Modern Expo & Events is pleased to have been selected as the Exclusive Exhibitor Services Contractor for Small Satellite Conference 2022. We have created this Exhibitor Services Manual to assist you in preparing for a successful show. In this Manual, you will find:

- **Important Show Dates & Information**
- Service Order Forms, including:
  - Booth Furnishings
  - Electrical Service
  - Material Handling
  - Labor
- **On-line Ordering Instructions**
- **Payment Instructions**
- **Terms & Conditions**

We stand ready to assist you with any of your exhibiting needs. Please contact our professional Exhibitor Service Team with any questions you might have.

**801-983-8160**  Modern Expo & Events  **expo@moderneexpo.com**

All questions regarding the convention’s policies, space assignments, display limitations, and event schedule should be directed to the Association sponsoring the show.

**435-881-0193**  Candace Malmstrom  **Candace.malmstrom@sdl.usu.edu**
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</table>
SHOW INFORMATION

Show Schedule

Exhibitor Move In:  Sunday, August 7, 2022  9:00 AM—6:00 PM  
Monday, August 8, 2022  6:00 AM—10:00 AM

Exhibit Hours:  Monday, August 8, 2022  11:00 AM—5:00 PM  
Tuesday, August 9, 2022  9:00 AM—5:00 PM  
Wednesday, August 10, 2022  9:00 AM—5:00 PM  
Thursday, August 11, 2022  9:00 AM—Noon

Exhibitor Move Out:  Thursday, August 11, 2022  1:00 PM—8:00 PM  
Friday, August 12, 2022  8:00 AM—2:00 PM

NOTE: All exhibitors must vacate the show venue by 2:00 PM on Friday, Aug. 12, 2022

Outbound Carrier Check-in:  Thursday, August 11, 2022  3:00 PM

Important Deadlines

Friday, July 15, 2022  Pre-Order Discount Deadline: all orders must be received along with full payment to qualify for discounted pricing.

Tuesday, July 5, 2022  First Day Advanced Warehouse Freight Delivery

Friday, July 29, 2022  All Advance Shipments must be received in warehouse. Late fee may apply to shipments arriving after this date.

Wednesday, August 3, 2022  Direct to Show shipments may arrive at exhibit venue.

Friday, August 12, 2022  Venue must be clear of all exhibitors and materials. Any exhibitor material in the facility at this time will be removed at exhibitor expense.

Shipping Addresses

Advance to Warehouse Address:  
Exhibiting Company Name and Booth #  
Show Name  
C/O Modern Expo & Events  
3370 W 500 S  
Salt Lake City, UT 84104  
Receiving Hours: M - F 8:00 AM—4:00 PM

Direct to Show Site Address:  
Exhibiting Company Name and Booth #  
Show Name  
C/O Modern Expo & Events  
Taggart Student Center  
650 N 800 E  
Logan, UT 84322  
Receiving Hours: August 3-5, 2022 9:00 AM - 4:00 PM ONLY

NOTE: Direct Shipments not consigned to Modern Expo & Events may be refused. Direct Shipments arriving prior to above dates may be refused or held by the facility with possible storage fees being charged to the exhibitor.
Official Exposition Service Provider
Modern Expo & Events has been selected by Show Management as the Official Exposition Service Provider for the Small Satellite Conference 2022. Our team of experts will help you plan and execute a successful show. As the Official Exposition Service Provider, there are several services that we provide on an exclusive or preferred basis for exhibitors. Taking advantage of these services and Modern’s experience and expertise, will help you save money, time and hassle and insure a successful show.

Modern Expo & Event Show Services
- Material Handling
- Electrical Service
- Booth Furniture & Accessories
- Forklift Services
- Labor, Installation & Dismantle Services
- Signage & Graphics

Please make use of this Exhibitor Service Kit to order the equipment and services you will need IN ADVANCE to avoid show site delays. Order equipment and services by the DISCOUNT ORDER DEADLINE of July 15, 2022 and SAVE!

Ways to Order
This Exhibitor Service Manual contains various equipment rental and service order forms for your information and use. In addition to Modern Expo & Event forms, you may find forms enclosed for services provided by the convention facility or other providers. Please pay special attention to insure that all forms and payments are directed to the proper provider indicated on each order form. There are three convenient ways to place your orders with Modern Expo & Events:

Online:
Login & Place Orders at:
www.modernexpo.com
First-time users will need to register. Please click on the “Register” box and follow prompts.

Fax or Email:
Fax completed order forms to:
(801) 521-3040
Email completed order to:
expo@modernexpo.com

Mail:
Mail completed order forms and payment to:
Modern Expo & Events
424 S 700 E
Salt Lake City, UT 84102

Safety First!
Exhibit Halls, Docks, Trade Show Floors and Surrounding Areas are ACTIVE WORK ZONES where machinery and lifts are in active use and other hazards exist. Your presence in these areas, along with the presence of your employees, agents, contractors, and representatives is allowed at YOUR OWN RISK. If you are concerned about show site safety or need additional information, please contact our Exhibitor Service Team or visit the show site Exhibitor Service Center.
Payment Calculation

Modern Expo & Events requires payment to be received with all orders. Payment may be made by company check drawn on a US bank, credit card, ACH or bank wire transfer. We do not accept personal checks.

This calculation is an estimate and may not reflect the balance of charges due on final invoice.

Checks should be made payable to: Modern Expo & Events (Personal checks are not accepted)

Bank Wire Transfer Information (Domestic)
Bank of America, NA
ABA# 000000000 ACCT# 000000
(A fee of $25.00 will be added to each wire transfer)

Bank Wire Transfer Information (International)
Bank of America, NA
SWIFT# 000000000 ACCT# 000000
(A fee of $25.00 will be added to each wire transfer)

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>TOTAL FROM ORDER FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Furniture—Tables</td>
<td>$</td>
</tr>
<tr>
<td>Standard Furniture—Chars &amp; Accessories</td>
<td>$</td>
</tr>
<tr>
<td>Carpet</td>
<td>$</td>
</tr>
<tr>
<td>Specialty Furniture</td>
<td>$</td>
</tr>
<tr>
<td>Signage &amp; Graphics</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling</td>
<td>$</td>
</tr>
<tr>
<td>Electrical Services</td>
<td>$</td>
</tr>
<tr>
<td>Labor/Forklift</td>
<td>$</td>
</tr>
<tr>
<td>Booth Cleaning</td>
<td>$</td>
</tr>
<tr>
<td>Floral</td>
<td>$</td>
</tr>
<tr>
<td>Custom Booth Packages</td>
<td>$</td>
</tr>
<tr>
<td><strong>SUB TOTAL:</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Utah Sales Tax 7.0%</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL DUE:</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Please return this completed form with payment to Modern Expo & Events. Email: expo@modernexpo.com. Fax: (801) 521–3040 or order online at www.modernexpo.com and click “Exhibitor Order” box in upper left corner.

Credit Card Authorization

*This form must be completed and returned regardless of form of final payment.*

Card Type: ○ Visa ○ MasterCard ○ American Express ○ Discover Card

Card Number: __________________________ Expiration Date: ____________ CVV2 Code: ______

Card Holder Name: __________________________ Card Holder Signature: __________________________

Card Billing Address: __________________________

Company Name: __________________________ Show Name: __________________________

Address: __________________________

City: __________________________ State: __________________________ Zip: __________________________

Phone: __________________________ Fax: __________________________

Authorized By: __________________________ Email: __________________________

Signature: __________________________ Booth #: __________________________
## Standard Booth Furnishings—Tables

### Skirted Tables & Counters

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ w x 4’ l x 30” h Skirted Table</td>
<td></td>
<td></td>
<td>$100.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>2’ w x 4’ l x 42” h Skirted Counter</td>
<td></td>
<td></td>
<td>$110.00</td>
<td>$137.50</td>
</tr>
<tr>
<td>2’ w x 6’ l x 30” h Skirted Table</td>
<td></td>
<td></td>
<td>$110.00</td>
<td>$137.50</td>
</tr>
<tr>
<td>2’ w x 6’ l x 42” h Skirted Counter</td>
<td></td>
<td></td>
<td>$120.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>2’ w x 8’ l x 30” h Skirted Table</td>
<td></td>
<td></td>
<td>$120.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>2’ w x 8’ l x 42” h Skirted Counter</td>
<td></td>
<td></td>
<td>$130.00</td>
<td>$162.50</td>
</tr>
<tr>
<td>Skirt 4th side 30” h Table</td>
<td></td>
<td></td>
<td>$35.00</td>
<td>$44.00</td>
</tr>
<tr>
<td>Skirt 4th side 42” h Counter</td>
<td></td>
<td></td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### Skirt Color

- Black
- Blue
- Burgundy
- Forest Green
- Red
- White
- Teal
- Silver

### Unfinished Tables & Counters

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ w x 4’ l x 30” h Wood Table</td>
<td></td>
<td></td>
<td>$45.00</td>
<td>$56.25</td>
</tr>
<tr>
<td>2’ w x 4’ l x 42” h Wood Counter</td>
<td></td>
<td></td>
<td>$50.00</td>
<td>$62.50</td>
</tr>
<tr>
<td>2’ w x 6’ l x 30” h Wood Table</td>
<td></td>
<td></td>
<td>$50.00</td>
<td>$62.50</td>
</tr>
<tr>
<td>2’ w x 6’ l x 42” h Wood Counter</td>
<td></td>
<td></td>
<td>$55.00</td>
<td>$68.75</td>
</tr>
<tr>
<td>2’ w x 8’ l x 30” h Wood Table</td>
<td></td>
<td></td>
<td>$55.00</td>
<td>$68.75</td>
</tr>
<tr>
<td>2’ w x 8’ l x 42” h Wood Counter</td>
<td></td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

### 30” Round Cocktail Tables

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” diam. x 30” h Cocktail Table</td>
<td></td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>30” diam. x 40” h Cocktail Table</td>
<td></td>
<td></td>
<td>$65.00</td>
<td>$81.00</td>
</tr>
<tr>
<td>Spandex Linen White/Black (circle)</td>
<td></td>
<td></td>
<td>$75.00</td>
<td>$94.00</td>
</tr>
<tr>
<td>Poly Linen (Color:</td>
<td></td>
<td></td>
<td>$35.00</td>
<td>$44.00</td>
</tr>
</tbody>
</table>

Company Name:_____________________________  Booth #:________________

Phone: (801) 983-8160  Email: expo@modernexpo.com
## Standard Booth Furnishings—Chairs & Display Accessories

### Chairs & Stools

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folding Chair</td>
<td></td>
<td>$12.00</td>
<td>$15.00</td>
<td>$</td>
</tr>
<tr>
<td>Padded Side Chair, Gray Upholstery</td>
<td></td>
<td>$56.00</td>
<td>$70.00</td>
<td>$</td>
</tr>
<tr>
<td>Padded Arm Chair, Gray Upholstery</td>
<td></td>
<td>$65.00</td>
<td>$81.25</td>
<td>$</td>
</tr>
<tr>
<td>Padded Stool, Gray Upholstery</td>
<td></td>
<td>$72.00</td>
<td>$90.00</td>
<td>$</td>
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</table>

### Display Cases

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>Full Vision Showcase 6’ w x 20” d</td>
<td>$475.00</td>
<td>$595.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Quarter Vision Showcase 6’ w x 20” d</td>
<td>$450.00</td>
<td>$563.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Showcase Door Lock</td>
<td>$25.00</td>
<td>$31.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### Display Accessories

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Card Holder, Chrome 22” x 28”</td>
<td>$71.00</td>
<td>$88.75</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Floor Standing Easel, Aluminum</td>
<td>$45.00</td>
<td>$56.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Single Rolling Chrome Rack</td>
<td>$65.00</td>
<td>$81.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Double Rolling Chrome Rack</td>
<td>$80.00</td>
<td>$100.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Chrome Stanchion, each</td>
<td>$32.00</td>
<td>$40.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Red Velvet Rope, each</td>
<td>$12.00</td>
<td>$15.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Retractable Belt Stanchion</td>
<td>$49.00</td>
<td>$61.25</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Poster Board 4’ x 8’</td>
<td>$150.00</td>
<td>$187.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Literature Rack</td>
<td>$175.00</td>
<td>$218.75</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$17.00</td>
<td>$21.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Company Name:** ____________________________  **Booth #:** ____________

Phone: (801) 983-8160  Email: expo@modernexpo.com
Carpet

Modern Expo & Events offers a wide range of attractive, hassle-free options to enhance the look of your booth space.

**Standard Booth Carpet**
- 100% Recyclable nylon fiber
- 12 oz. twisted fiber cut pile
- Available in standard, pre-cut sizes or in custom, cut-to-order sizes

**Premium Booth Carpet**
- 100% Recyclable nylon fiber
- 18 oz. twisted fiber cut pile
- Available in custom, cut-to-order sizes
- Premium Booth Carpet must be ordered by Discount Order Deadline to insure availability.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ Standard Booth Carpet</td>
<td></td>
<td>$121.50</td>
<td>$162.00</td>
<td></td>
</tr>
<tr>
<td>10’ x 20’ Standard Booth Carpet</td>
<td></td>
<td>$243.00</td>
<td>$323.00</td>
<td></td>
</tr>
<tr>
<td>10’ x 30’ Standard Booth Carpet</td>
<td></td>
<td>$364.50</td>
<td>$485.00</td>
<td></td>
</tr>
</tbody>
</table>

Calculate Square Feet = Width______ X Length______ = _____ Total Sq. Ft.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Carpet Custom Cut Per Sq. Ft.</td>
<td>$2.00</td>
<td>$2.65</td>
<td></td>
</tr>
<tr>
<td>Color:_______________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plush Carpet Custom Cut Per Sq. Ft.</td>
<td>$3.50</td>
<td>$4.65</td>
<td></td>
</tr>
<tr>
<td>Color:_______________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Padding Per Sq. Ft.</td>
<td>$1.25</td>
<td>$1.65</td>
<td></td>
</tr>
<tr>
<td>Protective Plastic Film Covering Per Sq. Ft.</td>
<td>$0.75</td>
<td>$1.00</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:** The Exhibit Hall is not carpeted. Show Management requires that all exhibitor booths have appropriate floor covering.
Signage & Graphics

Modern Expo & Events provides full graphics and signage production. We can help you stand out from the crowd and get your message across with vibrant visuals. Whether you have your own designs and just need production help, or you need us to design a custom solution for you, our full service design team stands ready to assist. Common graphics are listed below. **Custom sizes, materials and designs are available.** Please contact an Exhibitor Service Specialist for more information.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>22” w x 28” h foam board sign, one side, with chrome sign holder</td>
<td></td>
<td>$95.00</td>
<td>$123.50</td>
<td>$</td>
</tr>
<tr>
<td>22” w x 28” h foam board sign, two sides, with chrome sign holder</td>
<td></td>
<td>$105.00</td>
<td>$136.50</td>
<td>$</td>
</tr>
<tr>
<td>3’ h x 6’ w vinyl banner with grommets, one side</td>
<td></td>
<td>$108.00</td>
<td>$140.50</td>
<td>$</td>
</tr>
<tr>
<td>38” w x 84” h foam board “meter board” w/ stand, one side</td>
<td></td>
<td>$266.00</td>
<td>$345.80</td>
<td>$</td>
</tr>
<tr>
<td>38” w x 84” h foam board “meter board” w/ stand, two sided</td>
<td></td>
<td>$332.50</td>
<td>$432.25</td>
<td>$</td>
</tr>
<tr>
<td>24” w x 72” h foam board display sign w/ stand, one side</td>
<td></td>
<td>$144.00</td>
<td>$187.20</td>
<td>$</td>
</tr>
<tr>
<td>24” w x 72” h foam board display sign w/ stand, two sides</td>
<td></td>
<td>$180.00</td>
<td>$234.00</td>
<td>$</td>
</tr>
<tr>
<td>24” x 24” adhesive floor cling, one side</td>
<td></td>
<td>$54.00</td>
<td>$70.20</td>
<td>$</td>
</tr>
<tr>
<td>Chrome sign card holder 22” x 28”</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td>$</td>
</tr>
<tr>
<td>Aluminum floor easel</td>
<td></td>
<td>$48.00</td>
<td>$56.00</td>
<td>$</td>
</tr>
<tr>
<td>Graphic Design per hour</td>
<td></td>
<td>$85.00</td>
<td>$85.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Deadline to receive artwork is FRIDAY, JULY 1, 2022

Company Name: ___________________________  Booth #: _______________________

Phone: (801) 983-8160  Email: expo@modernexpo.com
Signage & Graphics—Art Preparation & Submission Guidelines

Please follow these guidelines when preparing and submitting artwork for graphic reproduction. Adhering to these steps will help insure your graphics are produced at the highest quality and will have the greatest visual impact. If you have questions, please contact our Exhibitor Service Team for more information.

APPLICATIONS: Art work may be submitted as Adobe Illustrator™ or Adobe Photoshop™ files. Illustrator™ is preferred for large format printing. Files that are created using other programs should be saved and exported as PDF files.

Please be sure to include all supporting elements such as fonts, linked images, effects, etc..

Illustrator™ special effects such as glows, drop shadows, etc., are not recommended. These effects sometimes give unpredictable results in large format printing.

FONTS: Fonts must be converted to outlines. If outlines are not created, then Mac compatible fonts must be supplied with original art files.

COLOR SPECIFICATIONS: All files are printed in CMYK format. To ensure the best possible color match, please make sure to call out any PMS colors to match and indicate whether they are coated or uncoated. Select uncoated PMS colors when matching to fabric.

Orders without PMS color call outs are not guaranteed for color.

RESOLUTION: All raster files must be saved at 100-150 dpi at full scale. Work at proportional scales (100%, 50%, 25%) of actual size and indicate at what scale you have created the file.

BLEED SPECIFICATION: All graphics require bleed. Please add 1/2” bleed around the perimeter of all graphics.

ARTWORK FILE SUBMISSION: Files are accepted by email (up to 10mb), file transfer sites (weTransfer™, Hightail™, etc.), cloud storage sites (Dropbox™, Box™), or hard copy (thumb drive, etc.). Please label files and folders in a way that helps identify the particular use for the file.

IMPORTANT: When transmitting art files, please be sure to email your Exhibitor Service Team member at expo.modernexpo.com and cc: design@modernexpo.com

IMPORTANT: For all art related questions, please email design@modernexpo.com or call (801)983-8125.

IMPORTANT: Deadline to receive artwork is FRIDAY, JULY 1, 2022
Material Handling Estimate

Crated, boxed, or skidded materials will be received at the Modern Expo & Events warehouse up to 30 days in advance of show, and one day before exhibitor move in for show site shipments. Please make note of Advance and Show Site receiving dates listed in the Quick Facts section of this Service Manual.

Materials will be delivered to respective booths. Any materials received without a form of payment attached for Material Handling will be held until payment is made.

Empty containers, with Empty/Storage labels, will be removed and stored until the end of the show. At that time, they will be returned to the original booth. Exhibitors are responsible for obtaining Empty/Storage labels from the Exhibitor Service Desk and affixing them to containers.

Once materials are prepared for shipment, and the Modern Expo & Events Bill of Lading is filled out, they will be taken to the dock and loaded onto designated carriers.

**ADVANCE SHIPMENTS TO WAREHOUSE**

**CRATED or SKID LOADED MATERIALS**

<table>
<thead>
<tr>
<th></th>
<th>Per CWT*</th>
<th>MIN. CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-time</td>
<td>$125.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Off-target (+25% surcharge)</td>
<td>$156.25</td>
<td>$312.50</td>
</tr>
</tbody>
</table>

Calculation Formula: _______lbs. / 100 = CWT. _______CWT x RATE = Est. Material Handling

Weights should be rounded to nearest 100 lbs. Minimum charge = 200 lbs.

**DIRECT SHIPMENTS TO SHOW SITE**

**CRATED or SKID LOADED MATERIALS**

<table>
<thead>
<tr>
<th></th>
<th>Per CWT*</th>
<th>MIN. CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-time</td>
<td>$112.00</td>
<td>$224.00</td>
</tr>
<tr>
<td>Off-target (+25% surcharge)</td>
<td>$140.00</td>
<td>$280.00</td>
</tr>
</tbody>
</table>

Calculation Formula: _______lbs. / 100 = CWT. _______CWT x RATE = Est. Material Handling

Weights should be rounded to nearest 100 lbs. Minimum charge = 200 lbs.

**SHIPMENTS REQUIRING SPECIAL HANDLING**

UNCRAWTED, UNBOXED, RACKED, SHRINKWRAPPED

<table>
<thead>
<tr>
<th></th>
<th>Per CWT*</th>
<th>MIN. CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-time</td>
<td>$156.25</td>
<td>$312.50</td>
</tr>
<tr>
<td>Off-target (+25% surcharge)</td>
<td>$195.00</td>
<td>$390.00</td>
</tr>
</tbody>
</table>

Calculation Formula: _______lbs. / 100 = CWT. _______CWT x RATE = Est. Material Handling

Weights should be rounded to nearest 100 lbs. Minimum charge = 200 lbs.

**SMALL PACKAGE SHIPMENTS**

CARTONS, ENVELOPES, EXPRESS SHIPMENTS, ETC.

Max. weight 50 lbs. and/or 3 packages per shipment.

<table>
<thead>
<tr>
<th></th>
<th>FIRST PKG.</th>
<th>ADD’L PKG. (EA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-time</td>
<td>$65.00</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

PAGE TOTAL $
Material Handling Instructions

How to Ship to Advance Warehouse & Direct to Show Site:

- Remove all old shipping and empty storage labels from items to be shipped.
- Fill out and attach enclosed Advance to Warehouse or Direct to Show Site labels included (or exhibitor generated facsimiles containing all pertinent information).
- Take the time to ensure that your shipments are properly packed and packaged. ME&E is not responsible for goods damaged in shipping (see Terms & Conditions).
- Choose a carrier with trade show experience and schedule a pick-up of your shipment. Confirm that your selected carrier is able to meet the shipping and receiving deadlines for your show.
- Do not send blanket wrapped or uncrated shipments to the Advance Warehouse. Ship these items directly to Show Site.
- Consign all DOMESTIC shipments to Modern Expo & Events.
- Complete and submit enclosed Material Handling Estimate form.
- A properly filled out Bill of Lading must accompany all shipments. Certified weight tickets must accompany all shipments.
- For INTERNATIONAL shipments, or for other Material Handling questions, please contact our Exhibitor Service team at (801) 983-8102 or expo@modernexpo.com.

Benefits of Advance Shipping to Warehouse:

- Storage of materials for up to 30 days prior to your show.
- Delivery of materials directly to your booth space prior to your scheduled move-in time.
- Convention centers, hotels and other event facilities may not have the capability to receive and store your shipments prior to your show dates.

Freight Carriers: Select a carrier with trade show experience. Be sure to give your carrier specific instructions, including dates and times when shipments must be delivered and picked up. Delivery and pick-up times for trade shows often fall outside of “normal” hours, so make sure your carrier is capable of meeting target dates and times.

Estimating Material Handling Charges: Material Handling charges are based on the weight of the shipment. Shipments are billed in 100 lb. increments (CWT), rounded up to the nearest 100 lbs. There is a minimum charge of 200 lbs. (2CWT) on many shipments. Please refer to the Material Handling Estimate page for pricing details. ME&E cannot and will not accept collect or COD shipments. Crated and uncrated shipments must be separated on individual Bills of Lading with separate weight tickets. Failure to separate crated and uncrated shipments will result in the entire shipment being classified as Special Handling and charged as such.

DEFINITIONS:

Crated Materials are materials that are skidded, crated or in any type of container that can be unloaded at dock level with no additional handling required.

Uncrated/Special Handling Materials are materials that are loose, shrink or pad wrapped, bagged, not skidded or that cannot be unloaded at dock level without additional handling.

Small Package Shipments are cartons or envelopes received without documentation (usually via carriers such as UPS, FedEx, etc.). Maximum weight is 50 lbs. per shipment, per delivery. Maximum of three (3) packages per shipment. All shipments received via air carrier or air freight forwarders that do not fall under the Small Package category, or that include more than 3 packages per shipment, may be subject to Special Handling charges.

Transportation Surcharge is charged for shipments that are delivered or picked up “off target” our outside of designated freight delivery and pickup times and dates. See Quick Facts page for designated delivery dates for your show.

Outbound Freight Only is freight handled only at the close of the show. Material Handling fees for Outbound Only shipments include moving materials from your booth space to the dock and loading on your designated carrier.

Machinery Labor and Equipment: Labor and equipment used for uncrating, un-skidding, positioning, leveling installing, dismantling, re-crating and re-skidding must be ordered separately. See the Forklift and Labor forms to order these services.

Storing Empty Containers: Properly labeled empty shipping containers will be removed from your booth space and stored. They will be returned to you as quickly as possible following the close of the show. Depending on the size of the show, it can take between two and twelve hours to return all empty containers. Please plan accordingly. Empty/Storage labels are available from the Exhibitor Service Desk and must be filled out and attached to your containers when they are ready to be removed. Do not store any material or equipment that you need to access during the show in a container with an Empty/Storage label. If you need to access your container, obtain Accessible Storage labels from the Exhibitor Service Desk. Accessible storage fees may apply. Empty crate storage may not be secure.
Material Handling Instructions

**Outbound Shipments:** Each outbound shipment must have a completed ME&E Bill of Lading accompanying the shipment. Bills of Lading are available at the ME&E Exhibitor Service Desk. Exhibitors will need to make their own arrangement for pick-up with their designated freight carrier. An exhibitor representative should remain on-site to insure that your shipment is picked up as planned. Any shipments that remain on show site past the outbound shipping deadline will be forced out on ME&E’s carrier of choice at the exhibitors sole expense. ME&E does not provide carrier shipping label.

End-of-Show Outbound Shipping Instructions:

- Exhibitors are responsible for providing pre-printed labels for their outbound shipments. If you do not have pre-printed labels, you can create them online on the website of your designated carrier. Print the labels and place them on all containers in your shipment.
- Schedule pick-up with your designated carrier. This includes small package services such as UPS, FedEx, as well as larger freight carriers such as YRC, UPS Freight, etc. If you do not have a preferred carrier, we can re-route your shipment via our preferred carrier, YRC Freight. You are responsible for all shipping charges.
- Fill out a ME&E Bill of Lading. Please make sure to make a selection in the designated area of the Bill of Lading that lets us know what you would like us to do with your shipment if your carrier fails to pick it up.
- Once you have filled out your Bill of Lading, scheduled pick-up with your carrier, and properly packaged your materials, leave your boxes in the center of your booth space and return the Bill of Lading to the Exhibitor Service Desk. This lets us know your shipment is ready for pick-up and we will then retrieve your shipment, move it to the dock and load it onto your designated carrier when they arrive.

**SPECIAL HANDLING EXAMPLES**

- Side Loading
- Uncrated or Loose Items
- Stacked or Cubed Out
- Multiple Shipments
Advance to Warehouse Shipping Labels

EXHIBIT MATERIAL PLEASE RUSH TO:

Exhibitor Name ___________________________  Booth # __________

SMALL SATELLITE CONFERENCE 2022
C/O Modern Expo & Events
3370 W 500 S
Salt Lake City, UT 84104

DELIVERY FEES MAY APPLY AFTER: Friday, July 29, 2022

IMPORTANT: Affix at least one label to each container. Make copies if additional labels are needed. Hazardous materials will not be accepted at Advance Warehouse.
Direct to Show Site Shipping Labels

**EXHIBIT MATERIAL PLEASE RUSH TO:**

Exhibitor Name ____________________________ Booth # __________

SMALL SATELLITE CONFERENCE  
C/O Modern Expo & Events  
Taggart Student Center  
650 N 800 E  
Logan, UT 84322

DO NOT DELIVER PRIOR TO Wednesday, August 3, 2022

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**IMPORTANT:** Affix at least one label to each container. Make copies if additional labels are needed. **Hazardous materials will not be accepted at Show Site.**
Cart Service & Use of Mechanical Lifts

Cart Service is offered to exhibitors arriving in Privately Operated Vehicles (POV) that have small items that need to be moved from the dock to their booth space. Cart Service is intended for single trip use only. It is not intended as a method for moving large quantities of merchandise. All items must fit on a cart that is approximately 3’ w x 4’ l in size. If your items are too large or too numerous to be moved with Cart Service, you may order labor and forklift service to move your items.

Cart Service includes the assistance of a laborer to help you load and unload your items from the cart and transport that cart to your booth space.

Cart Service is priced and billed in trip increments. A trip consists of one trip from dock to booth. Please select the quantity of trip segments that works best for you.

Exhibitors must present themselves at the Exhibitor Service Desk to initiate Cart Service.

<table>
<thead>
<tr>
<th>CART SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM DESCRIPTION</td>
</tr>
<tr>
<td>Install Cart Service</td>
</tr>
<tr>
<td>Dismantle Cart Service</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
</tr>
</tbody>
</table>

*Cart Service is billed in 30 min. increments. Price is per 30 min. increment.

IMPORTANT: Exhibitors are allowed to HAND CARRY materials to their booth space. The use of wheeled dollies, carts, trolleys, pallet jacks, etc. by exhibitors is strictly prohibited.

IMPORTANT: Exhibitors are allowed to transport their materials via PRIVATELY OPERATED VEHICLES (POV). POV’s include private sedans, mini vans, SUVs, or pick-up trucks. Any other vehicle is considered a COMMERCIAL VEHICLE and is subject to MATERIAL HANDLING charges.

IMPORTANT: Exhibitors are prohibited for using or borrowing Modern Expo & Events equipment without their express permission. All electric scooters, man movers or flat carts are prohibited except for use by Show Management, Facility and Modern Expo & Events.
Electrical Services

Determine power needs by checking the UL rating plates of each electrical item to be used in your booth. Plate will give information regarding VOLTS (ex. V120), WATTS (ex. W1000) and/or AMPS (ex. A30). Add power requirements of all items to be powered in the booth and select the appropriate service from the list below. For questions or assistance, please contact our exhibitor service staff.

Electrical service must be ordered by each individual exhibitor and may not be shared with, or borrowed from, a neighboring exhibitor. Modern Expo & Events and the exhibit facility conduct metered electrical audits during each show. Any exhibitor found to be accessing electricity without having ordered and paid for it, or accessing more power than ordered, will have their power disconnected until an electrical order, plus a minimum one hour electrician fee, is received and paid in full.

**120 VOLT OUTLETS**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outlet up to 5 amp or 500 watt</td>
<td>$125.00</td>
<td>$156.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outlet up to 10 amp or 1000 watt</td>
<td>$185.00</td>
<td>$231.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outlet up to 15 amp or 1500 watt</td>
<td>$249.00</td>
<td>$274.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outlet up to 20 amp or 2000 watt</td>
<td>$277.00</td>
<td>$305.00</td>
<td></td>
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</tbody>
</table>

**SINGLE PHASE 208 VOLT OUTLETS**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
<th>DISCOUNT</th>
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<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>20 amps or less</td>
<td>$374.00</td>
<td>$467.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 amps</td>
<td>$517.00</td>
<td>$646.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60 amps</td>
<td>$748.00</td>
<td>$935.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greater than 60 amps</td>
<td>CALL</td>
<td>CALL</td>
<td></td>
</tr>
</tbody>
</table>

**THREE PHASE 208 VOLT OUTLETS**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20 amps or less</td>
<td>$499.00</td>
<td>$624.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 amps</td>
<td>$596.00</td>
<td>$745.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60 amps</td>
<td>$985.00</td>
<td>$1,231.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greater than 60 amps</td>
<td>CALL</td>
<td>CALL</td>
<td></td>
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</tbody>
</table>

**ELECTRICIAN LABOR**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Electrician Labor Straight Time per hour</td>
<td>$89.00</td>
<td>$111.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electrician Labor Overtime per hour</td>
<td>$133.50</td>
<td>$167.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electrician Labor Double Time per hour</td>
<td>$178.00</td>
<td>$220.50</td>
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**ELECTRICAL ACCESSORIES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Multi-outlet Plug Strip</td>
<td>$20.00</td>
<td>$29.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extension Cord</td>
<td>$20.00</td>
<td>$29.00</td>
<td></td>
</tr>
</tbody>
</table>

Company Name: ________________________ Booth #: ________________________

Phone: (801) 983-8160  Email: expo@modernexpo.com
Custom Electrical Drops

Please indicate desired location of custom electrical drops in the diagram below. Indicate any large equipment or display items to provide context.

Please attach this page to the electrical order form to ensure proper placement of the outlets in your booth.

Rates quoted for all connections cover delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation and a half hour for removal.

*All outlets will be placed at the back of the booth unless otherwise indicated in the grid below*

Please indicate measurements in feet from booth edge(s) of desired electrical drops.

Page total: $
Electrical Rules & Regulations

Electrical service is not included as part of your booth space rental. The exhibit facility requires that all exhibitors contract with Modern Expo & Events for installation of electrical services and must pay MEE a fee for electrical service used, on a rate schedule determined by the exhibit facility. Please help us provide you with the best service by ordering your electrical service in advance. Advance orders receive priority service.

Extension cords are not included in your order. You may rent them from Modern Expo & Events, or use your own. Please adhere to the following FACILITY REQUIREMENTS:

- Any extension cords brought in by exhibitors or designated contractors, must be flat cord. ROUND CORDS ARE NOT ALLOWED.
- Triple outlet adapters, or multiple outlet extension cords are NOT ALLOWED.
- All cords in traffic areas must be taped down with black & yellow caution tape. Including within your booth if the public is allowed inside your booth.
- All cords must be grounded.

Facility or Fire Marshal representatives may inspect this event and require changes to your booth if the above requirements are not met.

- Exhibitors and/or their contractors may not make any connection to a permanent facility electrical connection. Any unauthorized electrical connections will be disconnected until such service has been ordered and paid for through MEE representatives. MEE shall not be responsible for any damage, inconvenience or loss of business to exhibitors that have electrical service disconnected due to unauthorized connection or failure to pay for electrical service.
- Exhibitors may not share electrical connections with neighboring exhibitors, or make connection to extensions cords or other power supplies provided for their neighbor.
- Materials provided for electrical service (cords, cables, plug strips, distribution equipment, etc.) are the property of MEE and are not to be moved, altered or removed from the booth space by exhibitors or their agents. Any material or equipment missing from the booth space at the close of the show will be billed to the exhibitor of record at full replacement cost as determined by MEE.
- Modern Expo & Events is not responsible for fluctuations in delivered power or interruptions in electrical service due to circumstances beyond its control (ex. facility power supply issues, power outages, brown-outs, etc).
- Modern Expo & Events is not responsible for damage to equipment or display materials resulting from failure to order adequate power to properly operate such equipment or display material. Please check to make sure that you understand your power needs and order enough electricity to adequately power those needs.
- Electrical rates provide power to a single location within the booth space. For in-line and peninsula booths, service is provided to the back center of the booth. For island booths, service is provided to a single location within the booth. Custom service drops are available for an additional fee. Electrical charges are based upon wattage/amperage, regardless of the amount of time used. If the exhibitor is found using more than was ordered, the exhibitor will be charged accordingly.
- Electrical rates do not include connection of exhibitor equipment or display material to electrical service drop. Custom connection is available on a time and material basis.
**Audio Visual**

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY.</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>32” LCD Screen</td>
<td>1</td>
<td>$400.00</td>
<td>$520.00</td>
<td>$</td>
</tr>
<tr>
<td>40” LCD Screen</td>
<td>1</td>
<td>$500.00</td>
<td>$650.00</td>
<td>$</td>
</tr>
<tr>
<td>50” LCD Screen</td>
<td>1</td>
<td>$650.00</td>
<td>$845.00</td>
<td>$</td>
</tr>
<tr>
<td>60” LCD Screen</td>
<td>1</td>
<td>$800.00</td>
<td>$1040.00</td>
<td>$</td>
</tr>
<tr>
<td>Pole Stand for LCD Screen</td>
<td>1</td>
<td>$200.00</td>
<td>$260.00</td>
<td>$</td>
</tr>
<tr>
<td>Amplified Speaker with Stand</td>
<td>1</td>
<td>$165.00</td>
<td>$215.00</td>
<td>$</td>
</tr>
<tr>
<td>Wireless Microphone - Lav or Handheld</td>
<td>1</td>
<td>$300.00</td>
<td>$390.00</td>
<td>$</td>
</tr>
<tr>
<td>Speaker Package - speaker with stand and mixer with microphone</td>
<td>1</td>
<td>$575.00</td>
<td>$745.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Delivery Date ______________________ Time ______________________

Pickup Date ______________________ Time ______________________

PAGE TOTAL $
Skilled Labor Services

<table>
<thead>
<tr>
<th>Description</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time per man hour</td>
<td>$99.00</td>
<td>$124.00</td>
<td>M - F 8:00 AM to 5:00 PM</td>
</tr>
<tr>
<td>Overtime per man hour</td>
<td>$148.50</td>
<td>$185.00</td>
<td>M - F 6:00 AM to 8:00 AM and 5:00 PM to 10:00 PM and All</td>
</tr>
<tr>
<td>Double Time per man hour</td>
<td>$198.00</td>
<td>$248.00</td>
<td>M - Sun. 10:00 PM - 6:00 AM and All Hours on Sundays and</td>
</tr>
</tbody>
</table>

Modern Supervised Labor Service

Modern Expo & Events Supervised Labor Service is for those that wish to have their exhibit set up before they arrive or dismantled after they leave. Modern Expo & Events will install and dismantle your exhibit. You need not be present. A professional supervision charge of 30% will be added to your labor fees. A minimum charge of $50.00 applies to all orders.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th># LABORERS</th>
<th># HOURS EACH</th>
<th>LABOR RATE*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Installation Labor</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Exhibit Dismantle Labor</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Sub Total:</td>
<td></td>
<td></td>
<td>30% Supervision</td>
<td>$</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

*Please enter the appropriate labor rate from the chart above.

Exhibitor Supervised Labor Service

Exhibitor Supervised Labor Service is for labor that is performed only under the supervision of the Exhibitor or its representative. It is important that the exhibitor check in at the Exhibitor Service Desk to pick up laborers ordered. Exhibitor must also check the laborers out at the Exhibitor Service Desk upon completion of work.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>DATE</th>
<th>TIME</th>
<th># LABORERS</th>
<th># HOURS EACH</th>
<th>LABOR RATE*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Installation Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Exhibit Dismantle Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

*Please enter the appropriate labor rate from the chart above.

EXHIBITOR REPRESENTATIVE: ___________________________ MOBILE PHONE #: ___________________________

EMAIL ADDRESS: ___________________________ ALTERNATE PHONE #: ___________________________

IMPORTANT: A minimum charge of one hour per laborer will apply to all orders. Time will commence upon assignment of laborers in accordance with Exhibitor’s request. Failure to pick-up scheduled labor will result in a one hour charge per laborer requested unless 72 business hour notification is provided.

Company Name: ___________________________ Booth #: ___________________________

Phone: (801) 983-8160       Email: expo@modernexpo.com
### Forklift Service

#### FORKLIFT SERVICE RATES AND HOURS

<table>
<thead>
<tr>
<th>Description</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time per hour</td>
<td>$175.00</td>
<td>$219.00</td>
<td>M - F 8:00 AM to 5:00 PM</td>
</tr>
<tr>
<td>Overtime per hour</td>
<td>$250.00</td>
<td>$312.50</td>
<td>M - F 6:00 AM to 8:00 AM and 5:00 PM to 10:00 PM and All Hours on Saturdays</td>
</tr>
<tr>
<td>Double Time per hour</td>
<td>$325.00</td>
<td>$406.00</td>
<td>M - Sun. 10:00 PM - 6:00 AM and All Hours on Sundays and</td>
</tr>
</tbody>
</table>

Forklift service includes one lift with operator. Additional laborers may be ordered on the Skilled Labor Services page.

⚠️ IMPORTANT: Lift capacity is 4,000 lbs. Lifts with greater capacity are available. Please contact our Exhibitor Service Team for more information.

#### FORKLIFT SERVICE

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>DATE</th>
<th>TIME</th>
<th># LABORERS</th>
<th># HOURS EACH</th>
<th>LABOR RATE*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Forklift Svc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle Forklift Svc.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Please enter the appropriate labor rate from the chart above. Make sure to order for each date and time you need forklift service.

⚠️ IMPORTANT: A minimum charge of one hour per laborer will apply to all orders. Time will commence upon assignment of laborers in accordance with Exhibitor’s request. Failure to pick-up scheduled labor will result in a one hour charge per laborer requested unless 72 business hour notification is provided.
Booth Cleaning

**Booth Cleaning Service** is offered to Exhibitors that wish to have their booth space vacuumed and/or trash removed prior to or during the show. Exhibitors may clean their own booths with their own, regularly employed, employees. **Exhibitors may not engage third-parties to clean their booth space.**

### VACUUMING

We will require the following service for our booth which is ______ x _____ = ______ sq. ft.

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost per sq. ft.</th>
<th>(100 sq. ft. min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuum carpet BEFORE SHOW OPENS ONLY.</td>
<td>$0.45</td>
<td>(100 sq. ft. min)</td>
</tr>
<tr>
<td>Vacuum carpet EVERY NIGHT.</td>
<td>$0.39</td>
<td>(100 sq. ft. min)</td>
</tr>
</tbody>
</table>

Vacuuming: select which days apply

- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Sunday

### TRASH REMOVAL

Modern Expo & Events will empty wastebaskets and remove trash at regular intervals during show hours.

Please figure porter service rates by square footage of your exhibit space

<table>
<thead>
<tr>
<th>Square Footage</th>
<th>Single Day Rate</th>
<th>Multiple Day Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-500 Sq. Ft.</td>
<td>$94.00 per day</td>
<td>$75.00 per day</td>
</tr>
<tr>
<td>501-1500 Sq. Ft.</td>
<td>$112.00 per day</td>
<td>$90.00 per day</td>
</tr>
<tr>
<td>1501 and up Sq. Ft.</td>
<td>$142.00 per day</td>
<td>$114.00 per day</td>
</tr>
</tbody>
</table>

### COMPUTATION OF ORDERS

Vacuum Carpet ______ (sq.ft.) x ______ (rate) x ______ (number of days) = $_________

Vacuum Carpet $ 

Trash Removal $ 

TOTAL: $ 

Company Name: ___________________________ Booth #: ____________

Phone: (801) 983-8160 Email: expo@modernexpo.com
Floral & Plant Service

Floral and Plant Service is offered to Exhibitors that wish to enhance the look of their booth space.

- Please note that flowering plants and floral arrangements are “for purchase” items and are yours to keep or dispose of after the show. Green plants are rental items and must be returned at the close of the show.

- To insure a full range of options, please order your floral by the DISCOUNT ORDER DEADLINE. Late orders will be subject to stock on hand. Show site orders are subject to a 30% surcharge.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Potted Flowering Mum Plant</td>
<td>$30.00</td>
<td>$38.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Seasonal Flower Plant (Kalanchoe/Bromeliad)</td>
<td>$40.00</td>
<td>$50.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>2 DZ Roses—Long Stem Arranged in Glass Vase</td>
<td>$135.00</td>
<td>$175.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>16&quot; Custom Floral Arrangement</td>
<td>$85.00</td>
<td>$100.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>24&quot; Custom Floral Arrangement</td>
<td>$120.00</td>
<td>$150.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Fern/Ivy in 6&quot; Pot</td>
<td>$32.00</td>
<td>$40.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>2’ Green Plant</td>
<td>$48.00</td>
<td>$60.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>3’ - 4’ Green Plant</td>
<td>$69.00</td>
<td>$86.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>5’ - 6’ Green Plant</td>
<td>$170.00</td>
<td>$213.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>7’ - 8’ Green Plant</td>
<td>Call for Quote</td>
<td>Call for Quote</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Delivery to Booth/per order</td>
<td>$45.00</td>
<td>$45.00</td>
<td>$</td>
</tr>
</tbody>
</table>

CUSTOM FLORAL INSTRUCTIONS

Style, Color Palate, Size, Flower Preference, etc.)

*Please call our Exhibitor Service Team for detailed floral instructions/requirements.

Company Name: ___________________________ Booth #: ____________

Phone: (801) 983-8160 Email: expo@modernexpo.com
Modular Exhibit Systems

Exhibit systems are limited in quantity and are only available on a first come first serve basis.

### 10’x10’ Angeled Exhibit

- **Package 1**
  - 8’ High Exhibit: $2710
  - 10’ High Exhibit: $3458
  - Price includes graphics and labor.

- **Package 2**
  - 8’ High Exhibit: $2035
  - 10’ High Exhibit: $2675
  - Price includes graphics and labor.

- **Package 3**
  - 8’ High Exhibit: $3405
  - 10’ High Exhibit: $4183
  - Price includes graphics, labor and lights.

### 10’x10’ Curved Exhibit

- **Package 4**
  - 8’ High Exhibit: $2965
  - 10’ High Exhibit: $3455
  - 12’ High Exhibit: $3665
  - Price includes graphics and labor.

- **Package 5**
  - 8’ High Exhibit: $3250
  - 10’ High Exhibit: $4060
  - 12’ High Exhibit: $4390
  - Price includes graphics and labor.

- **Package 6**
  - 8’ High Exhibit: $4260
  - 10’ High Exhibit: $5115
  - 12’ High Exhibit: $5610
  - Price includes graphics, labor and lights.

> ! MANY CUSTOM DESIGNS & CONFIGURATIONS AVAILABLE. PLEASE CONTACT OUR EXHIBITOR SERVICE STAFF FOR MORE INFORMATION!
Exhibitor Appointed Contractor

An Exhibitor Appointed Contractor (EAC) is any company, other than Modern Expo & Events, the Official Service Contractor, that an Exhibitor may wish to use inside the Exhibit Hall before, during or after the show.

An EAC is usually contracted to provide supervision, coordination and labor to set an Exhibitor’s display. An EAC may not perform the following functions: Drayage/Material Handling, Electrical Service, Plumbing, Mechanical, Booth Cleaning, Booth Security, Floral, Internet & Telephone, Decorator Services, Decorator Labor, Forklift, Man Lift/Hanging or Food & Beverage Service. An EAC may, however, be contracted to coordinate and supervise the procurement of the services listed above.

An EAC must provide the following to ME&E no later than 30 days prior to exhibitor move-in. Requests received later than 30 days prior to exhibitor move-in may be denied.

- The information below must be filled out completely and returned to ME&E.
- EAC must furnish current certificates of insurance naming Modern Expo & Events as additional insured for both liability and workers compensation. Liability coverage must not be less than $2,000,000.00 aggregate and $1,000,000.00 each occurrence. Failure to provide valid certificate of insurance will result in EAC being barred from exhibit hall.
- EAC must provide payment for all services ordered from ME&E as set forth in this Exhibitor Service Kit. The Exhibitor is ultimately responsible for any charges incurred by its EAC. Any unpaid charges incurred by an EAC will be collected from the responsible exhibitor prior to the close of the show.
- EAC must confine its activities to the exhibit space of the contracting exhibitor. No storage areas, service desks or work facilities will be allowed.
- EAC’s are forbidden from soliciting business on the exhibit floor.
- Exhibit Hall, storage and service area, and loading docks are under the exclusive control of the Official Service Contractor. All EAC activities must be coordinated with Modern Expo & Events.
- ME&E accepts no responsibility for damage or loss to any Exhibitor material under the control of the EAC or to material that has been left in public areas such as aisle ways, loading docks, storage and work areas or hallways.
- EAC employees must identify themselves to ME&E personnel and wear appropriate identification badges (such as ESCA Worker Identification System) at all times. Temporary ID badges/wristbands will be available from the Exhibitor Service Desk, if necessary.
- EAC and its employees will conduct themselves within the governing show rules as established by show management as well as by the rules and regulations of the exhibit facility. Such rules may include rules governing the appearance and conduct of workers and during what hours work may be performed. Please check with Show Management to verify the details of such rules.

<table>
<thead>
<tr>
<th>EXHIBITOR NAME</th>
<th>DATE</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td></td>
</tr>
<tr>
<td>ORDERED BY [PRINT NAME]</td>
<td>SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACTOR NAME</th>
<th>AUTHORIZED REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
</tr>
<tr>
<td>SHOW SITE REPRESENTATIVE (IF DIFFERENT THAN ABOVE)</td>
<td></td>
</tr>
</tbody>
</table>
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

SOPHISTICATION
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

NIKO

Niko Sofa
Grey Microfiber
81”W x 30”D x 38”H

Niko Loveseat
Grey Microfiber
58”W x 30”D x 38”H

Niko Chair
Grey Microfiber
31”W x 30”D x 38”H

STAGE CHAIRS

Midnight Stage Chair
Midnight Microfiber
25”W x 26”D x 37”H

Chamois Stage Chair
Beige Microfiber
25”W x 26”D x 37”H

Buckskin Stage Chair
Tan Microfiber
25”W x 26”D x 37”H
OTTOMANS & BENCHES

Empire Chair
- Black Leather
- White Leather
28”W x 32”D x 32”H

Tulip Chair
- Black Fabric/Tilt Back/Caster Feet
27”W x 26”D x 35”H

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

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

OTTOMANS & BENCHES

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)

BANQUETTES

TURNING BEDS

**Essentials Turning Bed**
White Leather
96"W x 48"D x 36"H

TURNING BEDS
CUBE OTTOMANS

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.

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.
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

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

Aria Tables Red
- End Table Red/Brushed Steel
  24"W x 20"D x 22"H
- Cocktail Table Red/Brushed Steel
  44"W x 20"D x 18"H

Aria Tables Green
- End Table Green/Brushed Steel
  24"W x 20"D x 22"H
- Cocktail Table Green/Brushed Steel
  44"W x 20"D x 18"H

Aria Tables Blue
- End Table Blue/Brushed Steel
  24"W x 20"D x 22"H
- Cocktail Table Blue/Brushed Steel
  44"W x 20"D x 18"H

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.

CHARGED

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

#### Aria Tables Purple
- **End Table** Purple/Brushed Steel
  - 24"W x 20"D x 22"H
- **Cocktail Table** Purple/Brushed Steel
  - 44"W x 20"D x 18"H

#### Aria Tables White
- **End Table** White/Brushed Steel
  - 24"W x 20"D x 22"H
- **Console Table** White/Brushed Steel
  - 44"W x 20"D x 30"H
- **Cocktail Table** White/Brushed Steel
  - 44"W x 20"D x 18"H

#### Aria Tables Charcoal
- **End Table** Storm Grey/Brushed Steel
  - 24"W x 20"D x 22"H
- **Console Table** Storm Grey/Brushed Steel
  - 44"W x 20"D x 30"H
- **Cocktail Table** Storm Grey/Brushed Steel
  - 44"W x 20"D x 18"H

#### Fuze Tables
- **End Table** Chrome/Zebrawood Laminate
  - 24"Square x 23"H
- **Console Table** Chrome/Zebrawood Laminate
  - 60"W x 16"D x 34"H
- **Cocktail Table** Chrome/Zebrawood Laminate
  - 40"Square x 16"H

#### London Tables
- **End Table** Chrome/Marble
  - 24"Square x 23"H
- **Console Table** Chrome/Marble
  - 60"W x 16"D x 34"H
- **Cocktail Table** Chrome/Marble
  - 40"Square x 16"H

#### Brooklyn Tables
- **End Table** Square - Chrome
  - 22"Square x 20"H
- **End Table** Round - Chrome
  - 20"Round x 20"H
- **Cocktail Table** Rectangle - Chrome
  - 42"W x 24"D x 16"H
- **Cocktail Table** Round - Chrome
  - 30"Round x 16"H

#### Vivid Tables
- **End Table** - Smoked Powder Coat Finish
  - 24"W x 20"D 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**
OCCASIONAL TABLES

**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

**Piazza Bar Back**
Black
White

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

**Bar**
- Black with 2 shelves in back
- White with 2 shelves in back
48”W x 16”D x 42”H
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
- 20”W x 19”D x 46”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

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

Nexus Stool
White
19"W x 20"D x 44"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

**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

**Nexus Chair**
White
19"W x 22"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

CAFE CHAIRS

**Colin Chair**
Natural Maple
22”W x 19”D x 33”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
CAFÉ TABLES

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

**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

BAR TABLES
## CAFÉ TABLES

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<thead>
<tr>
<th>Table Name</th>
<th>Material Description</th>
<th>Dimensions</th>
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<td>Purple/Chrome</td>
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<tr>
<td>Spectrum Café Table Green</td>
<td>Green/Chrome</td>
<td>24&quot; Square x 30&quot;H</td>
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<tr>
<td>Aspen Dining Table</td>
<td>White/Brushed Steel</td>
<td>72&quot; W x 30&quot; D x 30&quot;H</td>
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<tr>
<td>Brio Dining Table</td>
<td>Reclaimed Grey Stone Finish/Brushed Bronze</td>
<td>96&quot; W x 48&quot; D x 30&quot;H</td>
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</tbody>
</table>
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’
- White 6’
72”W x 36”D x 30”H
- Black 8’
- Mahogany 8’
- White 8’
96”W x 48”D x 30”H
OFFICE FURNITURE

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

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

Genoa Storage Credenza
- Mahogany
2 Filing Cabinets
2-Drawers-Inside Shelves
66" W x 20" 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
- Black
- 18” Square x 30” H
- White
- 14” Square x 30” H

**Locking Pedestal**
- Black
- 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

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

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

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

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

**Brushed Steel Lamps**
- Table Lamp White/Steel
  - 26"H
- Floor Lamp White/Steel
  - 66"H

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

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

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

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

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
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
### 2022 Trade Show Order Form

#### TRADE SHOW INFORMATION

<table>
<thead>
<tr>
<th>Show Name</th>
<th>Company Name</th>
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<table>
<thead>
<tr>
<th>Show Dates</th>
<th>Onsite Contact Name</th>
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<th>Venue Name</th>
<th>Onsite Contact Cell #</th>
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<th>Booth # and Name</th>
<th>Show Contractor</th>
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<table>
<thead>
<tr>
<th><em><strong>All Furniture Subject to Availability</strong></em></th>
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</thead>
</table>

### Terms & Conditions:

**Payments:** Payment terms - 100% Payment due prior to delivery to secure the order unless credit approved with Modern Expo & Events.

You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space, please check your Exhibitor Manual.

**Cancellation Fee:** If cancelled within 3 days prior to delivery, a 100% charge will be applied.

**Late Fee:** All orders received within 14 days of the show opening will receive a 25% Late Fee.

Show Site orders will be based on availability and charged a 30% Late Fee.

**Confirmation:** Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Weight</th>
<th>Item</th>
<th>Dimensions</th>
<th>Standard Qty</th>
<th>Total</th>
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<td>18228-0847</td>
<td>100 lbs. Blanc Sofa</td>
<td>75&quot;W x 35&quot;D x 35&quot;H</td>
<td>$740.00</td>
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<tr>
<td>18167-0614</td>
<td>90 lbs. Blanc Loveseat</td>
<td>54&quot;W x 35&quot;D x 35&quot;H</td>
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<td>18284-0834</td>
<td>75 lbs. Blanc Chair</td>
<td>33&quot;W x 35&quot;D x 35&quot;H</td>
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<tr>
<td>18024-0072</td>
<td>40 lbs. Blanc Bench Ottoman</td>
<td>48&quot;W x 24&quot;D x 18&quot;H</td>
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<td>18148-0274</td>
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<td>18148-0034</td>
<td>64 lbs. Whisper White Leather Round Ottoman</td>
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<td>18066-0016</td>
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<td>18303-0006</td>
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<td>18228-0674</td>
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<td>18148-0036</td>
<td>64 lbs. Grammercy Charcoal Leather Round Ottoman</td>
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<tr>
<td>18148-0033</td>
<td>65 lbs. Grammercy Charcoal Leather Square Ottoman</td>
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<td>18288-0789</td>
<td>100 lbs. Parma Brown Leather Sofa</td>
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18284-0710 75 lbs. Parma Brown Leather Chair 33"W x 37"D x 36"H $457.00 -
18024-0061 43 lbs. Parma Brown Leather Bench Ottoman 60"W x 24"D x 17"H $313.00 -
Montana Mocha (Pg. 8)
18228-0784 100 lbs. Montana Mocha Sofa 79"W x 35"D x 34"H $572.00 -
18167-0573 90 lbs. Montana Mocha Loveseat 57"W x 35"D x 34"H $503.00 -
18284-0704 75 lbs. Montana Mocha Chair 35"Square x 34"H $388.00 -
Madison (Pg. 9)
18228-0823 100 lbs. Madison Sofa 86"W x 34"D x 34"H $706.00 -
18284-0794 75 lbs. Madison Chair 33"W x 34"D x 34"H $411.00 -
18184-0256 35 lbs. Madison Sky Bench 4"W x 24"D x 17"H $290.00 -
18184-0252 20 lbs. Madison Ottoman - Willow 24"Square x 17"H $185.00 -
18184-0254 20 lbs. Madison Ottoman - Apricot 24"Square x 17"H $185.00 -
18184-0255 20 lbs. Madison Ottoman - Sunflower 24"Square x 17"H $185.00 -
Chandler (Pg. 10)
18228-0795 100 lbs. Chandler Red Leather Sofa 76"W x 37"D x 35"H $608.00 -
18167-0581 90 lbs. Chandler Red Leather Loveseat 53"W x 37"D x 35"H $585.00 -
18284-0717 75 lbs. Chandler Red Leather Chair 31"W x 37"D x 35"H $457.00 -
18024-0062 43 lbs. Chandler Red Leather Bench Ottoman 60"W x 24"D x 17"H $313.00 -
Evoke (Pg. 10 & 11)
13229-0007 80 lbs. Evoke Sofa 81"W x 35"D x 27"H $919.00 -
13041-0015 40 lbs. Evoke Chair 33"W x 35"D x 27"H $492.00 -
13054-0011 20 lbs. Evoke Cocktail Table 48"W x 24"D x 18"H $313.00 -
13110-0009 20 lbs. Evoke End Table 24"W x 28"D x 25"H $278.00 -
13110-0008 10 lbs. Evoke Cube 18"Square $197.00 -
Niko (Pg. 11)
18228-0858 100 lbs. Niko Sofa 81"W x 30"D x 38"H $752.00 -
18167-0622 85 lbs. Niko Loveseat 58"W x 30"D x 38"H $688.00 -
18284-0856 70 lbs. Niko Chair 31"W x 30"D x 38"H $572.00 -
Stage Chairs (Pg. 11 & 12)
18284-0478 29 lbs. Midnight Stage Chair 25"W x 26"D x 37"H $226.00 -
18284-0477 29 lbs. Chamois Stage Chair 25"W x 26"D x 37"H $226.00 -
18284-0621 80 lbs. Empire Chair Black Leather 28"W x 32"D x 32"H $405.00 -
18284-0564 80 lbs. Empire Chair White Leather 28"W x 32"D x 32"H $405.00 -
Ottomans & Benches (Pg. 12 & 13)
18024-0008 43 lbs. Metro Black Leather Bench Ottoman 60"W x 24"D x 17"H $313.00 -
18024-0003 43 lbs. Whisper White Leather Storage Ottoman 48"W x 24"D x 20"H $259.00 -
18011-0011 185 lbs. Essentials White Banquette (2 pcs) 60"Round x 48"H $919.00 -
18011-0001 130 lbs. Whisper White Tufted Leather Banquette (2 pcs) 59"Round x 38"H $919.00 -
18011-0002 130 lbs. Grammery Charcoal Leather Banquette (2 pcs) 59"Round x 38"H $919.00 -
18208-0033 200 lbs. Essentials White Leather Turning Bed 96"W x 48"D x 34"H $1,104.00 -
Banquettes & Turning Beds (Pg. 13)
18184-0283 75 lbs. Continental White Leather Curved Bench 70"W x 26"D x 19"H $370.00 -
18184-0179 65 lbs. Metro Black Leather Square Ottoman 40"Square x 17"H $313.00 -
18184-0034 65 lbs. Whisper White Leather Square Ottoman 40"Square x 17"H $313.00 -
18184-0033 65 lbs. Grammery Charcoal Leather Square Ottoman 40"Square x 17"H $313.00 -
18204-0008 43 lbs. Metro Black Leather Bench Ottoman 60"W x 24"D x 17"H $313.00 -
18204-0001 43 lbs. Whisper White Leather Bench Ottoman 60"W x 24"D x 17"H $313.00 -
18204-0062 43 lbs. Chandler Red Leather Bench Ottoman 60"W x 24"D x 17"H $313.00 -
18204-0002 43 lbs. Grammery Charcoal Leather Bench Ottoman 60"W x 24"D x 17"H $313.00 -
18204-0061 43 lbs. Parma Brown Leather Bench Ottoman 60"W x 24"D x 17"H $313.00 -
18184-0192 70 lbs. Essentials White Leather Storage Ottoman 48"W x 24"D x 20"H $434.00 -
18184-0036 64 lbs. Grammery Charcoal Leather Round Ottoman 46"Round x 17"H $313.00 -
18184-0038 64 lbs. Whisper White Leather Round Ottoman 46"Round x 17"H $313.00 -
18184-0028 15 lbs. Grammery Charcoal 1/4 Round Ottoman 34"W x 19"D x 17"H $192.00 -
18184-0030 15 lbs. Whisper White 1/4 Round Ottoman 34"W x 19"D x 17"H $192.00 -
18202-0026 35 lbs. Madison Chair 31"W x 37"D x 35"H $290.00 -
18184-0252 20 lbs. Madison Ottoman - Willow 24"Square x 17"H $185.00 -
18184-0253 20 lbs. Madison Ottoman - Sand Dollar 24"Square x 17"H $185.00 -
18184-0254 20 lbs. Madison Ottoman - Apricot 24"Square x 17"H $185.00 -
18184-0255 20 lbs. Madison Ottoman - Sunflower 24"Square x 17"H $185.00 -
Cubes Ottomani (Pg. 14)
18184-0274 15 lbs Blanc Cube 17"Square $123.00 -
18184-0129 15 lbs. Cube Ottoman - White 18"Square $123.00 -
18184-0128 15 lbs. Cube Ottoman - Black 18"Square $123.00 -
18200-0001 15 lbs. Cube Ottoman - Red 18"Square $123.00 -
18200-0002 15 lbs. Cube Ottoman - Green 18"Square $123.00 -
18200-0003 15 lbs. Cube Ottoman - Blue 18"Square $123.00 -
18200-0004 15 lbs. Cube Ottoman - Purple 18"Square $123.00 -
Charged (Pg. 14 & 15)
22100-0001 192 lbs. Essentials Turning Bed w/Charging Station Insert 96"W x 48"D x 19"H $1,225.00 -
22051-0001 40 lbs. Boca Bright White Corner - Charged 27"W x 27"D x 30"H $462.00 -
22050-0001 40 lbs. Boca Bright White Armless - Charged 22"W x 27"D x 30"H $428.00 -
22001-0001 80 lbs. Aspen Bar Table - Charged 72"W x 26"D x 42"H $717.00 -
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<td>5 lbs. Display Pedestal 14&quot; x 22&quot; Black 14&quot;Square x 42&quot;H</td>
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<td>5 lbs. Display Pedestal 14&quot; x 22&quot; Black 14&quot;Square x 42&quot;H</td>
<td>$235.00</td>
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<td>5 lbs. Display Pedestal 14&quot; x 22&quot; White 14&quot;Square x 42&quot;H</td>
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<td>5 lbs. Display Pedestal 14&quot; x 22&quot; Black 14&quot;Square x 42&quot;H</td>
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<td>05088‐0006</td>
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<tr>
<td>09392-0001</td>
<td>12 lbs</td>
<td>Brushed Nickel Floor Lamp - White</td>
<td>60&quot;H</td>
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<td>09417-0001</td>
<td>7 lbs</td>
<td>Rubbed Bronze Table Lamp - White</td>
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<td>Neutrino Steel Floor Lamp - Steel</td>
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<td>Street Address</td>
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<td>Zip Code</td>
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<tr>
<td>Name / Date of Show</td>
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<tr>
<td>Contact Name</td>
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<tr>
<td>Contact Cell</td>
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<td>Special Instructions:</td>
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<tr>
<td>Total Product</td>
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<tr>
<td>Late Fee %</td>
<td>$ -</td>
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<tr>
<td>Sub Total</td>
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<td></td>
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<tr>
<td>Sales Tax %</td>
<td>7.00%</td>
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<tr>
<td>Total Amount Due</td>
<td>$ -</td>
<td></td>
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</tr>
</tbody>
</table>

**DO NOT MAIL ORDER FORM - Email / Fax Form ONLY**

expo@modernexpo.com 801-521-3040

**Total Product**

| Sub Total | $ - |
| Sales Tax % | 7.00% |
| Total Amount Due | $ - |
Third-Party Payment Authorization

This form must be completed and returned to Modern Expo & Events by the deadline date.

Both parties must sign this form, indicating acceptance, or the request for third-party payment will be denied.

By signing this form, the Exhibitor agrees that it is ultimately and finally responsible for charges incurred on its behalf by its appointed contractor or third-party payer. If the named third-party fails to make payment, ME&E will demand payment from the Exhibitor of Record prior to close of show.

<table>
<thead>
<tr>
<th>SERVICES COVERED BY THIRD-PARTY PAYENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Services</td>
</tr>
<tr>
<td>Electrical Service</td>
</tr>
<tr>
<td>Booth Cleaning</td>
</tr>
<tr>
<td>Forklift</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

THIRD PARTY INFORMATION

Company Name: ___________________________ Contact: ___________________________
Address: __________________________________________ Phone: _______________________
City, State, ZIP: __________________________ Email: ____________________________
Authorized Signature: ______________________ Alt. Phone (opt): ______________________

EXHIBITING COMPANY INFORMATION

Company Name: ___________________________ Contact: ___________________________
Address: __________________________________________ Phone: _______________________
City, State, ZIP: __________________________ Email: ____________________________
Authorized Signature: ______________________ Alt. Phone (opt): ______________________

Third-Party Credit Card Authorization

Card Type: ○ Visa ○ MasterCard ○ American Express ○ Discover Card
Card Number: ___________________________ Expiration Date: __________ CVV2 Code: __________
Card Holder Name: ______________________ Card Holder Signature: ______________________
Card Billing Address: ______________________

Company Name: ___________________________ Show Name: ___________________________
Address: __________________________________________
City: ___________________________ State: __________ Zip: ___________________________
Phone: ___________________________ Fax: ___________________________
Authorized By: ______________________ Email: ____________________________
Signature: ___________________________ Booth #: __________________________
Ways to Order

This Exhibitor Service Manual contains various equipment rental and service order forms for your information and use. In addition to Modern Expo & Event forms, you may find forms enclosed for services provided by the convention facility or other providers. Please pay special attention to insure that all forms and payments are directed to the proper provider indicated on each order form. There are three convenient ways to place your orders with Modern Expo & Events:

Online: Login & Place Orders at: www.modernexpo.com
First-time users will need to register. Please click on the “Register” box and follow prompts.

Fax: Fax completed order forms to: (801) 521-3040

Mail: Mail completed order forms and payment to: Modern Expo & Events
424 S 700 E
Salt Lake City, UT 84102

Exhibitor Terms & Conditions

YOU ARE ENTERING INTO A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE: The terms and conditions set forth below, together with any applicable Order, become a part of this agreement (the “Agreement”) between Modern Display Service, Inc. DBA Modern Expo & Events (“ME&E”) and you, the Exhibitor. You are agreeing that you have been fully advised, understand completely, and are willing to accept the following terms and conditions. By exhibiting, ordering or receiving goods or services, requiring transportation of goods to or from, or acting as an agent for an exhibitor, at an event at which ME&E is the designated service contractor, you accept and agree to be bound to the terms and conditions set forth herein.

DEFINITIONS:
For the purposes of this Agreement, “ME&E”, “Modern”, “we”, or “us” means Modern Expo & Events, a registered DBA of Modern Display Service, Inc., a Utah Corporation, and its employees, directors, officers, agents, assigns, affiliated companies and related entities not limited to any subcontractors we may appoint. “Exhibitor” or “you” means the exhibitor as set forth in an applicable Order, its employees, directors, officers, agents, representatives or any exhibitor appointed contractor (“EAC”) which may act on behalf of the exhibitor. “Order” means the purchase order, work order or other similar order form accompanying these terms and conditions, which, together with the terms and conditions set forth herein, comprise the entire Agreement between ME&E and the Exhibitor.

PAYMENT TERMS:
We require 100% payment with Order for rentals, services, anticipated material handling and drayage charges, and applicable sales tax. We require a valid credit card on file prior to the acceptance of any Order. We accept VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER cards. By providing your credit card number and information to us via a Payment Authorization form or placing Orders online, you agree that we may place your credit card information on-file to be used for any additional show site services or future purchases. Your credit card information will remain on-file for the duration of the event. Full payment must accompany all orders and be received by our office prior to the applicable deadline date to qualify for any discounted or advance order rates. All orders received after applicable deadlines will be charged at standard rates.

PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTABLE AS A FORM OF PAYMENT.

We accept company checks, drawn on a US bank as a form of payment. We do not accept personal checks as payment.
To pay by check, mail your check, along with your Order to:
Modern Expo & Events
424 S 700 E
Salt Lake City, UT 84102

We accept ACH and Wire Transfers as a form of payment. For ACH or Wire Transfer information, please call our Exhibitor Service team at (801) 983-8102.

All invoiced amounts are due upon receipt of invoice. ME&E does not offer credit terms. Any unpaid balance after the close of the show will accrue interest at the rate of 1.5% per month (18% per annum). You are responsible for all costs and fees incurred by us that are associated with collecting your unpaid balance. These may include, but are not limited to: reasonable attorneys fees, court costs and other collection costs.

You are responsible for the payment of all sales, use or other similar taxes that due in connection with the performance of this Agreement. If you claim Tax Exempt status, you must provide us, in advance, a valid Tax Exemption Certificate issued by either the local taxing authority of the location in which the event is taking place, or, if you claim federal tax exemption, by the United States Government.

You are primarily responsible for they payment of all third-party charges. In the event that you contract with an exhibit house or enlist the services of an Exhibitor Appointed Contractor to handle your display/exhibit and order any services on your behalf, ME&E will agree to third-party billing provided that the Third-Party Payment Authorization Form and Exhibitor...
Exhibitor Terms & Conditions (cont’d)

Appointed Contractor Form (“EAC”) are completed and returned in advance. By providing the Third-Party Payment Authorization Form, the Exhibitor agrees that they are primarily responsible for the payment of all charges. In the event the named third-party or EAC fails to pay all charges, such charges will be paid by the Exhibitor upon submission of an invoice, including any and all fees associated with the collection of this account.

Copies of invoices may be obtained from the Exhibitor Service Desk prior to the close of the show. No credit will be given after the close of the show for any items or services ordered, but claimed not to have been received. Cancellation of service(s) made prior to the delivery or execution of the service are subject to a 50% cancellation fee. Cancellation of service(s) made after delivery or execution of service are subject to a 100% cancellation fee.

MODERN EXPO & EVENTS’ RESPONSIBILITIES:
We are only responsible for those services that we provide directly to you. We are not responsible for any persons, parties or other contracting firms not under or direct supervision and control. We are not responsible for loss, delay or damage due to strike, lockout, work stoppages, weather, natural disaster, vandalism, civil disturbance, power or other utility failures, acts of terrorism, war or threat of war or war-like actions, acts of God or other cause beyond our reasonable control. Nor are we responsible for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder.

PACKAGING AND CRATES:
We shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly wrappings, or for improperly packaged materials. In addition, we are not responsible for crates and packaging materials which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design that adequately protects the contents for handling by forklift and other mechanical means.

STORAGE:
We are not responsible for loss or damage to crates, containers or packaging materials or the contents therein while containers are in storage, including but not limited to exhibitor accessible storage or cold storage. You acknowledge that storage charges are for use of space and are not a form of security or insurance from loss.

Empty container labels will be available at the Exhibitor Service Desk. Affixing labels to containers is the sole responsibility of the Exhibitor or its representatives. All labels from prior events should be removed or covered. We are not responsible for your failure to follow these procedures; removal of containers with old empty labels or without ME&E labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. You understand that the labels are used for storage of empty containers only and that we are not liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.

SHOW SITE:
You are solely responsible for damage or loss to any rental items in your possession or under your control in connection with your performance hereunder, including but not limited to damage or stains to carpet, furniture or other items. Neither you or your EAC may use any type of mechanical lift on the exhibit floor, including but not limited to forklifts, pallet jacks, or man lifts.

Our working hours are subject to change due to holidays, time of day or night worked, amount of time worked and specific facility or union requirements. The normal categories of hourly labor charges are: straight or regular time, overtime, double time and holiday pay. Such hours and charges are set forth on the applicable Order.

INBOUND SHIPMENTS:
Shipments may be delivered to your booth space prior to you or your representatives arrival, during which time the material will be left unattended. We are not liable or responsible for any loss, damage, theft or disappearance to your materials after they have been delivered to your booth site.

We are not responsible for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and who do not wait for piece/shipment counts or verification of condition for individual shipments. Such shipments are subject to verification and correction of count and condition and our receiving documents indicating any exceptions as delivered shall take precedence over shipper’s signature of receipt.

OUTBOUND SHIPMENTS AND ITEMS LEFT AT SHOW SITE:
There may be a period of time between the completion of packing your materials for outbound shipment and the actual pick-up of those materials from your booth for loading onto a carrier during which time materials will be left unattended. We are not liable or responsible for any loss, damage, theft or disappearance to your materials after they have been readied for shipment and the time they are picked up from your booth space.

We are not responsible for shipments left in your booth or other areas of the exhibit space or dock areas. We will count and ship pieces as we find shipments when we removed them from the exhibit space. Circumstances may also necessitate that these items be removed to our warehouse or other remote facility and shipped from there. You are responsible for any additional charges that may result from shipments left on-site without proper shipping instructions or for materials abandoned on site. You should insure your materials against loss, damage or theft.

All Material Handling Forms submitted to us by you will be checked at time of pick-up from the booth and corrections made when there is a discrepancy between the items listed on any form and the actual number/weight of items at the booth at time of pick-up.

We reserve the right to dispose of any items left on the show floor without liability if left unattended, left without labels or incorrectly labeled, or abandoned. Disposal fees will be charged to your account.

Materials are loaded onto the carrier under the direction and supervision of the carrier’s representative of driver. Any loading onto the carrier will be understood to be under the
Exhibitor Terms & Conditions (cont’d)

Exclusive supervision and control of the carrier representative or driver. We are not responsible for liability due to loss, damage, theft or disappearance of your materials that is caused by, arises out of, or related to improperly loaded materials.

RE-ROUTED FREIGHT:
In order to expedite the removal of materials from the show site as required by the show manager or exhibition facility, we shall have authority to change your designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition instructions are made by you, materials may be removed to a remote location to await your shipping instructions, and/or consigned to a carrier of our choice. You agree to be responsible for any charges related to re-routing or special handling.

INSURANCE:
ME&E is not an insurer. We do not offer exhibit insurance products. Insurance on exhibit materials, including any materials offered for sale, shall be obtained by you at your sole expense from a third-party insurance provider. You agree to provide, or cause your insurance provider to provide, us a release from subrogation to the extent of any insurance claim/settlement.

CLAIMS FOR LOSS:
In order for any claim to be considered valid, you agree that notice of loss of damage to materials must be made to us or our agent within 24 hours of occurrence or any incident or prior to close of show or removal of materials, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost of damaged, asserting our liability for alleged loss or damage and documentation including the specified or determinable value of the claim. Damage reports, incident reports, inspection reports, notifications of shortages or damage on freight bills or other documents do not constitute filing of a claim.

(a) PAYMENT MAY NOT BE WITHHELD. In the event of any dispute between you and us related to any loss, damage or claim, you will not be entitled to and will not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered to be separate transactions and shall be resolved on their own merits.
(b) MAXIMUM RECOVERY. If found liable for any loss, our sole and exclusive maximum liability for loss or damage to your materials and your sole and exclusive remedy is limited to $0.30 per pound per article with a maximum of $1,000 per shipment, whichever is less.
(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items comprising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential, or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform you responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

DECLARED VALUE:
Declarations of value are between you and your selected carrier only and are in no way an extension of our maximum liability as stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier. However, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier, nor for any failure of the carrier to uphold the declared value or any other term of carriage.

FACILITIES AND SHOW ORGANIZERS:
You agree and understand that you, your agents, representatives, contractors and anyone working on your behalf must abide by and adhere to the rules and regulations of the exhibit facility and any regulations implemented by the Show Organizer. These rules and regulations include but are not limited to labor jurisdiction, health and safety, work hours, manner of work, etc. Please consult the individual rules and regulations published for your exhibit facility and by your Show Organizer.

TERMINATION:
We may immediately terminate this Agreement upon written notification in the event you breach any provision hereof. We may also terminate this Agreement for any reason for no reason upon ten (10) days prior written notice to you. In either case, you shall be responsible for any fees incurred prior to the effective date of such termination.

INDEMNIFICATION:
You agree to indemnify, defend and forever hold harmless Modern Display Service, Inc. DBA Modern Expo & Events, and our employees, directors, officers and agents from any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following:

- Your negligent supervision of your personnel (including but not limited to any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, contractors, customers or invitees.
- Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act by your employees, agents, representatives, contractors, customers or invitees, including, but not limited to the misuse, improper use, unauthorized use or alteration of or negligent handling of our equipment.
- Your violation of federal , state or local ordinances.
- Your violation of show rules and/or regulations as set forth by the facility or show management.

WAIVER AND RELEASE:
You agree to waive and release all claims against us with regard to all matters for which we have declined liability pursuant to the provisions of this Agreement.
Exhibitor Terms & Conditions (cont’d)

SEVERABILITY:
If any provision of this Agreement is deemed to be invalid, illegal or unenforceable, the remainder of this Agreement shall remain in effect and shall not be impacted by such a finding.

WAIVER:
No waiver by us of any of the provisions of this Agreement is effective unless explicitly set forth in writing by us. No failure to exercise, or any delay in exercising, any right, remedy, power or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy power or privilege.

ASSIGNMENT:
You will not assign, transfer, delegate or subcontract any of your rights or obligations under this Agreement without our prior, written consent. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve you of any of your obligations hereunder. We may, at any time, any or all of our rights or obligations hereunder without your prior consent to any affiliate, person or party acquiring all or substantially all of our assets.

RELATIONSHIP OF THE PARTIES:
The relationship of the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any employment, partnership, agency, fiduciary, joint venture or other form of joint enterprise between the parties. Neither party shall have the right to contract for or bind the other party in any manner whatsoever.

NO THIRD-PARTY BENEFICIARIES:
This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns. Nothing herein, whether express or implied, is intended to or shall confer upon any other person or entity, any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.

SURVIVAL:
The provisions of this Agreement which, by their nature, should apply beyond their terms, shall remain in force after any termination or expiration of this Agreement.

AMENDMENT AND MODIFICATION:
This Agreement may only be amended or modified in writing stating specifically that it amends this Agreement and that is signed by an authorized representative of each party.

GOVERNING LAW, JURISDICTION:
This Agreement shall be construed under the laws of the State of Utah and shall be subject to the jurisdiction of the federal or state courts located in Salt Lake County, Utah.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.