



## ***Complete Exhibitor Kit***



**2024 PHILADELPHIA BIKE EXPO  
PENNSYLVANIA CONVENTION CENTER  
HALL E & ATRIUM  
PHILADELPHIA, PA  
MARCH 16-17, 2024**



2024 Philadelphia Bike Expo  
March 16-17, 2024  
Pennsylvania Convention Center - Hall E & Atrium  
Philadelphia, PA



6575 Delilah Road P: 215-418-2121  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232

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WWW.VISTACS.COM

P: 609-485-2421  
F: 609-485-2392

## 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:

**2024 PHILADELPHIA BIKE EXPO**  
**Bina Bilenky**  
**Owner and Director of Operations**  
**Tel: 215-740-7068**  
**Email: [bina@phillybikeexpo.com](mailto: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](mailto:orders@vistacs.com)**  
**Order here: Vista online ordering**

All questions regarding internet, electric and audio visual should be directed to:

**Pennsylvania Convention Center**  
**215-418-4900**  
**Order here: PCC online ordering**

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 MARCH 15, 2024 11:00 AM - 6:00 PM

### EXHIBIT HOURS

SATURDAY MARCH 16, 2024 10:00 AM - 5:00 PM  
SUNDAY MARCH 17, 2024 10:00 AM - 4:00 PM

### DISMANTLE

SUNDAY MARCH 17, 2024 4:00 PM - 8:00 PM

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





Exhibitors are encouraged to use our, safe and secure, online ordering website to place orders and provide credit card information.

To log in, click the link below.

## [Online Ordering](#)

### **Existing Users**

If you have previously placed orders with us, enter your login name (your email address previously provided) and your password. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

### **New Users**

Contact us for a username and password so you can begin ordering your exhibit booth needs.

If you have any questions, please contact (609) 485-2421 or [orders@vistacs.com](mailto:orders@vistacs.com)





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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.....            | \$ | _____    |
| Estimated Sign Hanging.....                     | \$ | _____    |
| Estimated Forklift 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 # 

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Expiration Date 

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CVV 

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Cardholder's Name \_\_\_\_\_

Cardholder's Address \_\_\_\_\_ (Print or Type)  
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](mailto:orders@vistacs.com) before deadline date!**



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## 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](mailto: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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**DEADLINE  
DATE:  
MARCH 1, 2024**

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Pleasantville, NJ 08232  
WWW.VISTACS.COM

## 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

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Account Number

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CVV

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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](mailto:orders@vistacs.com) before deadline date!**





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**DISCOUNT  
DEADLINE DATE:  
MARCH 1, 2024**

## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

| QTY.  | DISCOUNT<br>RATES | STANDARD<br>RATES | AMT. |
|---|-------------------|-------------------|------|
| <b>SEATING</b>  |                   |                   |      |
| Upholstered Arm Chair (black only).....                                   | \$130.00          | \$169.00          |      |
| Side Chair (black only).....  | 105.00            | 136.00            |      |
| Padded Stool (black only).....  | 140.00            | 182.00            |      |
| <b>ACCESSORIES</b>  |                   |                   |      |
| Coffee Table (Rectangle-46"l x 24"w x 16"h).....                          | 118.00            | 153.00            |      |
| Round Pedestal Table (30"h x 30"rd).....                                  | 213.00            | 277.00            |      |
| Round Pedestal Table (42"h x 30"rd).....                                  | 252.00            | 328.00            |      |
| Wastebasket.....  | 33.00             | 43.00             |      |
| Easel.....  | 66.00             | 86.00             |      |
| Chrome Sign Frame (22" x 28").....  | 144.00            | 188.00            |      |
| Bag Holder.....   | 192.00            | 250.00            |      |
| 8' Stanchion.....   | 46.00             | 61.00             |      |
| Crossbar.....   | 46.00             | 61.00             |      |
| Garment Rack.....   | 193.00            | 251.00            |      |
| Literature Rack.....  | 256.00            | 333.00            |      |
| 3' Black Stanchion/Pull out Tape.....                                     | 82.00             | 107.00            |      |
| (7 1/2 ft. lengths)   |                   |                   |      |
| 8' Special Background.....  | 25.00ft.          | 33.00ft.          |      |
| Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green |                   |                   |      |
| 3' Special Siderails.....   | 19.00ft.          | 25.00ft.          |      |
| Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green |                   |                   |      |

### DRAPED RISERS

|                    |        |        |  |
|--------------------|--------|--------|--|
| <b>White Vinyl</b> |        |        |  |
| 4' One Step .....  | 100.00 | 131.00 |  |
| 6' One Step.....   | 130.00 | 168.00 |  |

| QTY.  | DISCOUNT<br>RATES | STANDARD<br>RATES | AMT. |
|---|-------------------|-------------------|------|
| <b>DRAPED DISPLAY TABLES - 30" HIGH</b>                                   |                   |                   |      |
| 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**                     |                   |                   |      |
| 2' x 4' x 30".....  | \$169.00          | \$220.00          |      |
| 2' x 6' x 30".....  | 207.00            | 270.00            |      |
| 2' x 8' x 30".....  | 242.00            | 314.00            |      |
| 4th Side Drape.....   | 40.00             | 52.00             |      |
| <b>DRAPED DISPLAY TABLES - 42" COUNTER HIGH</b>                           |                   |                   |      |
| 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**                     |                   |                   |      |
| 2' x 4' x 42".....  | 239.00            | 312.00            |      |
| 2' x 6' x 42".....  | 258.00            | 336.00            |      |
| 2' x 8' x 42".....  | 297.00            | 386.00            |      |
| 4th Side Drape.....   | 40.00             | 52.00             |      |
| <b>UNDRAPE DISPLAY TABLES - 30" HIGH</b>                                  |                   |                   |      |
| 2' x 4' x 30".....  | 79.00             | 102.00            |      |
| 2' x 6' x 30".....  | 90.00             | 116.00            |      |
| 2' x 8' x 30".....  | 111.00            | 145.00            |      |
| <b>UNDRAPE DISPLAY TABLES - 42" HIGH</b>                                  |                   |                   |      |
| 2' x 4' x 42".....  | 97.00             | 126.00            |      |
| 2' x 6' x 42".....  | 110.00            | 143.00            |      |
| 2' x 8' x 42".....  | 130.00            | 168.00            |      |

**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 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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DISCOUNT  
DEADLINE DATE:  
MARCH 1, 2024

## CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

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

| Qty.  |               | Discount<br>Rate | Standard<br>Rate | Total |
|-------|---------------|------------------|------------------|-------|
| _____ | 9'x 10' ..... | 269.00           | 350.00           | _____ |
| _____ | 9'x 20' ..... | 538.00           | 700.00           | _____ |
| _____ | 9'x 30' ..... | 807.00           | 1050.00          | _____ |
| _____ | 9'x 40' ..... | 1076.00          | 1400.00          | _____ |
| _____ | 9'x 50' ..... | 1345.00          | 1750.00          | _____ |

**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).....\$6.10 sq. ft. \$7.90 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).....\$2.75 sq. ft. \$3.60 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).....\$7.00 sq. ft. \$9.00 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](mailto:orders@vistacs.com) before deadline date!**



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**DISCOUNT**  
**DEADLINE DATE:**  
**MARCH 1, 2024**

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 E: orders@vistacs.com  
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## 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   | Total |
|-------------------------|------|--|--------------------|-----------|------------|-------|
| Blanc (Pg. 2)           |      |  |                    |           |            |       |
| 18228-0847              |      | Blanc Bright White Leather Sofa                          | 75"W x 35"D x 35"H | \$1033.00 | \$1,341.00 |       |
| 18167-0614              |      | Blanc Bright White Leather Loveseat                      | 54"W x 35"D x 35"H | \$987.00  | \$1,281.00 |       |
| 18284-0834              |      | Blanc Bright White Leather Chair                         | 33"W x 35"D x 35"H | \$824.00  | \$1,071.00 |       |
| 18024-0072              |      | Blanc Bright White Leather Bench Ottoman                 | 48"W x 24"D x 18"H | \$494.00  | \$642.00   |       |
| 18184-0274              |      | Blanc Bright White Leather Cube Ottoman                  | 17"Square          | \$171.00  | \$223.00   |       |
| Whisper (Pg. 2 & 3)     |      |  |                    |           |            |       |
| 18228-0607              |      | Whisper White Leather Sofa                               | 87"W x 37"D x 35"H | \$985.00  | \$1,281.00 |       |
| 18167-0471              |      | Whisper White Leather Loveseat                           | 61"W x 37"D x 35"H | \$945.00  | \$1,230.00 |       |
| 18284-0487              |      | Whisper White Leather Chair                              | 35"W x 37"D x 35"H | \$782.00  | \$1017.00  |       |
| 18024-0003              |      | Whisper White Leather Bench Ottoman                      | 60"W x 24"D x 17"H | \$437.00  | \$567.00   |       |
| 18184-0034              |      | Whisper White Leather Square Ottoman                     | 40"Square x 17"H   | \$437.00  | \$567.00   |       |
| 18184-0038              |      | Whisper White Leather Round Ottoman                      | 46"Round x 17"H    | \$437.00  | \$567.00   |       |
| Function (Pg. 3)        |      |  |                    |           |            |       |
| 18284-0554              |      | Function Bright White Leather Armless Chair              | 28"Square x 29"H   | \$527.00  | \$684.00   |       |
| 18066-0016              |      | Function Bright White Leather Corner                     | 28"Square x 29"H   | \$565.00  | \$735.00   |       |
| Continental (Pg. 3 & 4) |      |  |                    |           |            |       |
| 18303-0006              |      | Continental Bright White Leather Curved Loveseat         | 82"W x 34"D x 31"H | \$1016.00 | \$1,320.00 |       |
| 18304-0002              |      | Continental Bright White Leather Reverse Curved Loveseat | 72"W x 34"D x 31"H | \$986.00  | \$1,281.00 |       |
| 18296-0006              |      | Continental Bright White Leather Wedge Ottoman           | 30"W x 34"D x 19"H | \$437.00  | \$568.00   |       |
| 18184-0283              |      | Continental Bright White Leather Curved Bench            | 70"W x 26"D x 19"H | \$518.00  | \$672.00   |       |
| 18184-0284              |      | Continental Bright White Leather Half Moon Ottoman       | 33"W x 19"D x 19"H | \$437.00  | \$567.00   |       |
| Sophistication (Pg. 4)  |      |  |                    |           |            |       |
| 18228-0674              |      | Sophistication White Leather Sofa                        | 72"W x 31"D x 48"H | \$1016.00 | \$1,320.00 |       |
| 18167-0466              |      | Sophistication White Leather Loveseat                    | 48"W x 31"D x 48"H | \$687.00  | \$893.00   |       |
| 18284-0563              |      | Sophistication White Leather Chair                       | 27"W x 31"D x 48"H | \$517.00  | \$672.00   |       |
| 18066-0017              |      | Sophistication White Leather Corner                      | 31"Square x 48"H   | \$518.00  | \$672.00   |       |
| 18184-0130              |      | Sophistication White Leather Ottoman                     | 31"Square x 19"H   | \$389.00  | \$505.00   |       |
| Boca (Pg. 5)            |      |  |                    |           |            |       |
| 18066-0026              |      | Boca Black Leather Corner                                | 27"W x 27"D x 30"H | \$565.00  | \$735.00   |       |
| 18284-0786              |      | Boca Black Leather Armless                               | 22"W x 27"D x 30"H | \$527.00  | \$685.00   |       |
| Metro (Pg. 5)           |      |  |                    |           |            |       |
| 18228-0602              |      | Metro Black Leather Sofa                                 | 85"W x 35"D x 35"H | \$848.00  | \$1,103.00 |       |
| 18167-0467              |      | Metro Black Leather Loveseat                             | 60"W x 35"D x 35"H | \$817.00  | \$1,062.00 |       |
| 18284-0482              |      | Metro Black Leather Chair                                | 35"Square x 35"H   | \$637.00  | \$830.00   |       |
| 18184-0179              |      | Metro Black Leather Square Ottoman                       | 40"Square x 17"H   | \$437.00  | \$567.00   |       |
| 18024-0008              |      | Metro Black Leather Bench Ottoman                        | 60"W x 24"D x 17"H | \$437.00  | \$567.00   |       |

**COMPANY NAME** \_\_\_\_\_

**BOOTH** \_\_\_\_\_



# Custom Furnishings Order Form Continued

| Item Number                | Qty | Description                               | Dimensions         | Discount   | Standard   | Total |
|----------------------------|-----|---|--------------------|------------|------------|-------|
| Suave Midnight (Pg. 6)     |     |   |                    |            |            |       |
| 18228-0085                 |     | Suave Midnight Sofa                       | 77"W x 36"D x 33"H | \$742.00   | \$966.00   |       |
| 18167-0069                 |     | Suave Midnight Loveseat                   | 54"W x 36"D x 33"H | \$645.00   | \$838.00   |       |
| 18284-0151                 |     | Suave Midnight Chair                      | 32"W x 36"D x 33"H | \$484.00   | \$630.00   |       |
| Grammercy (Pg. 6)          |     |   |                    |            |            |       |
| 18228-0605                 |     | Grammercy Charcoal Leather Sofa           | 82"W x 36"D x 36"H | \$945.00   | \$1,230.00 |       |
| 18167-0469                 |     | Grammercy Charcoal Leather Loveseat       | 57"W x 36"D x 36"H | \$823.00   | \$1,071.00 |       |
| 18284-0485                 |     | Grammercy Charcoal Leather Chair          | 28"W x 36"D x 36"H | \$527.00   | \$684.00   |       |
| 18066-0015                 |     | Grammercy Charcoal Leather Corner         | 36"Square x 36"H   | \$606.00   | \$788.00   |       |
| 18184-0036                 |     | Grammercy Charcoal Leather Round Ottoman  | 46"Round x 17"H    | \$437.00   | \$567.00   |       |
| 18184-0033                 |     | Grammercy Charcoal Leather Square Ottoman | 40"Square x 17"H   | \$437.00   | \$567.00   |       |
| Parma (Pg. 7)              |     |   |                    |            |            |       |
| 18228-0789                 |     | Parma Brown Leather Sofa                  | 79"W x 37"D x 36"H | \$852.00   | \$1,103.00 |       |
| 18167-0577                 |     | Parma Brown Leather Loveseat              | 56"W x 37"D x 36"H | \$817.00   | \$1,062.00 |       |
| 18284-0710                 |     | Parma Brown Leather Chair                 | 33"W x 37"D x 36"H | \$637.00   | \$830.00   |       |
| 18024-0061                 |     | Parma Brown Leather Bench Ottoman         | 60"W x 24"D x 17"H | \$437.00   | \$567.00   |       |
| Montana Mocha (Pg. 7)      |     |   |                    |            |            |       |
| 18228-0784                 |     | Montana Mocha Sofa                        | 79"W x 35"D x 34"H | \$798.00   | \$1037.00  |       |
| 18167-0573                 |     | Montana Mocha Loveseat                    | 57"W x 35"D x 34"H | \$701.00   | \$911.00   |       |
| 18284-0704                 |     | Montana Mocha Chair                       | 35"Square x 34"H   | \$541.00   | \$704.00   |       |
| Madison (Pg. 8)            |     |   |                    |            |            |       |
| 18228-0823                 |     | Madison Sofa                              | 86"W x 34"D x 34"H | \$985.00   | \$1,281.00 |       |
| 18284-0794                 |     | Madison Chair                             | 33"W x 34"D x 34"H | \$574.00   | \$747.00   |       |
| 18184-0256                 |     | Madison Sky Bench                         | 4"W x 24"D x 17"H  | \$405.00   | \$527.00   |       |
| 18184-0252                 |     | Madison Ottoman - Willow                  | 24"Square x 17"H   | \$259.00   | \$336.00   |       |
| 18184-0253                 |     | Madison Ottoman - Sand Dollar             | 24"Square x 17"H   | \$259.00   | \$336.00   |       |
| 18184-0254                 |     | Madison Ottoman - Apricot                 | 24"Square x 17"H   | \$259.00   | \$336.00   |       |
| 18184-0255                 |     | Madison Ottoman - Sunflower               | 24"Square x 17"H   | \$259.00   | \$336.00   |       |
| Chandler(Pg. 9)            |     |   |                    |            |            |       |
| 18228-0795                 |     | Chandler Red Leather Sofa                 | 76"W x 37"D x 35"H | \$848.00   | \$1,103.00 |       |
| 18167-0581                 |     | Chandler Red Leather Loveseat             | 53"W x 37"D x 35"H | \$817.00   | \$1,062.00 |       |
| 18284-0717                 |     | Chandler Red Leather Chair                | 31"W x 37"D x 35"H | \$637.00   | \$830.00   |       |
| 18024-0062                 |     | Chandler Red Leather Bench Ottoman        | 60"W x 24"D x 17"H | \$437.00   | \$567.00   |       |
| Evoke (Pg. 9 & 10)         |     |   |                    |            |            |       |
| 13229-0007                 |     | Evoke Sofa                                | 81"W x 35"D x 27"H | \$1,282.00 | \$1,666.00 |       |
| 13041-0015                 |     | Evoke Chair                               | 33"W x 35"D x 27"H | \$687.00   | \$893.00   |       |
| 13054-0011                 |     | Evoke Cocktail Table                      | 48"W x 24"D x 18"H | \$437.00   | \$567.00   |       |
| 13110-0009                 |     | Evoke End Table                           | 24"W x 28"D x 25"H | \$389.00   | \$505.00   |       |
| 13110-0008                 |     | Evoke Cube Table                          | 18"Square          | \$275.00   | \$358.00   |       |
| Niko (Pg. 10)              |     |   |                    |            |            |       |
| 18228-0858                 |     | Niko Sofa                                 | 81"W x 30"D x 38"H | \$1049.00  | \$1,363.00 |       |
| 18167-0622                 |     | Niko Loveseat                             | 58"W x 30"D x 38"H | \$960.00   | \$1,246.00 |       |
| 18284-0856                 |     | Niko Chair                                | 31"W x 30"D x 38"H | \$798.00   | \$1037.00  |       |
| Stage Chairs (Pg. 10 & 11) |     |   |                    |            |            |       |
| 18284-0478                 |     | Midnight Stage Chair                      | 25"W x 26"D x 37"H | \$315.00   | \$411.00   |       |
| 18284-0477                 |     | Chamois Stage Chair                       | 25"W x 26"D x 37"H | \$315.00   | \$411.00   |       |
| 18284-0476                 |     | Buckskin Stage Chair                      | 25"W x 26"D x 37"H | \$315.00   | \$411.00   |       |
| 18284-0621                 |     | Empire Chair - Black Leather              | 28"W x 32"D x 32"H | \$565.00   | \$735.00   |       |
| 18284-0564                 |     | Empire Chair - White Leather              | 28"W x 32"D x 32"H | \$565.00   | \$735.00   |       |
| 18284-0785                 |     | Monarch Chair                             | 28"Square x 30"H   | \$361.00   | \$469.00   |       |

COMPANY NAME \_\_\_\_\_

BOOTH \_\_\_\_\_

# Custom Furnishings Order Form Continued

| Item Number                                     | Qty | Description                                      | Dimensions           | Discount   | Standard   | Total |
|---|-----|--|----------------------|------------|------------|-------|
| <b>Ottomans &amp; Benches (Pg. 11 &amp; 12)</b> |     |  |                      |            |            |       |
| 18184-0283                                      |     | Continental Bright White Leather Curved Bench    | 70"W x 26"D x 19"H   | \$518.00   | \$672.00   |       |
| 18184-0179                                      |     | Metro Black Leather Square Ottoman               | 40"Square x 17"H     | \$437.00   | \$567.00   |       |
| 18184-0034                                      |     | Whisper White Leather Square Ottoman             | 40"Square x 17"H     | \$437.00   | \$567.00   |       |
| 18184-0033                                      |     | Grammercy Charcoal Leather Square Ottoman        | 40"Square x 17"H     | \$437.00   | \$567.00   |       |
| 18024-0008                                      |     | Metro Black Leather Bench Ottoman                | 60"W x 24"D x 17"H   | \$437.00   | \$567.00   |       |
| 18024-0003                                      |     | Whisper White Leather Bench Ottoman              | 60"W x 24"D x 17"H   | \$437.00   | \$567.00   |       |
| 18024-0062                                      |     | Chandler Red Leather Bench Ottoman               | 60"W x 24"D x 17"H   | \$437.00   | \$567.00   |       |
| 18024-0002                                      |     | Grammercy Charcoal Leather Bench Ottoman         | 60"W x 24"D x 17"H   | \$437.00   | \$567.00   |       |
| 18024-0061                                      |     | Parma Brown Leather Bench Ottoman                | 60"W x 24"D x 17"H   | \$437.00   | \$567.00   |       |
| 18184-0192                                      |     | Essentials Storage Ottoman                       | 48"W x 24"D x 20"H   | \$606.00   | \$788.00   |       |
| 18184-0036                                      |     | Grammercy Charcoal Leather Round Ottoman         | 46"Round x 17"H      | \$437.00   | \$567.00   |       |
| 18184-0038                                      |     | Whisper White Leather Round Ottoman              | 46"Round x 17"H      | \$437.00   | \$567.00   |       |
| 18184-0028                                      |     | Grammercy Charcoal Leather 1/4 Round Ottoman     | 34"W x 19"D x 17"H   | \$268.00   | \$348.00   |       |
| 18184-0030                                      |     | Whisper White Leather White 1/4 Round Ottoman    | 34"W x 19"D x 17"H   | \$268.00   | \$348.00   |       |
| 18184-0256                                      |     | Madison Sky Bench                                | 4"W x 24"D x 17"H    | \$405.00   | \$527.00   |       |
| 18184-0252                                      |     | Madison Ottoman - Willow                         | 24"Square x 17"H     | \$259.00   | \$336.00   |       |
| 18184-0253                                      |     | Madison Ottoman - Sand Dollar                    | 24"Square x 17"H     | \$259.00   | \$336.00   |       |
| 18184-0254                                      |     | Madison Ottoman - Apricot                        | 24"Square x 17"H     | \$259.00   | \$336.00   |       |
| 18184-0255                                      |     | Madison Ottoman - Sunflower                      | 24"Square x 17"H     | \$259.00   | \$336.00   |       |
| <b>Banquettes &amp; Turning Beds (Pg. 12)</b>   |     |  |                      |            |            |       |
| 18011-0011                                      |     | Essentials White Leather Banquette (2 pcs)       | 60"Round x 48"H      | \$1,282.00 | \$1,666.00 |       |
| 18011-0001                                      |     | Whisper White Leather Banquette (2 pcs)          | 59"Round x 38"H      | \$1,282.00 | \$1,666.00 |       |
| 18011-0002                                      |     | Grammercy Charcoal Leather Banquette (2 pcs)     | 59"Round x 38"H      | \$1,282.00 | \$1,666.00 |       |
| 02082-0033                                      |     | Essentials White Leather Turning Bed             | 96"W x 48"D x 34"H   | \$1,541.00 | \$2,003.00 |       |
| <b>Cube Ottomans (Pg. 13)</b>                   |     |  |                      |            |            |       |
| 18184-0294                                      |     | Rubix Cube - Cherry                              | 17"Square x 18"H     | \$179.00   | \$232.00   |       |
| 18184-0295                                      |     | Rubix Cube - Cromwell                            | 17"Square x 18"H     | \$179.00   | \$232.00   |       |
| 18184-0296                                      |     | Rubix Cube - Grape                               | 17"Square x 18"H     | \$179.00   | \$232.00   |       |
| 18184-0293                                      |     | Rubix Cube - Lemon                               | 17"Square x 18"H     | \$179.00   | \$232.00   |       |
| 18184-0297                                      |     | Rubix Cube - Lime                                | 17"Square x 18"H     | \$179.00   | \$232.00   |       |
| 18184-0298                                      |     | Rubix Cube - Mango                               | 17"Square x 18"H     | \$179.00   | \$232.00   |       |
| 18184-0274                                      |     | Blanc Bright White Leather Cube                  | 17"Square x 17"H     | \$171.00   | \$223.00   |       |
| 18184-0129                                      |     | Whisper White Leather Cube Ottoman               | 18"Square x 18"H     | \$171.00   | \$223.00   |       |
| 18184-0128                                      |     | Metro Black Leather Cube Ottoman                 | 18"Square x 18"H     | \$171.00   | \$223.00   |       |
| <b>Charged (Pg. 14)</b>                         |     |  |                      |            |            |       |
| 22100-0001                                      |     | Essentials Turning Bed w/Charging Station Insert | 96"W x 48"D x 19"H   | \$1,708.00 | \$2,221.00 |       |
| 22051-0001                                      |     | Boca Bright White Corner - Charged               | 27"W x 27"D x 30"H   | \$645.00   | \$838.00   |       |
| 22050-0001                                      |     | Boca Bright White Armless - Charged              | 22"W x 27"D x 30"H   | \$597.00   | \$777.00   |       |
| 22001-0001                                      |     | Aspen Bar Table - Charged                        | 72"W x 26"D x 42"H   | \$1001.00  | \$1,302.00 |       |
| 22002-0002                                      |     | Aspen Cocktail Table - Charged                   | 48"W x 24"D x 18"H   | \$565.00   | \$735.00   |       |
| 22200-0001                                      |     | White Conference Table - Charged                 | 96"W x 43"D x 30"H   | \$1,347.00 | \$1,750.00 |       |
| 18284-0861                                      |     | Patrice Tablet Chair                             | 28"W x 30.5"D x 31"H | \$623.00   | \$809.00   |       |
| 22052-0001                                      |     | Lincoln Bench - Charged                          | 59"W x 39"D x 17"H   | \$945.00   | \$1,230.00 |       |
| <b>Occasional Tables (Pg. 15 &amp; 16)</b>      |     |  |                      |            |            |       |
| 12107-0008                                      |     | Tribeca End Table                                | 24"W x 28"D x 22"H   | \$308.00   | \$399.00   |       |
| 12230-0005                                      |     | Tribeca Console Table                            | 48"W x 18"D x 30"H   | \$341.00   | \$443.00   |       |
| 12055-0008                                      |     | Tribeca Cocktail Table                           | 48"W x 28"D x 19"H   | \$322.00   | \$420.00   |       |

COMPANY NAME \_\_\_\_\_

BOOTH \_\_\_\_\_

# Custom Furnishings Order Form Continued

| Item Number                  | Qty | Description                      | Dimensions         | Discount   | Standard   | Total |
|------------------------------|-----|----------------------------------|--------------------|------------|------------|-------|
| 18024-0011                   |     | Novel End Table                  | 15" Square x 16" H | \$416.00   | \$540.00   |       |
| 18024-0010                   |     | Novel Cocktail Table             | 46"W x 15"D x 16"H | \$389.00   | \$505.00   |       |
| 99-12304-05                  |     | Aria Red End Table               | 24"W x 20"D x 22"H | \$308.00   | \$399.00   |       |
| 99-12050-05                  |     | Aria Red Cocktail Table          | 44"W x 20"D x 18"H | \$322.00   | \$420.00   |       |
| 99-12304-03                  |     | Aria Green End Table             | 24"W x 20"D x 22"H | \$308.00   | \$399.00   |       |
| 99-12050-03                  |     | Aria Green Cocktail Table        | 44"W x 20"D x 18"H | \$322.00   | \$420.00   |       |
| 99-12304-06                  |     | Aria Blue End Table              | 24"W x 20"D x 22"H | \$308.00   | \$399.00   |       |
| 99-12050-06                  |     | Aria Blue Cocktail Table         | 44"W x 20"D x 18"H | \$322.00   | \$420.00   |       |
| 99-12304-04                  |     | Aria Purple End Table            | 24"W x 20"D x 22"H | \$308.00   | \$399.00   |       |
| 99-12050-04                  |     | Aria Purple Cocktail Table       | 44"W x 20"D x 18"H | \$322.00   | \$420.00   |       |
| 99-12304-01                  |     | Aria White End Table             | 24"W x 20"D x 22"H | \$308.00   | \$399.00   |       |
| 99-12305-01                  |     | Aria White Console Table         | 44"W x 20"D x 30"H | \$341.00   | \$443.00   |       |
| 99-12050-01                  |     | Aria White Cocktail Table        | 44"W x 20"D x 18"H | \$322.00   | \$420.00   |       |
| 99-12304-02                  |     | Aria Charcoal End Table          | 24"W x 20"D x 22"H | \$308.00   | \$399.00   |       |
| 99-12305-02                  |     | Aria Charcoal Console Table      | 44"W x 20"D x 30"H | \$341.00   | \$443.00   |       |
| 99-12050-02                  |     | Aria Charcoal Cocktail Table     | 44"W x 20"D x 18"H | \$322.00   | \$420.00   |       |
| 12107-0512                   |     | Fuze End Table                   | 24"Square x 23"H   | \$333.00   | \$433.00   |       |
| 12230-0116                   |     | Fuze Console Table               | 60"W x 16"D x 34"H | \$405.00   | \$527.00   |       |
| 12055-0453                   |     | Fuze Cocktail Table              | 40"Square x 16"H   | \$372.00   | \$484.00   |       |
| 12107-0493                   |     | London End Table                 | 24"Square x 23"H   | \$333.00   | \$433.00   |       |
| 12230-0110                   |     | London Console Table             | 60"W x 16"D x 34"H | \$405.00   | \$527.00   |       |
| 12055-0428                   |     | London Cocktail Table            | 40"Square x 16"H   | \$372.00   | \$484.00   |       |
| 12107-0494                   |     | Brooklyn II Square End Table     | 22"W X 22"D X 20"H | \$284.00   | \$368.00   |       |
| 12107-0495                   |     | Brooklyn II Round End Table      | 20"Round X 20"H    | \$284.00   | \$368.00   |       |
| 12055-0429                   |     | Brooklyn II Rect Cocktail Table  | 42"W X 24"D X 16"H | \$315.00   | \$411.00   |       |
| 12055-0430                   |     | Brooklyn II Round Cocktail Table | 30"Round X 16"H    | \$315.00   | \$411.00   |       |
| 12107-0282                   |     | Vivid End Table                  | 26"Square x 21"H   | \$308.00   | \$399.00   |       |
| 12230-0081                   |     | Vivid Console Table              | 50"W x 24"D x 30"H | \$341.00   | \$442.00   |       |
| 12055-0273                   |     | Vivid Cocktail Table             | 50"W x 24"D x 16"H | \$322.00   | \$420.00   |       |
| 12003-0038                   |     | Rose Table                       | 17"Round x 17"H    | \$341.00   | \$442.00   |       |
| 12003-0039                   |     | Zanzibar Table                   | 17"Square          | \$341.00   | \$442.00   |       |
| 12107-0296                   |     | 24" Cube End Table - Black       | 24"Square x 21"H   | \$315.00   | \$411.00   |       |
| 12107-0297                   |     | 24" Cube End Table - White       | 24"Square x 21"H   | \$315.00   | \$411.00   |       |
| 12055-0285                   |     | 24" Cube Cocktail Table - Black  | 24"Square x 16"H   | \$308.00   | \$399.00   |       |
| 12055-0286                   |     | 24" Cube Cocktail Table - White  | 24"Square x 16"H   | \$308.00   | \$399.00   |       |
| 12107-0467                   |     | Hylton Tablet Table              | 18"W x 12"D x 28"H | \$275.00   | \$358.00   |       |
| Bars & Bar<br>Backs (Pg. 17) |     |                                  |                    |            |            |       |
| 05012-0076                   |     | VIP Glow Bar 6'                  | 72"W x 24"D x 42"H | \$1,206.00 | \$1,569.00 |       |
| 05012-0075                   |     | VIP Glow Bar 4'                  | 48"W x 24"D x 42"H | \$1017.00  | \$1,322.00 |       |
| 05012-0053                   |     | Black Bar - 2 Shelf              | 48"W x 16"D x 42"H | \$517.00   | \$666.00   |       |
| 05012-0054                   |     | White Bar - 2 Shelf              | 48"W x 16"D x 42"H | \$517.00   | \$666.00   |       |
| 12112-0010                   |     | Blox Bar Back                    | 30"W x 16"D x 86"H | \$645.00   | \$838.00   |       |
| 05001-0017                   |     | Piazza Bar Back - Black          | 44"W x 12"D x 80"H | \$607.00   | \$789.00   |       |
| 05001-0018                   |     | Piazza Bar Back - White          | 44"W x 12"D x 80"H | \$607.00   | \$789.00   |       |
| Bar Stools<br>(Pg. 18 & 19)  |     |                                  |                    |            |            |       |
| 05237-0264                   |     | Vienna Stool - Gray              | 17"Square x 39"H   | \$322.00   | \$420.00   |       |
| 05237-0263                   |     | Vienna Stool - Orange            | 17"Square x 39"H   | \$322.00   | \$420.00   |       |
| 05237-0262                   |     | Vienna Stool - Teal              | 17"Square x 39"H   | \$322.00   | \$420.00   |       |
| 05237-0038                   |     | Criss Cross Bar Stool - Espresso | 15"W x 19"D x 41"H | \$290.00   | \$378.00   |       |
| 05237-0039                   |     | Criss Cross Bar Stool - White    | 15"W x 19"D x 41"H | \$290.00   | \$378.00   |       |
| 05237-0305                   |     | Colin Stool                      | 20"W x 19"D x 46"H | \$243.00   | \$315.00   |       |
| 99-05237-01                  |     | Silk Back Bar Stool - Black      | 17"W x 18"D x 42"H | \$275.00   | \$358.00   |       |
| 99-05237-02                  |     | Silk Back Bar Stool - White      | 17"W x 18"D x 42"H | \$275.00   | \$358.00   |       |
| 99-05237-06                  |     | Silk Back Bar Stool - Blue       | 17"W x 18"D x 42"H | \$275.00   | \$358.00   |       |
| 99-05237-03                  |     | Silk Back Bar Stool - Green      | 17"W x 18"D x 42"H | \$275.00   | \$358.00   |       |
| 99-05237-04                  |     | Silk Back Bar Stool - Purple     | 17"W x 18"D x 42"H | \$275.00   | \$358.00   |       |
| 99-05237-05                  |     | Silk Back Bar Stool - Red        | 17"W x 18"D x 42"H | \$275.00   | \$358.00   |       |
| 05237-0221                   |     | Euro Bar Stool - Black           | 22"W x 24"D x 42"H | \$290.00   | \$378.00   |       |
| 05237-0270                   |     | Hourglass Bar Stool - Black      | 18"W x 20"D x 43"H | \$299.00   | \$390.00   |       |

COMPANY NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

# Custom Furnishings Order Form Continued

| Item Number                     | Qty | Description                               | Dimensions         | Discount | Standard   | Total |
|---------------------------------|-----|---|--------------------|----------|------------|-------|
| 05237-0271                      |     | Hourglass Bar Stool - White               | 18"W x 20"D x 43"H | \$299.00 | \$390.00   |       |
| 05237-0160                      |     | Equino Bar Stool - Black                  | 15"W x 13"D x 35"H | \$299.00 | \$390.00   |       |
| 05237-0041                      |     | Equino Bar Stool - White                  | 15"W x 13"D x 35"H | \$299.00 | \$390.00   |       |
| 05237-0298                      |     | Clara Stool                               | 17"W x 21"D x 41"H | \$306.00 | \$396.00   |       |
| 05237-0215                      |     | Marcus Stool                              | 18"Square x 29"H   | \$219.00 | \$286.00   |       |
| 05237-0156                      |     | Regal Stool                               | 19"W x 24"D x 45"H | \$299.00 | \$390.00   |       |
| 05237-0169                      |     | Caprice Stool                             | 25"W x 26"D x 44"H | \$299.00 | \$390.00   |       |
| 05237-0042                      |     | Sonic Stool                               | 22"W x 23"D x 42"H | \$267.00 | \$347.00   |       |
| 05237-0300                      |     | Nexus Stool                               | 19"W x 20"D x 44"H | \$251.00 | \$326.00   |       |
| Café Chairs<br>(Pg. 19, 20, 21) |     |   |                    |          |            |       |
| 05035-0032                      |     | Vienna Chair - Gray                       | 21"Square x 32"H   | \$204.00 | \$265.00   |       |
| 05035-0031                      |     | Vienna Chair - Orange                     | 21"Square x 32"H   | \$204.00 | \$265.00   |       |
| 05035-0030                      |     | Vienna Chair - Teal                       | 21"Square x 32"H   | \$204.00 | \$265.00   |       |
| 99-05035-10                     |     | Silk Back Armless Chair - Black           | 17"W x 18"D x 34"H | \$171.00 | \$223.00   |       |
| 99-05035-11                     |     | Silk Back Armless Chair - White           | 17"W x 18"D x 34"H | \$171.00 | \$223.00   |       |
| 99-05035-15                     |     | Silk Back Armless Chair - Blue            | 17"W x 18"D x 34"H | \$171.00 | \$223.00   |       |
| 99-05035-12                     |     | Silk Back Armless Chair - Green           | 17"W x 18"D x 34"H | \$171.00 | \$223.00   |       |
| 99-05035-13                     |     | Silk Back Armless Chair - Purple          | 17"W x 18"D x 34"H | \$171.00 | \$223.00   |       |
| 99-05035-14                     |     | Silk Back Armless Chair - Red             | 17"W x 18"D x 34"H | \$171.00 | \$223.00   |       |
| 05035-0051                      |     | Clara Chair                               | 18"W x 21"D x 35"H | \$194.00 | \$252.00   |       |
| 05035-0008                      |     | Leslie Chair                              | 17"W x 21"D x 31"H | \$153.00 | \$200.00   |       |
| 05035-0010                      |     | Criss Cross Chair - Espresso              | 17"W x 21"D x 35"H | \$194.00 | \$252.00   |       |
| 05035-0011                      |     | Criss Cross Chair - White                 | 17"W x 21"D x 35"H | \$194.00 | \$252.00   |       |
| 05035-0023                      |     | Elio Chair                                | 17"Square x 33"H   | \$171.00 | \$223.00   |       |
| 14233-0025                      |     | Caprice Chair - Black                     | 25"W x 24"D x 32"H | \$171.00 | \$223.00   |       |
| 14233-0005                      |     | Comet Stack Chair - Arms                  | 23"W x 22"D x 32"H | \$236.00 | \$307.00   |       |
| 14233-0006                      |     | Comet Stack Chair - Armless               | 19"W x 22"D x 32"H | \$219.00 | \$286.00   |       |
| 05221-0039                      |     | Regal Dining Chair                        | 19"W x 23"D x 38"H | \$243.00 | \$315.00   |       |
| 14233-0016                      |     | Sonic Chair                               | 20"W x 21"D x 32"H | \$171.00 | \$223.00   |       |
| 05035-0050                      |     | Nexus Chair                               | 19"W x 22"D x 32"H | \$204.00 | \$265.00   |       |
| 05035-0052                      |     | Colin Chair                               | 22"W x 19"D x 33"H | \$171.00 | \$223.00   |       |
| Bar Tables<br>(Pg. 21, 22, 23)  |     |   |                    |          |            |       |
| 99-05245-01                     |     | Euro Bar Table Black/Black 30" Round      | 30"Round x 42"H    | \$308.00 | \$399.00   |       |
| 99-05245-02                     |     | Euro Bar Table Black/Black 36" Round      | 36"Round x 42"H    | \$315.00 | \$411.00   |       |
| 99-05245-04                     |     | Silk Bar Table Black/Chrome 30" Round     | 30"Round x 42"H    | \$308.00 | \$399.00   |       |
| 99-05245-05                     |     | Silk Bar Table Black/Chrome 36" Round     | 36"Round x 42"H    | \$315.00 | \$411.00   |       |
| 99-05245-14                     |     | City Bar Table Maple/Black 30" Round      | 30"Round x 42"H    | \$308.00 | \$399.00   |       |
| 99-05245-15                     |     | City Bar Table Maple/Black 36" Round      | 36"Round x 42"H    | \$315.00 | \$411.00   |       |
| 99-05245-07                     |     | Park Ave Bar Table Maple/Chrome 30" Round | 30"Round x 42"H    | \$308.00 | \$399.00   |       |
| 99-05245-08                     |     | Park Ave Bar Table Maple/Chrome 36" Round | 36"Round x 42"H    | \$315.00 | \$411.00   |       |
| 99-05245-16                     |     | Summit Bar Table White/Black 30" Round    | 30"Round x 42"H    | \$308.00 | \$399.00   |       |
| 99-05245-17                     |     | Summit Bar Table White/Black 36" Round    | 36"Round x 42"H    | \$315.00 | \$411.00   |       |
| 99-05245-10                     |     | Blanco Bar Table White/Chrome 30" Round   | 30"Round x 42"H    | \$308.00 | \$399.00   |       |
| 99-05245-11                     |     | Blanco Bar Table White/Chrome 36" Round   | 36"Round x 42"H    | \$315.00 | \$411.00   |       |
| 99-05245-22                     |     | Fuze Bar Table                            | 36"Square x 42"H   | \$347.00 | \$452.00   |       |
| 99-05245-12                     |     | Blanco Bar Table - White/Chrome 24"Square | 24"Square x 42"H   | \$308.00 | \$399.00   |       |
| 99-05245-13                     |     | Blanco Rectangle Bar Table - White/Chrome | 72"W x 24"D x 42"H | \$476.00 | \$620.00   |       |
| 99-05245-20                     |     | Spectrum Bar Table - Red                  | 24"Square x 42"H   | \$333.00 | \$433.00   |       |
| 99-05245-21                     |     | Spectrum Bar Table - Blue                 | 24"Square x 42"H   | \$333.00 | \$433.00   |       |
| 99-05245-18                     |     | Spectrum Bar Table - Purple               | 24"Square x 42"H   | \$333.00 | \$433.00   |       |
| 99-05245-19                     |     | Spectrum Bar Table - Green                | 24"Square x 42"H   | \$333.00 | \$433.00   |       |
| 05202-0049                      |     | Zinc Bar Table                            | 24"Round x 42"H    | \$461.00 | \$600.00   |       |
| 05204-0001                      |     | Aspen Bar Table                           | 72"W x 26"D x 42"H | \$855.00 | \$1,113.00 |       |
| Café Tables<br>(Pg. 23 & 24)    |     |   |                    |          |            |       |
| 99-05036-01                     |     | Euro Café Table Black/Black 30" Round     | 30"Round x 30"H    | \$308.00 | \$399.00   |       |
| 99-05036-02                     |     | Euro Café Table Black/Black 36" Round     | 36"Round x 30"H    | \$315.00 | \$411.00   |       |

COMPANY NAME \_\_\_\_\_

BOOTH \_\_\_\_\_



# Custom Furnishings Order Form Continued

| Item Number                       | Qty | Description                                | Dimensions          | Discount | Standard   | Total |
|-----------------------------------|-----|--|---------------------|----------|------------|-------|
| 99-05036-04                       |     | Silk Café Table Black/Chrome 30" Round     | 30"Round x 30"H     | \$308.00 | \$399.00   |       |
| 99-05036-05                       |     | Silk Café Table Black/Chrome 36" Round     | 36"Round x 30"H     | \$315.00 | \$411.00   |       |
| 99-05036-07                       |     | Park Ave Café Table Maple/Chrome 30" Round | 30"Round x 30"H     | \$308.00 | \$399.00   |       |
| 99-05036-08                       |     | Park Ave Café Table Maple/Chrome 36" Round | 36"Round x 30"H     | \$315.00 | \$411.00   |       |
| 99-05036-14                       |     | City Café Table Maple/Black 30" Round      | 30"Round x 30"H     | \$308.00 | \$399.00   |       |
| 99-05036-15                       |     | City Café Table Maple/Black 36" Round      | 36"Round x 30"H     | \$315.00 | \$411.00   |       |
| 99-05036-16                       |     | Summit Café Table White/Black 30" Round    | 30"Round x 30"H     | \$308.00 | \$399.00   |       |
| 99-05036-17                       |     | Summit Café Table White/Black 36" Round    | 36"Round x 30"H     | \$315.00 | \$411.00   |       |
| 99-05036-10                       |     | Blanco Café Table White/Chrome 30" Round   | 30"Round x 30"H     | \$308.00 | \$399.00   |       |
| 99-05036-11                       |     | Blanco Café Table White/Chrome 36" Round   | 36"Round x 30"H     | \$315.00 | \$411.00   |       |
| 99-05036-22                       |     | Fuze Café Table                            | 36"Square x 30      | \$347.00 | \$452.00   |       |
| 99-05036-12                       |     | Blanco Café Table White/Chrome 24"Square   | 24"Square x 30"H    | \$308.00 | \$399.00   |       |
| 99-05036-13                       |     | Blanco Café Table White/Chrome Rectangle   | 72"W x 24"D x 30"H  | \$476.00 | \$620.00   |       |
| 99-05036-20                       |     | Spectrum Café Table - Red                  | 24"Square x 29"H    | \$333.00 | \$433.00   |       |
| 99-05036-21                       |     | Spectrum Café Table - Blue                 | 24"Square x 29"H    | \$333.00 | \$433.00   |       |
| 99-05036-18                       |     | Spectrum Café Table - Purple               | 24"Square x 29"H    | \$333.00 | \$433.00   |       |
| 99-05036-19                       |     | Spectrum Café Table - Green                | 24"Square x 29"H    | \$333.00 | \$433.00   |       |
| 05090-0001                        |     | Aspen Dining Table                         | 72"W x 30"D x 30"H  | \$734.00 | \$954.00   |       |
| 05088-0505                        |     | Brio Dining Table                          | 96"W x 48"D x 30"H  | \$986.00 | \$1,281.00 |       |
| Office Seating<br>(Pg. 25 & 26)   |     |  |                     |          |            |       |
| 14136-0002                        |     | Tamiri High Back Chair                     | 25"W x 27"D x 45"H  | \$398.00 | \$505.00   |       |
| 14176-0007                        |     | Tamiri Mid Back Chair                      | 27"Square x 39"H    | \$341.00 | \$443.00   |       |
| 14128-0002                        |     | Tamiri Guest Chair                         | 25"W x 26"D x 37"H  | \$315.00 | \$411.00   |       |
| 14136-0081                        |     | Accord High Back Chair - Black             | 25"Square x 44"H    | \$509.00 | \$663.00   |       |
| 14136-0010                        |     | Accord High Back Chair - White             | 25"Square x 44"H    | \$509.00 | \$663.00   |       |
| 14250-0013                        |     | Goal Task Chair - Arms                     | 25"Square x 39"H    | \$259.00 | \$336.00   |       |
| 14250-0014                        |     | Goal Task Chair Armless                    | 21"W x 25"D x 39"H  | \$236.00 | \$307.00   |       |
| 14136-0080                        |     | Enterprise High Back Conference Chair      | 25"W x 27"D x 45"H  | \$340.00 | \$441.00   |       |
| 14176-0046                        |     | Enterprise Mid Back Conference Chair       | 24"W x 26"D x 39"H  | \$315.00 | \$411.00   |       |
| 14128-0096                        |     | Enterprise Guest Chair                     | 25"W x 27"D x 37"H  | \$305.00 | \$399.00   |       |
| 14307-0003                        |     | Goal Black Drafting Stool - Arms           | 25"W x 24"D x 48"H  | \$275.00 | \$358.00   |       |
| 14307-0004                        |     | Goal Black Drafting Stool - Armless        | 21"W x 24"D x 48"H  | \$259.00 | \$336.00   |       |
| Conference<br>Tables (Pg. 26)     |     |  |                     |          |            |       |
| 14062-0105                        |     | 42" Round Conference Table - Black         | 42" Round x 29"H    | \$428.00 | \$558.00   |       |
| 14062-0106                        |     | 42" Round Conference Table - Mahogany      | 42" Round x 29"H    | \$428.00 | \$558.00   |       |
| 14062-0297                        |     | Command Conference Table - 6' Black        | 72"W x 36"D x 31"H  | \$788.00 | \$1024.00  |       |
| 14062-0303                        |     | Command Conference Table - 6' Sirona       | 72"W x 36"D x 31"H  | \$788.00 | \$1024.00  |       |
| 14062-0300                        |     | Command Conference Table - 6' White        | 72"W x 36"D x 31"H  | \$788.00 | \$1024.00  |       |
| 14062-0298                        |     | Command Conference Table - 8' Black        | 96"W x 48"D x 31"H  | \$823.00 | \$1,071.00 |       |
| 14062-0304                        |     | Command Conference Table - 8' Sirona       | 96"W x 48"D x 31"H  | \$823.00 | \$1,071.00 |       |
| 14062-0301                        |     | Command Conference Table - 8' White        | 96"W x 48"D x 31"H  | \$823.00 | \$1,071.00 |       |
| 14062-0299                        |     | Command Conference Table - 10' Black       | 120"W x 48"D x 31"H | \$945.00 | \$1,230.00 |       |
| 14062-0305                        |     | Command Conference Table - 10' Sirona      | 120"W x 48"D x 31"H | \$945.00 | \$1,230.00 |       |
| 14062-0302                        |     | Command Conference Table - 10' White       | 120"W x 48"D x 31"H | \$945.00 | \$1,230.00 |       |
| Office Furniture<br>(Pg. 27 & 28) |     |  |                     |          |            |       |
| 14309-0001                        |     | Computer Kiosk - Black                     | 24"Square x 42"H    | \$630.00 | \$819.00   |       |
| 14179-0005                        |     | Computer Kiosk - White                     | 24"Square x 42"H    | \$630.00 | \$819.00   |       |
| 14072-0108                        |     | Black Credenza                             | 60"W x 20"D x 29"H  | \$565.00 | \$735.00   |       |
| 14083-0105                        |     | Black Double Pedestal Desk                 | 60"W x 30"D x 29"H  | \$645.00 | \$838.00   |       |
| 14029-0098                        |     | 5 Shelf Bookcase - Black                   | 36"W x 12"D x 72"H  | \$606.00 | \$788.00   |       |
| 14029-0091                        |     | 5 Shelf Bookcase - Mahogany                | 36"W x 12"D x 72"H  | \$606.00 | \$788.00   |       |
| 14072-0039                        |     | Genoa Kneespace Credenza                   | 66"W x 20"D x 29"H  | \$565.00 | \$735.00   |       |
| 14083-0117                        |     | Genoa Executive Desk                       | 72"W x 36"D x 29"H  | \$670.00 | \$872.00   |       |
| 14072-0038                        |     | Genoa Storage Credenza                     | 66"W x 20"D x 29"H  | \$565.00 | \$735.00   |       |
| 05088-0365                        |     | Vivid Café Table - Square                  | 42"Square x 30"H    | \$527.00 | \$684.00   |       |

COMPANY NAME \_\_\_\_\_

BOOTH \_\_\_\_\_

# Custom Furnishings Order Form Continued

| Item Number                            | Qty | Description                                | Dimensions            | Discount | Standard   | Total |
|--|-----|--|-----------------------|----------|------------|-------|
| 05088-0364                             |     | Vivid Café Table - Rectangle               | 60"W x 36"D x 30"H    | \$606.00 | \$786.00   |       |
| 05088-0498                             |     | Brooklyn II Rect Dining Table              | 60"W x 36"D x 30"H    | \$630.00 | \$819.00   |       |
| 05088-0499                             |     | Brooklyn II Round Dining Table             | 42" Round x 30"H      | \$494.00 | \$642.00   |       |
| 05090-0001                             |     | Aspen Dining Table                         | 72"W x 30"D x 30"H    | \$734.00 | \$954.00   |       |
| 05088-0505                             |     | Brio Dining Table                          | 96"W x 48"D x 30"H    | \$986.00 | \$1,281.00 |       |
| Metal File & Storage Cabinets (Pg. 29) |     |  |                       |          |            |       |
| 14148-0001                             |     | 2 Drawer Vertical File - Letter Size Black | 15"W x 25"D x 29"H    | \$212.00 | \$274.00   |       |
| 14147-0001                             |     | 2 Drawer Vertical File - Legal Size Black  | 18"W x 25"D x 29"H    | \$275.00 | \$358.00   |       |
| 14148-0002                             |     | 4 Drawer Vertical File - Letter Size Black | 15"W x 25"D x 52"H    | \$285.00 | \$369.00   |       |
| 14147-0002                             |     | 4 Drawer Vertical File - Legal Size Black  | 18"W x 25"D x 52"H    | \$316.00 | \$411.00   |       |
| 14143-0006                             |     | 2 Drawer Lateral File - Black              | 36"W x 18"D x 27"H    | \$285.00 | \$369.00   |       |
| 14143-0144                             |     | 2 Drawer Lateral File - Black              | 36"W x 20"D x 29"H    | \$285.00 | \$369.00   |       |
| 14143-0008                             |     | 4 Drawer Lateral File - Black              | 36"W x 18"D x 54"H    | \$347.00 | \$452.00   |       |
| 14034-0015                             |     | Storage Cabinet - Black                    | 36"W x 18"D x 72"H    | \$347.00 | \$452.00   |       |
| Pedestals (Pg. 30)                     |     |  |                       |          |            |       |
| 12091-0023                             |     | Display Pedestal 14" x 42" Black           | 14"Square x 42"H      | \$420.00 | \$546.00   |       |
| 12091-0004                             |     | Display Pedestal 24" x 42" Black           | 24"Square x 42"H      | \$509.00 | \$663.00   |       |
| 12091-0002                             |     | Display Pedestal 18" x 42" Black           | 18"Square x 42"H      | \$468.00 | \$609.00   |       |
| 12091-0030                             |     | Display Pedestal 14" x 42" White           | 14"Square x 42"H      | \$420.00 | \$546.00   |       |
| 12091-0024                             |     | Display Pedestal 14" x 36" Black           | 14"Square x 36"H      | \$356.00 | \$462.00   |       |
| 12091-0034                             |     | Display Pedestal 24" x 36" Black           | 24"Square x 36"H      | \$509.00 | \$663.00   |       |
| 12091-0031                             |     | Display Pedestal 14" x 36" White           | 14"Square x 36"H      | \$356.00 | \$462.00   |       |
| 12091-0033                             |     | Display Pedestal 24" x 36" White           | 24"Square x 36"H      | \$509.00 | \$663.00   |       |
| 12091-0025                             |     | Display Pedestal 14" x 30" Black           | 14"Square x 30"H      | \$333.00 | \$433.00   |       |
| 12091-0003                             |     | Display Pedestal 24" x 30" Black           | 24"Square x 30"H      | \$484.00 | \$630.00   |       |
| 12091-0001                             |     | Display Pedestal 18" x 30" Black           | 18"Square x 30"H      | \$340.00 | \$441.00   |       |
| 12091-0032                             |     | Display Pedestal 14" x 30" White           | 14"Square x 30"H      | \$333.00 | \$433.00   |       |
| 14309-0001                             |     | Locking Pedestal Black                     | 24"Square x 42"H      | \$630.00 | \$819.00   |       |
| 14179-0005                             |     | Locking Pedestal White                     | 24"Square x 42"H      | \$630.00 | \$819.00   |       |
| 12091-0055                             |     | Fuze Pedestal                              | 16"Square x 44"H      | \$347.00 | \$452.00   |       |
| 12091-0043                             |     | London Pedestal                            | 16"Square x 44"H      | \$347.00 | \$452.00   |       |
| Miscellaneous Items (Pg. 31)           |     |  |                       |          |            |       |
| 14189-0066                             |     | Stanchion Chrome                           | 41"H                  | \$99.00  | \$127.00   |       |
| 11526-0001                             |     | Stanchion Rope - Red Velour                | 6' L                  | \$50.00  | \$65.00    |       |
| 14308-0009                             |     | Nero Literature Stand - Black              | 15"W x 12"D x 53.5"H  | \$236.00 | \$307.00   |       |
| 14308-0010                             |     | Argento Literature Rack                    | 15"W x 12"D x 53.5"H  | \$236.00 | \$307.00   |       |
| 14308-0005                             |     | Alto Literature Rack                       | 10.5"W x 9.5"D x 57"H | \$243.00 | \$316.00   |       |
| 01209-0003                             |     | Compact Refrigerator Black - 4.0 Cu Ft     | 21"W x 22"D x 32"H    | \$437.00 | \$568.00   |       |
| Lighting (Pg. 31)                      |     |  |                       |          |            |       |
| 09392-0019                             |     | Silo Grey Floor Lamp                       | 70"H                  | \$231.00 | \$300.00   |       |
| 09417-0037                             |     | Silo Grey Table Lamp                       | 25"H                  | \$168.00 | \$218.00   |       |
| 09392-0018                             |     | Silo White Floor Lamp                      | 70"H                  | \$231.00 | \$300.00   |       |
| 09417-0036                             |     | Silo White Table Lamp                      | 25"H                  | \$168.00 | \$218.00   |       |
| 09392-0001                             |     | Neutrino Steel Floor Lamp - Steel          | 67"H                  | \$236.00 | \$307.00   |       |

**SUBTOTAL: \$** \_\_\_\_\_

**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 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.**

**COMPANY NAME** \_\_\_\_\_ **BOOTH** \_\_\_\_\_

Submit order with payment to: [Orders@vistacs.com](mailto:Orders@vistacs.com) before deadline date!



2024 PHILADELPHIA BIKE EXPO  
PENNSYLVANIA CONVENTION CENTER  
HALL E & ATRIUM  
PHILADELPHIA, PA  
MARCH 16-17, 2024



6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232

P: 609-485-2421  
F: 609-485-2392

WWW.VISTACS.COM

DEADLINE DATE:  
FEBRUARY 23, 2024

## FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$2965.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$4043.00



All labor to install & dismantle displays are included in rental price. Approved graphics **MUST** be received by the deadline date above.

### RENTAL UNIT OPTIONAL ACCESSORIES:

10' Unit 2 lights \_\_\_\_\_ \$137.00

1 Meter Counter w/front graphic panel \_\_\_\_\_ \$590.00

20' Unit 4 lights \_\_\_\_\_ \$273.00

2 Meter Counter w/front graphic panel \_\_\_\_\_ \$916.00

**\*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.\*\***

**\*\*ORDERS RECEIVED AFTER THE DEADLINE DATE ARE SUBJECT TO AVAILABILITY AND A 30% LATE SURCHARGE\*\***

Sub Total \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**



2024 PHILADELPHIA BIKE EXPO  
PENNSYLVANIA CONVENTION CENTER  
HALL E & ATRIUM  
PHILADELPHIA, PA  
MARCH 16-17, 2024



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

**DEADLINE DATE:  
FEBRUARY 23, 2024**

## VCS MODULAR RENTAL UNITS

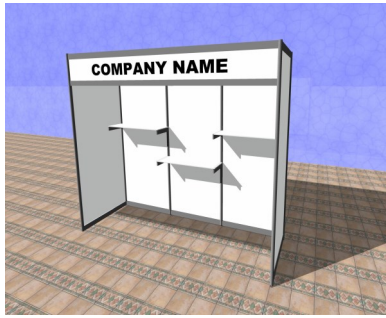
### □ VCS A-10 Unit contains:

- (3) Shelves
- (6) Brackets

\* Check One

\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

**Price: \$2095.00**



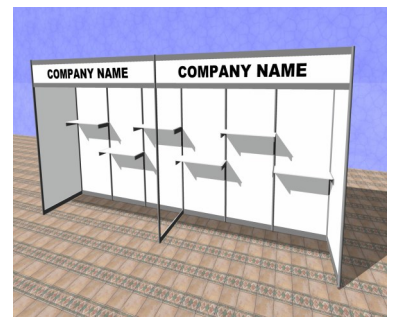
### □ VCS B-20 Unit contains:

- (6) Shelves
- (12) Brackets

\* Check One

\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

**Price: \$3675.00**



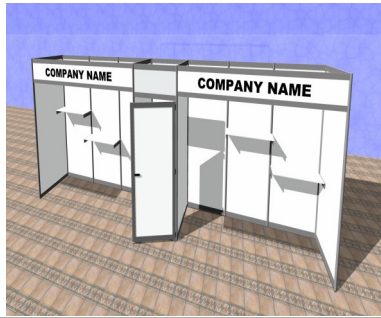
### □ VCS C-20 Unit contains:

- Locking Storage Unit
- (4) Shelves
- (8) Brackets

\* Check One

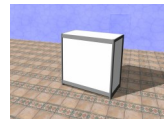
\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

**Price: \$4023.00**



### COUNTERS:

| Qty.                                      | Price           | Total |
|---|-----------------|-------|
| ___ 1 Meter Counter w/o graphics          | <b>\$357.00</b> | ___   |
| ___ 2 Meter Counter w/o graphics          | <b>\$452.00</b> | ___   |
| ___ 1 Meter Counter w/front graphic panel | <b>\$590.00</b> | ___   |
| ___ 2 Meter Counter w/front graphic panel | <b>\$916.00</b> | ___   |



Graphic Dimensions provided upon request

Counter Colors: (\*check one)  
\_\_\_ White \_\_\_ Blue \_\_\_ Gray

### OPTIONAL RENTAL ACCESSORIES:

Extra Shelves  
(1) shelf & (2) brackets \_\_\_ **\$62.00** \_\_\_  
Side Rail (each) \_\_\_ **\$115.00** \_\_\_

### 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:

**All orders received after the deadline date will be charged a 30% late fee.**

**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:  
MARCH 1, 2024

## BOOTH CLEANING ORDER FORM

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

### INDICATE YOUR REQUIREMENTS:

☐ Daily - Vacuuming (2 DAYS) .....\$.55 per sq. ft.

☐ Once - Vacuuming before initial opening.....\$.60 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](mailto:orders@vistacs.com) before deadline date!**



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## **GRAPHIC GUIDELINES**

**DEADLINE DATE: FEBRUARY 23, 2024**

### **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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**DEADLINE  
DATE:  
MARCH 1, 2024**

## 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](mailto:orders@vistacs.com) before deadline date!**



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DISCOUNT  
DEADLINE DATE:  
MARCH 1, 2024

## LABOR ORDER FORM

### LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

#### STRAIGHT TIME:

Advance Rate    Standard Rate  
**\$168.00/hr.**    **\$210.00/hr.**

one hour minimum per worker  
thereafter 1/2 hr. increments  
ST: 8:00 AM to 4:30 PM  
Monday through Friday

#### OVERTIME:

Advance Rate    Standard Rate  
**\$252.00/hr.**    **\$315.00/hr.**

one hour minimum per worker  
thereafter 1/2 hr. increments  
OT: Before 8:00 AM and after 4:30 PM  
Monday through Friday  
and all hours on Saturday.

#### DOUBLE TIME:

Advance Rate    Standard Rate  
**\$336.00/hr.**    **\$420.00/hr.**

one hour minimum per worker  
thereafter 1/2 hr. increments  
OT: Sunday & 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 worker 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.

|           | # WORKERS | DATE | TIME | APPROX. HOURS |
|-----------|-----------|------|------|---------------|
| SET-UP    |           |      |      |               |
| DISMANTLE |           |      |      |               |

|                 |
|-----------------|
| Estimated Labor |
| \$              |
| \$              |

☐ **PLAN B - VISTA SUPERVISION** Hourly rate plus 35% Supervision Charge / Minimum \$70.00/\$80.00

|                       |
|-----------------------|
| 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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DISCOUNT  
DEADLINE DATE:  
MARCH 1, 2024

## 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 the standard rate. 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) Person Crew Required**

|  | <u>Discount Rate</u>                     | <u>Standard Rate</u>                     |
|--|--|--|
| <b>Straight Time</b><br>8:00 AM - 4:30 PM Monday through Friday                                      | \$569.00 per hr. - 2 person crew & lift  | \$711.00 per hr. - 2 person crew & lift  |
| <b>Overtime</b><br>Before 8:00 AM and after 4:30 PM<br>Monday thru Friday, and all hours on Saturday | \$853.50 per hr. - 2 person crew & lift  | \$1069.00 per hr. - 2 person crew & lift |
| <b>Double Time</b><br>Sunday & All Holidays  | \$1138.00 per hr. - 2 person crew & lift | \$1423.00 per hr. - 2 person 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](mailto:orders@vistacs.com) before deadline date!**



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DEADLINE DATE:  
MARCH 1, 2024

## 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 a forklift 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.

Workers 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 workers 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 double time on Sunday & all holidays.

|   | <u>STRAIGHT TIME</u> | <u>OVERTIME</u>   | <u>DOUBLE TIME</u> |
|---|----------------------|-------------------|--------------------|
| RIGGER  | \$155.00 per hour    | \$232.50 per hour | \$310.00 per hour  |
| FORKLIFT  | \$241.00 per hour    | \$361.50 per hour | \$482.00 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<br>w/operator | helper/spotter<br>1 or 2 | Date | Time | Approx. Hours | Estimated Forklift |
|------------|-----------------------------------|--------------------------|------|------|---------------|--------------------|
| SET-UP:    |                                   |                          |      |      |               | \$                 |
| DISMANTLE: |                                   |                          |      |      |               | \$                 |

# Pieces to be spotted \_\_\_\_\_ Heaviest Pieces \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**



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DEADLINE DATE:  
MARCH 1, 2024

## 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](mailto:orders@vistacs.com) before deadline date!**



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WAREHOUSE  
DEADLINE DATE:  
MARCH 7, 2024

## MATERIAL HANDLING RATES

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

### A. 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.

#### Warehouse

We will ship \_\_\_\_\_ lbs. @ \$198.00 per 100 lbs. (200 lb. minimum/\$396.00)

\$ \_\_\_\_\_

#### Showsite

We will ship \_\_\_\_\_ lbs. @ \$198.00 per 100 lbs. (200 lb. minimum/\$396.00)

\$ \_\_\_\_\_

### B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & 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.**

#### Warehouse

We will ship \_\_\_\_\_ lbs. @ \$250.00 per 100 lbs. (200 lb. minimum/\$500.00)

\$ \_\_\_\_\_

#### Showsite

We will ship \_\_\_\_\_ lbs. @ \$250.00 per 100 lbs. (200 lb. minimum/\$500.00)

\$ \_\_\_\_\_

### 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 **35%** surcharge for each occurrence will apply in addition to the above rates.

\$ \_\_\_\_\_

### D. 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.

FIRST PACKAGE @ \$53.00

\$ \_\_\_\_\_

EACH ADDITIONAL PACKAGE @ \$37.00

\$ \_\_\_\_\_

**Delivery After Deadline Date:** Shipments received at the warehouse after 3:30pm or after MARCH 7, 2024 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 \$ \_\_\_\_\_

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 & from storage & remove shipment from booth for reloading onto outbound carriers.

**PLEASE NOTE: 200 lb. minimum for this service.**

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.**

Company Name:

Booth #:

**Submit order with payment to: [orders@vistacs.com](mailto: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*.





2024 PHILADELPHIA BIKE EXPO  
PENNSYLVANIA CONVENTION CENTER  
HALL E & ATRIUM  
PHILADELPHIA, PA  
MARCH 16-17, 2024



6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232  
WWW.VISTACS.COM

P: 609-485-2421  
F: 609-485-2392

## 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 **\$289.00** 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 **\$100.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

**Email order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**



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WWW.VISTACS.COM

## 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: 2024 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 **Thursday, February 15, 2024.**
- Shipments received after the deadline of **Thursday, March 7, 2024** 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: 2024 PHILADELPHIA BIKE EXPO  
(Exhibiting Company's Name & Booth Number)  
Pennsylvania Convention Center - Hall E & Atrium  
c/o Vista Convention Services  
1101 Arch Street  
Philadelphia, PA 19107**

- Show site shipments will be received beginning **Friday, March 15, 2024 at 11:00am.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.



2024 PHILADELPHIA BIKE EXPO  
PENNSYLVANIA CONVENTION CENTER  
HALL E & ATRIUM  
PHILADELPHIA, PA  
MARCH 16-17, 2024



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

## 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:** 2024 PHILADELPHIA BIKE EXPO  
**Location:** PENNSYLVANIA CONVENTION CENTER - HALL E & ATRIUM  
**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, March 17, 2024.**

### 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, LibertyCFS.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **LibertyCFS**) must be checked in **no later** than **6:30pm on Sunday, March 17, 2024.**



2024 PHILADELPHIA BIKE EXPO  
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MARCH 16-17, 2024



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[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## MONTHLY LONG-TERM STORAGE

### MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - \$0.30 per cubic ft. per month.

- ***\$100.00 minimum per month***
- ***\$20.00 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](mailto:orders@vistacs.com) before deadline date!**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**2024 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 #)

**2024 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 Thursday, March 7, 2024 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**2024 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 #)

**2024 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 #)

**2024 PHILADELPHIA BIKE EXPO  
PENNSYLVANIA CONVENTION CENTER  
HALL E & ATRIUM  
c/o VISTA CONVENTION SERVICES  
1101 ARCH STREET  
PHILADELPHIA, PA 19107**

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**2024 PHILADELPHIA BIKE EXPO  
PENNSYLVANIA CONVENTION CENTER  
HALL E & ATRIUM  
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 #)

**2024 PHILADELPHIA BIKE EXPO  
PENNSYLVANIA CONVENTION CENTER  
HALL E & ATRIUM  
c/o VISTA CONVENTION SERVICES  
1101 ARCH STREET  
PHILADELPHIA, PA 19107**

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**2024 PHILADELPHIA BIKE EXPO  
PENNSYLVANIA CONVENTION CENTER  
HALL E & ATRIUM  
c/o VISTA CONVENTION SERVICES  
1101 ARCH STREET  
PHILADELPHIA, PA 19107**



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PHILADELPHIA, PA  
MARCH 16-17, 2024



6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## OUTBOUND BILL OF LADING REQUEST

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. BOL's and labels will be available for pick-up at the Vista Service Desk.

**REQUESTS SHOULD BE SUBMITTED BY: MARCH 1, 2024**

### Outbound Shipping Information

Ship to (Company): \_\_\_\_\_

Attention: \_\_\_\_\_

Destination (Street Address): \_\_\_\_\_

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

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

### Shipping Method

\_\_\_ LibertyCFS (Preferred Carrier) \_\_\_ Other \_\_\_\_\_

\_\_\_ FedEx (Express or Ground) \_\_\_ UPS (ground)

**\*\*Exhibitors using FedEx or UPS must provide pre-printed labels with their account number\*\***

### Freight Charges Guaranteed By

Company/Exhibitor: \_\_\_\_\_

Attention: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Shipping Labels Request

# of Shipping Labels Requested: \_\_\_\_\_

Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

### Notes

- Please complete one form per shipment.
- Do not leave Bills of Lading in your booth.

Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**Submit request to: [orders@vistacs.com](mailto:orders@vistacs.com) before the deadline date!**



"Delivering Freedom®"



# MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON  
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



## Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



## Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

**Dedicated to delivering safely and on time every time.  
100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.**



**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092  
email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)**

**LAS VEGAS | TORONTO**





# LibertyCFS NV, Inc.

*A Veteran Owned Company  
Delivering Freedom*

[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993 Fax: (905) 338-1092

FREIGHT & CUSTOMS ORDER FORM

|   |   |              |  |   |   |                         |     |               |
|---|---|--------------|--|---|---|-------------------------|-----|---------------|
| <b>1</b> Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below.<br>A second form is required for additional events. |   |              |  | Adobe Acrobat Reader DC may be required for completion of form. Click image to download |   |                         |     |               |
| Freight & Customs   |   | Freight Only |  | Customs Only  |   | Return Only             |     |               |
| <b>PICK-UP LOCATION</b>   | <b>2a</b> Company Name _____  |              |  | <b>DELIVERY TO ADDRESS</b>  | <b>3</b> Exhibiting Company Name _____  |                         |     | Booth # _____ |
|   | Address1 _____  |              |  |   | Show Name _____                         |                         |     |               |
|   | Address2 _____  |              |  |   | Address1 _____                          |                         |     |               |
|   | City _____ State _____ ZipCode _____  |              |  |   | Address2 _____                          |                         |     |               |
|   | Contact _____ Phone # _____   |              |  |   | City _____ State _____ ZipCode _____    |                         |     |               |
|   | Email _____ IRS/Tax ID# _____   |              |  |   | Onsite Contact _____ Cell Phone # _____ |                         |     |               |
| <b>SERVICES</b>   | <b>2b</b> P/U Date _____ From _____ To _____  |              |  | <b>4</b> Check Box if the Return address is the same as 2a <input type="checkbox"/>     |   |                         |     |               |
|   | Dlvy Date _____ Hours _____   |              |  |   |   |                         |     |               |
|   | Express Economy LTL 7 - 10 Days Int'l   |              |  |   |   |                         |     |               |
|   | Inside Liftgate Dock  |              |  |   |   |                         |     |               |
|   | Other _____   |              |  |   |   |                         |     |               |
|   |   |              |  |   |   |                         |     |               |
| <b>PACKAGE INFO</b>   | <b>5</b> Carton(s)/Box _____  |              |  | PCS   | DIMENSIONS (L x H x W)                  |                         | WGT |               |
|   | Vinyl Case(s)/Color _____   |              |  |   |   |                         |     |               |
|   | Wooden Crate(s) _____   |              |  |   |   |                         |     |               |
|   | Trunk(s) / On Wheels _____  |              |  |   |   |                         |     |               |
|   | Skid(s) - to contain # _____ of pieces  |              |  |   |   |                         |     |               |
|   |   |              |  |   |   |                         |     |               |
|   |   |              |  |   |   |                         |     |               |
|   |   |              |  |   |   |                         |     |               |
| <b>VALUE</b>  | <b>6</b> <b>Declared Value for Carriage:</b> The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40. |              |  |   |   |                         |     |               |
|   | <b>Exclusion: Does not include TV(s)/Monitor(s)</b>   |              |  | <b>DECLARED VALUE</b>   |   |                         |     |               |
| <b>PAYMENT</b>  | <b>7</b> Credit Card Information / Billing Address  |              |  |   |   |                         |     |               |
|   | Credit Card Number _____  |              |  | Security Code _____   |   | Exp. Date _____ / _____ |     |               |
|   | I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.   |              |  |   |   |                         |     |               |
|   | Address _____   |              |  | Signature _____   |   |                         |     |               |
|   | City _____  |              |  | State _____   |   | ZipCode _____           |     |               |
|   | Phone _____   |              |  | Email _____   |   |                         |     |               |

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

# PCC Electrical Safety Standards For Exhibit Booths



Pennsylvania  
Convention Center  
*PHILADELPHIA*

AN  MANAGED FACILITY

All exhibitors must use hard or extra hard cords as per National Electrical Code Standards. Cords must be UL listed, 12 AWG, and grounded. Exhibitors can run the cord along the drape line of their booth. An electrician is needed to distribute the power under the floor or to a certain location other than the drape line. Any cords that are smaller than 12 gauge or ungrounded along with ramps or cord coverings of any sort are prohibited within the booth.

Cords are available to rent through our Exhibitor Services Department.

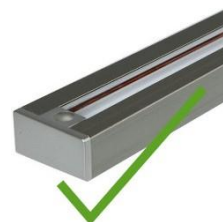


Any/all wiring that may need to be spliced onsite must be done by a PCC electrician. These connections must also be in a box per the National Electrical Codes standards.



All track lights **must** have a capped end. An Opened-ended track is considered a live wire and a hazard, especially when attached to metal booth pipe & drape. All lighting fixtures must be UL listed and listed/labeled for its intended use as per National Electrical Code standards.

Caps are available for purchase through our Exhibitor Services Department.



Separately derived power systems are **PROHIBITED** to be used in the building.





## EXHIBITOR SERVICES RIGGING FAQ SHEET

- Rental of Truss and Motors (including its equipment) is proprietary to PCC/ASM Global.
- Installation of all truss, motors and its equipment is performed by ASM Electricians. Labor is not included in the rental price
- See menu of sample pricing below.
- Rental Rates are based on one (1) week installments.

### SILVER TRUSS ALL LENGTHS AVAILABLE



12" Silver Truss  
10' - \$100.00  
8' - \$90.00  
5' - \$70.00  
4' - \$70.00  
2' - \$70.00  
Corner Blocks—\$100.00

20.5" Silver Truss  
10' - \$120.00  
8' - \$100.00  
5' - \$ 90.00  
Corner Blocks—\$120.00

### BLACK TRUSS AVAILABLE AT AN ADDITIONAL COST



12" Black Truss  
10' - \$120.00  
8' - \$110.00  
5' - \$90.00  
4' - \$90.00  
2' - \$90.00  
Corner Blocks—\$120.00

20.5" Black Truss  
10' - \$130.00  
8' - \$120.00  
5' - \$110.00  
Corner Blocks—\$130.00

### STANDARD MOTOR RENTALS 1/4 TON & 1/2 TON - \$350 1 TON - \$370.00



### ROTATING MOTOR \$250/RENTAL



**CUSTOM RIGGING ESTIMATES ARE PREFERRED AND PROVIDED UPON REQUEST TO  
[EXHIBITORSERVICES@PACONVENTION.COM](mailto:EXHIBITORSERVICES@PACONVENTION.COM) WITH RENDERING AND/OR RIGGING PLANS.**

- A 50% deposit is required with approved Rigging Estimate.
- All Electrical Suspended Elements that require electric for lights and/or rotating motors must be installed by ASM Electricians.
- All Suspended Elements that are dead hung (no lights and/or motors) are the Decorator's responsibility.
- Signage weighing 150lbs or more will traditionally require a motor(s) to be installed by ASM Electricians.
- Lights for truss can be supplied by exhibitor or 3rd party vendor, but must be installed by ASM Electricians.
- Operating of all Motor Controllers is performed by ASM Electricians.
- All booths using an EAC or Decorator supplied labor will need ASM Electricians to wire or install booth lighting.
- All rules apply to dismantle and move-out.
- For more information contact Utilities Services at [exhibitorservices@paconvention.com](mailto:exhibitorservices@paconvention.com) or 215-418-4815.

# 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: 215-418-2190

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

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

PHILLY BIKE EXPO

ADVANCED DEADLINE DATE:

FEBRUARY 23, 2024

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 **215-418-2190** 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 |
|   | <b>Dedicated Public 9Mb</b> – includes (10) IP addresses, can expand to (28) total IP addresses   | <b>\$9,000.00</b> | <b>\$11,250.00</b>  |       |
|   | <b>Dedicated Public 6Mb</b> – includes (10) IP addresses, can expand to (28) total IP addresses   | <b>\$7,000.00</b> | <b>\$8,750.00</b>   |       |
|   | <b>Dedicated Public 3Mb</b> – includes (6) IP addresses, can expand to (11) total IP addresses  | <b>\$4,250.00</b> | <b>\$5,310.00</b>   |       |
|   | <b>Dedicated Public 1.5Mb</b> – includes (6) IP addresses, can expand to (11) total IP addresses  | <b>\$2,500.00</b> | <b>\$2,655.00</b>   |       |
|   | <i>Additional Dedicated Public IP address (Not internet service)</i>  | <b>\$160.00</b>   | <b>\$195.00</b>     |       |
| 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.   |   |                   |                     |       |
|   | <b>Private 9Mb</b> – includes (4) IP addresses  | <b>\$1,800.00</b> | <b>\$2,250.00</b>   |       |
|   | <b>Private 6Mb</b> – includes (4) IP addresses  | <b>\$1,200.00</b> | <b>\$1,500.00</b>   |       |
|   | <b>Private 3Mb</b> – includes (4) IP addresses  | <b>\$1,000.00</b> | <b>\$1,250.00</b>   |       |
|   | <i>Additional Private IP address (Not internet service)</i>   | <b>\$125.00</b>   | <b>\$160.00</b>     |       |
|   | <b>Dry VLAN connection</b> – This service is not internet access. This service is inclusive of the origination and destination points.<br><b>Origination Point</b> _____ <b>Destination Point</b> _____ | <b>\$600</b>      | <b>\$750</b>        |       |
|   |   |                   | <b>Subtotal</b>     |       |
|   |   |                   | <b>8% Sales Tax</b> |       |
|   |   |                   | <b>Total</b>        |       |

## PLEASE NOTE:

- Higher bandwidth options are available. Please contact the **Exhibitor Services department** for a quote: **215-418-2190** or [exhibitorservices@paconvention.com](mailto: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 [exhibitorservices@paconvention.com](mailto:exhibitorservices@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) 418-2190** 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.

# EXHIBITOR AUDIO VISUAL 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: 215-418-2190  
Email: [exhibitorservices@paconvention.com](mailto:exhibitorservices@paconvention.com)

PHILLY BIKE EXPO

ADVANCED DEADLINE DATE:

FEBRUARY 23, 2024

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 **215-418-2190** for assistance.

| AUDIO VISUAL SERVICES<br>(RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW) |  |     |                   |               |       |
|--|--|-----|-------------------|---------------|-------|
| PRESENTATION EQUIPMENT   |  | QTY | ADVANCED RATE     | STANDARD RATE | TOTAL |
| 6' Tripod Screen   |  |     | \$75.00           | \$94.00       |       |
| 8' Tripod Screen   |  |     | \$113.00          | \$141.00      |       |
| 32" or 54" Projection Video Cart w/ Drape  |  |     | \$63.00           | \$79.00       |       |
| Flipchart w/ Markers and Pad   |  |     | \$75.00           | \$94.00       |       |
| VIDEO EQUIPMENT  |  |     |                   |               |       |
| 32" HD Flat Panel Display (Data & Video) Black   |  |     | \$305.00          | \$385.00      |       |
| 40" HD Flat Panel Display (Data & Video) Black   |  |     | \$535.00          | \$670.00      |       |
| 55" HD Flat Panel Display (Data & Video) Black   |  |     | \$745.00          | \$930.00      |       |
| 75" HD LED Display (Data & Video) Black  |  |     | \$1,285.00        | \$1,605.00    |       |
| Other HD Flat Panel Displays available   |  |     | Call for Pricing  |               |       |
| Floor Stand or Tabletop Stand (circle one)   |  |     | \$125.00          | \$156.00      |       |
| Digital Media Player   |  |     | \$80.00           | \$100.00      |       |
| Wall Mounting  |  |     | Call for Pricing* |               |       |
| HD PROJECTORS  |  |     |                   |               |       |
| 4,500 Lumen HD Projector   |  |     | \$750.00          | \$938.00      |       |
| LAPTOP COMPUTER  |  |     |                   |               |       |
| Laptop Computer with MS Office   |  |     | \$313.00          | \$391.00      |       |
| AUDIO EQUIPMENT  |  |     |                   |               |       |
| 160 Watt Self Powered Full Range Speaker w/Stand   |  |     | \$163.00          | \$204.00      |       |
| 300 Watt Self Powered Full Range Speaker w/Stand   |  |     | \$213.00          | \$266.00      |       |
| Dynamic Wired Microphone<br>Floor Stand, Podium, or Table Top (circle one)                             |  |     | \$88.00           | \$110.00      |       |
| Wireless Microphone<br>Handheld or Lavalier (circle one)   |  |     | \$288.00          | \$360.00      |       |
| Wireless Headset Microphone  |  |     | \$350.00          | \$437.50      |       |
| 6 Channel Audio Mixer  |  |     | \$180.00          | \$225.00      |       |
| Other Items Available.   |  |     | Call for Pricing  |               |       |
| ADDITIONAL MATERIALS   |  |     |                   |               |       |
| TOTAL CHARGES  |  |     |                   |               |       |
| EQUIPMENT SUBTOTAL   |  |     |                   |               |       |
| 8% SALES TAX   |  |     |                   |               |       |
| SERVICE CHARGE*<br>(\$150 OR 30% of equipment total, whichever is greater)                             |  |     |                   |               |       |
| TOTAL AMOUNT DUE   |  |     |                   |               |       |
| ONSITE CONTACT INFORMATION   |  |     |                   |               |       |
| On-site Contact Name:  |  |     |                   |               |       |
| Cell Phone Number:   |  |     |                   |               |       |
| Delivery Date/Time:  |  |     |                   |               |       |
| Pick-up Date/Time:   |  |     |                   |               |       |

## SPECIAL INFORMATION:

[exhibitorservices@paconvention.com](mailto:exhibitorservices@paconvention.com) • 215-418-2190

RATES EFFECTIVE MAY 1, 2023 TO APRIL 30, 2024

\*If your equipment requires installation labor, an additional labor fee will be applied. Call for Pricing. If order is placed within 24 hours of show opening there is an additional 25% fee. Please note power is not included in the cost of equipment. Please contact the Exhibitor Services Department (215-418-4815) to order additional equipment. A representative from your company must be on hand to sign for the equipment.

# 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) 418-2190 or e-mail [exhibitorservices@paconvention.com](mailto:exhibitorservices@paconvention.com)

## 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. 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.
- F. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- G. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- H. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- I. 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 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.



# 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: 215-418-2190  
Email: [exhibitorservices@paconvention.com](mailto:exhibitorservices@paconvention.com)

**PHILLY BIKE EXPO****ADVANCED DEADLINE DATE:****FEBRUARY 23, 2024****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 **215-418-2190** 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           | \$140.00         | \$168.00      |       |
|   | 1000 watts          | \$175.00         | \$205.00      |       |
|   | 2000 watts          | \$225.00         | \$270.00      |       |
|   | 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 |          |  | OVERTIME: WEEKDAYS 6 AM TO 8 AM AND AFTER 4:30 PM; ALL DAY SATURDAY |          | DOUBLE TIME: ALL DAY SUNDAY AND HOLIDAYS |
| Regular Rate                           | \$137.00 |  | Regular Rate  | \$205.50 | Regular Rate \$274.00                    |
| Show Site Rate                         | \$163.00 |  | Show Site Rate  | \$244.50 | Show Site Rate \$326.00                  |

|                          |                           |                          |  |  |
|--------------------------|---------------------------|--------------------------|--|--|
| <input type="checkbox"/> | Unsupervised Installation | <input type="checkbox"/> | Supervised Installation by Exhibitor/Name: | Cell:                                  |
| <input type="checkbox"/> | NO                        | <input type="checkbox"/> | 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.

|                          |   |                          |   |                          |   |                          |   |                          |  |                  |                          |                                       |  |
|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|--|------------------|--------------------------|---------------------------------------|--|
| <input type="checkbox"/> | Distribution of cords/cables under carpet/flooring from point of origin | <input type="checkbox"/> | 208v/480v Service Connection<br>Electrical Equipment/Hardware | <input type="checkbox"/> | Dedicated Daily Booth Labor<br>(submit schedule if necessary) | <input type="checkbox"/> | Close Circuit TV, Security<br>Cameras/Monitors Satellite Dish<br>Assembly / Dismantle & Cabling |                          |  |                  |                          |                                       |  |
| <input type="checkbox"/> | Network Data Cabling Distribution<br>& Terminations                     | Date:                    |   | Time:                    |   | Date:                    |   | Time:                    |  |                  |                          |                                       |  |
| Date:                    |   | Time:                    |   | <input type="checkbox"/> | PCC/ASM Truss/Motors/Lights                                   |                          |   | <input type="checkbox"/> | Suspended Electrical Signs<br>w/Lights and/or Motors |                  | <input type="checkbox"/> | Disconnect/Connect Vehicle<br>Battery |  |
| <input type="checkbox"/> | Booth Lighting, Stem Lights &<br>Electrical Signage                     |                          | <input type="checkbox"/>                                      | 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) 418-2190** 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 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 its 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.



## 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 # \_\_\_\_\_

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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'**

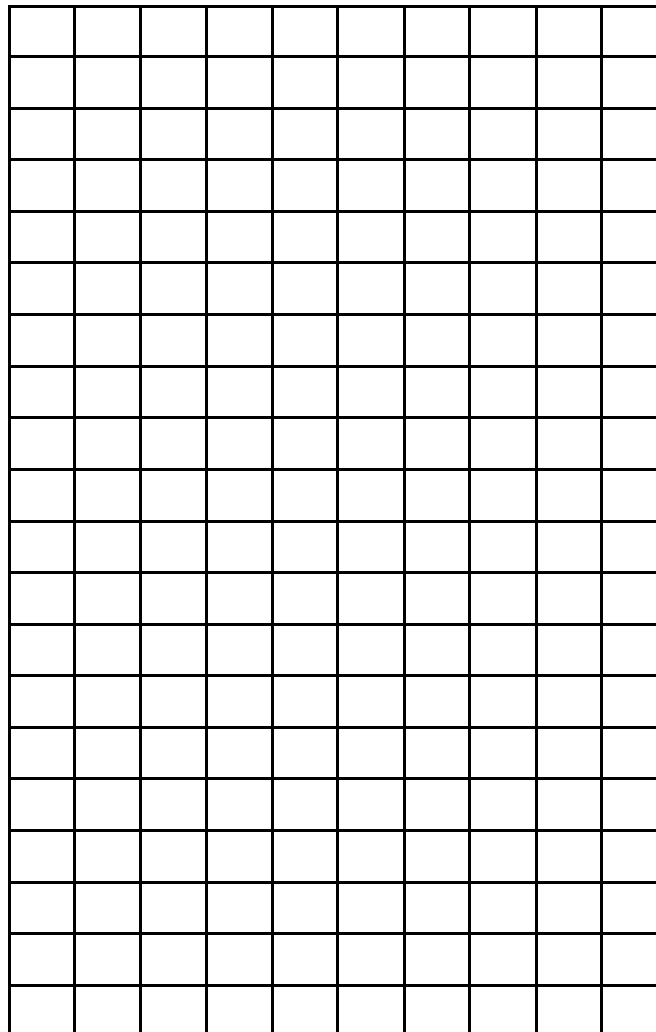
*Circle the correct booth type and fill-in the proper orientation around your booth area.*

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'**

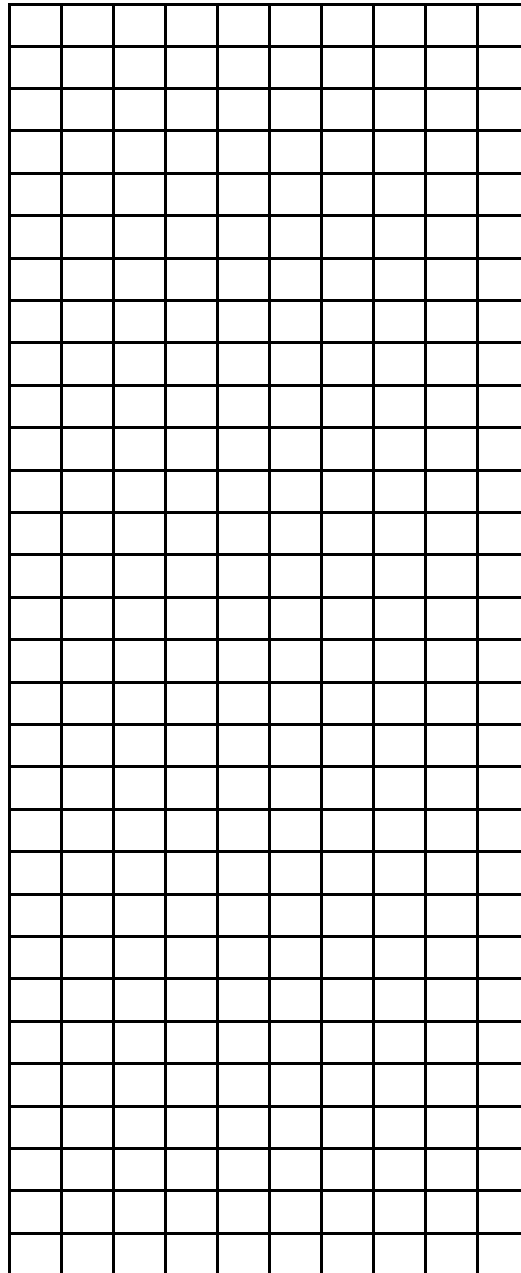
*Circle the correct booth type and fill-in the proper orientation around your booth area.*

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: \_\_\_\_\_

**10' X 40'**

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

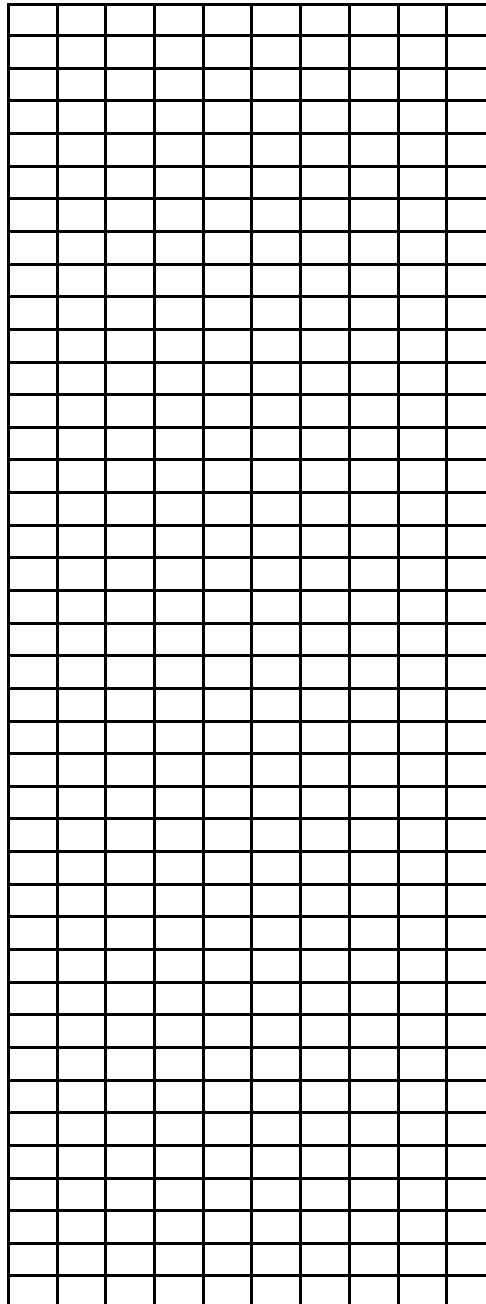
Inline Booth    Peninsula Booth    Island Booth

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'**

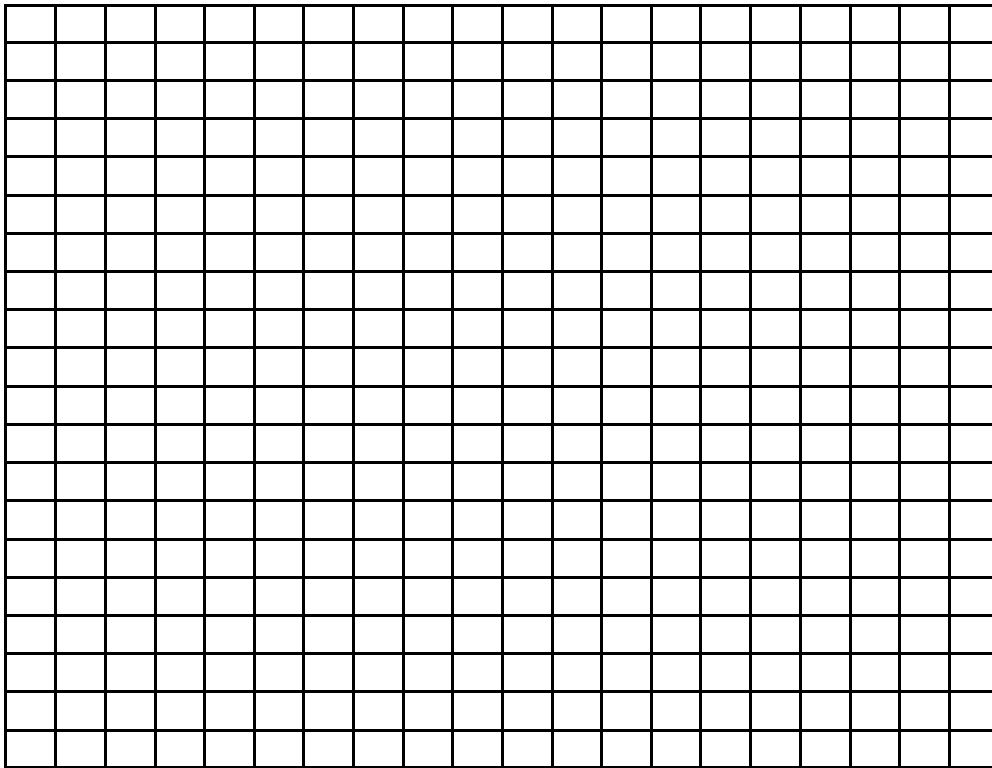
*Circle the correct booth type and fill-in the proper orientation around your booth area.*

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

# 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: 215-418-2190

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

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

PHILLY BIKE EXPO

ADVANCED DEADLINE DATE:

FEBRUARY 23, 2024

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 **215-418-2190** for assistance.

| PHONE SERVICES<br>(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](http://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) 418-2190** 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.

# 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: 215-418-2190  
Email: [exhibitorservices@paconvention.com](mailto:exhibitorservices@paconvention.com)

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

PHILLY BIKE EXPO

ADVANCED DEADLINE DATE:

FEBRUARY 23, 2024

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 **215-418-2190** for assistance.

| Rate Includes Installation to Back Center of In-Line and Peninsula Booths Only.<br>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).<br>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 |
| \$164.00 per hour       | \$246.00 per hour                           | \$328.00 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) 418-2190 or e-mail [exhibitorservices@paconvention.com](mailto: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 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 its 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.