Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming Automation Fair 2019, being held at, McCormick Place, November 20-21, 2019. Included in this exhibitor service kit are forms for ordering various services and equipment for your event. Please read each form carefully and return to the address provided on the order form. Refer to the enclosed General Show Information pages for vital facts and information about this event. If you have any additional questions about Valley Expo & Displays services, please do not hesitate to call or email Valley at the information provided below.

For your convenience Valley Expo & Displays offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

**To place online orders you will be required to register with Valley Online:**

- If you received this Exhibitor Service Kit in the “Ordering Open” email, a direct link and your temporary password to online ordering were included within that email. Click on the link to be directed to our website and begin ordering. [https://valleyexpodisplays.boomerecommerce.com](https://valleyexpodisplays.boomerecommerce.com)

- If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password on Valley’s online ordering website [https://valleyexpodisplays.boomerecommerce.com](https://valleyexpodisplays.boomerecommerce.com). If you have forgotten your password, press "Forgot Password" to receive a new temporary password.

- To register online for access visit [https://valleyexpodisplays.boomerecommerce.com](https://valleyexpodisplays.boomerecommerce.com) press “Register Now” and complete your registration setup, once complete an email will be sent with your login credentials.

**Helpful Hints**

- Order early and take advantage of the advance pricing to receive discounted rates.
- Ship early to avoid delays. Shipments arriving late at show site will incur an additional cost and delays may occur.
- All correspondence, including final invoices, will be sent to the contact listed on the Recap of Cost & Payment form.
- Valley Expo & Displays will not accept orders without payment in full.

Valley Expo & Displays does not take orders over the phone. All preshow orders must be entered online at [https://valleyexpodisplays.boomerecommerce.com](https://valleyexpodisplays.boomerecommerce.com), faxed to (815-873-1544), or emailed to automationfair@valleyexpodisplays.com by November 7, 2019. After this date orders must be placed at the service desk at the show site during exhibitor move-in. Items ordered at show site are subject to availability.

Thank you for your business and we look forward to seeing you at the show!

Please contact our Exhibitor Services Department at 877.332.4292 or email: automationfair@valleyexpodisplays.com with any questions you may have.

4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544
### Order Forms

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual/Computer Rental</td>
<td>10/23/2019</td>
</tr>
<tr>
<td>Carpet Rental</td>
<td>10/23/2019</td>
</tr>
<tr>
<td>Porter Services</td>
<td>10/23/2019</td>
</tr>
<tr>
<td>Portable Modular Display Rental</td>
<td>10/23/2019</td>
</tr>
<tr>
<td>Early Move-In</td>
<td>10/26/2019</td>
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<tr>
<td>Electrical Services</td>
<td>10/23/2019</td>
</tr>
<tr>
<td>Exhibit Installation and Dismantling</td>
<td>10/23/2019</td>
</tr>
<tr>
<td>Internet &amp; Telecommunications</td>
<td></td>
</tr>
<tr>
<td>Lead Retrieval</td>
<td></td>
</tr>
<tr>
<td>Plant &amp; Floral Services</td>
<td></td>
</tr>
<tr>
<td>Plumbing Services</td>
<td></td>
</tr>
<tr>
<td>Catering</td>
<td></td>
</tr>
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</table>

### Shipping

<table>
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</thead>
<tbody>
<tr>
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<td>11/12/2019</td>
</tr>
<tr>
<td>Direct Receiving</td>
<td>11/19/2019</td>
</tr>
</tbody>
</table>

### Hanging Sign

<table>
<thead>
<tr>
<th>Service</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Hanging Sign Order Form</td>
<td>10/13/2019</td>
</tr>
</tbody>
</table>

(MUST include set up instructions and renderings)

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanging Sign Approval</td>
<td>10/21/2019</td>
</tr>
<tr>
<td>Hanging Sign Received at advance warehouse</td>
<td>10/28/2019</td>
</tr>
</tbody>
</table>
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Chicago, IL  
November 20-21, 2019

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EARLY FREIGHT DELIVERY REQUEST

We are offering exhibitors with **400 square feet or more** of exhibit space the opportunity to have their freight delivered prior to the scheduled move-in. If you would like to have your shipment delivered to the show site on *Saturday, November 16, 2019*, it is necessary that you complete this form and return it by **October 28, 2019**, in order for us to make the proper arrangements. Please note all requests must be approved by the Automation Fair Committee.

Early freight delivery does **NOT** apply to Hanging Signs. Hanging Signs **MUST** be sent to the advance warehouse. Please see Hanging Sign Information on page 49.

Please instruct your carrier to arrive by 7:00AM. Exhibits will be unloaded in the order of arrival starting at 8:00AM until 4:30PM on November 16, 2019.

Please return this form to:
**Early Delivery/Exhibitor Service Dept**
Fax: (815) 873-1544
Email: automationfair@valleyexpodisplays.com

Exhibitor: 

Booth Number: 

Contact Name & Number: 

Date: 

Freight handling charges apply for all early freight deliveries. Please complete the Direct Shipment Order Form on page 22.

* 25% surcharge will be charged on shipments for which this form is not received and early delivery is not approved.
GENERAL SHOW INFORMATION

McCormick Place West
Chicago, IL
November 20-21, 2019

Valley Customer Service
- Phone: 815.873.1500  Fax: 815.873.1544  email: automationfair@valleyexpodisplays.com
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Standard Time)
- No telephone orders accepted; please complete and submit your order by Fax, Email, or Online.

Show Management
- Pat O’Malley
  - Phone: 216.990.4040
  - Email: pkomalley@ra.rockwell.com

Booth Package
A standard 10’ x 10’ booth will include:
- Black 8’ Back Drape and 3’ Side Drape
- (1) 7” x 44” Identification Sign

Your exhibit area is NOT carpeted with facility carpeting. Aisles are carpeted in grey speckle color carpet.

Exhibitor Schedule
Exhibitor Move-In:
- Monday  November 18, 2019  8:00AM - 7:00PM
  Freight will be received on this date from 8:00AM-4:30PM
- Tuesday  November 19, 2019  8:00AM - 7:00PM
  Freight will be received on this date from 8:00AM-4:30PM

Show Hours:
- Wednesday November 20, 2019  8:00AM - 5:30PM
- Thursday November 21, 2019  8:00AM - 4:00PM

Exhibitor Move Out:
- Thursday November 21, 2019  4:00PM - 10:00PM
- Friday November 22, 2019  8:00AM - 2:00PM
- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by:
  8:00PM on 11/21/19 and by 12:00PM on 11/22/19

Advance to Warehouse
Receiving Dates: 10/18/19 thru 11/12/19
Receiving Hours: Mon-Fri 7:30AM-2:30PM
TO: Exhibiting Company Name and Booth #
FOR: Automation Fair 2019
C/O Valley Expo & Displays
CCS Trucking/YRC Freight
4108 W. 52nd Place
Chicago, IL 60632

Direct to Show Site
Receiving Dates:
11/18/19; 8:00AM - 4:30PM
11/19/19; 8:00AM - 4:30PM
TO: Exhibiting Company Name and Booth #
FOR: Automation Fair 2019
C/O Valley Expo & Displays
McCormick Place
West Building - Halls F1 & F2
2301 S. Lake Shore Drive
Chicago, IL 60616

Register Here for Online Ordering ... www.valleyexpodisplays.com
Important Deadlines

- Take advantage of advance order discount pricing! To receive advance pricing your orders must be received with payment in full no later than the date below. Orders received after the discount price deadline will have their order placed at "Floor" pricing.
  
  **Discount Price Deadline**
  
  Wednesday, October 23, 2019

- Freight received before or after receiving dates will incur an additional surcharge.

  **Advance Shipments receiving dates:**
  
  October 18, 2019 thru November 12, 2019

  **Advance Shipments receiving times:**
  
  Mon-Fri 7:30AM-2:30PM

  **Show Shipments receiving dates & times:**
  
  November 18, 2019; 8:00AM - 4:30PM
  November 19, 2019; 8:00AM - 4:30PM

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Valley Expo & Displays services, any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH, wire transfers.

Cancellations & Adjustments

- Orders cancelled prior to move-in will be charged 50% of the original price. Orders cancelled after move-in begins will be charged 100% of the original price.
- Exhibitor may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, NO EXCEPTIONS!

Tax Exemption

- If your company is exempt for payment of sales tax, Valley Expo & Displays requires an exemption certificate for the state in which the services are used. Valley cannot omit sales tax from your order without a copy of your certificate.

Third Party Payment Billing Exhibitor Appointed Contractor

- All third party and EAC forms must be completely filled out and submitted to Valley Expo & Displays. 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.
- Exhibitor must inform their EAC that they must send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit. A $21.00 service fee will apply to all certificates received from the EAC.

Miscellaneous

- Rental items not ordered, yet found in booth space, are invoiced at "Floor" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
RECAP OF COST & PAYMENT

McCormick Place West
Chicago, IL
November 20-21, 2019

This form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays. Advance prices apply only to orders received with payment in full by the advance price deadline date. All orders received afterward, or at the show site will be subject to floor rates. We cannot accept phone orders, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received.

You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order on file will be updated accordingly.

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney’s fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays.

SERVICES AND EQUIPMENT ORDERED

$_______________  Booth Furniture Order Form
$_______________  Accessories Order Form
$_______________  Booth Carpet Order Form
$_______________  Advance Freight Handling Order Form
$_______________  Direct Freight Handling Order Form
$_______________  Portable/Modular Display Rental Order Form
$_______________  Event Labor Order Form
$_______________  Forklift Service Order Form
$_______________  Porter Service Order Form
$_______________  Hanging Sign Order Form
$_______________  Sign & Banner Order Form
$_______________  Specialty Furnishings Order Form

$_______________  Total Now Due

Please provide the following information so we may credit your account properly.

Company Name
Billing Address
City & State
Zip
E-Mail Address
Name (please print)
Phone
Fax
Check No. (if paying by check)

___ Visa  ___ MC  ___ Amex Card Number ___________________________  Exp. Date ___/___  CVC2_____

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

X  Cardholder Signature  Cardholder's Name (please print)
This form is to be used if you wish to have a Third Party handle your display, and be billed for services. The Recap of Cost & Payment Form MUST be completed by the Third Party to be billed for services, however, we also must be provided with the Exhibiting Company’s credit card information below for our files. Unless otherwise requested, all charges incurred will be billed to the Third Party.

It should be understood that by signing this form or placing an order the Exhibiting Company agrees it is ultimately responsible for payment of charges. If your Third Party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.

Exhibiting Company Name: ______________________________________  Booth #: ______

Exhibitor Name: ________________________________________________

Exhibitor Signature: _____________________________________________

Exhibiting Company’s credit card information:

___ Visa  ___ MC  ___ Amex  ___ Discover  ___/___ Exp. Date  ___CVC2

Account #: _______________________________________________________

Exhibiting Company Information

Cardholder’s Signature

Print Cardholder’s Name

Cardholder’s Billing Address  City  State  Zip

Indicate which services are to be invoiced to the Third Party:

_____ ALL VALLEY SERVICES
_____ I&D LABOR/SUPERVISION
_____ MATERIAL HANDLING IN & OUT
_____ RENTAL FURNITURE/CARPET/SIGNS
_____ BOOTH CLEANING
_____ OTHER: _______________________________

Third Party Company Name: _______________________________________

Contact Name: ____________________________________________________

E-Mail for Invoice: _________________________________________________

Address: _________________________________________________________

City: ____________________________  State: ________  Zip Code: __________

Third Party Company Information

Third Party Company’s credit card information:

___ Visa  ___ MC  ___ Amex  ___ Discover  ___/___ Exp. Date  ___CVC2

Account #: _______________________________________________________

X

Cardholder’s Signature

Print Cardholder’s Name

Cardholder’s Billing Address  City  State  Zip
Exhibitor appointed contractors must use labor supplied by Valley Expo & Displays unless the following requirements are fulfilled:

1. The exhibitor must notify Rockwell Automation and Valley Expo & Displays of the intention to utilize an independent contractor no later than 30 days prior to the first day of move-in, furnishing the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless Rockwell Automation requires more.
   a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in an occurrence.
   b. $2,000,000 with respect to injuries to more than one person in any occurrence.
   c. Workers’ Compensation Insurance including employee liability coverage in the minimum amount not less than $1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
   d. Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.
   e. Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence and ($1,000,000) each aggregate.
   f. Valley Expo & Displays, Rockwell Automation and McCormick Place must be named as additional insureds on a primary and non-contributory basis.

3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley Expo & Displays.

4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

5. The Exhibitor Appointed Contractor:
   a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
   b. Will share with Valley Expo & Displays all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
   c. Must furnish Rockwell Automation and Valley Expo & Displays with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   d. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor’s booth space and must be kept clear.
   e. Shall provide, if requested, evidence to Valley Expo & Displays that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
   f. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services.
   g. Must coordinate all of its activities with Valley Expo & Displays.
   h. Must comply with all reasonable rules and regulations of McCormick Place, Rockwell Automation and Valley Expo & Displays in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.

6. All information must be received by Valley Expo & Displays’ office no later than 30 days prior to the first day of move-in.

Exhibiting Company Name: ________________________________
Booth Number: ________________________________
Exhibitor Appointed Contractor: ________________________________
Address: ____________________________________________
City: __________________ State: ________ Zip Code: ____________
Phone Number: ____________________________
Email Address: ____________________________
Contact at Show: ____________________________
Type of Service to be preformed: ____________________________
EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.

Your call will be promptly returned between the hours of 7:00 a.m. — 6:30 p.m.
EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Cassell</td>
<td><a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a></td>
<td>312-617-0115</td>
</tr>
<tr>
<td>Pat Allen</td>
<td><a href="mailto:pallen@mpea.com">pallen@mpea.com</a></td>
<td>312-791-6551</td>
</tr>
<tr>
<td>Alichia Johnson</td>
<td><a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a></td>
<td>312-791-7186</td>
</tr>
</tbody>
</table>

McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616
Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company’s employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

<table>
<thead>
<tr>
<th>Exhibitor Rights Hotline</th>
<th>312-791-7299</th>
<th><a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alichia Johnson</td>
<td>312-791-7186</td>
<td><a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a></td>
</tr>
<tr>
<td>Patrick Allen</td>
<td>312-791-6551</td>
<td><a href="mailto:pallen@mpea.com">pallen@mpea.com</a></td>
</tr>
<tr>
<td>Tom Cassell</td>
<td>312-617-0115</td>
<td><a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a></td>
</tr>
</tbody>
</table>

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND WE WILL ENSURE THAT YOUR “EXHIBITOR’S RIGHTS” ARE COMPLIED WITH.**

4.2014
Orders with payment in full must be received by **October 23, 2019** for Discount Prices.

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. **Be sure to indicate skirting color. Orders received without color indicated will receive Foreman’s choice.**

### Skirting and/or Drape Color Selection:

- Blue
- White
- Gold
- Green
- Black
- Burgundy
- Red
- Teal
- Silver
- Purple

### TABLES AND CHAIRS ORDER FORM

**McCormick Place West**  
**Chicago, IL**  
**November 20-21, 2019**  

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Discount</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skirted Tables</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' L x 30&quot; H</td>
<td></td>
<td>$275.40</td>
<td>$358.05</td>
<td></td>
</tr>
<tr>
<td>6' L x 30&quot; H</td>
<td></td>
<td>$304.50</td>
<td>$395.85</td>
<td></td>
</tr>
<tr>
<td>8' L x 30&quot; H</td>
<td></td>
<td>$336.00</td>
<td>$436.80</td>
<td></td>
</tr>
<tr>
<td>4' L x 42&quot; H</td>
<td></td>
<td>$320.25</td>
<td>$416.35</td>
<td></td>
</tr>
<tr>
<td>6' L x 42&quot; H</td>
<td></td>
<td>$367.50</td>
<td>$477.75</td>
<td></td>
</tr>
<tr>
<td>8' L x 42&quot; H</td>
<td></td>
<td>$418.95</td>
<td>$544.65</td>
<td></td>
</tr>
</tbody>
</table>

| 4th Side Skirting & Drape       |          |          |        |        |
| 30" x 13' Skirting Only (4th Side) |          | $85.35   | $111.00|        |
| 42" x 13' Skirting Only (4th Side) |          | $90.00   | $117.00|        |
| 3' Drape (Side) per LnFt        |          | $30.45   | $39.60 |        |
| 8' Drape (Back) per LnFt        |          | $41.75   | $54.30 |        |

| Plain Tables                    |          |          |        |        |
| 4' L x 30" H                    |          | $218.15  | $283.60|        |
| 6' L x 30" H                    |          | $246.25  | $320.15|        |
| 8' L x 30" H                    |          | $271.20  | $352.60|        |
| 4' L x 42" H                    |          | $255.45  | $332.10|        |
| 6' L x 42" H                    |          | $294.55  | $382.95|        |
| 8' L x 42" H                    |          | $332.60  | $432.40|        |
| White Vinyl, 8' Long (tabletop covering) |          | $59.75   | $77.70 |        |

| Cocktail Tables                 |          |          |        |        |
| 30" Round, 30" High            |          | $409.00  | $531.70|        |
| 30" Round, 42" High            |          | $449.00  | $583.70|        |

| Chairs                          |          |          |        |        |
| Side Chair                      |          | $196.50  | $255.45|        |
| Padded Chair                    |          | $248.55  | $323.15|        |
| Bar Stool with Back             |          | $326.05  | $423.90|        |

| Subtotal | $ |

9% Rental Tax $ 

Total $ 

*Must include Recap of Cost and Payment Form along with order form.*

Register Here for Online Ordering...www.valleyexpodisplays.com

4950 AMERICAN ROAD • ROCKFORD, IL 61109 • PHONE: 815.873.1500 • FAX: 815.873.1544
Orders with payment in full must be received by **October 23, 2019** for Discount Prices.

All orders subject to availability of equipment. Prices include delivery to booth and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full.

Labor to assemble Grid Wall is not included. Please refer to the Event Labor Order Form for assistance in assembling your grid wall if it will be needed.

### ACCESSORIES ORDER FORM

**McCormick Place West**  
**Chicago, IL**  
**November 20-21, 2019**  

**DISCOUNT PRICE DEADLINE:**  
October 23, 2019

#### 4950 AMERICAN ROAD  
• ROCKFORD, IL 61109  
• PHONE: 815.873.1500  
• FAX: 815.873.1544

**ACCESSORIES ORDER FORM**

**Description** | **Quantity** | **Discount** | **Floor** | **Total**
--- | --- | --- | --- | ---
Tripod Adjustable Easel | | $ 121.05 | $ 157.40 | 
Garment Rack | | $ 213.95 | $ 278.15 | 
Bag Stand | | $ 166.70 | $ 216.75 | 
Literature Stand | | $ 309.50 | $ 402.35 | 
Wastebasket | | $ 44.50 | $ 57.85 | 
8' Upright with Base | | $ 47.60 | $ 61.90 | 
Crossbar | | $ 31.75 | $ 41.30 | 
Table Riser 1'x1'x4' White Skirted | | $ 73.50 | $ 95.55 | 
Posterboard 4' x 8' | | $ 349.35 | $ 454.20 | 

**ACCESSORIES ORDER FORM**

**Description** | **Quantity** | **Discount** | **Floor** | **Total**
--- | --- | --- | --- | ---
2' W x 4' H Panel | | $ 157.50 | $ 204.75 | 
2' W x 6' H Panel | | $ 165.30 | $ 214.90 | 
2' W x 8' H Panel | | $ 175.80 | $ 228.55 | 
"T" Base, per set | | $ 63.00 | $ 81.90 | 
24" Shelf Bracket | | $ 31.50 | $ 40.95 | 
48" Shelf Bracket | | $ 44.95 | $ 58.45 | 
6 Ball Waterfall | | $ 55.65 | $ 72.35 | 
Hang Rail Mount | | $ 19.45 | $ 25.30 | 
Picture Hanger Mount | | $ 9.45 | $ 12.30 | 
Hat Display Mount | | $ 7.35 | $ 9.60 | 
Peg Hook | | $ 7.35 | $ 9.60 | 

**Accessories**

**Grid Wall**

2' W x 4' H Panel | | $ 157.50 | $ 204.75 | 
2' W x 6' H Panel | | $ 165.30 | $ 214.90 | 
2' W x 8' H Panel | | $ 175.80 | $ 228.55 | 
"T" Base, per set | | $ 63.00 | $ 81.90 | 
24" Shelf Bracket | | $ 31.50 | $ 40.95 | 
48" Shelf Bracket | | $ 44.95 | $ 58.45 | 
6 Ball Waterfall | | $ 55.65 | $ 72.35 | 
Hang Rail Mount | | $ 19.45 | $ 25.30 | 
Picture Hanger Mount | | $ 9.45 | $ 12.30 | 
Hat Display Mount | | $ 7.35 | $ 9.60 | 
Peg Hook | | $ 7.35 | $ 9.60 | 

**Subtotal** $ 

9% Rental Tax $ 

**Total** $ 

Must include Recap of Cost and Payment Form along with order form.
Orders with payment in full must be received by **October 23, 2019** for Discount Prices.

Prices include installation, front edge taping and pickup at the close of the show. If your carpet order is different from your booth size you MUST include a layout diagram; failure to provide diagram will result in a 25% surcharge and any additional labor onsite to correct placement issues. Please send layout diagram to automationfair@valleyexpodisplays.com or attach to your order online. Carpet orders received without color indicated will receive Foreman’s choice.

**All carpet provided by Valley Expo & Displays will have Visqueen installed and charged at the square foot rate indicated below. This is required to protect carpet during exhibitor move-in and is mandatory to protect carpeting during move in.**

Crown Jewel 18 Color Selection: ______________________________________________

Please refer to page 10 for Crown Jewel 18 color description.

Custom size booth carpet is available in 10’ widths only. This carpet is cut specifically to your booth measurements. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

<table>
<thead>
<tr>
<th>Carpet Dimension</th>
<th>Square Foot</th>
<th>Discount</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ x _______</td>
<td>_______</td>
<td>$ 5.15 sq ft</td>
<td>$ 6.70 sq ft</td>
<td></td>
</tr>
</tbody>
</table>

Designer Plus 28 Color Selection: ______________________________________________

Please refer to page 11 for Designer Plus 28 color description.

Luxury carpet is cut specifically to your booth measurements. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

<table>
<thead>
<tr>
<th>Carpet Dimension</th>
<th>Square Foot</th>
<th>Discount</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ x _______</td>
<td>_______</td>
<td>$ 7.00 sq ft</td>
<td>$ 9.10 sq ft</td>
<td></td>
</tr>
</tbody>
</table>

**Padding**

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Foot</th>
<th>Discount</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Padding</td>
<td>_______</td>
<td>$ 2.55 per sq ft</td>
<td>$ 3.35 per sq ft</td>
<td></td>
</tr>
<tr>
<td>Visqueen (plastic covering)</td>
<td>_______</td>
<td>$ 1.15 per sq ft</td>
<td>$ 1.50 per sq ft</td>
<td></td>
</tr>
<tr>
<td>Additional taping</td>
<td>_______</td>
<td>$ 1.25 per sq ft</td>
<td>$ 1.65 per sq ft</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $ 
9% Rental Tax: $ 
Total: $ 

*Must include Recap of Cost and Payment Form along with order form.*
Crown Jewel 18
Carpet Colors

Black  Burgundy  Charcoal  New Green  Red

Royal Blue  Toast
Designer Plus 28
Carpet Colors

White  Dove  Silver Cloud  Platinum  Charcoal
Graphite  Black  Mocha  Gold  Paprika
Red  Midway Blue  Royal Blue  Navy  Key Lime
Emerald  Ivory  Beige  Burgundy  Grape Soda
Chocolate
Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Valley Expo & Displays will receive and manage the freight at the warehouse and/or on show site as described in the following pages. Freight handling fees are paid to Valley Expo & Displays for these freight handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx or any other carrier of the exhibitor’s choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

All inbound shipments must have a certified weight ticket showing weight, and a bill of lading indicating the number of pieces, and type of merchandise. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition a 25% surcharge will be applied to order for reweigh of shipment. No liability will be assumed by Valley Expo & Displays for such shipments. The weight is rounded up the next one hundred pounds (100 lbs) and is taken from the inbound BOL.

Authorization To Provide Freight Handling Services: By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor’s property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of $500 per item, or $1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge.

Do not send shipments to arrive in advance of 11/18/19 to the show site. The facility has no means of storage, and will refuse your shipment.

SHIPPING ADDRESSES & RECEIVING DATES

McCormick Place West
Chicago, IL
November 20-21, 2019
The purpose of the Marshalling yard is to control the flow of traffic and help ensure that everyone has an orderly and timely move-in/out.

All carriers are required to check in FIRST at the marshalling yard. Marshalling Yard will be used for both the Move In and the Move Out.

It is important that you advise your carrier of this Marshalling Yard information to better facilitate your direct shipment to showsite.

Inbound shipments must have a certified weight ticket showing weight, a bill of lading indicating the number of pieces, and type of merchandise, as well as a freight handling order with payment on-file. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition and a 25% surcharge will be applied to order. Shipments arriving without a specified weight on the BOL will be assigned and approximate weight by Valley. This weight will prevail. No liability will be assumed by Valley Expo & Displays for such shipments. A one time fee of $45.00 will be added to the Exhibitors order for carrier usage of Marshalling Yard during move in and move out.

Marshalling Yard Address: 2900 S. Moe Drive, Chicago, IL 60616

Hours of Operation:
- Approved Early Freight Shipments: Saturday 11/16/19; 7:00AM - 2:00PM
- Move In: Monday 11/18/19 & Tuesday 11/19/19; 7:00AM - 4:30PM
- Move Out: Thursday 11/21/19; 12:00PM - 9:00PM
- Move Out: Friday 11/22/19; 7:00AM - 4:00PM

All drivers must provide the following information:
- Exhibitor Name
- Exhibitor Booth Number
- Shipper's City on Inbound or Destination City on outbound
- Carrier Bill of Lading
- Certified Weight Tickets

IF YOU DO NOT HAVE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH FOR ASSISTANCE

Proceed to the marshalling yard to get a dock pass. To maintain order, direct access to the convention center dock will not be permitted without a dock pass obtained from the marshalling yard. Marshalling Yard procedures will be used for both move in and move out.

- Drivers will need to report to the marshalling coordinator to obtain a dock pass with assigned number. No vehicles will be allowed to enter the McCormick Place loading dock without first checking-in at the marshalling yard.
- At the Marshalling Yard, drivers will be dispatched to the appropriate dock, as space is available. Waiting time at the Marshalling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded, the number of booths on a truck, when the exhibitor has turned in their Valley BOL to the service desk, etc.
- Upon arrival at the convention center docks, the driver must turn in their assigned tickets that were received at the Marshalling yard to the freight desk to be unloaded/loaded.
- Once your vehicle has been unloaded/loaded, please move out of the loading dock as soon as possible.

All drivers are expected to adhere to Valley Expo & Displays' policies and procedures with respect to the loading and unloading of trailers.
Marshalling Yard Directions & Map

North of Chicago to McCormick Place: Interstate 90 (Kennedy Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!

West of Chicago to McCormick Place: Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!

Southwest of Chicago to McCormick Place: Interstate 55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!

South of Chicago to McCormick Place: Interstate 94 (Dan Ryan Expressway) to Interstate 55 North (Stevenson Expressway). Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!
As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

- Freight is accepted October 18, 2019 thru November 12, 2019.
- To ensure timely arrival of your materials at show site, freight should arrive by November 12, 2019. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.
- The warehouse receives shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Freight Questionnaire must be submitted with this form.

There are several advantages to shipping in advance to the warehouse versus directly to the show site:
- Exhibitors can confirm shipment has arrived in advance of the move-in date.
- Materials may be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one “cwt” (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are two categories of freight:
  - Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or padding only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS Ground, & DHL are included in this category due to their delivery procedures.

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday; All day Saturday
Double Time: All day Sunday and Holidays

(Overtime/Double Time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

<table>
<thead>
<tr>
<th>Rate Classifications</th>
<th>Price Per CWT</th>
<th>200lb Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded</td>
<td>$213.15</td>
<td>$426.30</td>
</tr>
<tr>
<td>Special Handling</td>
<td>$287.80</td>
<td>$575.60</td>
</tr>
</tbody>
</table>

Small Package

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

First Carton $55.65
Each Additional Carton $47.25

Additional Surcharges

Early/Late Delivery Show Site/Advance Warehouse Surcharge 20% Surcharge per CWT
Overtime - Inbound and/or Outbound Surcharge 25% Surcharge per CWT
Double Time - Inbound and/or Outbound Surcharge 50% Surcharge per CWT
No Weight ticket - Reweigh Surcharge 25% Surcharge per CWT

Rate Classification | Weight | CWT | Price Per CWT | Estimated |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+ 100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Surcharges (% added to price per CWT)

<table>
<thead>
<tr>
<th>Inbound</th>
<th>Out Bound</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT (+ 25%)</td>
<td>OT (+ 25%)</td>
</tr>
<tr>
<td>DT (+ 50%)</td>
<td>DT (+ 50%)</td>
</tr>
</tbody>
</table>

N/A

Estimate of Charges

Small Package

First Carton $ |
Additional Carton # of additional carton x $47.25 $ |

Total Estimated $ |

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

**Information**
- Freight will be accepted: **November 18 & 19; 8:00AM - 4:30PM.**
- Do not ship to the facility prior to **November 18, 2019.** Early shipments to the show site may be refused.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Ship pre-paid; collect shipments will be refused.
- Freight Questionnaire must be submitted with this form.

**Estimating Material Handling Charges**
- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one “cwt” (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are two categories of freight:
  - **Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constrained space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
  - **Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates listed above.

**Straight Time:** 8:00 AM to 4:30 PM Monday through Friday
**Overtime:** 4:30 PM to 8:00 AM Monday through Friday; All day Saturday
**Double Time:** All day Sunday and Holidays

**Rate Classifications**

<table>
<thead>
<tr>
<th>Rate Classification</th>
<th>Price Per CWT</th>
<th>200lb Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded</td>
<td>$ 199.50</td>
<td>$ 399.00</td>
</tr>
<tr>
<td>Special Handling</td>
<td>$ 269.35</td>
<td>$ 538.70</td>
</tr>
<tr>
<td>Uncrated</td>
<td>$ 319.20</td>
<td>$ 638.40</td>
</tr>
</tbody>
</table>

**Small Package**
- A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

<table>
<thead>
<tr>
<th>First Carton</th>
<th>$ 55.65</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Additional Carton</td>
<td>$ 47.25</td>
</tr>
</tbody>
</table>

**Additional Surcharges**
- Early/Late Delivery Show Site/Advance Warehouse Surchage 20% Surcharge per CWT
- Overtime - Inbound and/or Outbound Surchage 25% Surcharge per CWT
- Double Time - Inbound and/or Outbound Surchage 50% Surcharge per CWT
- No Weight ticket - Reweigh Surchage 25% Surcharge per CWT

**Rate Classification**

<table>
<thead>
<tr>
<th>Rate Classification</th>
<th>Weight</th>
<th>CWT</th>
<th>Price Per CWT</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ 100 =</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Additional Surcharges (% added to price per CWT)**

<table>
<thead>
<tr>
<th>Inbound</th>
<th>Out Bound</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT (+ 25%)</td>
<td>DT (+ 50%)</td>
</tr>
<tr>
<td>OT (+ 25%)</td>
<td>DT (+ 50%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Small Package</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Carton</td>
<td>$</td>
</tr>
<tr>
<td>Additional Carton</td>
<td># of additional carton x $47.25</td>
</tr>
</tbody>
</table>

Total Estimated $
ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:
   - Crated
   - Uncrated
   - Machinery
   - Total

2. Indicate total number of trucks in each category that you will use:
   - Van Line
   - Common Carrier
   - Flatbed
   - Company Truck
   - Overseas Container

3. List carrier name(s):
   
   
   

4. If using a Customs Broker, please print name:

   Phone:

5. Print the name of person in charge of your move-in:

   Phone:

6. What is the minimum number of days required to set your displays?

7. What is the weight of the single heaviest piece that must be lifted?

   Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

   Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

   It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

   Phone:
ADVANCE SHIPMENT

TO: EXHIBITING COMPANY

Rockwell Automation Fair 2019

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS

CCS TRUCKING/YRC FREIGHT

4108 W, 52ND PLACE

CHICAGO, IL 60632

Shipment Should Arrive Between:

October 18, 2019 thru November 12, 2019

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier

Number of pieces

RUSH EXHIBITOR MATERIAL

FROM:

TO:

EXHIBITING COMPANY

Rockwell Automation Fair 2019

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS

CCS TRUCKING/YRC FREIGHT

4108 W, 52ND PLACE

CHICAGO, IL 60632

Shipment Should Arrive Between:

October 18, 2019 thru November 12, 2019

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Carrier

Number of pieces
RUSH
EXHIBITOR MATERIAL
FROM:

DIRECT SHIPMENT
TO: ________________________________
EXHIBITING COMPANY

Rockwell Automation Fair 2019
SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
MCCORMICK PLACE
WEST BUILDING HALLS F1 & F2
2301 S. LAKE SHORE DRIVE
CHICAGO, IL 60616

Shipment Should Arrive:
November 18, 2019; 8:00am – 5:00pm
November 19, 2019; 8:00am – 5:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier__________________________
Number___________ of__________ pieces

RUSH
EXHIBITOR MATERIAL
FROM:

DIRECT SHIPMENT
TO: ________________________________
EXHIBITING COMPANY

Rockwell Automation Fair 2019
SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
MCCORMICK PLACE
WEST BUILDING HALLS F1 & F2
2301 S. LAKE SHORE DRIVE
CHICAGO, IL 60616

Shipment Should Arrive:
November 18, 2019; 8:00am – 5:00pm
November 19, 2019; 8:00am – 5:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier__________________________
Number___________ of__________ pieces
OUTBOUND SHIPPING INFORMATION

McCormick Place West
Chicago, IL
November 20-21, 2019

Outbound shipping is not an automatic process. Each shipment must have freight handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. Do not leave this in your booth with your shipment. Call your designated carrier with pick-up information. In the event your carrier fails to show by carrier check in time indicated below, your shipment will be rerouted to Valley Expo & Displays’ official show carrier at exhibitor’s expense.

The show closes at 4:00PM on November 21, 2019. Please do not tear down prior to the close of the show. Empty crates will be brought to your booth after Aisle carpet is removed.

- Marshalling yard will be used for move out. Please refer to Marshalling yard information form on page 19.
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibility to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first-come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

Carrier check in at the Marshalling Yard Date and Time: 7:00PM on November 21st & 12:00PM on November 22nd

- All outbound shipments require a Valley Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a bill of lading please see the Valley Service Desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bill of Ladings are available at the Valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Valley Service Desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

Outbound Miscellaneous Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shrink Wrap</td>
<td>$ 75.00 per pallet + dismantle labor (please see labor order form for dismantle labor rates)</td>
</tr>
<tr>
<td>Banding</td>
<td>$ 1.25 per foot + dismantle labor (please see labor order form for dismantle labor rates)</td>
</tr>
</tbody>
</table>

Blank labels are available at the Valley Service Desk. You may also request pre-printed labels if needed. All requests MUST be made by deadline. Pre-printed labels will be distributed to your booth with the Bill of Lading before move out.

Exhibiting Company: ____________________________ Booth #: ____________

# of Shipping labels requested: ____________

Ship To: ____________________________________________

Attention: __________________________________________

Street Address: ______________________________________

City: ____________________________ State: _________ Zip Code: ________________
BILL OF LADING INSTRUCTIONS

These instructions are designed to clarify information required on a Bill of Lading. Complete all the blue shaded areas - press hard.

The Show Name

Today's Date

The booth number you are exhibiting under. This is where Valley physically looks for your shipment; therefore, the correct booth number is critical.

Circle the total number of bills of lading that will be completed for your booth space. Separate bills must be completed for different destinations and for different methods of shipping (i.e. YRC, FedEx, van line, etc.).

The actual address where the shipment should be delivered (destination). This address should match your shipping labels.

Check "Collect" if the "Ship To" address and the "Freight charges guaranteed by" addresses are the same. If the addresses are different, then you have involved a third party and the "Prepaid/3rd Party" option should be selected.

Please read the Liability on the reverse side of the bill of lading prior to signing. Once you understand and agree to these conditions, please sign and print your name.

RETURN TO THE VALLEY SERVICE DESK AFTER YOUR MATERIALS ARE PACKED AND READY TO BE SHIPPED. DO NOT TURN THE BILL OF LADING IN EARLY.

A SHIPPING LABEL MUST BE PLACED ON EACH PIECE.

LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.
RENTAL EXHIBITS THAT INSPIRE

Time, cost savings and flexibility are key benefits to renting a tradeshow exhibit. Renting an exhibit is a cost-effective alternative and provides the opportunity to “try before you buy” so you can evaluate what works best for your event and exhibiting needs. Renting saves precious marketing dollars and allows you the flexibility to change your display for each audience and for each show. One of the greatest benefits of renting a tradeshow booth is the time you will save!
Counter Kit 129 Fan Counter

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75” wide x 33.407” deep x 40” high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

Counter Kit 135 Rectangle Counter

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48” wide x 24” deep x 40” high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

Counter Kit 137 Rectangle Counter with Display Case Top

- Freestanding counter constructed of aluminum extrusion gray base panels and a clear plex top section and locking storage.
- Dimensions: 38.25” wide x 18.875” deep x 40” high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.
Counter Kit 138 Full View Display Case

- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions approximately: 72”wide x 24”deep x 40”high.
- Rentals include: material handling, installation and dismantle of exhibit only.

Hybrid Pro Modular Counter 01

Featuring accessible storage with locking doorstop laminated accent panel cover.
- Dimensions approximately: 39.38”W x 39.38”H x 17.75”D 301 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

Hybrid Pro Modular Counter 02

Featuring accessible storage with locking doors, white laminate siding and center backlit cabinet.
- Dimensions approximately: 70.88”W x 39.38”H x 23.63”D 489 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.
Hybrid Pro Modular Counter 09

Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.
- Dimensions approximately: 46"W x 37.5"H x 23"D 370 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

Hybrid Pro Modular Counter 10

Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.
- Dimensions approximately: 64"W x 37.5"H x 30"D 486 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.
Inline Kit 1102 (DK 102) Floor Standing Hardwall Display

Aluminum extrusion frame with cool gray sintra infill panels.
- Dimensions approximately: 10ft wide x 8ft high.
- Standard carpet color selection.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

Formulate Master 10ft VC1 Vertical Curve Fabric Backwall

The Formulate® VC1 Vertical Curve 10ft Fabric Display.
- Dimensions approximately: 114.07"W x 92.08"H x 23.96"D 49lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
Vector Frame Master 10Ft Modular Backwall Kit 15

Kit 15 features push-fit fabric graphics, an easy-to-assemble extrusion frame with curved corners and rigid graphic wing accents. The center panel is ILLUMINATED.

- Dimensions approximately: 112"W x 95"H x 19.75"D 111 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

Hybrid Pro 10ft Modular Backwall Kit 03

Hybrid Pro™ Modular Kit 03 features high quality, push-fit graphics created with top-of-the-line technology, coupled with sturdy aluminum frames that are built to last. This display kit features a monitor mount and locking storage counter that can be further customized with graphics, as well as a fabric canopy and an illuminated panel to capture the attention of your audience.

- Dimensions approximately: 111.63"W x 94.75"H x 30.38"D 396 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Hybrid Pro 10ft Modular Backwall Kit 06

Hybrid Pro™ Modular Kit 06 features two monitor mounts, backwall counters with lockable storage, and LED display lighting to illuminate custom, push-fit SEG graphics.

- Dimensions approximately: 118.63"W x 94.75"H x 29.5"D 282 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Inline Kit 2367 (DK367) 20ft Hardwall Display

Aluminum extrusion frame with cool gray sintra infill panels.
- 2 meter back wall counter with sliding doors
- (2) 2 meter shelves.
- Dimensions approximately: 20ft wide x 8ft high.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

Formulate Master 20ft WV1 Vertical Curve Fabric Backwall

Formulate 20 WV1 combines a stretch zipper pillowcase fabric graphic with a simple aluminum tube frame to provide unique design.
- Dimensions approximately: 231.99"W x 92.11"H x 23.87"D 150 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
Formulate Master 20ft WV1 Vertical Straight Fabric Backwall

The Formulate® 20ft Master Straight backwall incorporates a sleek, straight aluminum frame with a zipper pillowcase fabric graphic to create a sharp, bold backwall.

- Dimensions approximately: 235"W x 92.49"H x 17.72"D 117 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

Hybrid Pro 20ft Modular Backwall Kit 11

Hybrid Pro™ Modular Kit 11 combines sturdy aluminum frames, custom SEG graphics and monitor mounts with backwall counters with locking storage.

- Dimensions approximately: 222.75"W x 94.75"H x 19.63"D 835lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Hybrid Pro 20ft Modular Backwall Kit 14

Hybrid Pro™ Modular Kit 14 features monitor mounts and backwall counters with locking storage.

- Dimensions approximately: 225.13"W x 94.75"H x 41.69"D 464 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

Hybrid Pro 20ft Modular Backwall Kit 16

Hybrid Pro™ Modular Kit 16 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. Monitor mounts and backwall counters add functionality and locking storage, while dual slot wall features provide ample room for displaying products. LED display lighting accent the slot walls and illuminate the display.

- Dimensions approximately: 232.38"W x 94.5"H x 37.5"D 658 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Island Kit 4087 20ft x 20ft Island Display (Innovative Control Solutions)

Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, one counter kit 129.

- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.
- NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor.

Hybrid Pro 20 x 20 Modular Island Kit 17

Hybrid Pro™ Modular Kit 17 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. A 15’ 9” central tower, and two curved side arms. A trio of kiosks combining dual monitor mounts, rigid display panels and counters with locking storage. LED display lighting atop the central tower illuminates.

- Dimensions approximately: 240"W x 189"H x 240"D 1353 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material Handling.
- NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor.
Hybrid Pro 20x20 Modular Island Kit 18

Hybrid Pro™ Modular Kit 18 features a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11’ 10” tall and topped with LED display lights. A counter with locking storage and literature.

- Dimensions approximately: 153.5”W x 141.75”H x 153.5”D 1083 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.

NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor.

Double Deck System

Hybrid Pro™ Modular Kit 18 features a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11’ 10” tall and topped with LED display lights. A counter with locking storage and literature racks provide functionality and room to display literature and sales pieces.

- Dimensions approximately: 153.5”W x 141.75”H x 153.5”D 1083 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.

NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor.
Tree House Room

The Formulate™ Tree House is 15 ft in diameter, 8ft tall and features two 7 ft tall doorways, encouraging traffic flow through the structure.

- Dimensions approximately: 180"W x 96"H
- Weight: 230 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.
- NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor.
All orders subject to availability of equipment. All display rentals include graphic. All 10Ft, 20Ft and 20’ x 20’ Displays include standard carpeting, visqueen, padding, and material handling. Orders placed after October 23, 2019 will incur a 25% rush fee.

Electrical service and labor to install lights are not included. Graphic taxes and outbound shipping of your purchased graphic from the event are not included. 20’ x 20’ Displays do not included labor to install or dismantle, please refer to the labor order form in this kit for cost and to order.

<table>
<thead>
<tr>
<th>Kit#</th>
<th>Description</th>
<th>Rental Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>129</td>
<td>Fan Counter</td>
<td>$1,465.55</td>
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<tr>
<td>135</td>
<td>Rectangle Counter</td>
<td>$928.10</td>
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<tr>
<td>137</td>
<td>Rectangle Counter w/Display</td>
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<td>138</td>
<td>Full View Display Counter</td>
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<tr>
<td>001</td>
<td>Hybrid Pro Modular Counter 01</td>
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<tr>
<td>002</td>
<td>Hybrid Pro Modular Counter 02</td>
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<td>010</td>
<td>Hybrid Pro Modular Counter 10</td>
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<td>1102</td>
<td>Inline Floor Standing Hardwall</td>
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<td>1105</td>
<td>Formulate Master 10ft VC1 Vertical Curve Fabric Backwall</td>
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<td>Vector Frame Master 10Ft Modular Backwall Kit 15</td>
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<td>Hybrid Pro 10ft Modular Backwall Kit 03</td>
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<td>Hybrid Pro 10ft Modular Backwall Kit 06</td>
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<td>Inline 20 Ft Hardwall w/Counter</td>
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<td>2390</td>
<td>Formulate Master 20ft WV1 Vertical Curve Fabric Backwall</td>
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<td>Formulate Master 20ft WV1 Vertical Straight Fabric Backwall</td>
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<td>2311</td>
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<td>2314*</td>
<td>Hybrid Pro 20ft Modular Backwall Kit 14</td>
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<td>2316*</td>
<td>Hybrid Pro 20ft Modular Backwall Kit 16</td>
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<td>4087*</td>
<td>Island 20 x 20 Ft Display</td>
<td>$14,883.35</td>
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<tr>
<td>4017*</td>
<td>Hybrid Pro 20x20 Modular Island Kit 17</td>
<td>$17,736.50</td>
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<td>4018*</td>
<td>Hybrid Pro 20x20 Modular Island Kit 18</td>
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<tr>
<td>DDS</td>
<td>Double Deck System</td>
<td>$55,417.00</td>
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<tr>
<td>THR</td>
<td>Tree House Room</td>
<td>$15,704.20</td>
</tr>
</tbody>
</table>

*Kit that include lighting

Color Selection for Standard Carpeting (10Ft, 20Ft, and 20’ x 20’ Displays ONLY)

- [ ] Blue
- [ ] Green
- [ ] Black
- [ ] Burgundy
- [ ] Red
- [ ] Gray

Subtotal: $  
9% Rental Tax: $  
Total: $
EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for both options are detailed below. If you have any questions, please contact Valley Expo & Display.

1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Metropolitan Pier & Exposition Authority, hereby referred to as MPEA, an exhibitor and exhibitor employees (“Exhibitor employee” means any person who has been employed by the exhibitor as a full time employee for a minimum of 6 months before the show’s opening date) are permitted in a booth of any size with the use of the exhibitor’s ladders and hand tools to:
   i) Set-up and dismantle exhibits displayed on MPEA premises;
   ii) Assemble and disassemble materials, machinery, or equipment on MPEA premises; and
   iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor’s own drapery, including the skirt of exhibitor tables, on the MPEA premises.

2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor’s electrical equipment, computers, audio-visual devices, and other equipment.

3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on MPEA premises.

4) Please note: An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on MPEA premises.

UNION JURISDICTIONS AT MCCOMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place.

McCormick Place is a union building, and jurisdictions are clearly established.

Above all, there should be no need for disputes. If there is a disagreement, contact your Valley representative. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

RIGGERS
Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

TEAMSTERS
Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

DISPLAY LABOR (Unified Labor Force Combing Carpenters and Decorators)
Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; recreating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and Velcro signs.

HANGING SIGNS
Depending on the type of hanging sign, it will be assembled and installed by decorators or electricians. See McCormick Place forms for jurisdictions.

CLEANING/PORTER SERVICE
Valley Expo & Displays is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

ELECTRICIANS
Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

SPECIAL NOTES: All labor is entitled to certain break times and lunch breaks.

Below is an approximate schedule:

Morning Breaks (approximately): 9:30 a.m. to 9:45 a.m.
Lunch Schedules (approximately): 12:00 p.m. to 12:30 p.m.
Afternoon Breaks (approximately): 2:30 p.m. to 2:45 p.m.
**EXHIBITOR BILL OF RIGHTS**

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.

Your call will be promptly returned between the hours of 7:00 a.m. — 6:30 p.m.
To: McCormick Place Registered Contractors

Re: Exhibitor Rights do not apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: www.mccormickplace.com or you may contact the following personnel:

Tom Cassell t cassell@mccormickplace.com 312-617-0115
Pat Allen pallen@mpea.com 312-791-6551
Alichia Johnson ajohnson@mpea.com 312-791-7186
Orders with payment in full must be received by October 23, 2019 for Discount Prices.

All installation and dismantling work will be preformed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to supervise work preformed, please complete the Valley Supervised Labor form.

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 AM and 4:30 PM on weekdays</td>
<td>$223.15</td>
<td>$290.10</td>
</tr>
<tr>
<td>Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday</td>
<td>$334.72</td>
<td>$435.15</td>
</tr>
<tr>
<td>Double time - All day Sunday and holidays</td>
<td>$446.30</td>
<td>$580.20</td>
</tr>
</tbody>
</table>

A minimum charge of one (1/2) half hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1/2) half hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

Exhibitor must check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up labor at the Valley Service Desk will result in a one (1/2) half hour per man no show charge.

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth.

**Move In Dates & Times**
- 11/18/19; 8:00AM-7:00PM
- 11/19/19; 8:00AM-7:00PM

**Move Out Dates & Times**
- 11/21/19; 4:00PM-10:00PM
- 11/22/19; 8:00AM-2:00PM

Time can only be guaranteed at the start of the working day (8:00 AM), or the official beginning of set up, if later in the day. We will make every attempt to provide labor at times subsequent to 8:00 AM (or start of official set up); however, such starting times are approximate as they are dependent up on completion times of prior job assignments.

### Estimation of Charges

<table>
<thead>
<tr>
<th>Description</th>
<th># of Workers</th>
<th>X</th>
<th># Hours</th>
<th>X</th>
<th>Labor Rate</th>
<th>Total Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Authorization to Provide Labor Services**: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitors exclusive remedy.
Orders with payment in full must be received by October 23, 2019 for Discount Prices.

- All work is performed under the supervision of Valley personal
- Exhibits can be set up prior to your arrival at exhibitor move in

Exhibitor must forward all necessary instruction, drawing and/or diagrams in advance with this order. Please send layout diagram to automation-fair@valleyexpodisplays.com or attach to your order online. Email automationfair@valleyexpodisplays.com for instructions on how to attach a file on-line. A 25% Surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.

| Contact Person: ____________________________ | Phone: ____________________________ |
| Email: ____________________________ |
| Freight will be shipped to:                | Inbound Carrier: ____________________ |
| Date Shipped: ____________________________ | Total # of:                      |
| Crates _____ Cartons _____ Fiber Cases _____ Other _____ |
| Setup Plans/Photo: | Attached to order | Sent to events@valleyexpodisplays.com |
| Flooring/Carpet: | With exhibit | Rented from Valley |
| Electrical Placement: | Electrical under carpet | Electrical in back of booth | Other, must provide floor plan |
| Graphic: | With exhibit | Shipped separately |
| Special Tools/Hardware/Equipment Required: ____________________________ |

| Ship to: ____________________________ |
| Method of shipment*: | Common Carrier | UPS | FedEx | Show Carrier |

“If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.

If labels are provided where they will be:

| Freight Charges: | Prepaid | Collect |
| Bill to: ____________________________ |

A minimum charge of one (1/2) half hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1/2) half hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 AM and 4:30 PM on weekdays</td>
<td>$262.10</td>
<td>$340.75</td>
</tr>
<tr>
<td>Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday</td>
<td>$393.15</td>
<td>$511.12</td>
</tr>
<tr>
<td>Double time - All day Sunday and holidays</td>
<td>$524.20</td>
<td>$681.50</td>
</tr>
</tbody>
</table>

**Estimate of Charges**

<table>
<thead>
<tr>
<th>Computation of Labor Charges</th>
<th># of Workers X</th>
<th># Hours X</th>
<th>Labor Rate</th>
<th>Total Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays’ liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor’s property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor’s materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitors exclusive remedy.
FORKLIFT/RIGGING LABOR ORDER FORM

Mc Cormick Place West
Chicago, IL
November 20-21, 2019

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more within your booth.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift with an operator.

Forklift time required to move freight to and from the dock to your booth is included in the freight handling charges, refer to Advance or Direct order forms on pages 15-16 for further information.

All exhibitors requesting labor must go to Valley service desk to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a half hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one half hour no-show fee charged per work and equipment ordered.

The minimum charge for Forklift orders are one (1/2) hour per worker and forklift. Forklift rental thereafter is charged in half (1/2) hour increments. All rates are subject to change if necessitated by increased labor and material costs.

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Rate (per hour)</th>
<th>Floor Rate (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 AM and 4:30 PM on weekdays</td>
<td>$636.85</td>
<td>$827.95</td>
</tr>
<tr>
<td>Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday</td>
<td>$955.27</td>
<td>$1241.92</td>
</tr>
<tr>
<td>Double time - All day Sunday and holidays</td>
<td>$1273.70</td>
<td>$1655.90</td>
</tr>
</tbody>
</table>

Important Information & Rates

LEGISLATIVE CHANGES AT McCormick Place, Chicago, IL

STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. This window is as follows:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Time for all time worked</td>
<td>Straight Time 6:00AM - 10:00PM for any consecutive 8 hours period</td>
<td>Over Time 1st 8 hours worked</td>
<td>Double Time for all time worked</td>
</tr>
<tr>
<td>Over Time after 8 consecutive hours until midnight</td>
<td>Double Time after 8 consecutive hours worked</td>
<td>Double Time</td>
<td></td>
</tr>
<tr>
<td>Double Time from midnight - 6:00AM</td>
<td>Double Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimate of Charges

Please estimate the number of forklifts and hours per forklift needed for installation and dismantle. Invoice will be calculated according to actual hours worked.

INSTALLATION

<table>
<thead>
<tr>
<th>Schedule Date(s)</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Total # of Hours</th>
<th>Total # of Forklifts</th>
<th>Labor Rate</th>
<th>Total</th>
</tr>
</thead>
</table>

Describe work to be done: Total

DISMANTLE

<table>
<thead>
<tr>
<th>Schedule Date(s)</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Total # of Hours</th>
<th>Total # of Forklifts</th>
<th>Labor Rate</th>
<th>Total</th>
</tr>
</thead>
</table>

Describe work to be done: Total
Orders with payment in full must be received by **October 23, 2019** for Discount Prices.

Submit this form if you want to order Valley Expo & Displays cleaning service for your booth in order to maintain booth cleanliness post set-up or throughout the entire event. Prices are based on total square footage of booth regardless of area to be cleaned.

**Standard Booth Size (10’ x 10’) = Square Footage (100 square feet per booth)**

**Carpet Vacuuming:** Booth carpeting is clean upon installation; however, vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet; therefore, we recommend ordering vacuuming at least once prior to show opening.

<table>
<thead>
<tr>
<th>Sq. Ft.</th>
<th>X</th>
<th>Discount</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Prior to Show Opening</td>
<td></td>
<td>$ 1.30</td>
<td>$ 1.70</td>
<td></td>
</tr>
<tr>
<td>2 Days - Prior to Show Opening Each Day</td>
<td></td>
<td>$ 2.60</td>
<td>$ 3.40</td>
<td></td>
</tr>
</tbody>
</table>

**Porter Service:** Includes wipedown & dusting of all display surfaces and furnishings, and emptying of wastebaskets nightly.

<table>
<thead>
<tr>
<th>Sq. Ft.</th>
<th>X</th>
<th>Discount</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Prior to Show Opening</td>
<td></td>
<td>$ 1.65</td>
<td>$ 2.15</td>
<td></td>
</tr>
<tr>
<td>2 Days - Prior to Show Opening Each Day</td>
<td></td>
<td>$ 3.30</td>
<td>$ 4.30</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal $  
9% Rental Tax $  
Total $
Hanging Sign Policy and Procedures for Automation Fair 2019

Guidelines

- Valley Expo & Display is responsible for the assembly and installation of all hanging equipment, truss, and signs. No display house or exhibitor personnel will be allowed to assemble any hanging structures.
- Display houses or exhibitor personnel are allowed to disassemble structures after Valley lowers structure.
- All hanging equipment must conform to Rockwell Automation rules and regulations and facility limitations. See Rockwell Automation Rules and Regulations included in this kit.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved and installed by Valley.
- Electrical signs must be in working order and in accordance with codes of the City of Chicago. Electrical Service requirements must be ordered in advance on Electrical Service Order Form included in this kit.
- Hanging anchor points must be pre-fabricated and ready to use.
- The total weight limit of the sign or materials is not to exceed 1500lbs, the weight of signs or materials is not to exceed 1000lbs, per hanging point.
- The placement of the all “hanging signs” shall be determined by the Electrical Contractor and/or Valley prior to installation to insure minimum stress to the supporting framework.
- Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.

Exhibitor Requirements

- Exhibitor must forward the hanging sign request form along with all necessary documentation which includes the items below to: automationfair@valleyexpodisplays.com no later than **October 13, 2019**.
  - Rendering (sketch or picture of detailed front views, and side views, including height/width/dimensions).
  - Footprint drawing (top-down line drawing of sign, including dimensions).
  - The exact positioning of the sign in relation to surrounding booths.
  - All Set-Up instruction for complete assembly of hanging sign.
- A exhibitor services representative from Valley will contact you with additional information and notify you of approval status.
- All Hanging Signs MUST be approved no later then **October 21, 2019**.
- All Hanging Sign must be sent to the Advance Warehouse in a separate container, clearly labeled “Hanging Sign” by **October 28, 2019**.

A 25% Surcharge will apply to completed hanging sign order if necessary documentation is not received by due dates, as well as any additional labor onsite to correct resulting issues.

Hanging Crew Size: Three Laborers. **Assembly**: One Laborer

Materials: Cable, clamps, etc. additional and charged accordingly.

Installation of Hanging Signs will begin on November 14, 2019.

Dismantling of Hanging Signs will be begin on November 21, 2019.

Rates are per hanging crew per hour. Installation - One hour Hanging Crew, and one hour assembly minimum. Dismantle - One hour Hanging Crew minimum.

Straight Time cannot be guaranteed.

<table>
<thead>
<tr>
<th>Hanging Sign</th>
<th>Rate Per Hour (Overtime &amp; Double time rates may apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanging Crew</td>
<td>$ 843.40 Straight Time</td>
</tr>
<tr>
<td>Assembly/Additional Labor</td>
<td>$ 223.15 Straight Time</td>
</tr>
</tbody>
</table>
HANGING SIGN REQUEST FORM

McCormick Place West
Chicago, IL
November 20-21, 2019

Request form must be submitted by October 13, 2019

Exhibitor must forward this request form along with all necessary documentation which includes the items below to:
automatiofair@valleyexpodisplays.com no later than October 13, 2019.

- Rendering (sketch or picture of detailed front views, and side views, including height/width/dimensions).
- Footprint drawing (top-down line drawing of sign, including dimensions).
- The exact positioning of the sign in relation to surrounding booths.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type:
- Cloth Banner
- Metal or Wood
- Other

Shape:
- Square
- Triangle
- Rectangle
- Other

Size:
- Height
- Length
- Width
- Weight of Sign

Does Your Sign Require:
- Electricity
- Assembly

Does Your Sign Require a Motor:
- Yes ______  No ______
  If Yes, who is providing ______________

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

——— Feet in from the back Aisle # ————

——— Feet in from the left Aisle #———

——— Feet in from the right Aisle #———

——— Feet in from the front Aisle #———

Number of feet from floor to top of sign: ————

Exhibiting Company Name: _____________________________________________ Booth # _____________
Contact Name: _________________________________________________________
Email Address: _________________________________________________________
Phone Number: ________________________________
RUSH!

HANGING SIGN

FROM:

TO:

EXHIBITING COMPANY

Rockwell Automation Fair 2019

SHOW NAME

BOOTH NUMBER

C/O      VALLEY EXPO & DISPLAYS
CCS TRUCKING/YRC FREIGHT
4108 W. 52ND PLACE
CHICAGO, IL 60632

Hanging Sign MUST Arrive by:
October 28, 2019

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier
Number of pieces

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier
Number of pieces
This form can be used to order custom show cards and banners for your exhibit booth. Custom signs and banners can be ordered in advance only. We must receive your order with payment by **October 23, 2019** to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Event Labor Order Form for assistance in installing your signs if it will be needed. All signs are printed on white background. 10 word limit per sign. Additional words and logos are extra.

Valley has added the Vanguard Digital Printing Systems VR5D flatbed UV printer. It combines revolutionary technology, industry leading quality and outstanding speeds to satisfy the demands of the industry schedule. With the VR5D it gives the ability to print on a variety of substrates including foam, pvc, vinyl, acrylic and more! Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or feature you want is not listed on this form, please call us for a special quote.

**Upload your artwork to:** [http://ftp.hostedftp.com/~valleyexpo](http://ftp.hostedftp.com/~valleyexpo) Or email to automationfair@valleyexpodisplays.com Please see the following page for artwork requirements on “Supplied Digital Arts Standards” form. Contact name, E-mail address and phone number are requested in case we have questions.

**Contact for sign questions:** ________________________________

**Email:** ________________________________________________

**Phone:** ________________________________________________

<table>
<thead>
<tr>
<th>Foamcore Signs White Background</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11” x 14”</td>
<td>$ 65.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>$ 82.05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>$ 279.05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>$ 358.20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vinyl Banners White Background Only</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ X 4’</td>
<td>$ 311.70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2’ X 6’</td>
<td>$ 358.20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2’ X 8’</td>
<td>$ 525.60</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grommets for hanging are included

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easel Back</td>
<td>$ 55.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Grommets</td>
<td>$ 34.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Background</td>
<td>$ Add 25%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sign copy to be arranged:

- [ ] Horizontally
- [ ] Vertically

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subtotal</strong></td>
</tr>
<tr>
<td><strong>9% Rental Tax</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
Supplied Digital Art Standards

In an effort to provide you with the best graphics for your display, Valley requests that you review these file and media requirements when you supply digital art. Supplying the proper files insures that your output will look the way you expect, and keep additional charges to a minimum. If you have questions about file formats, resolution, or other graphics concerns, please call us at 815-873-1500 or e-mail automationfair@valleyexpodisplays.com

**Raster (Pixel-based) Art** -
Raster art is the way most continuous tone images are produced. Scanned images, Photoshop files, tif, jpg, & bmp are examples of raster or pixel-based art. Resolution for these files should be at least 300dpi at output size. For example, a file for 16 x 20 inches output should be 4800 pixels by 6000 pixels. Both cmyk and rgb are acceptable but cmyk is preferred. It's helpful if all your files are consistently one or the other.

**Use for:**
Photographic or continuous tone images.

**Vector Art** -
Vector art is 'resolution independent', meaning it can be scaled to any size with no loss of quality. Illustrations created in Adobe Illustrator or Freehand are vector art. EPS files are the most common format for vector art.

**NOTE:** A Raster image imported or placed, and then saved in these programs is not changed into vector art...it is still a raster image and may not be suitable for some output options. Logos & illustrations produced as cut vinyl MUST be vector art. If you cannot supply vector art, you may be charged for the time required to convert/recreate your art in the proper format.

**Use for:**
Cut vinyl, large format text, logos, graphic elements.

**Art Size:** Art files should be submitted with at least 0.5" bleed. (ex. 22" x 28" sign would be 22.5" x 28.5")

**Raster Art** can be supplied as Photoshop, jpg, tif, eps, bmp or other standard raster formats.

**Vector Art** should be Adobe Illustrator (.ai), InDesign (.indd) or .eps (from Illustrator or InDesign) files with text converted to paths. Include all linked files. If text is not converted to paths, all fonts must be included. When sending vector art use the package option in Illustrator or InDesign to properly export all necessary files.

**QuarkExpress** users, supply eps files with fonts embedded. Native Quark files are no longer supported.

**Media:** CD or DVD. For FTP access contact your Valley representative.
Please include a color hardcopy or pdf. Critical PMS colors should be indicated on the hardcopy.

Still have questions?
Call 815-873-1500
or
E-mail: events@valleyexpodisplays.com
## FLORAL ORDER FORM

### Name of Show: ____________________________

### Location: ____________________________

### Exhibitor: ____________________________

### Bill to: ____________________________

### Address: ____________________________

### Phone: ____________________________

### Fax: ____________________________

### Purchase Order #: ____________________________

### Job #: ____________________________

### Date Ordered: ____________________________

### Booth Contact: ____________________________

### Contact Phone: ____________________________

### Available Time/Date: ____________________________

### PAYMENT INFORMATION

Circle one VISA MC AMEX DISCOVER

Name: ____________________________

Card #: ____________________________

Exp. Date: ____________________________

CVV code: ____________________________

Signature: ____________________________

• Foliage plants and architectural containers on rental basis.

• Price includes: **PLANT INSTALLATION, ARCHITECTURAL CONTAINERS, SERVICING THROUGHOUT THE SHOW, & DISMANTLING AT END OF SHOW**

• NO ADJUSTMENTS NOR REFUNDS CAN BE MADE AFTER THE SHOW OPENING.

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### Quantity | Tropical Plants
(Please specify quantity, heights, and variety) | Price | Total
---|---|---|---
Potted Ferns | $66.40 | 
2’ Plants | $97.50 |
3’ Plants | $101.05 |
4’ Plants | $116.50 |
5’ Plants | $151.55 |
6’-7’ Plants | $170.00 |

**Containers for Plants:** Black _____ White _____

**TALLER PLANTS ARE AVAILABLE, PLEASE INQUIRE IN ADVANCE**

### Blooming Plants

- Potted Mums (Yellow, White, & Lavender) $73.05
- Potted Azaleas (Red, Pink, & White) $73.05
- Bromeliads $73.05

### Floral Arrangements

Please Choose Tropical or Seasonal
(Please indicate desired colors)

Floral Arrangements are only guaranteed for 3 days

- Small Arrangement (12”x12”) $86.50
- Medium Arrangement (18”x14”) $110.00
- Large Arrangement (24”x18”) $132.50
- Tax (8%) 
- TOTAL

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Floral Exhibits, Ltd. Phone #: 773.277.1888
2555 S Leavitt St. Fax #: 773.277.1919
Chicago, IL 60608 www.floralexhibits.com

PLEASE RETAIN A COPY FOR YOUR RECORDS
BLANC

Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H

Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H

Blanc Chair
Bright White Leather
33"W x 35"D x 35"H

Blanc Bench Ottoman
Bright White Leather
48"W x 24"D x 18"H

Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

WHISPER

Whisper Sofa
White Leather
87"W x 37"D x 35"H

Whisper Loveseat
White Leather
61"W x 37"D x 35"H

Whisper Chair
White Leather
35"W x 37"D x 35"H
WHISPER

Whisper Bench Ottoman
White Leather
60”W x 24”D x 17”H

Whisper Square Ottoman
White Leather
40”Square x 17”H

Whisper Round Ottoman
White Leather
46”Round x 17”H

FUNCTION
Modular Seating Collection

Function Armless Chair
White Leather
28”Square x 29”H

Function Corner
White Leather
28”Square x 29”H

CONTINENTAL
Modular Seating Collection

Continental Curved Loveseat
White Leather
82”W x 34”D x 31”H

Continental Reverse Curved Loveseat
White Leather
72”W x 34”D x 31”H

Continental Wedge Ottoman
White Leather
30”W x 34”D x 19”H
CONTINENTAL
Modular Seating Collection

Continental Curved Bench
White Leather
70”W x 26”D x 19”H

Continental Half Moon Ottoman
White Leather
33”W x 19”D x 19”H

SOPHISTICATED
Modular Seating Collection

Sophistication Sofa
White Leather
72”W x 31”D x 48”H

Sophistication Loveseat
White Leather
48”W x 31”D x 48”H

Sophistication Chair
White Leather
24”W x 31”D x 48”H

Sophistication Corner
White Leather
31”Square x 48”H

Sophistication Ottoman
White Leather
31”Square x 19”H
BOCA
Modular Seating Collection

**Boca Corner**
Black Leather
22"W x 27"D x 30"H

**Boca Armless**
Black Leather
27"Square x 30"H

METRO

**Metro Sofa**
Black Leather
85"W x 35"D x 35"H

**Metro Loveseat**
Black Leather
60"W x 35"D x 35"H

**Metro Chair**
Black Leather
35"Square x 35"H

**Metro Square Ottoman**
Black Leather
40"Square x 17"H

**Metro Bench Ottoman**
Black Leather
60"W x 24"D x 17"H
SUAVE MIDNIGHT

Suave Midnight Sofa
Midnight Suede
77"W x 36"D x 33"H

Suave Midnight Loveseat
Midnight Suede
54"W x 36"D x 33"H

Suave Midnight Chair
Midnight Suede
32"W x 36"D x 33"H

GRAMMERCY
Modular Seating Collection

Grammercy Sofa
Charcoal Leather
82"W x 36"D x 36"H

Grammercy Loveseat
Charcoal Leather
57"W x 36"D x 36"H

Grammercy Chair
Charcoal Leather
28"W x 36"D x 36"H

Grammercy Corner
Charcoal Leather
36"Square x 36"H

Grammercy Round Ottoman
Charcoal Leather
46"Round x 17"H

Grammercy Square Ottoman
Charcoal Leather
40"Square x 17"H
Also Available in Bench Ottoman
60"W x 24"D x 17"H
PARMA

Parma Sofa
Brown Leather
79”W x 37”D x 36”H

Parma Loveseat
Brown Leather
56”W x 37”D x 36”H

Parma Chair
Brown Leather
33”W x 37”D x 36”H

Parma Bench Ottoman
Brown Leather
60”W x 24”D x 17”H

MONTANA MOCHA

Montana Mocha Sofa
Mocha Tan Fabric
79”W x 35”D x 34”H

Montana Mocha Loveseat
Mocha Tan Fabric
57”W x 35”D x 34”H

Montana Mocha Chair
Mocha Tan Fabric
35”Square x 34”H
MADISON

Madison Sofa
Tan Fabric
86”W x 34”D x 34”H

Madison Chair
Tan Fabric
33”W x 34”D x 34”H

Madison Sky Bench
Teal Fabric
48”W x 24”D x 17”H

Madison Ottoman - Willow
Green Fabric
24”Square x 17”H

Madison Ottoman - Sand Dollar
Tan Fabric
24”Square x 17”H

Madison Ottoman - Apricot
Orange Fabric
24”Square x 17”H

Madison Ottoman - Sunflower
Yellow Fabric
24”Square x 17”H
**CHANDLER**

- **Chandler Sofa**
  - Red Leather
  - 76"W x 37"D x 35"H

- **Chandler Loveseat**
  - Red Leather
  - 53"W x 37"D x 35"H

- **Chandler Chair**
  - Red Leather
  - 31"W x 37"D x 35"H

- **Chandler Bench Ottoman**
  - Red Leather
  - 60"W x 24"D x 17"H

**EVOKE**

- **Evoke Sofa**
  - Coffee Resin Frame with Tan Cushions
  - 81"W x 35"D x 27"H

- **Evoke Chair**
  - Coffee Resin Frame with Tan Cushions
  - 33"W x 35"D x 27"H

- **Evoke Cocktail Table**
  - Coffee Resin Frame
  - 48"W x 24"D x 18"H
**EVOKE**

*Evoke End Table*
- Coffee Resin Frame
- 24"W x 28"D x 25"H

*Evoke Cube Table*
- Coffee Resin Frame
- 18"Square x 18"H

**STAGE CHAIRS**

*Midnight Stage Chair*
- Midnight Microfiber
- 25"L x 26"D x 37"H

*Chamois Stage Chair*
- Beige Microfiber
- 25"L x 26"D x 37"H

*Buckskin Stage Chair*
- Tan Microfiber
- 25"L x 26"D x 37"H

*Empire Chair*
- Black Leather
- White Leather
- 28"L x 32"D x 32"H

*Ibizia Chair*
- Black Leather
- White Leather
- 31"L x 35"D x 32"H

*Tulip Chair*
- Black Fabric/Tilt Back/Caster Feet
- 27"L x 26"D x 35"H
STAGE CHAIRS

Monarch Chair
Bright White Leather
28”Square x 30”H

OTTOMANS & BENCHES

Curved Bench
Continental White Leather
70”W x 26”D x 19”H

Square Ottoman
- Metro Black Leather
- Whisper White Leather
- Grammercy Charcoal Leather
- 40”Square x 17”H

Bench Ottoman
- Metro Black Leather
- Whisper White Leather
- Chandler Red Leather
- Grammercy Charcoal Leather
- Parma Brown Leather
- 60”W x 24”D x 17”H

Essentials Storage Ottoman
White Leather with Locking Mechanism
48”W x 24”D x 20”H
Lock Not Included

Round Ottoman
- Grammercy Charcoal Leather
- Whisper White Leather
- 46”Round x 17”H

1/4 Round Ottoman
- Grammercy Charcoal Leather
- Whisper White Leather
- 34”W x 19”D x 17”H
OTTOMANS & BENCHES

Madison Sky Bench
Teal Fabric
48”W x 24”D x 17”H

Madison Ottomans
Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24”Square x 17”H

BANQUETTES

Essentials Banquette
White Leather
60”Round x 48”H (2 Pieces)

Whisper Banquette
White Leather
59”Round x 38”H (2 Pieces)

Grammercy Banquette
Charcoal Leather
59”Round x 38”H (2 Pieces)

TURNING BEDS

Essentials Turning Bed
White Leather
96”W x 48”D x 36”H
CUBE OTTOMANS

Regency Cube Ottomans
From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric
18”Square x 18”H

Cube Ottomans
From left to right: Blanc Bright White Leather (17”Square x 17”H), Whisper White Leather, Metro Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
18”Square x 18”H

CHARGED

Essentials Turning Bed - Charged
White Leather
96”W x 48”D x 25”H
*White slip cover available for black charging unit.
*Maximum of 1 bed per power source.

Boca Corner - Charged
Bright White Leather
27”Square x 30”H
*Maximum of 4 daisy linked together per power source.

Boca Chair - Charged
Bright White Leather
22”W x 27”D x 30”H
*Maximum of 4 daisy linked together per power source.
CHARGED

Aspen Bar Table - Charged
White / Brushed Steel
72"W x 26"D x 42"H
*Maximum of 1 table per power source.

Aspen Cocktail Table - Charged
White / Brushed Steel
48"W x 24"D x 18"H
*Maximum of 1 table per power source.

White Conference Table - Charged
White
96"W x 43"D x 30"H
*Maximum of 1 table per power source.

Patrice Table Chair - Charged
Bright White Leather
28"W x 31"D x 31"H
*Maximum of 6 daisy linked together per power source.

Lincoln Bench - Charged
Bright White Leather
59"W x 39"D x 17"H
*Maximum of 3 daisy linked together per power source.

OCCASIONAL TABLES

Tribeca Tables
End Table Wood/Black
24"W x 28"D x 22"H
Console Table Wood/Black
48"W x 18"D x 30"H
Cocktail Table Wood/Black
48"W x 28"D x 19"H

Harmony Tables
End Table Wood/Espresso
24"Round x 22"H
Console Table Wood/Espresso
52"W x 18"D x 30"H
Cocktail Table Wood/Espresso
51"W x 28"D x 18"H

Novel Tables
End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"W x 15"D x 16"H
OCCASIONAL TABLES

**Vivid Tables**
End Table - Smoked Powder Coat Finish
26"Square x 21"H
Console Table - Smoked Powder Coat Finish
50"W x 24"D x 30"H
Cocktail Table - Smoked Powder Coat Finish
50"W x 24"D x 16"H

**Club Tables**
End Table
44"W x 22"D x 18"H
Cocktail Table
22"Square x 18"H
(Includes built in Wireless LED Lighting)

**Rose Table**
17"Round x 17"H

**Zanzibar Table**
17"Square

**Cube End Tables**
- Black 24"
- White 24"
24"Square x 21"H

**Cube Cocktail Tables**
- Black 24"
- White 24"
24"Square x 16"H

**Phoebe Tables**
From left to right: Yellow, Lime Green, Rose, Gold, Teal
17"Round x 22"H

**Hylton Tablet Table**
White/Brushed Steel
18"W x 12"D x 28"H
BARS & BAR BACKS

**VIP Glow Bar 6’**
Frosted Plexi with Built-in Wireless LED Kit
72”W x 24”D x 42”H(Bar)  
13”D x 18”H (Shelf)  
*Includes remote control

**VIP Glow Bar 4’**
Frosted Plexi with Built-in Wireless LED Kit
48”W x 24”D x 42”H(Bar)  
13”D x 18”H (Shelf)  
*Includes remote control

**Agile Bar**
- Black with 2 shelves in back
- White with 2 shelves in back
48”W x 16”D x 42”H

**Blox Bar Back**
Walnut/Brushed Metal  
30”W x 16”D x 86”H  
Please Inquire About Shelf Dimensions

**Piazza Bar Back**
- Black  
- White  
44”W x 12”D x 79”H  
13”W x 14”H (Inside Shelf)
BAR STOOLS

Vienna Stool
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic
17”Square x 39”H

Criss Cross Bar Stool
- Espresso Leather
- White Leather
15”W x 19”D x 41”H

Escape Stool
- Natural Maple
16”Square x 41”H

Silk Back Bar Stool
- Black
- White
- Green
- Purple
- Blue
- Red
17”W x 18”D x 42”H

Euro Bar Stool
- Black
22”W x 24”D x 42”H

Hourglass Bar Stool
- Black
- White
18”W x 20”D x 43”H

Equino Stool
- Black
- White
15”W x 13”D x 35”H
BAR STOOLS

Nexus Stool
White
19”W x 20”D x 44”H

Clara Stool
White
17”W x 21”D x 41”H

Marcus Bar Stool
Steel
17”Square (at footbase) x 29”H

Regal Stool
Brown Leather
19”W x 24”D x 45”H

Caprice Stool
Black Fabric
25”W x 26”D x 44”H

Sonic Stool
Black
22”W x 23”D x 42”H

CAFE CHAIRS

Vienna Chair
Gray Acrylic
Orange Acrylic
Teal Acrylic
21”Square x 32”H

Silk Back Chair
Black
White
Purple
Blue
Red
17”W x 18”D x 34”H
CAFE CHAIRS

**Nexus Chair**
White
19”W x 22”D x 32”H

**Clara Chair**
White
18”W x 21”D x 34”H

**Leslie Chair**
White
17”W x 21”D x 31”H

**Criss Cross Chair**
- Espresso Leather
- White Leather
17”W x 21”D x 35”H

**Elio Chair**
Steel
17”Square x 33”H

**Caprice Chair**
Black
25”W x 24”D x 32”H

**Comet Chair**
Black
23”W x 22”D x 32”H (With Arms)
19”W x 22”D x 32”H (Without Arms)

**Regal Dining Chair**
Brown Leather
19”W x 23”D x 38”H

**Sonic Chair**
Black
20”W x 21”D x 32”H
CAFE CHAIRS

**Escape Chair**
Natural Maple
17”W x 16”D x 32”H

BAR TABLES

**Euro Bar Table**
Black/Black 30”
30”Round x 42”H
Black/Black 36”
36”Round x 42”H

**Silk Bar Table**
Black/Chrome 30”
30”Round x 42”H
Black/Chrome 36”
36”Round x 42”H

**City Bar Table**
Maple/Black 30”
30”Round x 42”H
Maple/Black 36”
36”Round x 42”H

**Park Ave Bar Table**
Maple/Chrome 30”
30”Round x 42”H
Maple/Chrome 36”
36”Round x 42”H

**Summit Bar Table**
White/Black 30”
30”Round x 42”H
White/Black 36”
36”Round x 42”H

**Blanco Round Bar Table**
White/Chrome 30”
30”Round x 42”H
White/Chrome 36”
36”Round x 42”H
**BAR TABLES**

**Fuze Bar Table**
Zebrawood Laminate/Chrome
36”Square x 42”H

**Blanco Square Bar Table**
White/Chrome
24”Square x 42”H

**Blanco Rectangle Bar Table**
White/Chrome
72”W x 24”D x 42”H

**Spectrum Bar Table Red**
Red/Chrome
24”Square x 42”H

**Spectrum Bar Table Blue**
Blue/Chrome
24”Square x 42”H

**Spectrum Bar Table Purple**
Purple/Chrome
24”Square x 42”H

**Spectrum Bar Table Green**
Green/Chrome
24”Square x 42”H

**Chardonnay Bar Table**
Clear Glass/Chrome
31”Round x 42”H

**Zinc Bar Table**
Chrome
24”Round x 42”H
BAR TABLES

Aspen Bar Table
White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES

Euro Café Table
Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H

Silk Café Table
Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H

Park Ave Café Table
Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H

City Café Table
Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H

Summit Café Table
White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H

Blanco Café Table
White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H
CAFE TABLES

Fuze Cafe Table
Zebrawood Laminate/Chrome
36" Square x 30" H

Blanco Square Cafe Table
White/Chrome Rectangle
24" Square x 30" H

Blanco Rectangle Cafe Table
White/Chrome Rectangle
72" W x 24" D x 30" H

Spectrum Cafe Table Red
Red/Chrome
24" Square x 30" H

Spectrum Cafe Table Blue
Blue/Chrome
24" Square x 30" H

Spectrum Cafe Table Purple
Purple/Chrome
24" Square x 30" H

Spectrum Cafe Table Green
Green/Chrome
24" Square x 30" H

Aspen Dining Table
White/Brushed Steel
72" W x 30" D x 30" H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96" W x 48" D x 30" H
OFFICE SEATING

Tamiri High Back Chair
Black Leather
25”W x 27”D x 45”H

Tamiri Mid Back Chair
Black Leather
25”W x 27”D x 39”H

Tamiri Guest Chair
Black Leather
25”W x 27”D x 37”H

Accord Chair
- Black
- White
25”Square x 44”H

Goal Task Chair
Black
25”W x 24”D x 39”H

Goal Task Chair Armless
Black
21”W x 24”D x 39”H
OFFICE SEATING

**Enterprise High Back Conference Chair**
Black Fabric
25”W x 27”D x 45”H

**Enterprise Mid Back Conference Chair**
Black Fabric
24”W x 26”D x 39”H

**Enterprise Guest Chair**
Black Fabric
25”W x 27”D x 37”H

**Goal Drafting Stool**
Black
25”W x 24”D x 48”H

**Goal Drafting Stool Armless**
Black
21”W x 24”D x 48”H

CONFERENCE TABLES

**Conference Table Round**
- Black
- Mahogany
42”Round x 29”H

**Conference Table Rectangle**
- Black 6’
- Mahogany 6’
- Maple 6’
- White 6’
72”W x 36”D x 30”H

- Black 8’
- Mahogany 8’
- Maple 8’
- White 8’
96”W x 48”D x 30”H
OFFICE FURNITURE

**Computer Kiosk**
- Black
- White
- 24" Square x 42"H

**Computer Counter**
- Graphite
- 48"W x 24"D x 42"H

**Computer Desk**
- Graphite
- 48"W x 24"D x 29"H

**5 Shelf Bookcase**
- Black
- Mahogany
- 36"W x 12"D x 72"H

**Black Credenza**
- Black
- 60"W x 20"D x 29"H

**Black Double Pedestal Desk**
- Black
- 60"W x 30"D x 29"H

**Genoa Storage Credenza**
- Mahogany
- 2 Filing Cabinets
- 2-Drawers
- Inside Shelves
- 66"W x 20"D x 29"H

**Genoa Kneespace Credenza**
- Mahogany
- 2 Filing Cabinets/2-Drawers
- 66"W x 20"D x 29"H

**Genoa Executive Desk**
- Mahogany
- Double Pedestal
- Locking Drawers
- 72"W x 36"D x 29"H
OFFICE FURNITURE

**Vivid Café Table Square**
Clear Glass/Smoked Powder Coat Finish
42” Square x 30”H

**Vivid Café Table Rectangle**
Clear Glass/Smoked Powder Coat Finish
60”W x 36”D x 30”H

**Brooklyn Rectangle Dining Table**
Clear Glass/Chrome
60”W x 36”D x 30”H

**Brooklyn Round Dining Table**
Clear Glass/Chrome
42” Round x 30”H

**Aspen Dining Table**
White/Brushed Steel
72”W x 30”D x 30”H

**Brio Dining Table**
Reclaimed Grey Stone Finish/Brushed Bronze
96”W x 48”D x 30”H
METAL FILE & STORAGE CABINETS

2-Drawer File
- Black Letter
  - 15"W x 25"D x 29"H
- Black Legal
  - 18"W x 25"D x 29"H

4-Drawer File
- Black Letter
  - 15"W x 25"D x 52"H
- Black Legal
  - 18"W x 25"D x 52"H

2-Drawer Lateral File
- Black (Pictured)
  - 36"W x 18"D x 27"H
- Black (Not Pictured)
  - 36"W x 20"D x 29"H

4-Drawer Lateral File
- Black
  - 36"W x 18"D x 54"H

Storage Cabinet
- Black
  - 36"W x 18"D x 72"H
PEDESTALS

Display Pedestals 42”
- Black
  - 14” Square x 42”H
- Black
  - 24” Square x 42”H
- Black
  - 18” Square x 42”H
- White
  - 14” Square x 42”H

Display Pedestals 36”
- Black
  - 14” Square x 36”H
- Black
  - 24” Square x 36”H
- White
  - 14” Square x 36”H
- White
  - 24” Square x 36”H

Display Pedestals 30”
- Black
  - 14” Square x 30”H
- Black
  - 24” Square x 30”H
- White
  - 14” Square x 30”H
- White
  - 24” Square x 30”H

Locking Pedestal
- Black
  - 24” Square x 42”H
- White
  - 24” Square x 42”H

Fuze Pedestal
- Zebrawood Laminate/Chrome
  - 16” Square x 44”H

London Pedestal
- Marble/Chrome
  - 16” Square x 44”H
MISCELLANEOUS ITEMS

Stanchion
Chrome
41"H

Stanchion Rope
Red Velour
6’L

Alto Literature Rack
Black/Metal
11"W x 10"D x 57"H

Nero Literature Rack
Black
15"W x 12"D x 54"H

Argento Literature Rack
Aluminum
15"W x 12"D x 54"H

Compact Refrigerator
White 4 Cu Ft
21"W x 22"D x 32"H

iPad® Stand
■ Black
□ Silver
14"W x 42"H
(Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

*Apple® and iPad® are registered trademarks of Apple Inc.
Brushed Steel Lamps
- Table Lamp White/Steel
  - Height: 26"H
- Floor Lamp White/Steel
  - Height: 66"H

Brushed Nickel Lamps
- Table Lamp White/Nickel
  - Height: 29"H
- Floor Lamp White/Nickel
  - Height: 60"H

Rubbed Bronze Lamps
- Table Lamp White/Bronze
  - Height: 28"H
- Floor Lamp White/Bronze
  - Height: 60"H

Neutrino Floor Lamp
- Steel
  - Height: 67"H
DESIGN YOUR BOOTH SPACE YOUR WAY

10x20 Booth Footprint
Boca Chair - Charged • Brooklyn Round Cocktail Table • Phoebe Table - Lime Green
Aspen Bar Table - Charged • Silk Back Stool - Green

10x10 Booth Footprint
Madison Chair • Madison Bench - Apricot
Phoebe Table - Hazelnut • Blox Bar Back

10x10 Booth Footprint
Patrice Tablet Chair - Charged • Brooklyn Round End Table
Equino Stool - Black • Chardonnay Bar Table

20x20 Booth Footprint
Grammercy Loveseats • Grammercy Corner • Brooklyn Round Cocktail Table • Monarch Chairs • Brooklyn Round End Table
Piazza Bar Back - Espresso • Silk Back Stools - Black • Aspen Bar Tables - Charged • 6’ VIP Bar
**TRADE SHOW INFORMATION**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Weight</th>
<th>Dimensions</th>
<th>Advance</th>
<th>Floor</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>18228-0847</td>
<td>100 lbs.</td>
<td>Blanc Sofa</td>
<td>75&quot;W x 35&quot;D x 35&quot;H</td>
<td>$992.00</td>
<td>$1,289.60</td>
<td></td>
</tr>
<tr>
<td>18367-0614</td>
<td>90 lbs.</td>
<td>Blanc Loveseat</td>
<td>54&quot;W x 35&quot;D x 35&quot;H</td>
<td>$945.50</td>
<td>$1,229.15</td>
<td></td>
</tr>
<tr>
<td>18284-0834</td>
<td>75 lbs.</td>
<td>Blanc Chair</td>
<td>33&quot;W x 35&quot;D x 35&quot;H</td>
<td>$790.50</td>
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<td>18184-0274</td>
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<td>17&quot;Square</td>
<td>$162.75</td>
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**Show Site Orders:**

- **Payments:** Payment terms - 100% Payment due prior to delivery to secure the order. 50% cancellation fee on orders cancelled prior to Move In, a 100% charge will be applied for orders cancelled after move in begins.
- **Show Site orders will be based on availability and charged a Late Fee. Please contact Valley Expo & Displays for late fee cost.**
- **Cancellation Fee:** 50% cancellation fee on orders cancelled prior to Move In, a 100% charge will be applied for orders cancelled after move in begins.
- **50% cancellation fee on orders cancelled prior to Move In, a 100% charge will be applied for orders cancelled after move in begins.**

---

**Advance Pricing**

- **Show Site Orders:**
  - **Show Site Orders will be based on availability and charged a Late Fee. Please contact Valley Expo & Displays for late fee cost.**
  - **Cancellation Fee:**
    - 50% cancellation fee on orders cancelled prior to Move In, a 100% charge will be applied for orders cancelled after move in begins.

---

**Speciality Furnishings Order Form**

**Show Name:**

**Exhibiting Company Name:**

**Venue Name:**

**Venue Address:**

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<thead>
<tr>
<th>Show Dates</th>
<th>Booth #</th>
<th>Onsite Contact Name</th>
<th>Onsite Contact Email</th>
<th>Onsite Contact Cell #</th>
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<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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**Terms & Conditions:**

- **Advance Pricing**
  - Payment terms - 100% Payment due prior to delivery to secure the order.
  - 50% cancellation fee on orders cancelled prior to Move In, a 100% charge will be applied for orders cancelled after move in begins.
  - Show Site orders will be based on availability and charged a Late Fee. Please contact Valley Expo & Displays for late fee cost.
  - Payment and order form must be received by advanced date published on the General Show Information pages to receive advance pricing.

---

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- Payment and order form must be received by advanced date published on the General Show Information pages to receive advance pricing.
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<th>Item Number</th>
<th>Weight</th>
<th>Dimensions</th>
<th>Price Before Tax</th>
<th>Price After Tax</th>
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<td></td>
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<td>Madison Sky Bench</td>
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<td>18284-0129</td>
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<td></td>
<td>18284-0128</td>
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<td></td>
<td>18284-0001</td>
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<td>40 lbs</td>
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<td>$27&quot;W x 27&quot;D x 30&quot;H</td>
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<td>$906.75 $1,178.78</td>
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**Total**

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<tr>
<th>Weight</th>
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<tr>
<td>55 lbs. Fuze Cocktail Table</td>
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<td>35 lbs. E</td>
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<td>35 lbs. Vivid End Table</td>
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<tr>
<td>50035-0051</td>
<td>11 lbs. Phoebe Table - Gold</td>
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<td>50035-0053</td>
<td>11 lbs. Phoebe Table - Blue</td>
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<td>11 lbs. Phoebe Table - Yellow</td>
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<td>50035-0011</td>
<td>11 lbs. Zanzibar Table</td>
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<td>50035-0008</td>
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**Note:** All prices are subject to discount and are valid as of the date of publication. Discounts may vary based on quantity and location.
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<th>Code</th>
<th>Item Description</th>
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<td>05202-0049</td>
<td>50 lbs. Accord White Leather Hi</td>
<td>$382.85</td>
<td></td>
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<tr>
<td>05012-0002</td>
<td>35 lbs. Chardonnay Glass &amp; Chrome Bar Table</td>
<td>31&quot;Round x 42&quot;H</td>
<td>$418.50</td>
<td>$544.05</td>
<td></td>
</tr>
<tr>
<td>14083-0105</td>
<td>290 lbs. Black Double Pedestal Desk</td>
<td>60&quot;W x 30&quot;D x 29&quot;H</td>
<td>$620.00</td>
<td>$806.00</td>
<td></td>
</tr>
<tr>
<td>14062-0105</td>
<td>97 lbs. 42&quot; Round Conference Table - Black</td>
<td>42&quot; Round x 28&quot;H</td>
<td>$410.75</td>
<td>$533.98</td>
<td></td>
</tr>
<tr>
<td>14062-0106</td>
<td>97 lbs. 42&quot; Round Conference Table - Mahogany</td>
<td>42&quot; Round x 28&quot;H</td>
<td>$410.75</td>
<td>$533.98</td>
<td></td>
</tr>
<tr>
<td>14062-0224</td>
<td>175 lbs. Conference Rectangle Table 6' - Black</td>
<td>72&quot;W x 36&quot;D x 30&quot;H</td>
<td>$697.50</td>
<td>$863.70</td>
<td></td>
</tr>
<tr>
<td>14062-0220</td>
<td>175 lbs. Conference Rectangle Table 6' - Mahogany</td>
<td>72&quot;W x 36&quot;D x 30&quot;H</td>
<td>$697.50</td>
<td>$863.70</td>
<td></td>
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<tr>
<td>14062-0281</td>
<td>175 lbs. Conference Rectangle Table 6' - White</td>
<td>72&quot;W x 36&quot;D x 30&quot;H</td>
<td>$736.25</td>
<td>$944.35</td>
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<tr>
<td>14062-0225</td>
<td>220 lbs. Conference Rectangle Table 8' - Black</td>
<td>96&quot;W x 48&quot;D x 30&quot;H</td>
<td>$751.75</td>
<td>$977.28</td>
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<tr>
<td>14062-0226</td>
<td>220 lbs. Conference Rectangle Table 8' - Mahogany</td>
<td>96&quot;W x 48&quot;D x 30&quot;H</td>
<td>$751.75</td>
<td>$977.28</td>
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<tr>
<td>14062-0282</td>
<td>220 lbs. Conference Rectangle Table 8' - White</td>
<td>96&quot;W x 48&quot;D x 30&quot;H</td>
<td>$790.50</td>
<td>$1,027.65</td>
<td></td>
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<tr>
<td>14309-0001</td>
<td>125 lbs. Computer Kiosk - Black</td>
<td>24&quot; x 42&quot; x 29&quot;H</td>
<td>$634.50</td>
<td>$785.85</td>
<td></td>
</tr>
<tr>
<td>14317-0059</td>
<td>125 lbs. Computer Kiosk - White</td>
<td>24&quot; x 42&quot; x 29&quot;H</td>
<td>$634.50</td>
<td>$785.85</td>
<td></td>
</tr>
<tr>
<td>14061-0003</td>
<td>20 lbs. Computer Counter</td>
<td>48&quot;W x 24&quot;D x 42&quot;H</td>
<td>$302.25</td>
<td>$392.93</td>
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<tr>
<td>14076-0014</td>
<td>20 lbs. Computer Desk</td>
<td>48&quot;W x 24&quot;D x 29&quot;H</td>
<td>$286.75</td>
<td>$372.78</td>
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<tr>
<td>14029-0998</td>
<td>56 lbs. 5 Shelf Bookcase - Black</td>
<td>36&quot;W x 12&quot;D x 72&quot;H</td>
<td>$581.25</td>
<td>$755.63</td>
<td></td>
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<tr>
<td>14029-0991</td>
<td>55 lbs. 5 Shelf Bookcase - Mahogany</td>
<td>36&quot;W x 12&quot;D x 72&quot;H</td>
<td>$581.25</td>
<td>$755.63</td>
<td></td>
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<tr>
<td>14072-0108</td>
<td>225 lbs. Black Credenza</td>
<td>60&quot;W x 20&quot;D x 29&quot;H</td>
<td>$542.50</td>
<td>$705.25</td>
<td></td>
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<tr>
<td>14083-0105</td>
<td>290 lbs. Black Double Pedestal Desk</td>
<td>60&quot;W x 30&quot;D x 29&quot;H</td>
<td>$620.00</td>
<td>$806.00</td>
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<tr>
<td>Item Number</td>
<td>Description</td>
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<td>Total Amount Due</td>
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<tr>
<td>14072-0038</td>
<td>Genoa Storage Credenza - Mahogany - 2 Drawer</td>
<td>66&quot; W x 20&quot; D x 29&quot; H</td>
<td>$542.50</td>
<td>$705.25</td>
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<tr>
<td>14072-0039</td>
<td>Genoa Kneespace Storage Credenza - Mahogany</td>
<td>66&quot; W x 20&quot; D x 29&quot; H</td>
<td>$503.75</td>
<td>$654.88</td>
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<tr>
<td>14083-0117</td>
<td>290 lbs. Genoa Exec. Desk - Mahogany - Double Pedestal</td>
<td>60&quot; W x 30&quot; D x 29&quot; H</td>
<td>$620.00</td>
<td>$806.00</td>
<td></td>
</tr>
<tr>
<td>05088-0365</td>
<td>70 lbs. Vivid Café - Square Table Glass</td>
<td>42&quot; Square x 30&quot; H</td>
<td>$503.75</td>
<td>$654.88</td>
<td></td>
</tr>
<tr>
<td>05088-0364</td>
<td>90 lbs. Vivid Café - Rectangle Table Glass</td>
<td>60&quot; W x 30&quot; D x 29&quot; H</td>
<td>$581.25</td>
<td>$755.63</td>
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<tr>
<td>14088-0498</td>
<td>77 lbs. Brooklin II Rect Dining Table</td>
<td>60&quot; W x 30&quot; D x 30&quot; H</td>
<td>$604.50</td>
<td>$785.85</td>
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<tr>
<td>14060-0001</td>
<td>90 lbs. Aspen Dining Table</td>
<td>72&quot; W x 30&quot; D x 30&quot; H</td>
<td>$705.25</td>
<td>$916.83</td>
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<tr>
<td>14088-0505</td>
<td>200 lbs. Brio Dining Table</td>
<td>96&quot; W x 48&quot; D x 30&quot; H</td>
<td>$945.50</td>
<td>$1,229.15</td>
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<tr>
<td>14148-0001</td>
<td>35 lbs. 2 Drawer Vertical File - Letter Size Black</td>
<td>15&quot; W x 25&quot; D x 29&quot; H</td>
<td>$201.50</td>
<td>$261.95</td>
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<tr>
<td>14147-0001</td>
<td>35 lbs. 2 Drawer Vertical File - Legal Size Black</td>
<td>18&quot; W x 25&quot; D x 29&quot; H</td>
<td>$263.50</td>
<td>$342.55</td>
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<tr>
<td>14148-0002</td>
<td>45 lbs. 4 Drawer Vertical File - Letter Size Black</td>
<td>15&quot; W x 25&quot; D x 52&quot; H</td>
<td>$271.25</td>
<td>$352.63</td>
<td></td>
</tr>
<tr>
<td>14147-0002</td>
<td>45 lbs. 4 Drawer Vertical File - Legal Size Black</td>
<td>18&quot; W x 25&quot; D x 52&quot; H</td>
<td>$302.25</td>
<td>$392.93</td>
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<tr>
<td>14143-0006</td>
<td>100 lbs. 2 Drawer Lateral File - Black</td>
<td>36&quot; W x 18&quot; D x 27&quot; H</td>
<td>$271.25</td>
<td>$352.63</td>
<td></td>
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<tr>
<td>14143-0144</td>
<td>125 lbs. 2 Drawer Lateral File - Black</td>
<td>36&quot; W x 20&quot; D x 29&quot; H</td>
<td>$317.75</td>
<td>$413.08</td>
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<tr>
<td>14143-0008</td>
<td>170 lbs. 4 Drawer Lateral File - Black</td>
<td>36&quot; W x 18&quot; D x 54&quot; H</td>
<td>$333.25</td>
<td>$433.23</td>
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<tr>
<td>14034-0015</td>
<td>135 lbs. Storage Cabinet - Black</td>
<td>36&quot; W x 18&quot; D x 72&quot; H</td>
<td>$333.25</td>
<td>$433.23</td>
<td></td>
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<tr>
<td>12091-0023</td>
<td>50 lbs. Display Pedestal 14&quot; x 42&quot; Black</td>
<td>14&quot; Square x 42&quot; H</td>
<td>$403.00</td>
<td>$523.90</td>
<td></td>
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<tr>
<td>12091-0004</td>
<td>120 lbs. Display Pedestal 24&quot; x 42&quot; Black</td>
<td>24&quot; Square x 42&quot; H</td>
<td>$488.25</td>
<td>$634.73</td>
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<tr>
<td>12091-0002</td>
<td>120 lbs. Display Pedestal 14&quot; x 42&quot; Black</td>
<td>14&quot; Square x 42&quot; H</td>
<td>$495.50</td>
<td>$584.35</td>
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<tr>
<td>12091-0003</td>
<td>50 lbs. Display Pedestal 14&quot; x 42&quot; White</td>
<td>14&quot; Square x 42&quot; H</td>
<td>$403.00</td>
<td>$523.90</td>
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<tr>
<td>12091-0024</td>
<td>45 lbs. Display Pedestal 14&quot; x 36&quot; Black</td>
<td>14&quot; Square x 36&quot; H</td>
<td>$341.00</td>
<td>$443.30</td>
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<tr>
<td>12091-0034</td>
<td>75 lbs. Display Pedestal 24&quot; x 36&quot; Black</td>
<td>24&quot; Square x 36&quot; H</td>
<td>$488.25</td>
<td>$634.73</td>
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<tr>
<td>12091-0031</td>
<td>45 lbs. Display Pedestal 14&quot; x 36&quot; White</td>
<td>14&quot; Square x 36&quot; H</td>
<td>$341.00</td>
<td>$443.30</td>
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<tr>
<td>12091-0033</td>
<td>75 lbs. Display Pedestal 24&quot; x 36&quot; White</td>
<td>24&quot; Square x 36&quot; H</td>
<td>$488.25</td>
<td>$634.73</td>
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</tr>
<tr>
<td>12091-0005</td>
<td>125 lbs. Display Pedestal 14&quot; x 30&quot; Black</td>
<td>14&quot; Square x 30&quot; H</td>
<td>$317.75</td>
<td>$413.08</td>
<td></td>
</tr>
<tr>
<td>12091-0001</td>
<td>45 lbs. Display Pedestal 14&quot; x 30&quot; Black</td>
<td>14&quot; Square x 30&quot; H</td>
<td>$325.50</td>
<td>$423.15</td>
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<tr>
<td>12091-0032</td>
<td>40 lbs. Display Pedestal 14&quot; x 30&quot; White</td>
<td>14&quot; Square x 30&quot; H</td>
<td>$325.50</td>
<td>$423.15</td>
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<tr>
<td>12091-0055</td>
<td>24 lbs. Fuze Pedestal</td>
<td>16&quot; Square x 44&quot; H</td>
<td>$333.25</td>
<td>$433.23</td>
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<tr>
<td>12091-0043</td>
<td>24 lbs. London Pedestal</td>
<td>16&quot; Square x 44&quot; H</td>
<td>$333.25</td>
<td>$433.23</td>
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<tr>
<td>14189-0066</td>
<td>50 lbs. Stanchion Chrome</td>
<td>41&quot; H</td>
<td>$93.00</td>
<td>$120.90</td>
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<tr>
<td>11526-0001</td>
<td>2 lbs. Stanchion Rope - Red Velvet</td>
<td>6'L</td>
<td>$46.50</td>
<td>$60.45</td>
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<tr>
<td>14308-0009</td>
<td>8 lbs. Brushed Steel Floor Lamp - Black</td>
<td>14.75&quot; W x 12&quot; D x 53.5&quot; H</td>
<td>$224.75</td>
<td>$292.18</td>
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<tr>
<td>14308-0010</td>
<td>8 lbs. Brushed Steel Floor Lamp - Aluminum</td>
<td>14.75&quot; W x 12&quot; D x 53.5&quot; H</td>
<td>$224.75</td>
<td>$292.18</td>
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<tr>
<td>12091-0005</td>
<td>7 lbs. Literature Stand - Black</td>
<td>10.5&quot; W x 9.5&quot; D x 57&quot; H</td>
<td>$232.50</td>
<td>$302.25</td>
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<tr>
<td>14302-0001</td>
<td>50 lbs. Compact Refrigerator White - 4.0 Cu Ft</td>
<td>19&quot; W x 21&quot; D x 33.5&quot; H</td>
<td>$418.50</td>
<td>$544.05</td>
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<tr>
<td>14523-0001</td>
<td>9.25 lbs. iPad® Stand Black</td>
<td>14.25&quot; W x 41.75&quot; H</td>
<td>$263.50</td>
<td>$342.55</td>
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<tr>
<td>14523-0002</td>
<td>9.25 lbs. iPad® Stand Silver</td>
<td>14.25&quot; W x 41.75&quot; H</td>
<td>$263.50</td>
<td>$342.55</td>
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<tr>
<td>04147-0001</td>
<td>4 lbs. Brushed Steel Table Lamp - White</td>
<td>26&quot; H</td>
<td>$147.25</td>
<td>$191.43</td>
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<tr>
<td>04392-0001</td>
<td>8 lbs. Brushed Steel Floor Lamp - White</td>
<td>66&quot; H</td>
<td>$209.25</td>
<td>$272.03</td>
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<tr>
<td>04147-0001</td>
<td>7 lbs. Brushed Nickel Table Lamp - White</td>
<td>29&quot; H</td>
<td>$147.25</td>
<td>$191.43</td>
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<td>04392-0001</td>
<td>12 lbs. Brushed Nickel Floor Lamp - White</td>
<td>60&quot; H</td>
<td>$209.25</td>
<td>$272.03</td>
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<tr>
<td>04147-0001</td>
<td>7 lbs. Rubberized Bronze Table Lamp - White</td>
<td>28&quot; H</td>
<td>$147.25</td>
<td>$191.43</td>
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<td>04392-0001</td>
<td>11 lbs. Rubberized Bronze Floor Lamp - White</td>
<td>60&quot; H</td>
<td>$209.25</td>
<td>$272.03</td>
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<tr>
<td>04147-0001</td>
<td>4 lbs. Brushed Steel Table Lamp - Red</td>
<td>26&quot; H</td>
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<td>8 lbs. Brushed Steel Floor Lamp - Red</td>
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<td>$209.25</td>
<td>$272.03</td>
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<tr>
<td>04392-0001</td>
<td>7 lbs. Neutrinio Steel Floor Lamp - Steel</td>
<td>67&quot; H</td>
<td>$209.25</td>
<td>$272.03</td>
<td></td>
</tr>
</tbody>
</table>
Regulations
Information
to follow
Getting to McCormick Place is easy and convenient.

There are three main parking lots on the McCormick Place campus. All are in close proximity and walking distance to the convention center.

Events in the North, South and West Buildings designate Lot A as the primary parking location.
Parking Lot A Address: 2301 South Prairie Ave, Chicago, IL

FROM O'HARE INTERNATIONAL AIRPORT (22 Miles), NORTHWEST OR THE NORTH:
Follow I-190 East to I-90 East. This turns into I-90/94 East (Dan Ryan Expressway). Keeping to the right, follow to I-55 North (Stevenson Expressway). Exit at Martin L. King Drive (Exit #293D) and follow signs to Lot A entrance ramp located immediately to your left.

FROM THE WEST:
Take I-290 East (Eisenhower Expressway) to I-94 East (Dan Ryan Expressway). Keeping to the right, follow to I-55 North (Stevenson Expressway). Exit at Martin L. King Drive (Exit #293D) and follow signs to Lot A entrance ramp located immediately to your left.

FROM MIDWAY AIRPORT (10 Miles) OR SOUTHWEST:
Take I-55 North (Stevenson Expressway). Exit at Martin L. King Drive (Exit #293D) and follow signs to Lot A entrance ramp located immediately to your left.

FROM THE SOUTH OR INDIANA via I-80/94:
From I-80/94, exit at I-94 West (Bishop Ford Expressway) and proceed on I-94 West (Dan Ryan Expressway). Follow to I-55 North (Stevenson Expressway). Exit at Martin L. King Drive (Exit #293D) and follow signs to Lot A entrance ramp located immediately to your left.

FROM INDIANA-SKYWAY:
Take I-90 West (Indiana Tollway turns into the Chicago Skyway). Merge onto I-90/94 West (Dan Ryan Expressway). Exit at I-55 North (Stevenson Expressway). Exit at Martin L. King Drive (Exit #293D) and follow signs to Lot A entrance ramp located immediately to your left.

FROM NORTH LAKE SHORE DRIVE (US-41):
From Lake Shore Drive, exit at 31st Street and turn right (West). Turn right again on Martin L. King Drive. Turn left on 24th Place. Follow signs to Lot A.

FROM SOUTH LAKE SHORE DRIVE (US-41):
From Lake Shore Drive, exit at 31st Street and turn left (West). Turn right on Martin L. King Drive. Turn left on 24th Place. Follow signs to Lot A.

FROM CONGRESS PARKWAY:
From Congress Parkway, turn right onto Michigan Avenue. Proceed south to Cermak Road. (E. 22nd Street). Turn left on Cermak Road, to Martin Luther King Drive. Follow signs to Lot A.
The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.
Electrical and Compressed Air

Information to Follow
TECHNOLOGY SERVICES
EXHIBITOR ORDERING GUIDE AND FACILITY INFORMATION

AUTOMATION FAIR 2019

Advance Rate Deadline Date:
OCTOBER 31, 2019

Complimentary WI-FI

Complimentary WI-FI at a speed of up to 10Mbps is available on the exhibit floor(s) for use by all participants at the event. If you require a faster wireless speed please go to page 16. To utilize the VIP Ultimate Wireless service your device must support 5.0 GHz. We encourage the purchase of a hard wired service if Internet access, speed or connectivity is mission critical to executing a successful presence (video streaming, product/technology demos, etc.)

Please contact us if you need assistance.
(312) 791-6113 (Call Center)
technology@mccormickplace.com (E-Mail)
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Money Saving Tips

Following are some tips that will help contribute to a successful event and save you money!

- Save time by ordering your services via our Online Ordering System. Visit us at www.mccormickplace.com for more information.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the deadline date. Having your order, floor plans and full payment submitted by your deadline will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: ST- Straight Time / OT- Overtime / DT- Double Time

<table>
<thead>
<tr>
<th>Time</th>
<th>MONDAY-FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY/HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00am-5:59am</td>
<td>DT</td>
<td>12:00am-4:30pm</td>
<td>DT</td>
</tr>
<tr>
<td>6:00am-10:00pm</td>
<td>ST for 1st Eight</td>
<td>OT for 1st Eight Consecutive Hours &amp; OT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consecutive Hours &amp; OT</td>
<td>DT Only After Eight Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Only After Eight Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:01pm-11:59pm</td>
<td>OT</td>
<td>4:31pm-11:59pm</td>
<td>DT</td>
</tr>
</tbody>
</table>

Placing an Order

When placing an order, pay particular attention to the deadline date. If you place your order by the deadline date, you will save money. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The Advance rates apply when your complete order and payment are received by us on or before the deadline date. The Standard rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

A complete order contains all of the following elements:
- Order and Payment Summary Form
- Full payment of services including a valid credit card on file
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. You will remit payment for the On-Site Invoice at this time. This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.
**Telephone Services**

Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is deactivated the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.

The cost of our telephone service includes telephone usage*. If applicable, telephone usage is billed after the close of the event and billed to your credit card. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.

**Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.

**International Usage Deposit:** For internationally billed companies, a usage deposit of $300.00 per line is required before “calling out” restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

**Description of Telephone Services**

- **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.

- **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is available only if you have ordered an Analog Single-Line Service.

- **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones instruments are to be returned to avoid being charged a telephone replacement fee.

- **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is only if you have ordered a Digital Multi-Line service.

- **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.

- **Other Carrier Services:** Any service delivered by an outside vendor such as POT’s (Plain Old Telephone), T1’s and ISDN.

**Cable Television Access**

(Limited availability of CATV in North and Lakeside buildings, call Technology Services to confirm availability)

We offer cable television services from Comcast. This includes all channels within the Comcast Business Service tier and the Sports Package. A comprehensive channel listing is available upon request. Damaged equipment can be charged to the customer at $150/cable box and $25/remote. Please ensure that you have the appropriate HDMI cable to connect to the cable box.

Some exceptions may apply. Please refer to your order form or visit our website for complete details.
Network Security at McCormick Place and Wintrust Arena

Please be aware that the McCormick Place staff provides no services around securing your data network. Referenced in our Terms and Conditions for Service is the following:

10. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, it’s board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.

Our bandwidth delivery should be treated as you would any Internet provider’s service. You will need to manage your own data and network security.

To provide some assistance to that end, please review the following helpful tips:

- Ensure that your computers have the latest Anti-Virus updates, ideally before arriving on site
- Apply all of the most recent operating system patches, ideally before arriving on site
- Utilize firewall software on all connected devices
- Utilize your own physical firewall(s) on each key VLAN
- Report issues immediately to both show management and facility IT representatives.
- Ensure that you do not attempt to troubleshoot physical issues by relocating network cables to a different switch, port, or wall jack
- Make sure you have the permissions for administrative rights for computers on which you might need to install programs or modify settings.
- Be aware that in most cases the facility’s wireless network will have peer-to-peer turned off for security purposes. This can be an impact if wanting to perform actions such as wireless printing. To protect yourselves and your attendees, it is better to leave that setting in place and either print with a wired network, or utilize a printer that supports cloud printing, including (but not limited to) Apple AirPrint, Apple iCloud printing, or Google Cloud Printing.

Please review the FTC’s guidance for securing a wireless network. Although this document is meant for the home user, many of the same concepts will hold true;


If you have any questions please contact the Technology Services Department during the ordering process. We work closely with our customers to ensure that they have the best experience possible. We strive to provide a top caliber and very safe experience, however, please understand that we are unable to provide guarantees or warrantees against malicious activities, and we are unable to provide guidance on what services or hardware you should use for network security.
Internet Services

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event/meeting days and move-out. The Technology Services department will work with you and your staff to meet your technical needs. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall for wired services (we offer firewalls for rental). All Internet prices are a flat rate for the duration of your event; no per minute usage or connection charges apply. If you have Internet questions, call (312) 791-6113 or E-mail: technology@mccormickplace.com.

Please note:
The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise, and are not resale or sales tax exempt.

Description of Wired Internet Services

The following chart highlights the wired services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser.

<table>
<thead>
<tr>
<th>Service</th>
<th>Connection Speed</th>
<th>IP Addresses</th>
<th>Recommended Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Class Shared Wired Service</td>
<td>Typical speeds up to 512 kbps</td>
<td>Includes 1 DHCP IP address</td>
<td>For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. Connecting a wireless access point is not permitted on this service.</td>
</tr>
<tr>
<td>Executive Class Shared Wired Service</td>
<td>Typical speeds up to 1 Mbps</td>
<td>Includes 2 DHCP Private IP addresses, up to 2 additional addresses can be purchased.</td>
<td>For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. Connecting a wireless access point is not permitted on this service.</td>
</tr>
<tr>
<td>Dedicated Wired 3.0 Mbps</td>
<td>3.0 Mbps</td>
<td>Includes 5 IP addresses. Up to 5 additional addresses can be purchased</td>
<td>3.0 Mbps. Connecting a wireless access point is not permitted on this service.</td>
</tr>
<tr>
<td>Dedicated Wired 6.0 Mbps</td>
<td>6.0 Mbps</td>
<td>Includes 10 IP addresses. Up to 10 additional addresses can be purchased.</td>
<td>6.0 Mbps. Connecting a wireless access point is permitted on this service.</td>
</tr>
<tr>
<td>Dedicated Wired 12.0 Mbps</td>
<td>12.0 Mbps</td>
<td>Includes 15 IP addresses. Up to 10 additional addresses can be purchased.</td>
<td>12.0 Mbps. Connecting a wireless access point is permitted on this service.</td>
</tr>
<tr>
<td>Dedicated Services Greater than 12.0 Mbps - Please contact Technology Services at (312) 791-6113 or <a href="mailto:technology@mccormickplace.com">technology@mccormickplace.com</a> for a quote</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Description of Wireless Internet Services

For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. 802.11ac is available in some areas. Our wireless network is optimized for 802.11 a, n, or ac devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. The following chart highlights the wireless services offered (Call for availability of these services).

<table>
<thead>
<tr>
<th>Service</th>
<th>Connection Speed</th>
<th>Recommended Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIP Wireless Service (1-device per service) Cannot be transferred across devices.</td>
<td>Typical Speeds up to 1.5 Mbps</td>
<td>This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, and is intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services provide access to the McCormick Place Wireless Network within the user’s booth and throughout the facility. For pricing and information on multi-user discounts, please contact us.</td>
</tr>
<tr>
<td>VIP Plus Wireless Service (1-device per service) Cannot be transferred across devices.</td>
<td>Typical Speeds up to 10 Mbps</td>
<td></td>
</tr>
<tr>
<td>VIP Ultimate Wireless Service (1-device per service) Cannot be transferred across devices.</td>
<td>Typical Speeds Up to Unthrottled</td>
<td></td>
</tr>
</tbody>
</table>

Restrictions on Use of Outside Wi-Fi Equipment

McCormick Place provides a robust highly-effective wireless solution which uses top of the line Cisco Access Points, Controllers, and the Cisco Prime Network Control System. For high density applications, we may augment the permanent system with additional Cisco wireless access points. McCormick Place has made this investment in order to offer our events the best possible wireless network solution. Deployment of unregulated outside wireless networks and equipment will decrease the overall quality of wireless internet in the facility. Under the best of circumstances, there are limited channels which all wireless equipment must operate on. When competing networks are placed in the same space, users encounter degraded service or the inability to access available networks. McCormick Place may offer a waiver to allow an exhibitor or show manager to provide their own wireless access point. A waiver will only be provided under the following conditions:

- The exhibitor or show manager must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 14 days in advance of the first move-in day for the show.
- The exhibitor or show manager must purchase a 6 Mbps or greater dedicated service from the facility for use with the access point.
- Any approved access points must be capable of manual power output and channel selection adjustments.
- The exhibitor or show manager must configure the approved access point to the requirements specified by the facility.
- Notwithstanding our best efforts to eliminate interference, if the exhibitor or show management provided unit interferes with the facility’s Wi-Fi system, the user will be required to disable it. If the access points were registered with the facility, the user will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
- If an exhibitor or show manager is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
- Exhibitors or show managers who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.
Read carefully before using outside wireless internet providers

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services they typically interfere with the Wi-Fi signal provided to users on the facility system. McCormick Place provides a competitively priced, exhibitor targeted Wi-Fi service which can be used throughout the facility and is supported by an in-house staff. In order to help our customers who need the type of service that is delivered by “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party’s offering with McCormick Place’s improved service;

<table>
<thead>
<tr>
<th></th>
<th>Third Party example</th>
<th>McCormick Place VIP Wireless</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Service for one device</td>
<td>$499 (4 devices maximum)</td>
<td>$300 ($300 for the first device, $150 each for the next 9 and less each from there. Unlike 3rd party offerings, this service can extend to any number of devices needed at a continually reducing scale.)</td>
</tr>
</tbody>
</table>

*Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi provider other than McCormick Place.

<table>
<thead>
<tr>
<th></th>
<th>Third Party example</th>
<th>McCormick Place VIP Wireless</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional days beyond 3</td>
<td>$125</td>
<td>No charge</td>
</tr>
<tr>
<td>Shipping</td>
<td>$60</td>
<td>No charge</td>
</tr>
<tr>
<td>Estimated total for a 4-day show</td>
<td>$684</td>
<td>$300</td>
</tr>
</tbody>
</table>

*The basic service from our sample provider only covers 3 days.

Although the initial appearance may be that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s VIP Wireless offering:

- **Price:** McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- **Support:** The only supported wireless provider is McCormick Place. As such, we:
  - Visit customers who require customer support
  - Help customers with device configuration
  - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
  - Add equipment directly to an affected user’s booth if necessary
- **Convenience:** There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house equipment is all that is required.
- **Service:** Unlike “bring your own” options, McCormick Place VIP Wireless works throughout the facility.
Wireless Access Point Waiver

McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel and the Marquis Marriott Hotel.

McCormick Place may offer a waiver to allow an exhibitor to provide wireless service within their own booth/contracted space. A waiver will only be provided under the following conditions:

- The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
- The exhibitor must purchase a 6 Mbps or greater dedicated wired internet service from the facility.
- Any approved access points must be capable of manual power output and channel selection adjustments.
- The exhibitor must configure the approved access point to the requirements specified by the facility.
- Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility’s Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.

If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, their wired service will be terminated.

Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.
Terms and Conditions for Internet Services

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your bill.

2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
   
   a. assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
   
   b. collecting information required to complete the installation that customer fails to provide.

3. **Use of Internet Services.**
   
   a. **Applicability.** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.

   b. **Revisions to Policy.** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on mccormickplace.com or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit mccormickplace.com and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.

   c. **Violations.** McCormick place reserves the right to immediately terminate your access without notice at McCormick place’s sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney’s fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.

   d. **Commercial Use.** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.

   e. **No Reselling of Services.** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.
f. **No Illegal or Fraudulent Use.** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws, orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.

g. **No Infringement of Intellectual Property Rights.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.

h. **No Threats of Harassment.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.

i. **No Harm To and Protection of Minors.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children’s Online Privacy Protection Act.

j. **No Spamming.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.

k. **No Hacking.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person’s computer or computer system, software, data, confidential or proprietary information of others without the owner’s knowledge and consent (“hacking”) or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.
Terms and Conditions for Internet Services (continued)

1. **No System Disruption.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other’s ability to send or receive information.

4. **No Impersonation of Forgery.** You agree that you will not, nor allow others to, impersonate another user, falsify one’s user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.

5. **No Abuse of Newsgroups.** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.

6. **No Viruses.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer “viruses,” worms, “Trojan horses” or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.

7. **Wi-Fi Monitoring.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place’s failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.

8. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.

9. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer’s requirements or that Customer’s access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority’s reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer’s sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.
Terms and Conditions for Internet Services (continued)

10. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.

11. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.

12. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority’s Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer’s use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.

13. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.

14. **Termination.** Customer’s failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.

15. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: [http://www.mccormickplace.com/exhibitors/wireless-internet.php](http://www.mccormickplace.com/exhibitors/wireless-internet.php)

16. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.
Payment Policy

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. Payment must be made by credit card, company check or wire transfer. Regardless of the method of payment you select, an approved credit card must be on file.

The exhibiting firm is responsible for payment. If a third party (i.e. agent, exhibitor appointed contractor, etc.) is hired to handle display and/or billing for any services, the exhibiting firm agrees that they are responsible for payment of the charges in the event that the named third party (i.e. agent / exhibitor appointed contractor, etc.) does not discharge payment of the invoice prior to the last day of the show. All charges would then revert to the exhibiting company. All invoices are due and payable upon receipt by either party by the close of the event. For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the State of Illinois.

Submitting Your Payment

All payments must be in U.S. funds drawn on a U.S. bank. Make check payable to: “McCormick Place / SMG”

US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):

McCormick Place/SMG
Metropolitan Pier and Exposition Authority
301 E. Cermak Road
Chicago, IL  60616

Wire Transfer:

Please note: You are responsible for any and all wire transfer fees that result from your payment by both the sending and receiving banks. If you have any questions, please investigate with your financial institution before performing any transfers.

BMO Harris Bank, N.A.
111 West Monroe Street
Chicago, IL  60603
ABA Routing # 071000288
ACH Routing # 071000288
Account #329-793-4
Attn: SMG McCormick Place Depository

All wire transfers should include the following information:

- Your company name
- The event/show name
- Your booth/space number
- Your order/invoice number (if applicable)
Cancellation Policy

- For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.
- For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.
- For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.
- For cancellation of a service that has been installed but not yet used, a 10% cancellation fee plus labor will be charged.
- For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

Limitation of Liability

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.
**ORDER AND PAYMENT SUMMARY FORM**

<table>
<thead>
<tr>
<th>Show/Event: AF19</th>
<th>Event ID/Code: 30998</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline Date for Advance Rate: <strong>OCTOBER 31, 2019</strong></td>
<td>Event Dates: November 20-21, 2019</td>
</tr>
</tbody>
</table>

**Bill To:** (check one)  
Exhibiting Company ☐ or EAC (Exhibitor Appointed Contractor) ☐

<table>
<thead>
<tr>
<th>Exhibiting Company Name:</th>
<th>Booth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Phone Number: ( )</td>
<td></td>
</tr>
</tbody>
</table>

**EAC (If Applicable):**

| Address: | |
| City, State, Zip Code: | |
| Phone Number: ( ) | |

**On-site Contact Name:**

**Order Submitted by:**

**METHOD OF PAYMENT OPTIONS**

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK

PLEASE MARK APPROPRIATE SPACE BELOW:

- ☐ Check#: ________  **Make checks payable to: McCormick Place / SMG**

  Mailing Address (US mail/First Class Mail/Couriers or Overnight Express please allow ten days):
  Metropolitan Pier and Exposition Authority c/o McCormick Place/SMG  301 E. Cermak Road, Chicago, IL 60616

- ☐ Credit Card: To pay via credit card, Ctrl+Click here to access the Calendar of Events and begin your On-Line order.

- ☐ Wire Transfer

  All wire transfers must include: Your company name, the event/show name, your booth/space number & your order #
  BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL  60603 • ABA Routing # 071000288 •
  ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository

**PLEASE CALCULATE YOUR SUBTOTAL FROM THE ORDER FORMS IN THE AREA BELOW**

<table>
<thead>
<tr>
<th>Service(s)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Service(s)</td>
<td>$</td>
</tr>
<tr>
<td>Cable TV Service(s)</td>
<td>$</td>
</tr>
<tr>
<td>Internet Service(s)</td>
<td>$</td>
</tr>
<tr>
<td>Telecommunication Taxes: 14.5%</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND OUR PAYMENT POLICY, TERMS AND CONDITIONS**

Signature:  
Printed Name:  

**OFFICE USE ONLY**

Date Received:  
Order #:  
Customer #:  
Batch #:  

15
**INTERNET SERVICES ORDER FORM**

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

<table>
<thead>
<tr>
<th>EVENT NAME:</th>
<th>AF19</th>
<th>EVENT DATES:</th>
<th>November 20-21, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME:</td>
<td></td>
<td>BOOTH #:</td>
<td></td>
</tr>
<tr>
<td>PHONE #:</td>
<td></td>
<td>EMAIL ADDRESS:</td>
<td></td>
</tr>
</tbody>
</table>

## DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. **PLEASE REFER TO PAGE 5 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.**

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCE RATE PER UNIT</th>
<th>STANDARD RATE PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3401</td>
<td></td>
<td>Associate Class Wired Service</td>
<td>$600.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>3402</td>
<td></td>
<td>Executive Class Wired Service</td>
<td>$1,300.00</td>
<td>$1,625.00</td>
<td></td>
</tr>
</tbody>
</table>

## DEDICATED WIRED INTERNET SERVICES

**Dedicated Services Greater than 12.0 Mbps**

Please call us at (312) 791-6113

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCE RATE PER UNIT</th>
<th>STANDARD RATE PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3405</td>
<td>3.0 Mbps Service</td>
<td>$4,000.00</td>
<td>$5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3406</td>
<td>6.0 Mbps Service</td>
<td>$8,000.00</td>
<td>$10,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3407</td>
<td>12.0 Mbps Service</td>
<td>$10,000.00</td>
<td>$12,500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. Services include one connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

## WIRELESS INTERNET SERVICES

**VIP Ultimate Wireless**

To utilize the VIP Class Wireless services your device must support 5.0 GHz. One service for each device. Cannot be transferred across devices.

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3435</td>
<td>VIP Ultimate Wireless (Unthrottled Speed)</td>
<td>$300.00</td>
<td>$375.00</td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL**

## LABOR

**LABOR RATES ARE EFFECTIVE:**

June 1, 2019 – May 31, 2020

<table>
<thead>
<tr>
<th>HOURS</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$103.00</td>
</tr>
<tr>
<td>Overtime</td>
<td>$149.00</td>
</tr>
<tr>
<td>Double Time</td>
<td>$195.00</td>
</tr>
</tbody>
</table>

## TAX BREAKDOWN

- State Excise: 7%
- State Infrastructure: 0.50%
- City Excise: 7%

Please note: Connecting a wireless access point is not permitted on the following service codes:

- 3401 Associate Class
- 3402 Executive Class
- 3405 3.0 mbps Dedicated Wired Service

**DEADLINE DATE**

Submit Your Complete Order and Full Payment by **October 31, 2019** to receive the Advanced Rate.
WIRELESS ACCESS POINT WAIVER FORM

<table>
<thead>
<tr>
<th>EVENT NAME:</th>
<th>AF19</th>
<th>EVENT DATES:</th>
<th>November 20-21, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME:</td>
<td></td>
<td>BOOTH #:</td>
<td></td>
</tr>
<tr>
<td>PHONE #:</td>
<td>EMAIL ADDRESS:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY OCTOBER 31, 2019.

1. Have you ordered Internet Services?  Yes □  No □

If so, please provide your Technology Services Order Number:
(Located on the Service Order Confirmation email that you received after your Internet order was placed.)

2. What services have been ordered? (must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)

3. Is your access point capable of manual power output and channel selection adjustments?  Yes □  No □

Please List Technical Specifications:

AP MAC Address:______________________________  SSID:______________________________

AP Manufacturer:______________________________  AP Model:______________________________

Intended 2.4 GHz Channel (please check one): 1 □  6 □  11 □  Intended 2.4 GHz Signal Strength:______________________________

Intended 5 GHz Channel:______________________________  Intended 5 GHz Signal Strength:______________________________

Intended Mounting Height:______________________________

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature:________________________________________

Printed Name:________________________________________

Date:________________________________________

Please contact us for assistance.
(312) 791-6113 (Call Center)
technology@mccormickplace.com (E-Mail)
Order Technology Services On-Line At www.mccormickplace.com
**TELEPHONE / CABLE SERVICES ORDER FORM**

**ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE**

---

**EVENT NAME:** AF19  
**EVENT DATES:** November 20-21, 2019

**COMPANY NAME:**  
**BOOTH #:**  
**DATE:**

**PHONE #:**  
**EMAIL ADDRESS:**

### TELEPHONE SERVICES

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCE RATE PER UNIT</th>
<th>STANDARD RATE PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3310</td>
<td></td>
<td>SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.</td>
<td>$290.00</td>
<td>$435.00</td>
<td></td>
</tr>
<tr>
<td>3321</td>
<td></td>
<td>SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.</td>
<td>$140.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td>3315</td>
<td></td>
<td>MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.</td>
<td>$620.00</td>
<td>$930.00</td>
<td></td>
</tr>
<tr>
<td>3322</td>
<td></td>
<td>MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.</td>
<td>$315.00</td>
<td>$475.00</td>
<td></td>
</tr>
<tr>
<td>3311</td>
<td></td>
<td>USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.</td>
<td>$300.00</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>3319</td>
<td></td>
<td>(Voice Mail) Per Single Line Telephone</td>
<td>$60.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>3340</td>
<td></td>
<td>OTHER CARRIER SERVICES</td>
<td>$265.00</td>
<td>$398.00</td>
<td></td>
</tr>
<tr>
<td>3337</td>
<td></td>
<td>POLYCOM SOUND STATION - Line charge is separate (electrical service required)</td>
<td>$210.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td>3338</td>
<td></td>
<td>SINGLE LINE SPEAKER – Line charge is separate</td>
<td>$12.00</td>
<td>$18.00</td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL**

---

Do you want your telephone number published in the Event Directory?  
Yes □  
No □

If yes, please print how your company’s name should appear:

---

### CABLE TELEVISION SERVICES

South & West Buildings Only

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Description</th>
<th>Advance Rate Per Unit</th>
<th>Standard Rate Per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1560</td>
<td></td>
<td>CABLE ACCESS</td>
<td>$245.00</td>
<td>$368.00</td>
<td></td>
</tr>
<tr>
<td>1570</td>
<td></td>
<td>1 ADDITIONAL CONNECTION FROM THE MAIN SERVICE</td>
<td>$32.00</td>
<td>$47.00</td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL**

---

Our telephone services include:
- Unlimited Free Toll-free calls
- Unlimited Local (Chicago Metro Area) Calls
- Up to 100 minutes of Domestic Long Distance calls at no charge

We charge for all international calls

---

**DEADLINE DATE**

Submit Your Complete Order and Full Payment by, **OCTOBER 31, 2019** to receive the Advanced Rate.
TECHNOLOGY SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 11) if you require service installation by a specific date or networking/fanning out of CAT5 cables. Contact us at 312-791-6113 or technology@mccormickplace.com for assistance with placing a “labor only” order. NOTE: For “labor only” orders, a detailed floor plan with locations must be submitted.

<table>
<thead>
<tr>
<th>EVENT NAME:</th>
<th>AF19</th>
<th>EVENT DATES:</th>
<th>November 20-21, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME:</td>
<td>REQUESTED BY (Name):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOOTH #:</td>
<td>DATE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUILDING:</td>
<td>☐ NORTH ☐ SOUTH ☐ EAST ☐ WEST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORK ORDER #:</td>
<td>MCCORMICK PLACE ASSIGNED PHONE #S:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DATE & TIME LABOR REQUESTED: ____________________________

DESCRIPTION OF WORK:
☐ Pre-wire booth prior/early installation
☐ Install inside booth wiring for customer owned phone system
☐ Fanning out network (Internet/fiber/etc.) drops inside booth
☐ Other: Please specify ________________________________________________

<table>
<thead>
<tr>
<th>THE TABLE BELOW IS FOR INTERNAL USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td></td>
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<tr>
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<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.

Authorized Signature: ____________________________________________

Print Name: ___________________________________ Date: ____________

Technology Services Routing Instructions
Original: Keep in show site folder
Copy: send copy to the telephone equipment room.
FLOOR PLAN TEMPLATE

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>AF19</th>
<th>Event Dates:</th>
<th>November 20-21, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline Date:</td>
<td>October 31, 2019</td>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Booth #:</td>
<td></td>
<td>Phone #:</td>
<td></td>
</tr>
<tr>
<td>Fax #:</td>
<td></td>
<td>On-Site Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Arrival Date:</td>
<td></td>
<td>Equipment Delivery Date:</td>
<td></td>
</tr>
<tr>
<td>Carpet Installation Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service.

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

1 square = 1 square foot (Unless otherwise noted)

<table>
<thead>
<tr>
<th>Back of Booth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjacent Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Aisle |

- TELEPHONE JACKS

- INTERNET ACCESS

BOOTH DIMENSIONS:

______ (L) X _______ (W)
Facility Regulations

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.

- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.
Hanging Items

- Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.
- All requests for hanging items must be reviewed and approved by Show Management.
- The responsibility to hang an item is shared by your general service contractor and the utility provider.
- For Items weighing 500 lbs. or more, drawings must be reviewed, signed and stamped by a licensed structural engineer to certify structural integrity and safety.
- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communication lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

Exhibitor Guaranteed Parking

- A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: Click and Park

Self-loading/Unloading

Automobile and Small Utility Vehicle (ASUV) Program

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at ASUV for complete details.

Hand Carried Items

Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.
Exhibit Hall Use and Guidelines

Fire Safety Regulations

- Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

- Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

- The Fire Safety Manager at 312-791-6079 or dcozzi@mccormickplace.com can answer any questions or provide a set of fire code information.

Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.
Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
  - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.
Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

- If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

Exhibits or Product Displays in Meeting Rooms

- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables, and other display equipment must be clear of all aisles, corridors, stairways, and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.
Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- **Format 1:** Exhibits with two stories under 225 square feet
- **Format 2:** Exhibits with two stories at or over 225 square feet
- **Format 3:** Exhibits with ceilings under 225 square feet
- **Format 4:** Exhibits with ceilings at or over 225 square feet
- **Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked yes on the following table:

<table>
<thead>
<tr>
<th>Fire Code Item</th>
<th>Booth Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maximum Dimensions</td>
<td>Yes Yes No Yes</td>
</tr>
<tr>
<td>2. Second Level</td>
<td>Yes Yes No No</td>
</tr>
<tr>
<td>3. Exit Stairways</td>
<td>Yes Yes No No</td>
</tr>
<tr>
<td>4. Smoke Detectors</td>
<td>Yes Yes Yes Yes</td>
</tr>
<tr>
<td>5. Fire Extinguishers</td>
<td>Yes Yes Yes Yes</td>
</tr>
<tr>
<td>6. Posted Certificate of Fire Retardancy</td>
<td>No Yes No Yes</td>
</tr>
<tr>
<td>7. Certified Approval</td>
<td>Yes Yes No Yes</td>
</tr>
<tr>
<td>8. Fire Marshal Review</td>
<td>Yes Yes Yes Yes</td>
</tr>
</tbody>
</table>

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.
Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:
  - Minimum of 3 feet in width
  - Provide a handrail on at least one side
  - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
  - Not be spiral or winding
  - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.
AUDIO VISUAL

Information to Follow
Lead Retrieval

Information to Follow