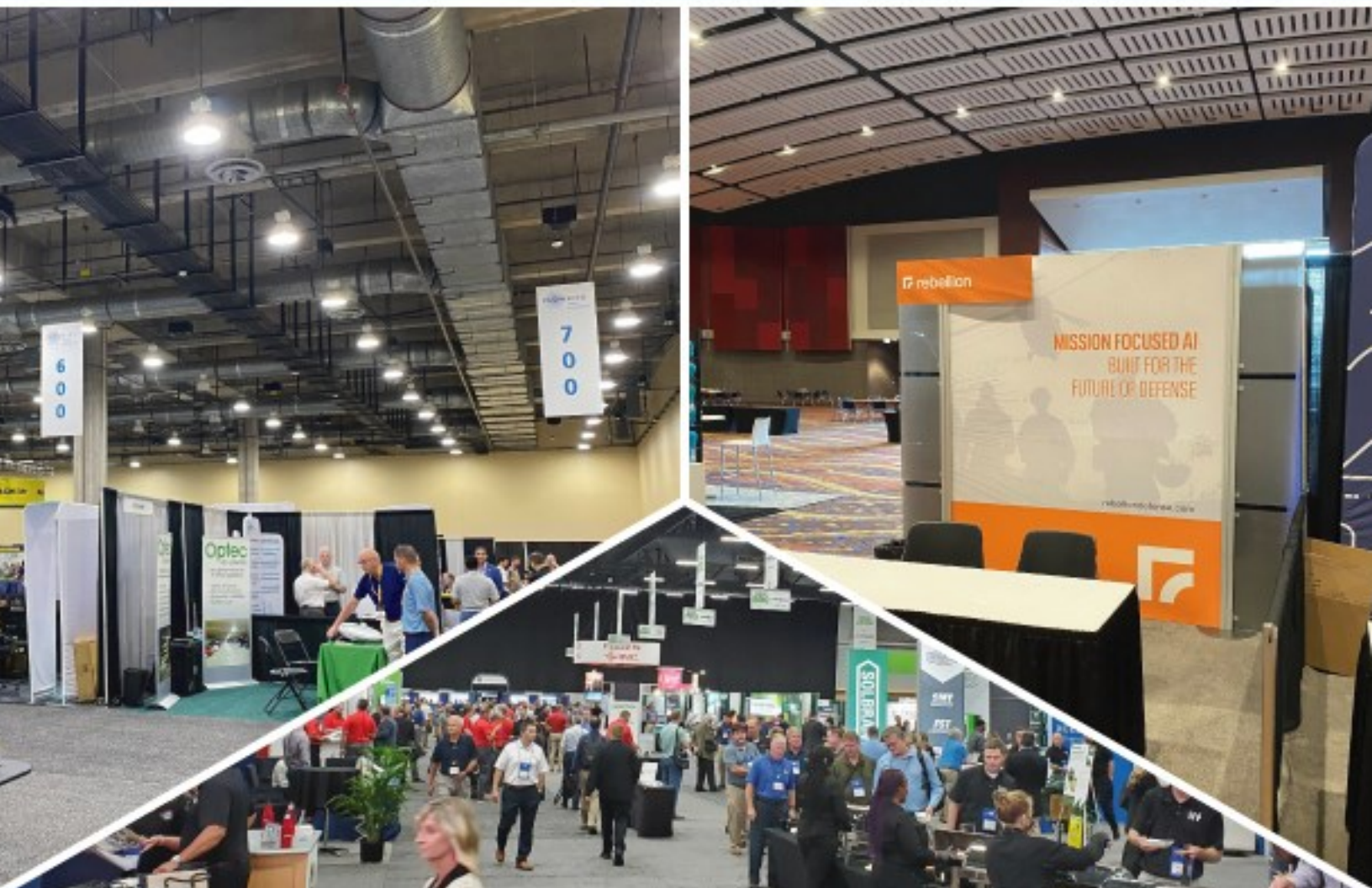


# VALLEY

## EXHIBITOR

## SERVICES KIT



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### Valley Exhibitor Service Information

- 815.873.1500; press one (1) for Exhibitor Services Department
- Fax: 815.873.1544 | email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) | online ordering: [www.boomer/valleyexpodisplays.com](http://www.boomer/valleyexpodisplays.com)
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Time)
- No telephone orders accepted. Please complete and submit your order by fax, email or through our online portal.

### Show Management Information

- BBI International
- Tami Vigness
- 701.738.4977
- [tvigness@bbiinternational.com](mailto:tvigness@bbiinternational.com)

### Booth Package Items

The below booth package comes with your registration for the event. You can order additional items from the following order forms.

A standard 10' x 10' booth will include:

- Gold & Black 8' Back Drape and 3' Side Drape
- (1) 7" x 44" Identification Sign

Your exhibit area is **NOT** carpeted with facility carpeting. Aisle are carpeted in pepper color carpet.

**Please note that floor coverings are required by show management.**

### Event Schedule Information

<b>Exhibitor Move In:</b>	Sunday	June 11, 2023	8am - 5pm
	Monday	June 12, 2023	8am - Noon
<b>Show Hours:</b>	Monday	June 12, 2023	5pm - 6:30pm
	Tuesday	June 13, 2023	11am - 6:30pm
	Wednesday	June 14, 2023	7:30am - 1:30pm
<b>Exhibitor Move Out:</b>	Wednesday	June 14, 2023	1:30pm - 6:30pm

### ST/OT/DT Rate Information

This show moves in and/or out on **overtime and/or double time** and is subject to overtime and/or double time rates for labor as well as **additional surcharges** for material handling services.

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

### Shipping Addresses & Receiving Dates

#### Advance to Warehouse

Receiving Dates:

**5/8/2023 thru 6/7/2023**

Receiving Hours:

**Mon-Fri 7:30AM-2:30PM**

TO: Exhibiting Company Name and Booth #

FOR: International Fuel Ethanol Workshop & Expo  
2023

ABF Freight

C/O Valley Expo & Displays

8105 J St

Omaha, NE 68127

#### Direct to Show Site

Receiving Dates and Times:

**6/11/2023; 8am - 5pm**

**6/12/2023; 8am - Noon**

TO: Exhibiting Company Name and Booth # FOR:

International Fuel Ethanol Workshop & Expo  
2023

CHI Health Center

C/O Valley Expo & Displays

455 N. 10th Street

Omaha, NE 68102

Important  
Deadlines  
Dates**Discount Price Deadline: Sunday, May 21, 2023***Orders received after discount deadline date will be processed at standard pricing, no exceptions.***Pre-Show Ordering Deadline: Monday, June 5, 2023****First Day for Warehouse Deliveries: Monday, May 8, 2023****Last Day for Warehouse Deliveries: Wednesday, June 7, 2023****First Day Freight Can Arrive at Show Site: Sunday, June 11, 2023***Freight received before or after the receiving dates above will incur an additional surcharge and may be delayed in delivery.*

All carriers, including POVs, must check in at the Valley Freight Desk no later than **4:30pm on 6/14/2023**. Freight reroutes will begin promptly **after 4:30pm on 6/14/2023**. Exhibitor freight will be rerouted to official show carrier for transportation at exhibitor's expense.

Preshow  
Ordering  
Deadline

Valley does not take orders over the phone. All preshow orders must be entered online, faxed or emailed by **6/5/2023**. After this date orders must be placed at the Valley Service Desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Payment  
Policies

- Payment information and a credit card on file are required when placing an order. Orders received without full payment or credit card information **will not** be processed.
- A credit card on file is required when using Valley. Any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH and wire transfers. When paying by wire transfer a 3% surcharge will apply.

Cancellations  
&  
Adjustments

- Orders cancelled prior 15 + days from move in will be charged 50% of the original price. Orders cancelled less than 15 days out from move in will be charged 100% of the original price.
- Exhibitors may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, NO EXCEPTIONS!

Tax  
Exemption

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

Third Party  
Payment Billing  
Exhibitor  
Appointed  
Contractor

- All third party and EAC forms must be completely filled out and submitted to Valley. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitors must inform their EAC that Valley must receive a copy of EAC's General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in, or EAC will not be permitted to service exhibitor's exhibit.
- Processing fees will apply \$25.00 Third Party Processing Fee, \$45.00 EAC Processing Fee.



### Miscellaneous Items

- Rental items not ordered, yet found in booth space, are invoiced at "Standard" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.
- The show aisles and public spaces are not a part of an exhibitor's booth space and must be kept clear.
- No children under the age of 18 are allowed on the show floor during move in or move out due to safety concerns.

### Empty Containers

- Pick up "empty labels" at the Valley Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

The show closes at **1:30pm** on **6/14/2023**. Please do not tear down prior to the close of the show. Valley will begin returning empty containers, cartons and skids as soon as the aisle carpet is removed. The aisle carpet removal may take up to 2 hours to complete.

### Outbound Procedure

- All outbound shipments require a Valley Bill of Lading. To preorder your Valley Bill of Lading please refer to the outbound shipping information form included in this kit. All prepared Bills of Lading will be available at show site and distributed to your booth before move out. If you do not receive a Bill of Lading please see the Valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Leave your shipment in your booth and return the completed Bill of Lading to the Valley Service Desk when your materials are packaged, labeled and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event with any carrier you choose. Exhibitors must schedule pick ups directly with their chosen carrier as well as provide carrier specific shipping labels, if required by your carrier, for pick up. Our Exhibitor Services Representatives, at the Valley Service Desk, are available during move out to assist you in arranging shipping through the official show carrier. For peace of mind and easy set up, contact before the event for transportations services rates.

### Excessive Trash & Booth Abandonment

- Any excessive trash consisting of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out, that is not labeled for an outbound shipment, will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.

### Vendor Partners

#### Electrical Service

#### Plumbing & Compressed Air Services

# BBI INTERNATIONAL MEDIA & EVENTS

## Exhibitor Rules & Regulations

### Booth Construction

All booth displays must be constructed so as to appear “finished” on all sides that may be visible, including from all adjoining booths. For example, if the framework structure of a pop-up booth is visible from an adjoining booth, that framework will need to be covered so as to not detract from the appearance of the adjoining booth. All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts.

### Line of Sight

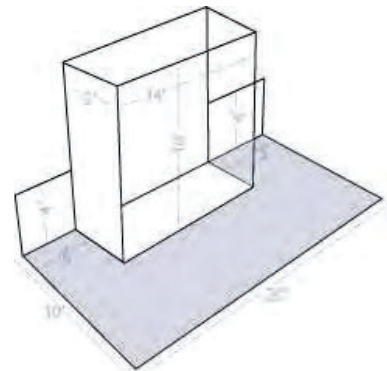
All exhibitors are entitled to a reasonable line of sight which varies by booth size and location. Generally, nothing should be over four feet (4') tall in the three feet (3') closest to the aisle. Regardless of the number of standard booths utilized, (e.g. 10'x20', 10'x30', 10'x40' etc.) display materials should be arranged in such a manner so as to not obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear of the booth space, with a four foot (4') height restriction imposed on all materials in the three feet closest to the aisle.

### Standard Booth

A standard booth consist of an area 10'x 10'x8' high. All display material over four feet (4') high, must be set back three feet (3') from the main aisle.

### Endcap Booth

An endcap booth is a 10'x20'x10' high booth exposed to aisles on three sides. The back wall is restricted to four feet (4') high within the three feet (3') closest to each aisle permitting adequate line of sight for the adjoining booths. The rest of the back wall can be no higher than ten feet (10'). Any portion of the back wall that extends beyond the eight foot (8') curtain must be finished (no exposed framing or structure) and may not carry any ad copy on the back side.



### Split Endcap Booth

A Split Endcap is a 10'x20'x10' high booth exposed to aisles on three sides and shares a common back wall with another Endcap booth. In both cases, the entire cubic content of the booth may be used. Any portion of the back wall that extends beyond the eight foot (8') curtain must be finished (no exposed framing or structure) and may not carry any ad copy.

### Peninsula Booth

Peninsula booths are any configuration of four or more booths exposed to aisles on three sides. Peninsula Booths are 20'x20'x16' high or larger. When a Peninsula booth backs up to two Standard Booths, the back wall is restricted to four feet (4') high within the three feet (3') closest to each aisle, in the back five feet (5') of the booth permitting adequate line of sight for the adjoining booths. The rest of the back wall can be no higher than sixteen feet (16'). Any portion of the back wall that extends beyond the eight foot (8') curtain must be finished (no exposed framing or structure) and may not carry any ad copy on the back side.

# BBI INTERNATIONAL

## MEDIA & EVENTS

### **Island Booth/Split Island Booth**

An Island booth is exposed to aisles on all four sides. A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. In both cases, the entire cubic content of the booth may be used up to sixteen feet (16'). Any portion of the back wall within five feet (5') of booth perimeter that extends beyond the eight foot (8') curtain must be finished (no exposed framing or structure) and may not carry any ad copy.

### **Balloons**

Helium balloons may be used as booth decorations if securely fastened within the height restrictions of booth type, but balloon distribution is prohibited.

### **Audio-Video/Music/Loud Demonstrations**

Expo management reserves the right to limit or restrict sounds from any source that interfere with activities in neighboring exhibits. In general, sounds should be no louder than 85 decibels. As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration area to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Demonstrations involving sound need to be limited in frequency and are at the discretion of show management. Generally, a neighbor across the aisle should not be able to hear your demonstration.

### **Hanging Signs and Graphics**

Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. The highest point of any sign in any booth should not exceed the maximum allowable height for that type of booth. Hanging signs and graphics should be set back a minimum of five feet (5') from adjacent booths and aisles. Multi-sided signs, projection screens or logos may not face an adjacent booth. This will include back walls, side panels, headers and towers.

### **Floor Coverings**

All exposed floor area contained within the booth must be covered with carpet or other appropriate floor coverings.

### **Variance**

Height variance fee is \$100. Expo management, in its sole discretion, may make exceptions to the height restrictions for some exhibitors as it considers advisable. Any exhibitor requesting a variance must submit the request in writing along with written approval from the exhibitors affected by the variance. Please send requests to [tvigness@bbiinternational.com](mailto:tvigness@bbiinternational.com).

Your booth space does not include a furniture package. Valley is offering a discounted furniture package to all exhibitors at the rate listed below. In order to receive the discounted rate, exhibitors must complete and return this form or complete order online by **May 7, 2023**. Please note this date differs from the discount deadline. Orders received after **May 7th** will be placed at standard rates for each individual item as indicated in this kit. One order per booth and No substitution of items offered.

### Booth Package A

BP258  
\$435.80

Package Includes:

- (1) 6'L x 24"D x 30"H Skirted Table
- (2) Side Chairs



### Booth Package B

BP548  
\$562.65

Package includes:

- (1) 6'L x 24"D x 42"H Skirted Table
- (2) Bar Stools with Back



Skirted Table Color Selection: ☐ Blue ☐ Silver ☐ Black ☐ White

Forms received without color selection will receive Forman's choice in color.

**In order to process your order, Valley requires a credit card for payment on file. Please complete the below information.**

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

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Billing Address

City

State

Zip Code

Credit Card Information

☐

AMEX

☐

MasterCard

☐

Visa

☐

Discover

Card Number

Expiration Date

CVC

Name On Card

Signature

All orders Emailed / Faxed / Mailed will incur a \$25.00 processing fee.

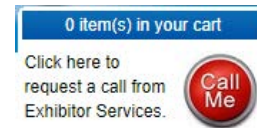




For your convenience, Valley offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

Place your order or receive access to Valley's Exhibitor Portal at <https://valleyexpodisplays.boomerecommerce.com/Pages/Security/Login.aspx>. You must login or create an account and follow the simple instructions for ordering.

If you need assistance at any time during your visit to Valley's Exhibitor Portal, you can contact us using our Request for Assistance feature on the top, right side of the screen. Representatives are available Monday - Friday, 8:00AM - 4:30PM CST.



### Three Ways to Login

Exhibitors will receive an email from [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) containing the following:

Username - Exhibitor email (provided by show management)

Temporary Password - XXXXXXXX

Link to Valley's Exhibitor Portal/Online Ordering

Click on the link and update your password to gain access to Valley's Exhibitor Portal.

Online  
Ordering Email

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your updated password on Valley's Exhibitor Portal. If you have forgotten your password, press "Forgot Password" to receive a new temporary password via email.

Previous  
Ordered  
with Valley

To register for the first time for Valley's Exhibitor Portal, please click here. Select "Register Now" and complete your registration setup, once complete an email will be sent with your login credentials.

1st Time  
Registering

Select your event by clicking "Shop Now"



Once logged in, please confirm your profile information. If you need to update your information, please contact us at [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).

- To order, utilize the blue department drop-down menus to the left hand side of the screen.
- After adding your selections to the shopping cart, click the "Secured Checkout" button on the top right of the page. Then,
  - Review Your Customer Details
  - Accept the Terms and Conditions
  - Apply Payment and Secure Your Credit Card On File
  - Final Review of Your Order
  - Complete Payment (An Order Confirmation will be automatically emailed to the contact on the order.)



Valley's Active Communication Experience is all about how we work for you, providing communication throughout your event, while developing the building blocks for future events.

**Whether it is pre show, on site or post show Valley's Exhibitor Service Department is here for you!**

**Call 815.873.1500 press 1**

**Email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)**

Valley will send emails notifying you of upcoming deadlines you don't want to miss, special sales, notification of shipments received and your final invoice. Please list contact information below so you don't miss out. All contacts placing orders will automatically be notified.

### Pre Event

#### Examples of Emails

**Deadline Reminder** - Sent 4 days before advance ordering deadline ends. Helps save you up to 30% off standard pricing!

**Shopping Cart Reminder** - Reminder you have items in your shopping cart.

**Ordering Closing Soon** - Notification that pre show ordering will be closing soon.

### On Site Service Desk Schedule

<b>Exhibitor Move In:</b>	Sunday	June 11, 2023	8am - 5pm
	Monday	June 12, 2023	8am - Noon
<b>Show Hours:</b>	Monday	June 12, 2023	5pm - 6:30pm
	Tuesday	June 13, 2023	11am - 6:30pm
	Wednesday	June 14, 2023	7:30am - 1:30pm
<b>Exhibitor Move Out:</b>	Wednesday	June 14, 2023	1:30pm - 6:30pm

### Post Event

Receive final invoices automatically by email. Request outbound tracking information as needed.

Make sure [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) is in your contacts so you do not miss important show information, including show deadline reminder emails.

You may choose to pay by credit card, check payable to Valley Expo & Displays, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use your online credit card information for additional amounts incurred as a result of show site orders placed by your representative. This includes freight handling and any unpaid balance due for Valley services.** Refunds/credits for services will be issued after the close of the event only. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information.

### Pre-Show Orders

All pre show orders **must** be received by 6/5/2023. After this date orders must be placed at the service desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Place orders online at: <https://valleyexpodisplays.boomerecommerce.com>

Email all order forms along with this form to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Fax all order forms along with this form to 815.873.1544

**Please note** all orders emailed or faxed will incur a \$25.00 administrative processing fee.

### Change of Payment Fee

Once a payment is processed by credit card, any changes to the payment method will be incur a Change of Payment Method Transaction Fee of 3% of the total invoice.

### Discount Deadline

Orders received without payment or after the discount price deadline of **Sunday, May 21, 2023** will be charged at the standard price.

### ACH/Wire Transfer Information

You may choose to pay by check or ACH/wire transfer, however a credit card is required on file to process all orders. In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com). A \$25.00 service charge will be added for processing U.S. wire transfers. A \$50.00 service charge will be added for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

NAME OF SHOW BEING ATTENDED: **International Fuel Ethanol Workshop & Expo 2023**

EVENT CODE: **1230603**

<b>ACH Information</b>	Account Name: <b>Valley Exposition Services, Inc.</b>	Bank Name: <b>Illinois Bank and Trust</b>	Routing Number: <b>071925554</b>	Account Number: <b>1108596</b>	
<b>Wire Transfer Information</b>	Account Name: <b>Valley Exposition Services, Inc.</b>	Bank Name: <b>Dubuque Bank and Trust</b>	Account Number: <b>1108596</b>	SWIFT CODE (US): <b>DUBTUS44</b>	SWIFT CODE (INTL): <b>DUBTUS44</b>

This form with your credit card information, and all applicable order forms must be forwarded to Valley. Advance prices apply **only** to orders received with payment in full by the advance price deadline date, **Sunday, May 21, 2023**. All orders received afterward, or at the show site will be subject to standard rates. For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

All orders Emailed / Faxed / Mailed will incur a \$25.00 processing fee.

### SERVICES AND EQUIPMENT ORDERED

\$ _____	Booth Package Order Form	\$ _____	Exhibitor Supervised - Labor Order Form
\$ _____	Booth Furniture Order Form	\$ _____	Valley Supervised - Labor Order Form
\$ _____	Booth Accessories Order Form	\$ _____	Forklift Service Order Form
\$ _____	Specialty Furniture Order Form	\$ _____	Booth & Exhibit Porter & Vacuuming Service Order Form
\$ _____	Booth Carpet Order Form	\$ _____	Sign & Banner Order Form
\$ _____	Advance Material Handling Order Form	\$ _____	Processing Fee(s)
\$ _____	Direct Material Handling Order Form		
\$ _____	Display Rental Order Form		

\$ _____	Subtotal
\$ _____	7 % Sales Tax
\$ _____	<b>Total Now Due</b>

In order to process your order, Valley requires a credit card for payment on file. Please complete the below information.

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

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Billing Address \_\_\_\_\_

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

Credit Card Information

☐

AMEX

☐

MasterCard

☐

Visa

☐

Discover

Card Number

Expiration Date

CVC

Name On Card

Signature

By signing you agree to all terms and conditions. To download a copy of Valley's Terms and Conditions click [HERE](#)



**Miscellaneous**

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
AdminFee	Processing Fee for Orders Mailed/Faxed/Emailed	\$ 25.00	\$ 25.00		
3PartyFee	Third Party Processing Fee	\$ 25.00	\$ 25.00		
EACFee	EAC Processing Fee	\$ 45.00	\$ 45.00		
YardFee	Marshalling Yard Fee	\$ 45.00	\$ 45.00		

**Booth Packages**

Product ID	Discount Price	Quantity	Total
------------	----------------	----------	-------

Please select skirting color choice below

Orders received without color selected will receive show colors

☐ Black 
☐ Blue 
☐ White 
☐ Silver 

BP258	Booth Package A	\$ 435.80		
BP548	Booth Package B	\$ 562.65		

**Booth Tables - Skirted, Plain, Cocktail**

Please Select skirting color choice below

Orders received without color selected will receive show colors

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

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
F10	4' Skirted Table (30" High)	\$ 220.50	\$ 286.65		
F20	6' Skirted Table (30" High)	\$ 261.80	\$ 340.35		
F30	8' Skirted Table (30" High)	\$ 294.15	\$ 382.40		
F40	4' Skirted Table (42" High)	\$ 231.40	\$ 300.85		
F50	6' Skirted Table (42" High)	\$ 281.25	\$ 365.65		
F60	8' Skirted Table (42" High)	\$ 335.45	\$ 436.10		
F130	30" Skirting Only (4th Side)	\$ 107.25	\$ 139.45		
F140	42" Skirting Only (4th Side)	\$ 124.05	\$ 161.30		
F70	4' Plain Table (30" High)	\$ 99.05	\$ 128.80		
F80	6' Plain Table (30" High)	\$ 145.55	\$ 189.25		
F90	8' Plain Table (30" High)	\$ 174.45	\$ 226.80		
F100	4' Plain Table (42" High)	\$ 133.90	\$ 174.10		
F110	6' Plain Table (42" High)	\$ 179.35	\$ 233.20		
F120	8' Plain Table (42" High)	\$ 207.20	\$ 269.40		
F150	White Vinyl, 8' Long Table Top Covering	\$ 20.75	\$ 27.00		
F160	30" Round Cocktail Table (30" High)	\$ 167.15	\$ 217.30		
F170	30" Round Cocktail Table (42" High)	\$ 181.25	\$ 235.65		

**Booth Chairs and Barstool**

F1901	Side Chair	\$ 87.00	\$ 113.10		
F2001	Padded Chair	\$ 111.90	\$ 145.50		
F210	Bar Stool with Back	\$ 140.70	\$ 182.95		

**Booth Accessories**

F220	Tripod Adjustable Easel	\$ 57.20	\$ 74.40		
F240	Garment Rack	\$ 64.55	\$ 83.95		
F250	Bag Stand	\$ 139.20	\$ 181.00		
F280	Literature Stand	\$ 300.90	\$ 391.20		
F230	Wastebasket	\$ 26.00	\$ 33.80		
F313	8' Upright with Bases	\$ 25.20	\$ 32.80		

### Booth Accessories

Product ID	Item Name	Discount	Standard	Surcharges	Estimate
F314	Crossbar	\$ 16.90	\$ 22.00		
F3141	120V Stem Light	\$ 41.30	\$ 53.70		
F290	Table Riser 1' x 1' x 4' White Skirted	\$ 122.65	\$ 159.45		
F300	Posterboard 4' x 8'	\$ 380.00	\$ 494.00		
	Placement Required _____Vertical _____Horizontal				
F260	3' Drape (Side) per sq ft	\$ 16.05	\$ 20.90		
F270	8' Drape (Back) per sq ft	\$ 22.75	\$ 29.60		

### Grid Wall and Accessories

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
F6201	2' w x 8' h Gridwall Panel	\$ 105.90	\$ 137.70		
F62011	2' w x 8' h Gridwall Panel with T-Base	\$ 148.35	\$ 192.90		
F640	24" Shelf w/ shelf brackets	\$ 23.90	\$ 31.10		
F650	48" Shelf w/ shelf brackets	\$ 33.60	\$ 43.70		
F660	6 Ball Waterfall Mount	\$ 16.00	\$ 20.80		
F670	Hang Rail Mount	\$ 18.05	\$ 23.50		
F680	Picture Hanger Mount	\$ 4.40	\$ 5.75		
F690	Hat Display Mount	\$ 10.15	\$ 13.20		
F700	Peg Hook	\$ 4.40	\$ 5.75		
F7001	Peg Hook Package (6 Hooks)	\$ 10.65	\$ 13.85		

### Specialty Furniture

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
Blanc					
18228-0847	Blanc Sofa	\$ 999.00	\$ 1,298.70		
18167-0614	Blanc Loveseat	\$ 953.10	\$ 1,239.05		
18284-0834	Blanc Chair	\$ 796.50	\$ 1,035.45		
18024-0072	Blanc Bench Ottoman	\$ 477.90	\$ 621.30		
18184-0274	Blanc Cube	\$ 166.05	\$ 215.90		

### Whisper

18228-0607	Whisper White Leather Sofa	\$ 953.10	\$ 1,239.05		
18167-0471	Whisper White Leather Loveseat	\$ 913.95	\$ 1,188.15		
18284-0487	Whisper White Leather Chair	\$ 757.35	\$ 984.60		
18024-0003	Whisper White Leather Bench Ottoman	\$ 422.55	\$ 549.35		
18184-0034	Whisper White Leather Square Ottoman	\$ 422.55	\$ 549.35		
18184-0038	Whisper White Leather Round Ottoman	\$ 422.55	\$ 549.35		

### Function

18284-0554	Function White Leather Armless Chair	\$ 508.95	\$ 661.65		
18066-0016	Function White Leather Corner	\$ 546.75	\$ 710.80		

### Continental

18303-0006	Continental White Leather Curved Loveseat	\$ 984.15	\$ 1,279.40		
18304-0002	Continental White Leather Reverse Loveseat	\$ 953.10	\$ 1,239.05		
18296-0006	Continental White Leather Wedge Ottoman	\$ 422.55	\$ 549.35		
18184-0283	Continental White Leather Curved Bench	\$ 499.50	\$ 649.35		
18184-0284	Continental White Leather Half Moon Ottoman	\$ 422.55	\$ 549.35		

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
Sophistication					
18228-0674	Sophistication White Leather Sofa	\$ 984.15	\$ 1,279.40		
18167-0466	Sophistication White Leather Loveseat	\$ 664.20	\$ 863.50		
18284-0563	Sophistication White Leather Chair	\$ 499.50	\$ 649.35		
18066-0017	Sophistication White Leather Corner	\$ 499.50	\$ 649.35		
18184-0130	Sophistication White Leather Ottoman	\$ 375.30	\$ 487.90		
Boca					
18066-0026	Boca Black Leather Corner	\$ 546.75	\$ 710.80		
18284-0786	Boca Black Leather Armless	\$ 508.95	\$ 661.65		
Metro					
18228-0602	Metro Black Leather Sofa	\$ 820.80	\$ 1,067.05		
18167-0467	Metro Black Leather Loveseat	\$ 789.75	\$ 1,026.70		
18284-0482	Metro Black Leather Chair	\$ 616.95	\$ 802.05		
18184-0179	Metro Black Leather Square Ottoman	\$ 422.55	\$ 549.35		
18024-0008	Metro Black Leather Bench Ottoman	\$ 422.55	\$ 549.35		
Suave Midnight					
18228-0085	Suave Midnight Sofa	\$ 718.20	\$ 933.70		
18167-0069	Suave Midnight Loveseat	\$ 623.70	\$ 810.85		
18284-0151	Suave Midnight Chair	\$ 468.45	\$ 609.00		
Grammercy					
18228-0605	Grammercy Charcoal Leather Sofa	\$ 913.95	\$ 1,188.15		
18167-0469	Grammercy Charcoal Leather Loveseat	\$ 796.50	\$ 1,035.45		
18284-0485	Grammercy Charcoal Leather Chair	\$ 508.95	\$ 661.65		
18066-0015	Grammercy Charcoal Leather Corner	\$ 585.90	\$ 761.70		
18184-0036	Grammercy Charcoal Leather Round Ottoman	\$ 422.55	\$ 549.35		
18184-0033	Grammercy Charcoal Leather Square Ottoman	\$ 422.55	\$ 549.35		
Parma					
18228-0789	Parma Brown Leather Sofa	\$ 820.80	\$ 1,067.05		
18167-0577	Parma Brown Leather Loveseat	\$ 789.75	\$ 1,026.70		
18284-0710	Parma Brown Leather Chair	\$ 616.95	\$ 802.05		
18024-0061	Parma Brown Leather Bench Ottoman	\$ 422.55	\$ 549.35		
Montana Mocha					
18228-0784	Montana Mocha Sofa	\$ 772.20	\$ 1,003.90		
18167-0573	Montana Mocha Loveseat	\$ 679.05	\$ 882.80		
18284-0704	Montana Mocha Chair	\$ 523.80	\$ 680.95		
Madison					
18228-0823	Madison Sofa	\$ 953.10	\$ 1,239.05		
18284-0794	Madison Chair	\$ 554.85	\$ 721.35		
18184-0256	Madison Sky Bench	\$ 391.50	\$ 508.95		
18184-0252	Madison Ottoman - Willow	\$ 249.75	\$ 324.70		
18184-0253	Madison Ottoman - Sand Dollar	\$ 249.75	\$ 324.70		
18184-0254	Madison Ottoman - Apricot	\$ 249.75	\$ 324.70		
18184-0255	Madison Ottoman - Sunflower	\$ 249.75	\$ 324.70		
Chandler					
18228-0795	Chandler Red Leather Sofa	\$ 820.80	\$ 1,067.05		
18167-0581	Chandler Red Leather Loveseat	\$ 789.75	\$ 1,026.70		
18284-0717	Chandler Red Leather Chair	\$ 616.95	\$ 802.05		
18024-0062	Chandler Red Leather Bench Ottoman	\$ 422.55	\$ 549.35		

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
Evoke					
13229-0007	Evoke Sofa	\$ 1,240.65	\$ 1,612.85		
13041-0015	Evoke Chair	\$ 664.20	\$ 863.50		
13054-0011	Evoke Cocktail Table	\$ 422.55	\$ 549.35		
13110-0009	Evoke End Table	\$ 375.30	\$ 487.90		
13110-0008	Evoke Cube	\$ 265.95	\$ 345.75		

Niko					
18228-0858	Niko Sofa	\$ 1,015.20	\$ 1,319.80		
18167-0622	Niko Loveseat	\$ 928.80	\$ 1,207.45		
18284-0856	Niko Chair	\$ 772.20	\$ 1,003.90		

Stage Chairs					
18284-0478	Midnight Stage Chair	\$ 305.10	\$ 396.65		
18284-0477	Chamois Stage Chair	\$ 305.10	\$ 396.65		
18284-0476	Buckskin Stage Chair	\$ 305.10	\$ 396.65		
18284-0621	Empire Chair Black Leather	\$ 546.75	\$ 710.80		
18284-0564	Empire Chair White Leather	\$ 546.75	\$ 710.80		
05035-0028	Tulip Black Fabric Chair	\$ 329.40	\$ 428.25		
18284-0785	Monarch Chair - Bright White	\$ 349.65	\$ 454.55		

Ottomans & Benches					
18184-0283	Continental White Leather Curved Bench	\$ 499.50	\$ 649.35		
18184-0179	Metro Black Leather Square Ottoman	\$ 422.55	\$ 549.35		
18184-0034	Whisper White Leather Square Ottoman	\$ 422.55	\$ 549.35		
18184-0033	Grammercy Charcoal Leather Square Ottoman	\$ 422.55	\$ 549.35		
18024-0008	Metro Black Leather Bench Ottoman	\$ 422.55	\$ 549.35		
18024-0003	Whisper White Leather Bench Ottoman	\$ 422.55	\$ 549.35		
18024-0062	Chandler Red Leather Bench Ottoman	\$ 422.55	\$ 549.35		
18024-0002	Grammercy Charcoal Leather Bench Ottoman	\$ 422.55	\$ 549.35		
18024-0061	Parma Brown Leather Bench Ottoman	\$ 422.55	\$ 549.35		
18184-0192	Essentials White Leather Storage Ottoman	\$ 585.90	\$ 761.70		
18184-0036	Grammercy Charcoal Leather Round Ottoman	\$ 422.55	\$ 549.35		
18184-0038	Whisper White Leather Round Ottoman	\$ 422.55	\$ 549.35		
18184-0028	Grammercy Charcoal 1/4 Round Ottoman	\$ 259.20	\$ 337.00		
18184-0030	Whisper White 1/4 Round Ottoman	\$ 259.20	\$ 337.00		
18184-0256	Madison Sky Bench	\$ 391.50	\$ 508.95		
18184-0252	Madison Ottoman - Willow	\$ 249.75	\$ 324.70		
18184-0253	Madison Ottoman - Sand Dollar	\$ 249.75	\$ 324.70		
18184-0254	Madison Ottoman - Apricot	\$ 249.75	\$ 324.70		
18184-0255	Madison Ottoman - Sunflower	\$ 249.75	\$ 324.70		

Banquettes & Turning Beds					
18011-0011	Essentials White Banquette (2 pcs)	\$ 1,240.65	\$ 1,612.85		
18011-0001	Whisper White Tufted Leather Banquette (2 pcs)	\$ 1,240.65	\$ 1,612.85		
18011-0002	Grammercy Charcoal Leather Banquette (2 pcs)	\$ 1,240.65	\$ 1,612.85		
02082-0033	Essentials White Leather Turning Bed	\$ 1,490.40	\$ 1,937.55		



Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
Cube Ottomans					
18184-0274	Blanc Cube	\$ 166.05	\$ 215.90		
18184-0129	Cube Ottoman - White	\$ 166.05	\$ 215.90		
18184-0128	Cube Ottoman - Black	\$ 166.05	\$ 215.90		
18200-0001	Cube Ottoman - Red	\$ 166.05	\$ 215.90		
18200-0002	Cube Ottoman - Green	\$ 166.05	\$ 215.90		
18200-0003	Cube Ottoman - Blue	\$ 166.05	\$ 215.90		
18200-0004	Cube Ottoman - Purple	\$ 166.05	\$ 215.90		
Charged					
22100-0001	Essentials Turning Bed w/Charging Station Insert	\$ 1,653.75	\$ 2,149.90		
22051-0001	Boca Bright White Corner - Charged	\$ 623.70	\$ 810.85		
22050-0001	Boca Bright White Armless - Charged	\$ 577.80	\$ 751.15		
22001-0001	Aspen Bar Table - Charged	\$ 967.95	\$ 1,258.35		
22002-0002	Aspen Cocktail Table - Charged	\$ 546.75	\$ 710.80		
22200-0001	White Conference Table - Charged	\$ 1,302.75	\$ 1,693.60		
18284-0861	Patrice Tablet Chair	\$ 602.10	\$ 782.75		
22052-0001	Lincoln Bench - Charged	\$ 913.95	\$ 1,188.15		
Occasional Tables					
12107-0008	Tribeca End Table	\$ 297.00	\$ 386.10		
12230-0005	Tribeca Console Table	\$ 329.40	\$ 428.25		
12055-0008	Tribeca Cocktail Table	\$ 311.85	\$ 405.45		
18024-0010	Novel End Table	\$ 375.30	\$ 487.90		
18024-0011	Novel Cocktail Table	\$ 422.55	\$ 549.35		
99-12304-05	Aria Red End Table	\$ 297.00	\$ 386.10		
99-12050-05	Aria Red Cocktail Table	\$ 311.85	\$ 405.45		
99-12304-03	Aria Green End Table	\$ 297.00	\$ 386.10		
99-12050-03	Aria Green Cocktail Table	\$ 311.85	\$ 405.45		
99-12304-06	Aria Blue End Table	\$ 297.00	\$ 386.10		
99-12050-06	Aria Blue Cocktail Table	\$ 311.85	\$ 405.45		
99-12304-04	Aria Purple End Table	\$ 297.00	\$ 386.10		
99-12050-04	Aria Purple Cocktail Table	\$ 311.85	\$ 405.45		
99-12304-01	Aria White End Table	\$ 297.00	\$ 386.10		
99-12305-01	Aria White Console Table	\$ 329.40	\$ 428.25		
99-12050-01	Aria White Cocktail Table	\$ 311.85	\$ 405.45		
99-12304-02	Aria Charcoal End Table	\$ 297.00	\$ 386.10		
99-12305-02	Aria Charcoal Console Table	\$ 329.40	\$ 428.25		
99-12050-02	Aria Charcoal Cocktail Table	\$ 311.85	\$ 405.45		
12107-0512	Fuze End Table	\$ 321.30	\$ 417.70		
12055-0453	Fuze Cocktail Table	\$ 360.45	\$ 468.60		
12230-0116	Fuze Console Table	\$ 391.50	\$ 508.95		
12107-0493	London End Table	\$ 321.30	\$ 417.70		
12230-0110	London Console Table	\$ 391.50	\$ 508.95		
12055-0428	London Cocktail Table	\$ 360.45	\$ 468.60		
12107-0494	Brooklyn II Square End Table	\$ 274.05	\$ 356.30		
12107-0495	Brooklyn II Round End Table	\$ 274.05	\$ 356.30		
12055-0429	Brooklyn II Rect Cocktail Table	\$ 305.10	\$ 396.65		
12055-0430	Brooklyn II Round Cocktail Table	\$ 305.10	\$ 396.65		
12107-0282	Vivid End Table	\$ 297.00	\$ 386.10		
12230-0081	Vivid Console Table	\$ 329.40	\$ 428.25		

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
Occasional Tables					
12055-0273	Vivid Cocktail Table	\$ 311.85	\$ 405.45		
12107-0331	Club End Table w/ Built-in LED Lighting	\$ 375.30	\$ 487.90		
12055-0318	Club Cocktail Table w/ Built-in LED Lighting	\$ 422.55	\$ 549.35		
12003-0038	Rose Table	\$ 329.40	\$ 428.25		
12003-0039	Zanzibar Table	\$ 329.40	\$ 428.25		
12107-0296	Cube, Black 24" End Table	\$ 305.10	\$ 396.65		
12107-0297	Cube, White 24" End Table	\$ 305.10	\$ 396.65		
12055-0285	Cube, Black 24" Cocktail Table	\$ 297.00	\$ 386.10		
12055-0286	Cube, White 24" Cocktail Table	\$ 297.00	\$ 386.10		
12003-0056	Phoebe Table - Yellow	\$ 197.10	\$ 256.25		
12003-0052	Phoebe Table - Lime Green	\$ 197.10	\$ 256.25		
12003-0053	Phoebe Table - Rose	\$ 197.10	\$ 256.25		
12003-0051	Phoebe Table - Gold	\$ 197.10	\$ 256.25		
12003-0074	Phoebe Table - Teal	\$ 197.10	\$ 256.25		
12107-0467	Hylton Tablet Table	\$ 265.95	\$ 345.75		
Bars & Bar Backs					
05012-0076	VIP Frosted Plexi Glow Bar 6'	\$ 1,084.05	\$ 1,409.30		
05012-0075	VIP Frosted Plexi Glow Bar 4'	\$ 913.95	\$ 1,188.15		
05012-0053	Black Bar - 2 Shelf	\$ 499.50	\$ 649.35		
05012-0054	White Bar - 2 Shelf	\$ 499.50	\$ 649.35		
12112-0010	Blox Bar Back	\$ 623.70	\$ 810.85		
05001-0017	Piazza Bar Back - Black	\$ 585.90	\$ 761.70		
05001-0018	Piazza Bar Back - White	\$ 585.90	\$ 761.70		
Bar Stools					
05237-0264	Vienna Stool - Gray	\$ 311.85	\$ 405.45		
05237-0263	Vienna Stool - Orange	\$ 311.85	\$ 405.45		
05237-0262	Vienna Stool - Teal	\$ 311.85	\$ 405.45		
05237-0038	Criss Cross Bar Stool - Espresso	\$ 280.80	\$ 365.05		
05237-0039	Criss Cross Bar Stool - White	\$ 280.80	\$ 365.05		
05237-0305	Colin Stool	\$ 234.90	\$ 305.40		
99-05237-01	Silk Back Bar Stool - Black	\$ 265.95	\$ 345.75		
99-05237-02	Silk Back Bar Stool - White	\$ 265.95	\$ 345.75		
99-05237-06	Silk Back Bar Stool - Blue	\$ 265.95	\$ 345.75		
99-05237-03	Silk Back Bar Stool - Green	\$ 265.95	\$ 345.75		
99-05237-04	Silk Back Bar Stool - Purple	\$ 265.95	\$ 345.75		
99-05237-05	Silk Back Bar Stool - Red	\$ 265.95	\$ 345.75		
05237-0221	Euro Bar Stool - Black	\$ 265.95	\$ 345.75		
05237-0270	Hourglass Bar Stool - Black	\$ 290.25	\$ 377.35		
05237-0271	Hourglass Bar Stool - White	\$ 290.25	\$ 377.35		
05237-0160	Equino Bar Stool - Black	\$ 290.25	\$ 377.35		
05237-0041	Equino Bar Stool - White	\$ 290.25	\$ 377.35		
05237-0298	Clara Stool	\$ 280.80	\$ 365.05		
05237-0215	Marcus Bar Stool - Gunmetal	\$ 211.95	\$ 275.55		
05237-0156	Regal Stool - Brown Leather	\$ 290.25	\$ 377.35		
05237-0169	Caprice Bar Stool - Black	\$ 290.25	\$ 377.35		
05237-0042	Sonic Bar Stool - Black	\$ 234.90	\$ 305.40		
05237-0300	Nexus Stool	\$ 243.00	\$ 315.90		

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
Café Chairs					
05035-0032	Vienna Chair - Gray	\$ 197.10	\$ 256.25		
05035-0031	Vienna Chair - Orange	\$ 197.10	\$ 256.25		
05035-0030	Vienna Chair - Teal	\$ 197.10	\$ 256.25		
99-05035-10	Silk Back Armless Chair - Black	\$ 166.05	\$ 215.90		
99-05035-11	Silk Back Armless Chair - White	\$ 166.05	\$ 215.90		
99-05035-15	Silk Back Armless Chair - Blue	\$ 166.05	\$ 215.90		
99-05035-12	Silk Back Armless Chair - Green	\$ 166.05	\$ 215.90		
99-05035-13	Silk Back Armless Chair - Purple	\$ 166.05	\$ 215.90		
99-05035-14	Silk Back Armless Chair - Red	\$ 166.05	\$ 215.90		
05035-0008	Leslie Chair - White	\$ 148.50	\$ 193.05		
05035-0010	Criss Cross Chair - Espresso	\$ 187.65	\$ 243.95		
05035-0011	Criss Cross Chair - White	\$ 187.65	\$ 243.95		
05035-0023	Elio Chair	\$ 166.05	\$ 215.90		
14233-0025	Caprice Chair - Black	\$ 166.05	\$ 215.90		
14233-0005	Comet Stack Arm Chair - Black	\$ 228.15	\$ 296.60		
14233-0006	Comet Stack Armless Chair - Black	\$ 211.95	\$ 275.55		
05221-0039	Regal Dining Chair - Brown	\$ 234.90	\$ 305.40		
14233-0016	Sonic Chair - Black	\$ 166.05	\$ 215.90		
05035-0050	Nexus Chair	\$ 197.10	\$ 256.25		
05035-0051	Clara Chair	\$ 187.65	\$ 243.95		
05035-0052	Colin Chair	\$ 166.05	\$ 215.90		
Bar Tables					
99-05245-01	Euro Bar Table Black/Black 30" Round	\$ 297.00	\$ 386.10		
99-05245-02	Euro Bar Table Black/Black 36" Round	\$ 305.10	\$ 396.65		
99-05245-04	Silk Bar Table Black/Chrome 30" Round	\$ 297.00	\$ 386.10		
99-05245-05	Silk Bar Table Black/Chrome 36" Round	\$ 305.10	\$ 396.65		
99-05245-14	City Bar Table Maple/Black 30" Round	\$ 297.00	\$ 386.10		
99-05245-15	City Bar Table Maple/Black 36" Round	\$ 305.10	\$ 396.65		
99-05245-07	Park Ave Bar Table Maple/Chrome 30" Round	\$ 297.00	\$ 386.10		
99-05245-08	Park Ave Bar Table Maple/Chrome 36" Round	\$ 305.10	\$ 396.65		
99-05245-16	Summit Bar Table White/Black 30" Round	\$ 297.00	\$ 386.10		
99-05245-17	Summit Bar Table White/Black 36" Round	\$ 305.10	\$ 396.65		
99-05245-10	Blanco Bar Table White/Chrome 30" Round	\$ 297.00	\$ 386.10		
99-05245-11	Blanco Bar Table White/Chrome 36" Round	\$ 305.10	\$ 396.65		
99-05245-22	Fuze Bar Table	\$ 336.15	\$ 437.00		
99-05245-12	Blanco Bar Table - White/Chrome 24" Square	\$ 297.00	\$ 386.10		
99-05245-13	Blanco Rectangle Bar Table - White/Chrome	\$ 460.35	\$ 598.50		
99-05245-20	Spectrum Bar Table Red	\$ 321.30	\$ 417.70		
99-05245-21	Spectrum Bar Table Blue	\$ 321.30	\$ 417.70		
99-05245-18	Spectrum Bar Table Purple	\$ 321.30	\$ 417.70		
99-05245-19	Spectrum Bar Table Green	\$ 321.30	\$ 417.70		
05012-0002	Chardonnay Glass & Chrome Bar Table	\$ 422.55	\$ 549.35		
05202-0049	Zinc Bar Table	\$ 445.50	\$ 579.15		
05204-0001	Aspen Bar Table	\$ 827.55	\$ 1,075.85		

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
<b>Café Tables</b>					
99-05036-01	Euro Café Table Black/Black 30" Round	\$ 297.00	\$ 386.10		
99-05036-02	Euro Café Table Black/Black 36" Round	\$ 305.10	\$ 396.65		
99-05036-04	Silk Café Table Black/Chrome 30" Round	\$ 297.00	\$ 386.10		
99-05036-05	Silk Café Table Black/Chrome 36" Round	\$ 305.10	\$ 396.65		
99-05036-07	Park Ave Café Table Maple/Chrome 30" Round	\$ 297.00	\$ 386.10		
99-05036-08	Park Ave Café Table Maple/Chrome 36" Round	\$ 305.10	\$ 396.65		
99-05036-14	City Café Table Maple/Black 30" Round	\$ 297.00	\$ 386.10		
99-05036-15	City Café Table Maple/Black 36" Round	\$ 305.10	\$ 396.65		
99-05036-16	Summit Café Table White/Black 30" Round	\$ 297.00	\$ 386.10		
99-05036-17	Summit Café Table White/Black 36" Round	\$ 305.10	\$ 396.65		
99-05036-10	Blanco Café Table White/Chrome 30" Round	\$ 297.00	\$ 386.10		
99-05036-11	Blanco Café Table White/Chrome 36" Round	\$ 305.10	\$ 396.65		
99-05036-22	Fuze Café Table	\$ 336.15	\$ 437.00		
99-05036-12	Blanco Café Table White/Chrome 24" Square	\$ 297.00	\$ 386.10		
99-05036-13	Blanco Café Table White/Chrome Rectangle	\$ 460.35	\$ 598.50		
99-05036-20	Spectrum Café Table Red	\$ 321.30	\$ 417.70		
99-05036-21	Spectrum Café Table Blue	\$ 321.30	\$ 417.70		
99-05036-18	Spectrum Café Table Purple	\$ 321.30	\$ 417.70		
99-05036-19	Spectrum Café Table Green	\$ 321.30	\$ 417.70		
05090-0001	Aspen Dining Table	\$ 710.10	\$ 923.15		
05088-0505	Brio Dining Table	\$ 953.10	\$ 1,239.05		

<b>Office Seating</b>					
14136-0002	Tamiri Black Leather High Back Chair	\$ 375.30	\$ 487.90		
14176-0007	Tamiri Black Leather Mid Back Chair	\$ 329.40	\$ 428.25		
14128-0002	Tamiri Black Leather Guest Chair	\$ 305.10	\$ 396.65		
14136-0081	Accord Black Leather High Back	\$ 468.45	\$ 609.00		
14136-0010	Accord White Leather High Back	\$ 468.45	\$ 609.00		
14250-0013	Goal Black Task Chair With Arms	\$ 249.75	\$ 324.70		
14250-0014	Goal Black Task Chair Armless	\$ 228.15	\$ 296.60		
14136-0080	Enterprise High Back Black Fabric Conference Chair	\$ 329.40	\$ 428.25		
14176-0046	Enterprise Mid Back Black Fabric Conference Chair	\$ 305.10	\$ 396.65		
14128-0096	Enterprise Guest Black Fabric Conference Chair	\$ 280.80	\$ 365.05		
14307-0003	Goal Black Drafting Stool - Arms	\$ 265.95	\$ 345.75		
14307-0004	Goal Black Drafting Stool - Armless	\$ 249.75	\$ 324.70		

<b>Conference Tables</b>					
14062-0105	42" Round Conference Table - Black	\$ 414.45	\$ 538.80		
14062-0106	42" Round Conference Table - Mahogany	\$ 414.45	\$ 538.80		
14062-0224	Conference Rectangle Table 6' - Black	\$ 703.35	\$ 914.40		
14062-0220	Conference Rectangle Table 6' - Mahogany	\$ 703.35	\$ 914.40		
14062-0281	Conference Rectangle Table 6' - White	\$ 741.15	\$ 963.50		
14062-0225	Conference Rectangle Table 8' - Black	\$ 757.35	\$ 984.60		
14062-0226	Conference Rectangle Table 8' - Mahogany	\$ 757.35	\$ 984.60		
14062-0282	Conference Rectangle Table 8' - White	\$ 796.50	\$ 1,035.45		

<b>Office Furniture</b>					
14309-0001	Computer Kiosk - Black	\$ 608.85	\$ 791.55		
14179-0005	Computer Kiosk - White	\$ 608.85	\$ 791.55		
14029-0098	5 Shelf Bookcase - Black	\$ 585.90	\$ 761.70		
14029-0091	5 Shelf Bookcase - Mahogany	\$ 585.90	\$ 761.70		
14072-0108	Black Credenza	\$ 546.75	\$ 710.80		



Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
Office Furniture					
14083-0105	Black Double Pedestal Desk	\$ 623.70	\$ 810.85		
14072-0038	Genoa Storage Credenza - Mahogany - 2 Drawer	\$ 546.75	\$ 710.80		
14072-0039	Genoa Kneespace Storage Credenza - Mahogany	\$ 546.75	\$ 710.80		
14083-0117	Genoa Exec. Desk - Mahogany - Double Pedestal	\$ 648.00	\$ 842.40		
05088-0365	Vivid Café - Square Table Glass	\$ 508.95	\$ 661.65		
05088-0364	Vivid Café - Rectangle Table Glass	\$ 585.90	\$ 761.70		
05088-0498	Brooklyn II Rect Dining Table	\$ 608.85	\$ 791.55		
05088-0499	Brooklyn II Round Dining Table	\$ 477.90	\$ 621.30		
05090-0001	Aspen Dining Table	\$ 710.10	\$ 923.15		
05088-0505	Brio Dining Table	\$ 953.10	\$ 1,239.05		
Metal File & Storage Cabinets					
14148-0001	2 Drawer Vertical File - Letter Size Black	\$ 203.85	\$ 265.05		
14147-0001	2 Drawer Vertical File - Legal Size Black	\$ 265.95	\$ 345.75		
14148-0002	4 Drawer Vertical File - Letter Size Black	\$ 274.05	\$ 356.30		
14147-0002	4 Drawer Vertical File - Legal Size Black	\$ 305.10	\$ 396.65		
14143-0006	2 Drawer Lateral File - Black	\$ 274.05	\$ 356.30		
14143-0144	2 Drawer Lateral File - Black	\$ 274.05	\$ 356.30		
14143-0008	4 Drawer Lateral File - Black	\$ 336.15	\$ 437.00		
14034-0015	Storage Cabinet - Black	\$ 336.15	\$ 437.00		
Pedestals					
12091-0023	Display Pedestal 14" x 42" Black	\$ 406.35	\$ 528.30		
12091-0004	Display Pedestal 24" x 42" Black	\$ 492.75	\$ 640.60		
12091-0002	Display Pedestal 18" x 42" Black	\$ 453.60	\$ 589.70		
12091-0030	Display Pedestal 14" x 42" White	\$ 406.35	\$ 528.30		
12091-0024	Display Pedestal 14" x 36" Black	\$ 344.25	\$ 447.55		
12091-0034	Display Pedestal 24" x 36" Black	\$ 492.75	\$ 640.60		
12091-0031	Display Pedestal 14" x 36" White	\$ 344.25	\$ 447.55		
12091-0033	Display Pedestal 24" x 36" White	\$ 492.75	\$ 640.60		
12091-0025	Display Pedestal 14" x 30" Black	\$ 321.30	\$ 417.70		
12091-0003	Display Pedestal 24" x 30" Black	\$ 468.45	\$ 609.00		
12091-0001	Display Pedestal 18" x 30" Black	\$ 329.40	\$ 428.25		
12091-0032	Display Pedestal 14" x 30" White	\$ 321.30	\$ 417.70		
14309-0001	Locking Pedestal Black	\$ 608.85	\$ 791.55		
14179-0005	Locking Pedestal White	\$ 608.85	\$ 791.55		
12091-0055	Fuze Pedestal	\$ 336.15	\$ 437.00		
12091-0043	London Pedestal	\$ 336.15	\$ 437.00		
Miscellaneous Items					
14189-0066	Stanchion Chrome	\$ 94.50	\$ 122.85		
11526-0001	Stanchion Rope - Red Velour	\$ 48.60	\$ 63.20		
14308-0009	Literature Stand - Black	\$ 228.15	\$ 296.60		
14308-0010	Literature Stand - Aluminum	\$ 228.15	\$ 296.60		
14308-0005	Literature Rack - Black Metal	\$ 234.90	\$ 305.40		
01209-0003	Compact Refrigerator Black - 4.0 Cu Ft	\$ 422.55	\$ 549.35		









Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
Lighting					
09417-0001	Brushed Steel Table Lamp - White	\$ 166.05	\$ 215.90	_____	_____
09392-0001	Brushed Steel Floor Lamp - White	\$ 228.15	\$ 296.60	_____	_____
09417-0001	Brushed Nickel Table Lamp - White	\$ 166.05	\$ 215.90	_____	_____
09392-0001	Brushed Nickel Floor Lamp - White	\$ 228.15	\$ 296.60	_____	_____
09417-0001	Rubbed Bronze Table Lamp - White	\$ 166.05	\$ 215.90	_____	_____
09392-0001	Rubbed Bronze Floor Lamp - White	\$ 228.15	\$ 296.60	_____	_____
09392-0001	Neutrino Steel Floor Lamp - Steel	\$ 211.95	\$ 275.55	_____	_____

## Booth Carpet and Padding

Please select carpeting color choice. Orders received without color selected will receive show colors.

## Standard Carpet Colors

## Additional Color Options for Custom Carpet ONLY

\_\_\_Blue 
 \_\_\_Green 
 \_\_\_Black 
 \_\_\_Burgundy 
 \_\_\_Red 
 \_\_\_Gray 
 \_\_\_Green Jay 
 \_\_\_Pepper 

F3209	10' x 10' Standard Carpet	\$ 343.60	\$ 459.70	_____	_____
F3304	10' x 20' Standard Carpet	\$ 708.30	\$ 920.80	_____	_____
F3404	10' x 30' Standard Carpet	\$ 1,061.45	\$ 1,379.90	_____	_____

Product ID	Item Name	Booth Size	Discount Price	Standard Price	Square Feet	Total
F350	Custom Carpet per sq ft	_____ X _____	\$ 7.85	\$ 10.25	_____	_____
F3602	Luxury Booth Carpet per sq ft	_____ X _____	\$ 8.35	\$ 10.90	_____	_____
F370	Padding per sq ft	_____ X _____	\$ 3.25	\$ 4.25	_____	_____
F380	Visqueen per sq ft	_____ X _____	\$ 1.55	\$ 2.05	_____	_____
F390	Additional Taping per sq ft	_____ X _____	\$ 3.25	\$ 4.25	_____	_____

## Display Rentals







Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
1292	Counter Kit #129 Fan Counter	\$ 2,015.30		_____	_____
1341	Counter Kit #135 Rectangle Counter	\$ 1,783.10		_____	_____
1342	Counter Kit #137 Rectangle Counter w/ Display Case Top	\$ 2,161.65		_____	_____
1414	Counter Kit #040 Square Counter	\$ 2,355.65		_____	_____
1344411	Counter Kit #09 Hybrid Pro	\$ 3,015.75		_____	_____
1416	Counter Kit #1540 Backlit Counter w/Accent	\$ 2,466.45		_____	_____
14161	Counter Kit #12 Hybrid Pro	\$ 4,319.35		_____	_____
141611	Counter Kit #02 Hybrid Pro	\$ 2,992.00		_____	_____

### Display Rentals

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
1343	Counter Kit #138 Full View Display Case	\$ 1,827.50			
1417	Counter Kit #095 Long Rectangle Counter	\$ 2,894.55			
1418	Kit #CT01 Charging Table	\$ 2,409.50			
14181	Kit Charging Counter	\$ 2,114.80			
1419	Kit #0303 3' BeMatrix Lightbox	\$ 4,043.95			
14191	Kit #0309 94.74" Vector Lightbox	\$ 1,610.50			
141911	Portable Popup Bar - Mini	\$ 1,368.40			
1419111	Portable Popup Bar - Large	\$ 1,485.10			
1419112	Blade Lite 400 Retractable Banner	\$ 1,137.95			
14191121	Formulate Banner 600 Banner	\$ 1,205.65			
141912	Campaign Counter	\$ 1,492.10			
1419121	Tension Fabric Kiosk 01	\$ 4,035.65			

### Carpet Colors for below 10', 20' & 20' x 20' Island Displays ONLY

Please select carpeting color choice. Orders received without color selected will receive show colors.

☐ Blue 
☐ Green 
☐ Black 
☐ Burgundy 
☐ Red 
☐ Gray 

10014	Inline Kit #1102 (DK 102) Floor Standing Hardwall Display	\$ 3,281.60			
1420	Kit #1024 10' Fabric Graphic Backwall	\$ 6,228.50			
1421	Kit #1055 10' Fabric Graphic Backwall w/Accents Wings	\$ 4,908.30			
10004	Kit 1105 10' Vertical Curve 10ft Fabric Backwall	\$ 2,462.45			
1422	Kit #1018 Fabric Graphic Backwall w/ECO- Glass Stand off Accents	\$ 4,652.25			
1423	Kit #1058 BeMatrix Backwall	\$ 8,938.65			
1000414	Kit #1005 LightBox Wall	\$ 3,559.35			
108711151	Inline Kit #2367 (DK367) 20ft Hardwall Display	\$ 6,250.60			
10004141	Kit 2007 Vector Frame fabric Light box	\$ 5,891.35			
5895745	Kit #2056 20' Fabric Graphic Backwall	\$ 6,445.60			
1000421	Formulate Master 20ft WS1 Straight Frame Fabric Backwall Kit 2395	\$ 4,269.10			
1425	Kit #2389 20' Backwall w/Counter	\$ 9,703.80			
1426	Kit #2053 Inline Lightbox Graphic Backwall w/Counters	\$ 11,319.85			
1427	Kit #2028 20' Fabric Backwall w/Canopies	\$ 11,078.30			
10871111	Inline Kit #4087 20ft x 20ft Island Display	\$ 15,494.60			
1428	Kit #9049 Island 20 x 20 Display w/Connecting Accents	\$ 16,427.75			
10004211111	Kit #4017	\$ 23,690.20			
100042111111	Kit #4018	\$ 21,469.50			
14291	Kit #4019	\$ 25,981.85			
1429	Kit #9024 Island 20 x 20 Display w/Header Graphics	\$ 48,875.25			

Material Handling Services (200lb minimum)		Weight / 100 = CWT (Weight rounded to nearest 100)			OT =25% DT = 50%		
Product ID	Item Name	Weight	CWT	X	Price Per CWT	X	Estimate
MHS20171	Advance (Crated or Skidded)				\$ 194.05		
MHS20172	Advance (Special Handling)				\$ 252.10		
MHS20173	Showsite (Crated)				\$ 206.05		
MHS20174	Showsite (Special Handling)				\$ 267.50		
MHS20175	Showsite (Uncrated)				\$ 297.70		

Product ID	Item Name	Rate	Quantity	Estimate
MHS20176	Lightweight Shipment Estimate - First Package	\$ 131.60		
MHS20177	Lightweight Shipment Estimate - Additional Package(s)	\$ 32.70		

Product ID	Item Name	Rate	Quantity	Total
MHS643	Banding per sq ft	\$ 1.25		
MHS622	Shrink Wrap per pallet/skid	\$ 95.00		

Labor - Installation & Dismantle							
Product ID	Item Name	Discount		Standard		Surcharges	Estimate
		How Many Laborers	X	How Many Hours	X	Straight Time Rate	Straight Time Rate
							OT =50% DT = 100% =
L105	Installation Labor - Exhibitor Supervision					\$ 245.95	\$ 319.75
	Install Labor Requested Start						
	Date						
L205	Dismantle Labor - Exhibitor Supervision					\$ 245.95	\$ 319.75
	Dismantle Labor Requested Start						
	Date						
L104	Installation Labor - Valley Supervision					\$ 307.45	\$ 399.70
L204	Dismantle Labor - Valley Supervision					\$ 307.45	\$ 399.70

Brief Description of Labor Needed:

Forklift Service - Installation & Dismantle							
Product ID	Item Name	Discount		Standard		Surcharges	Estimate
		How Many Forklifts	X	How Many Hours	X	Straight Time Rate	Straight Time Rate
							OT =50% DT =100% =
L703	Forklift Installation					\$ 618.40	\$ 803.95
L702	Forklift Dismantle					\$ 618.40	\$ 803.95
	Forklift Install Requested Start						
	Date						
	Forklift Dismantle Requested Start						
	Date						

Brief Description of Forklift Service Required:

### Booth Cleaning Services

Product ID	Item Name	Discount Price	Standard Price	Square Feet	Total
BC1011	Vacuuming Once Prior to Show Opening per sq ft	\$ 0.90	\$ 1.20		
BC205	Vacuuming Prior to Show Opening Each Day (3 Days) per sq ft	\$ 2.70	\$ 3.60		
BC4021	Porter Service Once Prior to Show Opening per sq ft	\$ 0.95	\$ 1.25		
BC5028	Porter Service Prior to Show Opening Each Day (23 Days) per sq ft	\$ 2.85	\$ 3.75		
BC10111	Dust Mopping Service Once Prior to Show Opening per sq ft	\$ 0.90	\$ 1.20		
BC2052	Dust Mopping Prior to Show Opening Each Day (3 Days) per sq ft	\$ 2.70	\$ 3.60		

### Booth Sign and Banner

30% Rush fee if order received after, 5/21/2023.

Product ID	Item Name	Pricing	Quantity	Total
S10	11" x 14" Foamcore Sign	\$ 102.55		
S20	14" x 22" Foamcore Sign	\$ 143.80		
S50	22" x 28" Foamcore Sign	\$ 392.60		
S60	28" x 44" Foamcore Sign	\$ 535.05		
S70	2' x 4' Vinyl Banner	\$ 250.20		
S80	2' x 6' Vinyl Banner	\$ 300.45		
S90	2' x 8' Vinyl Banner	\$ 451.50		
S100	Easel Back	\$ 19.80		
S110	Sign Grommets	\$ 7.30		



This form is to be used if an exhibiting company wishes to have a third party handle their display and be billed for exhibitor services. The Method of Payment Form **MUST** be completed by the third party in order to be billed for services, **however, we also must be provided with the exhibiting company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the third party.

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

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

Exhibitor Name: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_

Exhibiting  
Company

Exhibiting Company's credit card information:

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_ Discover \_\_\_/\_\_\_ Exp. Date \_\_\_ CVC

Account #: \_\_\_\_\_

\_\_\_\_\_  
Name On Card

\_\_\_\_\_  
Signature

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

Services  
to be  
billed to  
third party

\_\_\_ ALL VALLEY SERVICES

\_\_\_ RENTAL FURNITURE/CARPET/SIGNS

\_\_\_ I&D LABOR/SUPERVISION

\_\_\_ BOOTH CLEANING

\_\_\_ MATERIAL HANDLING IN & OUT

\_\_\_ OTHER: \_\_\_\_\_

Third Party Company Name: \_\_\_\_\_

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

E-Mail for Invoice: \_\_\_\_\_

Third Party  
Company  
Information

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

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

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

Submit this form if the exhibiting company intends to use a third party contractor other than Valley. If the exhibiting company fails to comply with any of the requirements listed below the exhibitor appointed contractor will not be permitted to service your exhibit, and Valley Expo & Displays must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only.

Exhibitor appointed contractors must use labor supplied by Valley unless the following requirements are fulfilled:

**Contractor  
Requirements**

1. The exhibitor must notify BBI International and Valley of the intention to utilize an independent contractor no later than 30 days prior to the first day of move in, furnishing the name, address and telephone number of the firm.
2. The exhibitor shall provide evidence that the exhibitor appointed contractor has proper certificates of insurance with at least the minimum as described below, unless BBI International requires more.
  - a. Comprehensive General Liability not less than \$ 1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$ 2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$ 1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. Automobile Liability with a limit of not less than \$ 1,000,000 combined single limit - each accident.
  - e. Umbrella/Excess Liability with a limit of not less than \$ 1,000,000 each occurrence and { \$ 1,000,000 } each aggregate.
  - f. **Valley, BBI International and the CHI Health Center must be named as additional insureds on a primary and non-contributory basis.**
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The exhibitor appointed contractor:
  - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
  - b. Will share with Valley all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - c. Must furnish BBI International and Valley Expo with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by BBI International.
  - d. Shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
  - e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear.
  - f. Shall provide, if requested, evidence to Valley that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
  - g. Must coordinate all of its activities with Valley.
  - h. Must comply with all reasonable rules and regulations of CHI Health Center, BBI International and Valley in order to create a safe work environment. A failure to do so can result in a delay or termination of EAC's right to continue if the condition cannot be corrected.
6. All information must be received by Valley Exhibitor Services Department no later than 30 days prior to the first day of move in.

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

Booth Number: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

**Contractor  
Information**

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

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

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

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

Contact at Show: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_



**FURNITURE**

# ONE STOP FURNISHING SHOP

Valley can assist you with all the right furnishings to be successful. Our high quality furnishings in different shapes and styles can fit any budget. Valley always provides the right solutions for your exhibit needs.



All orders are subject to availability of equipment. Prices include delivery to the booth and removal. All equipment remains the property of Valley.

### Skirted Tables

#### Height 30"

**4' L x 24" D x 30" H**

F10

\$220.50    \$286.65  
Discount    Standard

**6' L x 24" D x 30" H**

F20

\$261.80    \$340.35  
Discount    Standard

**8' L x 24" D x 30" H**

F30

\$294.15    \$382.40  
Discount    Standard

#### Bar Height 42"

**4' L x 24" D x 42" H**

F40

\$231.40    \$300.85  
Discount    Standard

**6' L x 24" D x 42" H**

F50

\$281.25    \$365.65  
Discount    Standard

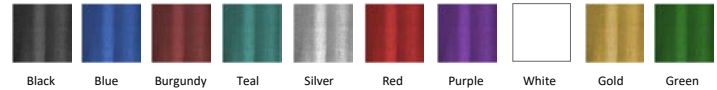
**8' L x 24" D x 42" H**

F60

\$335.45    \$436.10  
Discount    Standard



#### Skirting Colors Available



4th Side Skirting (available in above colors)

30" Skirting

F130

\$107.25    \$139.45  
Discount    Standard

42" Skirting

F140

\$124.05    \$161.30  
Discount    Standard

### Plain Tables

#### Height 30"

**4' L x 24" D x 30" H**

F70

\$99.05    \$128.80  
Discount    Standard

**6' L x 24" D x 30" H**

F80

\$145.55    \$189.25  
Discount    Standard

**8' L x 24" D x 30" H**

F90

\$174.45    \$226.80  
Discount    Standard

#### Bar Height 42"

**4' L x 24" D x 42" H**

F100

\$133.90    \$174.10  
Discount    Standard

**6' L x 24" D x 42" H**

F110

\$281.25    \$233.20  
Discount    Standard

**8' L x 24" D x 42" H**

F120

\$207.20    \$269.40  
Discount    Standard



White Vinyl Topping

F150

\$20.75    \$27.00  
Discount    Standard

### Cocktail Tables

#### Height 30"

**30" Round x 30" High**

F160

\$167.15    \$217.30  
Discount    Standard

#### Bar Height 42"

**30" Round x 42" High**

F170

\$181.25    \$235.65  
Discount    Standard





All orders are subject to availability of equipment. Prices include delivery to the booth and removal.  
All equipment remains the property of Valley Expo & Displays.

### Chairs and Barstool



**Side Chair**

F1901

\$87.00  
Discount

\$113.10  
Standard



**Padded Chair**

F2001

\$111.90  
Discount

\$145.50  
Standard



**Bar Stool with Back**

F210

\$140.70  
Discount

\$182.95  
Standard

### Booth Accessories



**Tripod Adjustable Easel**

F220

\$57.20  
Discount

\$74.40  
Standard



**Garment Rack**

F240

\$64.55  
Discount

\$83.95  
Standard



**Bag Stand**

F250

\$139.20  
Discount

\$181.00  
Standard



**Literature Stand**

F280

\$300.90  
Discount

\$391.20  
Standard



**Wastebasket**

F230

\$26.00  
Discount

\$33.80  
Standard

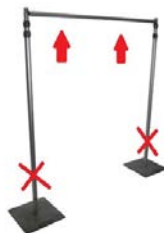


**8' Upright with Bases**

F313

\$25.20  
Discount

\$32.80  
Standard



**Crossbar**

F314

\$16.90  
Discount

\$22.00  
Standard



**120V Stem Light**

F3141

\$41.30  
Discount

\$53.70  
Standard



**Table Riser 1' x 1' x 4'**

F290

\$122.65  
Discount

\$159.45  
Standard



**Posterboard 4' x 8'**

F30

Placement: Vertical or Horizontal  
\$380.00  
Discount

\$494.00  
Standard

## Booth Accessories

All orders are subject to availability of equipment. Prices include delivery to the booth and removal. All equipment remains the property of Valley Expo & Displays.



### 8' Back Drape-Per Linear Foot

F270

\$22.75

Discount

\$29.60

Standard

### 3' Side Drape-Per Linear Foot

F260

\$16.05

Discount

\$20.90

Standard

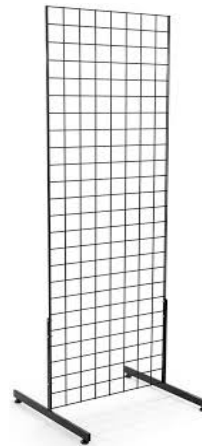
## Grid Wall and Accessories



Items showcased in picture

(2) 2' x 8' Gridwall Panel  
(2) 2' x 8' Gridwall Panel with T-Base  
(1) 24" Shelf w/shelf brackets  
(1) 48" Shelf w/shelf brackets

(1) Hang rail Mount  
(1) Hat Display Mount  
(1) 6 Ball Waterfall Mount  
(5) Peg Hooks



### 2'W x 8'H Gridwall

With T-Base

F62011

\$148.35

Discount

\$192.90

Standard



### 2'W x 8'H Gridwall

Gridwall Panel Only

F6201

\$105.90

Discount

\$137.70

Standard



### Shelf w/ shelf brackets

24" F640 48" F650

24" \$23.90 \$31.10

48" \$36.30 \$47.20

Discount

Standard



### 6 Ball Waterfall Mount

F660

\$16.00

Discount

\$20.80

Standard



### Hang Rail Mount

F670

\$18.05

Discount

\$23.50

Standard



### Picture Hanger Mount

F680

\$4.40

Discount

\$5.75

Standard



### Hat Display Mount

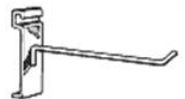
F690

\$10.15

Discount

\$13.20

Standard



### Peg Hook

Single Hook F700

\$4.40

Discount

\$5.75

Standard

Pkg of 6 Hooks F7001

\$10.65

Discount

\$13.85

Standard





**TRADE SHOW  
FURNISHINGS**  
.....  
**KIT CATALOG**







## 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



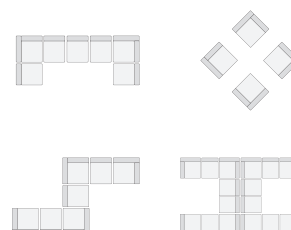
### Function Armless Chair

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



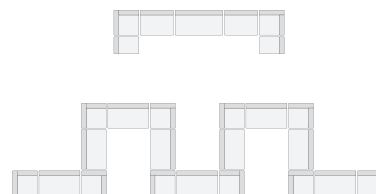
### Sophistication Corner

White Leather  
31"Square x 48"H



### Sophistication Ottoman

White Leather  
31"Square x 19"H



## BOCA

Modular Seating Collection



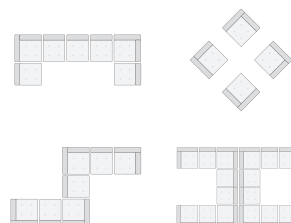
### Boca Corner

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



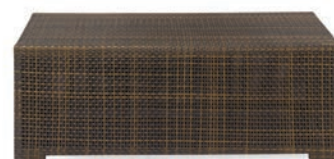
### **Evoke Sofa**

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

## STAGE CHAIRS



### Midnight Stage Chair

Midnight Microfiber  
25"L x 26"D x 37"H



### Chamois Stage Chair

Beige Microfiber  
25"L x 26"D x 37"H



### Buckskin Stage Chair

Tan Microfiber  
25"L x 26"D x 37"H



### Empire Chair

■ Black Leather  
□ White Leather  
28"L x 32"D x 32"H



### Ibiza Chair

■ Black Leather  
□ White Leather  
31"L x 35"D x 32"H



### Tulip Chair

Black Fabric/Tilt Back/Caster Feet  
27"L x 26"D x 35"H

## STAGE CHAIRS



### **Monarch Chair**

Bright White Leather  
28" Square x 30"H

## OTTOMANS & BENCHES



### **Curved Bench**

Continental White Leather  
70"W x 26"D x 19"H



### **Square Ottoman**

■ Metro Black Leather  
□ Whisper White Leather  
■ Grammercy Charcoal Leather  
40" Square x 17"H



### **Bench Ottoman**

■ Metro Black Leather  
□ Whisper White Leather  
■ Chandler Red Leather  
■ Grammercy Charcoal Leather  
■ Parma Brown Leather  
60"W x 24"D x 17"H



### **Essentials Storage Ottoman**

White Leather with Locking Mechanism  
48"W x 24"D x 20"H  
Lock Not Included



### **Round Ottoman**

■ Grammercy Charcoal Leather  
□ Whisper White Leather  
46" Round x 17"H



### **1/4 Round Ottoman**

■ Grammercy Charcoal Leather  
□ Whisper White Leather  
34"W x 19"D x 17"H



## OTTOMANS & BENCHES



### **Madison Sky Bench**

Teal Fabric  
48"W x 24"D x 17"H



### **Madison Ottomans**

Left to Right: Willow, Sand Dollar, Apricot, Sunflower  
24"Square x 17"H

## BANQUETTES



### **Essentials Banquette**

White Leather  
60"Round x 48"H (2 Pieces)



### **Whisper Banquette**

White Leather  
59"Round x 38"H (2 Pieces)



### **Grammercy Banquette**

Charcoal Leather  
59"Round x 38"H (2 Pieces)

## TURNING BEDS



### **Essentials Turning Bed**

White Leather  
96"W x 48"D x 36"H

## CUBE OTTOMANS



### Regency Cube Ottomans

From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric  
18"Square x 18"H



### Cube Ottomans

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

## CHARGED



### Essentials Turning Bed - Charged

White Leather  
96"W x 48"D x 25"H

*\*White slip cover available for black charging unit.  
\*Maximum of 1 bed per power source.*



### Boca Corner - Charged

Bright White Leather  
27"Square x 30"H

*\*Maximum of 4 daisy linked together per power source.*



### Boca Chair - Charged

Bright White Leather  
22"W x 27"D x 30"H

*\*Maximum of 4 daisy linked together per power source.*

**CHARGED**



**Aspen Bar Table - Charged**

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

*\*Maximum of 1 table per power source.*



**Aspen Cocktail Table - Charged**

White / Brushed Steel  
48"W x 24"D x 18"H

*\*Maximum of 1 table per power source.*



**White Conference Table - Charged**

White  
96"W x 43"D x 30"H

*\*Maximum of 1 table per power source.*



**Patrice Table Chair - Charged**

Bright White Leather  
28"W x 31"D x 31"H

*\*Maximum of 6 daisy linked together per power source.*



**Lincoln Bench - Charged**

Bright White Leather  
59"W x 39"D x 17"H

*\*Maximum of 3 daisy linked together per power source.*

**OCCASIONAL TABLES**



**Tribeca Tables**

End Table Wood/Black  
24"W x 28"D x 22"H

Console Table Wood/Black  
48"W x 18"D x 30"H

Cocktail Table Wood/Black  
48"W x 28"D x 19"H



**Harmony Tables**

End Table Wood/Esspresso  
24"Round x 22"H

Console Table Wood/Esspresso  
52"W x 18"D x 30"H

Cocktail Table Wood/Esspresso  
51"W x 28"D x 18"H



**Novel Tables**

End Table Satin Steel  
15"Square x 16"H

Cocktail Table Satin Steel  
46"W x 15"D x 16"H

## OCCASIONAL TABLES



### 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



### 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"H 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/Zebra wood Laminate  
24"Square x 23"H  
Console Table Chrome/Zebra wood Laminate  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Zebra wood 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

## OCCASIONAL TABLES



### Vivid Tables

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



### Club Tables

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



### Rose Table

17" Round x 17"H



### Zanzibar Table

17" Square



### Cube End Tables

■ Black 24"  
□ White 24"  
24" Square x 21"H



### Cube Cocktail Tables

■ Black 24"  
□ White 24"  
24" Square x 16"H



### Phoebe Tables

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



### Hylton Tablet Table

White/Brushed Steel  
18"W x 12"D x 28"H

## BARS & BAR BACKS



### VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit  
72"W x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



### VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit  
48"W x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



### Agile Bar

■ Black with 2 shelves in back  
□ White with 2 shelves in back  
48"W x 16"D x 42"H



### Blox Bar Back

Walnut/Brushed Metal  
30"W x 16"D x 86"H  
Please Inquire About Shelf Dimensions



### Piazza Bar Back

■ Black  
□ White  
44"W x 12"D x 79"H  
13"W x 14"H (Inside Shelf)



## BAR STOOLS



### Vienna Stool

■ Gray Acrylic  
 ■ Orange Acrylic  
 ■ Teal Acrylic  
 17"Square x 39"H



### Criss Cross Bar Stool

■ Espresso Leather  
 ■ White Leather  
 15"W x 19"D x 41"H



### Escape Stool

Natural Maple  
 16"Square x 41"H



### Silk Back Bar Stool

■ Black  
 ■ White  
 ■ Blue  
 ■ Green  
 ■ Purple  
 ■ Red  
 17"W x 18"D x 42"H



### Euro Bar Stool

Black  
 22"W x 24"D x 42"H



### Hourglass Bar Stool

■ Black  
 ■ White  
 18"W x 20"D x 43"H



### Equino Stool

■ Black  
 ■ White  
 15"W x 13"D x 35"H

## BAR STOOLS



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



**Clara Stool**  
White  
17"W x 21"D x 41"H



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



**Regal Stool**  
Brown Leather  
19"W x 24"D x 45"H



**Caprice Stool**  
Black Fabric  
25"W x 26"D x 44"H



**Sonic Stool**  
Black  
22"W x 23"D x 42"H

## CAFE CHAIRS



**Vienna Chair**  
Gray Acrylic  
Orange Acrylic  
Teal Acrylic  
21"Square x 32"H



**Silk Back Chair**  
Black  
White  
Blue  
Green  
Purple  
Red  
17"W x 18"D x 34"H

## CAFE CHAIRS



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



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



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



**Criss Cross Chair**  
■ Espresso Leather  
□ White Leather  
17"W x 21"D x 35"H



**Elio Chair**  
Steel  
17" Square x 33"H



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



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



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



**Sonic Chair**  
Black  
20"W x 21"D x 32"H

## CAFE CHAIRS



### Escape Chair

Natural Maple  
17"W x 16"D x 32"H

## BAR TABLES



### Euro Bar Table

Black/Black 30"  
30"Round x 42"H  
Black/Black 36"  
36"Round x 42"H



### Silk Bar Table

Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



### City Bar Table

Maple/Black 30"  
30"Round x 42"H  
Maple/Black 36"  
36"Round x 42"H



### Park Ave Bar Table

Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



### Summit Bar Table

White/Black 30"  
30"Round x 42"H  
White/Black 36"  
36"Round x 42"H



### Blanco Round Bar Table

White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H

## BAR TABLES



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



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



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



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



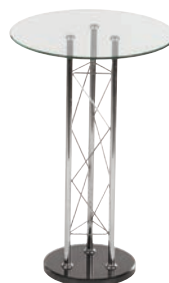
**Spectrum Bar Table Blue**  
Blue/Chrome  
24"Square x 42"H



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



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



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



**Zinc Bar Table**  
Chrome  
24"Round x 42"H

## BAR TABLES



### Aspen Bar Table

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

## CAFÉ TABLES



### Euro Café Table

Black/Black 30"  
30"Round x 30"H  
Black/Black 36"  
36"Round x 30"H



### Silk Café Table

Black/Chrome 30"  
30"Round x 30"H  
Black/Chrome 36"  
36"Round x 30"H



### Park Ave Café Table

Maple/Chrome 30"  
30"Round x 30"H  
Maple/Chrome 36"  
36"Round x 30"H



### City Café Table

Maple/Black 30"  
30"Round x 30"H  
Maple/Black 36"  
36"Round x 30"H



### Summit Café Table

White/Black 30"  
30"Round x 30"H  
White/Black 36"  
36"Round x 30"H



### Blanco Café Table

White/Chrome 30"  
30"Round x 30"H  
White/Chrome 36"  
36"Round x 30"H



## CAFÉ TABLES



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



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



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



**Spectrum Café Table Red**  
Red/Chrome  
24"Square x 30"H



**Spectrum Café Table Blue**  
Blue/Chrome  
24"Square x 30"H



**Spectrum Café Table Purple**  
Purple/Chrome  
24"Square x 30"H



**Spectrum Café Table Green**  
Green/Chrome  
24"Square x 30"H



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



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

## OFFICE SEATING



**Tamiri High Back Chair**

Black Leather  
25"W x 27"D x 45"H



**Tamiri Mid Back Chair**

Black Leather  
25"W x 27"D x 39"H



**Tamiri Guest Chair**

Black Leather  
25"W x 27"D x 37"H



**Accord Chair**

■ Black  
□ White  
25"Square x 44"H



**Goal Task Chair**

Black  
25"W x 24"D x 39"H



**Goal Task Chair Armless**

Black  
21"W x 24"D x 39"H

## OFFICE SEATING



**Enterprise High Back  
Conference Chair**

Black Fabric  
25"W x 27"D x 45"H



**Enterprise Mid Back  
Conference Chair**

Black Fabric  
24"W x 26"D x 39"H



**Enterprise Guest Chair**

Black Fabric  
25"W x 27"D x 37"H



**Goal Drafting Stool**

Black  
25"W x 24"D x 48"H



**Goal Drafting Stool Armless**

Black  
21"W x 24"D x 48"H

## CONFERENCE TABLES



**Conference Table Round**

■ Black  
■ Mahogany  
42"Round x 29"H



**Conference Table Rectangle**

■ Black 6'	■ Black 8'
■ Mahogany 6'	■ Mahogany 8'
■ Maple 6'	■ Maple 8'
■ White 6'	■ White 8'

72"W x 36"D x 30"H    96"W x 48"D x 30"H

## OFFICE FURNITURE



**Computer Kiosk**

■ Black  
□ White  
24" Square x 42"H



**Computer Counter**

Graphite  
48"W x 24"D x 42"H



**Computer Desk**

Graphite  
48"W x 24"D x 29"H



**5 Shelf Bookcase**

■ Black  
■ Mahogany  
36"W x 12"D x 72"H



**Black Credenza**

Black  
60"W x 20"D x 29"H



**Black Double Pedestal Desk**

Black  
60"W x 30"D x 29"H



**Genoa Storage Credenza**

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



**Genoa Kneespace Credenza**

Mahogany 2 Filing Cabinets/2-Drawers  
66"W x 20"D x 29"H



**Genoa Executive Desk**

Mahogany Double Pedestal-Locking Drawers  
72"W x 36"D x 29"H

## OFFICE FURNITURE



### **Vivid Café Table Square**

Clear Glass/Smoked Powder Coat Finish  
42"Square x 30"H



### **Vivid Café Table Rectangle**

Clear Glass/Smoked Powder Coat Finish  
60"W x 36"D x 30"H



### **Brooklyn Rectangle Dining Table**

Clear Glass/Chrome  
60"W x 36"D x 30"H



### **Brooklyn Round Dining Table**

Clear Glass/Chrome  
42"Round x 30"H



### **Aspen Dining Table**

White/Brushed Steel  
72"W x 30"D x 30"H



### **Brio Dining Table**

Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H



## METAL FILE & STORAGE CABINETS



### 2-Drawer File

Black Letter  
15"W x 25"D x 29"H  
Black Legal  
18"W x 25"D x 29"H



### 4-Drawer File

Black Letter  
15"W x 25"D x 52"H  
Black Legal  
18"W x 25"D x 52"H



### 2-Drawer Lateral File

Black (Pictured)  
36"W x 18"D x 27"H  
Black (Not Pictured)  
36"W x 20"D x 29"H



### 4-Drawer Lateral File

Black  
36"W x 18"D x 54"H



### Storage Cabinet

Black  
36"W x 18"D x 72"H

## PEDESTALS



### Display Pedestals 42"

- Black  
14" Square x 42"H
- Black  
24" Square x 42"H
- Black  
18" Square x 42"H
- White  
14" Square x 42"H



### Display Pedestals 36"

- Black  
14" Square x 36"H
- Black  
24" Square x 36"H
- White  
14" Square x 36"H
- White  
24" Square x 36"H



### Display Pedestals 30"

- Black  
14" Square x 30"H
- Black  
24" Square x 30"H
- Black  
18" Square x 30"H
- White  
14" Square x 30"H



### Locking Pedestal

- Black
  - White
- 24" Square x 42"H



### Fuze Pedestal

- Zebra wood 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

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



### iPad® Stand

■ Black  
□ Silver

14"W x 42"H

(Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

\*Apple® and iPad® are registered trademarks of Apple Inc.

## 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



### Brushed Steel Lamps

Table Lamp Red/Steel  
26"H

Floor Lamp Red/Steel  
66"H



### Neutrino Floor Lamp

Steel  
67"H



# IT STARTS AT THE FLOOR

Valley has a variety of carpet options including standard, custom and luxury to fit your booth needs. Don't forget about padding and visqueen as well!







### 13 oz Standard Carpeting

Rental prices include installation, front edge taping and pickup at the close of the show. If your carpet order is different than your booth size, you **MUST** include a layout diagram. Failure to provide the diagram will result in a 25% surcharge and any additional labor onsite to correct placement issues. Please send layout diagram to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) or attach to your order online.

#### 10' x 10' Carpet

F3209

\$343.60    \$459.70  
Discount    Standard

#### 10' x 20' Carpet

F3304

\$708.30    \$920.80  
Discount    Standard

#### 10' x 30' Carpet

F3404

\$1,061.45    \$1,379.90  
Discount    Standard

### Available Colors



Blue



Green



Black



Gray



Red



Burgundy



### Crown Jewel 18 oz. Custom Carpeting

Custom carpeting is available in 10' widths only. Rental prices include installation, carpet taping and pickup at the close of the show. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

### 18 oz Custom Carpeting

F350

Per Sq Ft

\$7.85    \$10.25  
Discount    Standard

### Designer Plus 28 oz. Luxury Carpeting

Luxury carpet combines plush comfort with durable ability and is great for high traffic areas. Luxury carpet packages include 10' wide carpet, delivery, visqueen covering, installation, carpet tape, and carpet removal. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

### 28 oz Luxury Carpeting

F3602

Per Sq Ft

\$8.35    \$10.90  
Discount    Standard

### Available Colors



Blue



Green



Black



Burgundy



Red



Gray



Green Jay



Pepper



**Don't forget to order vacuuming services. See Vacuum & Porter Service forms.**



### Padding

F370

Per Sq Ft

\$3.25    \$4.25  
Discount    Standard

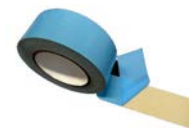


### Visqueen

F380

Per Sq Ft

\$1.55    \$2.05  
Discount    Standard



### Carpet Tape

F390

Per Sq Ft

\$3.25    \$4.25  
Discount    Standard

# RENTAL EXHIBITS THAT INSPIRE

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





Don't need a full exhibit? Check out Valley's accessory options including lightboxes, iPad stands, counters, monitor stands, and hanging signs. There are even charging stations and portable tables.

Counter Rentals include: graphic, material handling, installation and dismantle of exhibit only.



**Counter Kit 129**

**Fan**

1292

\$2,015.30



**Counter Kit 135**

**Rectangle**

1341

\$1,783.10



**Counter Kit 137**

**Rectangle w/Display Top**

1342

\$2,161.65



**Counter Kit 40**

**Square**

1414

\$2,355.65



**Counter Kit 09**

**Square Backlit**

1344411

\$3,015.75



**Counter Kit 1540**

**Square w/accents Backlit**

1416

\$2,466.45



**Counter Kit 12**

**Backlit**

14161

\$4,319.35



**Counter Kit 02**

**Backlit**

141611

\$2,992.00



**Counter Kit 138**

**Full View Display case**

1343

\$1,827.50



**Counter Kit 95**

**Long Rectangle**

1417

\$2,894.55

Don't need a full exhibit? Check out Accessory Options like lightboxes, iPad stands, counters, monitor stands, and hanging signs. There are even charging stations and portable tables.

Miscellaneous Rentals include: graphic, material handling, installation and dismantle of exhibit only.

### CHARGING STATIONS



**Charging Table**

1418

\$2,409.50



**Charging Counter**

Fabric Graphic

14181

\$2,114.80

### LIGHTBOXES



**Kit 0303 96" Lightbox**

Fabric Graphic

1419

\$4,043.95



**Kit 0309 94.74" Lightbox**

Fabric Graphic

14191

\$1,610.50

### BARS



**Portable Popup Bar Mini**

Fabric Graphic

141911

\$1,368.40



**Portable Popup Bar Large**

Fabric Graphic

1419111

\$1,485.10

### BANNERS



**Blade Lite 400  
Retractable Banner**

1419112

\$1,137.95



**Formulate Banner 600  
Pillowcase Graphic**

14191121

\$1,205.65

### WORK STATIONS



**Campaign Counter**

141912

\$1,492.10



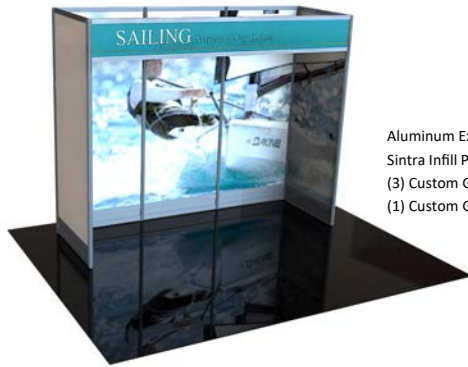
**Tension Fabric Kiosk 01**

1419121

\$4,035.65

Whether an inline, island, corner or peninsula booth, rental displays are an elegant, practical, and cost effective alternative.

10' display rentals include: standard carpeting, padding, graphic, material handling, installation and dismantle of exhibit only.



**Kit 1102**  
10014  
\$3,281.60

Aluminum Extrusion Frame with Cool Gray  
Sintra Infill Panels  
(3) Custom Graphic Panels  
(1) Custom Graphic Header



**Kit SYK-1024**  
1420  
\$6,228.50

Kit Includes  
Aluminum SEG Frames with Press-Fit SEG Custom  
Fabric Graphic.  
(1) Workstation Counter with (2) Wireless/Wired  
Charging Ports.  
(1) Large Monitor Mount - Holds up to 43" Monitor  
(1) Locking Reception Counter with Vinyl Custom  
Graphic  
(1) Detachable Floating Custom Graphic with  
brackets  
(1) iPad Swivel Mount  
(2) Locking Aluminum Base Plates



**Kit 1055**  
1421  
\$4,908.30

Large Format Silicone Edge Custom Fabric Graphic  
7.5 ft. x 7.5 ft. Aluminum Extrusion Frame  
(2) Convex Two-Piece Wings — Sintra  
(2) 5 Watt LED Light  
(1) Monitor Support and Monitor Mount— Holds up to  
43" Monitor



**Kit 1105**  
10004  
\$2,462.45

Formulate VC1 Vertical Curve 10 ft. Fabric  
Display  
Zipper Pillowcase Graphic



**Kit 1058**  
1423  
\$8,938.65

Freestanding Hardwall, Aluminum Extrusion with a Gray Base  
and Side Panels  
Custom Graphics are Produced on Sintra and Applied to Frame  
with Velcro  
(1) Counter Kit 135.



**Kit RE-1018**  
1422  
\$4,652.25

Lightweight Recycled Aluminum Extrusion Frame  
(6) ECO-Glass Stand Off Accents  
(1) Tension Custom Fabric Graphic-Velcro Attachment. (66" W x  
86" H)  
(1) ECO-Board Direct Print Stand Off Custom Graphic Header  
(2) LED Energy Efficient Lights  
(1) Small Monitor Mount. (10" to 36")

**Kit 1005**  
1000414  
\$3,559.35

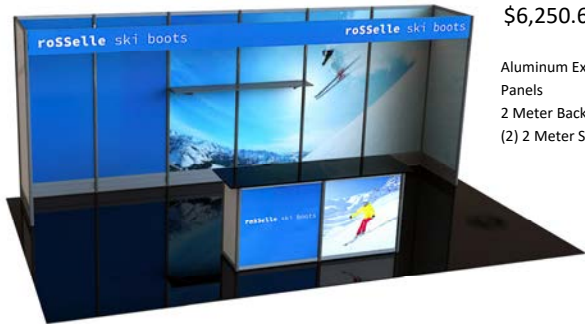
Freestanding Single Sided Lightbox Backwall Constructed of  
Aluminum Extrusion with a Gray Base and Side Panels  
Custom Graphics are Produced on a Backlit Fabric and Sewn  
with SEG to Insert into the Frame of the Box





Rentals include: standard carpeting, padding, graphic, material handling, installation and dismantle of exhibit only.

Please see audio visual order forms for available monitors.



### Kit 2367

108711151

\$6,250.60

Aluminum Extrusion Frame with Cool Gray Sintra Infill Panels  
2 Meter Back Wall Counter with Sliding Doors  
(2) 2 Meter Shelves



### Kit 2007

10004141

\$5,891.35

Vector Frame™ fabric light box Rectangle 2007 spans near 20ft wide and features a durable 100mm aluminum extrusion frame, one large, seamless push-fit backlit fabric graphic and LED edge lighting. Single and double-sided graphic options are available. LED lights come adhered to the frame.



### Kit 2395

1000421

\$4,027.90

Straight Aluminum Frame  
Zipper Pillowcase Custom Fabric Graphic

Engineered Aluminum Extrusion

- (1) Front Silicone Edge Fabric Graphic. (approx. 95" H x 42" W)
- (1) Front Silicone Edge Fabric Graphic. (approx. 95" H x 68" W)
- (1) Front Silicone Edge Fabric Graphic. (approx. 95" H x 110" W)
- (3) Rear Reflective Fabrics
- (2) Backlit Counters with Locking Storage

### Kit RE-2053

1426

\$11,319.85



### Kit RE-2056

5895745

\$6,445.60

Engineered Aluminum Structure  
(2) Large Format Silicone Edge Fabric Graphics.(SEG)  
(2) 7.5 ft. x 7.5 ft. Aluminum Extrusion Frames  
(4) 5 Watt LED Lights



Freestanding Hardwall Constructed of Aluminum Extrusion with a Gray Base and Side Panels  
Custom Graphics are Produced on Sintra and Applied to Frame with Velcro

- (1) Counter

### Kit 2389

1425

\$9,703.80

Kit 135



### Kit RE-2028

1427

\$11,078.30

Engineered Aluminum Extrusion with Silicone Edge Custom Graphics  
(2) Flat Canopies with Black Fabric Covers  
(6) 50 Watt Halogen Arm Lights  
(2) Small Curved Counters with Open Storage





Rentals include: standard carpeting, padding, graphic and material handling. *Please see audio visual order forms for available monitors.*



**Kit 4087**  
10871111  
\$15,494.60

Brushed Aluminum Extrusion  
Creating a Center Tower and Two  
Side Panels with Gray Infill Panels

- (6) Stem Lights
- (1) Counter Kit 129
- Dimensions 20' x 20' x 12' x or 16' High



**Kit 4019**  
14291  
\$25,981.85

Heavy-duty Aluminum Extrusion Frame

- Push-fit SEG Fabric Graphics
- Four Towering Display Panels Rise 15' 9" to the Ceiling and Provide the Ideal Messaging Solution across a Busy Show Floor
- Central Storage Room Provides a Secure Space to Keep Additional Materials
- (2) Semi-private Meeting Areas Feature Curved Frosted Plex Infills
- Dual Monitor Mounts Provide the Ability to Integrate Digital Messaging Easily
- LED Display Lights atop the Structure Illuminate Messaging so that it is Easy-to-see across the Show Floor
- Dimensions 20' x 20'



**Kit RE-9049**  
1428  
\$16,427.75

Lightweight Recycled Aluminum Extrusion Frame

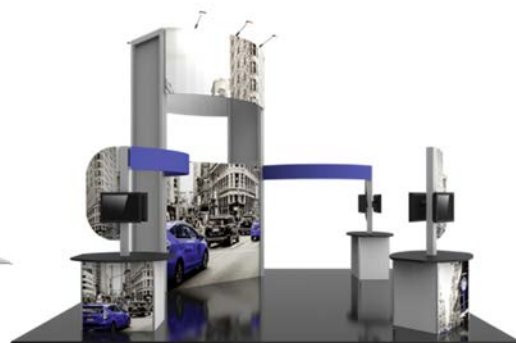
- (6) LED Energy Efficient Lights
- (4) Literature Shelves
- (1) Large Monitor Mount
- (1) Built-in Tower Counter w/ Black Laminated Top
- (2) Frosted Acrylic Divider Panels
- (1) Large Curved Counter with Locking Door for Storage (White Sintra Infill Panels)
- Dimensions (1) 103" x 55" x 37" @ 900 lbs.



**Kit 4018**  
100042111111  
\$21,469.50

Square-shaped, Heavy-duty Aluminum Extrusion  
Frame

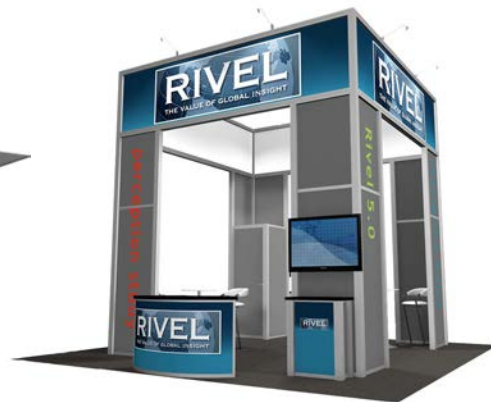
- Push-fit SEG Fabric Graphics
- Standing 11' 10" Tall
- Topped with LED Display Lights
- A Counter with Locking Storage
- Literature Racks
- Dimensions 20' x 20'



**Kit 4017**  
10004211111  
\$23,690.20

Heavy-duty Aluminum Extrusion Frame

- Push-fit SEG Fabric Graphics
- 15' 9" Central Tower Structure Broadcasts your Brand Across the Show Floor
- (2) Curved Side Arms Provide Additional Room for Displaying Messaging
- A Trio of Kiosks Combining Dual Monitor Mounts and Rigid Display Panels
- Counters with Locking Storage Provide Additional Room for Messaging, Functionality and Storage
- LED Display Lighting atop the Central Tower Illuminates Messaging for a Clear Display
- Dimensions 20' x 20'



**Kit RE-9024**  
1429  
\$48,875.25

(1) Large Curved Counter with Locking Door & Interior Shelf

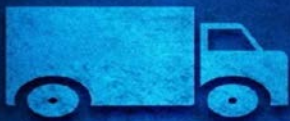
- (2) Small Rectangular Counters with Interior Shelves
- (1) Storage Closet with Locking Door
- (2) Large Monitor Mounts. (up to 46")
- (8) Halogen Arm Lights
- (3) Bar Stools with Backs

# WHAT ARE FREIGHT SERVICES?

As the official service contractor, Valley is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier.

Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley for those shipments. Valley assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.





## SHIPPING vs. MATERIAL HANDLING

# International Fuel Ethanol Workshop & Expo 2023

CHI Health Center / June 12 - 14, 2023

### What is Shipping



Shipping is the process of a carrier picking up items from your office, or any place of origin, and transporting it to the dock of either the advance warehouse or event facility. Shipping

is separate from Freight Handling. Exhibitors may use any carrier they want, including the official show carrier, **ABF Freight**.

<https://arcb.com/abf-freight>

### What is Material Handling



Material Handling is the process of receiving a shipment from your carrier and managing on site handling of the shipment through the event cycle. It is a standard event procedure with associated costs based on shipment weight.

Valley is the sole provider of Material Handling Services. Exhibitors or their hired EAC/carriers may not deliver freight to exhibit spaces delivered by common carrier/ground services or operate any type of mechanical or powered equipment. Material handling is a billable service.

#### Material Handling Process:

- The unloading of freight from your carrier once it arrives at the receiving dock.
- The transporting freight from dock to your booth space.
- The removing of empty shipping containers (boxes, crates and pallets) from your booth.
- The temporary storage of your empty shipping containers during the duration of the show.
- The return of empty shipping containers to your booth at the close of event.
- The transfer of your freight back to the loading dock once your chosen carrier has arrived.
- The loading of your freight into your carrier's vehicle for return shipping.

#### One easy way to keep charges low?

Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

Consolidate shipments when total weight is less than 200 lbs. ***It can save you money!*** For example:

#### 3 Separate Shipments

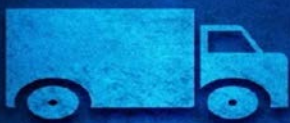
60 lbs. charged @ 200 lbs. Minimum \$ 418.80  
52 lbs. charged @ 200 lbs. Minimum \$ 418.80  
65 lbs. charged @ 200 lbs. Minimum \$ 418.80 = \$ **1,256.40**

#### 1 Consolidated Shipment

3 pieces (1 shipment)  
177 lbs. charged @ 200 lbs. Minimum = \$ **418.80**

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.





## SHIPPING

### Advance Warehouse Direct to Show Site

## International Fuel Ethanol

## Workshop & Expo 2023

CHI Health Center / June 12 - 14, 2023

The official Show Carrier for this event is ABF Freight, however you can use any carrier you choose to ship your items. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable). Material handling charges will incur for shipments received at either the advance warehouse or directly to show site. To avoid delay in receiving your shipment at show site, please make sure you have a material handling order and credit card on file.

#### Shipping to the Advanced Warehouse

- **Advance Warehouse Address: ABF Freight, 8105 J St, Omaha, NE 68127**
- Freight accepted: **5/8/2023 - 6/7/2023**
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date of **6/7/2023**. Your freight will still be received after the deadline date, but additional charges will be incurred and possible delay in delivery.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a Bill of Lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 815.873.1500 if you want to ship oversized material that requires special equipment to the warehouse.

#### Shipping to Show Site

- **Show Site/Direct Freight Address: CHI Health Center, 455 N. 10th Street, Omaha, NE 68102**
- Direct freight will be accepted: 6/11/2023; 8am - 5pm 6/12/2023; 8am - Noon 12:00:00 AM; 0
- Do not send shipments directly to show site before **6/11/2023**. CHI Health Center may refuse shipment and/or shipment runs the risk of being lost. Valley not responsible for shipments sent directly to CHI Health Center out side date range indicated above
- All shipments must have a Bill of Lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Once your carrier arrives and is unloaded, the shipment will be brought to booth.
- Please call our Exhibitor Services Department at 815.873.1500 if you want to ship oversized material that requires special

#### Prepaid or Collect Shipping Charges

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your Bill of Lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

#### Labeling Your Freight

- The label should contain the following:
- Exhibiting Company Name
- Booth Number(s)
- Name of the Event - **International Fuel Ethanol Workshop & Expo 2023**
- For your convenience please use the advance shipping label and/or the direct to show site shipping label provided in this exhibitor kit.

#### Protecting Materials

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show-time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

# RUSH

EXHIBITOR MATERIAL

FROM:

## ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

INTERNATIONAL FUEL ETHANOL WORKSHOP & EXPO 2023

SHOW NAME

BOOTH NUMBER

ABF FREIGHT

C/O VALLEY

8105 J ST

OMAHA, NE 68127

*Shipment Should Arrive Between:*

**5/8/2023 thru 6/7/2023**

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_ of \_\_\_\_\_

# RUSH

EXHIBITOR MATERIAL

FROM:

## ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

INTERNATIONAL FUEL ETHANOL WORKSHOP & EXPO 2023

SHOW NAME

BOOTH NUMBER

ABF FREIGHT

C/O VALLEY

8105 J ST

OMAHA, NE 68127

*Shipment Should Arrive Between:*

**5/8/2023 thru 6/7/2023**

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_ of \_\_\_\_\_

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

INTERNATIONAL FUEL ETHANOL WORKSHOP & EXPO 2023

SHOW NAME

BOOTH NUMBER

C/O  
CHI HEALTH CENTER  
VALLEY  
455 N. 10TH STREET  
OMAHA, NE 68102

**Shipment Should Arrive:**

6/11/2023; 8am - 5pm  
6/12/2023; 8am - Noon

Carrier

Number of pieces \_\_\_\_\_ of \_\_\_\_\_

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

INTERNATIONAL FUEL ETHANOL WORKSHOP & EXPO 2023

SHOW NAME

BOOTH NUMBER

C/O  
CHI HEALTH CENTER  
VALLEY  
455 N. 10TH STREET  
OMAHA, NE 68102

**Shipment Should Arrive:**

6/11/2023; 8am - 5pm  
6/12/2023; 8am - Noon

Carrier

Number of pieces \_\_\_\_\_ of \_\_\_\_\_





**Special Handling** Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no Bill of Lading or documentation, carpet/pad only shipments.

- **Constricted Space** Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- **Stacked Shipments** Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- **Mixed Shipments** Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- **Shipment Integrity** Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- **Carpet/Pad Only** Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- **No Documentation** Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or Bills of Lading that require additional sorting, processing, and tools for delivery.
- **Designated Piece Unloading** Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver to remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.
- **Padded Van Deliveries** this applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

**Disposal Fee** A disposal fee & minimum 1 hour of labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move out.

**Overtime/Double-time SURCHARGE: Overtime: 25% • Double Time: 50%** Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a Bill of Lading is submitted to the Valley Service Desk AND the driver has checked in.

**Early/Late Shipments to the Warehouse SURCHARGE: 25%** A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

**Reroute/Forced Freight** Due to failure of exhibitor carrier to check in at the designated times, Valley will cosign exhibitor's shipment to the Official Show Carrier for transportation at exhibitor's expense.

**FIB/LIB** Shipment found/left in booth by exhibitor. Shipment will be rerouted to the Official Show Carrier for transportation at exhibitor's expense.

**Reweigh of Shipments FEE: \$ 25.00 per forklift load** An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**Empty Crate Storage FEE: \$ 75.00 per piece** A charge per crate, carton or skid applies when Valley handles the storage and return of empties from a shipment not received by Valley and therefore not subject to material handling charges.

**Lightweight Shipments** Shipment weighing 50 pounds or less will qualify for the lightweight shipment rate. Shipments exceeding 50 pounds will be billed standard material handling fees at the prevailing show rates. All shipments must have certified weight tickets.

**Priority Empty Labels FEE: \$ 75.00 per label** Limited quantities available on a per event basis.

**Marshaling Yard FEE: \$ 45 per Shipment/Carrier** Where Valley as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Valley may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

**POV:** Personally Operated Vehicle.

**Vehicle Placement:** Valley charges a round-trip fee to place a vehicle on the tradeshow floor.



## MATERIAL HANDLING SERVICES

# International Fuel Ethanol Workshop & Expo 2023

CHI Health Center / June 12 - 14, 2023

As the official service contractor, Valley is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or Bill of Lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley for those shipments. Valley assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

**Straight Time :** 8:00AM to 4:30PM Monday through Friday  
**Overtime:** 4:30PM to 8:00AM Monday through Friday; All day Saturday  
**Double Time:** All day Sunday and Holidays  
(Overtime/double time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

### Estimating Standard Material Handling Charges

⇒ Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. **(200 pounds minimum charged on all shipments weighing 51 - 200 pounds)**

- Select the category that best describes your shipment. There are two categories for advance freight and three categories for direct freight:

**Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.  
**Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.  
**Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.

Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.

Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates.

#### Surcharge Information

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

### Advanced Warehouse Shipments

Single pieces over 5000 pounds cannot be accepted at warehouse.

FIRST DAY FREIGHT CAN ARRIVE: MONDAY, MAY 8, 2023  
LAST DAY FREIGHT CAN ARRIVE: WEDNESDAY, JUNE 7, 2023

Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded		÷ 100 =		X	\$194.05	X		X		X		=	\$	X		=	\$
MHS20172	Special Handling		÷ 100 =		X	\$252.10	X		X		X		=	\$	X		=	\$

### Direct to Facility/Show Site Shipments

FIRST DAY FREIGHT CAN ARRIVE: SUNDAY, JUNE 11, 2023

Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded		÷ 100 =		X	\$206.05	X		X		X		=	\$	X		=	\$
MHS20172	Special Handling		÷ 100 =		X	\$267.50	X		X		X		=	\$	X		=	\$
MHS20173	Uncrated		÷ 100 =		X	\$297.70	X		X		X		=	\$	X		=	\$

**Example Only** 623lbs Crated Freight sent to the Advance Warehouse by Common Freight Carrier - YRC

Select Freight Category		Calculate CWT				Add All Applicable Surcharges to Standard Rate									Calculate Freight Handling Estimate			
Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded	700	÷ 100 =	7	X	\$ 194.05	X	25%	X	N/A	X	N/A	=	\$ 242.56	X	7	=	\$ 1,697.94

**Lightweight Shipment** A lightweight shipment is a shipment totaling any number of pieces with a **combined weight not to exceed 50lbs** that is received on the same day and delivered by the same carrier. Lightweight Shipment can be sent to either the advance warehouse or directly to show site, please be aware of dates and times for each location indicated on the Show Information pages.

Item ID	Item	Total Weight Not to exceed 50lbs	Number of Packages/Cartons	X	Standard Rate	=	Totals	Add Totals together for both 1st Package/ Carton & Additional Package/Carton	=	Freight Handling Estimate
MHS20171	Lightweight - First Package/Carton		1	X	\$131.60	=				
MHS20172	Lightweight - Each Additional Package/Carton			X	\$32.70	=				



## MATERIAL HANDLING QUESTIONNAIRE

# International Fuel Ethanol Workshop & Expo 2023

CHI Health Center / June 12 - 14, 2023

### EXHIBITORS SHIPPING MACHINERY AND/OR FREIGHT WEIGHING OVER 2,000LBS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ **Crate(s)**

#### Dimensions of each crate

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Skid/Pallet(s)**

\_\_\_\_\_ Standard Pallet Size 48" x 40"

#### Dimensions of each skid other than standard size

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Machinery**

Please send pictures of Machines to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

#### Dimensions of each Machine

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Other**

#### Dimensions of each

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

2. Shipping

\_\_\_\_\_ Advance to Warehouse

\_\_\_\_\_ Direct to Show Site

3. List carrier name(s):

\_\_\_\_\_

4. Tracking Number(s)

\_\_\_\_\_

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

\_\_\_\_\_ Extended Blades \_\_\_\_\_ Slings \_\_\_\_\_ 4 Stage Lift

\_\_\_\_\_ Other, list below

\_\_\_\_\_

\_\_\_\_\_

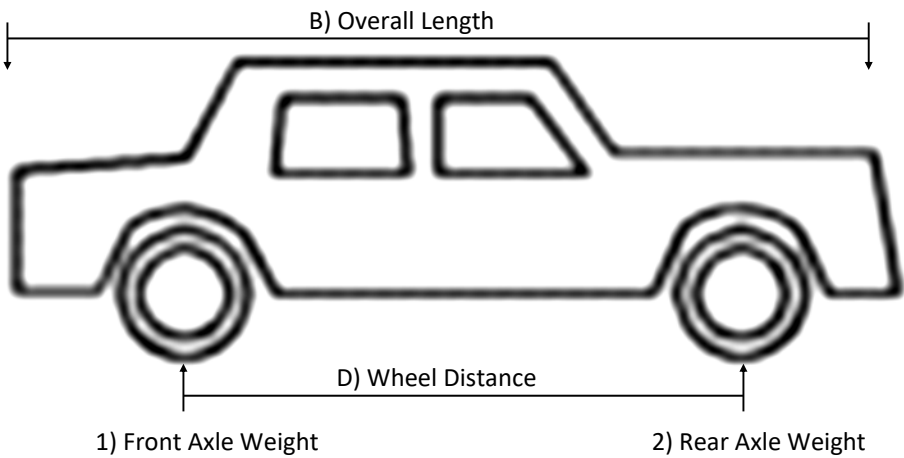
\_\_\_\_\_

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

Valley charges a round-trip fee of **\$545.35 per vehicle (Item # MH5454)** to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/ machinery. Valley personnel will receive equipment at show site and drive to the exhibitor booth. We will also handle the outbound as an inclusive service.

The City Fire Marshall requires disconnecting the battery, sealing the gas tank and placing a protective covering under the vehicle. Check local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page. Please return completed form to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)



Vehicle Description	A) Overall Width	B) Overall Length	Total Square Feet	C) Wheel Distance	D) Wheel Distance	1) Front Axle Wgt.	2) Rear Axle Wgt.	Total Weight

\* For dual axle vehicles measure distance from the front wheel to between the back wheels

Please indicate expected date and time vehicle will be arriving at the show site	
Date	Time
	AM or PM
	AM or PM



## OUTBOUND INFORMATION

# International Fuel Ethanol Workshop & Expo 2023

CHI Health Center / June 12 - 14, 2023

Outbound shipping is not an automatic process. Each shipment must have material handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.**

Call your designated carrier with pick-up information. In the event your carrier fails to show by the carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley's official show carrier at the exhibitor's expense.

### Tear Down

The show closes at **1:30pm on 6/14/2023**. Please do not tear down prior to the close of the show. If your event has aisle carpet, the aisle carpeting will be removed before forklift service or empty crates will be returned. Please allow time for removal. Once completed, empty crates will be brought to your booth.

### Outbound Pick-Up Address & Carrier Check In

- All outbound shipments must be picked up from CHI Health Center, 455 N. 10th Street, Omaha, NE 68102
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibility to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first come, first served basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Valley Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

### Outbound Bill of Lading Procedure

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

### Outbound Miscellaneous Services

Shrink Wrap	<b>\$95.00</b> per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	<b>\$1.25</b> per foot + dismantle labor (please see labor order form for dismantle labor rates)

### Excessive Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.



## OUTBOUND BILL OF LADING & LABEL REQUEST

## International Fuel Ethanol Workshop & Expo 2023

CHI Health Center / June 12 - 14, 2023

All outbound shipments require a Valley outbound Bill of Lading (BOL) form and shipping labels. Valley offers complimentary pre-printing of these items if you have a material handling order on file with payment information. To take advantage of this service, please complete this request and submit to Valley. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show. Exhibitors without a freight handling order on file will be charge \$15.00 per requested BOL and/or label.

Form must be completed and returned by **6/5/2023** to receive pre-printed forms. Blank forms available at the Valley Service Desk.

Note: All third parties can pick up BOL/labels at the Valley Service Desk.

### Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### Step 2. Where is the shipment going?

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

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

### Step 3. How many pieces are in your shipment?

PLEASE LIST BELOW HOW MANY PIECES OF EACH ITEM ARE IN YOUR SHIPMENT.

QTY	ITEM	WEIGHT
	Crate	
	Carton (Cardboard)	
	Fiber Case	
	Skid/Pallet	

QTY	ITEM	WEIGHT
	Carpet (Color)	
	Monitor	
	Other	
	<b>TOTAL</b>	

### Step 4. How many labels do you need?

NUMBER OF LABELS REQUESTED \_\_\_\_\_

### Step 5. Who is picking up your shipment?

Official Show Carrier: ABF Freight \_\_\_\_\_ Other: \_\_\_\_\_ (Common Carrier, POV) If selecting a carrier other than the official show carrier, you must schedule the pickup. This includes Fed Ex Ground Services, UPS Ground Services, etc. If using FedEx or UPS you must have and apply their shipping labels to your packages.

### Step 6. What type of service is need (how fast do you need it)?

Ground \_\_\_\_\_ 2nd Day \_\_\_\_\_ Expedited Ground (3-5 Days) \_\_\_\_\_ Overnight \_\_\_\_\_

### Step 7. Send Completed form to one of the following below:

Email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Fax: 815.873.1544

Online: [www.valleyexpodisplays.boomerecommerce.com](http://www.valleyexpodisplays.boomerecommerce.com)





**INSTALLATION &  
DISMANTLE**

# LET US GET YOU SHOW READY

The experts at Valley are ready to assist with your exhibit needs from beginning to end. Installation and dismantling exhibits are no exception. From shipping and storage to on-site repairs and furnishing, Valley has you covered with the resources and capabilities to make your show experience a success.



All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. A booth representative must be present during move in or out.

**Labor Hours & Rate Information**

Description	Discount	Standard
<b>Straight Time</b> - 8:00AM and 4:30PM on weekdays	\$245.95	\$319.75
<b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$368.93	\$479.63
<b>Double time</b> - All day Sunday and holidays	\$491.90	\$639.50

**Minimum  
Charge &  
Cancellation  
Information**

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

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

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

**Labor  
Check  
In & Out**

Exhibitor **must** check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed.

Failure to pick up labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

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

**Hours of  
Operation****Move In Dates & Times**

6/11/2023; 8am - 5pm

6/12/2023; 8am - Noon

**Move Out Dates & Times**

6/14/2023; 1:30pm - 6:30pm

## Calculation of Estimated Charges Worksheet

Estimate of Charges				
Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation			\$	\$
Dismantling			\$	\$
Estimate of Charges Total must be added to Valley's Order Form				\$

**Example Only**

Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation	2	2	\$ 245.95	\$ 983.80
Dismantling	1	1	\$ 245.95	\$ 245.95

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

Lessen the hassle of setting up your booth or exhibit by adding Valley supervised labor. Valley will do all the heavy lifting for you. All labor is performed under the supervision of Valley personnel.

A booth representative does not need to be present during move in or out. Great for exhibitors that need to catch a flight right after the close of the event. Valley will supervise the dismantle of your exhibit space, pack and label, complete all necessary outbound documentation and once your carrier arrives, move your shipment from your booth space to docking area to be loaded onto your carrier.

**Documentation  
Requirements**

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

Description	Discount	Standard
<b>Straight Time</b> - 8:00AM and 4:30PM on weekdays	\$307.45	\$399.70
<b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$461.18	\$599.55
<b>Double time</b> - All day Sunday and Holidays	\$614.90	\$799.40

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

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

### Calculation of Estimated Charges Worksheet

Estimate of Charges				
Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation			\$	\$
Dismantling			\$	\$
Estimate of Charges must be added to Valley's Order Form				\$

**Example Only**

Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation	2	2	\$ 307.45	\$ 1,229.80
Dismantling	1	1	\$ 307.45	\$ 307.45

**Please complete the following page and forward all documentation for setup and/or tear down of exhibit to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)**

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

Information must be completed and sent along with order forms before Valley supervised labor will be performed.

Exhibiting Company Name: \_\_\_\_\_ Booth No : \_\_\_\_\_

Freight will be shipped to: Advance Warehouse \_\_\_\_\_ Direct to Show Site \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Inbound Carrier: \_\_\_\_\_ Tracking/PRO #: \_\_\_\_\_

Total # of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Skids \_\_\_\_\_ Other \_\_\_\_\_

Setup Plans/Photo: Attached to order \_\_\_\_\_ To be sent with Exhibit, in crate # \_\_\_\_\_ Sent to events@valleyexopdisplays.com \_\_\_\_\_

Flooring/Carpet: With exhibit \_\_\_\_\_ Rented from Valley \_\_\_\_\_

Electrical Placement: Electrical under carpet \_\_\_\_\_ Electrical in back of booth \_\_\_\_\_ Other, must provide floor plan \_\_\_\_\_

Graphic: With exhibit \_\_\_\_\_ Shipped separately \_\_\_\_\_ Tracking/PRO # \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

Ship to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of shipment\*: Common Carrier \_\_\_\_\_ UPS \_\_\_\_\_ FedEx \_\_\_\_\_ Show Carrier \_\_\_\_\_

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

If labels are provided where will they be? \_\_\_\_\_

Freight Charges: Prepaid \_\_\_\_\_ Collect \_\_\_\_\_

Bill to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inbound  
Shipping &  
Set Up  
Information

Outbound  
Shipping  
Information



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

In booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.

A forklift is required for moving equipment and materials weighing 200 pounds or more within your booth.

If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift up to 5,000lbs with an operator.

Please call for quote if forklift over 5,000lbs is required.

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

### Rate Information

Description	Discount Rate (per hour)	Standard Rate (per hour)
<b>Straight Time</b> - 8:00AM and 4:30PM on weekdays	\$618.40	\$803.95
<b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$927.60	\$1,205.93
<b>Double time</b> - All day Sunday and Holidays	\$1,236.80	\$1,607.90
The minimum charge for forklift crew is one (1) hour per worker and forklift. Forklift rental thereafter is charged in half (1/2) hour increments. All rates are subject to change if necessitated by increased labor and material costs.		
Forklift orders cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the forklift is not used at the time confirmed, there will be a one (1) hour no-show fee charged per worker and equipment ordered.		

### Forklift Check In & Out

Exhibitor **must** check in at the Valley Service Desk to request their forklift operator when ready for service. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all forklift calls based upon availability of forklift crews and in the order that the requests are confirmed. Upon completion of work, exhibitors must return to the Valley Service Desk to sign the completed work ticket and confirm accuracy of the work order. Failure to request forklift service at the Valley Service Desk will result in a one (1) hour per man no show charge.

### Hours of Operation

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

#### Move In Dates & Times

6/11/2023; 8am - 5pm

6/12/2023; 8am - Noon

#### Move Out Dates & Times

6/14/2023; 1:30pm - 6:30pm

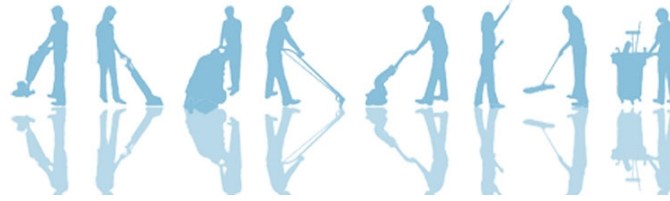
### Calculation of Estimated Charges Worksheet

INSTALLATION			
Total # of Hours	Total # of Forklifts	Labor Rate	Total

Estimate of Charges must be added to Valley's Order Form

DISMANTLE			
Total # of Hours	Total # of Forklifts	Labor Rate	Total

Estimate of Charges must be added to Valley's Order Form



As the exclusive booth cleaning provider, our team is here to assist you with all cleaning services. We will vacuum/dry mop your exhibit space, take out the trash and replace the trash bag after exhibitor hours, working silently behind the scenes to maintain booth cleanliness post set-up or throughout the entire event. Prices are based on total square footage of booth regardless of area to be cleaned. Exhibitor appointed contractors are prohibited from providing cleaning services.

### Standard Booth Size ( 10' x 10' ) = Square Footage ( 100 square feet per booth )

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

#### Carpet Vacuuming

	Product ID	Discount	Standard
Once Prior to Show Opening	BC2011	\$ 0.90	\$ 1.20
3 Days - Prior to Show Opening Each Day	BC2051	\$ 2.85	\$ 3.75

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

#### Porter Service

	Product ID	Discount	Standard
Once Prior to Show Opening	BC4021	\$ 0.95	\$ 1.25
3 Days - Prior to Show Opening Each Day	BC5029	\$ 3.00	\$ 3.90

**Dust Mopping:** Includes dust mopping of all exhibitor provided flooring surfaces.

#### Dust Mopping

	Product ID	Discount	Standard
Once Prior to Show Opening	BC6021	\$ 0.90	\$ 1.20
3 Days - Prior to Show Opening Each Day	BC6023	\$ 1.65	\$ 2.25



# GET YOUR MESSAGE ACROSS

High quality graphics will add a huge contribution to your exhibit success. From our electronic file transfer for graphics proofing, to our in-house direct printing or roll to roll printing allow us to get you the best quality for cost. We offer high quality resolution printing on a variety of substrates including pvc, foam, acrylic, dibond, vinyl and more.





Your booth design can make or break the success of your promotional event. Stand out from the competition! We've got you covered with our comprehensive line of trade show display printing products. Valley has added the Vanguard Digital Printing Systems VR5D flatbed UV printer. It combines revolutionary technology, industry leading quality and outstanding speeds to satisfy the demands of the industry schedule. With the VR5D it gives the ability to print on a variety of substrates including foam, pvc, vinyl, acrylic and more! Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or

feature you want is not listed on this form, please call us for a special quote. Get the attention of attendees with bold and graphic printed banners, pop-up displays, feather flags and other indoor signs that show off your brand logo and colors. Make sure all your trade show displays feature design elements to form a strong, cohesive look that represents what your brand is all about.

PVC	PAPER	STONE	METAL
VINYL	FOAM	BRICK	PLASTIC
ACRYLIC	COROPLAST	PORCELAIN	GLASS
CANVAS	STYRENE	RUBBER	CARDBOARD
LEATHER	WOOD	FABRIC	AND MORE!!!!

With Valley's VR5D from Vanguard Digital Printing systems, you are only limited by your imagination.. Exhibitors have already put the VR5D through its paces by printing on:

**Upload your artwork to: <https://spaces.hightail.com/uplink/valley>** Please see the following page for artwork requirements on "Supplied Digital Arts Standards" form.

Orders received after, Sunday, May 21, 2023 will receive an additional 30% rush fee.

	Description	Product ID	Pricing
Foamcore Signs White Background	11" x 14"	S10	\$102.55
	14" x 22"	S20	\$143.80
	22" x 28"	S50	\$392.60
	28" x 44"	S60	\$535.05
Vinyl Banners White Background	2' X 4'	S70	\$250.20
	2' X 6'	S80	\$300.45
	2' X 8'	S90	\$451.50
	Grommets for hanging are included		
Miscellaneous	Easel Back	S100	\$19.80
	Sign Grommets	S110	\$7.30
	Color Background		Add 25%

In an effort to provide you with the best graphics for your display, Valley requests that you review these file and media requirements when you supply digital art. Supplying the proper files insures that your output will look the way you expect, and keep additional charges to a minimum. If you have questions about file formats, resolution, or other graphics concerns, please call us at 815-873-1500 press 1 for exhibitor services department or e-mail [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).

#### Raster (Pixel-based) Art -

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

##### Use for:

**Photographic or continuous tone** images.

#### Vector Art -

Vector art is 'resolution independent', meaning it can be scaled to any size with no loss of quality.

Illustrations created in Adobe Illustrator or Freehand are vector art. EPS files are the most common format for vector art.

**NOTE:** A Raster image imported or placed, and then saved in these programs is not changed into

vector art...*it is still a raster image* and may not be suitable for some output options.

Logos & illustrations produced as cut vinyl **MUST** be vector art. If you cannot supply vector art, you may be charged for the time required to convert/recreate your art in the proper format.

##### Use for:

**Cut vinyl, large format text, logos, graphic elements.**

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

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

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

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

**Media:** Click here to submit files to <https://spaces.hightail.com/uplink/valley>

Please include a color hardcopy or pdf. Critical PMS colors should be indicated on the hardcopy.

**Still have questions?**

**Call 815-873-1500**

**or**

**E-mail: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)**

For your convenience Valley has provided the grid below for booths up to 10 x 10 for placement of the following or as needed.

- Carpet Layout if different than booth size
- Electrical placement (if applicable)
- Hanging Sign Placement
- Equipment/Furniture Placement

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_


Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

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

Booth Number: \_\_\_\_\_

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

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





### Union Information

To assist you in planning your participation in your Omaha show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

The following guidelines will help you in preparing your exhibit to conform to union jurisdiction.

### Display Set-Up and Dismantle

We have a labor agreement with the local unions to provide labor for displays set-up and dismantling. The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by **full-time employees** of an exhibiting company or an exhibitor appointed contractor only. No outside labor is allowed. Arrangements for all temporary labor should be made through Valley Expo & Displays. Please refer to the Event Labor order form that is included in the exhibitor service manual.

### Material Handling

Work rules require that the local union handle all material in and out of the hall. Charges for material handling services are included in the exhibitor service manual under Freight Handling. Valley Expo & Displays has full control over access to the loading docks in order to provide a safe and orderly move-in/out.

**Privately Owned Vehicles (POV)** - Exhibitors are allowed to unload their own material in the designated POV area with the use of a dolly from their cars, vans or pick-ups, provided they are

**full-time employees** of the exhibiting company and do not require the use of fork trucks, pallet jacks, lift gates or any other mechanical equipment. Material delivered via commercial carriers/common carriers or van lines that are dock height or needing a dock will be unloaded by Valley Expo & Displays' labor and are subject to freight handling charges as outlined in the exhibitor service manual under Freight Handling.

### Storage

Exhibitors not using Valley Expo & Displays' material handling services will be allowed to store and retrieve their empty containers themselves in a designated area at showsite. Valley will not be responsible whatsoever over condition or piece count of any items in this area from exhibitors. Please report to the Valley Exhibitors Services desk at showsite for more details.

### Gratuities

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Exhibitor Services Center as soon as possible.



## FLORAL ORDER FORM

<b>Name of Show:</b>			
<b>Location:</b>		<b>Show Dates:</b>	
Exhibitor:		Booth Number:	
Bill to:		Email:	
Address:		City:	State: Zip:
Phone:	Fax:	Company Representative:	
Purchase Order #:	Job #:	Date Ordered:	
COMPLETE THIS BOX ONLY IF DESIGNER IS NEEDED ON SITE			
Booth Contact: _____		Contact Phone: _____ Available Time/Date: _____	

### PAYMENT INFORMATION

Circle one VISA MC AMEX DISCOVER

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

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV code: \_\_\_\_\_

Signature: \_\_\_\_\_

- Foliage plants and architectural containers on rental basis.
- Price includes: **PLANT INSTALLATION, ARCHITECTURAL CONTAINERS, SERVICING THROUGHOUT THE SHOW, & DISMANTLING AT END OF SHOW**
- **NO ADJUSTMENTS NOR REFUNDS CAN BE MADE AFTER THE SHOW OPENING.**

Quantity	Tropical Plants (Please specify quantity, heights, and variety)	Price	Total
	Potted Ferns	\$66.40	
	2' Plants	\$97.50	
	3' Plants	\$101.05	
	4' Plants	\$116.50	
	5' Plants	\$151.55	
	6'-7' Plants	\$170.00	
	<b>Containers for Plants:</b> Black _____ White _____		
	TALLER PLANTS ARE AVAILABLE, PLEASE INQUIRE IN ADVANCE		
	<b>Blooming Plants</b>		
	Potted Mums (Yellow, White, & Lavender)	\$73.05	
	Potted Azaleas (Red, Pink, & White)	\$73.05	
	Bromeliads	\$73.05	
	<b>Floral Arrangements</b> Please Choose Tropical or Seasonal (Please indicate desired colors) Floral Arrangements are only guaranteed for 3 days		
	Small Arrangement (12"x12")	\$86.50	
	Medium Arrangement (18"x14")	\$110.00	
	Large Arrangement (24"x18")	\$132.50	
		Tax (9%)	
		<b>TOTAL</b>	

Floral Exhibits, Ltd.  
 2555 S Leavitt St.  
 Chicago, IL 60608  
**PLEASE RETAIN A COPY FOR YOUR RECORDS**

Phone #: 773.277.1888  
 Fax #: 773.277.1919  
 www.floralexhibits.com



## **2023 International Fuel Ethanol Workshop & Expo Lead Retrieval Purchase Form**

We're excited to partner with you and we want to provide you with the best ROI for exhibiting at our event, so we're offering access to the Lead Retrieval app from Webex Events (formerly Socio).

Lead Retrieval is a simple, intuitive mobile app that lets you scan attendee badge QR codes to collect leads for your organization. After you scan a badge, you can add notes, pictures, and more contact info to the lead's profile, and rate the lead.

You can invite other members of your organization to the app to scan and rate leads as a group. When the event wraps up, you can easily view metrics and export all your leads to a CSV for import into your CRM.

Feel Free to [learn more](#) about how Lead Retrieval works and adds value for your organization.

**[CLICK HERE TO PURCHASE](#)**



# CHI Health Center

## OMAHA

To order Electrical, Audio Visual, Compressed Air, IT, and Hanging Sign Services please use the instructions for ordering below.

Instructions for accessing the website:

CHI Health Center Omaha website: <https://chihealthcenteromaha.com/>

- Click “The Convention Center”
- Click “Exhibitors” (left side of screen)
- Scroll down to “Online Ordering” and click “View”

Scroll down to find International Fuel Ethanol Workshop & Expo under June and click “Go to Store” – from here, you will create an account to log in and add items to their cart and purchase for the tradeshow.

Our in-house audio-visual team, Inspire, is exclusive for hanging sign rigging.



## EXHIBITOR RULES & REGULATIONS

Welcome to CHI Health Center Omaha. Following is information you will need as an exhibitor at a convention, tradeshow or consumer show in our facility. Please read this information thoroughly and abide by all rules and regulations as set forth by MECA.

### 1. IN-BOUND FREIGHT

CHI Health Center Omaha will not accept any freight shipments prior to the scheduled exhibitor move-in date unless pre-approved in writing by MECA. If any freight arrives at MECA managed facilities prior to the show move-in day, it will be transferred to MECA's preferred shipping company, and the shipper will incur storage and delivery fees at their standard charge rates or the shipment may be refused.

Any freight arriving at MECA managed facilities on the show move-in day without a service contractor or drayage company specified, will be handled by MECA's preferred shipping company. The shipper will incur handling fees at their standard charge rates.

To avoid potential shipment refusal, prior arrangements are to be made with a service contractor or drayage company to handle freight requirements. Freight shipped to arrive prior to the day of exhibitor move-in should be forwarded according to the instructions in your exhibitor service kit provided by the official show decorator. If no official show decorator has been identified, freight should be forwarded to CHI Health Center Omaha's preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992.

Please call Target Logistic Services and Tradeshow Services at (402)457-7992 for available freight services and fees.

Contact information for the package(s) shall be clearly labeled on the exterior of the package(s). If this information is not clearly visible, the package(s) may be refused. All materials, equipment, or freight sent to arrive during scheduled move-in must be clearly labeled as follows:

CHI Health Center Omaha  
*Name of event, date of event*  
*Exhibiting company name, booth number*  
*Phone Number*  
*c/o Name of Service Contractor or Drayage Company*  
455 North 10<sup>th</sup> Street  
Omaha, NE 68102

No COD deliveries will be accepted.

### 2. OUT-BOUND FREIGHT

Out-bound shipments should be arranged according to the instructions in your exhibitor service kit provided by the official show decorator. If no official show decorator has been identified, out-bound shipments can be arranged through CHI Health Center Omaha's preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992. All materials must be removed from CHI Health Center Omaha at the conclusion of the event. Any materials remaining after scheduled move-out will be considered refuse. Costs incurred for removal of such refuse may be charged accordingly.



# CHI Health Center

OMAHA

## EXHIBITOR RULES & REGULATIONS

### 3. EXHIBITOR MOVE-IN / MOVE-OUT

Exhibitor move-in and move-out is allowed only during designated exhibitor move-in and move-out hours. Exhibitors are not allowed to move in or out through the main entrances on the west, south, or north sides of the building. All exhibitors must unload and load on the east side of the building at the designated ramp/docks for the show. All exhibitors must check in with the traffic manager at the dock. To access the dock area, turn east off of 10<sup>th</sup> Street onto MECA Drive, which is on the north side of CHI Health Center Omaha. Turn right on the east side of the building into the dock area.

**No vehicle parking is allowed at the dock.** Vehicles must be unloaded in a timely manner then moved to an assigned exhibitor parking lot. No overnight parking is allowed in any CHI Health Center Omaha parking lots. Exhibitors will pay the prevailing parking rate per vehicle, per day, with no in and out privileges, except as may have been specifically arranged by the show promoter through MECA.

CHI Health Center Omaha does not have available dollies, ladders, or other equipment needed for move-in and set-up. All such equipment must be brought with you or services must be acquired from the official show decorator. Standing on chairs or tables to hang display materials is prohibited.

Long term parking is not permitted in the fire lane in front of CHI Health Center Omaha. Parking is not permitted on the concrete pedestrian areas (front apron) in front of the facility.

### 4. STORAGE

There is no on-site storage or empty case storage available to exhibitors. All arrangements for storage must be made through the official show decorator. If no official show decorator has been identified, storage can be arranged through CHI Health Center Omaha's preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992.

### 5. FIRE AND SAFETY REGULATIONS

All exhibitors must comply with Omaha Fire Marshal rules and regulations.

**HAZARDOUS MATERIALS** – If your exhibit includes the use/display of hazardous materials (including, but not limited to, open flames, gasoline, welding materials, lasers, cooking grease, natural gas, combustible materials such as hay bales, all heat sources used for cooking and heater demonstrations, hazardous waste, medical waste, hazardous, toxic, and/or regulated substances), contact show management for reference to the CHI HEALTH CENTER OMAHA'S FACILITY RULES & REGULATIONS. Liquid propane is not allowed in the building. Any displays with a fire component require that the exhibitor supply a fire extinguisher in the booth.

**WEAPONS** – Weapons, of any type, are prohibited from being brought into CHI Health Center Omaha. The sole exception to this policy is the display of such items within an exhibit – and in those occasions, MECA approval is required.





# CHI Health Center

OMAHA

## EXHIBITOR RULES & REGULATIONS

### FIRE AND SAFETY REGULATIONS

#### VEHICLES

- Vehicles are not permitted inside CHI Health Center Omaha for loading/unloading without the prior authorization of MECA management.
- Vehicles which are part of a display will be allowed in CHI Health Center Omaha after conforming with all fire/safety rules and regulations which include:
  1. Specific area for vehicles is identified on the floor plan.
  2. The vehicle engine will not be operated when the building is occupied.
  3. A maximum of 5 gallons of fuel per vehicle when entering the building.
  4. The fuel fill cap is secured with a lock or securely taped with a material that is non-petroleum soluble.
  5. The battery cables are disconnected from the battery and the battery terminal will be securely covered.
  6. The vehicle will be securely locked when unattended.
  7. An approved fire extinguisher will be located in the immediate vicinity.
  8. The Fire Marshal's office may inspect the vehicles prior to the building being opened to the general public.

### 6. IN BOOTH FOOD DISTRIBUTION

Any distribution of food as part of an exhibit must be pre-approved by Levy, CHI Health Center Omaha's exclusive food and beverage service provider. Please refer to the document listed below, which must be completed at least two (2) weeks prior to the show date. This document is included in the exhibitor service kit or is available on-line at [www.chihealthcenteromaha.com](http://www.chihealthcenteromaha.com) – Exhibitors – Catering Services. For additional information, please contact a Levy Catering Manager at (402)341-1500.

“Sample Food & Beverage Rules & Regulations Authorization Form”

### 7. CBD (CANNABIDIOL)

Cannabidiol brought into the Facility for sale or distribution must adhere to Nebraska statutes. Neb. Rev. Stat. Ann § 28-463 sets that limit as not more than .3% (three-tenths of one percent) tetrahydrocannabinols (THC) by weight. Product must be in the form of a liquid or solid dosage.

### 8. GARDENING / LANDSCAPING EXHIBITS

The following apply to gardening and landscaping exhibits:

- Plastic must be used on the exhibit hall floor under dirt, rocks, mulch, ponds, etc.
- Considerable care must be taken when using dump trucks, skid loaders, etc., to unload and load dirt, rocks, mulch, etc. Any damage incurred will be the responsibility of the exhibitor.
- At the close of the show, all dirt, rocks, mulch, etc., must be removed completely and the exhibit hall floor must be swept clean.



# CHI Health Center

OMAHA

## EXHIBITOR RULES & REGULATIONS

- Ponds and water displays must be filled and emptied only by CHI Health Center Omaha staff and a charge will be incurred based on the fill/drain tank rates on the CHI Health Center Omaha Exhibitor Utilities/Technical Services Order Form.
- Any damage incurred due to water leakage will be the responsibility of the exhibitor.

### 9. AUDIO VISUAL

Inspire is the preferred in-house audiovisual services provider and exclusive rigger in the convention center at CHI Health Center Omaha. Please refer to the “Audio Visual Exhibitor Order Form” and the “Audio Visual Rules & Regulations” for available equipment. These forms are included in the exhibitor service kit or are available on-line at [www.chihealthcenteromaha.com](http://www.chihealthcenteromaha.com).

### 10. UTILITY AND TECHNICAL SERVICES

Electrical, air, gas, water, telephone and internet services are provided by MECA. Please refer to the “CHI Health Center Omaha Exhibitor Utilities/Technical Services Order Form” and the “Exhibitor Utility/Technical Services Rules & Regulations” for available services. These forms are included in the exhibitor service kit or are available on-line at [www.chihealthcenteromaha.com](http://www.chihealthcenteromaha.com). Advance rates require that order forms and full payment must be postmarked or received a minimum of seven (7) calendar days PRIOR to the first move-in day of the show. Floor rates will apply after the deadline.

### 11. GRATUITIES

CHI Health Center Omaha prohibits its employees from accepting gifts, gratuities, or other favors from parties doing business with CHI Health Center Omaha.

### 12. NO SMOKING POLICY

CHI Health Center Omaha is a smoke-free facility.

### 13. SPECIAL DECORATIONS, SIGNS AND THEMED MATERIALS

- Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in CHI Health Center Omaha.
- Tape and adhesive-backed materials are not allowed on CHI Health Center Omaha carpeted surfaces.
- Use of tape on any wall surface, glass, or equipment is prohibited.
- Cut trees are not permitted, unless they have a root ball at the base of the tree and are specifically approved by MECA.
- Hay bales must be sprayed with fire retardant and inspected by the Fire Marshal prior to the building opening to the public.
- Use of glitter, confetti or streamers must be approved in advance by MECA. If approved, Licensee will be charged for any extra cleaning required due to use of such decorations.



## **EXHIBITOR RULES & REGULATIONS**

- Cotton candy machine use is prohibited in the Convention Center. Snow cone makers and the use of dry ice shall require a protective floor covering in the working area of these machines and/or products.
- Game themed activities may require precautionary measures to protect the facility and its patrons.



## **FACILITY RULES & REGULATIONS**

### **GENERAL POLICY STATEMENT**

It is the responsibility of the Metropolitan Entertainment & Convention Authority (MECA) to operate CHI Health Center Omaha (the "Facility") in a sound business manner in an effort to maximize both social and economic benefit to the community, and financial stability of the Facility. MECA will promote, solicit, develop, and make reservations for any activity deemed appropriate to the Facility's objectives, and to qualify all activities requesting utilization of the Facilities. All specific policies, procedures, rules and regulations will be conditioned on, and subject to, these overriding considerations. MECA reserves the right to add to, modify, delete, or otherwise change these policies and procedures from time to time. Such changes will become effective immediately upon their issuance by MECA Management. MECA will make these updated policies and procedures reasonably available and accessible. Licensees may obtain updated versions, upon request, at any time.

#### **1. ALCOHOLIC BEVERAGES**

- a) Bringing alcoholic beverages into the Facility, and on the surrounding property, is prohibited other than through MECA's exclusive Catering and Concession Operators.
- b) MECA reserves the right to confiscate any outside alcoholic beverages brought into the facility for consumption.
- c) MECA reserves the right, at its sole discretion, to suspend alcoholic beverage sales at any time during a licensed event.
- d) Intoxicated patrons will not be admitted into the Facility at any time and are subject to ejection.
- e) Patrons may not exit the Facility with alcoholic beverages.

#### **2. AMERICANS WITH DISABILITIES ACT**

- a) The Facility is a *public Facility* and is subject to Title II of the Americans with Disabilities Act (ADA). The Facility is accessible to disabled patrons, as required by the ADA and applicable regulations.
- b) The Licensee is responsible for making aisles, exhibits, displays, meetings, etc., accessible to qualified individuals with a disability attending the event with respect to setup, location of exhibits on the exhibit floor, paths of travel, and other aspects of the event within the Licensee or one of the Licensee's exhibitors' control.
- c) The Licensee must include a notice in the Licensee's event advertising, and/or publicity releases, stating that disabled patrons should notify the Licensee and MECA at least one week prior to the Licensee's event should a reasonable accommodation be needed.
- d) MECA will use its best efforts to assist the Licensee in identifying local providers of temporary auxiliary aids and services, although the Licensee will remain ultimately responsible for identifying and contracting with such providers.

- e) If the Licensee fails to arrange for a reasonably requested temporary auxiliary aid or service, MECA management shall have the right, but not the obligation, to provide or arrange for such temporary auxiliary aid or service and the Licensee must reimburse MECA the cost of providing and arranging for such temporary auxiliary aid or service as determined by MECA.

### **3. ANIMALS OR PETS**

- a) Except for service animals and animals used as part of a MECA approved exhibit or activity, no animals or pets are permitted in the Facility.
- b) Approved animals in the Facility must be on a leash, within a pen, or under similar control. The Licensee assumes full responsibility for any approved animal.
- c) Additional cleaning required within the Facility or the surrounding areas due to an animal exhibit will be at the expense of the Licensee.

### **4. AUDIO / VISUAL**

MECA provides a preferred audio/visual contractor for your audio/visual equipment and operator needs. Audio/visual equipment rates are available upon request.

### **5. CASH-FREE VENUE**

The Facility is a cash-free venue. All ticketing, concessions, bars and retail locations require the use of debit, credit or prepaid cards. The Facility is equipped with cash-to-card kiosks to convert cash to a prepaid VISA card that can be used anywhere VISA is accepted (inside and outside the Facility.)

### **6. CBD (CANNABIDIOL)**

Cannabidiol brought into the Facility for sale or distribution must adhere to Nebraska statutes. Neb. Rev. Stat. Ann § 28-463 sets that limit as not more than .3% (three-tenths of one percent) tetrahydrocannabinols (THC) by weight. Product must be in the form of a liquid or solid dosage.

### **7. CONCESSIONS, CATERING, AND MERCHANDISE**

MECA's recognized Catering and Concession Operators shall be the exclusive provider of food and beverage service in the Facilities and on the surrounding property. MECA's Catering and Concession Operators shall retain all revenues received. Any deviation from these exclusive services must be approved in writing by MECA management.

Food and beverage service includes, but is not limited to, the sale of beverages (alcoholic or otherwise), food items, and non-event related souvenirs, programs, and novelties.

The Licensee will not be allowed to sell, give away, or distribute samples of any food or beverage items without written permission from the Catering and Concession Operators. Upon agreement of both parties, the Catering and Concession Operators shall issue a Sample Food and Beverage Distribution Authorization Agreement. If an agreement is issued and the approved location for the sampling is within a carpeted area of the facility, the Licensee is responsible for ensuring that the facility carpet is protected (for example, plastic or remnant carpet under the vendor). Additionally, Licensee is responsible for ensuring that all cooking devices meet the regulations outlined below in the HAZARDOUS MATERIALS section.

The Licensee will not be allowed to sell the rights for food and beverage service or authorize samples within the Facility to a third party without the prior written permission from the Catering and Concession Operators. Food and beverage service includes the sale or sampling of any food or beverage items that, by their nature, lend themselves to consumption on property. If such sales or sampling by a third party is approved, such third party will be required to sign an agreement with the Catering and Concession Operators and provide the required insurance



coverage no later than thirty (30) days prior to the start of the event. If permission is given and the approved location for the service and/or sampling is within a carpeted area of the facility, the Licensee is responsible for ensuring that the facility carpet is protected (for example, plastic or remnant carpet under the vendor). Additionally, Licensee is responsible for ensuring that all cooking devices meet the regulations outlined below in the Hazardous Materials section.

No food or beverage will be allowed to be brought into the Facility by any individuals, including attendees, participants, exhibitors, or employees, subcontractors, or representatives of Licensee, without written permission from MECA. This still applies when the show promoter/Licensee does not provide food and beverage during their move-in/move-out or event.

## **8. ELEVATORS / ESCALATORS**

- a) All equipment shall be transported utilizing the freight elevators (carts, pallets, etc.). Freight elevators are to be operated by MECA staff. (12,000 lbs. maximum)
- b) No equipment may be transported on escalators. This includes easels, chairs, tables, wheelchairs, strollers, coolers, and other similar items.
- c) Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials.

## **9. EQUIPMENT RENTAL**

- a) Rental equipment and rates are available upon request.
- b) All MECA equipment will be operated and set up by authorized MECA personnel.
- c) Tables, chairs, risers, etc., in excess of rental agreement will be made available at applicable rates and inventory limits.
- d) A labor charge will be assessed for any room or area changeover after the initial room or area set-up.

## **10. EVENT PERSONNEL**

- a) All event personnel, such as show and services contractor staff, exhibitor appointed contractors, temporary help, exhibitors, and other workers affiliated with an event held within the Facility, must enter and exit by way of the security entrance or by way of the MECA designated "show entrance".
- b) All event personnel working in the Facility must display MECA-approved identifying credentials or badge.
- c) Restricted areas of the Facility labeled "Authorized Personnel Only" are restricted to all persons except those authorized by MECA.
- d) Show managers and service contractors are responsible for the conduct of their personnel, exhibitors and subcontractors, and for any damages caused by such personnel while in the Facility. Loud or profane language and disorderly conduct is not permitted at any time. MECA reserves the right, at its sole discretion, to remove individuals who create a nuisance or violate established policies or procedures.

## 11. EXCLUSIVE SERVICES

MECA will be the exclusive provider of the following services within the Facility. Rates for exclusive services and labor are available upon request.

- Food and beverage
- Telecommunications service (telephone, internet, etc.)
- Event staff (ushers, badge checkers, crowd managers, uniformed police officers, ticket sellers, and ticket takers, overnight security staff)
- Utility services (including house electric, water, HVAC, compressed air, and natural gas.)
  - On the meeting room level of CHI Health Center Omaha, electrical and telecommunications are the only available utility services and connections are limited in type, location, and quantity.
- Maintenance (for the set-up/tear-down of MECA equipment and general facility housekeeping; charges will apply for change-overs, additional requested housekeeping, etc.)
- Medical/first aid
- Rigging services
- Parking
- Stagehands (see your Event Coordinator regarding stagehand needs.)

## 12. EXTERIOR DOORS

Under no circumstances may exterior door(s) be propped open or altered in any way.

## 13. FIRE and SAFETY REGULATIONS

- a) Floor plans must be submitted to MECA for review in accordance with the date set forth in Exhibit A of the License Agreement. MECA will have them approved by the City of Omaha Fire Inspections Department, if applicable.
- b) All floor plans/facility description must clearly indicate a minimum of two (2) freight-free aisles, one running North to South and one running East to West. Freight-free aisles in exhibit hall(s) must be clearly designated.
- c) All floor plans must have the following information clearly indicated:
  - Name and date(s) of event
  - Name of area(s) to be used
  - Location of all exits
  - Aisle widths with number and dimensions of booths
  - Areas that will be carpeted
  - Location and dimensions of entrance headers or kiosks
  - Registration location and set-up
  - Location of booths utilizing natural gas

- d) Guidelines for acceptable floor plans are as follows:
- Aisles must be a minimum of ten (10) feet in width
  - All fire hoses and extinguisher cabinets must be visible at all times
  - All electrical panels must be accessible at all times
  - All permanent concession stand areas in the exhibit halls must have a minimum 30' x 25' clearance at all times
  - All points of ingress and egress must have a minimum of twenty (20) feet clear space on all sides
  - Any booths requesting the use of natural gas should be located next to a column where a natural gas hook-up is available.
    - Such sites are subject to inspection by the Omaha Fire Marshal prior to show opening (also see HAZARDOUS MATERIALS section below).
    - MECA reserves the right to deny natural gas connection to booths that are not located next to columns, requiring public aisles to be crossed to make the connection, or displays that are deemed unsafe.
- e) No portion of the sidewalks, entries, passageways, doors, aisles, elevators, vestibules, or ways of access to the public utilities of the Facility will be permitted to be obstructed or used for any purpose other than ingress and egress, nor will any windows, ventilators, or lighting fixtures be obstructed.
- f) The use of public areas (lobbies, hallways, etc.) for event activities or displays must be approved by MECA. If approved, floor plans of those areas must be submitted for review in accordance with the date set forth in Exhibit A of the License Agreement.
- g) MECA personnel will review the proposed plan for general conformance to the License Agreement and MECA Rules and Regulations. Licensee will provide any additional planning information MECA requests for its review of plans. MECA may be required to make changes in Licensee's proposed plans to attain the safe and orderly operation of the Facility, compliance with the License Agreement and MECA Rules and Regulations, and coordination of the use of common areas by Licensee and other users. The Licensee may not make material changes to its proposed plans submitted to MECA without MECA's prior written consent. The Licensee shall conduct its event in the Facility in substantial compliance with the plans approved by MECA.

#### 14. FREIGHT OR SHIPMENT OF MATERIALS

- a) MECA will not accept any freight shipments prior to the License Agreement move-in/setup date(s), unless approved in writing by MECA. If any freight arrives at MECA managed facilities prior to the show move-in day, the shipment may be refused or transferred to MECA's preferred shipping company and the shipper will incur storage and delivery fees at their standard charge rates. Contact information for package(s) must be clearly labeled on the exterior of the package(s) as follows:

CHI Health Center Omaha  
 Name of event, date of event  
*Phone Number*  
*C/o Name of Show Manager, Licensee, Service Contractor or Drayage Company*  
 455 North 10<sup>th</sup> Street  
 Omaha, NE 68102

If this information is not clearly visible, the package(s) may be refused rather than transferred to MECA's preferred shipping company, even if the package(s) has arrived within the dates of the License Agreement.

- b) To avoid potential shipment refusal, prior arrangements are to be made with a service contractor or drayage company to handle freight requirements. Any freight arriving at MECA managed facilities on the show move-in day without a service contractor or drayage company specified, will be handled by MECA's preferred shipping company. The shipper will incur handling fees at their standard charge rates.
- c) All materials, equipment or freight, sent to the Facility during contracted move-in must be clearly marked to indicate the intended receiver and the name of the event (as shown above in bullet "a").
- d) Registration materials, handout literature, or event-related equipment such as furniture rental, plants, special decorations, etc., should be directed to the attention of the show manager or official service contractor.
- e) MECA will not accept C.O.D. deliveries.
- f) All materials, equipment and/or freight are to be delivered and removed at the loading dock or event-related entrance, as designated by MECA.

## 15. GRATUITIES

MECA prohibits its employees from accepting gifts, gratuities, or other favors from parties doing business with MECA. The Licensee and its exhibitors should be aware of this rule and refrain from any such activities.

## 16. HAZARDOUS MATERIALS

- a) Before, during, and after the Licensee's event, the Licensee and its exhibitors must handle, transport, remove, and dispose of all hazardous materials (including, but not limited to, open flames, gasoline, hazardous waste, medical waste, hazardous, toxic, and/or regulated substances) in a safe, proper, and lawful manner.
- b) The Licensee must notify MECA at least 90 days prior to the first day of the License Period if the Licensee, one of its exhibitors, or one of its service contractors intends to bring hazardous materials in, on, or about the Facility during the License Period. The Licensee must also provide to MECA a copy of the applicable Material Safety Data Sheet (MSDS) for such hazardous material. MECA may also require the Licensee to implement a plan for handling any releases or threats of release of such hazardous material in, on, under, or about the Facility.
- c) MECA and the City of Omaha Fire Inspections Office must approve the use of any hazardous materials. Examples of these include welding materials, saws (wet and dry), lasers, cooking grease, natural gas, combustible materials such as hay bales, and all heat sources used for cooking and heater demonstrations. Liquid propane is not allowed in the building. The use of butane must be approved in advance by MECA. Appropriate safety shields and/or other protection must be utilized in all cases where sparks, splashes, etc. could cause injury to bystanders. Material-specific fire extinguishers must be present for all hazardous materials.
- d) Exhibits with an open flame (fireplace, fire pit, tiki torch, etc.) must order natural gas directly through MECA's exhibitor services in advance of the show move-in. Exhibits requiring natural gas should be placed at or very near to columns within the exhibit hall (*see also Fire and Safety Regulations section above*). Exhibitors will be required to have noncombustible, rigid, safety guards in order to isolate the open

flame from other combustible materials and maintain a minimum of a 30" separation between the open flame and the public/bystanders.

- e) All cooking devices will be required to have noncombustible, rigid, splash guards in order to isolate the cooking devices from other combustible materials and the public. These splash guards shall be of a noncombustible material approved by MECA in accordance with the Bureau of Fire Prevention. All splash guards shall be strategically placed to protect all draperies, other combustibles, flammable exposures, and the public.
- f) All deep-fat fryers, grills and other cooking devices shall be U.L. or F.M. approved and of good commercial quality. All electrical cords to power these devices shall be of commercial grade and in good repair.
- g) All exhibitors using the larger style, commercial grade grills and deep-fat fryers shall be equipped with fixed automatic fire protection equipment. These systems shall have been installed, serviced, and tagged as well as maintained by a recognized fire equipment dealer. Examples of equipment requiring this protection: all deep-fat fryers, donut fryers, funnel cake fryers, etc. Failure of any exhibitor to meet the above criteria will result in immediate discontinuation of all cooking operations in that particular exhibitor's booth.
- h) Exhibitors shall be allowed to have a maximum of two 12" X 12" electric skillets for cooking at the back of their booths. Oil depth shall be limited to one eighth of an inch. This type of cooking shall be limited to heating of food products and stir fry type cooking. Each booth with this type of cooking shall be equipped with a highly visible 2A10BC portable fire extinguisher near these cooking devices.
- i) It shall be the responsibility of the licensee to meet with the MECA Event Coordinator at a minimum of thirty days (30) prior to the move-in of the event to establish these requirements. The intent of this matter is to strategically locate the higher hazard items in a part of the building that in the event of a fire, fire suppression forces would have easy access to this equipment. This meeting will also identify any necessary permits associated with the use/presence of the hazardous materials to ensure compliance with the City of Omaha Fire Inspections Office.
- j) Sites with hazardous materials are subject to inspection by the Omaha Fire Marshal prior to the show opening. Passing inspection is required for the show to open. Any items failing inspection will need to be adjusted to obtain Omaha Fire Marshal approval or be removed from the premises before the show will be allowed to open.

In applicable cases, the non-passing item(s) may be allowed to remain on the show floor, but shut off during the open show hours. Arrangements to make adjustments during non-show hours to achieve Omaha Fire Marshal approval or remove the item from the premises must be made with the MECA Event Coordinator.

- k) All required permits and related fees are the responsibility of the Licensee to obtain by working with their MECA Event Coordinator.

## **17. INFORMATION TECHNOLOGY SERVICES**

- a) Telephone Service
  - 1. All lines provide for unlimited local calling.
  - 2. Domestic (US) long distance calls will be billed at the prevailing per minute rate. International calling is available by contacting the MECA Information



Technology Department unless otherwise negotiated. International calls will also be billed at the prevailing per minute rate.

3. A non-refundable deposit will be required in advance for long distance access.
4. Exhibitors requesting long distance service must have a credit card on file with the Service Desk prior to service being activated. Any long distance charges incurred in excess of the deposit will be charged to this credit card at the end of the show.
5. MECA is not responsible for incompatibility issues with customer or third party equipment.

b) Internet Service

1. Due to the shared nature of the Facility's broadband internet service, MECA will not be responsible for the security or loss of data, nor does MECA provide any kind of Anti-Virus solution on a private or shared network/VLAN. Private connections such as dedicated VLANs are available and listed on the order form.
2. An Intrusion Detection System (IDS) is utilized to monitor the Facility network. Any Exhibitor found attempting to gain access to unauthorized network resources will be disconnected immediately and subject to removal from the building.
3. Wireless networks are strictly forbidden without the express written permission of MECA. If an unauthorized wireless network is found, MECA reserves the right to disconnect the device in order to prevent service disruption to customers utilizing the Facility.
4. MECA is not responsible for incompatibility issues with customer or third party equipment.

High-Speed Internet connectivity provided at the Facility includes web browsing and internet e-mail. Other services (i.e. VPN, Video/Audio Conferencing, Corporate E-Mail access, etc.) must be requested, configured, and tested at least two (2) business days prior to the date that the event moves in. Please contact the Information Technology Department with any questions or to request additional services.

## **18. INSURANCE REQUIREMENTS**

For all events, Licensees shall provide and maintain in full force and effect, insurance coverage, as listed in the License Agreement. A Certificate of Insurance must be received no later than 14 days prior to the first day of move in.

## **19. KEYS AND LOCK CHANGES**

- a) Requests for keys or lock changes should be made through the Event Coordinator. All keys must be returned on the final day of the event/move-out.
- b) The number of keys issued, number of lock changes, and locks eligible for change are at the sole discretion of MECA.
- c) Under no circumstances are keys to be duplicated.
- d) A fee will be charged for unreturned keys.

## 20. LOADING DOCKS

Loading dock bays or areas will be allocated according to event need. MECA personnel assigned to your event will determine assigned space.

## 21. MOTORIZED EQUIPMENT AND VEHICLES

- a) Authorized MECA personnel will operate all MECA equipment. No persons may authorize the use or transportation of any equipment, furnishing, or other article which is the inventoried property of MECA, for any group, organization, or party of any description or type whatever, to any place or places outside the immediate confines of the Facility.
- b) Service contractors are required to provide all equipment needed for the handling of freight.
- c) The Licensee or Licensee's service contractor is required to ensure that all equipment operated in the Facility does not drip oil or any other staining solutions. Any vehicle that drips oil or staining solutions will be removed immediately from the Facility.
- d) No one, other than designated persons of the official service contractor(s) for the Licensee's event, are authorized to operate any motorized cart, lift equipment, etc., of such service contractor in the Facility.
- e) Any person(s) operating motorized equipment must have a valid driver's license.
- f) Excavators, dozers, tractors or similar equipment with steel and/or metal tracks or wheels are prohibited inside the facility. Also prohibited is the use of loader buckets with teeth and/or grapple attachments.

The sole exception to this policy is the display of such items within an exhibit (such as antique tractors with steel, iron, or similar metal wheels) and in those occasions, MECA approval is required a minimum of 30 days prior to the show.

- g) Licensee will be charged for any and all costs incurred for cleaning and/or repairs due to damages caused by the Licensee's staff, Licensee's service contractors, vendors, and/or exhibitors' equipment being operated within the Facility and on the MECA grounds (including loading docks and parking lots). Licensee shall reimburse MECA for any replacement costs of property that is damage beyond repair.
- h) Under no circumstances is motorized equipment or vehicles to be operated on any areas in the Facility or in the pedestrian area in front of the Facility, other than the exhibit halls, without written approval from MECA Management.
- i) Exhibitor/Vendor vehicles are not permitted inside the Facility for loading/unloading without the prior authorization of MECA management.
- j) Motorized equipment and/or Vehicles which are part of a display will be allowed in the Facility, after conforming with all fire/safety and regulations which include:
  - Specific area for vehicles is identified on the floor plan.
  - The engine will not be operated when the building is occupied.
  - A maximum of 5 gallons of fuel per vehicle or piece of motorized equipment when entering the building.
  - The fuel fill cap is secured with a lock-type or securely taped with a material that is non-petroleum soluble.
  - The battery cables are disconnected from the battery and the battery terminal will be securely covered.

- The motorized equipment and/or vehicle will be securely locked when unattended.
  - An approved fire extinguisher will be located in the immediate vicinity.
  - The Fire Marshal's Office may inspect motorized equipment and/or vehicles prior to the building being opened to the general public.
- k) Motorized equipment and/or Vehicles displayed on MECA's carpeted areas must have a protective barrier under the vehicle (plastic or something similar), including beneath the tires.
- l) All required precautionary measures, permits, and related fees are the responsibility of the Licensee to obtain by working with their MECA Event Coordinator.
- m) Licensee will be charged for any and all costs incurred for cleaning and/or repairs due to damages caused by displays. Licensee shall reimburse MECA for any replacement costs of property that is damage beyond repair.
- n) Use of hover boards, segways, and drones is prohibited in the Facility unless approved by MECA prior to the event.
- o) Parking motorized equipment or vehicles in the pedestrian area in front of the Facility is prohibited.

## **22. NO SMOKING POLICY**

CHI Health Center Omaha is a smoke-free facility, including but not limited to, electronic cigarettes. Any person who refuses to comply with the policy shall be subject to ejection from the Facility. Designated outdoor smoking areas are available.

## **23. OBJECTIONABLE CONDUCT**

Any performer, visitor, invitee, team member, school representative, exhibitor, vendor, or other person whose conduct is objectionable, disorderly or disruptive to the use of the Facility, as determined by MECA in its sole discretion, may be refused entrance or may be ejected from the Facility.

## **24. PYROTECHNICS**

No pyrotechnics shall be used unless a proper permit is obtained from the Omaha Fire Department, and written authorization from MECA management is obtained. All required permits and related fees are the responsibility of the Licensee to obtain by working with their MECA Event Coordinator. The Licensee may incur an additional cleaning charge.

## **25. RIGGING**

All rigging within the Facility must be approved in advance by MECA. A plan showing location, weight, and intent of rigging must be provided. Rigging services are exclusive based on the location within the Facility. Specific rigging information for all areas of the Facility is available upon request.

## **26. SEARCH AND SEIZURE**

To ensure a safe environment for all patrons, all packages brought into the Facility are subject to search and seizure.

## 27. SPECIAL DECORATIONS, SIGNS AND THEMED MATERIALS

- a) The location and method of installation of any special decorations or signs must be approved by MECA prior to installation.
- b) Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in the Facility.
- c) Tabletop Décor – All candles must be enclosed in a non-combustible, leak-proof container that does not transfer heat. The container must be 3" above the flame.
- d) Cut trees are not permitted unless they have a root ball at the base of the tree and are specifically approved by MECA.
- e) Hay bales or other similar combustible décor must be sprayed with fire retardant and inspected by the Fire Marshall prior to the building opening to the public.
- f) The use of glitter is prohibited in the Facility. The use of confetti or streamers must be approved in advance by MECA. If approved, Licensee will be charged for cleaning directly resulting from the use of such decorations.
- g) Cotton candy machine use is prohibited in the CHI Health Center Omaha Convention Center. Snow cone makers and the use of dry ice shall require a protective floor covering in the working area of these machines and/or products (Also see CONCESSIONS, CATERING, AND MERCHANDISE).
- h) Game themed activities may require precautionary measures to protect the Facility and its patrons.
- i) Banners or signage may not be attached, adhered or displayed by other methods to the exterior of the Facility or anywhere on MECA grounds (including parking lot fencing, light poles, etc.) without prior approval from MECA Management.
- j) Interior banners and signage must have MECA management approval 30 days prior to first contracted move-in day of the event.
  - Banners and signage that require attachment to "I-beams" or other structural areas of the facility and/or signage requiring use of a lift must be hung by MECA staff. Depending on the type of signage, MECA may defer to our exclusive rigging services provider.
  - The Licensee will be invoiced for materials, equipment, and labor.
- k) All special decorations or signs left in the Facility at the conclusion of an event will be considered refuse. All special decorations or signs that the Licensee wants to save must be removed at the conclusion of the event.
- l) Any costs incurred by MECA because of the use or removal of these items, will be charged to the Licensee.
- m) All moveable walls in the Facility will be installed and removed by MECA personnel.
- n) MECA personnel will operate the marquees. MECA will have final approval of all marquee messages. Any expenses incurred will be invoiced to the Licensee.

## 28. TAPE / ADHESIVE-BACKED MATERIAL

- a) Tape and adhesive-backed materials are not allowed on the Facility's carpeted surfaces without prior approval by MECA.
- b) Use of tape on any wall surface, glass, carpet, or equipment is prohibited (including but it not limited to podiums, staging, tables, and chairs).
- c) If MECA approval is obtained, the Licensee and Licensee's service contractor(s) are responsible for the removal of all tape and tape residue from any surface area,

including but not limited to the exhibit hall floor, wall surfaces, glass and service equipment. If the Licensee fails to remove tape and tape residue, the Licensee shall reimburse MECA for the costs incurred to remove such tape or residue. If residue is unable to be removed, Licensee shall reimburse MECA for any replacement costs of damaged property.

## **29. WEAPONS**

MECA prohibits all weapons and objects resembling weapons from being brought into the Facility. MECA may prohibit admittance, or require removal, of a person possessing any type of weapon, fake weapon, or object resembling a weapon. This includes but is not limited to handguns, rifles, knives, straight edge razors, brass knuckles, swords, dangerous ordnance, Tasers, and all other categories of weapons, whether such items are real or replica weapons. This includes permit holders possessing or carrying lawfully concealed weapons in or around the Facility. Weapons cannot be checked into Security or Guest Services.

Unless authorized by law, violation of this prohibition is a criminal offense.

The sole exception to this policy is the display of such weapons or objects resembling weapons within an exhibit. In those occasions, MECA's written approval is required 30 days prior to the event.

## **30. PARKING LOT GUIDELINES**

- Parking is on a first-come, first-serve basis in designated lots.
- Tailgating is permitted in all MECA controlled parking lots. Tailgate festivities cannot extend into additional parking spaces.
- Holding or saving parking spaces is not permitted.
- Drive lanes in the parking lots must be kept clear at all times.
- No overnight parking in any MECA controlled parking lot unless approved in advance by MECA management.
- ADA parking is available in all MECA controlled parking lots.
- Staking of tents is NOT permitted in the parking lots or lawn areas of the parking lots. Tents may be anchored with weights.
- Consumption of alcohol or open containers of alcohol is prohibited.
- Commercial advertising banners or signs are prohibited.
- Distribution of promotional items or other forms of solicitation are not permitted.
- Any equipment (chairs, tents, grills, etc.) left overnight will be disposed of.
- All cooking equipment must be situated away from crowds, buildings, or combustible material. A minimum clearance distance of 3 feet from cooking equipment is required. No grills are to be left unattended at any time.
- Personal golf carts, segways, skateboards, scooters, hover boards, and drones are not allowed in MECA controlled parking lots.
- MECA reserves the right to revoke any parking pass of those who do not comply with any parking guidelines.