b>						
	BLDCRD	Blade Chair	Red	\$110	\$138	
	BLDCSB	Blade Chair	Sky Blue	\$110	\$138	
	SC3	Brewer Chair	Onyx, Chrome	\$243	\$304	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$145	\$181	
	DUET	Duet Stack Chair	Black, Chrome	\$93	\$116	
	LMCHR	Laguna Chair	Maple, Chrome	\$207	\$259	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$273	\$341	
	MALGRY	Malba Chair	Gray, Chrome	\$158	\$197	
	MALGRN	Malba Chair	Green, Chrome	\$158	\$197	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$219	\$274	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$219	\$274	
	MARCBE	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$219	\$274	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$219	\$274	
	MARCVH	Marina Chair	White Vinyl, Brushed Metal	\$219	\$274	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$519	\$649	
	SC10	Razor Armless Chair	White	\$101	\$127	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$148	\$185	
	CS4	Syntax Chair	Black, Chrome	\$297	\$371	
	ZENCHR	Zenith Chair	White, Chrome	\$196	\$245	
<b>OTTOMANS</b>						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$557	\$696	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$557	\$696	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$557	\$696	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$557	\$696	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$557	\$696	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$557	\$696	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
<b>OTTOMANS (CONTINUED)</b>						
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$557	\$696	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$462	\$578	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$462	\$578	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$462	\$578	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$462	\$578	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$462	\$578	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$462	\$578	
	BVSMILV	Beverly Small Bench Ottoman	Lavender Fabric	\$462	\$578	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$462	\$578	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$462	\$578	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$462	\$578	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$462	\$578	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$726	\$907	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$726	\$907	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$495	\$619	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$495	\$619	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$254	\$318	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$254	\$318	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$254	\$318	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$254	\$318	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$254	\$318	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$254	\$318	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$254	\$318	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$254	\$318	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$254	\$318	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$254	\$318	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$254	\$318	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$254	\$318	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$254	\$318	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$254	\$318	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$254	\$318	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$254	\$318	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$175	\$219	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$175	\$219	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$175	\$219	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$175	\$219	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$175	\$219	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$175	\$219	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$175	\$219	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$175	\$219	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$175	\$219	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$175	\$219	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$175	\$219	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$175	\$219	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$175	\$219	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$175	\$219	
<b>CAFÉ TABLES WITH STANDARD BLACK BASE</b>						
	30BKSC	30" Round Café Table	Black Top	\$284	\$355	
	30BEBE	30" Round Café Table	Blue Top	\$284	\$355	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$284	\$355	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$284	\$355	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$284	\$355	
	ZTA	30" Round Café Table	Gray Acajou Top	\$284	\$355	
	30GSBC	30" Round Café Table	Green Top	\$284	\$355	
	ZTK	30" Round Café Table	Maple Top	\$284	\$355	
	30OSBC	30" Round Café Table	Orange Top	\$284	\$355	
	ZTB	30" Round Café Table	Red Top	\$284	\$355	
	30WH29	30" Round Café Table	White Top	\$284	\$355	
	30WDBC	30" Round Café Table	Barnwood Top	\$284	\$355	
	36BKSC	36" Round Café Table	Black Top	\$338	\$422	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$338	\$422	
	ZTP	36" Round Café Table	Maple Top	\$338	\$422	
	ZTQ	36" Round Café Table	White Top	\$338	\$422	
<b>CAFÉ TABLES WITH HYDRAULIC CHROME BASE</b>						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$415	\$519	
	30BRHC	30" Round Café Table	Red Top	\$415	\$519	
	30WHHC	30" Round Café Table	White Top	\$415	\$519	
	30WDHC	30" Round Café Table	Barnwood Top	\$415	\$519	
	30BKHC	30" Round Café Table	Black Top	\$415	\$519	
	30BEHC	30" Round Café Table	Blue Top	\$415	\$519	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$415	\$519	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$415	\$519	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$415	\$519	
	30GSHC	30" Round Café Table	Green Top	\$415	\$519	
	30MTHC	30" Round Café Table	Maple Top	\$415	\$519	
	30OSHHC	30" Round Café Table	Orange Top	\$415	\$519	
	36BKHC	36" Round Café Table	Black Top	\$450	\$562	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$450	\$562	
	36MTHC	36" Round Café Table	Maple Top	\$450	\$562	
	36WTHC	36" Round Café Table	White Top	\$450	\$562	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CAFÉ TABLES POWERED WITH BLACK BASE						
	P30CWH	30" Round Café Table, Powered	White Top, Black	\$978	\$1,223	
ACCENT TABLES						
	ALCI00	Alondra Cocktail Table	Glass Top, Chrome	\$462	\$578	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$462	\$578	
	ALEI00	Alondra End Table	Glass Top, Chrome	\$335	\$418	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$335	\$418	
	AURA	Aura Round Table	White Metal	\$202	\$252	
	CIC	Geo Cocktail Table	Glass Top, Chrome	\$349	\$437	
	CIFWB	Geo Cocktail Table	Brandy Maple Top, Black	\$403	\$504	
	EIC	Geo End Table	Glass Top, Chrome	\$284	\$355	
	EIFWB	Geo End Table	Brandy Maple Top, Black	\$353	\$442	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$297	\$371	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$297	\$371	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$297	\$371	
	MESETB	Mesa End Table	Black Top, Bronze	\$196	\$245	
	MESETG	Mesa End Table	Glass Top, Bronze	\$196	\$245	
	MESETW	Mesa End Table	Barnwood Top, Bronze	\$196	\$245	
	REGBN	Regis Bench/Table	Brushed Metal	\$466	\$582	
	REGOTT	Regis End Table	Brushed Metal	\$377	\$472	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$196	\$245	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$196	\$245	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	\$196	\$245	
	CIE	Silverado Cocktail Table	Glass, Chrome	\$385	\$482	
	EIE	Silverado End Table	Black Top, Brushed Steel	\$302	\$377	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	\$388	\$485	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$442	\$552	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	\$388	\$485	
	SYDWDC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$442	\$552	
	EIY	Sydney End Table	Black Top, Brushed Steel	\$353	\$442	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$385	\$482	
	EIW	Sydney End Table	White Top, Brushed Steel	\$353	\$442	
	SYDWDE	Sydney End Table	Barnwood Top, Brushed Steel	\$385	\$482	
	TAOBK	Taos Side Table	Black Top, Bronze	\$196	\$245	
	TAOBWH	Taos Side Table	White Top, Bronze	\$196	\$245	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$196	\$245	
	TMBTBL	Timber Table	Wood	\$211	\$264	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKS	30" Round Bar Table	Black Top	\$284	\$355	
	30EBB	30" Round Bar Table	Blue Top	\$284	\$355	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$284	\$355	
	30YBB	30" Round Bar Table	Brushed Yellow Top	\$284	\$355	
	VTI	30" Round Bar Table	Graphite Nebula Top	\$284	\$355	
	VTA	30" Round Bar Table	Gray Acajou Top	\$284	\$355	
	30GSBB	30" Round Bar Table	Green Top	\$284	\$355	
	VTK	30" Round Bar Table	Maple Top	\$284	\$355	
	30SBB	30" Round Bar Table	Orange Top	\$284	\$355	
	VTB	30" Round Bar Table	Red Top	\$284	\$355	
	30WH42	30" Round Bar Table	White Top	\$284	\$355	
	30WDBB	30" Round Bar Table	Barnwood Top	\$284	\$355	
	36BKS	36" Round Bar Table	Black Top	\$338	\$422	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$338	\$422	
	VTP	36" Round Bar Table	Maple Top	\$338	\$422	
	VTW	36" Round Bar Table	White Top	\$338	\$422	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKH	30" Round Bar Table	Black Top	\$415	\$519	
	30EBH	30" Round Bar Table	Blue Top	\$415	\$519	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$415	\$519	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$415	\$519	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$415	\$519	
	30GSHB	30" Round Bar Table	Green Top	\$415	\$519	
	30MTHB	30" Round Bar Table	Maple Top	\$415	\$519	
	30OSHB	30" Round Bar Table	Orange Top	\$415	\$519	
	30BRHB	30" Round Bar Table	Red Top	\$415	\$519	
	30WHB	30" Round Bar Table	White Top	\$415	\$519	
	30WDHB	30" Round Bar Table	Barnwood Top	\$415	\$519	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$415	\$519	
	36BKH	36" Round Bar Table	Black Top	\$450	\$562	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$450	\$562	
	36MTHB	36" Round Bar Table	Maple Top	\$450	\$562	
	36WTHB	36" Round Bar Table	White Top	\$450	\$562	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$377	\$475	
	P30BWH	30" Bar Table, Powered	White Top, Black	\$978	\$1,223	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	\$344	\$431	
	BST	Banana Barstool	White, Chrome	\$344	\$431	
	BLDBRD	Blade Barstool	Red	\$202	\$252	
	BLDBSB	Blade Barstool	Sky Blue	\$202	\$252	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$249	\$312	
	LMBAR	Laguna Barstool	Maple, Chrome	\$254	\$318	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$290	\$364	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$290	\$364	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$290	\$364	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$290	\$364	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$385	\$482	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$462	\$578	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$462	\$578	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$462	\$578	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$462	\$578	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$462	\$578	
	RSTSTL	Rustique Barstool	Gunmetal	\$160	\$200	
	BS001	Shark Barstool	White, Chrome	\$442	\$552	
	BSR	Syntax Barstool	Black, Chrome	\$254	\$318	
	ZENBAR	Zenith Barstool	White, Chrome	\$213	\$267	
	BS002	Zoey Barstool	White, Chrome	\$302	\$377	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$918	\$1,147	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$918	\$1,147	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$918	\$1,147	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$767	\$959	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$767	\$959	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$767	\$959	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Black Top, Silver	\$918	\$1,147	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$918	\$1,147	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$767	\$959	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$767	\$959	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$442	\$552	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$442	\$552	
	WD3	Work Table	White Top, White	\$459	\$575	
	C8	42" Round Madison Table	Gray Acajou, Black	\$530	\$663	
	CONF42	42" Round Table	White Top	\$530	\$663	
	42BKCT	42" Round Table	Black Top, Black	\$530	\$663	
	BKCT5N	5' Table	Black Top, Silver	\$776	\$969	
	BKCT8N	8' Table	Black Top, Silver	\$1,320	\$1,651	
	BKCT10N	10' Table	Black Top, Silver	\$1,496	\$1,869	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$622	\$778	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$622	\$778	
	CF1	Geo Table, Rounded Square	Glass Top, Black	\$442	\$552	
	CE1	Geo Table, Rounded Square	Glass Top, Chrome	\$442	\$552	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$661	\$827	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,320	\$1,651	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,320	\$1,651	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	\$219	\$274	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$420	\$525	
	GENCHA	Genesis Chair	Black	\$368	\$459	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$444	\$555	
	PROXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$513	\$642	
	PROXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$448	\$560	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$415	\$519	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$406	\$508	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$193	\$241	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$835	\$1,044	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$622	\$778	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$767	\$959	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$605	\$756	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$711	\$889	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$657	\$822	
	PDL36W	Powered Locking Pedestal, 36"	White	\$657	\$822	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$785	\$982	
	PDL42W	Powered Locking Pedestal, 42"	White	\$785	\$982	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	\$302	\$377	
	LA14	Mason Table Lamp	Brushed Silver	\$199	\$248	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,233	\$2,791	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$2,085	\$2,606	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,363	\$2,954	
	MTCPUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$2,102	\$2,628	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$657	\$822	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$1,082	\$1,352	
DIVIDERS						
	DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$278	\$348	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$557	\$696	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$1,117	\$1,396	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$557	\$696	
	DIVFSF	Clear Divider, Sofa/Table	Silver, Clear	\$501	\$626	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$696	\$870	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$714	\$892	
	STNSGN	Stanchion Sign Holder	Chrome	\$237	\$258	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$248	\$273	

TOTAL

Email this completed form to: [orders@3texpo.com](mailto:orders@3texpo.com)

Sales Tax 7.5%..... \$ \_\_\_\_\_

Estimated Furniture Rental Total..... \$ \_\_\_\_\_

# ADDITIONAL INFORMATION & FORMS

## Payment Information

### Important Information

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

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

T3 Expo  
8 Lakeville Business Park  
Lakeville, MA 02347

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

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

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

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

### Accepted Credit Cards:

- Visa
- Mastercard
- American Express

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

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on 4/1/24.

### Services Ordered

Material Handling .....	= \$	_____
Vehicle Spotting Fee .....	= \$	_____
Cartload Service.....	= \$	_____
Presta™ Rental Exhibit Packages .....	= \$	_____
Floor Covering .....	= \$	_____
Furniture & Accessories .....	= \$	_____
Display Tables & Counters.....	= \$	_____
Display Labor & Forklift .....	= \$	_____
Accessible Storage .....	= \$	_____
Signage .....	= \$	_____
Custom Furniture .....	= \$	_____
<b>Total:</b>	<b>\$</b>	_____

### Exhibitor Profile

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

### Method of Payment

#### Company Check\*

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

#### Wire Transfer\*\*

#### Credit Card

### Credit Card Information

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



**Please Return EAC Form By:**  
**Friday, March 1, 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: PLA 2024 Conference**

**Phone: +1.888.698.3397**  
**Email: [orders@t3expo.com](mailto:orders@t3expo.com)**

### Exhibiting Company Information

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

### Exhibitor Appointed Contractor Information

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



## Third Party Authorization

### Important Information

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

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

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

### Third Party covering the following charges for exhibitor:

- Material Handling
- Vehicle Spotting Fee
- Cartload Service
- Presta™ Rental Package
- Floor Covering
- Furniture & Accessories
- Display Tables & Counters
- Display & Labor Forklift
- 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.**

# Columbus, OH Labor Guidelines

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

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

### Exhibit Installation And Dismantling

Full-time employees of the exhibiting companies may set their own exhibit. If you prefer for T3 Expo to set your booth, labor can be ordered in advance by returning the Display Labor form, or at show site at the T3 Expo Service Desk. Proof of full-time employment status of any personnel working in your booth may be requested by T3 Expo. Exhibitors must provide proof of insurance.

### Material Handling

Exhibitors may hand-carry their own small items such as laptops into the exhibit facility in one trip. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. T3 Expo will control access to the loading docks in order to provide for a safe and orderly move-in/out. No exhibitors will be permitted to hand-carry items via the loading dock. For liability reasons, only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading and reloading at the dock of any and all carriers and vehicles will be handled by T3 Expo.

### 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



## GCCC Exhibitor Services

### Facility Services

To order electrical, plumbing, rigging, telephone or cleaning services for your meeting, trade-show, or exhibit please [click here](#).

Please contact our Exhibitor Services Department directly if we can assist you in any way during the ordering process.

Email: [exhibitorservices@columbusconventions.com](mailto:exhibitorservices@columbusconventions.com)

[Click here](#) for the Greater Columbus Calendar of Events.

# Booth Marketing

## PLA 2024 Conference

April 3-5, 2024 | Columbus, OH



Create and send email marketing to a targeted list using the Maritz online Exhibitor Portal

- Email HTML is not Website HTML and will react differently when sent. Please read the following:

### Novice Users

The Exhibitor Portal allows for simple email setup using a fill-in-the-blank form. Easily enter text, images, and company info to send your email. Select the Basic template to begin.

### Advanced Users

Only recommended for people with advanced knowledge of Email HTML code using <BODY> tags only, no header tags allowed. All others should use the Basic, fill-in-the-blank form.

- All Email Marketing is sent on your behalf through the Exhibitor Portal from the email address [ExhibitorServices@maritz.com](mailto:ExhibitorServices@maritz.com).
- All orders must be paid in full prior to sending your email.

**Extremely Important Detail:** exhibitors will not have direct access to attendee email addresses nor phone numbers, fax numbers, and mailing addresses. As stated above, ALL BOOTH MARKETING is sent on your behalf through the Exhibitor Portal.

## Data Selection

### 2024 Current Attendee Data

Select for a complete attendee list from PLA 2024 Conference.  
*This option is a complete list for email marketing only.*

Email Marketing Option	List Access	Early Bird Pricing through 3/25/24	Standard Pricing 3/26/24 - 4/2/24	Post-Show Pricing 4/6/24 - 5/5/24
<b>2024 Registered Attendees</b>  Purchase through the Exhibitor Portal link below.	Immediately upon payment. PLA approval required.	<b>\$650</b>	<b>\$700</b>	<b>\$750</b>

**ORDER ONLINE NOW**

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for: ☐ Exhibiting Company ☐ Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

### Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz recommends all customers seek their own expert advice for GDPR Compliance concerns.

<https://exhibitor.swap.mge360.com>

### For Assistance Contact:

[ExhibitorServices@maritz.com](mailto:ExhibitorServices@maritz.com)  
877-623-3487

*It is against Maritz security policy to accept credit card information via email.*





# DATASIS CORPORATION

1687 Elmhurst Road, Elk Grove Village, Illinois 60007  
(800) 533-4646 [info@datasis.com](mailto:info@datasis.com) [www.datasis.com](http://www.datasis.com)

Here is the rate form for Datisis Audiovisual rentals at your upcoming event. We are grateful for the opportunity to serve you!

For best results please download and save this Acrobat form to your desktop and use Adobe Acrobat ("Reader" is fine) to open and input your order.

Although you can open Acrobat forms in some browsers they might not afford you the capability of completing the fields properly. Similarly, other viewers (such as Apple's Preview) may not allow you to complete and save the form.

If you have difficulty with the fill-in form you can certainly request the standard version – simply print, complete and then scan/email or fax to us. To request this form please email [exhibits@datasis.com](mailto:exhibits@datasis.com) and let us know the event name, your company name and booth number.

Please contact us if you have any difficulties, questions or concerns. We look forward to serving you!

Thank you,

Bruce Campbell

[bcampbell@datasis.com](mailto:bcampbell@datasis.com)

o/ 847-427-0909 f/ 847-427-1919 m/ 847-489-9932

# DATASIS

1687 ELMHURST RD., ELK GROVE VILLAGE, IL 60007

EMAIL TO [EXHIBITS@DATASIS.COM](mailto:EXHIBITS@DATASIS.COM) OR

FAX ORDER TO: (847) 427-1919

PHONE: (847) 427-0909 OR (800) 533-4646

## AUDIO-VISUAL AND COMPUTER RENTAL SERVICES

Datasis cleans and disinfects all  
touch surfaces prior to installation



**PLA 2024  
Conference**

April 3-5 | Columbus, Ohio



### 55" STANDALONE DIGITAL SIGNAGE

Digital sign (55") with media player, black enclosure.....	2195.00	x		=	
Digital sign (55") with Windows PC, black enclosure, touch-enabled.....	2495.00	x		=	

### POPULAR MONITOR/STAND COMBOS

32" LED Monitor with floor stand, media player, HDMI cable (for looping videos).....	350.00	x		=	
32" LED Monitor with floor stand, laptop, HDMI cable (for Powerpoint, internet demos).....	500.00	x		=	
48" LED Monitor with floor stand, media player, HDMI cable (for looping videos).....	550.00	x		=	
48" LED Monitor with floor stand, laptop, HDMI cable (for Powerpoint, internet demos).....	700.00	x		=	
55" LED Monitor with floor stand, media player, HDMI cable (for looping videos).....	800.00	x		=	
55" LED Monitor with floor stand, laptop, HDMI cable (for Powerpoint, internet demos).....	950.00	x		=	

### HAND-HELD DEVICES (additional computer options are below)

Microsoft Surface Pro with keyboard, stylus.....	325.00	x		=	
iPad Air 16gb Wifi, includes charger, case (larger models available).....	225.00	x		=	
iPad Floor Stand (white).....	175.00	x		=	

### LED MONITORS All monitors have standard table stands, floor stands can be ordered separately below.

LED monitors larger than 32" also include wall mounts.

	UNIT	x	QUAN	=	TOTAL
24" LED monitor (HD, wide format, includes HDMI cable, power cord).....	95.00	x		=	
32" LED monitor (HD, wide format, includes HDMI cable, power cord).....	295.00	x		=	
40" LED monitor (HD, wide format, includes HDMI cable, power cord).....	325.00	x		=	
42" LED monitor (HD, wide format, includes HDMI cable, power cord).....	395.00	x		=	
48" LED monitor (HD, wide format, includes HDMI cable, power cord).....	495.00	x		=	
55" LED monitor (HD, wide format, includes HDMI cable, power cord).....	695.00	x		=	
65" LED monitor (HD, wide format, includes HDMI cable, power cord).....	795.00	x		=	
70" LED monitor (HD, wide format, includes HDMI cable, power cord).....	995.00	x		=	
80" LED monitor (HD, wide format, includes HDMI cable, power cord).....	1895.00	x		=	
90" LED monitor (HD, wide format, includes HDMI cable, power cord).....	2495.00	x		=	
48" LED TOUCHSCREEN (HD, wide format, includes HDMI cable, power cord).....	995.00	x		=	
70" LED TOUCHSCREEN (HD, wide format, includes HDMI cable, power cord).....	1995.00	x		=	

### MONITOR FLOOR STANDS - only available with Datasis monitors above

Floor stand for LED/LCD monitors (24"-80", single- or dual-post).....	95.00	x		=	
Add middle shelf to floor stand(s) above, each.....	25.00	x		=	

### VIDEO PLAYBACK DEVICES

DVD player or MEDIA PLAYER (for USB video playback) w/repeat.....	35.00	x		=	
---	-------	---	--	---	--

### AUDIO EQUIPMENT

Wired Microphone (enter quantity): _____ Hand-held _____ Standard Headset.....	75.00	x		=	
Wireless Microphone (enter quantity): _____ Hand-held _____ Standard Headset.....	275.00	x		=	
Wireless Microphone (enter quantity): _____ Countryman style low-profile ear-worn.....	325.00	x		=	
4-channel audio mixer (required for 2-4 mics/audio sources).....	125.00	x		=	
16-channel audio mixer (required for 5+ mics/audio sources).....	375.00	x		=	
Small powered speaker (75w - good for small audience 5-10), includes tripod stand.....	95.00	x		=	
Medium powered speaker (10" -12", good for small audience 10-20), includes tripod stand.....	150.00	x		=	
Large powered speaker (15") for extended coverage.....	195.00	x		=	

### WINDOWS-BASED DESKTOPS/LAPTOPS

Windows Laptop 8gb 80gb/DVD/CDRW 10/100 NIC / Wifi.....	195.00	x		=	
Windows Desktop 8gb 500gb/DVD/CDRW 10/100/1K NIC Includes 24" LED Monitor.....	195.00	x		=	
HP TouchSmart All-In-One 22" 2gb/120gb DVD/CDRW 10/100 NIC / WIFI, Touchscreen.....	395.00	x		=	
-Microsoft Office installed (Powerpoint, Word, Excel), add.....	25.00	x		=	

### MAC O/S-BASED COMPUTERS

MacBook LAPTOP 8gb 80gb/DVD/CDRW 10/100/1K NIC / Wifi.....	295.00	x		=	
iMac 24" All-in-One 8gb 80gb/DVD/CDRW 10/100/1K NIC / Wifi.....	325.00	x		=	
iMac 27" All-in-One 8gb 160gb/DVD/CDRW 10/100/1K NIC / Wifi.....	495.00	x		=	
-Microsoft Office installed (Powerpoint, Word, Excel), add.....	25.00	x		=	
-iWork installed (Keynote, Pages, Numbers).....	25.00	x		=	

### PRINTERS / NETWORKING / PERIPHERALS

Laser printers: Hewlett-Packard B/W (42ppm - includes 50% toner and cable).....	195.00	x		=	
Laser printers: Hewlett-Packard Color (19ppm - includes 50% toner and cable).....	245.00	x		=	
Light duty desktop multifunction copier (250 sheet tray, letter and legal copies, incl. 50% toner).....	225.00	x		=	
Wireless slide advancer (clicker).....	30.00	x		=	
Wireless keyboard and mouse.....	30.00	x		=	
Network switch 10/100 (ethernet), 5-port.....	45.00	x		=	
Network switch 10/100/1K (ethernet), 8-port.....	95.00	x		=	

### LED wall / beMatrix LEDskin

3.1mm panels, each.....	455.00	x		=	
Laptops for content, calibration (min. 1 required).....	455.00	x		=	
Novastar Pro signal processor (min. 1 required).....	1545.00	x		=	

CONTACT DATASIS FOR MORE INFORMATION AND ADDITIONAL LABOR FEES THAT WILL APPLY TO LED WALLS

ENTER EQUIPMENT TOTAL HERE AND COMPLETE BILLING INFORMATION ON REVERSE:

**EQUIPMENT TOTAL.....**

# DATASIS

1687 ELMHURST RD., ELK GROVE VILLAGE, IL 60007

EMAIL TO EXHIBITS@DATASIS.COM OR

FAX ORDER TO: (847) 427-1919

PHONE: (847) 427-0909 OR (800) 533-4646

AUDIO-VISUAL AND COMPUTER  
RENTAL SERVICES

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touch surfaces prior to installation



**PLA 2024  
Conference**  
April 3-5 | Columbus, Ohio

## EXHIBITOR INFORMATION AND METHOD OF PAYMENT

### COMPANY INFORMATION

COMPANY \_\_\_\_\_ BILLING CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

### EXHIBIT INFORMATION

BOOTH NUMBER \_\_\_\_\_ BOOTH CONTACT \_\_\_\_\_  
BOOTH COMPANY NAME (if other than above) \_\_\_\_\_  
BOOTH CONTACT CELL PHONE (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

### PAYMENT INFORMATION (Credit card information is required for all rentals)

CHECK ENCLOSED \_\_\_\_\_ USE CREDIT CARD: \_\_\_\_\_ Amex \_\_\_\_\_ MC \_\_\_\_\_ VISA  
NUMBER: \_\_\_\_\_ EXPIRATION \_\_\_\_\_  
NAME ON CARD \_\_\_\_\_ Security Code \_\_\_\_\_  
CC ADDRESS (if different than above): \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

- ☐ "Please use this credit card information to process the fee noted as "Total Cost of Rental" below.  
I have read and agree to all terms, conditions, pricing and cancellation policy as stated herein."  
-----
- ☐ "Due to security concerns our company cannot email credit card information.  
Please call or send me an invoice with a link for online payment."

### ORDER DEADLINE DATE: March 1, 2024

Orders received after deadline may be subject to 10% surcharge. Cancellations after the deadline date will receive maximum 50% credit for rental fee only (full charge for delivery), no credit will be issued for cancellation after show move-in has begun.

**Equipment Total**..... (1) \_\_\_\_\_  
Setup/dismantle/booth delivery labor, multiply line (1) by 25% (.25)..... (2) \_\_\_\_\_  
DATASIS transport/supervisory fee..... (3) **95.00**  
**Equipment and Labor Subtotal** (add lines 1-3)..... (4) \_\_\_\_\_  
Local tax (7.5% of Equipment and Labor Subtotal). Multiply line 4 by .075..... (5) \_\_\_\_\_  
**TOTAL COST OF RENTAL** (add lines 4-5)..... \_\_\_\_\_

**We carry a wide variety of data displays and computer peripherals - too many to list them all! Please contact the Datasis team if you don't see what you need and we'll track it down for you.**

### GENERAL DATASIS RENTAL TERMS AND CONDITIONS:

**PAYMENT TERMS:** Full payment is expected when the order is placed. Equipment availability is not guaranteed until full payment is received, including rental fee, booth delivery/setup fee, transport fee and tax. Payment can be made by company check, credit card or bank transfer.

**UNION CHARGES / DRAYAGE:** The Datasis delivery fee indicated on this rental form includes the total cost of the equipment delivery from our warehouse to and from your booth in the exhibit hall. Datasis will also deliver and setup Datasis equipment in the exhibit halls utilizing the appropriate labor per local jurisdiction.

**TECHNICAL SUPPORT:** Datasis will support our equipment throughout the rental period. There is no charge for the replacement or service of defective equipment provided by Datasis, but we reserve the right to charge for technical support of equipment that is not ours or software assistance of any sort. Datasis is not responsible for damages resulting from the use of our equipment.

**VIRUSES/PATCHES/SPYWARE:** Although we endeavor to have the very latest operating system patches and anti-virus definitions installed we cannot be held responsible for damage or downtime that might be incurred as the result of an internet attack of any sort.

**DAMAGE / LOSS:** The lessee shall pay the full replacement or repair charges of any Datasis property that is damaged or not returned for any reason, and regardless of any insurance coverage that may be applicable. In addition, rental fees may be incurred while the equipment remains in an unusable state.

**ORDER CANCELLATION:** Cancellations after the deadline date will receive 50% credit, no credit will be issued for cancellation after event move-in has begun.



PLA 2024 Conference

April 3-5, 2024 | Columbus, OH

Choose the solution that will instantly capture contact & demographic data  
See page 2 for our enhanced product descriptions.



Order Lead Retrieval	on or before 1/24/24	from 1/25/24 to 3/6/24	after 3/6/24	number of units	TOTAL
<b>SWAP® Mobile App Badge Scanner</b> (Up to 3 users)	\$ 549	\$ 579	\$ 599		\$
<b>Handheld Badge Scanner</b>	\$ 549	\$ 579	\$ 599		\$
<b>Tablet Badge Scanner</b>	\$ 479	\$ 499	\$ 549		\$
<b>Add SWAP® Mobile App Users*</b> <b>to any above products</b> (after purchase of initial lead option)	\$ 149 each				\$
<b>Bluetooth Printer</b> Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$
<b>Survey Setup</b> (up to 5 questions) Includes singular and branching questions	\$ 99				\$
<b>Developer's Kit</b> (Real Time Data Services) Click <a href="#">here</a> for more information	\$ 950				\$
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$ 200				\$
<b>Sub-Total</b>					\$
<b>Processing Fee**</b>					\$ 9.99
Total with <b>7.5% Sales Tax***</b>					\$
<b>TOTAL</b>					\$



Your Lead Retrieval Order Confirmation will be emailed to you.

**Note:** All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**TERMS AND CONDITIONS:**  
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Leads captured through badge images and handwritten badge ID's are available for upload within 14 days post-event, and are subject to a data services fee.

Click [here](#) for additional Terms and Conditions

\* Additional SWAP User Licenses pricing applies to singular booths only. If you are part of a pavilion, please contact Exhibitor Services.

\*\* Processing fee waived when order is placed using company's online lead portal.

\*\*\* Taxable items and rates vary among states and are subject to change. Please call for exact quote.

Order Online Now: <https://exhibitor.swap.mge360.com/>

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for: ☐ Exhibiting Company ☐ Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz recommends all customers seek their own expert advice for GDPR Compliance concerns.

Order Online Now: <https://exhibitor.swap.mge360.com/>

For Assistance Contact:  
ExhibitorServices@maritz.com  
877-623-3487

It is against Maritz security policy to accept credit card information via email.



## Which Solution is Right for Your Booth?



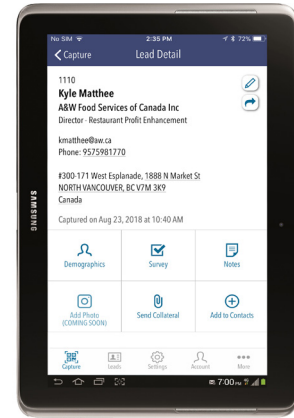
### SWAP Mobile App Badge Scanner

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Printers pair 1:1 with each SWAP mobile device
- Business card scanning



### Handheld Badge Scanner

- High Speed: excellent for booth events, product theaters, and in-booth sessions
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



### Tablet Badge Scanner

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device
- Business card scanning

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

#### Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

#### What's NEW with our badge scanning devices:

- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Lead matchmaking

Order Online Now: <https://exhibitor.swap.mge360.com/>

# Guidelines for Display Rules and Regulations

## 2023 North American Update



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

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

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

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

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



International  
Association of  
Exhibitions and Events®

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

## LINE-OF-SIGHT STYLE

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

### LINEAR OR IN-LINE BOOTH

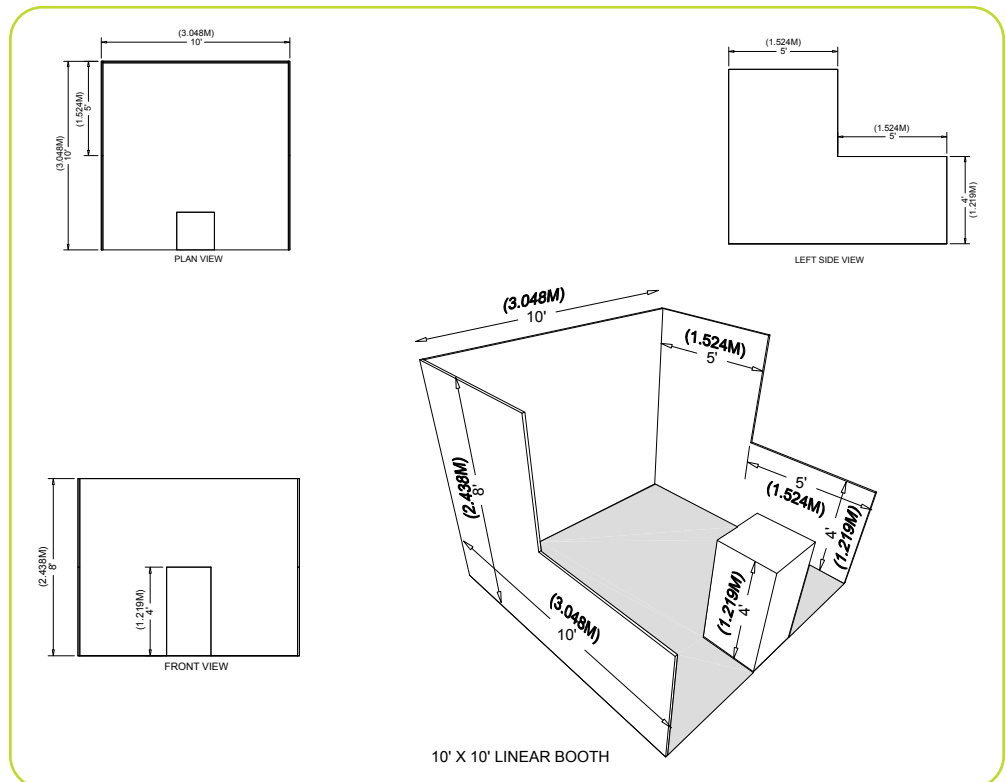
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring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

#### Dimensions

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

#### Use of Space

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

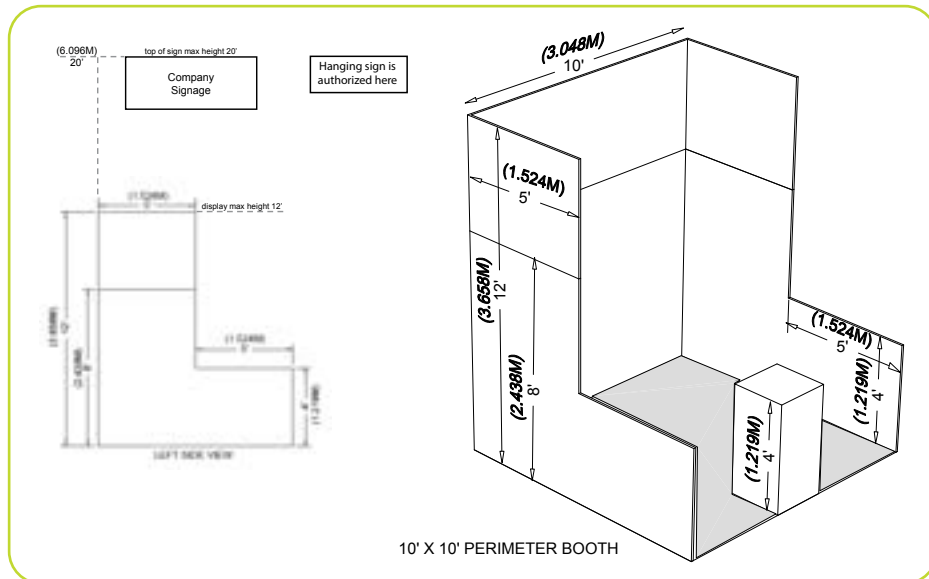


## CORNER BOOTH

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

## PERIMETER BOOTH

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

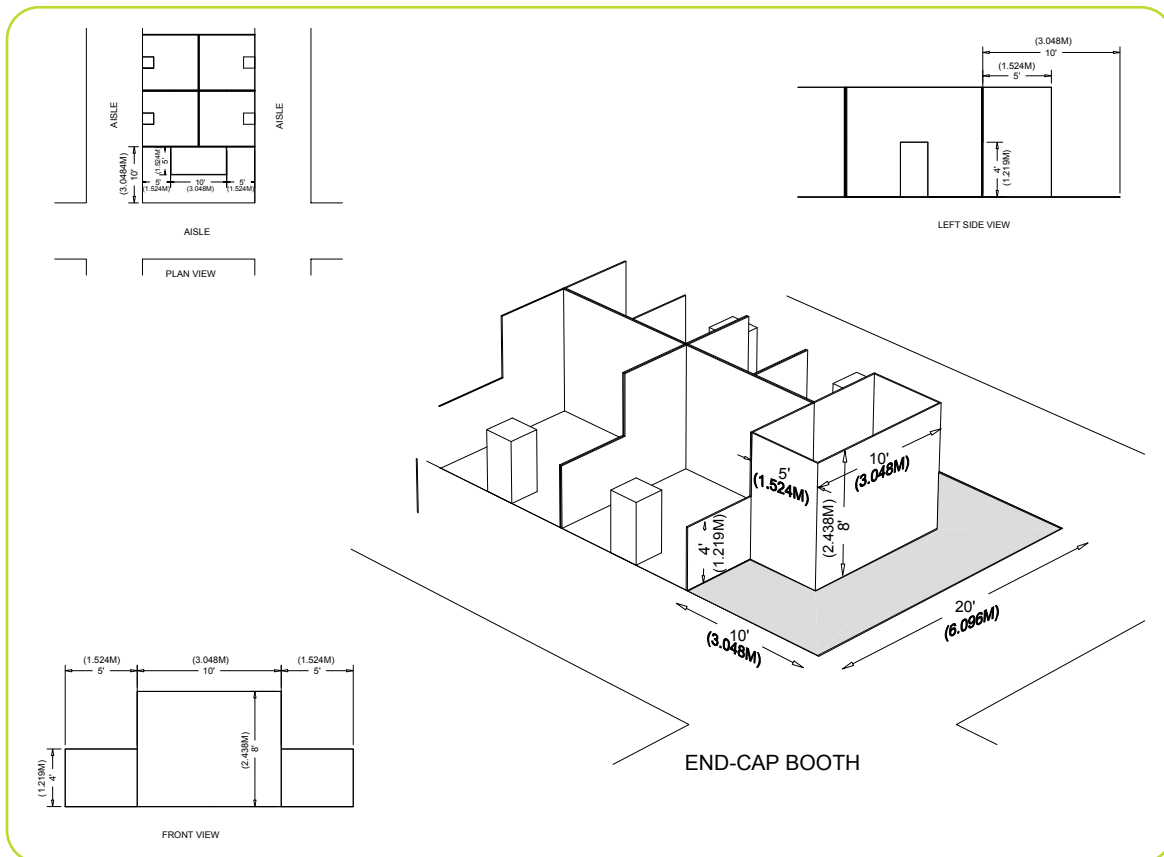


### Dimensions and Use of Space

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

## END-CAP BOOTH

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

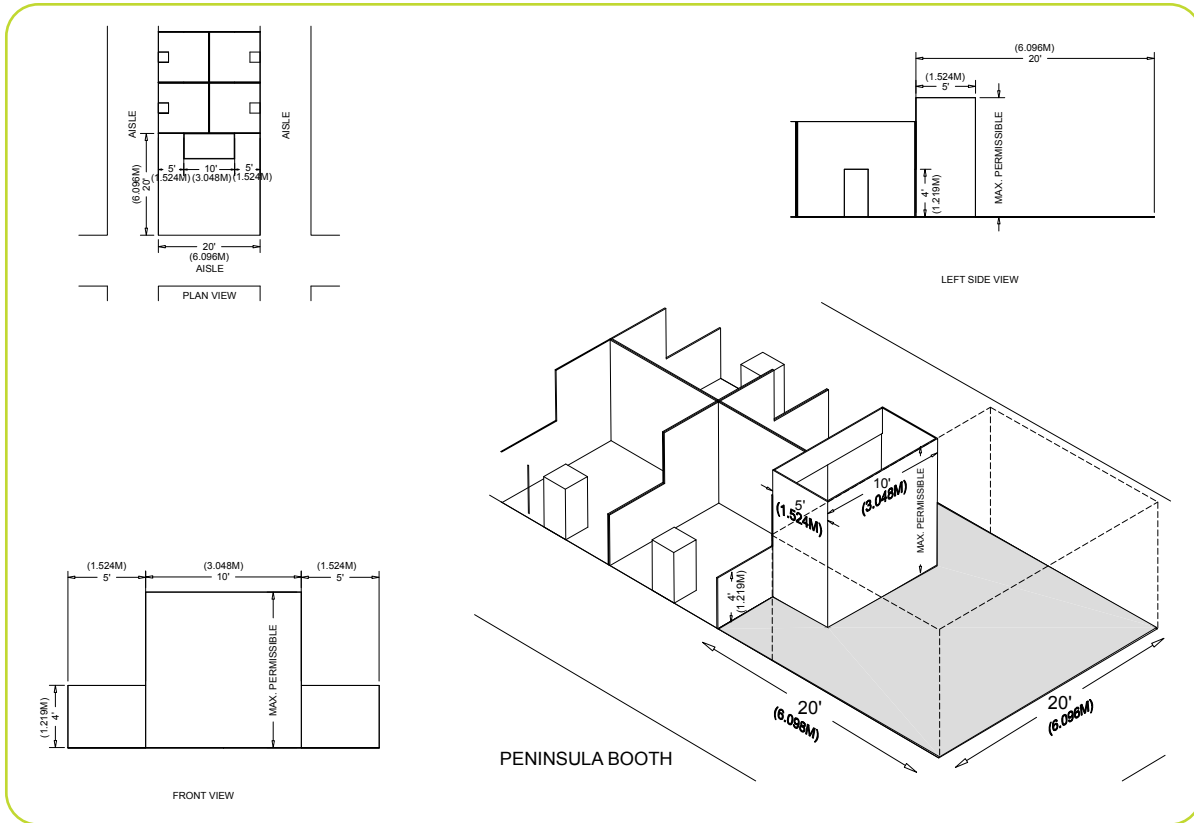


### Dimensions and Use of Space

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

## PENINSULA BOOTH

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

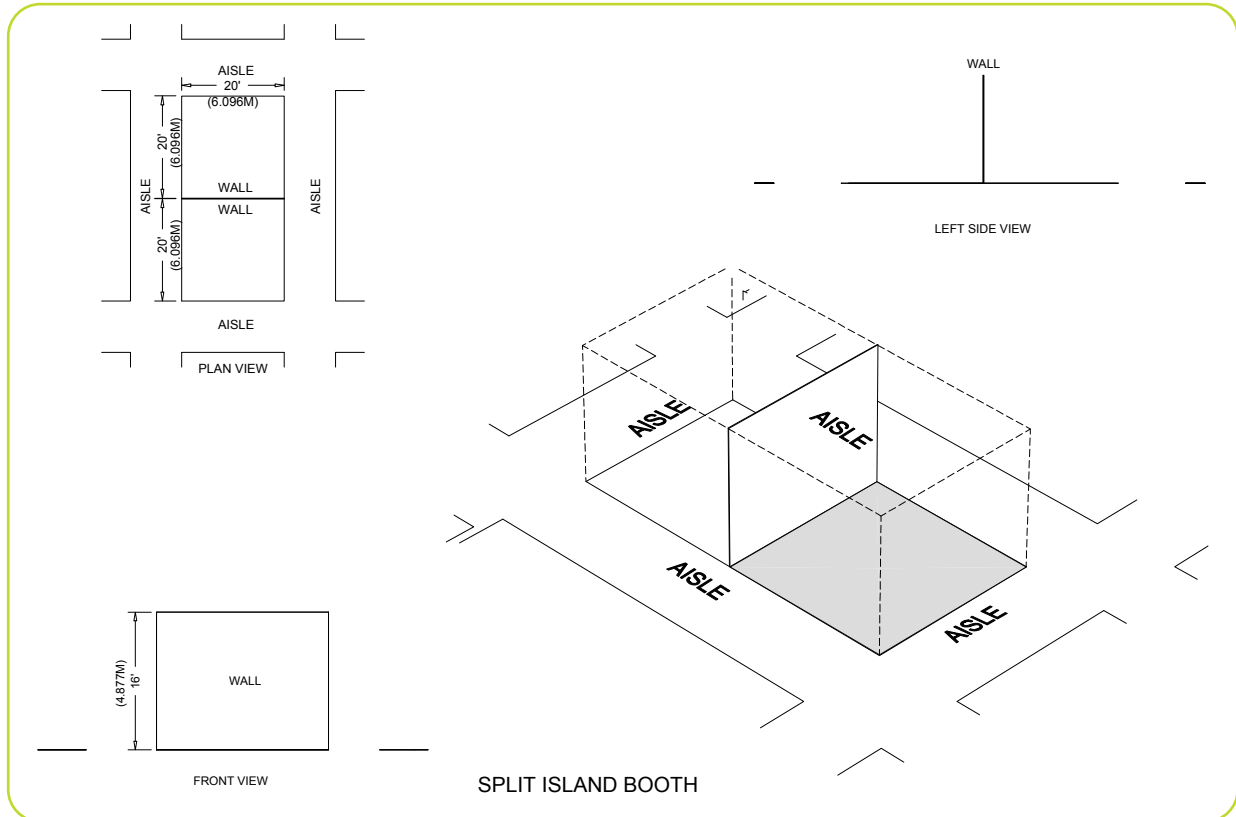


## Dimensions and Use of Space

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

## SPLIT ISLAND BOOTH

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



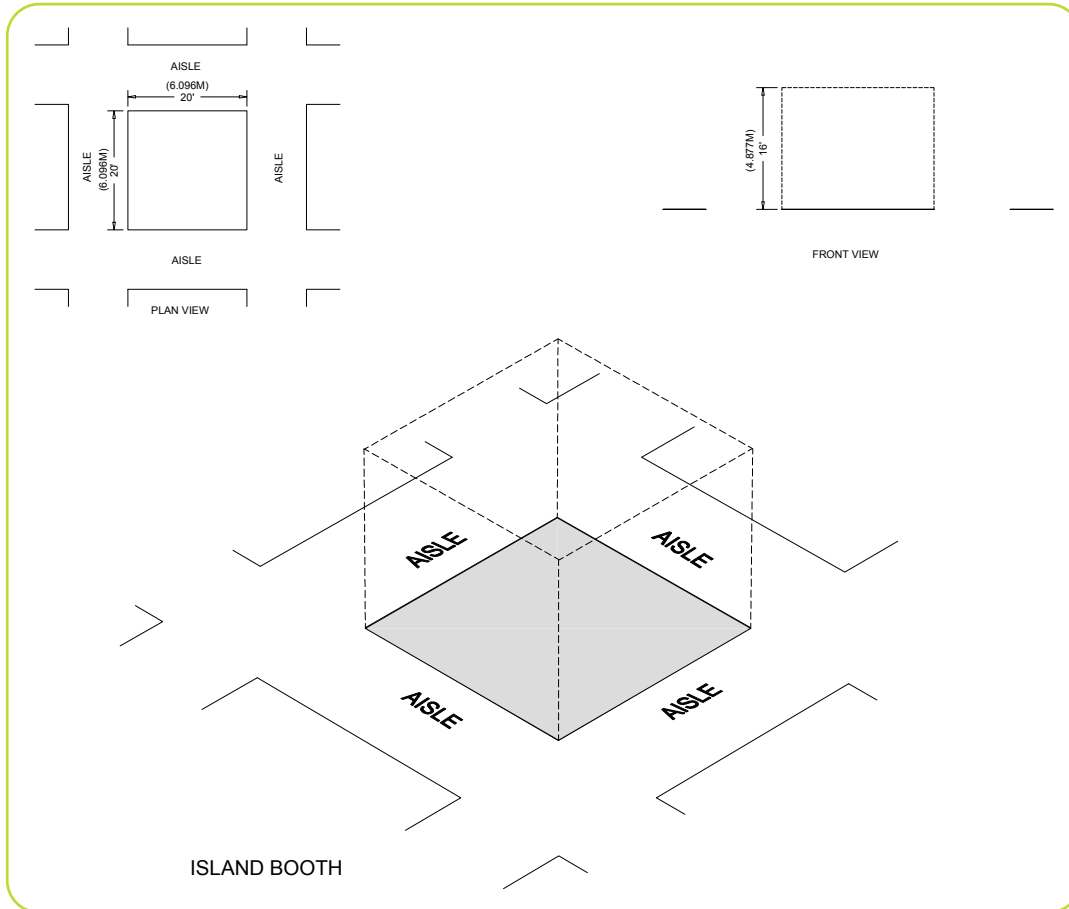
### Dimensions and Use of Space

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

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

## ISLAND BOOTH

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



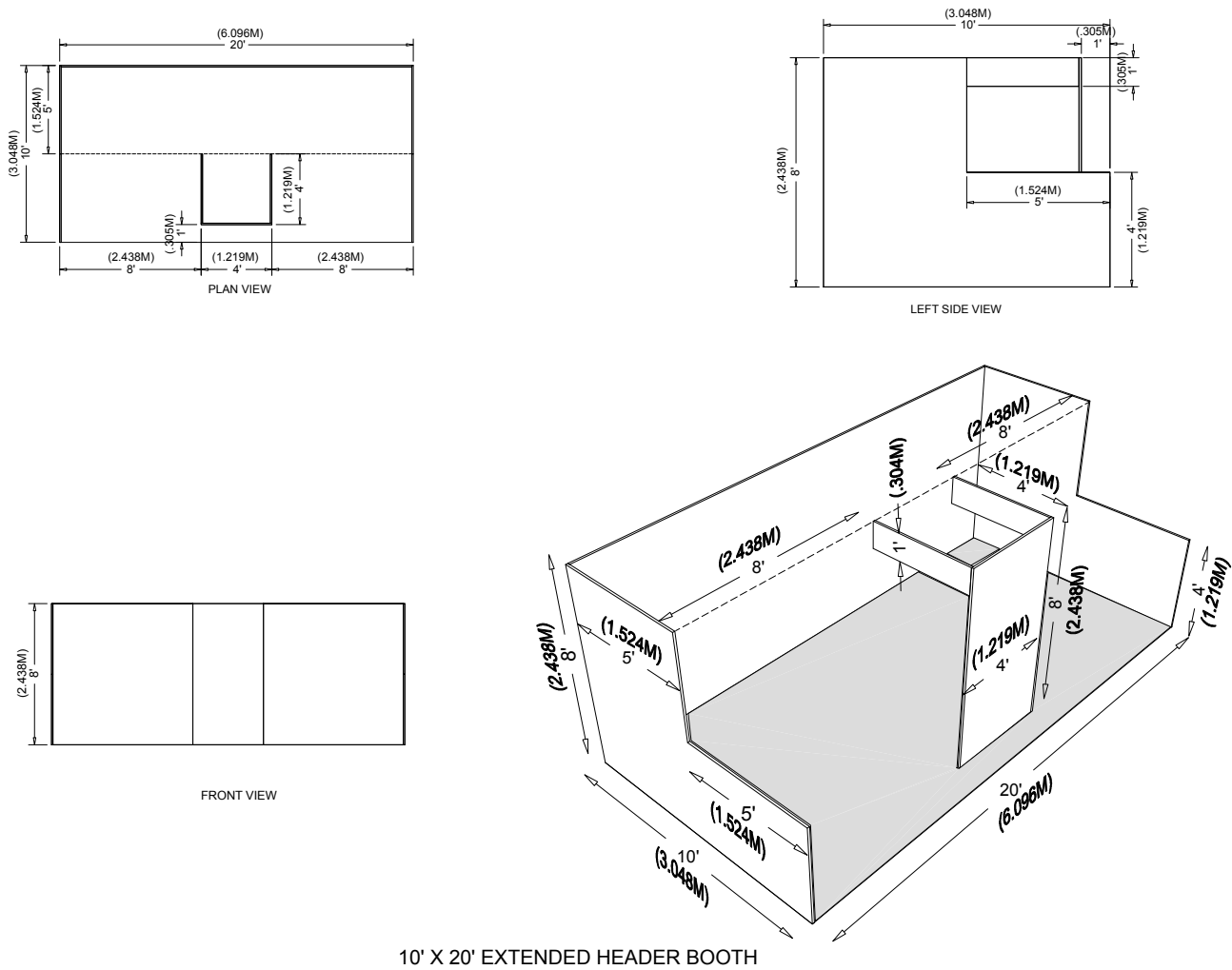
### Dimensions and Use of Space

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



## EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

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



### Dimensions and Use of Space

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

## CUBIC CONTENT STYLE

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

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

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

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

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

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

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

## OTHER IMPORTANT CONSIDERATIONS

### REMOTE-CONTROLLED DEVICES

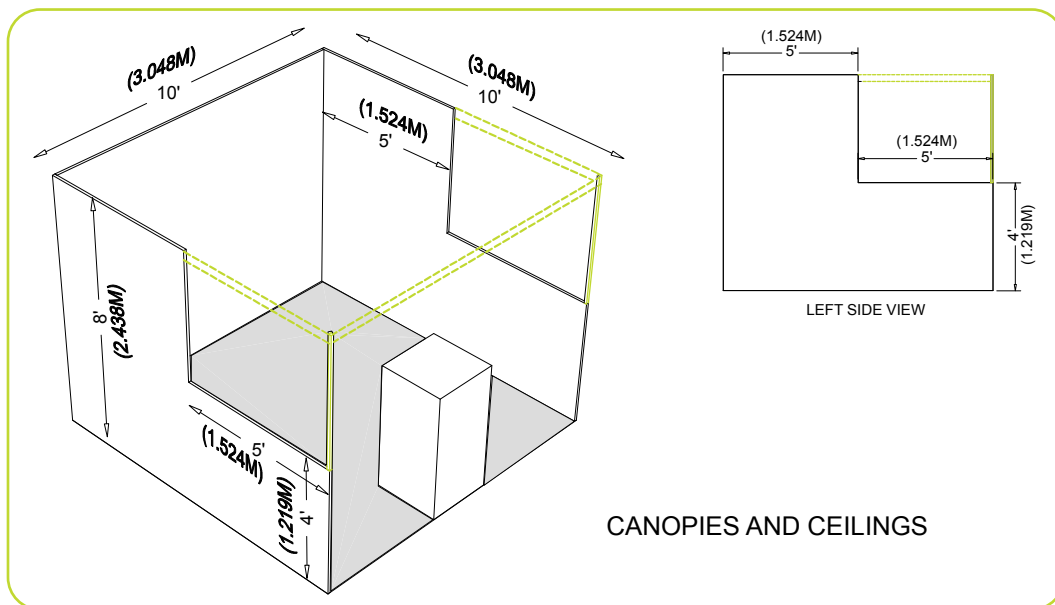
Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside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

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

## CANOPIES AND CEILINGS

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

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



## STRUCTURES AND TIE-OFFS

### Structures

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

### Tie-offs

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

## HANGING SIGNS AND GRAPHICS

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

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

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

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

## TEARDROP SIGNS AND TENTS

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

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

## TRUSS

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

## VIDEO DISPLAYS

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

## TOWERS AND MULTI-STORY EXHIBITS

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

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

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

## ISSUES COMMON TO ALL BOOTH TYPES

### U.S. AMERICANS WITH DISABILITIES ACT (ADA)

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

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

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

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

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

## **STRUCTURAL INTEGRITY**

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

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

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

## **FLAMMABLE AND TOXIC MATERIALS**

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

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

## **HAZARDOUS WASTE**

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

## **STORAGE**

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



## ELECTRICAL

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

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

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

## LIGHTING

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

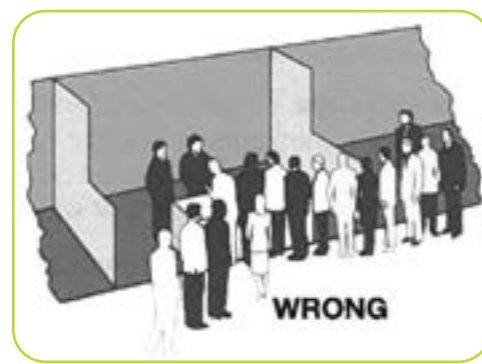
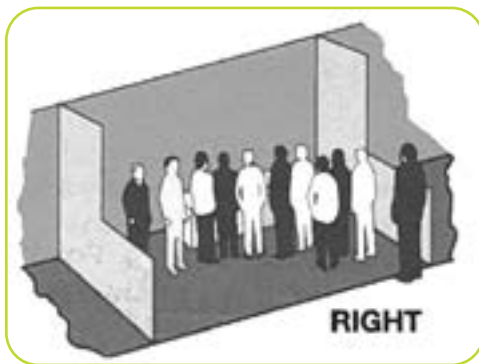
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

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

## DEMONSTRATIONS

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

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



## SOUND/MUSIC

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

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

## VEHICLES (FOR BOTH GAS AND ELECTRIC VEHICLES)

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

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

Below are a few common examples of display vehicle regulations:

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

## ADVISORY NOTES TO EXHIBITION ORGANIZERS

### FIRE EQUIPMENT

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

### HANGING SIGNS

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

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

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

## **HARDWALL BOOTHS**

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

## **PERIMETER OPENINGS**

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

## **PIPE AND DRAPE**

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

## **PRODUCT HEIGHT**

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

## **HEIGHT VARIANCES**

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

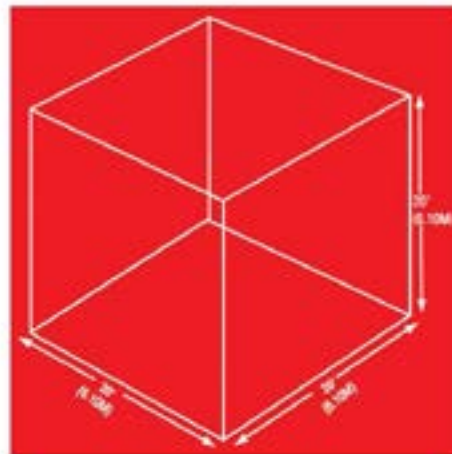
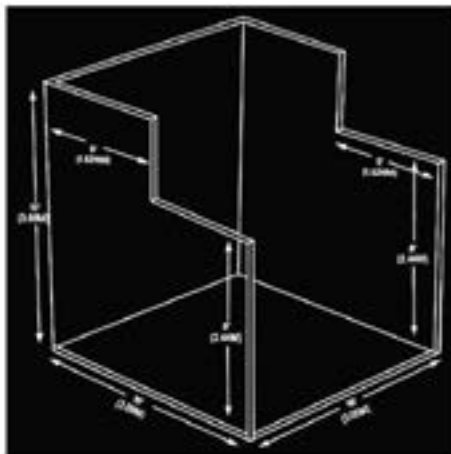
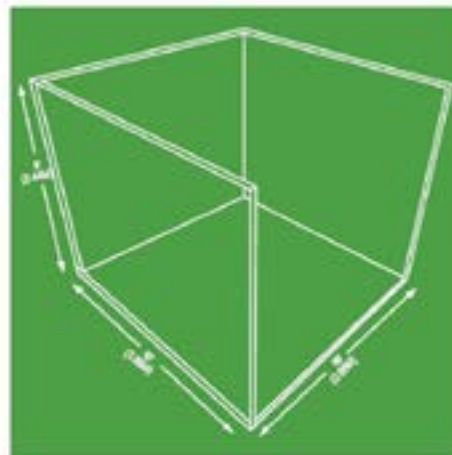
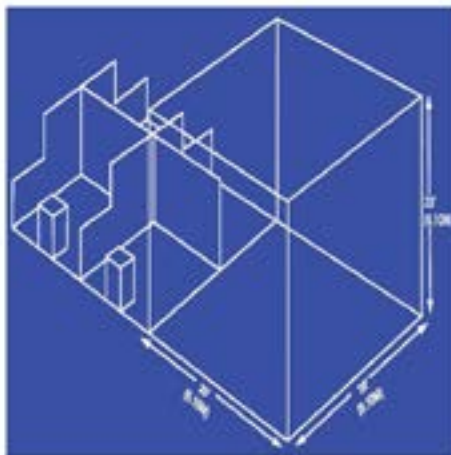
## **ENVIRONMENTAL RESPONSIBILITY**

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

APPENDIX



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



**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 Kiehyka, 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."

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

"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.

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

### 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.

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

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

## Linear Booth

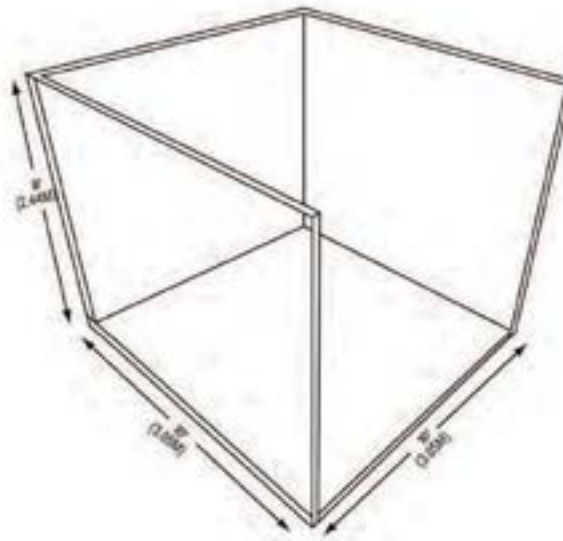
Linear Booths have only one side open to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. Floor covering is required in all rented space.

### 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.



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

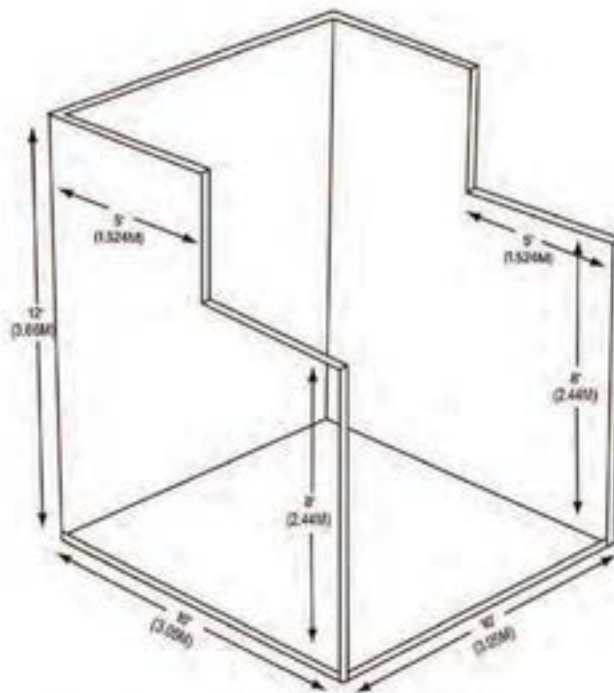
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

## 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 (3.68m).



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

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

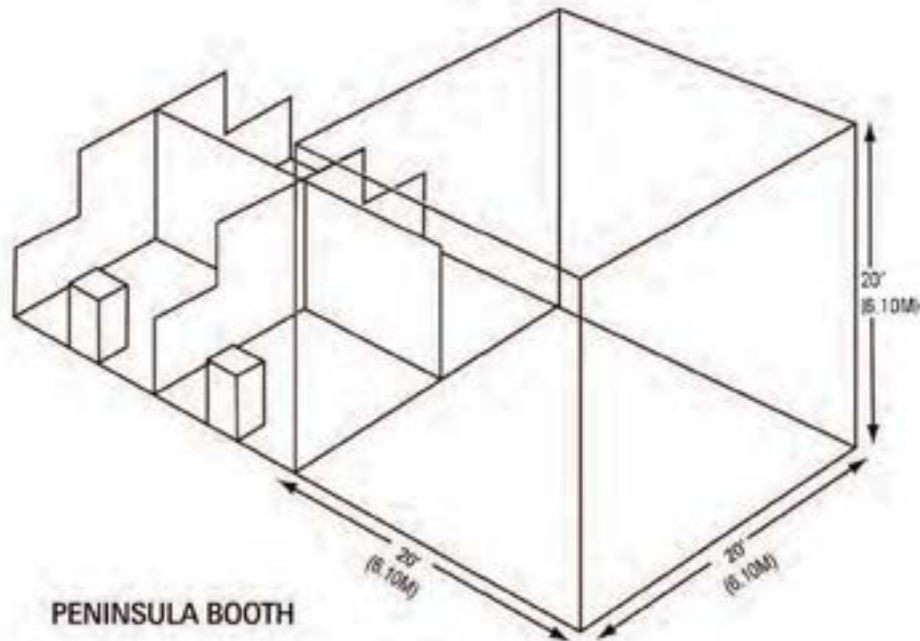
**Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)**

## 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.



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

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

## Island Booth

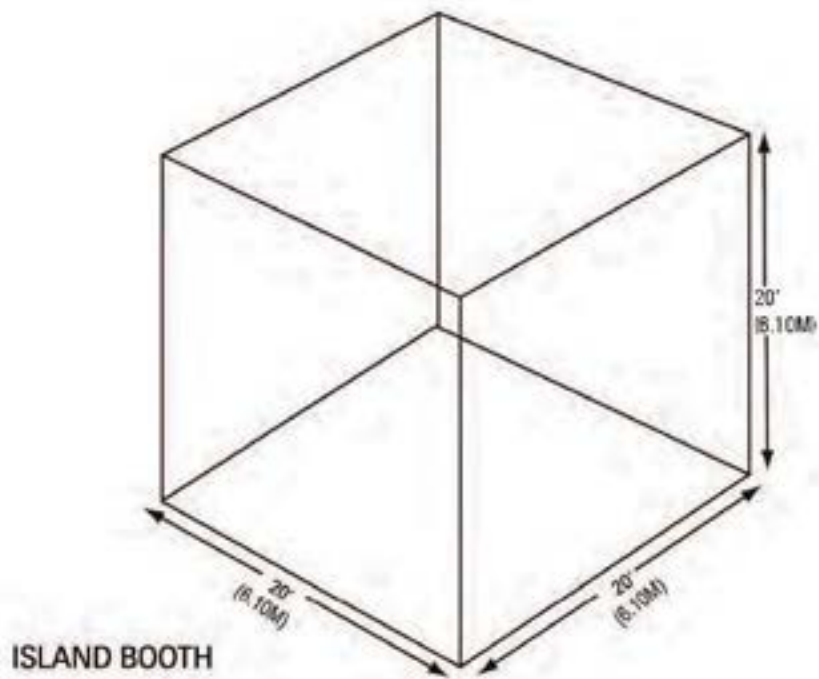
An Island Booth is any size booth exposed to aisles on all four sides. Floor covering is required in all rented space.

### 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.





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

IAEE appreciates the efforts of the Cubic Content Task Force in developing this White Paper:

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