Complete Exhibitor Kit

2022 PHILADELPHIA BIKE EXPO
PENNSYLVANIA CONVENTION CENTER - HALL E
PHILADELPHIA, PA
OCTOBER 29-30, 2022

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 215-418-2121
F: 609-485-2392

2022 Philadelphia Bike Expo
October 29-30, 2022
Pennsylvania Convention Center - Hall E
Philadelphia, PA

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Dear *Philly Bike Expo Exhibitors*,
We are so glad you will be joining us for the **2022 Philly Bike Expo!** After last year's incredible show, we cannot wait to do it again! We will be following all CDC, City and State guidelines to ensure the Expo is a safe environment for all. The health and safety of our exhibitors, attendees and volunteers is paramount.

I would like to highlight a few important details in order to make the move-in and move-out as seamless as possible. Directions to the loading dock, insurance requirements, host hotel and other pertinent exhibitor information can be found on our website at https://phillybikeexpo.com/exhibit/

Move-in:
-Set up for exhibitors is Friday, October 28th from 11:00AM - 6:00PM. If you set up on Saturday morning there is no use of the loading dock or rear doors.
-You may use the loading dock to bring in and set up your own booth provided you are not driving a commercial vehicle.

Electricity:
Electricity can be ordered by using the order form on pages 51 of the Exhibitor Services Kit or through the online order form. Basic electricity is $120 if ordered before October 7th. After that date the cost is $165.

Sales Tax:
If you are selling items at the Expo you are responsible for obtaining the appropriate business licenses and paying any applicable city and state taxes.

State Tax & Licensing
PA Department of Revenue District Office
110 N. 8th Street, Suite 204 A & B
Philadelphia, PA 19107
215-560-2056

City Tax & Licensing
City of Philadelphia Department of Revenue
Municipal Services Building
1401 John F. Kennedy Blvd
Concourse Level
Philadelphia, PA 19102
215-686-6600

General Tax Questions
PA Department of Revenue
Taxpayer Service & Information Center
717-787-1064

Online business license/tax application: www.pa100.state.pa.us
Online business tax information: www.revenue.state.pa.us

We greatly appreciate your participation in the 2022 Philly Bike Expo and look forward to seeing you in October!

Best regards,
Bina Bilenky
215-740-7068
bina@phillybikeexpo.com
http://www.phillybikeexpo.com

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PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232
WWW.VISTACS.COM

SHOW CONTACT INFORMATION

Dear Exhibitor:

Vista Convention Services is honored to have been selected as the Official Show Service Contractor for this Exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you!

All questions regarding the convention space assignments should be directed to:

2022 PHILADELPHIA BIKE EXPO
Bina Bilenky
Owner and Director of Operations
Tel: 215-740-7068
Email: bina@phillybikeexpo.com

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
Tel: (609) 485-2421
Fax: (609) 485-2392
email: orders@vistacs.com

Included in this service kit are order forms for various items you may require for your exhibit.
The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service. Please analyze and submit your order forms as early as possible.

Thank you!

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SHOW INFORMATION

BOOTH PACKAGE

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

10' x 10' booths **are equipped with the following. Additional equipment is available on the forms enclosed:**
8' high backwall - BLACK
3' high siderail - BLACK
1 - 6' draped table - BLACK
2 - side chairs
1 - wastebasket
1 - 7" x 44" ID SIGN

10' x 20' booths **are equipped with the following. Additional equipment is available on the forms enclosed:**
8' high backwall - BLACK
3' high siderail - BLACK
2 - 6' draped tables - BLACK
4 - side chairs
1 - wastebasket
1 - 7" x 44" ID SIGN

10' x 30' booths **are equipped with the following. Additional equipment is available on the forms enclosed:**
8' high backwall - BLACK
3' high siderail - BLACK
3- 6' draped tables - BLACK
6 - side chairs
1 - wastebasket
1 - 7" x 44" ID SIGN

Table Space/Non-Profit Table Space **is equipped with the following. Additional equipment is available on the forms enclosed:**
1 - 6' draped table - BLACK
2 - side chairs
1 - 7" x 44" ID SIGN

NOTE: EXHIBIT HALL FLOOR IS *NOT CARPETED*

INSTALLATION

FRIDAY	**OCTOBER 28, 2022**	**11:00 AM - 6:00 PM**

EXHIBIT HOURS

SATURDAY	**OCTOBER 29, 2022**	**10:00 AM - 5:00 PM**
SUNDAY	**OCTOBER 30, 2022**	**10:00 AM - 4:00 PM**

DISMANTLE

SUNDAY	**OCTOBER 30, 2022**	**4:00 PM - 8:00 PM**

****Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's Expense****

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PAYMENT & CREDIT CARD AUTHORIZATION FORM

Please complete the information requested & return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however; WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH VISTA CONVENTION SERVICES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

*Standard Booth Furnishings & Accessories .....$_____
*Custom Furnishings.....$_____
*Carpet/Carpet Padding .....$_____
Booth Cleaning.....$_____
*VCS Modular Rental Unit.....$_____
*Fabric Backwall Display Rental.....$_____
*Personal Protective Equipment.....$_____
Estimated Sign Hanging.....$_____
Estimated Rigging Labor.....$_____
Estimated Labor .....$_____
Monthly Long Term Storage .....$_____
Priority Empty Container Return.....$_____
Estimated Material Handling.....$_____

SUB TOTAL $_____
*ADD 8% PA SALES TAX $_____
NET AMOUNT DUE VISTA $_____

INDICATE PAYMENT METHOD:

Check #_____ Dated_____ Amount $_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account # | | | | | | | | | | | | | | | | |

Expiration Date | | | | | | |

CVV | | | |

Cardholder's Name_____
(Print or Type)
Cardholder's Address_____ City_____ State_____ Zip_____

Signature_____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

Company Name_____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____

Submit order with payment to: orders@vistacs.com before deadline date!

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PAYMENT & CREDIT CARD AUTHORIZATION
LIMITS OF LIABILITY & RESPONSIBILITY

1. **Vista Convention Services** shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

2. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by **Vista Convention Services** to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. **Vista Convention Services** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. **Vista Convention Services** liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event **Vista Convention Services** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. **Vista Convention Services** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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DISCOUNT DEADLINE DATE: OCTOBER 14, 2022

PAYMENT POLICIES

- Orders received without full payment or credit card information will ***NOT*** be processed.
- A credit card on file is ***required*** when using Vista Convention Services
- All charges ***must*** be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.

WIRE TRANSFER

- Bank information call Vista Convention Services ***(609) 485-2421*** or e-mail: ***dvenezia@vistacs.com***
- Wire transfers must be initiated and confirmed at least two weeks before move-in.
- Wire transfers must include the show name, company name and booth number.
- Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:
  - ⇒ ***Domestic incoming wire transfer fee: $25.00***
  - ⇒ ***International incoming wire transfer fee: $35.00***

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, ***unless otherwise noted on Order Form***. ***NO REFUNDS AFTER DEADLINE DATE***.
- ***NO*** adjustments will be made after close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate MUST accompany your order. This is NOT a resale certificate.
- ***NO*** adjustments for tax exempt status will be made after close of the show.

THIRD PARTY PAYMENT BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

MISCELLANEOUS

- ***NO*** telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "***Standard***" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.

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THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. ***Vista Convention Services*** will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME:_____ BOOTH#_____

CONTACT PERSON:_____ SIGNATURE:_____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

____All Services ____Booth Cleaning _____Material Handling/In and Out

____I&D Labor ____Rental Furniture & Carpet Other (Please specify)_____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION ****Information must be provided****

☐ **MasterCard** ☐ **Visa** ☐ **American Express** **Expiration Date** | | | | |

Account Number | | | | | | | | | | | | | | | | **CVV** | | | |

Cardholder's Signature_____ **Print Name**_____

Cardholder's Billing Address_____**City**_____**State**_____ **Zip**_____ **Country**_____

THIRD PARTY NAME:_____

CONTACT PERSON:_____ **SIGNATURE:**_____

SHOW SITE REPRESENTATIVE:_____

PHONE NUMBER:_____ **EMAIL:**_____

Submit order with payment to: orders@vistacs.com before deadline date!

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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

SEATING

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
____	Upholstered Arm Chair (**black only**)	$118.00	$153.50	____
____	Side Chair (**black only**)	95.00	123.50	____
____	Padded Stool (**black only**)	127.00	165.00	____

ACCESSORIES

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
____	Coffee Table (Rectangle-46"l x 24"w x 16"h)	107.00	139.00	____
____	Round Pedestal Table (30"h x 30"rd)	193.00	251.00	____
____	Round Pedestal Table (42"h x 30"rd)	228.00	297.00	____
____	Wastebasket	30.00	39.00	____
____	Easel	60.00	78.00	____
____	Chrome Sign Frame (22" x 28")	131.00	170.50	____
____	Bag Holder	174.00	226.50	____
____	8' Stanchion	42.00	55.00	____
____	Crossbar	42.00	55.00	____
____	Garment Rack	175.00	227.50	____
____	Literature Rack	232.00	302.00	____
____	3' Black Stanchion/Pull out Tape (7 1/2 ft. lengths)	74.00	96.50	____
____	8' Special Background	24.00ft.	31.50ft.	____
Circle color:	Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
____	3' Special Siderails	18.00ft.	23.50ft.	____
Circle color:	Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

DRAPED RISERS

White Vinyl

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	4' One Step	91.00	118.50	_____
_____	6' One Step	117.00	152.00	_____

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides
Circle color: **Blue Black Burgundy Purple Gray Red Teal White Hunter Green**
*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 30"	$153.00	$199.00	_____
_____	2' x 6' x 30"	188.00	244.50	_____
_____	2' x 8' x 30"	219.00	284.75	_____
_____	4th Side Drape	36.00	47.00	_____

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides
Circle color: **Blue Black Burgundy Purple Gray Red Teal White Hunter Green**
*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 42"	217.00	282.50	_____
_____	2' x 6' x 42"	234.00	304.50	_____
_____	2' x 8' x 42"	269.00	349.75	_____
_____	4th Side Drape	36.00	47.00	_____

UNDRAPED DISPLAY TABLES - 30" HIGH

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 30"	71.00	92.50	_____
_____	2' x 6' x 30"	81.00	105.50	_____
_____	2' x 8' x 30"	101.00	131.50	_____

UNDRAPED DISPLAY TABLES - 42" COUNTER HIGH

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 42"	88.00	114.50	_____
_____	2' x 6' x 42"	100.00	130.00	_____
_____	2' x 8' x 42"	117.00	152.00	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Sub Total $_____

Company Name_____ Booth #_____

Submit order with payment to: orders@vistacs.com before deadline date!

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Standard Carpet Inventory

Plush Booth Carpet—28oz

Table Skirt Colors

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CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

Price includes installation & taping front edge. ***NO*** guarantee of color match when ordering multiple carpets.

Qty.		Discount Rate	Standard Rate	Total
____	9'x 10'.....	244.00	317.50	_____
____	9'x 20'.....	488.00	635.00	_____
____	9'x 30'.....	732.00	952.50	_____
____	9'x 40'.....	976.00	1270.00	_____
____	9'x 50'.....	1220.00	1587.50	_____

Circle color: **Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper**

IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*

CANCELLATION POLICY: ***Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE***

CUSTOM CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:

_____ft.x _____ft. (100 sq. ft. minimum)……..…....$5.50 sq. ft. $7.15 sq. ft. _____

Circle color: **Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper**

****SEE CANCELLATION POLICY UNDER "PLUSH CARPET"****

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ft.x _____ft. (100 sq. ft. minimum)…….……....…….$2.45 sq. ft. $3.20 sq. ft. _____

CANCELLATION POLICY: ***Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE***

PLUSH CARPET - 28 OZ.

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

Orders MUST be received by the Deadline Date above to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate.

Carpet Size _____x_____=_____(calculate to the next full foot, 100 sq. ft. minimum)

QTY

_____Square feet (**100 sq.ft. minimum**)…….....$6.25 sq. ft. $8.10 sq. ft. _____

Circle Color: **Charcoal Gray * French Beige * White * Red * Colony Blue * Cream * Navy * Black**

CANCELLATION POLICY: ***Plush & Custom carpet cancelled after orders have been received will be charged at 100% of original price***

Sub Total $_____

Company Name_____Booth #_____

Submit order with payment to: orders@vistacs.com before deadline date!

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Custom Furniture Brochure

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www.vistacs.com

CUSTOM FURNISHINGS ORDER FORM

****SHOW SITE ORDERS WILL BE SUBJECT TO A 30% SURCHARGE ON STANDARD RATES****
SHOW SITE ORDERS WILL BE BASED ON AVAILABILITY

Item Number	QTY		Dimensions	Discount	Standard	Amount
Blanc (Pg. 3)						
18228-0847		Blanc Sofa	75”W x 35”D x 35”H	894.00	1161.00	
18167-0614		Blanc Loveseat	54”W x 35”D x 35”H	853.00	1109.00	
18284-0834		Blanc Chair	33”W x 35”D x 35”H	713.00	927.00	
18024-0072		Blanc Bench Ottoman	48”W x 24”D x 18”H	427.00	555.00	
18184-0274		Blanc Cube	17"Square	148.00	192.00	
Whisper (Pg. 3 & 4)						
18228-0607		Whisper White Leather Sofa	87"W x 37"D x 35"H	853.00	1109.00	
18167-0471		Whisper White Leather Loveseat	61"W x 37"D x 35"H	818.00	1064.00	
18284-0487		Whisper White Leather Chair	35"W x 37"D x 35"H	677.00	881.00	
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	378.00	491.00	
Function (Pg. 4)						
18284-0554		Function White Leather Armless Chair	28"Square x 29"H	456.00	592.00	
18066-0016		Function White Leather Corner	28"Square x 29"H	489.00	636.00	
Continental (Pg. 4 & 5)						
18303-0001		Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	880.00	1143.00	
18304-0001		Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	853.00	1109.00	
18296-0005		Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	378.00	491.00	
18184-0131		Continental White Leather Curved Bench	70"W x 26"D x 19"H	447.00	582.00	
18184-0132		Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	378.00	491.00	
Sophistication (Pg. 5)						
18228-0674		Sophistication White Leather Sofa	72"W x 31"D x 48"H	880.00	1143.00	
18167-0466		Sophistication White Leather Loveseat	48"W x 31"D x 48"H	594.00	773.00	
18284-0563		Sophistication White Leather Chair	27"W x 31"D x 48"H	447.00	582.00	
18066-0017		Sophistication White Leather Corner	31"Square x 48"H	447.00	582.00	
18184-0130		Sophistication White Leather Ottoman	31"Square x 19"H	336.00	437.00	
Boca (Pg. 6)						
18066-0026		Boca Black Leather Corner	27"W x 27"D x 30"H	489.00	636.00	
18284-0786		Boca Black Leather Armless	22"W x 27"D x 30"H	456.00	592.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
Metro (Pg. 6)						
18228-0602		Metro Black Leather Sofa	85"W x 35"D x 35"H	734.00	954.00	
18167-0467		Metro Black Leather Loveseat	60"W x 35"D x 35"H	707.00	919.00	
18284-0482		Metro Black Leather Chair	35"Square x 35"H	552.00	718.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
Suave Midnight (Pg. 7)						
18228-0085		Suave Midnight Sofa	77"W x 36"D x 33"H	643.00	836.00	
18167-0069		Suave Midnight Loveseat	54"W x 36"D x 33"H	558.00	725.00	
18284-0151		Suave Midnight Chair	32"W x 36"D x 33"H	419.00	545.00	
Grammercy (Pg. 7)						
18228-0605		Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	818.00	1064.00	
18167-0469		Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	713.00	927.00	
18284-0485		Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	456.00	592.00	
18066-0015		Grammercy Charcoal Leather Corner	36"Square x 36"H	524.00	681.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	378.00	491.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
Parma (Pg. 8)						
18228-0789		Parma Brown Leather Sofa	79"W x 37"D x 36"H	734.00	954.00	
18167-0577		Parma Brown Leather Loveseat	56"W x 37"D x 36"H	707.00	919.00	
18284-0710		Parma Brown Leather Chair	33"W x 37"D x 36"H	552.00	718.00	
18024-0061		Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
Montana Mocha (Pg. 8)						
18228-0784		Montana Mocha Sofa	79"W x 35"D x 34"H	691.00	898.00	
18167-0573		Montana Mocha Loveseat	57"W x 35"D x 34"H	607.00	789.00	
18284-0704		Montana Mocha Chair	35"Square x 34"H	468.00	609.00	
Madison (Pg. 9)						
18228-0823		Madison Sofa	86"W x 34"D x 34"H	853.00	1109.00	
18284-0794		Madison Chair	33"Wx 34"D x 34"H	497.00	646.00	
18184-0256		Madison Sky Bench	4"W x 24"D x 17"H	351.00	456.00	
18184-0252		Madison Ottoman - Willow	24"Square x 17"H	224.00	291.00	
18184-0253		Madison Ottoman - Sand Dollar	24"Square x 17"H	224.00	291.00	
18184-0254		Madison Ottoman - Apricot	24"Square x 17"H	224.00	291.00	
18184-0255		Madison Ottoman - Sunflower	24"Square x 17"H	224.00	291.00	
Chandler (Pg. 10)						
18228-0795		Chandler Red Leather Sofa	76"W x 37"D x 35"H	734.00	954.00	
18167-0581		Chandler Red Leather Loveseat	53"W x 37"D x 35"H	707.00	919.00	
18284-0717		Chandler Red Leather Chair	31"W x 37"D x 35"H	552.00	718.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
Evoke (Pg. 10 & 11)						
13229-0007		Evoke Sofa	81"W x 35"D x 27"H	1110.00	1443.00	
13041-0015		Evoke Chair	33"W x 35"D x 27"H	594.00	773.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
13054-0011		Evoke Cocktail Table	48"W x 24"D x 18"H	378.00	491.00	
13110-0009		Evoke End Table	24"W x 28"D x 25"H	336.00	437.00	
13110-0008		Evoke Cube	18"Square	238.00	310.00	
Niko (Pg. 11)						
18228-0858		Niko Sofa	81"W x 30"D x 38"H	908.00	1181.00	
18167-0622		Niko Loveseat	58"W x 30"D x 38"H	831.00	1079.00	
18284-0856		Niko Chair	31"W x 30"D x 38"H	691.00	898.00	
Stage Chairs (Pg. 11 & 12)						
18284-0478		Midnight Stage Chair	25"W x 26"D x 37"H	273.00	355.00	
18284-0477		Chamois Stage Chair	25"W x 26"D x 37"H	273.00	355.00	
18284-0476		Buckskin Stage Chair	25"W x 26"D x 37"H	273.00	355.00	
18284-0621		Empire Chair Black Leather	28"W x 32"D x 32"H	489.00	636.00	
18284-0564		Empire Chair White Leather	28"W x 32"D x 32"H	489.00	636.00	
05035-0028		Tulip Black Fabric Chair	26"W x 27"D x 35"H	295.00	383.00	
18284-0785		Monarch Chair - Bright White	28"Square x 30"H	313.00	406.00	
Ottomans & Benches (Pg. 12 & 13)						
18184-0131		Continental White Leather Curved Bench	70"W x 26"D x 19"H	447.00	582.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18024-0002		Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18024-0061		Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18184-0192		Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	524.00	681.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	378.00	491.00	
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	378.00	491.00	
18184-0028		Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	232.00	301.00	
18184-0030		Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	232.00	301.00	
18184-0256		Madison Sky Bench	4"W x 24"D x 17"H	351.00	456.00	
18184-0252		Madison Ottoman - Willow	24"Square x 17"H	224.00	291.00	
18184-0253		Madison Ottoman - Sand Dollar	24"Square x 17"H	224.00	291.00	
18184-0254		Madison Ottoman - Apricot	24"Square x 17"H	224.00	291.00	
18184-0255		Madison Ottoman - Sunflower	24"Square x 17"H	224.00	291.00	
Banquettes & Turning Beds (Pg. 13)						
18011-0011		Essentials White Banquette (2 pcs)	60"Round x 48"H	1110.00	1443.00	
18011-0001		Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	1110.00	1443.00	
18011-0002		Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	1110.00	1443.00	
02082-0033		Essentials White Leather Turning Bed	96"W x 48"D x 34"H	1334.00	1734.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
Cube Ottomans (Pg. 14)						
18184-0274		Blanc Cube	17"Square	148.00	192.00	
18184-0129		Cube Ottoman - White	18"Square	148.00	192.00	
18184-0128		Cube Ottoman - Black	18"Square	148.00	192.00	
18200-0001		Cube Ottoman - Red	18"Square	148.00	192.00	
18200-0002		Cube Ottoman - Green	18"Square	148.00	192.00	
18200-0003		Cube Ottoman - Blue	18"Square	148.00	192.00	
18200-0004		Cube Ottoman - Purple	18"Square	148.00	192.00	
Charged (Pg. 14 & 15)						
22100-0001		Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	1479.00	1923.00	
22051-0001		Boca Bright White Corner - Charged	27"W x 27"D x 30"H	558.00	725.00	
22050-0001		Boca Bright White Armless - Charged	22"W x 27"D x 30"H	517.00	672.00	
22001-0001		Aspen Bar Table - Charged	72"W x 26"D x 42"H	866.00	1127.00	
22002-0002		Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	489.00	636.00	
22200-0001		White Conference Table - Charged	96"W x 43"D x 30"H	1166.00	1515.00	
18284-0812		Patrice Tablet Chair	28"W x 30.5"D x 31"H	539.00	700.00	
22052-0001		Lincoln Bench - Charged	59"W x 39"D x 17"H	818.00	1064.00	
Occasional Tables (Pg. 15, 16, & 17)						
12107-0008		Tribeca End Table	24"W x 28"D x 22"H	266.00	345.00	
12230-0005		Tribeca Console Table	48"W x 18"D x 30"H	295.00	383.00	
12055-0008		Tribeca Cocktail Table	48"W x 28"D x 19"H	279.00	363.00	
18024-0010		Novel End Table	15"Square x 16"H	336.00	437.00	
18024-0011		Novel Cocktail Table	46"W x 15"D x 16"H	378.00	491.00	
99-12304-05		Aria Red End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12050-05		Aria Red Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-03		Aria Green End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12050-03		Aria Green Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-06		Aria Blue End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12050-06		Aria Blue Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-04		Aria Purple End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12050-04		Aria Purple Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-01		Aria White End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12305-01		Aria White Console Table	44"W x 20"D x 30"H	295.00	383.00	
99-12050-01		Aria White Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-02		Aria Charcoal End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12305-02		Aria Charcoal Console Table	44"W x 20"D x 30"H	295.00	383.00	
99-12050-02		Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
12107-0512		Fuze End Table	24"Square x 23"H	288.00	374.00	
12055-0453		Fuze Cocktail Table	40"Square x 16"H	322.00	419.00	
12230-0116		Fuze Console Table	60"W x 16"D x 34"H	351.00	456.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
12107-0493		London End Table	24"Square x 23"H	288.00	374.00	
12230-0110		London Console Table	60"W x 16"D x 34"H	351.00	456.00	
12055-0428		London Cocktail Table	40"Square x 16"H	322.00	419.00	
12107-0494		Brooklyn II Square End Table	22"W X 22"D X 20"H	245.00	318.00	
12107-0495		Brooklyn II Round End Table	20"Round X 20"H	245.00	318.00	
12055-0429		Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	273.00	355.00	
12055-0430		Brooklyn II Round Cocktail Table	30"Round X 16"H	273.00	355.00	
12107-0282		Vivid End Table	26"Square x 21"H	266.00	345.00	
12230-0081		Vivid Console Table	50"W x 24"D x 30"H	295.00	383.00	
12055-0273		Vivid Cocktail Table	50"W x 24"D x 16"H	279.00	363.00	
12107-0331		Club End Table w/ Built-in LED Lighting	22"Square x 18"H	336.00	437.00	
12055-0318		Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	378.00	491.00	
12003-0038		Rose Table	17"Round x 17"H	295.00	383.00	
12003-0039		Zanzibar Table	17"Square	295.00	383.00	
12107-0296		Cube, Black 24" End Table	24"Square x 21"H	273.00	355.00	
12107-0297		Cube, White 24" End Table	24"Square x 21"H	273.00	355.00	
12055-0285		Cube, Black 24" Cocktail Table	24"Square x 16"H	266.00	345.00	
12055-0286		Cube, White 24" Cocktail Table	24"Square x 16"H	266.00	345.00	
12003-0056		Phoebe Table - Yellow	17"Round x 22"H	176.00	229.00	
12003-0052		Phoebe Table - Lime Green	17"Round x 22"H	176.00	229.00	
12003-0053		Phoebe Table - Rose	17"Round x 22"H	176.00	229.00	
12003-0051		Phoebe Table - Gold	17"Round x 22"H	176.00	229.00	
12003-0074		Phoebe Table - Teal	17"Round x 22"H	176.00	229.00	
12107-0467		Hylton Tablet Table	18"W x 12"D x 28"H	238.00	310.00	
Bars & Bar Backs (Pg. 18)						
05012-0026		VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	969.00	1260.00	
05012-0024		VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	818.00	1064.00	
05012-0053		Black Bar - 2 Shelf	48"W x 16"D x 42"H	447.00	576.00	
05012-0054		White Bar - 2 Shelf	48"W x 16"D x 42"H	447.00	576.00	
12112-0010		Blox Bar Back	30"W x 16"D x 86"H	558.00	725.00	
05001-0017		Piazza Bar Back - Black	44"W x 12"D x 80"H	525.00	683.00	
05001-0018		Piazza Bar Back - White	44"W x 12"D x 80"H	525.00	683.00	
Bar Stools (Pg. 19 & 20)						
05237-0264		Vienna Stool - Gray	17"Square x 39"H	279.00	363.00	
05237-0263		Vienna Stool - Orange	17"Square x 39"H	279.00	363.00	
05237-0262		Vienna Stool - Teal	17"Square x 39"H	279.00	363.00	
05237-0038		Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	251.00	327.00	
05237-0039		Criss Cross Bar Stool - White	15"W x 19"D x 41"H	251.00	327.00	
05237-0036		Escape Bar Stool - Natural Maple	16"Square x 41"H	210.00	273.00	
99-05237-01		Silk Back Bar Stool - Black	17"W x 18"D x 42"H	238.00	310.00	
99-05237-02		Silk Back Bar Stool - White	17"W x 18"D x 42"H	238.00	310.00	
99-05237-06		Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	238.00	310.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
99-05237-03		Silk Back Bar Stool - Green	17"W x 18"D x 42"H	238.00	310.00	
99-05237-04		Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	238.00	310.00	
99-05237-05		Silk Back Bar Stool - Red	17"W x 18"D x 42"H	238.00	310.00	
05237-0221		Euro Bar Stool - Black	22"W x 24"D x 42"H	251.00	327.00	
05237-0270		Hourglass Bar Stool - Black	18"W x 20"D x 43"H	259.00	337.00	
05237-0271		Hourglass Bar Stool - White	18"W x 20"D x 43"H	259.00	337.00	
05237-0160		Equino Bar Stool - Black	15"W x 13"D x 35"H	259.00	337.00	
05237-0041		Equino Bar Stool - White	15"W x 13"D x 35"H	259.00	337.00	
05237-0298		Clara Stool	17"W x 21"D x 41"H	264.00	343.00	
05237-0215		Marcus Bar Stool - Gunmetal	18"Square x 29"H	190.00	247.00	
05237-0156		Regal Stool - Brown Leather	19"W x 24"D x 45"H	259.00	337.00	
05237-0169		Caprice Bar Stool - Black	25"W x 26"D x 44"H	259.00	337.00	
05237-0042		Sonic Bar Stool - Black	22"W x 23"D x 42"H	231.00	300.00	
05237-0300		Nexus Stool	19"W x 20"D x 44"H	217.00	282.00	
Café Chairs (Pg. 20, 21 & 22)						
05035-0032		Vienna Chair - Gray	21"Square x 32"H	176.00	229.00	
05035-0031		Vienna Chair - Orange	21"Square x 32"H	176.00	229.00	
05035-0030		Vienna Chair - Teal	21"Square x 32"H	176.00	229.00	
99-05035-10		Silk Back Armless Chair - Black	17"W x 18"D x 34"H	148.00	192.00	
99-05035-11		Silk Back Armless Chair - White	17"W x 18"D x 34"H	148.00	192.00	
99-05035-15		Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	148.00	192.00	
99-05035-12		Silk Back Armless Chair - Green	17"W x 18"D x 34"H	148.00	192.00	
99-05035-13		Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	148.00	192.00	
99-05035-14		Silk Back Armless Chair - Red	17"W x 18"D x 34"H	148.00	192.00	
05035-0008		Leslie Chair - White	17"W x 21"D x 31"H	133.00	173.00	
05035-0010		Criss Cross Chair - Espresso	17"W x 21"D x 35"H	168.00	218.00	
05035-0011		Criss Cross Chair - White	17"W x 21"D x 35"H	168.00	218.00	
05035-0023		Elio Chair	17"Square x 33"H	148.00	192.00	
14233-0025		Caprice Chair - Black	25"W x 24"D x 32"H	148.00	192.00	
14233-0005		Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	204.00	265.00	
14233-0006		Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	190.00	247.00	
05221-0039		Regal Dining Chair - Brown	19"W x 23"D x 38"H	210.00	273.00	
14233-0016		Sonic Chair - Black	20"W x 21"D x 32"H	148.00	192.00	
05035-0050		Nexus Chair	19”W x 22”D x 32”H	176.00	229.00	
05035-0051		Clara Chair	18"W x 21"D x 35"H	168.00	218.00	
05035-0052		Colin Chair	22”W x 19”D x 33”H	148.00	192.00	
Bar Tables (Pg. 22, 23, & 24)						
99-05245-01		Euro Bar Table Black/Black 30" Round	30"Round x 42"H	266.00	345.00	
99-05245-02		Euro Bar Table Black/Black 36" Round	36"Round x 42"H	273.00	355.00	
99-05245-04		Silk Bar Table Black/Chrome 30” Round	30"Round x 42"H	266.00	345.00	
99-05245-05		Silk Bar Table Black/Chrome 36” Round	36"Round x 42"H	273.00	355.00	
99-05245-14		City Bar Table Maple/Black 30" Round	30"Round x 42"H	266.00	345.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
99-05245-15		City Bar Table Maple/Black 36” Round	36"Round x 42"H	273.00	355.00	
99-05245-07		Park Ave Bar Table Maple/Chrome 30” Round	30"Round x 42"H	266.00	345.00	
99-05245-08		Park Ave Bar Table Maple/Chrome 36” Round	36"Round x 42"H	273.00	355.00	
99-05245-16		Summit Bar Table White/Black 30” Round	30"Round x 42"H	266.00	345.00	
99-05245-17		Summit Bar Table White/Black 36” Round	36"Round x 42"H	273.00	355.00	
99-05245-10		Blanco Bar Table White/Chrome 30” Round	30"Round x 42"H	266.00	345.00	
99-05245-11		Blanco Bar Table White/Chrome 36” Round	36"Round x 42"H	273.00	355.00	
99-05245-22		Fuze Bar Table	36"Square x 42"H	300.00	391.00	
99-05245-12		Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	266.00	345.00	
99-05245-13		Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	412.00	536.00	
99-05245-20		Spectrum Bar Table Red	24"Square x 42"H	288.00	374.00	
99-05245-21		Spectrum Bar Table Blue	24"Square x 42"H	288.00	374.00	
99-05245-18		Spectrum Bar Table Purple	24"Square x 42"H	288.00	374.00	
99-05245-19		Spectrum Bar Table Green	24"Square x 42"H	288.00	374.00	
05012-0002		Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	378.00	491.00	
05202-0049		Zinc Bar Table	24"Round x 42"H	399.00	519.00	
05204-0001		Aspen Bar Table	72"W x 26"D x 42"H	740.00	963.00	
Café Tables (Pg. 24 & 25)						
99-05036-01		Euro Café Table Black/Black 30” Round	30"Round x 30"H	266.00	345.00	
99-05036-02		Euro Café Table Black/Black 36” Round	36"Round x 30"H	273.00	355.00	
99-05036-04		Silk Café Table Black/Chrome 30” Round	30"Round x 30"H	266.00	345.00	
99-05036-05		Silk Café Table Black/Chrome 36” Round	36"Round x 30"H	273.00	355.00	
99-05036-07		Park Ave Café Table Maple/Chrome 30” Round	30"Round x 30"H	266.00	345.00	
99-05036-08		Park Ave Café Table Maple/Chrome 36” Round	36"Round x 30"H	273.00	355.00	
99-05036-14		City Café Table Maple/Black 30” Round	30"Round x 30"H	266.00	345.00	
99-05036-15		City Café Table Maple/Black 36” Round	36"Round x 30"H	273.00	355.00	
99-05036-16		Summit Café Table White/Black 30” Round	30"Round x 30"H	266.00	345.00	
99-05036-17		Summit Café Table White/Black 36” Round	36"Round x 30"H	273.00	355.00	
99-05036-10		Blanco Café Table White/Chrome 30” Round	30"Round x 30"H	266.00	345.00	
99-05036-11		Blanco Café Table White/Chrome 36” Round	36"Round x 30"H	273.00	355.00	
99-05036-22		Fuze Café Table	36"Square x 30	300.00	391.00	
99-05036-12		Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	266.00	345.00	
99-05036-13		Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	412.00	536.00	
99-05036-20		Spectrum Café Table Red	24"Square x 29"H	288.00	374.00	
99-05036-21		Spectrum Café Table Blue	24"Square x 29"H	288.00	374.00	
99-05036-18		Spectrum Café Table Purple	24"Square x 29"H	288.00	374.00	
99-05036-19		Spectrum Café Table Green	24"Square x 29"H	288.00	374.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	635.00	826.00	
05088-0505		Brio Dining Table	96”W x 48”D x 30”H	853.00	1109.00	
Office Seating (Pg. 26 & 27)						
14136-0002		Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	344.00	437.00	
14176-0007		Tamiri Black Leather Mid Back Chair	27"Square x 39"H	295.00	383.00	
14128-0002		Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	273.00	355.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
14136-0081		Accord Black Leather High Back	25"Square x 44"H	441.00	573.00	
14136-0010		Accord White Leather High Back	25"Square x 44"H	441.00	573.00	
14250-0013		Goal Black Task Chair With Arms	25"Square x 39"H	224.00	291.00	
14250-0014		Goal Black Task Chair Armless	21"W x 25"D x 39"H	204.00	265.00	
14136-0080		Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	295.00	383.00	
14176-0046		Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	273.00	355.00	
14128-0096		Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	264.00	343.00	
14307-0003		Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	238.00	310.00	
14307-0004		Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	224.00	291.00	
Conference Tables (Pg. 27)						
14062-0105		42" Round Conference Table - Black	42" Round x 29"H	371.00	482.00	
14062-0106		42" Round Conference Table - Mahogany	42" Round x 29"H	371.00	482.00	
14062-0224		Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	629.00	818.00	
14062-0220		Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	629.00	818.00	
14062-0281		Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	663.00	861.00	
14062-0225		Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	677.00	881.00	
14062-0226		Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	677.00	881.00	
14062-0282		Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	713.00	927.00	
Office Furniture (Pg. 28 & 29)						
14309-0001		Computer Kiosk - Black	24"Square x 42"H	545.00	709.00	
14179-0005		Computer Kiosk - White	24"Square x 42"H	545.00	709.00	
14029-0098		5 Shelf Bookcase - Black	36"W x 12"D x 72"H	524.00	681.00	
14029-0091		5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	524.00	681.00	
14072-0108		Black Credenza	60"W x 20"D x 29"H	489.00	636.00	
14083-0105		Black Double Pedestal Desk	60"W x 30"D x 29"H	558.00	725.00	
14072-0038		Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	489.00	636.00	
14072-0039		Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	489.00	636.00	
14083-0117		Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	580.00	754.00	
05088-0365		Vivid Café - Square Table Glass	42"Square x 30"H	456.00	592.00	
05088-0364		Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	524.00	681.00	
05088-0498		Brooklyn II Rect Dining Table	60"W x 36”D x 30”H	545.00	709.00	
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	427.00	555.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	635.00	826.00	
05088-0505		Brio Dining Table	96”W x 48”D x 30”H	853.00	1109.00	
Metal File & Storage Cabinets (Pg. 30)						
14148-0001		2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	183.00	237.00	
14147-0001		2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	238.00	310.00	
14148-0002		4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	246.00	319.00	
14147-0002		4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	273.00	355.00	
14143-0006		2 Drawer Lateral File - Black	36"W x 18"D x 27"H	246.00	319.00	
14143-0144		2 Drawer Lateral File - Black	36"W x 20"D x 29"H	246.00	319.00	
14143-0008		4 Drawer Lateral File - Black	36"W x 18"D x 54"H	300.00	391.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
14034-0015		Storage Cabinet - Black	36"W x 18"D x 72"H	300.00	391.00	
Pedestals (Pg. 31)						
12091-0023		Display Pedestal 14" x 42" Black	14"Square x 42"H	363.00	473.00	
12091-0004		Display Pedestal 24" x 42" Black	24"Square x 42"H	441.00	573.00	
12091-0002		Display Pedestal 18" x 42" Black	18"Square x 42"H	405.00	527.00	
12091-0030		Display Pedestal 14" x 42" White	14"Square x 42"H	363.00	473.00	
12091-0024		Display Pedestal 14" x 36" Black	14"Square x 36"H	308.00	400.00	
12091-0034		Display Pedestal 24" x 36" Black	24"Square x 36"H	441.00	573.00	
12091-0031		Display Pedestal 14" x 36" White	14"Square x 36"H	308.00	400.00	
12091-0033		Display Pedestal 24" x 36" White	24"Square x 36"H	441.00	573.00	
12091-0025		Display Pedestal 14" x 30" Black	14"Square x 30"H	288.00	374.00	
12091-0003		Display Pedestal 24" x 30" Black	24"Square x 30"H	419.00	545.00	
12091-0001		Display Pedestal 18" x 30" Black	18"Square x 30"H	294.00	382.00	
12091-0032		Display Pedestal 14" x 30" White	14"Square x 30"H	288.00	374.00	
12091-0055		Fuze Pedestal	16"Square x 44"H	300.00	391.00	
12091-0043		London Pedestal	16"Square x 44"H	300.00	391.00	
14309-0001		Locking Pedestal Black	24” Square x 42”H	545.00	709.00	
14179-0005		Locking Pedestal White	24” Square x 42”H	545.00	709.00	
Miscellaneous Items (Pg. 32)						
14189-0066		Stanchion Chrome	41"H	85.00	110.00	
11526-0001		Stanchion Rope - Red Velour	6' L	43.00	56.00	
14308-0009		Literature Stand - Black	15"W x 12"D x 53.5"H	204.00	265.00	
14308-0010		Literature Stand - Aluminum	15"W x 12"D x 53.5"H	204.00	265.00	
14308-0005		Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	210.00	273.00	
01209-0003		Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	378.00	491.00	
Lighting (Pg. 33)						
09417-0001		Brushed Steel Table Lamp - White	26"H	149.00	194.00	
09392-0001		Brushed Steel Floor Lamp - White	66"H	204.00	265.00	
09417-0001		Brushed Nickel Table Lamp - White	29"H	149.00	194.00	
09392-0001		Brushed Nickel Floor Lamp - White	60"H	204.00	265.00	
09417-0001		Rubbed Bronze Table Lamp - White	28"H	149.00	194.00	
09392-0001		Rubbed Bronze Floor Lamp - White	60"H	204.00	265.00	
09392-0001		Neutrino Steel Floor Lamp - Steel	67"H	190.00	247.00	

Custom Furniture Brochure

SUBTOTAL: $_____

COMPANY NAME: _____ **BOOTH NUMBER: _____**

Submit order with payment to: Orders@vistacs.com before deadline date!

2022 PHILADELPHIA BIKE EXPO
PENNSYLVANIA CONVENTION CENTER
HALL E
PHILADELPHIA, PA
OCTOBER 29-30, 2022

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
P: 609-485-2421
F: 609-485-2392
WWW.VISTACS.COM

DEADLINE DATE: OCTOBER 7, 2022

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display……$2625.00

VCS F-20 / 20'w x 8'tall Full Graphic Display…….$3550.00

All labor to install & dismantle displays are included in rental price. Approved graphics *MUST* be received 30 days prior to first day of set-up.

***RENTAL UNIT OPTIONAL ACCESSORIES*:**

10' Unit 2 lights_____ $65.00

20' Unit 4 lights_____$125.00

1 Meter Counter w/front graphic panel_____$395.00

2 Meter Counter w/front graphic panel_____$550.00

***Power is *NOT* included in rental of lights. Exhibitor must order basic power from Facility.**
*****ALL Displays cancelled after orders have been received will be charged at 100% of original price.*****

Sub Total $_____

Company Name_____Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!

2022 PHILADELPHIA BIKE EXPO
PENNSYLVANIA CONVENTION CENTER
HALL E
PHILADELPHIA, PA
OCTOBER 29-30, 2022

DEADLINE DATE: OCTOBER 7, 2022

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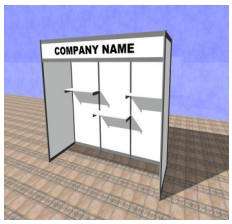
VCS MODULAR RENTAL UNITS

☐ **VCS A-10 Unit contains:**
- (3) Shelves
- (6) Brackets

** Check One*
____**White Panel**
____**Blue**
____**Gray**

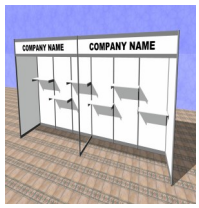
Price: $1995.00



☐ **VCS B-20 Unit contains:**
- (6) Shelves
- (12) Brackets

** Check One*
____**White Panel**
____**Blue**
____**Gray**

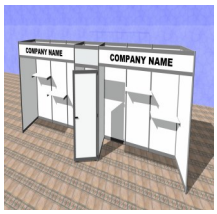
Price: $3500.00



☐ **VCS C-20 Unit contains:**
- Locking Storage Unit
- (4) Shelves
- (8) Brackets

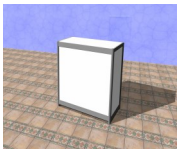
** Check One*
____**White Panel**
____**Blue**
____**Gray**

Price: $3850.00



COUNTERS:

	Qty.	Price	Total
40”L x 42” H x 22”W	____	***$340.00***	_____
80”L x 42” H x 22”W	____	***$430.00***	_____



Counter Colors: (*check one)
____White ____Blue ____Gray

OPTIONAL RENTAL ACCESSORIES:

Side Rail (each)	____	***$110.00***	_____
Extra Shelves (1) shelf & (2) brackets	____	***$58.50***	_____

ALL UNITS INCLUDE:
***STANDARD HEADER COPY**
***LIGHTS (Does NOT include outlet)**

Custom Graphics & Custom Units are available!
Please call Vista Convention Services for pricing.

HEADER COPY:

CANCELLATION POLICY: ***ALL Units cancelled after orders have been received will be charged at 100% of original price.***

Sub Total $_____

Company Name_____ Booth #_____

Submit order with payment to: orders@vistacs.com before deadline date!

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DEADLINE DATE: OCTOBER 14, 2022

BOOTH CLEANING ORDER FORM

Price is based on total square footage of your booth space.

INDICATE YOUR REQUIREMENTS:

☐ **Daily - Vacuuming (2 DAYS)** .....$.46 per sq. ft.

☐ **Once - Vacuuming before initial opening**.....$.50 per sq. ft.

SIZE OF BOOTH_____x_____ =_____ SQ. FT. x RATE: _____ x NO. OF DAYS:_____ = $_____
(MINIMUM CHARGE: 100 SQ. FT. PER DAY)

Porter Service……Rates on Request

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All Charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard, and American Express are accepted.

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Sub Total $_____

Company Name_____Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!

2022 PHILADELPHIA BIKE EXPO
PENNSYLVANIA CONVENTION CENTER
HALL E
PHILADELPHIA, PA
OCTOBER 29-30, 2022

DISCOUNT DEADLINE DATE: OCTOBER 14, 2022

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PERSONAL PROTECTIVE EQUIPMENT ORDER FORM

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Individual PPE Booth Safety Items

Qty	Item Description	Advance Rate	Standard Price	Amount
_____	25ct. Pack of 3 Ply Face Masks	$15.00	$20.00	$_____
_____	100ct. Packs of Sanitizing Wipes	$15.00	$20.00	$_____
_____	20ct. Pack of Sanitizing Wipes	$8.00	$12.00	$_____
_____	20” Sq. Social Distancing Floor Stickers	$75.00	*advance order only*	$_____
_____	Hand Sanitizing Single Station	$275.00	*advance order only*	$_____
_____	Table Top Hand Sanitizing Station	$245.00	*advance order only*	$_____
_____	Hand Sanitizer Station Refill	$60.00/ Reservoir	$75.00/ Reservoir	$_____
_____	Individual 2oz. bottle of Hand Sanitizer	$5.00	$6.50	$_____
_____	Add logo to Hand Sanitizing Station	$35.00/ Logo	*advance order only*	$_____
_____	Plexi-Glass Partition for 30” round tables	$100.00	$150.00	$_____
_____	Plexi-Glass Partition for 6’ & 8’ tables	$200.00	$250.00	$_____
_____	8’ High Vinyl Curtain partitions w/ Supports	$150.00	$200.00	$_____
_____	Stand alone 1m x 8’ High Plexi Panels	$275.00/ panel	*advance order only*	$_____
_____	Plexi Glass Room or Partition Wall	$325.00/ panel	*advance order only*	$_____

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Sub Total $_____

Company Name_____Booth _____

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GRAPHIC GUIDELINES

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services-Design/Graphics Department

Vista Convention Services can accept graphic files created with the following programs:

Adobe Acrobat Professional CC
Adobe Illustrator CC
Photoshop CC
Adobe InDesign CC

While Adobe Acrobat high resolution PDF files are preferred, vector files, which can be resized without losing resolution, are also acceptable.
ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Resolution should be 300dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements please call Vista to consult with our Graphic Designer.
(*No bleeds needed on printable files)

Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.

Vista is not responsible for spelling errors or low resolution images sent by clients. Additional fees will apply if correction/replacement is necessary.

Color Matching
Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

Sending Files
Files less than 30 MG may be sent by via e-mail. Vista Drop Box information is available upon request.

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DISCOUNT DEADLINE DATE: OCTOBER 14, 2022

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INTENT TO USE NON-OFFICIAL CONTRACTORS

***A NON-OFFICIAL CONTRACTOR IS*:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

NOTIFICATION DEADLINE DATE: See Above.

Company Name:_____ **Booth #:**_____

Contact Person:_____

Signature:_____

Full Name of Non-Official Contractor:_____

Address:_____

City, State:_____ **Zip Code:**_____

Phone Number:_____ **Email:**_____

Non-Official Contractor "Show Site" Representative:_____

Type of Service to Be Performed:_____

_____

_____

_____

Submit order with payment to: orders@vistacs.com before deadline date!

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DISCOUNT DEADLINE DATE: OCTOBER 14, 2022

LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

STRAIGHT TIME:	OVERTIME:	DOUBLE TIME:
Advance Rate $152.00/hr. Standard Rate $192.00/hr.	Advance Rate $228.00/hr. Standard Rate $288.00/hr.	Advance Rate $304.00/hr. Standard Rate $384.00/hr.
one hour minimum per worker thereafter 1/2 hr. increments	one hour minimum per worker thereafter 1/2 hr. increments	one hour minimum per worker thereafter 1/2 hr. increments
ST: 8:00 AM to 4:30 PM Monday through Friday	**OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday**	**OT: All Holidays**

ALL LABOR ORDERS RECEIVED AFTER THE DEADLINE DATE OR PLACED AT SHOWSITE WILL BE CHARGED AT THE STANDARD RATE.

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk**. ***Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.***

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION** **All work performed must be under the supervision of the Exhibitor.**

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
$
$

☐ **PLAN B - VISTA SUPERVISION** **Hourly rate plus 35% Supervision Charge / Minimum $60.00/$70.00**

Estimated Supervision
$

Name of Carrier_____ # Crates_____ Cartons_____ Skids_____

Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

Please include Set-up Plans with Order

After Dismantle Return Display To:_____

_____

VIA_____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

Sub Total $_____

COMPANY NAME:_____ BOOTH #_____

Submit order with payment to: orders@vistacs.com before deadline date!

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LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by ***Vista Convention Services*** or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by ***Vista Convention Services*** or its subcontractor.

3. ***Vista Convention Services*** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

4. Claims for loss, injury or damage which are not submitted to ***Vista Convention Services*** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against ***Vista Convention Services*** or its subcontractors more than one year after the accrual of the cause of action.

5. ***Vista Convention Services*** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

6. ***Vista Convention Services*** will not be responsible for improperly packed or concealed damages to exhibits.

7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.

8. If granted permission for early move-in (off-target move-in) by show management and ***Vista Convention Services***, the exhibitor is required to use ***Vista Convention Services*** labor for booth installation.

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OCTOBER 29-30, 2022

6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232
WWW.VISTACS.COM

DEADLINE DATE: OCTOBER 14, 2022

HANGING OF CEILING SIGNS ORDER FORM

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical with approved devices and type of cable to safely hang sign.

* All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
* **All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.**
* Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:
If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. Any materials used for the hanging of signs, will be invoiced accordingly.

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required

Straight Time	$520.50	per hr. - 2 man crew & lift.
8:00 AM - 4:30 PM Monday through Friday		
Overtime		
Before 8:00 AM and after 4:30 PM	$780.75	per hr. - 2 man crew & lift.
Monday thru Friday, and all hours on Saturday and Sunday		
Double Time		
All Holidays	$1041.00	per hr. - 2 man crew & lift.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:

DATE REQUIRED_____TIME_____ESTIMATED HOURS_____

TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Other _____

SIZE OF SIGN: Height_____ Length_____ Width_____ Weight_____

SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other_____

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN_____

NUMBER OF FEET IN FROM FRONT OF BOOTH_____

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN_____

Sub Total $_____

Company Name_____Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!

2022 PHILADELPHIA BIKE EXPO
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HALL E
PHILADELPHIA, PA
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DEADLINE DATE: OCTOBER 14, 2022

FORKLIFT LABOR ORDER FORM

Order forklift labor ***only*** if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order forklift labor for this function. However, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00AM, will be assigned after finishing earlier requests.

Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for forklift labor or material handling equipment must be at least 24 hours in advance.

Forklift crew consists of: **Forklift w/Operator**

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays.

	STRAIGHT TIME	***OVERTIME***	***DOUBLE TIME***
RIGGER	$142.50 per hour	$213.75 per hour	$285.00 per hour
FORKLIFT	$220.50 per hour	$330.75 per hour	$441.00 per hour

w/OPERATOR - (up to 5,000 lbs. capacity)
Larger forklift and/or crane service is available by advance request.

FORKLIFT LABOR REQUEST

	5,000 lbs. forklift w/operator	*# Riggers*	*Date*	*Time*	*Approx. Hours*
SET-UP:					
DISMANTLE:					

 # Pieces to be spotted_____ Heaviest Pieces_____

Sub Total $_____

Company Name_____Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!

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DEADLINE DATE: OCTOBER 14, 2022

PRIORITY EMPTY CONTAINER RETURN

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE

This service provides for the priority return of your empties to your booth after the close of the show and once all aisle carpet is rolled up. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return……..……**$103.00 per container**

Estimated Number of Pieces…….._____

*****PLEASE NOTE** Special Empty Container Labels are required for this service. Labels must be picked up at Vista's Service Desk.***

Sub Total $_____

COMPANY NAME:_____BOOTH #_____

Submit order with payment to: orders@vistacs.com before deadline date!

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WAREHOUSE DEADLINE DATE: OCTOBER 21, 2022

MATERIAL HANDLING SERVICE & RATES

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. ***PLEASE NOTE: 200 lb. minimum for this service.***

Per CWT (100 lbs.)
Minimum charge (200 lbs.)
Warehouse Rate **$175.00**

Show Site Rate **$175.00**

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS
These round trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.

Per CWT (100 lbs.)
Minimum charge (200 lbs.)
Warehouse Rate **$220.00**

Show Site Rate **$220.00**

UNCRATED, UNSKIDDED, WRAPPED SHIPMENTS AND CRATED SHIPMENTS REQUIRING SPECIAL HANDLING
These round trip rates apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). ***Fed-EX and UPS are included in this category due to their delivery procedures and documentation.***

Per CWT (100 lbs.)
A **50%** surcharge, for each occurrence, will apply in addition to the above rates.

OVERTIME RATES
All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved in or out of the booth before 8 a.m. or after 4:30 p.m. on weekdays or all day on Saturdays, Sundays or holidays, will be charged in addition to the above rates.

Per CWT (100 lbs.)

A **35%** surcharge for each occurrence, will apply in addition to the above rates

DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE
Shipments received at the warehouse after 3:30 p.m. or after the deadline date of **October 21, 2022** will be charged in addition to the above rates.

***FIRST PACKAGE**

$41.20

****Each additional package $26.20**

SMALL PACKAGE SHIPMENTS
Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.

Submit order with payment to: orders@vistacs.com before deadline date!

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LIMITS OF LIABILITY FOR MATERIAL HANDLING

Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by ***Vista Convention Services*** to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lock-outs or work stoppages of any kind or to any causes beyond its control.

Vista Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, ***Vista Convention Services'*** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to ***Vista Convention Services*** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. ***Vista*** assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. ***Vista*** will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, ***Vista*** reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by ***Vista.***

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WAREHOUSE DEADLINE DATE: OCTOBER 21, 2022

SHIPPING & MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING order form in this Exhibitor Service Manual.

COMPUTATION OF ORDER: **When recording weight, round up to the next 100 pounds.**

A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

Warehouse
We will ship _____ lbs. @ $175.00 per 100 lbs. (200 lb. minimum/$350.00) $_____

Showsite
We will ship _____ lbs. @ $175.00 per l00 lbs. (200 lb. minimum/$350.00) $ _____

B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

Warehouse
We will ship _____ lbs. @ $220.00 per 100 lbs. (200 lb. minimum/$440.00) $_____

Showsite
We will ship _____ lbs. @ $220.00 per 100 lbs. (200 lb. minimum/$440.00) $ _____

****THESE RATES APPLY TO ALL FED-EX & UPS SHIPMENTS****

C. OVERTIME FEES

All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved **into or out of** your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be a **50%** surcharge for each occurrence will apply in addition to the above rates.

Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after **October 21, 2022** and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.

Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied

Sub Total $_____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. ***Adjustments must be paid at show site***. If you have any questions about material handling, please contact Vista Convention Services.

Company Name: Booth #:

Submit order with payment to: orders@vistacs.com before deadline date!

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MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: **$20** per carton and **$30** per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of **$275.00** round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of **$18.00** per cwt. on straight time; **$22.00** per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding: **$1.10** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **$65.00** per skid, labor included
Clear Tape: **$15.00** roll
Double Face Tape: **$35.00** roll

UPS & FEDEX SHIPMENTS

A fee of **$90.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

Email order with payment to: orders@vistacs.com before deadline date!

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SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

Vista Convention Services is prepared to receive your shipment either in advance at our local warehouse or directly at the show site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the *MATERIAL HANDLING SERVICE AND RATES* order form.** ***Vista Convention Services must have payment before forwarding freight.***

SHIPPING TO THE ADVANCE WAREHOUSE

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: 2022 PHILADELPHIA BIKE EXPO
(Exhibiting Company's Name & Booth Number)
MARANO TRUCKING & FREIGHT CO.
c/o Vista Convention Services
9820 Blue Grass Rd
Philadelphia, PA 19114

To trace your shipment, please contact our Warehouse at (215) 516-1010.

· Shipments will be received beginning ***Friday, September 30, 2022.***

· Shipments received after the deadline of ***Friday, October 21, 2022*** ***will be charged an additional 35% surcharge.***

· Shipments received after **3:30 p.m.** will be charged an overtime rate.

· Advance warehouse receiving hours are Monday through Friday, **8:00 a.m.** to **3:30 p.m.**
Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.

· Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

All direct shipments to show site should be addressed/labeled as follows:

TO: 2022 PHILADELPHIA BIKE EXPO
(Exhibiting Company's Name & Booth Number)
Pennsylvania Convention Center - Hall E
c/o Vista Convention Services
1101 Arch Street
Philadelphia, PA 19107

· Show site shipments will be received beginning ***Friday, October 28, 2022.***
· Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an overtime rate.

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OUTBOUND SHIPPING INSTRUCTIONS

SHIPPING OUTBOUND FROM SHOW SITE

· All outbound shipments ***must*** be accompanied by an official show bill-of-lading.

· You may obtain show bills-of-lading after reviewing your invoice at show site.

· When shipping to separate destinations, a separate bill-of-lading is required for each destination.

· All outbound shipments should be addressed/labeled as follows:

Label each item as follows:

From: **(Your Company Name)**
Booth #:
Show Name: **2022 PHILADELPHIA BIKE EXPO**
Location: **PENNSYLVANIA CONVENTION CENTER - HALL E**
To: **(Shipping Address)**

· Once your shipment is packed and labeled, ***return your show bill-of-lading to the Vista Service Desk.*** All bills-of-lading must be turned in no later than **7:00pm on Sunday, October 30, 2022.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!

· Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, YRC.

· Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC**) must be checked in ***no later*** than **6:30pm on Sunday, October 30, 2022.**

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DEADLINE DATE: OCTOBER 14, 2022

MONTHLY LONG-TERM STORAGE

MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - $0.15 per cubic ft. per month.

- ***$50.00 minimum per month***
- ***$15.00 per cwt. handling charge one way***
- ***PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE***

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. We further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Sub Total $_____

Company Name_____Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2022 PHILADELPHIA BIKE EXPO
MARANO TRUCKING & FREIGHT CO
c/o VISTA CONVENTION SERVICES
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2022 PHILADELPHIA BIKE EXPO
MARANO TRUCKING & FREIGHT CO
c/o VISTA CONVENTION SERVICES
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Friday, October 21, 2022 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2022 PHILADELPHIA BIKE EXPO
MARANO TRUCKING & FREIGHT CO
c/o VISTA CONVENTION SERVICES
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2022 PHILADELPHIA BIKE EXPO
MARANO TRUCKING & FREIGHT CO
c/o VISTA CONVENTION SERVICES
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2022 PHILADELPHIA BIKE EXPO
PENNSYLVANIA CONVENTION CENTER
HALL E
c/o VISTA CONVENTION SERVICES
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

2022 PHILADELPHIA BIKE EXPO
PENNSYLVANIA CONVENTION CENTER
HALL E
c/o VISTA CONVENTION SERVICES
1101 ARCH STREET
PHILADELPHIA, PA 19107

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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PENNSYLVANIA CONVENTION CENTER
HALL E
c/o VISTA CONVENTION SERVICES
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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PENNSYLVANIA CONVENTION CENTER
HALL E
c/o VISTA CONVENTION SERVICES
1101 ARCH STREET
PHILADELPHIA, PA 19107

OUR PLEDGE TO CUSTOMER SERVICE

THE PENNSYLVANIA CONVENTION CENTER

IN THE CITY OF PHILADELPHIA, known for its history-making meetings, we do hereby establish that all those who gather in our world-class facility have the right to:

1. **EFFECTIVE MANAGEMENT.** By bringing in industry-leader ASM Global to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.

FOR EXHIBITORS

2. **INDEPENDENCE AND FLEXIBILITY.** Full-Time employees (Exhibitors) (as long as there is **not an EAC Contracted** to setup/dismantle the booth) have the freedom to:
   - Setup and/or tear down their booths without limitation to size.
   - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.
   - Use power tools and ladders (up to 6 feet) to setup and tear down exhibits.
   - Install signage and floor coverings.
   - Install and remove non-rented and non-public AV equipment.

3. **SIMPLE COMPUTER SETUP.** Full-Time employees of the exhibiting company and show managers may setup, connect their own (**non-rented**) computers, tablets, and all computer components and any required low-voltage power supply equipment for **non-public** use. Our show labor will need to setup any rented equipment, registration and public-use computers & tablets including when using to collect Data. Public use of computers & tablets, in areas such as cyber cafes, exhibiting booth space and meeting rooms, are set by our show labor.

4. **SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, and poster board materials.

5. **EASY DISPLAY SETUP.** Full-Time employees of the exhibiting company, and show managers have the freedom to open boxes, stock shelves, setup, plug in, hang up, and freely distribute their non-bulk products/ literature within their booth without limitation to size of the booth.

6. **DISPLAY MAINTENANCE.** Full-Time employees of the exhibiting company have the freedom to perform maintenance on their own display equipment after the initial setup without limitation to size of the booth.

7. **A SUPPORTIVE TEAM.** Each labor union has established a core workforce with a focus on hospitality.

8. **SKILLED WORKERS.** Our Labor workforce is highly skilled and has received specialized training in hospitality services.

Pennsylvania Convention Center
PHILADELPHIA
AN ASM GLOBAL MANAGED FACILITY

FEBRUARY 2021

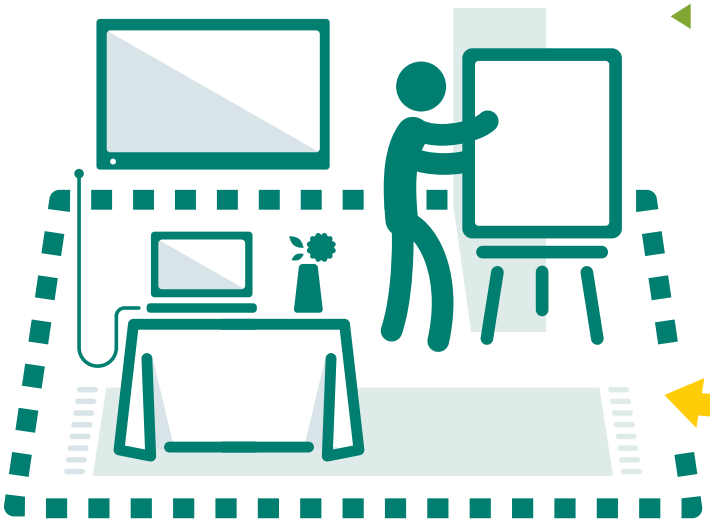
ASM Global Contractor Services can be reached at 215-418-4900

PENNSYLVANIA CONVENTION CENTER

ENHANCED EXHIBITOR WORK RULES

Pennsylvania Convention Center PHILADELPHIA
AN ASM GLOBAL MANAGED FACILITY

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



Within your booth area or show space, full-time employees of the Exhibiting Company (as long as there is **not an EAC Contracted** for the booth setup/dismantle) have the freedom to setup and tear down your display, hang graphics and signage, install floor coverings, and install non-rented AV equipment including tablets for **non-public use without limitation to booth size.**

Place, move, and remove your own easels, signs, and poster board materials.

Open boxes, stock shelves, setup, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.

Drive your non-commercially registered personally owned vehicle to a designated area to unload.

Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.

VEHICLES THAT QUALIFY:			
SEDAN	SUV	PICKUP	VAN
VEHICLES THAT DO NOT QUALIFY:			
TRAILER	RENTALS	BOBTAIL	STAKEBED

Use your own power tools and ladders (up to 6 feet) to setup and tear down exhibits.

FEBRUARY 2021

PCC Safety Guidelines for Exhibitors

ALL BOOTHS:

A. A ladder up to 6ft may be used in accordance with the manufacturer guidelines.
B. Battery operated power tools can be used. Power actuated tools such as Hilt guns and gas filled nailers may not be used under any circumstances.
C. Accessing floor ports in exhibit halls is strictly prohibited.
D. The use of gasoline powered equipment is not permitted.
E. Generators are prohibited.
F. Vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
G. Rigging of heavy objects is not permitted. Riggers would be required for such work.
H. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
I. The use of hoists will not be permitted.
J. The use of a device with an open flame, such as a propane torch, is prohibited.
K. Lasers, rotating or still, shall not be permitted.
L. No smoking shall be permitted inside the facility-including electronic cigarettes.
M. Exhibit booths or displays may not block fire equipment. Columns, electrical closets, and electrical panels must be accessible.
N. All electrical cords run across the show floor or under carpet will be installed by PCC Electricians regardless of booth size.
O. In all booths (including booths less than 600 sq/ft.) where an Exhibitor Appointed Contractor (EAC) or General Service Contractor is utilized, electricians will install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
P. Lead acid batteries may not be used for power in any booth.
Q. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air is required through Client Utilities Department.
S. The use of restroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain is required through Client Utilities Department.
T. Dumping of any type of liquids into restroom sinks, toilets or exhibit hall floor ports is strictly prohibited.

Pennsylvania Convention Center PHILADELPHIA
AN ASM MANAGED FACILITY

Frequently Asked Questions - Exhibitors

100 Percent Customer Focused, Cost Effective

Loading and Unloading

As an exhibitor, can I unload my own vehicle?

- Yes, regardless of booth size and it is not a commercially registered vehicle.

Product

Can we open boxes and stock our shelves?

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space.

Booth Set-Up

Install

As an exhibitor, do I have the right to install displays in my booth?

- Exhibitors can set-up and/or tear-down a booth without booth size limitation if they own all materials within the booth and are full-time employees of the company.
- Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

As an exhibitor, can I also work in my booth if I hire show labor (stagehands) to install my booth?

- Yes, if they are full-time employees of the company without booth size limitation.

I am an exhibitor coming in for an event and I was wondering if I can set up my personally owned TV monitor with DVD player?

- Exhibitors and their full-time employees can install monitors and A/V equipment that is not rented without booth size limitation.

Can I hire an outside AV vendor for rental equipment?

- If you are using a 3rd party vendor other than the preferred AV vendor for your event, additional costs may be incurred.

Am I able to use a step ladder and a screw gun in my booth?

- Subject to building safety guidelines you are permitted to use ladders up to 6' and power tools (including battery operated) without booth size limitation.

Electric

As an exhibitor, can I set up my own computers?

- Yes, exhibitors may set up personally owned computers without booth size limitation that are not for public use.
- All rented equipment would require show labor to install and dismantle.

My booth will have stem lighting, can I install them myself?

- Exhibitors have the right to install your own lighting without booth size limitation. Lights must be installed by a full- time employee of the exhibitor and they cannot be provided by a rental company or 3rd party. Lighting provided by a 3rd party will be installed and dismantled by show labor (electricians). They must be UL/NEC compliant.
- In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, show labor (electricians) will install all light fixtures, lit signage and stem lights.

As an exhibitor, can I run my own cords in my booth?

- An exhibitor can run cords without booth size limitation along the drape line or behind a display.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Taping across the floor is not permitted. Any cords installed under flooring will be installed by show labor (electricians).

Can I disconnect my battery from a vehicle in my booth?

- Batteries shall be disconnected and reconnected by show labor (electricians) regardless of booth size.

Pennsylvania Convention Center PHILADELPHIA
AN ASM MANAGED FACILITY

WIRED INTERNET SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/ASM Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-4815
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: https://tinyurl.com/y5vv7s2h

PHILADELPHIA BIKE EXPO

ADVANCED DEADLINEDATE:

OCTOBER 7, 2022

Exhibiting Firm: _____ **Booth No.:** _____
Billing Address: _____ **Event:** _____
City: _____ **State:** _____ **Zip:** _____
Exhibitor Contact Name: _____ **Title:** _____
Phone: _____ **Fax:** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-4815** for assistance.

INTERNET SERVICES (Internet upload and download speeds are the same and an IP address is required for each device connected to the internet)				
Dedicated Public Internet Service Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites, and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.				
QTY.	**SERVICE**	**ADVANCED RATE**	**STANDARD RATE**	**TOTAL**
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	**$9,000.00**	**$11,250.00**	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	**$7,000.00**	**$8,750.00**	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	**$4,250.00**	**$5,310.00**	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	**$2,500.00**	**$2,655.00**	
	Additional Dedicated Public IP address (Not internet service)	**$160.00**	**$195.00**	
Dedicated Private Internet Service Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites, and checking email. These services will not support multiple users with VPN connections.				
	Private 9Mb – includes (4) IP addresses	**$1,800.00**	**$2,250.00**	
	Private 6Mb – includes (4) IP addresses	**$1,200.00**	**$1,500.00**	
	Private 3Mb – includes (4) IP addresses	**$1,000.00**	**$1,250.00**	
	Additional Private IP address (Not internet service)	**$125.00**	**$160.00**	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. **Origination Point**_____ **Destination Point**_____	**$600**	**$750**	
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

- Higher bandwidth options are available. Please contact the **Exhibitor Services department** for a quote: **215-418-4815** or **exhibitorservices@paconvention.com.**
- Internet service originates at back of booth: please attach the booth floor plan if primary service is required in a location other than back of booth.
- Data cabling to multiple locations is installed by the event electricians; please contact **Utility Services** to order this labor: (**215-418-2190** or **utilities@paconvention.com**).
- TO ORDER ONLINE VISIT OUR WEBSITE at **WWW.PACONVENTION.COM**

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

A. Order must be typed or clearly printed; illegible forms will delay processing.
B. Services requested at location other than back of booth must include floor plan.
C. For services and equipment not listed on the service order form, call the PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-4815** or e-mail **exhibitorservices@paconvention.com**

2. EXPLANATION OF SERVICE

A. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.

3. RULES AND REGULATIONS FOR INTERNET SERVICE

A. Services provided **may not be** shared by multiple exhibits.
B. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
C. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
D. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
E. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
F. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
G. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
H. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
I. **It is the responsibility of the client to provide the following:**
- **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
- **Network Driver: TCP/IP**
- **Proper configuration of computer equipment for TCP/IP connection.**
- **Electrical service for your booth, room, or service location.**

4. PAYMENT TERMS & CONDITIONS

A. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are:
- Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center** (PCC)
- Accepted credit cards

Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.
B. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
C. Third party billing is available upon request. Please contact the **PCC Finance Department** at **215-418-4793** for approval.
D. Outstanding balance for services will be automatically billed to the credit card on file.
E. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
F. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
G. Cancellation of services must be received by PCC Exhibitor Services Department 21 days prior to the event.
H. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
I. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
J. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania
K. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
L. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

Pennsylvania Convention Center PHILADELPHIA
AN ASM MANAGED FACILITY

AUDIO VISUAL MEETING ROOM SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/ASM Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-4815
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: https://tinyurl.com/y5vv7s2h

PHILADELPHIA BIKE EXPO

ADVANCED DEADLINEDATE:

OCTOBER 7, 2022

Exhibiting Firm: _____ **Booth No.:** _____
Billing Address: _____ **Event:** _____
City: _____ **State:** _____ **Zip:** _____
Exhibitor Contact Name: _____ **Title:** _____
Phone: _____ **Fax:** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.
In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-4815** for assistance.

AUDIO VISUAL SERVICES
(DAILY RATES FOR MEETING ROOMS)

PRESENTATION EQUIPMENT	QTY	ADVANCED RATE	STANDARD RATE	TOTAL
34" or 54" Projection Video Cart w/Drape		$25.00	$31.00	
56" Safelock Stand		$20.00	$25.00	
Laser Pointer		$25.00	$31.00	
Flipchart w/ Markers and Pad		$30.00	$38.00	
Wireless Slide Advancer/Laser Pointer		$55.00	$69.00	
6' Tripod Screen		$30.00	$38.00	
8' Tripod Screen		$45.00	$56.00	
Larger Widescreens are Available		*Call for Pricing*		
Additional Presentation Items		*Call for Pricing*		
VIDEO & DATA DISPLAY EQUIPMENT				
32" HD Flat Panel Display *(Data & Video)* Black		$200.00	$250.00	
40" HD Flat Panel Display *(Data & Video)* Black		$300.00	$375.00	
55" HD Flat Panel Display (Data & Video) Black		$500.00	$625.00	
75" HD LED Display (Data & Video) Black		$650.00	$813.00	
Digital Media Player		$30.00	$38.00	
LCD Support Package (HDMI cable, safe lock stand & power strip)		$65.00	$81.00	
4500 Lumen HD Projector		$300.00	$375.00	
Laptop Computer		$125.00	$156.00	
Additional Presentation Items		*Call for Pricing**		
AUDIO EQUIPMENT (AUDIO EQUIPMENT INCLUDES USE OF HOUSE SOUND SYSTEM)				
Dynamic Microphone (sm58)		$35.00	$44.00	
Floor Microphone Stand or Table Top Microphone Stand		N/C	N/C	
Gooseneck for Podium		N/C	N/C	
Wireless Handheld Microphone or Wireless Lavalier Microphone		$115.00	$144.00	
Wireless Headset Microphone		$115.00	$144.00	
6 Channel Audio Mixer		$60.00	$75.00	
16-Channel Audio Mixer		$175.00	$219.00	
Direct Box (Computer Audio)		$20.00	$25.00	
160 Watt Self-Powered Full Range Speaker w/Stand		$65.00	$81.00	
300 Watt Self-Powered Full Range Speaker w/Stand		$85.00	$106.00	
Additional Audio Items		*Call for Pricing*		
Client is required to provide own music source.				

ADDITIONAL MATERIALS

TOTAL CHARGES	
EQUIPMENT SUBTOTAL	
8% SALES TAX	
LABOR SERVICES* (PLEASE SEE SPECIAL INFORMATION)	
TOTAL AMOUNT DUE	

ONSITE CONTACT INFORMATION

On-site Contact Name:

Cell Phone Number:

Delivery Date/Time:

Pick-up Date/Time:

SPECIAL INFORMATION:
* Please contact the Exhibitor Services Department (215-418-4815) to discuss your estimate for labor services and to order additional equipment.

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

A. Order must be typed or clearly printed; illegible forms will delay processing.

B. For services and equipment not listed on the Service Order Form, please call the **PCC's Exhibitor Services Department** at **(215) 418-4815** or e-mail **exhibitorservices@paconvention.com**.

C. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS

A. **Full payment is due with service order or the service order will not be processed.** Acceptable forms of payment are:

- Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority** (PCC)
- Accepted credit cards.

Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.

Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.

B. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an **ANNUAL PERCENTAGE RATE OF 18%**. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.

C. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.

D. Cancellation of services must be received by PCC's Exhibitor Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.

E. Labor rates are based on current prevailing wages and are subject to change.
Calculation of Stagehand Labor Rates are as follows:

- **Straight Time Rate (M-F first 8 hours of the day)**
- **Overtime Rate (Saturdays and after the first 8 hours worked M-F)**
- **Double Time Rate (Sundays)**

F. It is the Customer's responsibility to advise PCC's Exhibitor Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.

G. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.

H. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.

I. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.

J. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

A. A representative of Customer must be present to sign for delivery of equipment.

B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.

C. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.

D. All equipment is subject to inspection and approval by PCC prior to connection to service.

E. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.

F. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC's Exhibitor Services Desk.

G. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.

H. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____ **Date:** _____

On-Site Contact: _____ **Contact #:** _____

AN ASM MANAGED FACILITY

ELECTRIC SERVICE & LABOR INSTALLATION ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/ASM Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-4815
Email: exhibitorservices@paconvention.com

PHILADELPHIA BIKE EXPO

ADVANCED DEADLINEDATE:

OCTOBER 7, 2022

ORDERS MAY BE PLACED ONLINE AT: https://tinyurl.com/y5vv7s2h

Exhibiting Firm: _____ **Booth No.:** _____
Billing Address: _____ **Event:** _____
City: _____ **State:** _____ **Zip:** _____
Exhibitor Contact Name: _____ **Title:** _____
Phone: _____ **Fax:** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-4815** for assistance.

STANDARD 110V/120V SERVICE

Please see Terms & Conditions for additional Info (1.B.a)

QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	500 watts	$120.00	$165.00	
	1000 watts	$155.00	$220.00	
	2000 watts	$195.00	$265.00	
	24 hr. – 500 watts	$187.00	$252.00	
	24 hr. – 1000 watts	$232.00	$325.00	
	24 hr. – 2000 watts	$292.00	$395.00	
	OTHER	*Call for Pricing*		

RENTAL LIGHTS

Price includes power, labor to install/dismantle and a one-time focus on stage

QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	4' Track w/ 3 - 90w Lamps	$167.00	$263.00	
	8' Track w/ 3 - 90w Lamps	$232.00	$315.00	
	Each additional track lamp	$20.00	$30.00	
	LED Clamp Stem Light	$130.00	$175.00	
	Par Can Overhead Light	$670.00	$900.00	

208V MOTORS/MACHINERY SERVICE

Labor and material charges will apply

QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	20 amp 1Phase	$410.00	$510.00	
	30 amp 1Phase	$430.00	$575.00	
	60 amp 3Phase	$800.00	$1,120.00	
	100 amp 3Phase	$1,280.00	$1,500.00	
	24HR 20amp 1Phase	$615.00	$765.00	
	24HR 30amp 1Phase	$645.00	$862.50	
	24HR 60amp 3Phase	$1,200.00	$1,760.00	
	24HR 100amp 3Phase	$1,920.00	$2,250.00	
	OTHER	*Call for Pricing*		

- Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.
- The minimum charge of ½ hour installation will apply.
- Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.
- Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.

ELECTRICAL LABOR RATES PER HOUR

STRAIGHT TIME: WEEKDAYS 8 AM – 4:30 PM		**OVER TIME:** WEEKDAYS 6 AM TO 8 AM AND AFTER 4:30 PM; ALL DAY SATURDAY		**DOUBLE TIME:** ALL DAY SUNDAY AND HOLIDAYS	
Regular Rate	$134.00	**Regular Rate**	$201.00	**Regular Rate**	$268.00
Show Site Rate	$163.00	**Show Site Rate**	$244.50	**Show Site Rate**	$326.00

☐ **Unsupervised Installation** ☐ **Supervised Installation by Exhibitor/Name:** **Cell:**

☐ **NO** ☐ **YES** **EAC or I&D Company:** **On-Site POC:** **Cell:**

PLEASE CHECK ALL WORK REQUIRED BELOW. Only PCC/ASM Global electricians under IBEW Jurisdiction perform the electrical installations listed below. Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.

☐ Distribution of cords/cables under carpet/flooring from point of origin	☐ 208v/480v Service Connection Electrical Equipment/Hardwire	☐ Dedicated Daily Booth Labor (submit schedule if necessary)	☐ Close Circuit TV, Security Cameras/Monitors Satellite Dish Assembly / Dismantle & Cabling
☐ Network Data Cabling Distribution & Terminations	**Date:** **Time:**	**Date:** **Time:**	**Date:** **Time:**
Date: **Time:**	☐ PCC/ASM Truss/Motors/Lights	☐ Suspended Electrical Signs w/Lights and/or Motors	☐ Disconnect/Connect Vehicle Battery
☐ Booth Lighting, Stem Lights & Electrical Signage	☐ Exhibitor Rental	**Install Date:**	**Disconnect Date:**
Install Date:	**Install Date:**	**Time:**	**Time:**
Time:	**Time:**	**Dismantle Date:**	**Reconnect Date:**
Dismantle Date:	**Dismantle Date:**		

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

A. Order must be typed or clearly printed; illegible forms will delay processing.

B. Services requested at location other than back of booth must include proper forms and diagrams.

a. Please note there are additional labor and material charges for locations other than the back of booth for inline & peninsula booths and labor and material charges will always be required for island booths.

C. For services and equipment not listed on the service order form, call the PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-4815** or e-mail **exhibitorservices@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

A. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order.

Acceptable forms of payment are:

- Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)**
- Accepted credit cards.

Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.

B. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.

C. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.

D. **Third party billing** is available upon request. Please contact the **PCCA/ASM Global Finance Department** at **215-418-4795** for approval.

E. **Outstanding balance** for services will be automatically billed to the credit card on file.

F. Credit will not be given for service installed and not used.

G. **Cancellation of services** must be received by PCC/ASM Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject are subject to a cancellation fee of 25%.

H. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.

I. Rates are based on current wages and are subject to change without notice.

J. **Claims** regarding services provided by PCCA/ASM Global will not be considered unless filed by customer issued prior to the close of show.

K. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/ASM Global Finance Department within 30 days of the close of final invoicing.

L. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/ASM Global shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

M. **International exhibitors** are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.

N. For companies exempt from sales tax, PCCA/ASM Global requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

A. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.

B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.

C. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.

D. 24-hour electrical service is available for refrigeration, electronics, and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

A. Services provided may not be shared by multiple exhibits.

B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or it's Sub-contractors.

C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.

D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.

E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.

F. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.

G. Customer is responsible for any lost or damaged equipment supplied by the PCC.

PCC Convenience Outlet Policy

To insure patron safety, the PCC has installed safety devices in meeting rooms, ballrooms and public area corridors. Should you require an adaptor, please contact your Event Manager or our Client Utilities Department at 215-418-2190.

1. Outlets are not to be used by exhibitors under any circumstance.
2. 3rd party vendors are required to place an order with the Client Utilities Department when power is needed.
3. A licensee may use one outlet for personally owned computers (limit 2). The Client Utilities Department will provide an adaptor at not cost.
4. A contractor may use one outlet per meeting room for an AV Presentation. The Client Utilities Department will provide an adaptor at no cost.
5. A licensee may use one outlet per meeting room for an AV Presentation provided the equipment is personally owned. Any equipment used from a 3rd party would require an electrical service order. The Client Utilities Department will provide an adaptor at not cost.
6. AV presenters that supply their own cord must use a grounded 12/3 flat cord which is in compliance with Fire Marshal regulations.

Pennsylvania Convention Center PHILADELPHIA
AN ASM MANAGED FACILITY

Electrical Service Checklist

- ✓ Electrical service is not included with the rental of your booth space or meeting room.
- ✓ Each electrical drop within the booth must be a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (exhibitors and attendees), and to prevent over-current interruption during the show.
- ✓ Electrical service will be turned off one hour after the close of show and restored one hour prior to show opening each day. *24HR service is available upon request for* perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- ✓ Exhibitors are ***NOT PERMITTED*** to run cords under carpet.
- ✓ Exhibitors are permitted to run cords along the drape line ***ONLY***.
- ✓ All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords. (household un-grounded cords are NOT permitted)
- ✓ All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be compliant with the National Electrical Code, Philadelphia Building Codes, Fire Marshal, and PCCA/ASM Global safety standards.
- ✓ Exhibits found to be non-compliant will receive notification and be expected to correct the infraction. If not corrected, additional charges may be incurred.
- ✓ In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, ASM Global Electricians must install all light fixtures, lit signage, hardwiring, and all other work deemed as electrical jurisdiction.
- ✓ Vehicle batteries shall be disconnected and reconnected by ASM Global Electricians per the Philadelphia Fire Marshal.
- ✓ All electrical equipment and installations are subject to inspection. Any installed equipment found presenting a hazard will be subject to removal or the exhibitor will be responsible for any charges incurred due to corrections.
- ✓ Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- ✓ Labor calls for PCCA/ASM Global electricians must be selected as "Under Supervision" or "Without Supervision" and noted as such on the Electrical Labor Order form. **"Will Calls" are not acceptable.**
- ✓ It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- ✓ All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.
- ✓ Separately derived electrical systems are NOT PERMITTED to be used in the building.

Updated 10/14/2019

Show Name: _____ **Booth #:** _____

Company Name: _____

10’ X 10’

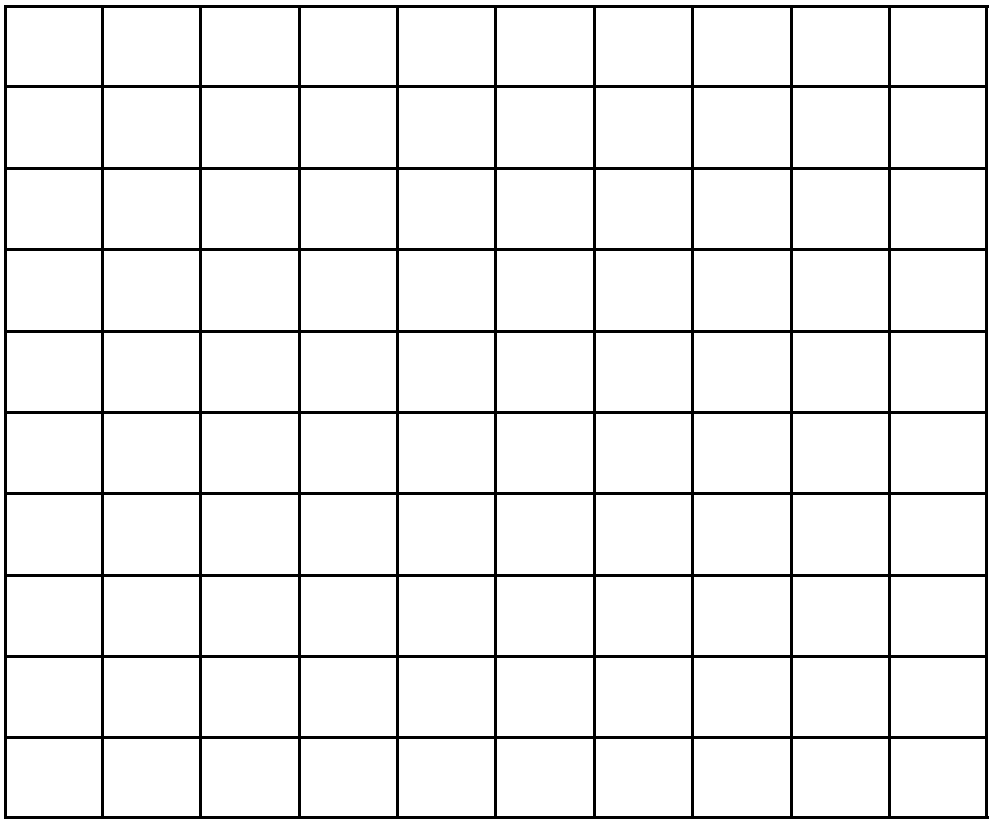
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★= 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆= 500 watt/ 5amp

Show Name: _____ **Booth #:** _____

Company Name: _____

10’ X 20’

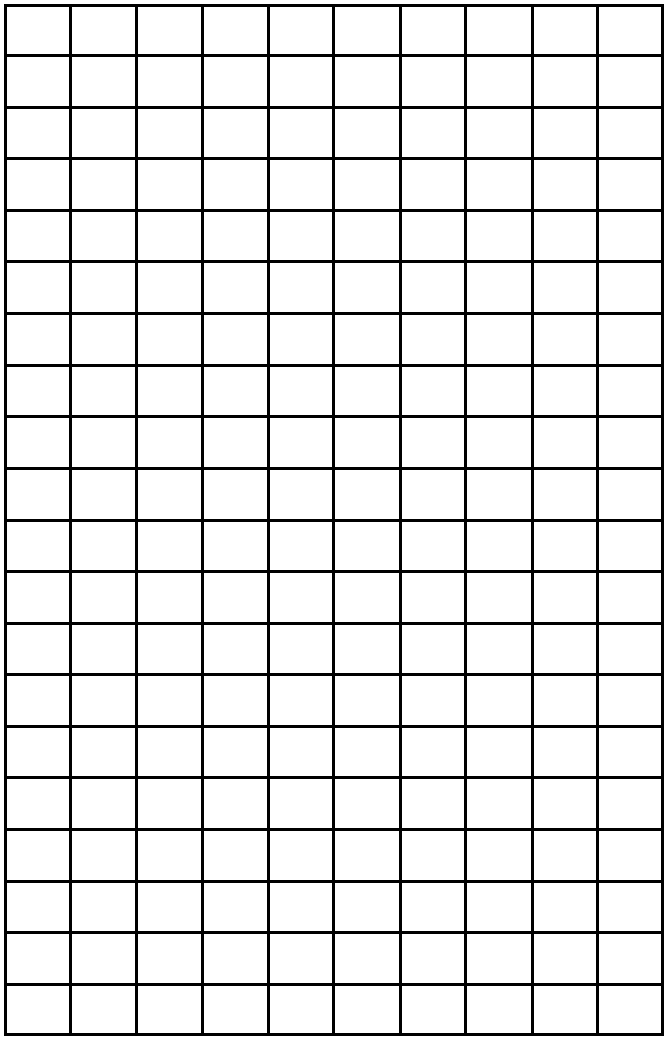
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★= 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆= 500 watt/ 5amp

Show Name: _____ **Booth #:** _____

Company Name: _____

10’ X 30’

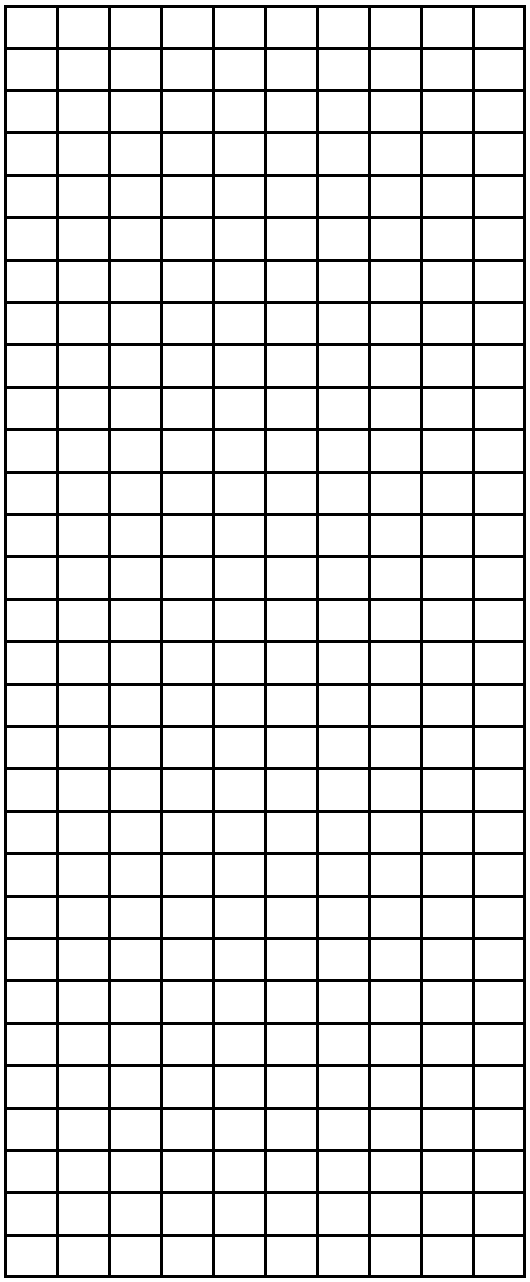
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★= 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆= 500 watt/ 5amp

Show Name: _____ **Booth #:** _____

Company Name: _____

20’ X 20’

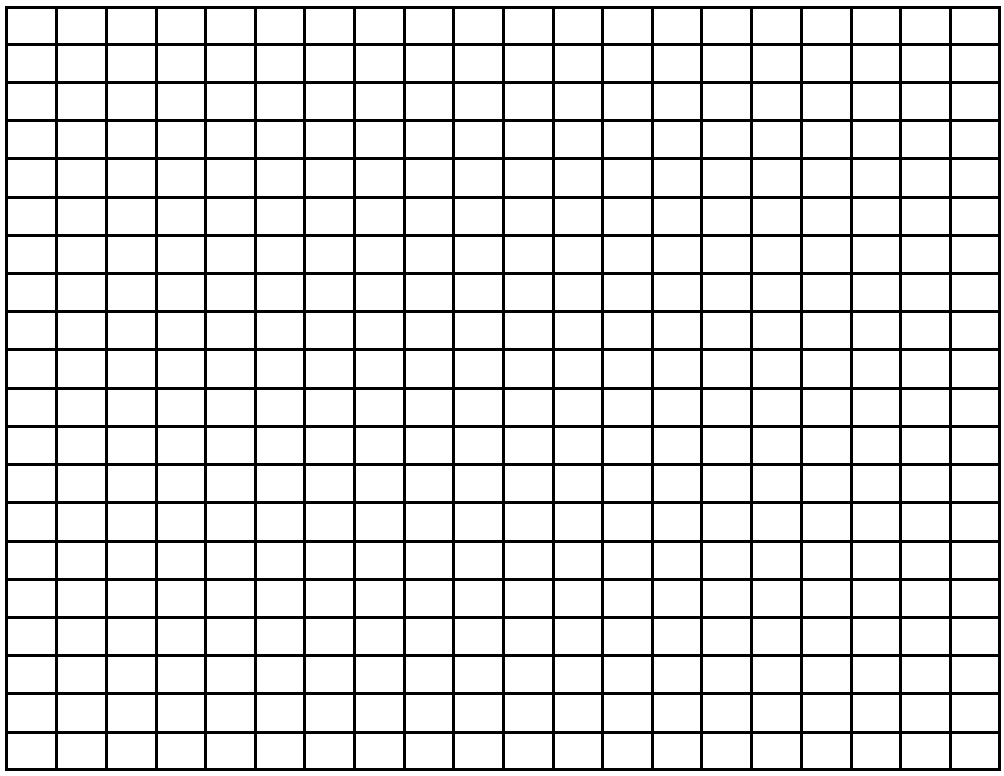
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

*** = 1500 watt/ 15 amp**

▲ = 1000 watt/ 10 amp

+ = 500 watt/ 5amp

Show Name: _____ **Booth #:** _____

Company Name: _____

20’ X 30’

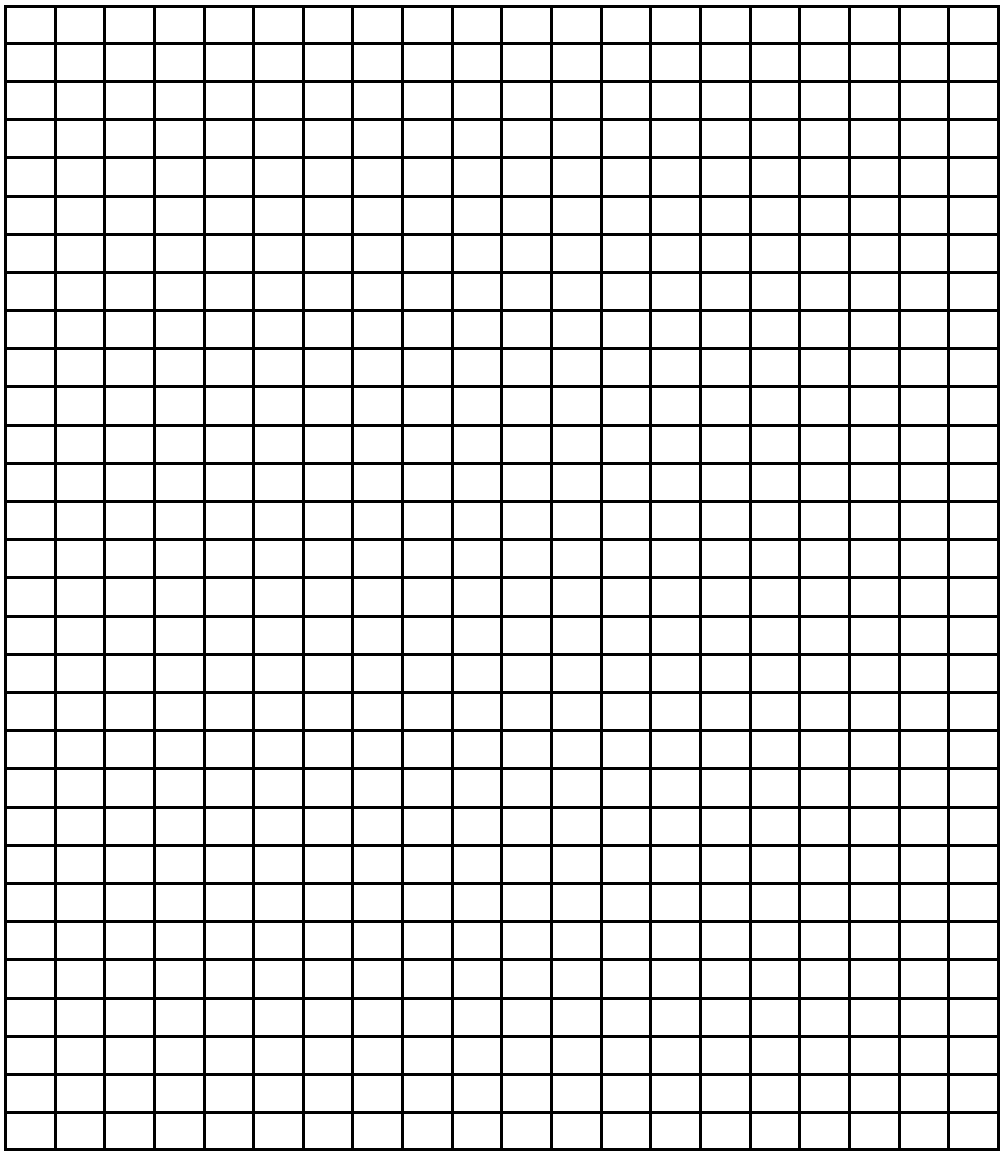
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★= 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆= 500 watt/ 5amp

Pennsylvania Convention Center PHILADELPHIA
AN ASM MANAGED FACILITY

TELECOMMUNICATIONS SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/ASM Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-4815
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: https://tinyurl.com/y5vv7s2h

PHILADELPHIA BIKE EXPO

ADVANCED DEADLINEDATE:

OCTOBER 7, 2022

Exhibiting Firm: _____ **Booth No.:** _____
Billing Address: _____ **Event:** _____
City: _____ **State:** _____ **Zip:** _____
Exhibitor Contact Name: _____ **Title:** _____
Phone: _____ **Fax:** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-4815** for assistance.

PHONE SERVICES (Unlimited local and long-distance calls at no additional charge)				
QTY.	**SERVICE**	**ADVANCED RATE**	**STANDARD RATE**	**TOTAL**
	Single Line Telephone Service	**$300.00**	**$350.00**	
	Credit Card Line/Fax Line	**$300.00**	**$350.00**	
	Multi Line Telephone Service	**$450.00**	**$525.00**	
Phone Equipment & Features				
	Conference Phone (Single Line Telephone Service must be ordered)	**$100.00**	**$150.00**	
	Voice Mail	**$25.00**	**$25.00**	
	Other:	***Call for Pricing***		
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

- Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.
- TO ORDER ONLINE VISIT OUR WEBSITE at **WWW.PACONVENTION.COM**

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

A. Order must be typed or clearly printed; illegible forms will delay processing.
B. Services requested at location other than back of booth must include floor plan.
C. For services and equipment not listed on the service order form, call the PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-4815** or e-mail **exhibitorservices@paconvention.com**

2. EXPLANATION OF SERVICE

A. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.

3. RULES AND REGULATIONS FOR SERVICES

A. Services provided **may not be** shared by multiple exhibits.
B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
C. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
D. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
E. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
F. Customer is responsible for any lost or damaged equipment supplied by the PCC.

4. PAYMENT TERMS & CONDITIONS

A. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are:
- Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center** (PCC)
- Accepted credit cards

Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.

B. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
C. Third party billing is available upon request. Please contact the **PCC Finance Department** at **215-418-4793** for approval.
D. Outstanding balance for services will be automatically billed to the credit card on file.
E. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
F. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
G. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
H. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
I. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania
J. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
K. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

Pennsylvania Convention Center PHILADELPHIA
AN ASM MANAGED FACILITY

WATER & COMPRESSED AIR SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/ASM Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-4815
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: https://tinyurl.com/y5vv7s2h

PHILADELPHIA BIKE EXPO

ADVANCED DEADLINEDATE:

OCTOBER 7, 2022

Exhibiting Firm: _____ **Booth No.:** _____
Billing Address: _____ **Event:** _____
City: _____ **State:** _____ **Zip:** _____
Exhibitor Contact Name: _____ **Title:** _____
Phone: _____ **Fax:** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-4815** for assistance.

Rate Includes Installation to Back Center of In-Line and Peninsula Booths Only.
Labor & Material Required for Distribution to Other Locations, Island Booths and Connection to Equipment.

QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	½" Main Airline w/ Shutoff	$300.00	$350.00	
	Additional ½" Airline Connection	$115.00	$165.00	
	½" Water line w/ Shutoff	$210.00	$260.00	
	Additional ½" Water line w/ Shutoff	$115.00	$165.00	
	¾" Drain Line	$210.00	$260.00	
	Additional ¾" Drain Line	$115.00	$165.00	
	Water Fill & Drain up to 200 gal	$170.00	$220.00	
	Additional 100 gal. Water Fill & Drain – Labor Additional	$70.00	$90.00	
	Prep Sink (Water & Drain Additional)	$120.00	$160.00	
	Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing & electric labor at column location only). Other locations and various setups will incur additional charges.	$1,150.00	$1,200.00	
			Subtotal	
			8% Sales Tax	
			Total	

PLUMBING RATES		
WEEKDAYS 8 AM – 4:30 PM	**WEEKDAYS AFTER 4:30 PM AND ALL DAY SATURDAY**	**ALL DAY SUNDAY AND HOLIDAYS**
$161.00 per hour	$242.00 per hour	$322.00 per hour

□ **Authorized to Lay Lines Under Carpet Without Exhibitor Supervision Per Attached Floor Plan**
□ **Proceed Under Supervision Dates and Times Indicated Below:**

Install Lines under Carpet: Date: _____ Time: _____
Final Connection to Equipment: Date: _____ Time: _____

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

A. Order must be typed or clearly printed; illegible forms will delay processing.
B. Services requested at location other than back of booth must include proper forms and diagrams.
C. For services and equipment not listed on the service order form, call the PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-4815** or e-mail **exhibitorservices@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

A. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order.
Acceptable forms of payment are:
- Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)**
- Accepted credit cards.

Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.
B. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
C. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
D. **Third party billing** is available upon request. Please contact the **PCCA/ASM Global Finance Department** at **215-418-4795** for approval.
E. **Outstanding balance** for services will be automatically billed to the credit card on file.
F. Credit will not be given for service installed and not used.
G. **Cancellation of services** must be received by PCC/ASM Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject are subject to a cancellation fee of 25%.
H. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
I. Rates are based on current wages and are subject to change without notice.
J. **Claims** regarding services provided by PCCA/ASM Global will not be considered unless filed by customer issued prior to the close of show.
K. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/ASM Global Finance Department within 30 days of the close of final invoicing.
L. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/ASM Global shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.
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C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
F. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
G. Customer is responsible for any lost or damaged equipment supplied by the PCC.

aramark/SFS Joint Venture
Pennsylvania Convention Center
1101 Arch Street, Philadelphia, PA 19107
Phone (215) 418.2243; Fax (215) 418.2210

AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR NON-ALCOHOLIC & ALCOHOLIC BEVERAGE DISTRIBUTION

Aramark SFS Joint Venture ("Aramark") has **exclusive** food and beverage service rights at the Pennsylvania Convention Center. Organizations holding events at the Pennsylvania Convention Center and/or their exhibitors (collectively, "Exhibiting Firm") may distribute sample food and/or non-alcoholic beverage products and food/non-alcoholic beverage giveaways ("Sample Products") only with the prior written approval of Aramark.

GENERAL CONDITIONS:

1. Sample Products dispensed by Exhibiting Firm are limited to products manufactured or processed by Exhibiting Firm, and must be directly related to the purpose of the event.
2. All Sample Products must be distributed from Exhibiting Firm's exhibit location and shall comply with the following requirements:
    a. Non-alcoholic Beverage Sample Products are limited to a maximum of 3 fluid ounces.
    b. Wine & Beer Sample Products are limited to a maximum of 2 fluid ounces.
    c. Spirit Sample Products are limited to a maximum of 0.5 fluid ounces.
    d. Food Sample Products are limited to a maximum of 2 ounces.
3. For all alcoholic beverage samples, an Aramark Bartender must be hired to distribute samples.
4. Exhibiting Firm shall maintain at all times during the event, and shall provide to Aramark no later than seven (7) days prior to the first day of the event a certificate of insurance evidencing, comprehensive general liability insurance with minimum limits of liability of$1,000,000 per occurrence and $2,000,000 in the aggregate for bodily injury or property damage, including contractual liability coverage (to cover Exhibiting Firm's obligations set forth in Paragraph 4 below) and food products liability coverage (with respect to any defect or contaminant in the Sample Products and/or in the production or manufacturing of the Sample Products). The foregoing insurance policy(ies) shall be issued by a company or companies licensed to do business in the Commonwealth of Pennsylvania and reasonably acceptable to Aramark. All policies of liability insurance shall include Aramark and the Pennsylvania Convention Center Authority (the "Authority") as additional insureds.
5. Exhibiting Firm hereby agrees to indemnify, defend (with counsel acceptable to Aramark) and hold harmless Aramark and the Authority, and each of their respective subsidiaries, affiliates, employees, agents, officers and directors, and each of their respective successors and assigns, from and against all liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses (including attorneys' fees and expenses), for bodily injury (including death) or property damage caused by, growing out of, or happening in connection with (i) the acts or omissions of Exhibiting Firm, its employees or agents, or use of equipment by Exhibiting Firm, its employees or agents, or (ii) the preparation, serving and/or consumption of the Sample Products.
6. Exhibiting Firm is responsible to obtain a health permit/approval (as applicable) from the Philadelphia County Health Department and a copy of all required permits/approvals must be provided to Aramark no later than three (3) days before the first day of the event.
7. Exhibiting Firm is required to prepare and serve Sample Products in accordance with industry standard sanitation, food safety and food temperature guidelines and in compliance with all applicable laws and regulations.
8. No cash sales are permitted by Exhibiting Firm.
9. Aramark will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
10. Food and/or beverage items used for traffic promotion (i.e., coffee, popcorn, soda, ice cream, etc.) must be purchased from ARAMARK.

Name of Event: _____ **Event Date:** _____

Exhibiting Firm Name: _____ **Phone: (____)**_____

Booth Number: _____ **Fax: (____)**_____ _____

Address: _____

Contact: _____ **Title:** _____

Product(s) you wish to dispense: _____ **Size of Portion to be dispensed:** _____

Proposed method of distribution: _____ **Quantity to be dispensed:** _____

Explain purpose for offering Sample Products: _____

By signing/executing below, you acknowledge that you have read and agree with the terms and general conditions set forth above.

Exhibiting Firm Name:_____

By: _____

Name:

Title:

The undersigned hereby consents to Exhibiting Firm's distribution of Sample Products strictly in accordance with the terms and general conditions set forth above.
ARA/SFS Joint Venture
By: Aramark Sports and Entertainment Services, LLC

By: _____

Name:

Title: