

AFP 2022
OCTOBER 23-26 | PHILADELPHIA



June 2022

Dear AFP Exhibitors and Sponsors,

The AFP Annual Conference is rapidly approaching and will be here before you know it! The AFP Exhibitor Service Kit includes the information you need to plan your participation for AFP 2022. It includes rules and regulations for participating in the conference, deadline schedules, registration information, exhibitor installation schedules, exhibit hall hours, conference schedules, marketing and sponsorship opportunities, how to order electric, carpeting, labor, catering and much more.

AFP and T3 Expo, the official General Service Contractor, will be working hard to help ensure AFP 2022 is a successful event for you.

Additional Exhibitor Resources can be found on our [I am an Exhibitor Page](#). Should you have any questions or need further assistance, please email us at exhibiting@afponline.org. We look forward to working with you in the upcoming months.

Sincerely,
The AFP Sales and Exhibits Team

www.AFP2022.org

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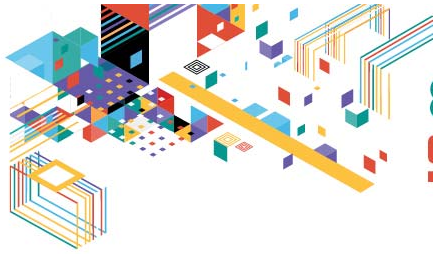
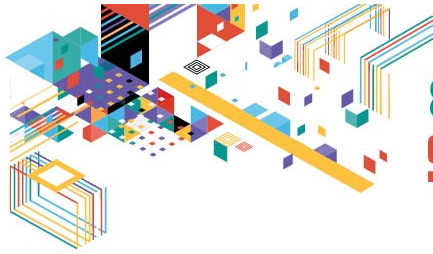


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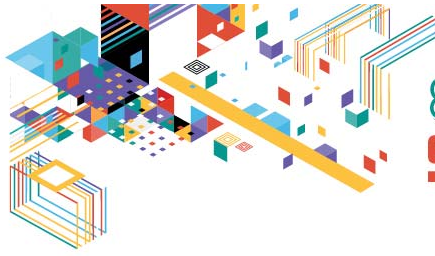
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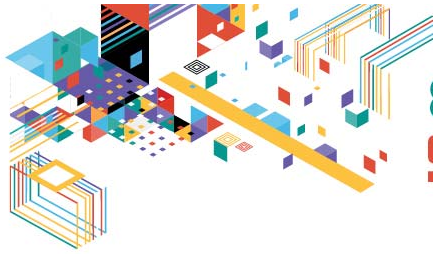
**EXHIBITOR
SERVICE KIT**

SECTION I

CONFERENCE CONTACT INFORMATION

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CONFERENCE CONTACT INFORMATION

AFP Sales

4520 East West Highway, Suite 800
Bethesda, MD 20814
Fax: 301.961.8861
Website: www.AFPonline.org

Kevin Boyle

Director of Access Sales
Phone: 301.961.8861
E-mail: kboyle@AFPonline.org

Rachel Barkin

Access Sales Account Executive
Phone: 207.653.0267
E-mail: rbarkin@AFPonline.org

Official General Service Contractor

T3 Expo

8 Lakeville Business Park
Lakeville, MA 02347
Phone: (888) 698-3397 Text Phone: (205) 590-6247
Email Help: help@t3expo.com Email Orders: orders@t3expo.com
Website: www.t3expo.com

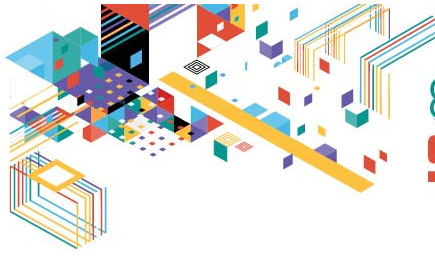
Convention Center

Pennsylvania Convention Center

1101 Arch Street
Philadelphia, PA 19107
Phone: (800) 428-9000
Email: info@paconvention.com
Website: www.paconvention.com

www.AFP2022.org

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SECTION II

PREFERRED VENDOR LISTING

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PREFERRED VENDORS

To place an order, see the Appendix for order forms.

AUDIO VISUAL & COMPUTERS

Freeman AV

Phone: 800-868-6886
Email: AVservices@freeman.com

CATERING SERVICE

Aramark

Contact: Casey Weber
Phone: (215)418-2243
Email: weber-casey@aramark.com

BOOTH CLEANING

T3 Expo

Phone: (888) 698-3397
Email: help@t3expo.com

CUSTOM BOOTHS/RIGGING

T3 Expo

Phone: (888) 698-3397
Email: help@t3expo.com

ELECTRIC/PLUMBING

Pennsylvania Convention Center

Phone: 215.418.2190
exhibitorservices@paconvention.com
Website: www.paconvention.com/exhibitors-1/exhibitor-services

EVENT PLANNING & TRANSPORTATION

Roberts Event Group

Contact: Maria DiBenedetto
Phone: 215.887.7880
Email: afp2022@robertseventgroup.com
Website: www.robertseventgroup.com

FLORAL SERVICE

National Plant & Floral, Inc.

Phone: 702.956.8011
exhibitorservice@nationalplantfloral.com

HOUSING

AFP Housing Customer Contact Center

800-618-4242 (Toll Free U.S. & Canada)
415-979-2269 (Outside U.S. & Canada)
Website: <https://afp.cmrushelp.com/>

INTERNET/NETWORK/TELEPHONE SERVICE

Pennsylvania Convention Center

Phone: 215.418.4800
eventtechnologyservices@paconvention.com
Website: <https://www.paconvention.com/exhibitors-1/exhibitor-services>

LEAD RETRIEVAL

EXPO LOGIC

Phone: 1.888.249.0367 or 1.484.751.5131
expologic-myexpoleads@communitybrands.com
Website: <https://myexpoleads.expologic.com>
Show Code: AFP 2022

SECURITY

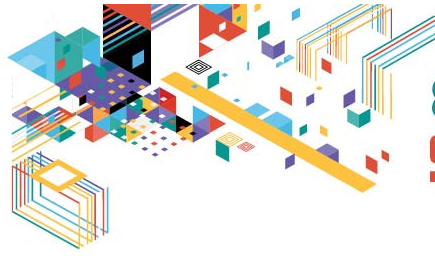
IESS Events

Contact: Sandy Bragg
Phone: 888.502.4377
Email: sandy@iessevents.com
Website: www.iessevents.com

SHIPPING SERVICES

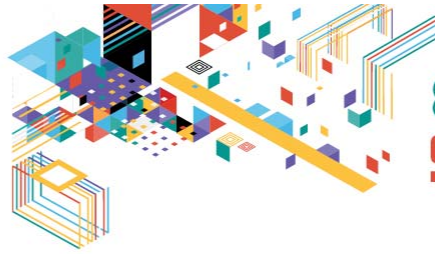
T3 Expo

Phone: (888) 698-3397
Email: help@t3expo.com



SECTION III

CALENDAR OF DEADLINES



DEADLINE CALENDAR

To receive the best marketing exposure and discounts for your company, the following items should be reserved as soon as possible.

JULY

AFP

- Mobile App – Company Logo and Descriptions Uploaded..... July 29

AUGUST

EXCLUSIVE VENDOR

- Lead Retrieval - Initial Pricing (Expo Logic) August 8
- Rooming Block Requests Due (Housing) August 26

PREFERRED VENDOR

- Event Planning (Hosts Global) August 31

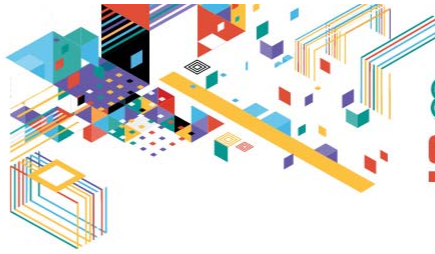
SEPTEMBER

AFP

- Standard Registration Cut-off September 16
- All exhibitor registrations & assignments (to be included in attendee list) September 16
- Custom Booth Designs Due for approval September 26
- Non-Registrant Conference Pass FormSeptember 26
 - I&D Company COISeptember 26

T3 EXPO

- Presta Rental Exhibit Package Order DeadlineSeptember 14
- Turnkey Booth Order DeadlineSeptember 14
- Receiving at Advance Warehouse BeginsSeptember 16
- Presta Rental Artwork Submission DeadlineSeptember 21
- Turnkey Artwork Submission Deadline.....September 21
- Presta Rental Artwork Approval DeadlineSeptember 28
- Turnkey Artwork Approval DeadlineSeptember 28
- T3 Service Orders Advanced Discount DeadlineSeptember 30



- Custom Furniture Advanced Discount DeadlineSeptember 30

SEPTEMBER CONT.

EXCLUSIVE VENDOR – Discount Deadline

- Last Date to Request Housing (Housing)September 23
- AFP Housing Cancellation DeadlineSeptember 23
- Food & Beverage (Aramark)September 23
- Internet/Network/Telephone Service (Pennsylvania Convention Center) September 23
- Electric/Plumbing (Pennsylvania Convention Center)September 23

PREFERRED VENDOR – Discount Deadline

- Audio Visual/Computer Order Form (Freeman AV).....September 26

OCTOBER

T3 EXPO

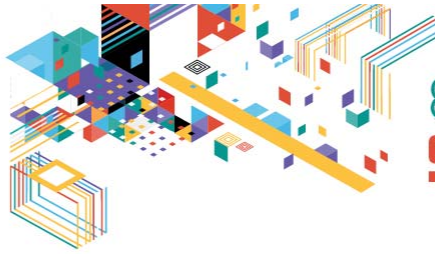
- Last Day for Advanced Shipments to Arrive without Surcharges October 12
- Direct Shipments to Show Site Begin October 19

EXCLUSIVE VENDOR – Discount Deadline

- Lead Retrieval (Expo Logic)..... October 3

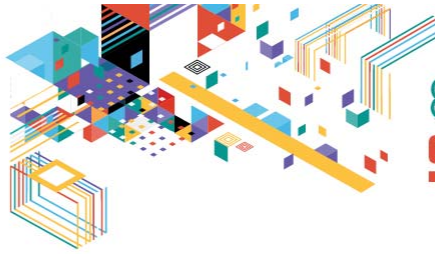
PREFERRED VENDOR – Discount Deadline

- Booth Security (IESS) October 12
- Floral Orders (National Plant & Floral) October 17



SECTION IV

AFP EXHIBITOR GUIDELINES AND RESTRICTIONS



AFP EXHIBITOR GUIDELINES AND RESTRICTIONS

1. EXHIBIT LOCATION

All exhibits and attendee meals shall be located at the Pennsylvania Convention Center located at 1101 Arch Street Philadelphia, PA 19107.

2. FUNCTIONS AND RECEPTIONS

Exhibitors shall not host events during official conference hours that are outside of the convention center licensed by AFP and hotels reserved by AFP in connection with the conference, including hospitality suites and function space.

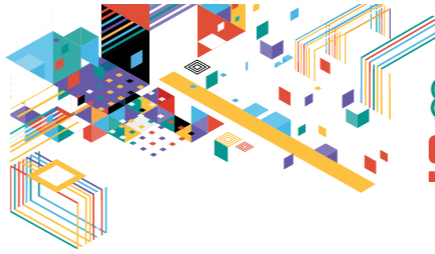
OFFICIAL CONFERENCE HOURS (local time)	
Sun, October 23, 2022	9:00 a.m. – 9:00 p.m.
Mon, October 24, 2022	8:00 a.m. – 6:00 p.m. – Events may start at 6:15 p.m.
Tue, October 25, 2022	8:30 a.m. – 5:30 p.m. – Events may start at 5:45 p.m.
Wed, October 26, 2022	8:30 a.m. – 11:00 a.m.

EXHIBIT HALL HOURS (local time)	
Sun, October 23, 2022	6:00 p.m. - 7:30 p.m.
Mon, October 24, 2022	9:00 a.m. – 5:00 p.m.
Tue, October 25, 2022	9:00 a.m. – 5:30 p.m.

Note: Conference Hours are subject to change at the sole discretion of AFP.

3. EXHIBIT HALL RULES

- No one under the age of 21 is permitted to attend any conference function or is permitted in the exhibit hall at any time.
- All booth displays shall be governed by and adhered to by the policies of the International Association of Exhibitions and Events (IAEE). *AFP limits all island booth spaces to a maximum height of 24 feet, no exceptions.* All other booth space configurations shall follow the IAEE guidelines accordingly. AFP reserves the right to alter the exhibit hall floor plan to ensure continuity of the display area.



- Exhibitors are subject to the [Pennsylvania Convention Center Rules and Regulations](#).

4. PROHIBITED CONDUCT

- Exhibitors/Sponsors (or any conference attendee) are prohibited to utilize area other than their assigned exhibit space, at any AFP conference site. Prohibited conduct includes, but is not limited to, marketing, sales, distribution of promotional materials or any other activities conducted outside of your assigned exhibit space. This includes selling in the aisles or at any other event relating to AFP 2022.
- Except for official AFP activities, no exchange of monies consisting of, but not limited to, cash, credit cards, checks, or signing of purchase orders or contracts is allowed within the confines of the exhibit hall during the conference.
- Booth substitutions are not accepted for exhibiting companies except when there has been a merger or acquisition.
- AFP does not permit exhibitors to use balloons anywhere in the exhibit hall.
- No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Engineering at the convention center and AFP. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.
- The logo for the Association for Financial Professionals is trademarked and cannot be used by any exhibitor in any manner (including on a booth or in promotional materials) for AFP 2022 without the express written permission of AFP.
- Except for signage within the approved limits of an exhibit space, signs are not allowed in any of the conference facilities (convention center or hotels) unless approved in advance by AFP 2022 management.
- Exhibitors/Sponsors are prohibited from dismantling their booth prior to the official closing of the exhibition hall. Booths should remain intact, clean, and free of crates and/or boxes until the show concludes. Early dismantling may be subject to a fee.

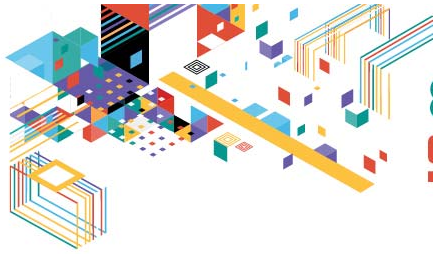


EXHIBIT BOOTH EQUIPMENT

a. Standard Booths

Standard booth spaces shall be draped in a black 8' high backdrop and 36" high side rails. Exhibitors will also receive an exhibitor identification sign as part of a standard booth. AFP does not allow the drape color to be replaced with any other color.

b. Carpet

AFP shall provide the aisle carpet in tuxedo (subject to change). Each exhibitor is required to have carpeting in their area. Carpeting may be supplied by the exhibitor or rented from T3 Expo.

c. Hanging Signs

Only island booths are allowed hanging signage, with a height restriction of 24ft from the top of the sign to the floor.

5. CUSTOMIZED BOOTHS

Any exhibitor with a custom booth design must email their booth drawings to exhibiting@afponline.org for approval by September 26, 2022. Depending on the design, the exhibitor may be asked to provide other documents. Failure to submit by the deadline may result in delays in the approval process with the building and fire marshal. Any issues resulting from failure to comply are the responsibility of the exhibitor. No refunds will be given if the booth is not approved due to noncompliance.

6. INSTALLATION AND DISMANTLING (I&D) COMPANIES

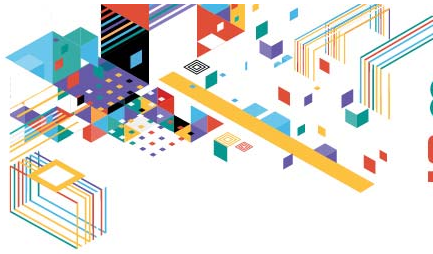
Exhibitors must submit an online Non-Registrant Conference Pass Form and Certificate of Insurance (COI) for any I&D company needing access to their exhibit booth. [A link to this form can be found here](#). These forms must be submitted by September 26, 2022.

The COI should include the following within the "Description of Operations" section: conference name, exhibitor name/booth number, dates the I&D company will need access to the booth, and the Association for Financial Professionals, T3 Expo, and Pennsylvania Convention Center listed as "Additional Insured". See example below.

COI Example:

AFP 2022 (October 23-26, 2022)

Additional Insured: Association for Financial Professionals, T3 Expo, Pennsylvania Convention Center



7. TALENT/ENTERTAINMENT VENDORS

A Non-Registrant Conference Pass Form must be submitted online for any third-party talent or entertainment vendors. See rules listed below. Please fill out the [online form](#) by September 26, 2022.

- a. Individual(s) may not be an employee of Exhibitor's company and shall be there only to entertain attendees visiting your exhibit booth at conference.
- b. These individuals cannot have any sales interaction with conference attendees while in the exhibit hall and shall be uniquely identified.
- c. Each exhibitor is limited to (3) talent/entertainment vendors.

8. FOOD AND BEVERAGE IN YOUR BOOTH (CATERING SERVICES)

Any food or beverage dispensed or given away at booths or functions must be purchased from the official catering service for AFP 2022. This includes bottled water, popcorn, cookies, etc. Exhibitors may receive an additional charge for any outside food or beverage vendors.

9. NON-FLAMMABLE MATERIALS

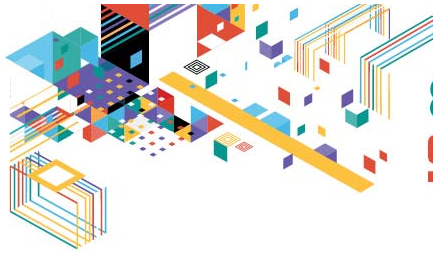
All materials used in the exhibit hall, ballrooms or any other room of the convention center, must be non-flammable and conform to the fire regulations of the convention center. Electrical wiring and equipment installation must conform to the applicable regulations of the convention center. Materials not conforming to such regulations shall be removed immediately at the exhibitor's expense. It is strictly against fire codes to block or lock any fire exits.

10. STORAGE

The convention center, hotels and AFP have no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official general contractor. Shipments that arrive prior to show time shall be directed to the local general contractor's warehouse for storage and shall be delivered, at the exhibitor's expense, to the exhibitor's booth at show time. Exhibitors may only store in their exhibit space a one-day supply of distribution materials (brochures, etc.). Exhibitors requiring accessible storage on site must make

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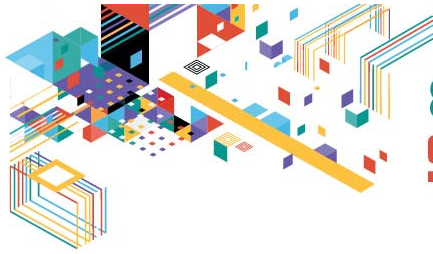
arrangements prior to the conference with the general contractor. Show management may remove, at the exhibitor's expense, any materials that are improperly stored in or adjacent to an exhibit.

11. DISCARDED EXHIBIT MATERIALS

Any exhibitors who discard their displays or any type of "bulk" material not considered normal refuse must make arrangements for its removal at their own expense. If the convention center and/or hotels have to remove these materials, the exhibitor shall be charged directly.

12. SECURITY PROVISIONS

- a. AFP shall provide perimeter security service and exercise reasonable care for exhibitor's displays, equipment and materials. Uniformed security guards shall patrol the exhibit areas at the convention center during the period of installation, during the show and during dismantling.
- b. Provisions have been made for the convention center to check the locks on all doors, consistent with fire regulations, to minimize any problems when the show is closed. The security guards shall patrol the entire exhibit hall area and call to the attention of AFP any and all infractions of rules or potential security risk.
- c. The convention center has been requested to provide all their employees with identification badges or uniforms to avoid allowing any persons other than the night clean-up crews into the exhibit area when the show is closed. All drayage and decorating personnel shall be identified. In each case, this has been discussed with service management so that we may avoid any unauthorized personnel in the area during installation, during the show and during dismantling. All exhibitors and attendees are required to wear their official conference badges at all times. Anyone without proper ID shall be refused admittance into the exhibit hall. This security check is for your protection.
- d. Exhibitors agree that the provision of such security service constitutes adequate discharge of all obligations of AFP to supervise and protect exhibitor's property within the exposition. Exhibitors have the option to hire booth security to protect their exhibits, using the official security agency for the conference.



Exhibitors are reminded that this is an open booth show and that the primary responsibility for the safeguard of the exhibit and equipment rests with the exhibitor. Neither the AFP, the convention center, the security contractor, the general contractor, nor any of their officers, agents, representatives or employees assumes any responsibility for such property at any time.

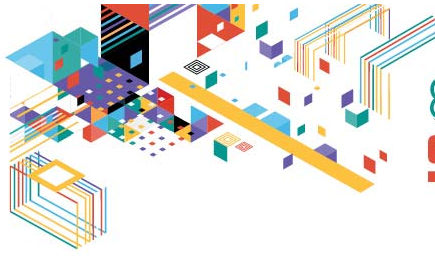
13. ADDITIONAL BOOTH SECURITY

Exhibitors desiring the added protection of a booth guard for their exhibit during all or part of the conference may do so from the preferred security agency. Contact and order form information shall be provided in the appendix of the Exhibitor Service Kit.

14. DEADLINES

Exhibitors are expected to adhere to all deadlines set forth by AFP. Failure to meet deadlines as outlined in this kit may result in exclusion from conference materials and possibly result in the inability to exhibit at the show. No refunds will be issued resulting from failure to comply.

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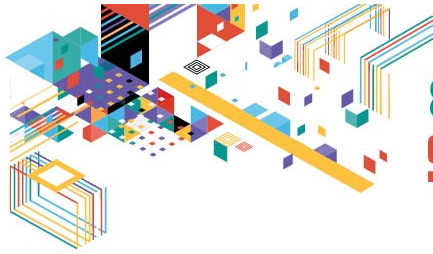
**EXHIBITOR
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SECTION V

AFP CONFERENCE INFORMATION

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EXHIBITOR REGISTRATION POLICIES & GUIDELINES

All attendees will be required to present a photo ID to pick up their AFP conference badge and registration materials. Badges will not be mailed out in advance and will be available on-site only. Switching and transferring badges is a violation of your contract with AFP and will subject the badge to confiscation. Please advise your personnel accordingly to avoid problems during the conference.

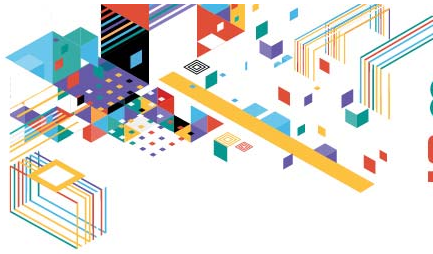
This section explains the different types of registrations made available to exhibiting companies and how AFP calculates the number of complimentary registrations your company receives. For security purposes, your complimentary registrations are for use by your staff only.

HOW MANY COMPLIMENTARY BADGES COME WITH MY BOOTH SPACE?

Your complimentary Exhibitor Conference registrations are based on the size of your booth space. For example:

<u>Booth Size</u>	<u>You Get</u>	<u>Booth Size</u>	<u>You Get</u>
10x10	2	20x20	8
10x20	4	20x30	12
10x30	6	20x40	16
30x40	24	20x50	18
30x50	30	20x60	24
40x40	32		
	<u>Turnkey Booths</u>		<u>You Get</u>
	10x10		2
	10x20		4

Booth spaces larger than 20x20 will receive one (1) complimentary Exhibitor Floor Pass. To purchase a turnkey booth, contact [AFP Sales](#).



TYPES OF REGISTRATIONS

EXHIBITOR CONFERENCE REGISTRATIONS

Exhibitors receive two complimentary exhibitor conference registrations for each 100 square feet of booth space. These passes grant full access to the entire conference, including educational sessions and general sessions.

Exhibitors and sponsors can purchase additional exhibitor conference registrations at the following rates:

- \$1,275 until 11:59PM ET June 3, 2022
- \$1,535 from June 4, 2022 through 11:59PM ET September 16, 2022
- \$1,799 from September 17, 2022 through onsite

The [online exhibitor portal](#) allows you to purchase the registrations with a credit card, assign your staff to those registrations, and make substitutions. These registrations are non-refundable.

EXHIBITOR FLOOR PASSES

AFP offers exhibitor floor passes to accommodate your needs for additional staff to work in your booth. This registration includes access to the exhibit hall, the Sunday Night Kick-Off Party, breakfasts and lunches. It does not include access to the general sessions or the educational sessions. You may purchase up to 4 exhibit staff registrations per 100 square feet of booth space reserved. Exhibitor floor passes cost \$1,150 each and can be purchased through the exhibitor portal. These registrations are non-refundable.

SPEAKER

An individual who has been selected by AFP to make a presentation or participate on a panel at the conference for a concurrent session, general session, roundtable, or workshop will be granted a speaker registration. For questions relating to speakers and their registrations, contact:

Marcia Solomon

301.961.8858

msolomon@afponline.org

John Gibson

301.961.8826

jgibson@afponline.org

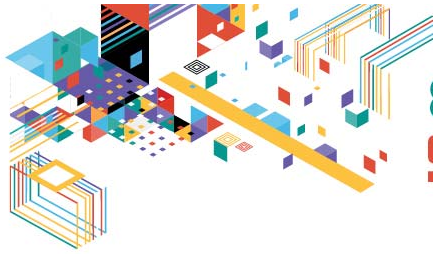
Nicoleta Radu

301.961.8893

nradu@afponline.org

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OTHER ASSOCIATED FEES

LOST BADGE FEES: If you lose your badge there is a \$50 replacement fee.

SUBSTITUTIONS: You can substitute your booth registrations at no charge in AFP's exhibitor portal. Substitutions must be made by September 16, 2022.

CANCELLATIONS & REFUNDS

AFP does not provide refunds for Exhibitor Conference Registrations or Exhibitor Floor Passes purchased.

UNREDEEMED EXHIBITOR CONFERENCE REGISTRATIONS: No refunds are issued.

REGISTRATION FAQ'S

HOW DO I ASSIGN MY COMPLIMENTARY REGISTRATIONS THAT COME WITH THE BOOTH?

You can assign the complimentary registration passes that come with the booth, track, and purchase additional registrations (NON-REFUNDABLE) through AFP's [online exhibitor portal](#). The primary and secondary booth contact at each company has been issued instructions on how to access the online exhibitor portal and manage registrations online. Please contact AFP at exhibiting@afponline.org if you need to change your primary or secondary booth/exhibitor contact. Include full business contact information and copy the current primary booth contact on that request.

WHEN IS THE DEADLINE TO ASSIGN THE REGISTRATION PASSES THROUGH THE ONLINE EXHIBITOR PORTAL?

They need to be assigned no later than September 16 to be considered pre-registered and to be included in the attendee list. Substitutions can be made via the exhibitor portal through conference as long as the original registrant has not picked up a name badge at onsite registration.

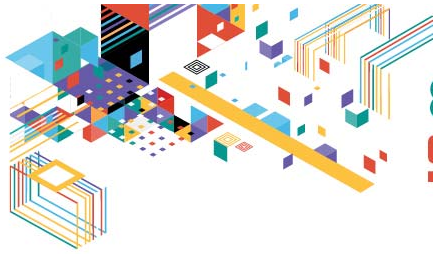
WHAT IF I NEED MORE REGISTRATIONS THAN MY COMPLIMENTARY ALLOTMENT ALLOWS?

If you need additional registrations, you can purchase Exhibitor Conference Registrations and Exhibitor Floor Passes through the online portal. These purchases are non-refundable.

If you have any questions regarding the number of complimentary registrations you receive or need further clarification on the types of registrations, contact exhibiting@afponline.org.

www.AFP2022.org

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need further clarification on the types of registrations, contact exhibiting@afponline.org.

EXHIBITOR CONFERENCE SCHEDULE

INSTALLATION HOURS:

Thursday, October 20 – BOOTHS 401+ NSF AND ABOVE ONLY	1:00 PM – 5:00 PM
Friday, October 21	8:00 AM – 5:00 PM
Saturday, October 22.....	8:00 AM – 5:00 PM
Sunday, October 23	8:00 AM – 2:00 PM

All booths must be installed no later than 2:00pm on SUNDAY. AFP and T3 Expo need time to prepare the exhibit hall for the grand opening. Be sure that your staff arrive in town early enough to meet this deadline. **We encourage exhibitors to check in with AFP by 10:00am on Sunday to ensure the installation deadline is met.**

DISMANTLING HOURS:

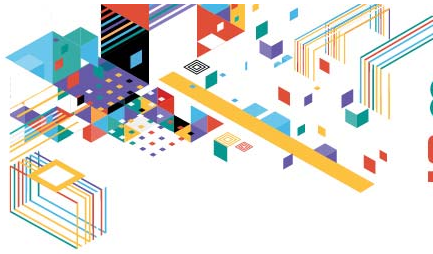
Tuesday, October 25.....	5:30 PM – 11:59 PM
Wednesday, October 26	8:00 AM – 5:00 PM

All exhibitor booths must be cleared no later than 5:00 PM on Wednesday, October 26.
All carriers (trucking companies) must check in no later than 2:00 PM on Wednesday, October 26 for freight pickup.

EXHIBIT HALL HOURS

AFP requires that your booth be staffed during the exhibiting hours listed below. Exhibitors may gain access to the exhibit hall **one (1) hour** prior to the published Conference hours each day. Exhibit Hall schedule is subject to change.

Sunday, October 23	6:00 PM – 7:30 PM
Monday, October 24	9:00 AM – 5:00 PM
Tuesday, October 25	9:00 AM – 5:30 PM
Wednesday, October 26	NO EXHIBIT HOURS



NON-COMPETE EVENTS

Exhibitors and Sponsors may not host events (including, without limitation, product demonstrations, client meetings, and user groups) outside the designated space that conflict with official conference hours. Companies who do not either exhibit or sponsor are not allowed to host any events or reserve/rent space in any conference facility during the conference. Exhibitors violating this policy will lose all priority points — thereby jeopardizing their future participation in AFP Conferences.

Sunday, October 23	7:00 AM – 9:30 PM
Monday, October 24	7:30 AM – 6:00 PM (Events may start at 6:15 p.m.)
Tuesday, October 25	7:30 AM – 5:30 PM (Events may start at 5:45 p.m.)
Wednesday, October 26	7:30 AM – 11:00 AM

AFP will have space available at the Pennsylvania Convention Center for exhibitors/sponsors to host product demonstrations, client meetings, and/or user groups. Exhibitors/Sponsors wishing to use such designated space should contact the [AFP Sales Team](#).

Exhibitors planning special events must make arrangements to meet any conference attendees outside the convention center. Inside the convention center, exhibitors may not use signs, placards or any other method to gather conference attendees.

AFP CONFERENCE SCHEDULE

The most accurate schedule can be viewed at:

<https://conference.afponline.org/program/overview/schedule>

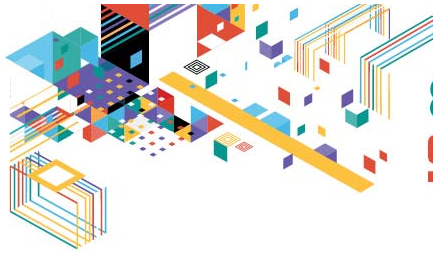
Exhibitors/Sponsors may not host events (including, without limitation, product demonstrations, client meetings, receptions and user groups) outside the designated space approved by AFP that conflict with official conference hours listed below.

OFFICIAL CONFERENCE HOURS

Sunday, October 23	9:00 AM – 9:00 PM
Monday, October 24	7:30 AM – 6:00 PM
Tuesday, October 25	7:30 AM – 5:30 PM
Wednesday, October 26	7:30 AM – 11:00 AM

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AFP 2022 EXHIBIT HALL FLOOR PLAN

To view the exhibit hall floor plan, please visit:

<https://conference.afponline.org/exhibitors-sponsors/exhibitors/floor-plan>

CURRENT EXHIBITORS

To view the current list of exhibitors, please visit:

<https://conference.afponline.org/exhibitors-sponsors/exhibitors/exhibitors-listing>

HOUSING AND CONFERENCE HOTEL INFORMATION

HOUSING

All sleeping room and suite assignments for exhibitors and sponsors should be made through Convention Management Resources (CMR), AFP's official housing bureau. Online housing reservations can be made at: <https://hsg.cmrus.com/afp2022/Housing/Reservation>

ADVANTAGES OF AFP HOUSING

Rates are negotiated based on our history (number of reservations). There are many price points available.

By using AFP Housing, you show your support for AFP and can take advantage of the benefits of an AFP annual conference attendee (negotiated room rates and complimentary shuttle to all conference events). AFP contracts with the hotels for the maximum block allowable. AFP reserves the right to reassign room blocks.

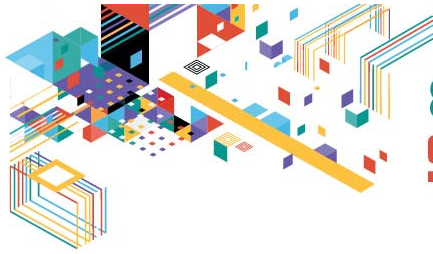
Exhibitors and sponsors are limited to the number of rooms at the conference headquarter hotel, Marriott Marquis.

DISADVANTAGES OF HOUSING OUTSIDE OF AFP'S BLOCK

Attendees pay a higher per night rate than AFP has negotiated with the hotels and assume any liability associated with the cancellation. Attendees staying at hotels outside the AFP room block will be responsible for their own transportation to conference events.

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We hope you will take advantage of the amenities offered by AFP Housing, and we encourage you to continue to show support for AFP through our available housing options.

If you have any questions, AFP Housing can be reached at:

Phone: 800.618.4242 or 415.979.2269

Email: <https://afp.cmrushelp.com/s/contactsupport>

ROOMING LISTS

Exhibitor Room lists are due no later than **Friday, August 26, 2022**.

CANCELLATION OF HOTEL ROOMS

AFP reserves the right to cancel any hotel reservations for individuals not registered to attend AFP 2022 by **Friday, September 23, 2022**. All reservations made online require a credit card to guarantee the reservation.

A penalty of one (1) night's room and tax will apply if reservations are not cancelled on or before Friday, September 23, 2022. The guest acknowledges that after the cancellation deadline, AFP Housing shall have no obligation to recover or seek recovery of any deposit monies of the guest's behalf.

MEDIA COVERAGE

DELIVERING YOUR MESSAGE

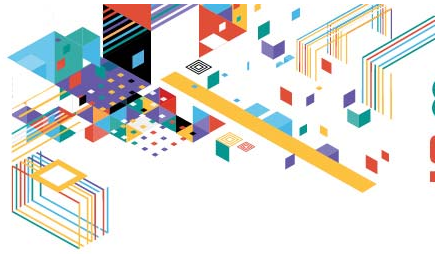
AFP is available to assist you in delivering your message to on-site media. Media can apply for a press pass by visiting www.afpconference.org/media.

If you plan to make a major announcement regarding a product or service, please contact pr@AFPonline.org to receive a conference press attendee list. You will receive periodic updates of this media list as we get closer to the event.

www.AFP2022.org

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AFP 2022
OCTOBER 23-26 | PHILADELPHIA



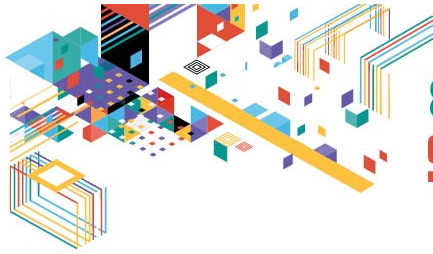
**EXHIBITOR
SERVICE KIT**

SECTION VI

AFP PROMOTIONAL OPPORTUNITIES

www.AFP2022.org

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SPONSORSHIP AND ADVERTISING OPPORTUNITIES

The AFP Annual Conference is the largest and most comprehensive financial event in the country. Financial professionals from across the world attend for three-and-a-half days of in-person networking and professional development as well as virtual sessions. This is your greatest opportunity to gain company exposure and name recognition. AFP offers many ways to access key decision makers in the finance and treasury industry. Below are the opportunities AFP has for increasing the visibility of your company at AFP 2022.

For more information on marketing and sponsorship opportunities, visit this link:
<https://conference.afponline.org/exhibitors-sponsors/sponsors/sponsorship-opportunities>

Can't decide which of the sponsorship packages to select? Need complete details of a specific sponsorship? Want to generate a customized sponsorship? Contact the AFP Sales Team and they will work with you to answer your questions, provide you additional details or customize a sponsorship for your needs. The AFP Sales Team contact details are as follows:

AFP Sales

4520 East West Highway, Suite 800
Bethesda, MD 20814
Fax: 301.961.8861
Website: www.AFPonline.org

Kevin Boyle

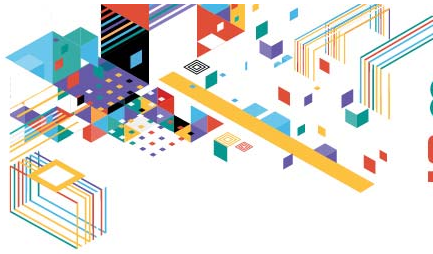
Director of Access Sales
Phone: 301.961.8861
E-mail: kboyle@AFPonline.org

Rachel Barkin

Access Sales Account Executive
Phone: 207.653.0267
E-mail: rbarkin@AFPonline.org

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CONFERENCE MOBILE APP

CONFERENCE MOBILE APP

The AFP 2022 Mobile App details all the events, concurrent sessions, general sessions, speakers, exhibitors and much more. Attendees use this to plan out their day-to-day activities for the annual conference.

COMPANY DESCRIPTIONS

DEADLINE: JULY 29

Each exhibitor/sponsor is entitled to a basic profile in the conference mobile app. Each profile may include:

- Company Name
- Booth #
- Address
- Phone
- Web site address
- Company description (90 words maximum)
- Select up to 4 product categories for your company to appear under

Enter your information through the online [exhibitor portal](#). AFP will include your company's information in our mobile app and program book **exactly as you enter it on this page**, so be sure to input your information accurately.

COMPANY LOGO

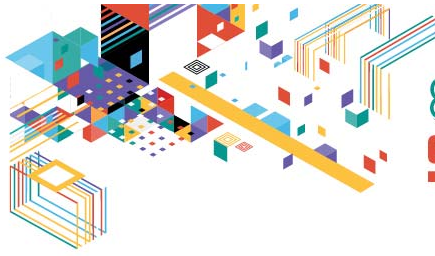
DEADLINE: JULY 29

If you would like your company logo to be displayed in the mobile company contact information, please [share your company logo](#) if you have not already in the following formats – **both are required**:

- .ai or .eps file of your logo in color. All fonts should be converted to outline. Logos versioned in black and in white are also encouraged, if available.
- High resolution .png file of your logo in color. This file should be at least 600px wide or tall at 72dpi, and have a transparent background.

www.AFP2022.org

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SECTION VII

AFP ORDER/REQUEST FORMS

www.AFP2022.org

4520 East-West Highway | Suite 800 | Bethesda, MD 20814 | USA | T: +1 301.907.2862



AFP DIGITAL EXCHANGE ADVERTISING

FOR QUESTIONS OR MORE INFORMATION: AFP Sales Department, 4520 East-West Highway, Suite 800, Bethesda, MD 20814 | Phone: 301.961.8861

Ads must arrive one week prior to the scheduled run date.

Please type or print.

Advertiser Name: _____ Invoice Advertiser

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

Agency Name: _____ Invoice Agency

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

PRICING INFORMATION

Recognized advertising agencies receive a 15% discount. Rates are based on the number of insertions placed in a calendar year.

Standard Pages	1x	Premium Pages	1x
Full Page	\$6,950	IFC (Cover 2)	\$8,700
2-Page Spread	\$13,500	Gtd. pg 3, 5, & 7	\$7,300
Half-Page Spread	\$3,800		
Third-Page	\$2,500		
Quarter-Page	\$2,000		

AFP reserves the right, at any time and for any reason in its discretion, to reject, cancel or cease publication of any ad materials, space reservation, or position. All advertising and ad materials are subject to acceptance/approval by AFP. Advertising format and specifications are subject to change.

An advertiser or agency canceling after the Ad Space Reservation Deadline must pay the full charge for the space reserved. Previous advertisements will be repeated if artwork is not received by the materials due date. AFP holds the advertiser and its agency jointly and severally liable for payment.

Client Signature: _____ Date: _____

AFP Representative Signature: _____ Date: _____

You must complete both pages of this registration form.



AFP DIGITAL EXCHANGE ADVERTISING

You must complete both pages of this registration form.

INDICATE YOUR AD PLACEMENTS

2022 _____

FALL - CONFERENCE (OCTOBER) _____

Ad position: _____

Rate: _____

TOTAL: _____

Payment Terms: All payments are payable in U.S. dollars only and are due within 30 days of invoice.

MATERIALS & SPECIFICATIONS INFORMATION

Preferred Materials:

- Print-ready, hi-res, 300 dpi pdf files

Key Dates:

- Ad Space Reservations and Content Due: August 12th, 2022
- Ad Materials Due: August 19th, 2022
- Magazine Launch: Mid-October

Ad Size	Size (Trim) Width x Height
Full Page	8.125 x 10.75
2-Page Spread	16.25 x 10.75
Half-Page Horizontal	7 x 4.5
Half-Page Horizontal Spread	15.75 x 4.5
Half-Page Vertical	3.375 x 9.25
Third-Page Horizontal	7 x 3
Third-Page Vertical	2.25 x 9.25
Quarter-Page Vertical	3.375 x 4.5



AFP INSIDE TREASURY NEWSLETTER

FOR QUESTIONS OR MORE INFORMATION: AFP Sales Department, 4520 East-West Highway, Suite 800, Bethesda, MD 20814 | Phone: 301.961.8861

Ads must arrive one week prior to the scheduled run date.

Please type or print.

Advertiser Name: _____ Invoice Advertiser

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

Agency Name: _____ Invoice Agency

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

PRICING INFORMATION

Position	1x	3x	6x
First position	\$2,500	\$2,400	\$2,300
Second position	\$2,200	\$2,100	\$2,000

Ad position: _____

Frequency: _____

Rate: _____

TOTAL: _____

Recognized advertising agencies receive a 15% discount.

Payment Terms: All payments are payable in U.S. dollars only and are due within 30 days of invoice.

AFP reserves the right, at any time and for any reason in its discretion, to reject, cancel or cease publication of any ad materials, space reservation, or position. All advertising and ad materials are subject to acceptance/approval by AFP. Advertising format and specifications are subject to change.

An advertiser or agency canceling less than 30 days before the ad placement date must pay the full charge for the space reserved. Previous advertisements will be repeated if artwork is not received by the materials due date. AFP holds the advertiser and its agency jointly and severally liable for payment.

Client Signature: _____ Date: _____

AFP Representative Signature: _____ Date: _____

You must complete both pages of this registration form.



AFP INSIDE TREASURY NEWSLETTER

You must complete both pages of this registration form.

INDICATE YOUR AD PLACEMENTS

FIRST-POSITION ADS – 2022

<input type="checkbox"/> JAN 20	<input type="checkbox"/> FEB 17	<input type="checkbox"/> MAR 17	<input type="checkbox"/> APR 21	<input type="checkbox"/> MAY 19	<input type="checkbox"/> JUN 16	<input type="checkbox"/> JUL 21
<input type="checkbox"/> AUG 18	<input type="checkbox"/> SEP 15	<input type="checkbox"/> OCT 20	<input type="checkbox"/> NOV 16	<input type="checkbox"/> DEC 21		

SECOND-POSITION ADS – 2022

<input type="checkbox"/> JAN 20	<input type="checkbox"/> FEB 17	<input type="checkbox"/> MAR 17	<input type="checkbox"/> APR 21	<input type="checkbox"/> MAY 19	<input type="checkbox"/> JUN 18	<input type="checkbox"/> JUL 21
<input type="checkbox"/> AUG 18	<input type="checkbox"/> SEP 15	<input type="checkbox"/> OCT 20	<input type="checkbox"/> NOV 16	<input type="checkbox"/> DEC 21		

DEADLINE & SPECIFICATIONS INFORMATION

Materials Deadline:

- Materials are due one week before the advertisement is scheduled to run. Previous advertisements will be repeated if artwork is not received by the materials due date. If materials are not received on time, you will forfeit your ad placement and no refunds will be made. An advertiser or agency canceling less than 30 days before the ad placement date must pay the full charge for the space reserved.

Example: Advertisement to run on Thursday, December 17, 2022;
materials are due by 3 p.m., Thursday, December 10, 2022.

Advertisement Specifications:

- Image: 180 x 180 pixels at 72 DPI
- Files with a white background must also have a 1 pixel border
- Title: 50 characters maximum
- Body Copy: 225 characters maximum
- Call to Action Link: 30 characters maximum
- URL for Call to Action link



AFP TREASURY & FINANCE WEEK

FOR QUESTIONS OR MORE INFORMATION: AFP Sales Department, 4520 East-West Highway, Suite 800, Bethesda, MD 20814 | Phone: 301.961.8861

Ads must arrive no later than 12 p.m. on the Thursday prior to the scheduled run date.

Please type or print.

Advertiser Name: _____ Invoice Advertiser

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

Agency Name: _____ Invoice Agency

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

PRICING INFORMATION

Position	1x	3x	6x
First position	\$2,500	\$2,400	\$2,300
Second position	\$2,200	\$2,100	\$2,000

Recognized advertising agencies receive a 15% discount.

Ad position: _____

Frequency: _____

Rate: _____

TOTAL: _____

Payment Terms: All payments are payable in U.S. dollars only and are due within 30 days of invoice.

AFP reserves the right, at any time and for any reason in its discretion, to reject, cancel or cease publication of any ad materials, space reservation, or position. All advertising and ad materials are subject to acceptance/approval by AFP. Advertising format and specifications are subject to change.

An advertiser or agency canceling less than 30 days before the ad placement date must pay the full charge for the space reserved. Previous advertisements will be repeated if artwork is not received by the materials due date. AFP holds the advertiser and its agency jointly and severally liable for payment.

Client Signature: _____ Date: _____

AFP Representative Signature: _____ Date: _____

You must complete both pages of this registration form.



AFP TREASURY & FINANCE WEEK

You must complete both pages of this registration form.

INDICATE YOUR AD PLACEMENTS

FIRST-POSITION ADS – 2022

<input type="checkbox"/> JAN 5	<input type="checkbox"/> JAN 12	<input type="checkbox"/> JAN 19	<input type="checkbox"/> JAN 26	<input type="checkbox"/> FEB 2	<input type="checkbox"/> FEB 9	<input type="checkbox"/> FEB 16	<input type="checkbox"/> FEB 23
<input type="checkbox"/> MAR 2	<input type="checkbox"/> MAR 9	<input type="checkbox"/> MAR 16	<input type="checkbox"/> MAR 23	<input type="checkbox"/> MAR 30	<input type="checkbox"/> APR 6	<input type="checkbox"/> APR 13	<input type="checkbox"/> APR 20
<input type="checkbox"/> APR 27	<input type="checkbox"/> MAY 4	<input type="checkbox"/> MAY 11	<input type="checkbox"/> MAY 18	<input type="checkbox"/> MAY 25	<input type="checkbox"/> JUN 1	<input type="checkbox"/> JUN 8	<input type="checkbox"/> JUN 15
<input type="checkbox"/> JUN 22	<input type="checkbox"/> JUN 29	<input type="checkbox"/> JUL 6	<input type="checkbox"/> JUL 13	<input type="checkbox"/> JUL 20	<input type="checkbox"/> JUL 27	<input type="checkbox"/> AUG 3	<input type="checkbox"/> AUG 10
<input type="checkbox"/> AUG 17	<input type="checkbox"/> AUG 24	<input type="checkbox"/> AUG 31	<input type="checkbox"/> SEP 7	<input type="checkbox"/> SEP 14	<input type="checkbox"/> SEP 21	<input type="checkbox"/> SEP 28	<input type="checkbox"/> OCT 5
<input type="checkbox"/> OCT 12	<input type="checkbox"/> OCT 19	<input type="checkbox"/> OCT 26	<input type="checkbox"/> NOV 2	<input type="checkbox"/> NOV 9	<input type="checkbox"/> NOV 16	<input type="checkbox"/> NOV 23	<input type="checkbox"/> NOV 30
<input type="checkbox"/> DEC 7	<input type="checkbox"/> DEC 14	<input type="checkbox"/> DEC 21	<input type="checkbox"/> DEC 28				

SECOND-POSITION ADS – 2022

<input type="checkbox"/> JAN 5	<input type="checkbox"/> JAN 12	<input type="checkbox"/> JAN 19	<input type="checkbox"/> JAN 26	<input type="checkbox"/> FEB 2	<input type="checkbox"/> FEB 9	<input type="checkbox"/> FEB 16	<input type="checkbox"/> FEB 23
<input type="checkbox"/> MAR 2	<input type="checkbox"/> MAR 9	<input type="checkbox"/> MAR 16	<input type="checkbox"/> MAR 23	<input type="checkbox"/> MAR 30	<input type="checkbox"/> APR 6	<input type="checkbox"/> APR 13	<input type="checkbox"/> APR 20
<input type="checkbox"/> APR 27	<input type="checkbox"/> MAY 4	<input type="checkbox"/> MAY 11	<input type="checkbox"/> MAY 18	<input type="checkbox"/> MAY 25	<input type="checkbox"/> JUN 1	<input type="checkbox"/> JUN 8	<input type="checkbox"/> JUN 15
<input type="checkbox"/> JUN 22	<input type="checkbox"/> JUN 29	<input type="checkbox"/> JUL 6	<input type="checkbox"/> JUL 13	<input type="checkbox"/> JUL 20	<input type="checkbox"/> JUL 27	<input type="checkbox"/> AUG 3	<input type="checkbox"/> AUG 10
<input type="checkbox"/> AUG 17	<input type="checkbox"/> AUG 24	<input type="checkbox"/> AUG 31	<input type="checkbox"/> SEP 7	<input type="checkbox"/> SEP 14	<input type="checkbox"/> SEP 21	<input type="checkbox"/> SEP 28	<input type="checkbox"/> OCT 5
<input type="checkbox"/> OCT 12	<input type="checkbox"/> OCT 19	<input type="checkbox"/> OCT 26	<input type="checkbox"/> NOV 2	<input type="checkbox"/> NOV 9	<input type="checkbox"/> NOV 16	<input type="checkbox"/> NOV 23	<input type="checkbox"/> NOV 30
<input type="checkbox"/> DEC 7	<input type="checkbox"/> DEC 14	<input type="checkbox"/> DEC 21	<input type="checkbox"/> DEC 28				

DEADLINE & SPECIFICATIONS INFORMATION

Materials Deadline:

- Ads must arrive no later than 12 p.m. on the Thursday prior to the scheduled run date. Previous advertisements will be repeated if artwork is not received by the materials due date. If materials are not received on time, you will forfeit your ad placement and no refunds will be made. An advertiser or agency canceling less than 30 days before the ad placement date must pay the full charge for the space reserved.

Example: Advertisement to run on Wednesday, December 14, 2022; materials are due by 12 p.m., Thursday, December 8, 2022.

Advertisement Specifications:

- Image: 180 x 180 pixels at 72 DPI
- Files with a white background must also have a 1 pixel border
- Title: 50 characters maximum
- Body Copy: 225 characters maximum
- Call to Action Link: 30 characters maximum
- URL for Call to Action link



AFP FP&A IN FOCUS NEWSLETTER

FOR QUESTIONS OR MORE INFORMATION: AFP Sales Department, 4520 East-West Highway, Suite 800, Bethesda, MD 20814 | Phone: 301.961.8861

Ads must arrive no later than one week prior to the scheduled run date.

Please type or print.

Advertiser Name: _____ Invoice Advertiser

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

Agency Name: _____ Invoice Agency

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

PRICING INFORMATION

Position	1x	3x	6x	
First position	\$2,500	\$2,400	\$2,300	Ad position: _____
Second position	\$2,200	\$2,100	\$2,000	Frequency: _____
				Rate: _____

Recognized advertising agencies receive a 15% discount.

TOTAL: _____

Payment Terms: All payments are payable in U.S. dollars only and are due within 30 days of invoice.

AFP reserves the right, at any time and for any reason in its discretion, to reject, cancel or cease publication of any ad materials, space reservation, or position. All advertising and ad materials are subject to acceptance/approval by AFP. Advertising format and specifications are subject to change.

An advertiser or agency canceling less than 30 days before the ad placement date must pay the full charge for the space reserved. Previous advertisements will be repeated if artwork is not received by the materials due date. AFP holds the advertiser and its agency jointly and severally liable for payment.

Client Signature: _____ Date: _____

AFP Representative Signature: _____ Date: _____

You must complete both pages of this registration form.



AFP FP&A IN FOCUS NEWSLETTER

You must complete both pages of this registration form.

INDICATE YOUR AD PLACEMENTS

FIRST-POSITION ADS – 2022

<input type="checkbox"/> JAN 6	<input type="checkbox"/> FEB 3	<input type="checkbox"/> MAR 3	<input type="checkbox"/> APR 7	<input type="checkbox"/> MAY 5	<input checked="" type="checkbox"/> JUN 2	<input type="checkbox"/> JUL 7
<input type="checkbox"/> AUG 4	<input checked="" type="checkbox"/> SEP 1	<input type="checkbox"/> OCT 6	<input type="checkbox"/> NOV 3	<input checked="" type="checkbox"/> DEC 1		

SECOND-POSITION ADS – 2022

<input type="checkbox"/> JAN 6	<input type="checkbox"/> FEB 3	<input type="checkbox"/> MAR 3	<input type="checkbox"/> APR 7	<input checked="" type="checkbox"/> MAY 5	<input checked="" type="checkbox"/> JUN 2	<input type="checkbox"/> JUL 7
<input type="checkbox"/> AUG 4	<input type="checkbox"/> SEP 1	<input type="checkbox"/> OCT 6	<input checked="" type="checkbox"/> NOV 3	<input type="checkbox"/> DEC 1		

DEADLINE & SPECIFICATIONS INFORMATION

Materials Deadline:

- Materials are due one week before the advertisement is scheduled to run. Previous advertisements will be repeated if artwork is not received by the materials due date. If materials are not received on time, you will forfeit your ad placement and no refunds will be made. An advertiser or agency canceling less than 30 days before the ad placement date must pay the full charge for the space reserved.

Example: Advertisement to run on Thursday, December 1, 2022;
materials are due by 3 p.m., Thursday, November 24, 2022.

Advertisement Specifications:

- Image: 180 x 180 pixels at 72 DPI
- Files with a white background must also have a 1 pixel border
- Title: 50 characters maximum
- Body Copy: 225 characters maximum
- Call to Action Link: 30 characters maximum
- URL for Call to Action link

CONFERENCE ADVERTISING

Registration Bag Insert

8.5 x 11" Insert: \$7,500

Session Evaluation Advertising by Track (\$3,500 each)

Capital Markets & Investments

Career Development

Financial Planning & Analysis

Payments

Risk Management

Treasury Management

Digital Signage

Digital Ribbons: \$12,500

Digital Meterboard: \$7,500

Fold Out Map Advertising

Exhibit Hall Map Ad: \$2,500
3.5625 x 3.5625"

Back Cover Ad: \$7,500
4.125" x 9.125"

TOTAL COST

\$ _____

Client Signature: _____ Date: _____

AFP Representative Signature: _____ Date: _____



AFP CONVERSATIONS PODCAST SPONSORSHIP

FOR QUESTIONS OR MORE INFORMATION: AFP Sales Department, 4520 East-West Highway, Suite 800, Bethesda, MD 20814 | Phone: 301.961.8861

Please type or print.

Sponsor Name: _____

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

SPONSORSHIP LEVEL

AFP Conversations Podcast: \$7,500

Total Number of Podcast(s): _____

Total Cost: _____

Target Publication Date(s): _____

Client Signature: _____ Date: _____

AFP Representative Signature: _____ Date: _____



AFP WEB ADVERTISING

FOR QUESTIONS OR MORE INFORMATION: AFP Sales Department, 4520 East-West Highway, Suite 800, Bethesda, MD 20814 | Phone: 301.961.8879

Please type or print.

Advertiser Name: _____ Invoice Advertiser

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

Agency Name: _____ Invoice Agency

Contact Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

2022 WEB ADVERTISEMENT PRICING

Recognized advertising agencies receive a 15% discount.

Frequency: _____

Position	1x	3x	6x
Right Rail	\$3,000	\$2,750	\$2,500

Rate: _____

TOTAL: _____

Payment Terms: All payments are payable in U.S. dollars only and are due within 30 days of invoice.

SELECT MONTHS FOR 2022 WEB ADVERTISEMENTS

- JANUARY
 FEBRUARY
 MARCH
 APRIL
 MAY
 JUNE
 JULY
 AUGUST
 SEPTEMBER
 OCTOBER
 NOVEMBER
 DECEMBER

You must complete both pages of this form.



AFP WEB ADVERTISING

You must complete both pages of this form.

2022 IN-LINE ADVERTISING PRICING

Recognized advertising agencies receive a 15% discount.

Position	1x	
Within AFP article	\$6,000	TOTAL: _____

Payment Terms: All payments are payable in U.S. dollars only and are due within 30 days of invoice.

SELECT MONTHS FOR 2022 IN-LINE ADVERTISEMENTS

<input type="checkbox"/> JANUARY	<input type="checkbox"/> FEBRUARY	<input type="checkbox"/> MARCH	<input type="checkbox"/> APRIL	<input checked="" type="checkbox"/> MAY	<input type="checkbox"/> JUNE
<input type="checkbox"/> JULY	<input type="checkbox"/> AUGUST	<input checked="" type="checkbox"/> SEPTEMBER	<input type="checkbox"/> OCTOBER	<input type="checkbox"/> NOVEMBER	<input type="checkbox"/> DECEMBER

DEADLINE & SPECIFICATIONS INFORMATION

Materials Deadline:

- Ads will begin on the first day of the selected month. Materials are due on the 25th of each month. If the 25th falls on a weekend or holiday, materials will be due the Friday prior to the 25th. All ads are subject to AFP approval, which shall not be unreasonably withheld.
- Previous advertisements will be repeated if artwork is not received by the materials due date. If materials are not received on time, you will forfeit your ad placement and no refunds will be made.

Web Advertisement Specifications:

- Medium rectangle ad – 300 x 250 pixels
- Files accepted: GIF, JPG and PNG
- File must be < 1 MB
- Animation is allowed; no Flash files
- Include link when submitting advertisement

AFP provides two medium rectangle ad positions on each of its topics pages. If more than two advertisers are present in a single month, then ads will rotate randomly among the two positions. There is a 30-day minimum to appear on topics pages.

In-line Advertisement Specifications

- Image: 180 x 180 by 72 dpi
- Headline: 35 characters with spaces
- Body Copy: 240 characters with spaces
- Call to Action: 50 characters with spaces

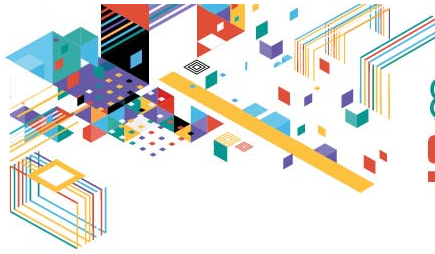
Sponsor ad may be shown where other sponsors are mentioned.

AFP reserves the right, at any time and for any reason in its discretion, to reject, cancel or cease publication of any ad materials, space reservation, or position. All advertising and ad materials are subject to acceptance/approval by AFP.

An advertiser or agency canceling less than 30 days before the ad placement date must pay the full charge for the space reserved. Previous advertisements will be repeated if artwork is not received by the materials due date. AFP holds the advertiser and its agency jointly and severally liable for payment.

Client Signature: _____ Date: _____

AFP Representative Signature: _____ Date: _____



SECTION VIII

PREFERRED VENDOR ORDER FORMS/BROCHURES

www.AFP2022.org

4520 East-West Highway | Suite 800 | Bethesda, MD 20814 | USA | T: +1 301.907.2862

NAME OF SHOW: **AFP 2022 / Pennsylvania Convention Center / October 23-26, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

ADDRESS: _____ CITY/ST/ZIP: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering by SEPTEMBER 26, 2022.

AUDIO VISUAL

- To place your order, please fill out this form and send it to AVServices@freeman.com
 - Orders received after the deadline date or without payment will be charged the Standard Price.
 - Electrical labor and internet services are NOT included in equipment pricing.
 - Pricing is for the length of the event and includes product delivery.
- Please call for meeting room support or items that are not listed.

FLAT SCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All screens are 1080p with dual post stand				
_____	32" Flat Screen.....	\$740.00	\$962.00	\$ _____
_____	42" Flat Screen.....	\$900.00	\$1,170.00	\$ _____
_____	55" Flat Screen.....	\$1,510.00	\$1,963.00	\$ _____
_____	70" Flat Screen.....	\$2,145.00	\$2,788.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,810.00	\$4,953.00	\$ _____
• All screens are 1080p with dual post stand and external USB media player.				
_____	32" Flat Screen.....	\$870.00	\$1,131.00	\$ _____
_____	42" Flat Screen.....	\$1,025.00	\$1,332.50	\$ _____
_____	55" Flat Screen.....	\$1,635.00	\$2,125.50	\$ _____
_____	70" Flat Screen.....	\$2,270.00	\$2,951.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,935.00	\$5,115.50	\$ _____
• All screens are 1080p with dual post stand and laptop.				
_____	32" Flat Screen.....	\$1,085.00	\$1,410.50	\$ _____
_____	42" Flat Screen.....	\$1,245.00	\$1,618.50	\$ _____
_____	55" Flat Screen.....	\$1,850.00	\$2,405.00	\$ _____
_____	70" Flat Screen.....	\$2,485.00	\$3,230.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,155.00	\$5,401.50	\$ _____

TOUCHSCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All packages include dual post stand and laptop.				
_____	32" Touchscreen.....	\$1,430.00	\$1,859.00	\$ _____
_____	46" Touchscreen.....	\$1,850.00	\$2,405.00	\$ _____
_____	55" Touchscreen.....	\$2,275.00	\$2,957.50	\$ _____
• All packages include dual post stand.				
_____	32" Touchscreen.....	\$1,085.00	\$1,410.50	\$ _____
_____	46" Touchscreen.....	\$1,510.00	\$1,963.00	\$ _____
_____	55" Touchscreen.....	\$1,930.00	\$2,509.00	\$ _____

NAME OF SHOW: **Assn For Financial Professionals Annual Conf Oct 2022 / OCTOBER 23-26, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

FLAT SCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

• Please call for pricing on Flat Screens 98" and larger, 4K UHD, & LED Video Wall options.

_____	24" Monitor - 1080p, (no sound).....	\$305.00	\$396.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	32" Flat Screen - 1080p, with Internal Speakers.....	\$505.00	\$656.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	42" Flat Screen - 1080p, with Internal Speakers.....	\$660.00	\$858.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Flat Screen - 1080p, with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	70" Flat Screen - 1080p, with Internal Speakers.....	\$1,905.00	\$2,476.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

TOUCHSCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

• Touchscreens will require a PC/laptop to operate. Not compatible with Mac. Please call for larger sizes.

_____	32" Touchscreen with Internal Speakers.....	\$845.00	\$1,098.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	46" Touchscreen with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Touchscreen with Internal Speakers.....	\$1,695.00	\$2,203.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

VIDEO PLAYERS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	USB Media Player.....	\$125.00	\$162.50	\$ _____
_____	Blu-ray Player.....	\$160.00	\$208.00	\$ _____
	HDCP Compliant, compatible with Blu-ray and DVD			

COMPUTERS & ACCESSORIES

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	Desktop Computer with 24" Monitor.....	\$290.00	\$377.00	\$ _____
	includes wired keyboard and mouse			
_____	Laptop Computer	\$345.00	\$448.50	\$ _____
_____	Wireless Keyboard with Mouse.....	\$105.00	\$136.50	\$ _____
_____	Apple 21.5" iMac (includes wired keyboard and mouse)	\$315.00	\$409.50	\$ _____
_____	Apple 15" MacBook Pro	\$475.00	\$617.50	\$ _____
_____	iPad Stands - White	\$160.00	\$208.00	\$ _____
	<input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand			

audio visual

NAME OF SHOW: **Assn For Financial Professionals Annual Conf Oct 2022 / OCTOBER 23-26, 2022**
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

audio visual

AUDIO EQUIPMENT

Qty	Description	Discount Price	Standard Price	Total
_____	Sound Bar - 2.1 Full Range, with Built-in Subwoofer Compatible with 42" monitors and above	\$80.00	\$104.00	\$ _____
_____	Small High Performance PA System Includes wireless microphone, 2 speakers, 1 Mixer/Amp, computer interface box <input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset)	\$630.00	\$819.00	\$ _____

EXHIBIT LIGHTING PACKAGES

Qty	Description	Discount Price	Standard Price	Total
_____	• Exhibit lighting packages are ground supported install only. For additional mounting, lighting styles and custom color options, call for a quote. Six (6) 12" LED Lighting Fixtures <input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red	\$795.00	\$1033.50	\$ _____
_____	Twelve (12) 12" LED Lighting Fixtures <input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red	\$1,585.00	\$2,060.50	\$ _____

DELIVERY INFORMATION

Thank you for using Freeman to meet your Audio Visual equipment needs. You can be confident that our Audio Visual Experts will be on-site to deliver, install, and provide any necessary technical support. Your booth must have all supporting elements installed before we can deliver your equipment. All Audio Visual equipment will be installed no later than the last day of move in.

If you find any expected equipment missing from your booth, please visit the Exhibitor Service Center.

On-Site Contact Person: _____ Cell Phone: _____

If You Have a Special Delivery Request, Please Note it Here: _____

PAYMENT INFORMATION

A Freeman representative will provide a secured payment link after receiving your order. A credit card is required to secure all orders, even when paying by ACH, check or wire transfer. Cash payments will no longer be accepted while on show-site. Full payment including applicable tax must be made in advance, in US funds. Equipment may not be provided and installed if payment has not been received prior to show move-in.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

ELECTRICAL SERVICE

Please contact the electrical contractor to place your electrical order.

READY FOR DELIVERY ONSITE

For delivery of your audio visual equipment, please notify the Freeman Service Center as well as the electrical contractor. We will work with the electrical contractor electricians to deliver and set your equipment order.

TOTAL COST
Total Cost = \$ _____ Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.



Aramark/SFS

1101 Arch Street, Philadelphia PA 19107

Pennsylvania Convention Center Exhibitor Menu

SPECIALTY SERVICES

Old City Coffee Service

Espresso Service, Specialty Coffee & Tea Service
Contact an Aramark/SFS Sales Manager for additional information

Electric Water Cooler**

Electric Water Cooler, \$100 each
Includes cooler, 5-gallon water tank and flat bottom cups
Additional 5-gallon water, \$35.00 each

Popcorn Machine**

Popcorn Machine, \$130 daily rental
Popcorn Kit, \$140 each
Includes oil/butter, popcorn, bags
Serves approximately 70 6-oz. bags
\$225 attendant fee for a minimum of 4 hours of service

Keurig Machine**

Keurig Machine, \$200 per day
Includes Keurig Machine, initial 5-gallon water tank, PC condiments, cups, stirrers, beverage napkins
Box of 24 K-Cups, \$95 each
Includes four varieties
Additional 5-gallon water, \$35 each

Soft Pretzel Warmer**

Pretzel Warmer, \$150 daily rental
Super Pretzels, \$225 per case of 50
Served with Spicy Mustard
\$225 attendant fee for a minimum of 4 hours of service

Hosted Bar

Requires an Aramark bartender, \$225 for 2 hours of service
Contact an Aramark/SFS Sales Manager for additional information

***Requires a dedicated 110-volt electrical connection, client is responsible for ordering electric*

A LA CARTE ITEMS

Beverages

Coffee, Decaf, Hot Tea
\$74 per gallon, *Serves approx. 12 10 oz. cups*
Unsweetened Iced Tea \$45 per gallon
Lemonade, \$50 per gallon
Herb Infused Waters, \$50 per gallon
Bottled Fruit Juice, \$6.50 each
Assorted Soft Drinks, \$6.50 each
Bottled Water, \$5 each
Mineral Water, \$5 each
Gatorade, \$8 each
Energy Drinks, \$8 each

7 lb. ice, \$10 per bag

Bakeries

Bagels, \$68 per dozen
Mini Danish, \$49 per dozen
Muffins, \$50 per dozen
Donuts, \$62 per dozen
Breakfast Breads, \$65.25 per dozen
Fresh Baked Cookies and Brownies, \$37 per dozen

Boxed Lunches- \$30 each

Roasted Turkey & Asiago
Italian Combo
Grilled Chicken Salad
The Cuban: Roasted Pork & Swiss
Vegan Smashed Chickpea Salad
Grilled Zucchini & Veggies

Boxed Lunch- continued

Garden Salad
Add Protein to Salad-\$3 more
Includes Chips, Cookie, Bottled Water

Snacks
Individual Bags of Snacks (Potato chips, Pretzels, Popcorn), \$31.50 per dozen
Philadelphia Famous Tasty Kakes, \$75 per dozen
Assorted Granola Bars, \$22 per dozen
Philly Soft Pretzels, \$40 per dozen
Miniature Soft Pretzels, \$26.50 per dozen
Whole Fruit, \$31 per dozen
Mini Cupcakes, \$40 per dozen
Mini Italian Hoagies (3 in.), \$80 per dozen
Rice Krispy Treats, \$38 per dozen

ORDERING INFORMATION

Ordering

Our 20-day deadline allows sufficient time to order, plan and prepare all of your food and beverage needs. All orders received after the deadline will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received **20 business days** prior to the first show day, or a 10% late charge will be applied. Changes and/or cancellations must be received **3 business days** prior to the first show day. **No** cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late fee. Late changes will also be subject to approval by the Aramark/SFS Sales Department based on availability of product and staff.

Payment Policy

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site- no exceptions. A 3% processing fee will be charged to all credit card charges.

Delivery Charge

A \$45 delivery charge will apply to all original orders subtotaling less than \$100

Tax and Service Fee

All food and beverage pricing is subject to a 23% administrative fee and 8% tax. All equipment charges are subject to an 8% tax only.

Pricing

All prices are subject to change without prior notification.

Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu context, etc. is subject to special pricing.

Service Personnel

When ordering Aramark personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Additionally, Aramark personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning such as vacuuming, emptying non-food trash, dusting, etc.

Service Ware

All booth services include the appropriate variety of high-grade disposable service ware. No china service is allowed inside the exhibit halls. For any services outside of the exhibit halls, if china service is ordered, additional china charges and labor charges will apply. Please contact your Aramark/SFS Sales Manager for applicable pricing for your service.

Beverage Service

Initial beverage delivery includes- bowl of ice, ice scoop, cups and napkins.

Tables and Electric

Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs, please contact Utility Services with the Pennsylvania Convention Center.

Unauthorized Food and Beverage

Aramark/SFS is the exclusive catering for the Pennsylvania Convention Center. Absolutely no food or beverage including candy, logo water, etc., are allowed in the Pennsylvania Convention Center without approval from Aramark/SFS and appropriate waiver/corkage fees. Contact an Aramark/SFS Sales manager for Sampling Guidelines and Corkage information.

OUR PLEDGE TO CUSTOMER SERVICE

THE PENNSYLVANIA CONVENTION CENTER

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

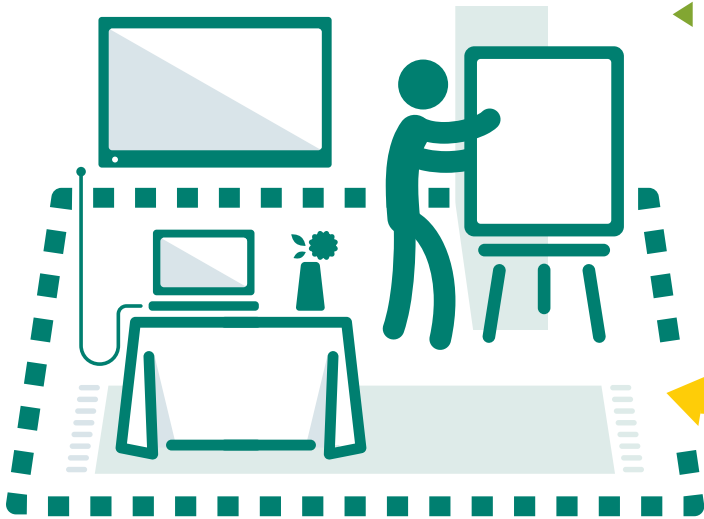
FOR EXHIBITORS

- EFFECTIVE MANAGEMENT.** By bringing in industry-leader ASM Global to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.
- INDEPENDENCE AND FLEXIBILITY.** Full-Time employees (Exhibitors) (as long as there is **not an EAC Contracted** to setup/dismantle the booth) have the freedom to:
 - Setup and/or tear down their booths without limitation to size.
 - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.
 - Use power tools and ladders (up to 6 feet) to setup and tear down exhibits.
 - Install signage and floor coverings.
 - Install and remove non-rented and non-public AV equipment.
- SIMPLE COMPUTER SETUP.** Full-Time employees of the exhibiting company and show managers may setup, connect their own (**non-rented**) computers, tablets, and all computer components and any required low-voltage power supply equipment for **non-public** use. Our show labor will need to setup any rented equipment, registration and public-use computers & tablets including when using to collect Data. Public use of computers & tablets, in areas such as cyber cafes, exhibiting booth space and meeting rooms, are set by our show labor.
- SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, and poster board materials.
- EASY DISPLAY SETUP.** Full-Time employees of the exhibiting company, and show managers have the freedom to open boxes, stock shelves, setup, plug in, hang up, and freely distribute their non-bulk products/literature within their booth without limitation to size of the booth.
- DISPLAY MAINTENANCE.** Full-Time employees of the exhibiting company have the freedom to perform maintenance on their own display equipment after the initial setup without limitation to size of the booth.
- A SUPPORTIVE TEAM.** Each labor union has established a core workforce with a focus on hospitality.
- SKILLED WORKERS.** Our Labor workforce is highly skilled and has received specialized training in hospitality services.



AN MANAGED FACILITY

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



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

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



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



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





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



VEHICLES THAT QUALIFY:

			
SEDAN	SUV	PICKUP	VAN

VEHICLES THAT DO NOT QUALIFY:

			
TRAILER	RENTALS	BOBTAIL	STAKEBED

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





AN  MANAGED FACILITY

Electrical Service Checklist

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

Updated 10/14/2019

EXHIBITOR SERVICES RIGGING FAQ SHEET

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

SILVER TRUSS ALL LENGTHS AVAILABLE



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

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

BLACK TRUSS AVAILABLE AT AN ADDITIONAL COST



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

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

STANDARD MOTOR RENTALS

1/4 TON & 1/2 TON - \$350
 1 TON - \$370.00



ROTATING MOTOR \$250/RENTAL



CUSTOM RIGGING ESTIMATES ARE PREFERRED AND PROVIDED UPON REQUEST TO EXHIBITORSERVICES@PACONVENTION.COM WITH RENDERING AND/OR RIGGING PLANS.

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

ELECTRIC SERVICE & LABOR INSTALLATION ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

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

**AFP ANNUAL CONFERENCE 2022
ADVANCED DEADLINE DATE:
SEPTEMBER 28, 2022**

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

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

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

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

STANDARD 110V/120V SERVICE				
<i>Please see Terms & Conditions for additional info (1.B.a)</i>				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	500 watts	\$120.00	\$165.00	
	1000 watts	\$155.00	\$220.00	
	2000 watts	\$195.00	\$265.00	
	24 hr. – 500 watts	\$187.00	\$252.00	
	24 hr. – 1000 watts	\$232.00	\$325.00	
	24 hr. – 2000 watts	\$292.00	\$395.00	
	OTHER	<i>Call for Pricing</i>		

208V MOTORS/MACHINERY SERVICE				
<i>Labor and material charges will apply</i>				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	20 amp 1Phase	\$410.00	\$510.00	
	30 amp 1Phase	\$430.00	\$575.00	
	60 amp 3Phase	\$800.00	\$1,120.00	
	100 amp 3Phase	\$1,280.00	\$1,500.00	
	24HR 20amp 1Phase	\$615.00	\$765.00	
	24HR 30amp 1Phase	\$645.00	\$862.50	
	24HR 60amp 3Phase	\$1,200.00	\$1,760.00	
	24HR 100amp 3Phase	\$1,920.00	\$2,250.00	
	OTHER	<i>Call for Pricing</i>		

RENTAL LIGHTS				
<i>Price includes power, labor to install/dismantle and a one-time focus on stage</i>				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	4' Track w/ 3 - 90w Lamps	\$167.00	\$263.00	
	8' Track w/ 3 - 90w Lamps	\$232.00	\$315.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light	\$130.00	\$175.00	
	Par Can Overhead Light	\$670.00	\$900.00	

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

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

Unsupervised Installation Supervised Installation by Exhibitor/Name: _____ Cell: _____
 NO YES EAC or I&D Company: _____ On-Site POC: _____ Cell: _____

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

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

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. Services requested at location other than back of booth must include proper forms and diagrams.
 - a. Please note there are additional labor and material charges for locations other than the back of booth for inline & peninsula booths and labor and material charges will always be required for island booths.
- C. For services and equipment not listed on the service order form, call the PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-4815** or e-mail **exhibitorservices@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order.
Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)**
 - Accepted credit cards.Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.
- B. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- C. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- D. **Third party billing** is available upon request. Please contact the **PCCA/ASM Global Finance Department** at **215-418-4795** for approval.
- E. **Outstanding balance** for services will be automatically billed to the credit card on file.
- F. Credit will not be given for service installed and not used.
- G. **Cancellation of services** must be received by PCCA/ASM Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- H. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- I. Rates are based on current wages and are subject to change without notice.
- J. **Claims** regarding services provided by PCCA/ASM Global will not be considered unless filed by customer issued prior to the close of show.
- K. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/ASM Global Finance Department within 30 days of the close of final invoicing.
- L. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/ASM Global shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.
- M. **International exhibitors** are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- N. For companies exempt from sales tax, PCCA/ASM Global requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- A. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.
- C. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- D. 24-hour electrical service is available for refrigeration, electronics, and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- A. Services provided may not be shared by multiple exhibits.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its Sub-contractors.
- C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- F. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- G. Customer is responsible for any lost or damaged equipment supplied by the PCC.

WIRED INTERNET SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

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

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

**AFP ANNUAL CONFERENCE
ADVANCED DEADLINE
DATE:
SEPTEMBER 28, 2022**

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

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

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

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

PLEASE NOTE:

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

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

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

2. EXPLANATION OF SERVICE

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

3. RULES AND REGULATIONS FOR INTERNET SERVICE

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

4. PAYMENT TERMS & CONDITIONS

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



ANNOUNCING OUR NEW LIGHTING PRODUCTS AVAILABLE FOR RENTAL

What attracts visitors to your booth? Excellent exhibit design and a marketing strategy. We think the most important aspect of the marketing strategy is the lighting. To help draw visitors and business to your booth we are pleased to offer two new lighting products available for rental: Skanda LED Clamp on Light, the Nora Track Light and PARCAN Overhead Light. The clamp on lights are useful if you are trying to create smaller spotlights on specific posters, the track lights are useful if you are trying to highlight specific products within your booth and our PARCAN Overhead Light is useful if you want to add additional overhead lighting to your booth or spotlight a hanging sign, etc.

With these ideas in mind, we think you'll be better able to market your product or service and attract attention!

RENTAL PRICE INCLUDES POWER, INSTALLATION/DISMANTLE AND A ONE-TIME FOCUS

LED CLAMP ON LIGHT



- Super Bright LED
- 200watts cool white
- Clamps
- Classic Black Only

***RENTAL PRICES:**
Advanced: \$130.00
Standard: \$175.00

TRACK LIGHT



- 3 Fully Enclosed Lamps
- Additional Lamps
- 4ft & 8ft. Lengths of Track
- Classic Black Only

***RENTAL PRICES:**
4ft. Advanced Rate: \$167.00
4ft. Standard Rate: \$263.00
8ft. Advanced Rate: \$232.00
8ft. Standard Rate: \$315.00

PARCAN OVERHEAD LIGHT



- Rugged Die-Cast Aluminum Construction
- Source Four Optical Technology
- Superior Brightness

***RENTAL PRICES:**
Advanced: \$670.00
Standard: \$900.00

Light attracts people, it shows the way, and when we see it in the distance, we follow it. "Ricardo Legorreta - architect

PCC Safety Guidelines for Exhibitors

ALL BOOTHS:

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

TELECOMMUNICATIONS SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

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

**AFP ANNUAL CONFERENCE
ADVANCED DEADLINE
DATE:
SEPTEMBER 28, 2022**

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

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

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

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

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

PLEASE NOTE:

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

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

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

2. EXPLANATION OF SERVICE

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

3. RULES AND REGULATIONS FOR SERVICES

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

4. PAYMENT TERMS & CONDITIONS

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

WATER & COMPRESSED AIR SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

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

**AFP ANNUAL CONFERENCE 2022
ADVANCED DEADLINE
DATE:
SEPTEMBER 28, 2022**

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

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

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

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

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

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

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

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

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

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

2. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order.
Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)**
 - Accepted credit cards.Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.
- B. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- C. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- D. **Third party billing** is available upon request. Please contact the **PCCA/ASM Global Finance Department** at **215-418-4795** for approval.
- E. **Outstanding balance** for services will be automatically billed to the credit card on file.
- F. Credit will not be given for service installed and not used.
- G. **Cancellation of services** must be received by PCC/ASM Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- H. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- I. Rates are based on current wages and are subject to change without notice.
- J. **Claims** regarding services provided by PCCA/ASM Global will not be considered unless filed by customer issued prior to the close of show.
- K. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/ASM Global Finance Department within 30 days of the close of final invoicing.
- L. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/ASM Global shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.
- M. **International exhibitors** are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- N. For companies exempt from sales tax, PCCA/ASM Global requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- A. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.
- C. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- D. 24-hour electrical service is available for refrigeration, electronics, and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- A. Services provided may not be shared by multiple exhibits.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its Sub-contractors.
- C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.

- F.** All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- G.** Customer is responsible for any lost or damaged equipment supplied by the PCC.

Show Name: _____

Booth #: _____

Company Name: _____

10' X 10'

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

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

10' X 20'

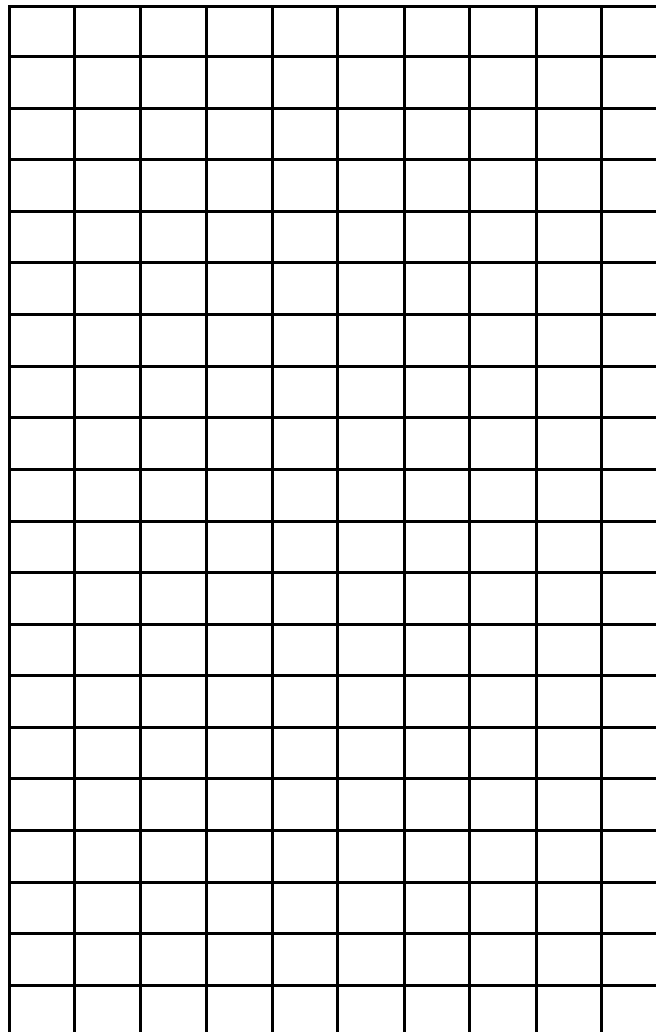
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

10' X 40'

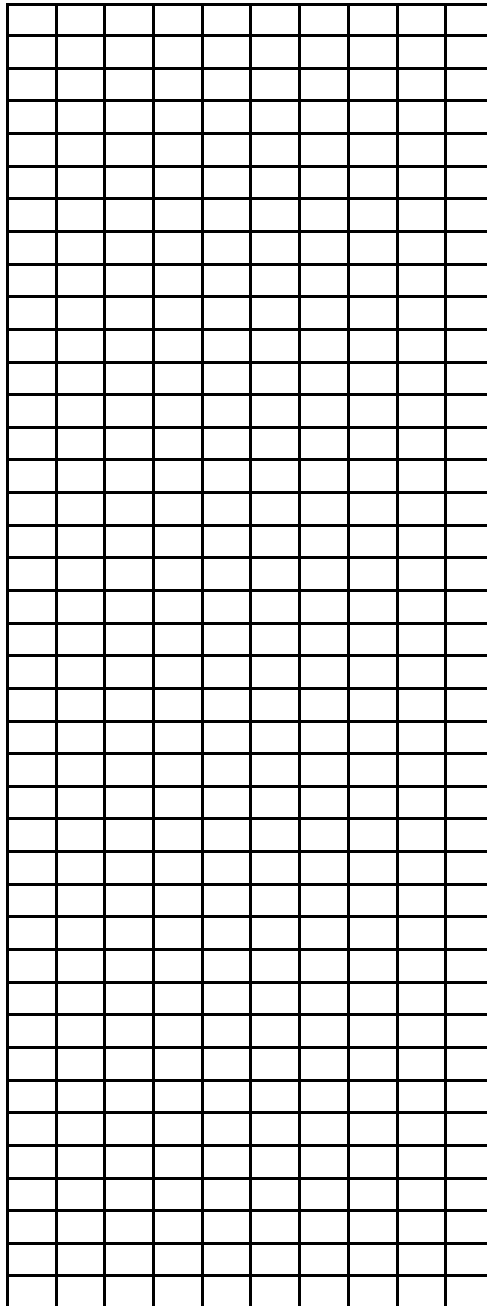
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

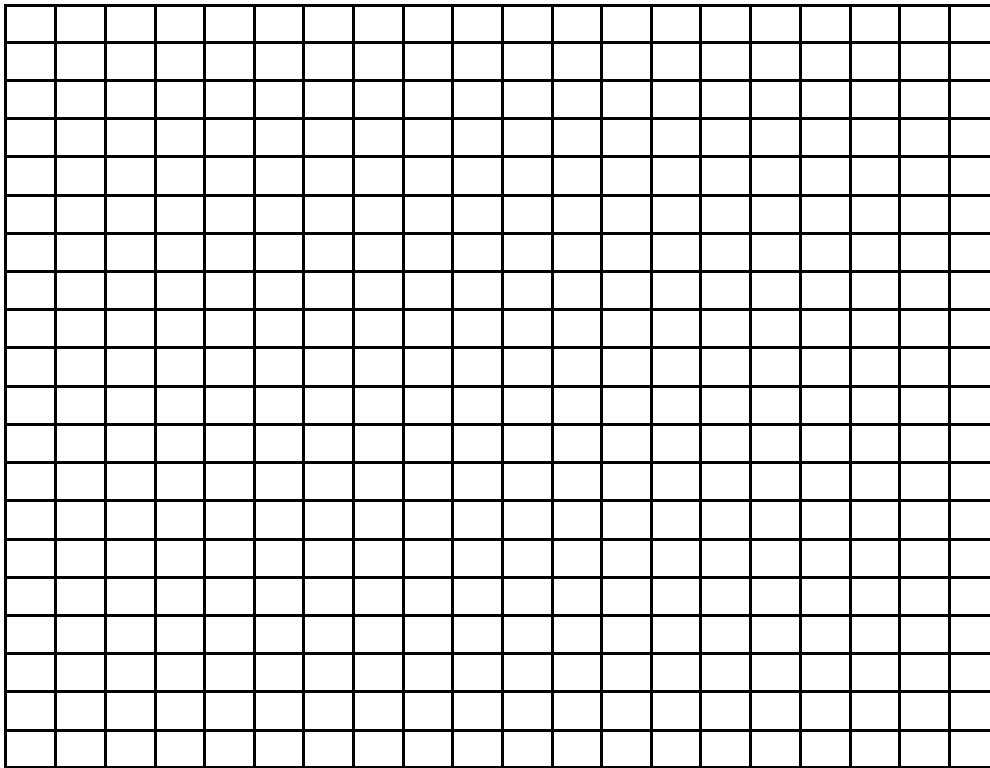
20' X 20'

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

- Inline Booth
 - Peninsula Booth
 - Island Booth
- 1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

● = 2000 watt/ 20 amp

* = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

+ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

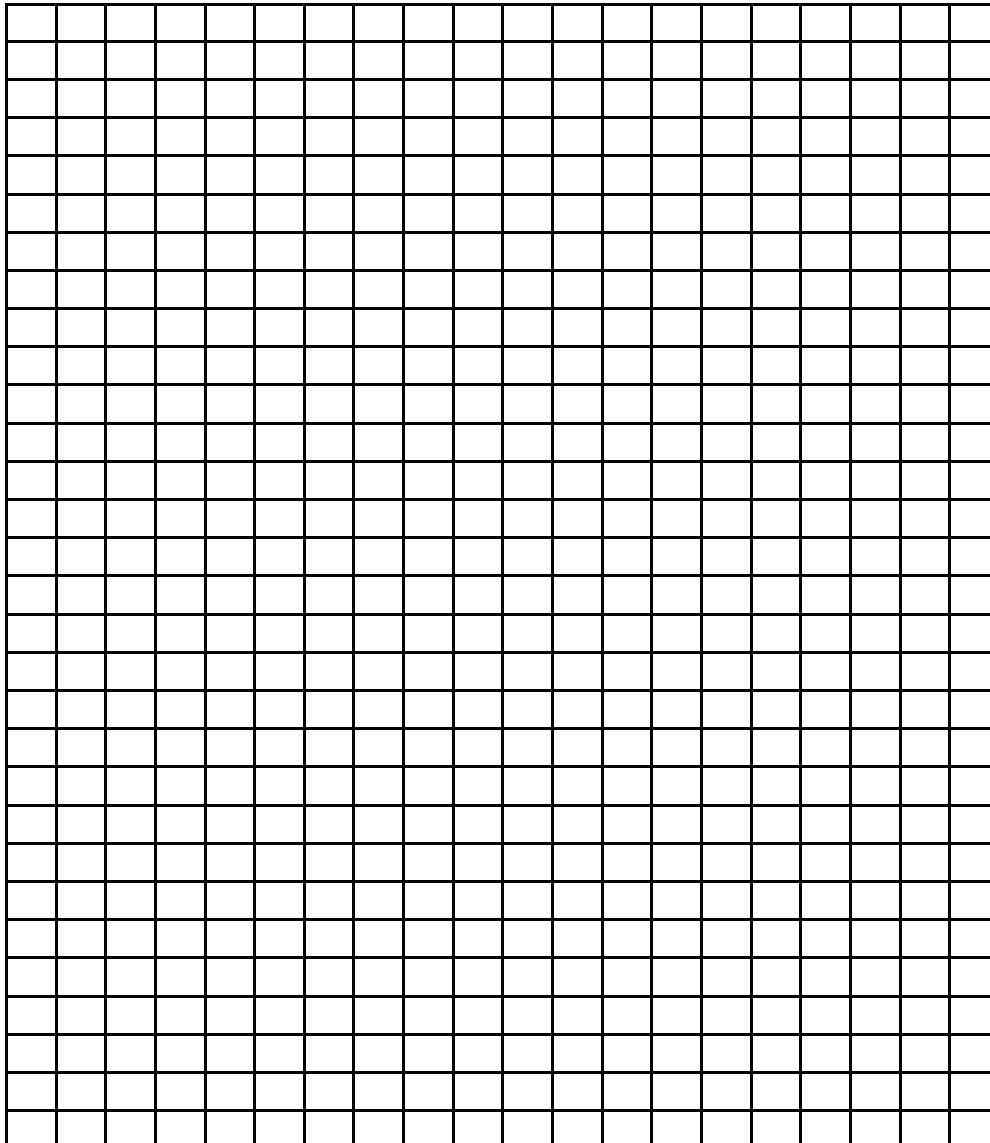
20' X 30'

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

- Inline Booth
 - Peninsula Booth
 - Island Booth
- 1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

20' X 40'

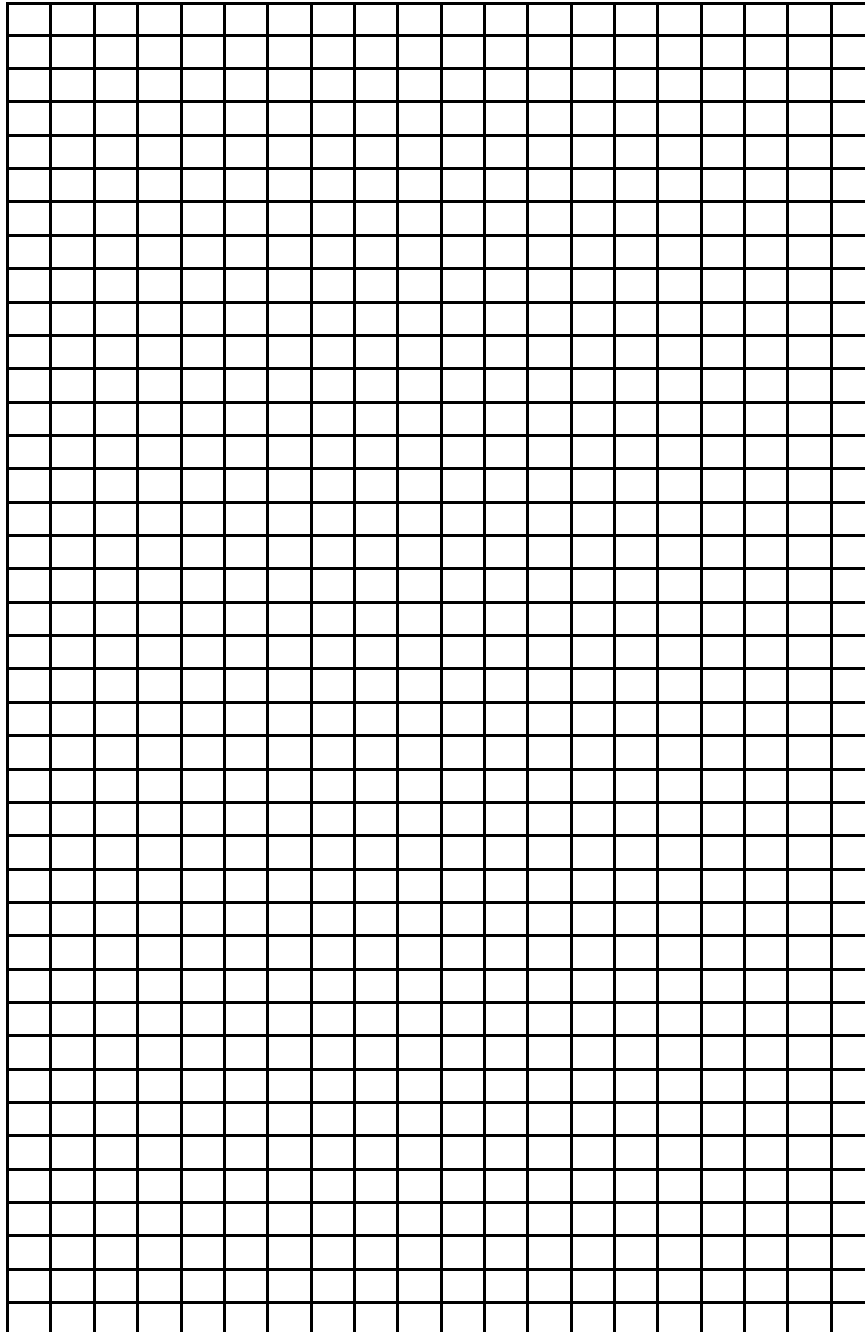
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

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● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

20' X 50'

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

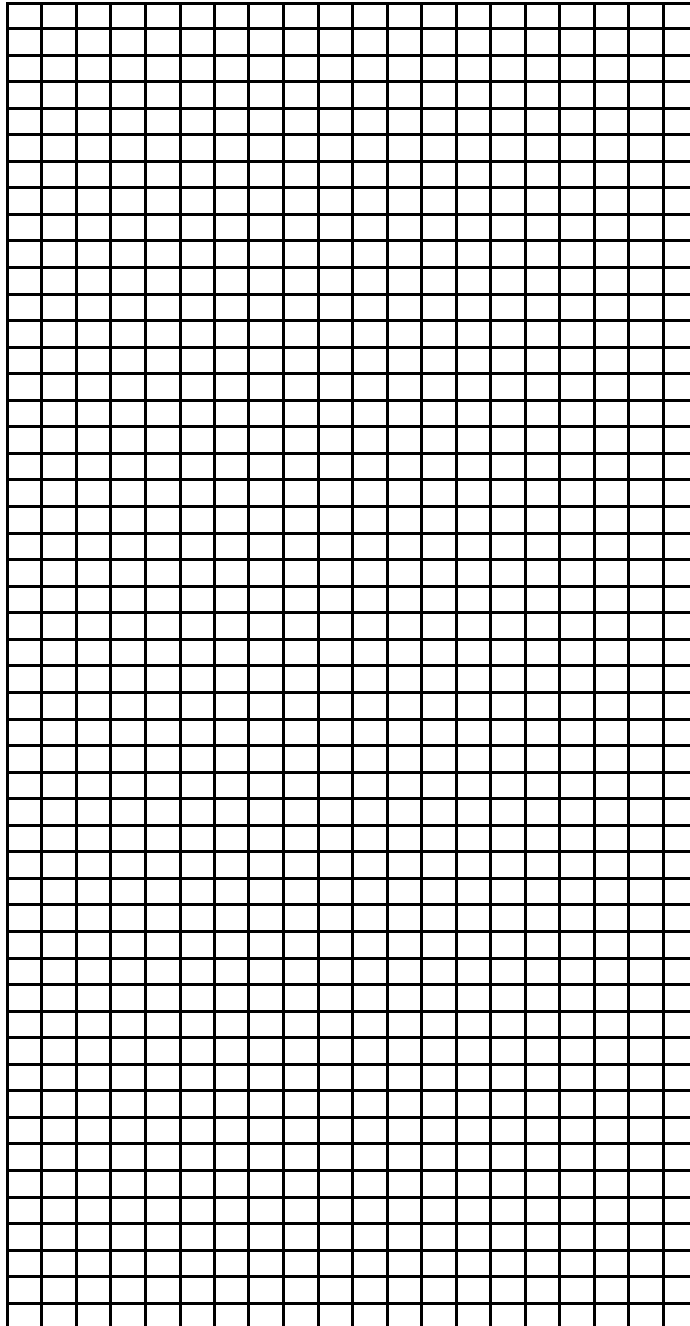
Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

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▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

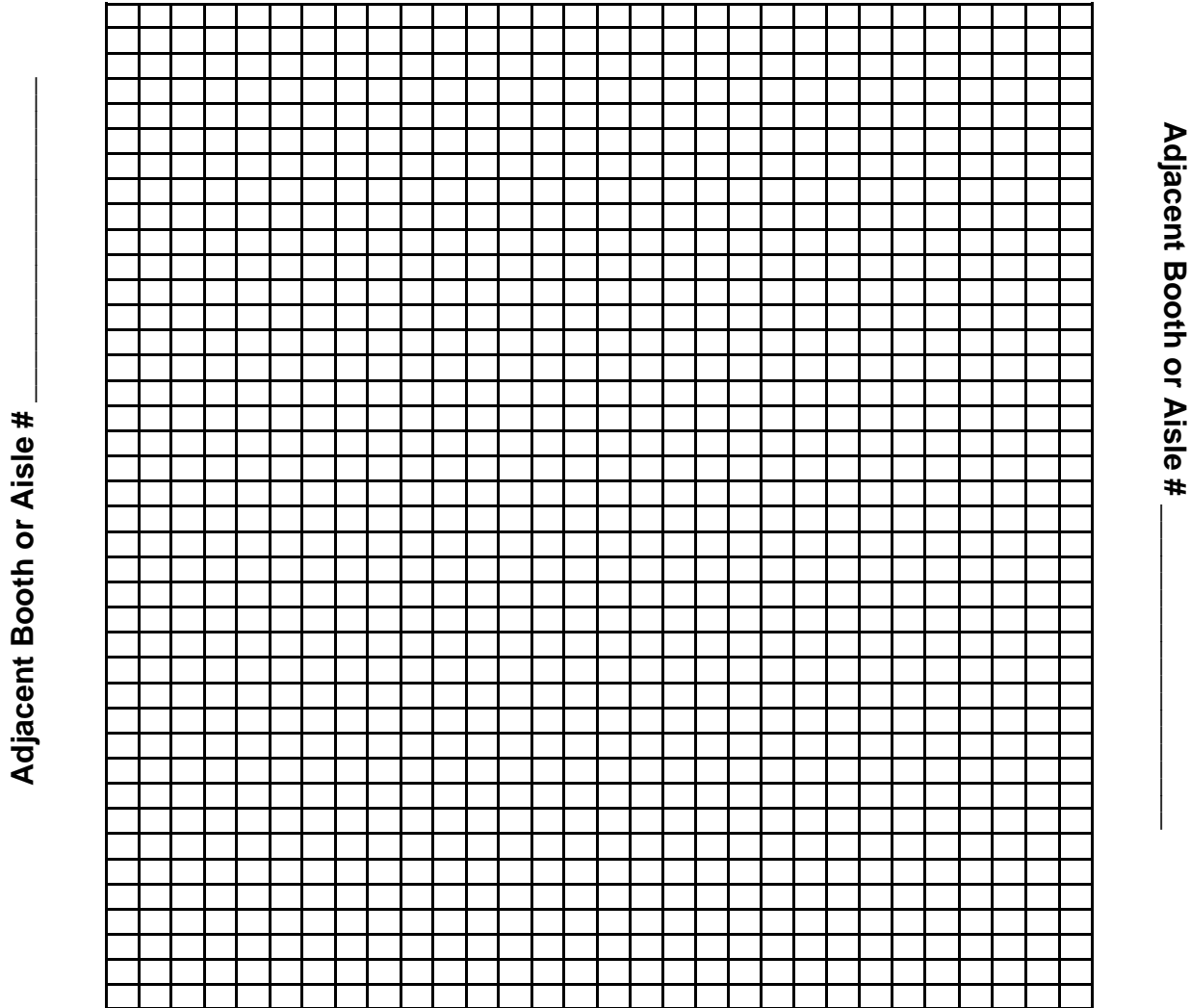
30' X 40'

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

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

30' X 50'

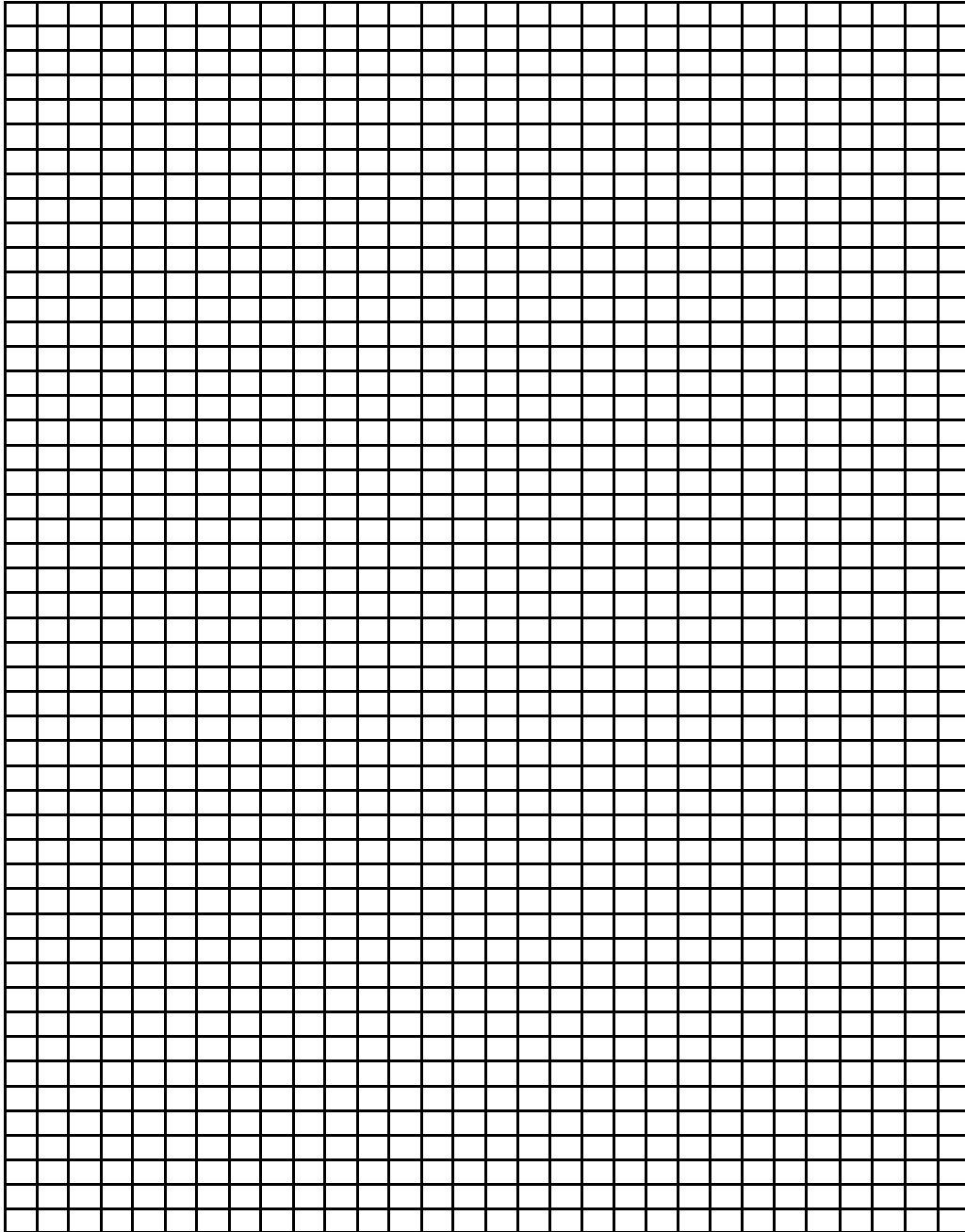
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

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▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

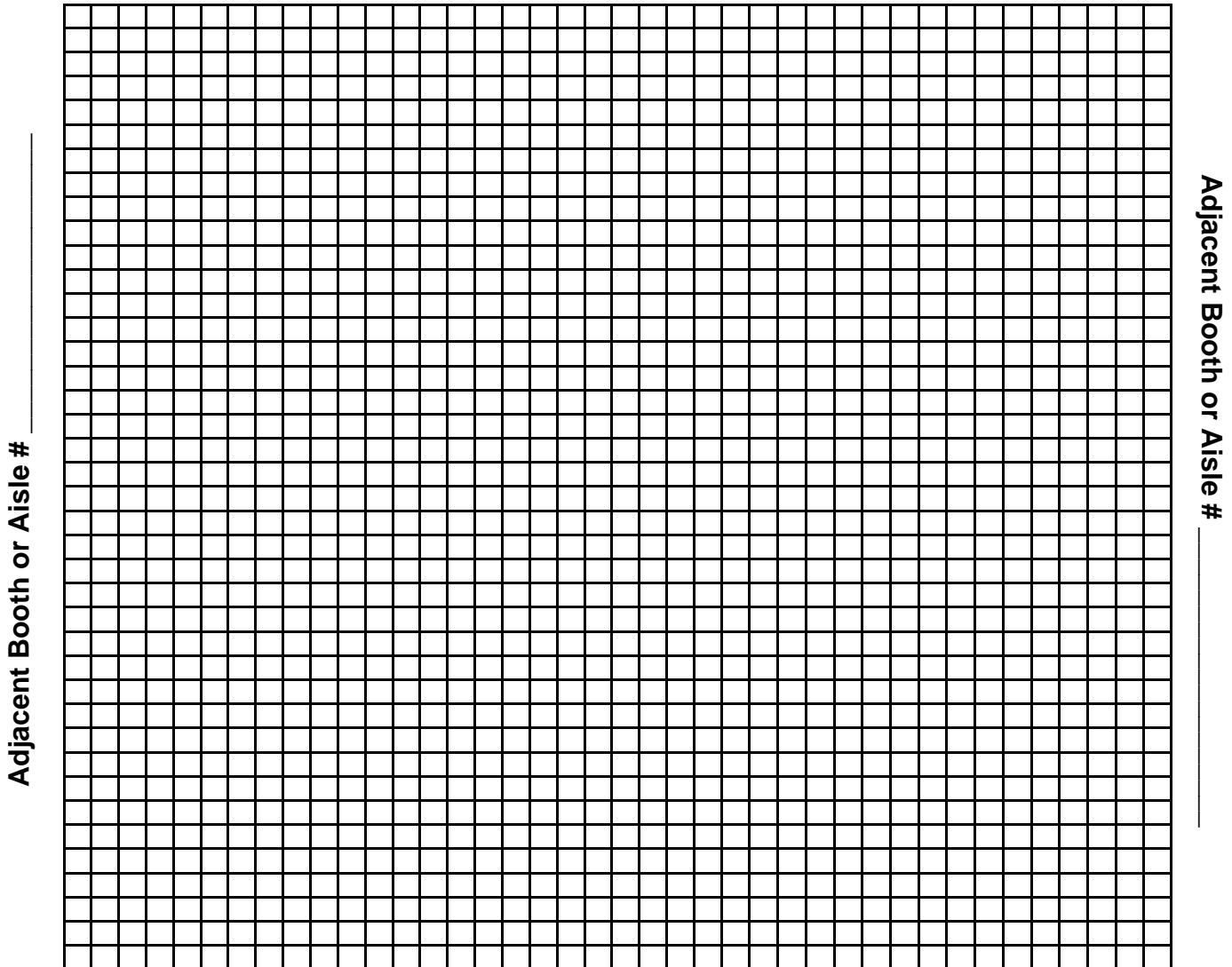
40' X 40'

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

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

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▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

PROUD TO BE THE OFFICIAL PARTNER FOR

AFP 2022 in Philadelphia, PA

Agenda, meet imagination. We're your strategic partners and local experts, helping you produce your event in Philadelphia, PA.

Whatever you're planning, we'll help you dream it, design it and do it.

AFP 2022
OCTOBER 23-26 | PHILADELPHIA

ROBERTS
events | entertainment | destination management
A Hosts Global Member

The City of Brotherly Love has it all!

As the nation's most historic city with 99+ museums and 66+ National Historic Landmarks, Philadelphia offers a wide range of venues from historic sites to trendy and unique options. When it comes to food, a diverse scene from Italian market legacies and Reading Terminal Market staples to Michelin starred Israeli cuisine at Zahav and vibrant Chinatown favorites can be explored.

EASY ACCESS IN
& AROUND



UNIQUE
VENUES, BIG &
SMALL



ONE OF A KIND
MUSEUMS &
MEMORIALS



FINE DINING &
HIDDEN GEMS





All your AFP 2022 events, handled.

- Special Events
- Entertainment
- Food & Beverage
- Theme Events
- Decor Design
- Hospitality Services
- Airport Meet & Greet
- Transportation Management
- Activities & Excursions
- Staffing & Convention Services

Bring your events to new heights.

If your plan is a one-day event or a week-long program, Roberts Event Group will see to every detail. Roberts Event Group specializes in those magical moments that establish your brand and make your meeting or event unforgettable.

Our Specialties include:

- Hospitality Consultation
- Special Events
- Destination Management
- Event Planning

Unique Venue Examples:

- Philadelphia Museum of Art
- Masonic Temple
- The Union League of Philadelphia
- Philopatrian Literary Institute

Let's connect & start planning today.

karen.christensen@hosts-global.com



KAREN CHRISTENSEN, CMP
Vice President, Global Sales
+ 1.504.266.0292 direct
+ 1.504.251.7768 cell

Hosts[™]
GLOBAL
DESTINATION SERVICES
[Click here to learn more](#)



ORDER DEADLINE: MONDAY, OCTOBER 17, 2022

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		90.00		
TROPICAL FLORAL ARRANGEMENT		110.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:		150.00 or 200.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:				
TROPICAL PLANT AND BLOOMING FOLIAGE				
MUM PLANTS: Yellow ____ White ____ Lavender ____		45.00		
AZALEAS: Pink ____ Red ____		55.00		
BROMELIAD		35.00		
SMALL Ivy ____ Pothos ____		45.00		
LARGE BOSTON FERN		55.00		
3 FOOT TROPICAL PLANT		55.00		
4 FOOT TROPICAL PLANT		65.00		
5 FOOT TROPICAL PLANT		75.00		
CUSTOM TROPICAL PLANTS				
5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING		165.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING		220.00		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING		220.00		
8 FOOT - 16 FOOT TROPICAL PLANT		Price on Request		
CONTAINERS: <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK			SUB-TOTAL	
			DELIVERY, PICK UP & MAINTENANCE 10%	
			ADDITIONAL UNION LABOR IF REQUIRED	
			GRAND TOTAL	

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.
 We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: _____

PAYMENT: VISA MASTERCARD AMEX CHECK
 CREDIT CARD #: _____
 EXP DATE: _____ SECURITY CODE: _____
 CARDHOLDER NAME: _____
 AUTHORIZED SIGNATURE: _____
 CREDIT CARD BILLING ADDRESS: _____

 CITY: _____
 STATE: _____ ZIP CODE #: _____

COMPANY NAME: _____
 BOOTH CONTACT: _____
 PHONE#: (_____) _____
 EMAIL: _____
 EMAIL CONFIRMATION COPY EMAIL STATEMENT COPY

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
 exhibitorservice@nationalplantfloral.com

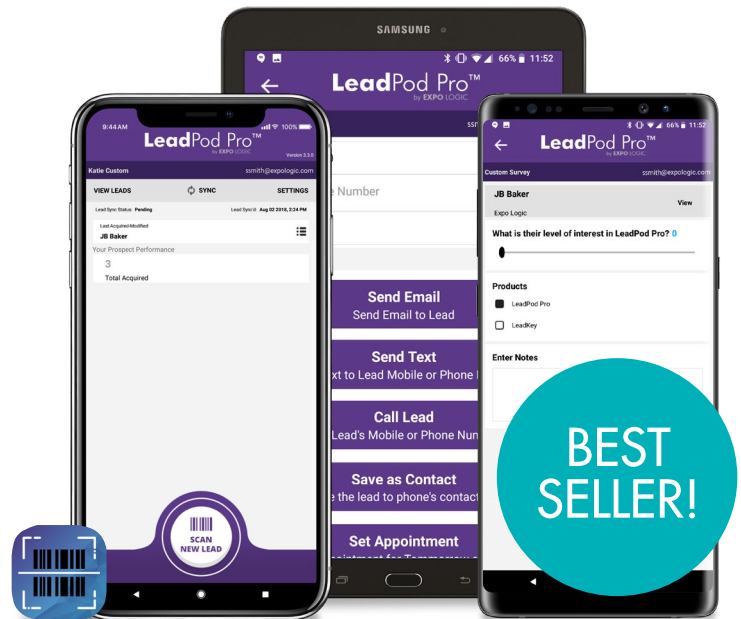
Win **MORE** Business with Advanced Lead Retrieval Tools

You've made the investment to exhibit, now get the **highest ROI** possible by capturing prospect information in just a few seconds. Expo Logic's lead retrieval tools make it easy to scan badges, qualify leads, and even follow-up with leads!

LeadPod Pro

The LeadPod™ Pro app turns any iPhone, iPad or Android device into your own advanced lead retrieval tool. With the LeadPod Pro app you can scan an attendee's badge using the camera on your device, capture their contact information instantly, take notes on each lead, and survey your lead with customizable surveys.

You can also save a lead as a contact on your phone, place a call to your lead or send them an email or text message – all directly from the app! This functionality makes lead follow-up a breeze and ensures you get the most out of the leads you capture.



[LEARN MORE](#)

LeadKey

The LeadKey® is a small, pocket-sized and battery-powered device. LeadKey has no screen and is good for gathering many leads quickly and efficiently; allowing you to focus on your booth and quality conversation.

[LEARN MORE](#)



To order online, go to myexpoleads.expologic.com and use show code: **AFP2022**

If you would like to fax or mail your order to us there will be a \$7.95 processing fee.

LeadKey

Battery-powered, hand-held Badge Reader for mobile, data collection/management with online access to scanned sales lead data, via Exhibitor's password protected Internet portal. Sales leads will be uploaded after the show closes.

LeadPod Pro

Mobile solution for iOS and Android devices, includes basic survey questions and note-taking capability.

Minimum iOS Version 9.0, Minimum Android Version 5.0. All devices require AutoFocus Cameras

Device Selection

	Initial Price	Starting 8/8/22	Starting 10/3/22	QTY	TOTAL
LeadKey	\$380/1st Unit	\$430/1st Unit	\$480/1st Unit	___	\$ _____
Quick and easy, battery-powered lead capture device.	\$280/Addl.	\$330/Addl.	\$380/Addl.	___	\$ _____
LeadPod Pro	\$310/1st Unit	\$360/1st Unit	\$410/1st Unit	___	\$ _____
Capture leads, take notes and more with this app.	\$160/Addl.	\$210/Addl.	\$260/Addl.	___	\$ _____

Additional Services

	COST	QTY	TOTAL
Insurance quantities must equal device quantities.			
LeadKey Insurance	\$45 /each	___	\$ _____
Custom Qualifiers	\$95	___	\$ _____
Delivery	\$75	___	\$ _____
Custom Surveys	\$95	___	\$ _____

PROCESSING FEE \$ 7.95
 (for mailed, faxed, emailed or phoned in orders)

GRAND TOTAL \$ _____

Your Contact and Payment Information

Company <input style="width: 95%;" type="text"/>	Billing Contact <input style="width: 95%;" type="text"/>	
Billing Street Address (Must match the billing address on the credit card being used for payment) <input style="width: 98%;" type="text"/>		
City <input style="width: 95%;" type="text"/>	State <input style="width: 100px;" type="text"/>	Zip <input style="width: 100px;" type="text"/>
Phone <input style="width: 95%;" type="text"/>	Fax <input style="width: 95%;" type="text"/>	
Email Address <input style="width: 98%;" type="text"/>		
Cell Phone Number (for on-site contact) <input style="width: 95%;" type="text"/>	Booth Number <input style="width: 100px;" type="text"/>	
Email Address (for on-site contact) <input style="width: 98%;" type="text"/>		
First Name (for on-site contact) <input style="width: 95%;" type="text"/>	Last Name (for on-site contact) <input style="width: 95%;" type="text"/>	

Credit Card (circle one if paying by credit card) <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Check Number <input style="width: 95%;" type="text"/>	Total Amount Due <input style="width: 95%;" type="text"/>
Credit Card Number <input style="width: 95%;" type="text"/>	CVV <input style="width: 100px;" type="text"/>	Expires <input style="width: 100px;" type="text"/>
Name as it appears on card <input style="width: 95%;" type="text"/>	Signature <input style="width: 95%;" type="text"/>	

TERMS & CONDITIONS: It is understood the above-named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge. Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. Replacement fee for lost, stolen, damaged LeadKey® is \$495.00/device. Replacement fee for lost, stolen, damaged Lead Manager is \$2,495.00/device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order 'Delivery' services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. A \$7.95 processing fee will be added to faxed or mailed orders. It is against Expo Logic's security policy to accept credit card information via email.

CANCELLATION POLICY: You may cancel your order up to 2 weeks before the event's opening date. A \$50.00/Order Cancellation Fee will apply. No refunds will be given for orders cancelled less than 2 weeks prior to the event's opening date.
 *LeadPod users will have instant access to their leads, as long as the device has an active internet connection (WiFi, LTE/4G, 3G).

IMPERIAL EVENTS SECURITY SERVICES ORDER FORM



ASSOCIATION FOR
FINANCIAL
PROFESSIONALS

**October 19 – October 26, 2022
Pennsylvania Convention Center
INDIVIDUAL BOOTH SECURITY**

BOOTH: _____ **SPACE NUMBER:** _____

COMPANY: _____

ADDRESS: _____

PHONE: () _____ **FAX:** () _____

CONTACT AT SHOW: _____ **CELL:** () _____

PERSON REQUESTING SECURITY: _____

***Please Note:** This form is for hiring an individual guard for your Booth or Display. We will provide you with an unarmed, uniformed security guard for the hours you specify below.*

Security is \$26.50 per hour and must be paid in advance or by credit card. Imperial has a four (4) hour minimum for guard shifts. Please make note of the hours you order the guard and please relieve the guard at the time specified. Additional hours ordered on-site will be charged the premium rate of \$28.00 per hour.

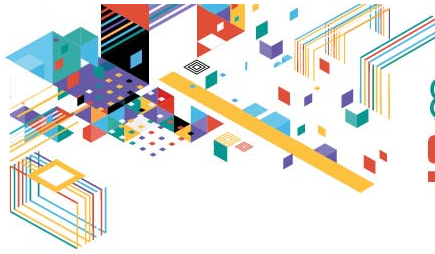
ALL PRIVATE SECURITY ORDERS MUST BE PLACED BY October 12, 2022
Orders placed after this date and/or ON-SITE will be charged the premium rate of \$28.00/hour.

<u>DATE</u>	<u>HOURS</u>	<u>DATE</u>	<u>HOURS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL INSTRUCTIONS FOR THE GUARD ASSIGNED TO YOUR BOOTH / DISPLAY:

Email form to security@iessevents.com, or fax to 888.502.4377
8500 Henry Avenue, Suite 45-36 | Philadelphia, PA 19128





SECTION IX

T3 EXPO (Including IAEE Guidelines)

Online Exhibitor Kit: [CLICK HERE](#)

Online Exhibitor Community: [CLICK HERE](#)



/AFP 2022

OCTOBER 23-26 | PHILADELPHIA

EXHIBITOR SERVICES KIT

Association for Financial Professionals
Pennsylvania Convention Center
Philadelphia, PA

Welcome

Dear Association for Financial Professionals 2022 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for Association for Financial Professionals 2022. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend you place your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business,
From all of us at T3 Expo

Use our
INTERACTIVE
TABLE OF CONTENTS
 for EASY NAVIGATION



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T3 EXPO INFORMATION

Show Information

Location

Pennsylvania Convention Center
 1101 Arch Street
 Philadelphia, PA 19107

Exhibit Hall(s)

Halls B/C/D/E

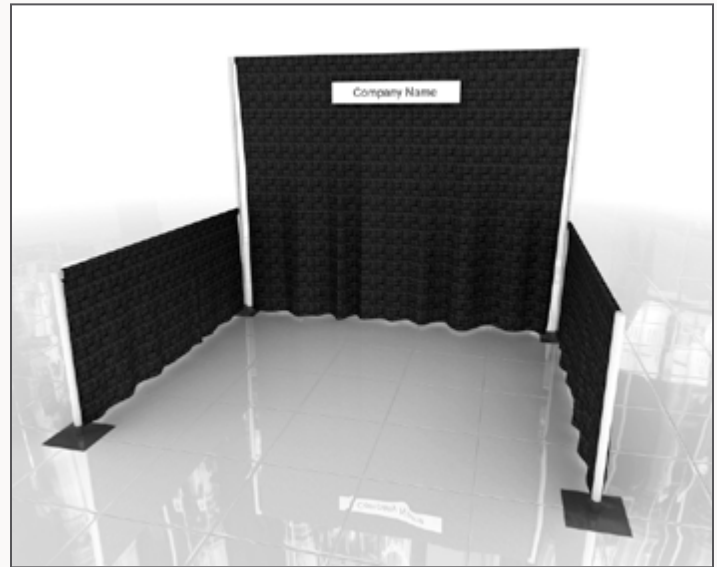
Booth Package

Each 10' x 10' Exhibitor Booth includes:

- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44" w x 7" h)

Show Colors

- Drapes – Black
- Side Rails/Table – Black
- Aisle Carpet – Tuxedo
- Facility Hall Carpet – Concrete



The booth space is not carpeted and floor covering is required by Show Management. Please order in this kit or at www.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
401 NET SQFT OR LARGER Thursday, October 20 1:00 pm – 5:00 pm	Sunday, October 23 5:30 pm – 7:30 pm	Tuesday, October 25 5:01 pm – 10:00 pm	Wednesday, October 26 By 12:00 pm
Friday, October 21 8:00 am – 5:00 pm	Monday, October 24 8:30 am – 5:00 pm	Wednesday, October 26 8:00 am – 5:00 pm	
Saturday, October 22 8:00 am – 5:00 pm	Tuesday, October 25 8:30 am – 5:00 pm		
Sunday, October 23 8:00 am – 2:00 pm			

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

Important Dates & Deadlines Checklist

Wednesday, September 14, 2022.....	Presta™ Rental Exhibit Package Order Deadline
Wednesday, September 14, 2022.....	Turnkey Package Order Deadline
Friday, September 16, 2022	Receiving at Advance Warehouse Begins
Wednesday, September 21, 2022.....	Presta™ Rental Exhibit Package Artwork Submission Deadline
Wednesday, September 21, 2022.....	Turnkey Package Artwork Submission Deadline
Wednesday, September 21, 2022.....	Exhibitor Appointed Contractor Form Deadline
Wednesday, September 28, 2022.....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Wednesday, September 28, 2022.....	Turnkey Package Artwork Approval Deadline
Friday, September 30, 2022	T3 Service Orders Advanced Discount Deadline
Friday, September 30, 2022	Vinyl Flooring Order Deadline
Friday, September 30, 2022	Custom Furniture Advanced Discount Deadline
Wednesday, October 12, 2022.....	Last Day for Advanced Shipments to Arrive without Surcharges
Wednesday, October 19, 2022.....	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Sunday, October 23, 2022.....	All Exhibits Must Be Set by 2:00 pm
Wednesday, October 26, 2022.....	All Carriers Must Check In by 12:00 pm

Preshow Checklist

[Please click here to view our Terms and Conditions](#)

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders)

Arrange in-bound freight/Material Handling

If you, or any other vendor, are shipping materials to your booth, be sure to:

1. Choose **Advance** or **Direct Shipping**:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
 - PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
 3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
 4. Label your freight correctly with your company name, booth number, event/show name and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

- Please choose the appropriate option and/or configuration of your booth structure.

Order graphics/signage and submit artwork

- See the Artwork Submission Guidelines page in this Service Kit for format information and submission details.

Order booth furnishings/accessories

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if you need to hire labor to set-up/tear down your exhibit properties.
- If you are using a firm other than the official service contractor, you must submit the Notification of Intent to Use EAC form and proof of insurance at least 30 days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed.
- We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

On-site Checklist

Check all freight when you arrive

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

Booth set-up

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty stickers which can be picked up at the T3 Service Desk.

Arrange outbound shipping

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date/time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

Booth freight packed and ready to ship out

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

SHIPPING INFORMATION

AFP 2022
BOOTH #: _____

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Wednesday, October 12, 2022 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form **MUST** be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check In: All carriers must be checked in no later than Wednesday, October 26, 2022 at 12:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you **MUST** have their shipping labels for each piece and schedule your pick up. Without these, your freight will **NOT** be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, September 16, 2022. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$2.51/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$105 ea. = \$ _____

Sales Tax 8.0% \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Wednesday, October 19, 2022 at 8:00 am. Shipments that arrive prior to this date may be refused by the Pennsylvania Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.62/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$105 ea. = \$ _____

Sales Tax 8.0% \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: Association for Financial Professionals 2022

c/o: T3 Expo
c/o: ABF Freight
4000 Richmond Street
Philadelphia, PA 19137

Information

Advanced shipments will be accepted beginning on Friday, September 16, 2022 through Wednesday, October 12, 2022 between the hours of 8:00 am – 4:00 pm.

Shipments received after Wednesday, October 12, 2022 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: Association for Financial Professionals 2022

c/o: T3 Expo
c/o: Pennsylvania Convention Center
1101 Arch Street
Philadelphia, PA 19107

Information

Direct shipments are accepted starting on Wednesday, October 19, 2022 beginning at 8:00 am and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.

PLEASE NOTE: There is no Marshalling Yard at this venue.

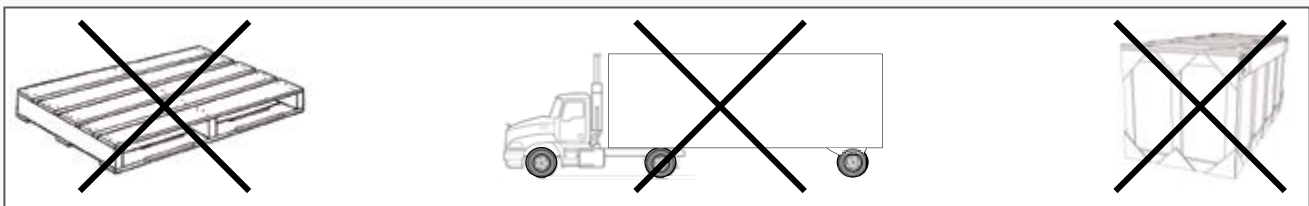
Cartload Service

Special Freight Services – Small Passenger Vehicles Only! Maximum Weight 200 lbs

- To facilitate the move-in and move-out for exhibitors with small exhibit material shipments, T3 Expo is pleased to provide Cartload Service. This service will be available during move-in and move-out.
- Cartload Service is designed for use by privately owned vehicles (POV's). A POV is a vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, small vans, and taxis. Bobtail trucks, Box trucks and Pickup trucks pulling trailers are not considered POV's and not eligible for Cartload Service.
- Each Cartload will handle (8) pieces or less, weighing less than 200 lbs. total. Each exhibitor will be provided (1) laborer with (1) pushcart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.



To receive this service, watch for the Cartload Service signage



Cart Service	Anticipated number of trips (2) maximum each way		Price per trip (each way)	=	Extended Price
Inbound	_____	x	\$125.00	=	\$ _____
Outbound	_____	x	\$125.00	=	\$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.0%\$ _____
Total Cart Service Fee Estimate\$ _____

Cartload Service

To alleviate frustration associated with exhibitors carrying small exhibit materials during move-in, T3 Expo is pleased to provide a Cartload Service. This service will be available during move-in and move-out.

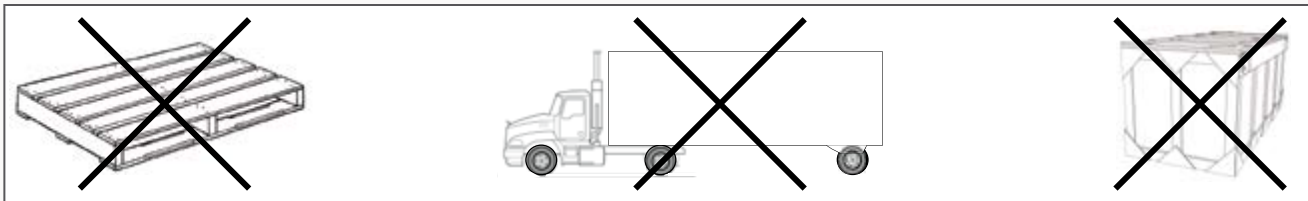
Cartload Services are designed for use by privately owned vehicles (POV). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pickup trucks, passenger vans, taxis, limos, etc. Bobtails, box trucks or pickup trucks pulling small trailers are not considered POVs and Material Handling rates will apply.

Each cart will handle a load approximately 3' wide, 5' long and 3' high. No cartload can have a combined weight of more than 300 lbs.

Material Handling charges will apply to any loads greater than the limits listed above.



To receive this service, watch for the Cartload Service signage.



Cart Service	Anticipated number of trips (2) maximum each way		Price per trip (each way)		Extended Price
Inbound	_____	x	\$250.00	=	\$ _____
Outbound	_____	x	\$250.00	=	\$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.0% \$ _____
Total Cart Service Fee Estimate \$ _____

Official Transportation Provider *via the ABF Freight® Network*

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, SEPTEMBER 16, 2022 TO WEDNESDAY, OCTOBER 12, 2022

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: ABF Freight

4000 Richmond Street
Philadelphia, PA 19137

Event: **ASSOCIATION FOR FINANCIAL PROFESSIONALS 2022**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, SEPTEMBER 16, 2022 TO WEDNESDAY, OCTOBER 12, 2022

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: ABF Freight

4000 Richmond Street
Philadelphia, PA 19137

Event: **ASSOCIATION FOR FINANCIAL PROFESSIONALS 2022**

Booth #:

Piece #: _____ of: _____ pieces



These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING WEDNESDAY, OCTOBER 19, 2022

To: _____

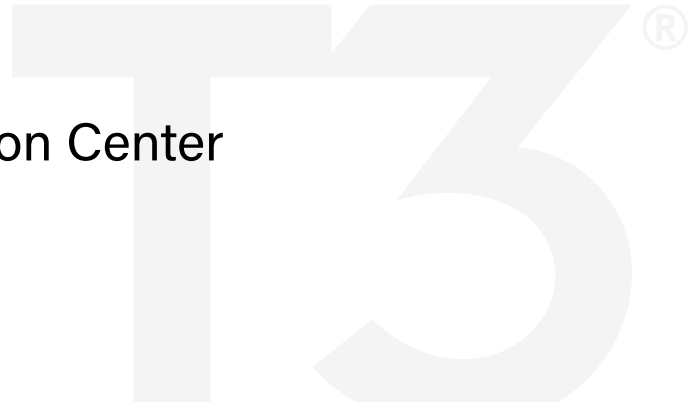
Exhibitor Name

c/o: T3 Expo

c/o: Pennsylvania Convention Center

1101 Arch Street

Philadelphia, PA 19107



Event: **ASSOCIATION FOR FINANCIAL PROFESSIONALS 2022**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING WEDNESDAY, OCTOBER 19, 2022

To: _____

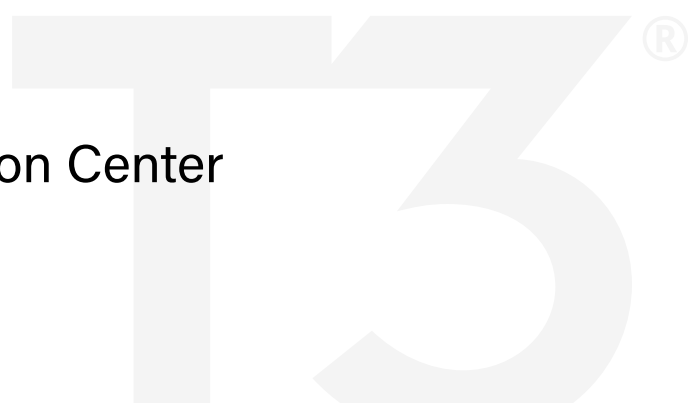
Exhibitor Name

c/o: T3 Expo

c/o: Pennsylvania Convention Center

1101 Arch Street

Philadelphia, PA 19107



Event: **ASSOCIATION FOR FINANCIAL PROFESSIONALS 2022**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, SEPTEMBER 16, 2022 TO WEDNESDAY, OCTOBER 12, 2022

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: ABF Freight

4000 Richmond Street

Philadelphia, PA 19137



Event: **ASSOCIATION FOR FINANCIAL PROFESSIONALS 2022**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, SEPTEMBER 16, 2022 TO WEDNESDAY, OCTOBER 12, 2022

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: ABF Freight

4000 Richmond Street

Philadelphia, PA 19137



Event: **ASSOCIATION FOR FINANCIAL PROFESSIONALS 2022**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE
INFORMATION
& FORMS

Exhibitor Order Deadline: **Wednesday, September 14**
Artwork Submission Deadline: **Wednesday, September 21**
Artwork Approval Deadline:..... **Wednesday, September 28**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Wednesday, September 21, 2022.

10' x 10' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 9'w x 8'h Digitally Printed Back Wall
- 10' x 10' Standard Carpet
- (1) White, Lockable Display Counter
- (3) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 44. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|------|-------|----------|-------|
| Blue | Black | Burgundy | Green |
| Grey | Navy | Red | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 10' Rental Exhibit Package	\$3,950.00
Sales Tax 8.0%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Wednesday, September 14**
Artwork Submission Deadline: **Wednesday, September 21**
Artwork Approval Deadline:..... **Wednesday, September 28**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Wednesday, September 21, 2022.

10' x 20' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 18'w x 8'h Digitally Printed Back Wall
- 10' x 20' Standard Carpet
- (2) White, Lockable Display Counters
- (1) Reception Counter with Digital Graphic
- (6) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 44. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|------|-------|----------|-------|
| Blue | Black | Burgundy | Green |
| Grey | Navy | Red | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 20' Rental Exhibit Package	\$7,150.00
Sales Tax 8.0%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Wednesday, September 14**
Artwork Submission Deadline: **Wednesday, September 21**
Artwork Approval Deadline:..... **Wednesday, September 28**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Wednesday, September 21, 2022.

10' x 10' Turnkey Package



STANDARD



UPGRADE

10' x 10' Exhibitor Turnkey Inclusions

- 9'w x 8'h Custom Graphic Back Wall
- 10' x 10' Standard Carpet – Gray
- (1) 46" Flatscreen Monitor
- (1) 1M White Reception Counter & Printed Kick Panel
- (1) 40" High White Pedestal Table
- (3) White Zenith Barstools
- (1) Waste Basket
- 10 amp electricity
- Lead Retrieval Device
- Labor to Install and Dismantle
- Daily Cleaning

Waterfall Counter

Advanced: **\$750.00**; Standard: **\$1,050**
 Includes everything in the Standard 10' x 10' Exhibitor Turnkey Package, except the 40" High White Pedestal Table.
 Order via T3 Expo: order.t3expo.com

Vinyl Flooring

Advanced: **\$717.00**; Standard: **\$931.00**
 See page 47 or order via T3 Expo: order.t3expo.com

Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 44. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Please Note

No structural customizations other than what is listed will be permitted.

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Waterfall Counter Upgrade	\$ _____
Vinyl Flooring Upgrade	\$ _____
Sales Tax 8.0%	\$ _____
Estimated Upgrade Total	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Wednesday, September 14**
Artwork Submission Deadline: **Wednesday, September 21**
Artwork Approval Deadline:..... **Wednesday, September 28**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Wednesday, September 21, 2022.

10' x 20' Turnkey Package



STANDARD



UPGRADE

10' x 20' Exhibitor Turnkey Inclusions

- 18'w x 8'h Custom Graphic Back Wall
- 10' x 20' Standard Carpet – Gray
- (1) 46" Flatscreen Monitor
- (1) 2M White Reception Counter & Printed Kick Panel
- (1) 40" High White Pedestal Table
- (3) White Zenith Barstools
- (1) Waste Basket
- 10 amp electricity
- Lead Retrieval Device
- Labor to Install and Dismantle
- Daily Cleaning

Waterfall Counter

Advanced: **\$750.00**; Standard: **\$1,050**
 Includes everything in the Standard 10' x 20' Exhibitor Turnkey Package, except the 40" High White Pedestal Table.

Order via T3 Expo: order.t3expo.com

Vinyl Flooring

Advanced: **\$1,433.00**; Standard: **\$1,864.00**
 See page 47 or order via T3 Expo: order.t3expo.com

Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 44. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Please Note

No structural customizations other than what is listed will be permitted.

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Waterfall Counter Upgrade	\$ _____
Vinyl Flooring Upgrade	\$ _____
Sales Tax 8.0%	\$ _____
Estimated Upgrade Total	\$ _____

Pricing does not include electricity, internet connection or AV equipment.

Exhibitor Order Deadline: **Wednesday, September 14**
Artwork Submission Deadline: **Wednesday, September 21**
Artwork Approval Deadline:..... **Wednesday, September 28**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Wednesday, September 21, 2022.

10' x 10' Demo Room



10' x 10' Demo Room Inclusions

Grey Breylock room with 1 locking door
 Door Header panel with Sponsor logo
 (1) 46" Flatscreen Monitor with Monitor Pole Stand
 1 - 5amp outlet to be used with the monitor
 Carpeting is included – Tuxedo
 Furniture Not Included, See page 41 or order via
 T3 Expo: order.t3expo.com

Custom Graphic Upgrades

Per 1mw x 8'h panel – SS print = **\$264 ea.**

Inside Panels **QTY** _____

Outside Panels **QTY** _____

Per 1mw x 8'h panel – DS print = **\$396 ea., QTY** _____

Door exterior panel 32" w x 72" h – SS print = **\$162 ea.**

Door exterior panel 32" w x 72" h & interior panel
 1mw x 8'h – DS print = **\$345 ea.**

Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 44. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Submit This Form

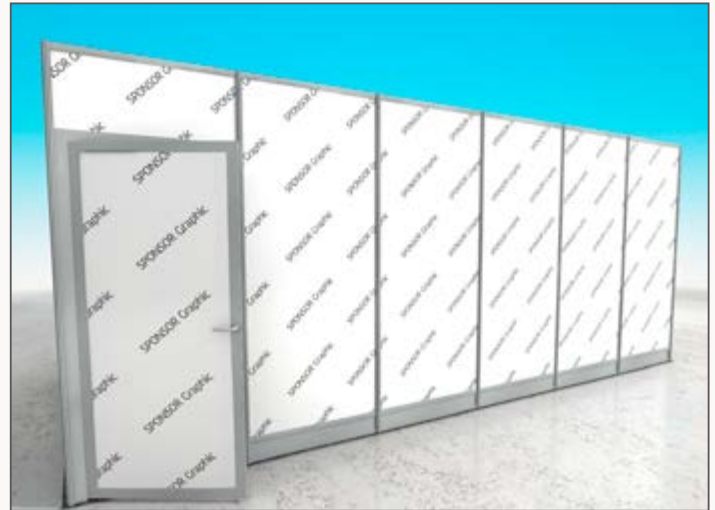
Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Custom Graphic Panels..... \$ _____
 Sales Tax 8.0%..... \$ _____
 Estimated Upgrade Total \$ _____
 Pricing does not include electricity, internet connection or AV equipment.

Exhibitor Order Deadline: **Wednesday, September 14**
Artwork Submission Deadline: **Wednesday, September 21**
Artwork Approval Deadline:..... **Wednesday, September 28**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Wednesday, September 21, 2022.

20' x 20' Demo Room



20' x 20' Demo Room Inclusions

- Grey Breylock room with 1 locking door
- Door Header panel with Sponsor logo
- (1) 46" Flatscreen Monitor
- 1 - 5amp outlet to be used with the monitor
- Carpeting is included – Tuxedo
- Furniture Not Included, See page 41 or order via T3 Expo: order.t3expo.com

Custom Graphic Upgrades

- Per 1mw x 8'h panel – SS print = **\$264**
 Inside Panels **QTY** _____
 Outside Panels **QTY** _____
- Per 1mw x 8'h panel – DS print = **\$396 ea.**, **QTY** _____
- Door exterior panel 32"w x 72"h – SS print = **\$162 ea.**
- Door exterior panel 32"w x 72"h & interior panel 1mw x 8'h – DS print = **\$345 ea.**

Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 44. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Custom Graphic Panels..... **\$** _____
 Sales Tax 8.0%..... **\$** _____
 Estimated Upgrade Total **\$** _____
 Pricing does not include electricity, internet connection or AV equipment.

Artwork Submission Deadline:
All artwork due by Wednesday, September 21, 2022

Artwork Submission Guidelines

General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

Checklist

SET DOCUMENT MODE TO CMYK
USE APPROPRIATE DIMENSIONS AND SCALE
SET APPROPRIATE BLEEDS ON ALL SIDES
CHECK IMAGE RESOLUTION
CONVERT FONTS TO OUTLINES
EMBED IMAGES / SAVE & PACKAGE YOUR FILE
INCLUDE PDF PROOF

Submitting Artwork

Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download templates.

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

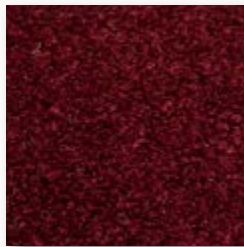
- Event name
- Company name
- Booth number
- Contact information

Floor Covering

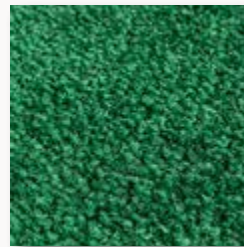
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



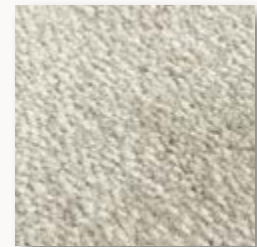
Black



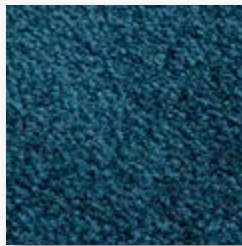
Burgundy



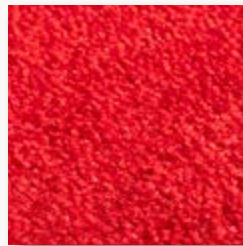
Green



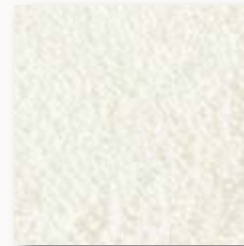
Grey



Navy

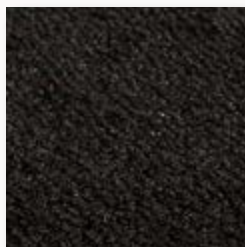


Red

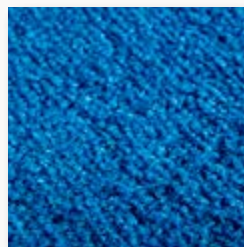


White

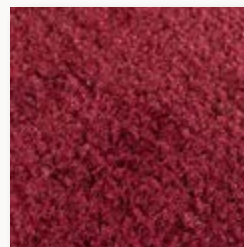
Standard Carpet – 16 oz. Nylon Carpet



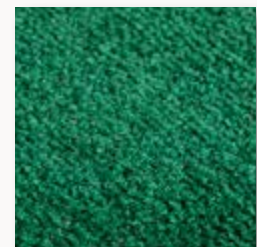
Black



Blue



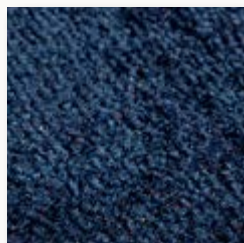
Burgundy



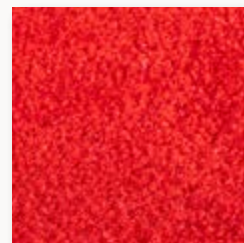
Green



Grey



Navy



Red

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Friday, September 30, 2022

Floor Covering Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$8.64	or \$13.82	= \$ _____

Please select UPGRADED carpet color: (check one)	Black Navy	Burgundy Red	Green White	Grey
--	---------------	-----------------	----------------	------

Standard Carpet – 16 oz. nylon carpet

Enter size and select carpet color

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$369.00	or \$590.00	\$ _____	20' x 20' \$1,476.00	or \$2360.00	\$ _____
10' x 20' \$738.00	or \$1180.00	\$ _____	20' x 30' \$2,214.00	or \$3540.00	\$ _____
10' x 30' \$1,107.00	or \$1770.00	\$ _____	20' x 40' \$2,952.00	or \$4720.00	\$ _____
10' x 40' \$1,476.00	or \$2360.00	\$ _____	30' x 30' \$3,321.00	or \$5310.00	\$ _____

20' carpet comes as two matching 10' pieces.

Custom Size – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$3.69	or \$5.90	= \$ _____

Please select STANDARD or CUSTOM carpet color: (check one)	Black Grey	Blue Navy	Burgundy Red	Green
--	---------------	--------------	-----------------	-------

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$1.57	or \$2.51	= \$ _____
1" Foam Padding* _____ x _____ = _____ sq. ft		x \$3.14	or \$5.02	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.26	or \$2.02	= \$ _____

Subtotal: \$ _____

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Sales Tax 8.0% \$ _____
Estimated Total Floor Covering \$ _____

T3 Advanced Discount Deadline:
 Order and payment due by Friday, September 30, 2022. This is the hard deadline for these orders, we will be removing this page on October 1, 2022 and will be subject to availability after this date.

Vinyl Flooring

Vinyl Flooring

Please enter size:

Booth Dimensions	Discount Price		Standard Price	Extended Price
10' x 10'	\$717.00	or	\$931.00	\$ _____
10' x 20'	\$1,433.00	or	\$1,864.00	\$ _____
10' x 30'	\$2,150.00	or	\$2,795.00	\$ _____
10' x 40'	\$2,867.00	or	\$3,726.00	\$ _____

Custom Size – Custom size is required for larger, island or peninsula booths

Please enter size:

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$7.17	or \$9.31	= \$ _____

Foam Padding

Please enter size:

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$2.10	or \$2.73	= \$ _____



Silverwood

Please select color:

(check one)

Silverwood

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.0% \$ _____
Estimated Total Vinyl Floor Covering \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

Accessories

- A. Bag Stand – Chrome
- B. Brochure Holder
- C. Coat Tree – Chrome
- D. Display Board (8'w x 4'h)
- E. Display Counter – (36"w x 41"h x 21"d)
 Display Counter with Decal (14" x 14")
 Display Counter with Custom Graphics
- F. Easel – Tripod
- G. Display Showcase – (58"w x 38"h x 17.5"d)
- H. Literature Stand
- I. Sign Stand – Chrome (22"w x 28"h)
- J. Stanchion (includes 7' retractable cord)
- K. Wastebasket



PLEASE NOTE:
 Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Friday, September 30, 2022

Furniture & Accessories Order Form

Furniture

	Quantity	Discount Price	Standard Price	Extended Price
A. Bar Stool – Black.....	_____ x	\$300.00	or \$420.00	= \$ _____
B. Side Chair – Black.....	_____ x	\$198.00	or \$277.00	= \$ _____

Accessories

	Quantity	Discount Price	Standard Price	Extended Price
A. Bag Stand – Chrome.....	_____ x	\$317.00	or \$444.00	= \$ _____
B. Brochure Holder	_____ x	\$120.00	or \$168.00	= \$ _____
C. Coat Tree	_____ x	\$192.00	or \$269.00	= \$ _____
D. Display Board (8'w x 4'h).....	_____ x	\$320.00	or \$448.00	= \$ _____
E. Display Counter (36" w x 41" h x 21" d)	_____ x	\$533.00	or \$746.00	= \$ _____
Display Counter with Decal (14" x 14")*	_____ x	\$608.00	or \$821.00	= \$ _____
Display Counter with Custom Graphics*	_____ x	\$658.00	or \$871.00	= \$ _____
F. Easel – Tripod	_____ x	\$132.00	or \$185.00	= \$ _____
G. Display Showcase (58" x 38" x 17.5d")	_____ x	\$594.00	or \$832.00	= \$ _____
H. Literature Stand.....	_____ x	\$252.00	or \$353.00	= \$ _____
I. Sign Stand – Chrome (22" w x 28" h)	_____ x	\$211.00	or \$295.00	= \$ _____
J. Stanchion (with 7' retractable cord).....	_____ x	\$138.00	or \$193.00	= \$ _____
K. Wastebasket.....	_____ x	\$42.00	or \$59.00	= \$ _____

*Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone #: _____
 Booth #: _____

Sales Tax 8.0% \$ _____
Est. Total Furniture & Accessories ... \$ _____

Display Tables & Counters

Skirted Tables

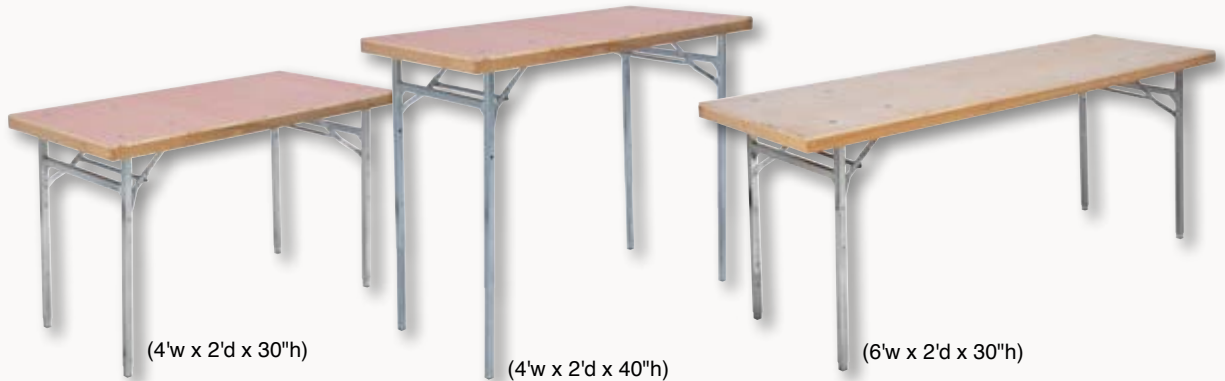
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- Skirted tables include white vinyl top and pleated skirt on three sides.
- Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.



Unskirted Tables

- 4'w x 2'd x 30"h
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h



Round Tables

- 30" diameter x 30"h – Black
- 30" diameter x 40"h – Black



Skirting not available on round tables.

PLEASE NOTE:
 Colors and style may vary upon availability for items on this page.

T3 Advanced Discount Deadline:
Order and payment due by Friday, September 30, 2022

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd.....	_____	x	\$256.00	or	\$358.00	= \$	_____
6'w x 2'd.....	_____	x	\$295.00	or	\$413.00	= \$	_____
8'w x 2'd.....	_____	x	\$347.00	or	\$486.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only).....	_____	x	\$82.00	or	\$115.00	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd.....	_____	x	\$295.00	or	\$413.00	= \$	_____
6'w x 2'd.....	_____	x	\$347.00	or	\$486.00	= \$	_____
8'w x 2'd.....	_____	x	\$397.00	or	\$556.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only).....	_____	x	\$92.00	or	\$129.00	= \$	_____

Please Select Skirting Color: (check one)

Black
 Blue
 Burgundy
 Gold
 Green
 Grey
 Plum
 Red
 White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd.....	_____	x	\$101.00	or	\$141.00	= \$	_____
6'w x 2'd.....	_____	x	\$132.00	or	\$185.00	= \$	_____
8'w x 2'd.....	_____	x	\$161.00	or	\$225.00	= \$	_____
40" High Unskirted							
4'w x 2'd.....	_____	x	\$132.00	or	\$185.00	= \$	_____
6'w x 2'd.....	_____	x	\$161.00	or	\$225.00	= \$	_____
8'w x 2'd.....	_____	x	\$192.00	or	\$269.00	= \$	_____
Round Tables							
30"d x 30"h, black.....	_____	x	\$157.00	or	\$220.00	= \$	_____
30"d x 40"h, black.....	_____	x	\$179.00	or	\$251.00	= \$	_____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone #: _____

Booth #: _____

Sales Tax 8.0% \$ _____

Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of T3 Expo.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

	Straight Time	Overtime	Double Time
Display Labor			
Labor	\$126.00	\$163.00	\$205.00
T3 Supervised Labor	\$163.80	\$211.90	\$266.50
Forklift and Operator.....	\$296.00	\$328.00	\$422.00

Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation _____	_____ x _____	_____ x _____	_____ = \$ _____	
_____	_____ x _____	_____ x _____	_____ = \$ _____	
Dismantle _____	_____ x _____	_____ x _____	_____ = \$ _____	
_____	_____ x _____	_____ x _____	_____ = \$ _____	

For Forklift Orders

Type of Work Being Performed

- Unskid/reskid equipment
- Place equipment
- Build booth structure
- Other: _____

Size of forklift required:

- 5,000 lb lift
- 10,000 lb lift
- 15,000 lb lift

Heaviest piece weight _____ Dimensions _____ x _____ x _____
 length width height

For Display Labor – Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Set-Up Instructions Attached

Outbound Shipping Information Attached

Sales Tax 8.0% \$ _____
 Estimated Total Services \$ _____

Hanging Sign Description & Position

Description of Sign

Material

Cloth/Vinyl Wood System Metal Other _____

Single Sided Double Sided Pockets Grommets # of Hang Points _____

Shape

Square Circle Triangle Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?

Yes No

Electricity Required?

Yes No

Chain Motors Required? (call/email T3 Expo for rates)

Yes No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes No

Position of Sign

Distance from the floor to the top of the sign _____ or _____ to maximum height allowed

Location

Center of Booth

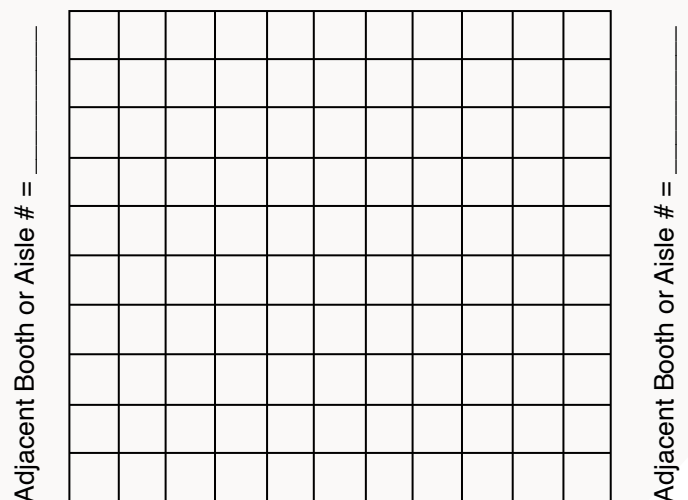
See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.



Adjacent Booth or Aisle # = _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Cleaning / Access & Empty Storage Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$2.50 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage

	Area		# Days		Extended Price
	\$2.50 per sq. ft x _____	sq. ft.	x _____	= \$	_____

Access Storage Labor

	Straight Time	Overtime	Double Time
--	---------------	----------	-------------

Access Storage Labor	\$296.00	\$328.00	\$422.00
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Empty Storage

	Quantity		Standard Price		Extended Price
Cardboard Box	_____	x	\$40.00 each	= \$	_____
Fiber Case	_____	x	\$50.00 each	= \$	_____

Cleaning

	Area		Price		# Days		Extended Price
Porter Service	_____	x _____	x \$0.96 per sq. ft.	x _____	= \$	_____	
Vacuumping	_____	x _____	x \$0.81 per sq. ft.	x _____	= \$	_____	

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.0%	\$ _____
Estimated Total Services	\$ _____

T3 Advanced Discount Deadline:
Order and payment due by Friday, September 30, 2022

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

T3 Expo can design layouts of graphics for an additional fee of \$125 per hour (Two hour minimum).

Please refer to the Artwork Submission Guidelines page for information on file set-up, and a link to upload your graphic files or download templates.

Signage

Standard Size Signs

	Quantity	Advanced Price	Standard Price	Extended Price
8.5"w x 11"h.....	_____ x _____	\$50.00	or \$60.00	= \$ _____
11"w x 14"h.....	_____ x _____	\$75.00	or \$90.00	= \$ _____
22"w x 28"h.....	_____ x _____	\$124.00	or \$149.00	= \$ _____
28"w x 44"h.....	_____ x _____	\$218.00	or \$261.00	= \$ _____

Subtotal = \$ _____

Custom Size Banner (in square feet)

Single Sided

	Advanced Price	Standard Price	Extended Price
_____ x _____ = _____ width height area	x \$20.00	or \$22.00	= \$ _____ (per square foot)

Double Sided (x2)

_____ x _____ = _____ width height area	x \$40.00	or \$44.00	= \$ _____ (per square foot)
--	-----------	------------	---------------------------------

Subtotal = \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.0%.....\$ _____
Estimated Total Signage.....\$ _____



TRADESHOW

FURNISHINGS | 2021

[Click here to view the 2021 Trade Show Furnishings Catalog](#)

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
POWERED FURNITURE						
	BKCT5P	5' Table	Black Top, Silver	\$1,666	\$2,082	
	BKCT8P	8' Table	Black Top, Silver	\$3,200	\$4,001	
	BKCI0P	10' Table	Black Top, Silver	\$3,200	\$4,001	
	NPLCHP	Naples Chair	Black Vinyl	\$1,494	\$1,867	
	NPLLOP	Naples Loveseat	Black Vinyl	\$2,001	\$2,502	
	NPLSOP	Naples Sofa	Black Vinyl	\$2,304	\$2,880	
	C1YP	Sydney Cocktail Table	Black Top, Brushed Steel	\$627	\$784	
	C1WP	Sydney Cocktail Table	White Top, Brushed Steel	\$624	\$781	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,946	\$2,432	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,946	\$2,432	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,569	\$1,961	
	VNTCVH	Ventura Communal Café Table	White Top, Silver	\$1,569	\$1,961	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$829	\$1,036	
	VILHUB	Village Charging Hub	Cream	\$527	\$659	
<i>Additional Powered Products under Office & Product Display on Page 2</i>						
SOFT SEATING COLLECTIONS						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$856	\$1,070	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$1,214	\$1,518	
	BCHWHT	Baja Chair	White Vinyl	\$873	\$1,092	
	BLVWHT	Baja Loveseat	White Vinyl	\$1,386	\$1,733	
	BSFWHT	Baja Sofa	White Vinyl	\$1,617	\$2,022	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$602	\$752	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$829	\$1,036	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$545	\$681	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$631	\$789	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$799	\$999	
	NPLCHR	Naples Chair	Black Vinyl	\$1,016	\$1,270	
	NPLLOV	Naples Loveseat	Black Vinyl	\$1,225	\$1,531	
	NPLSOF	Naples Sofa	Black Vinyl	\$1,453	\$1,817	
	PALSOF	Palm Beach Sofa	White Vinyl	\$1,270	\$1,587	
	STECOA	Sterling Chair	Gray Fabric	\$1,501	\$1,876	
	STESOF	Sterling Sofa	Gray Fabric	\$2,185	\$2,731	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$670	\$837	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$852	\$1,065	
ACCENT CHAIRS						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$1,128	\$1,410	
	BOWCHA	Bowery Chair	Ochre Fabric	\$1,058	\$1,323	
	CNTCHR	Century Chair	Gray Velvet	\$1,075	\$1,344	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$717	\$896	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$949	\$1,186	
	BCW	Madrid Chair	White Vinyl, Chrome	\$1,118	\$1,397	
	OCMWH	Meeting Chair	White Vinyl, Wenge	\$475	\$593	
	MONCHA	Montreal Chair	Blue, Black Metal	\$1,162	\$1,452	
	MMNCH	Munich Armless Chair	Gray Fabric, Black	\$856	\$1,070	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$624	\$781	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$829	\$1,036	
	TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$806	\$1,008	
	WENCH	Wentworth Swivel Chair	Brown Vinyl	\$624	\$781	
GROUP SEATING						
	BLDCRD	Blade Chair	Red	\$139	\$174	
	BLDCSB	Blade Chair	Sky Blue	\$139	\$174	
	SC3	Brewer Chair	Onyx, Chrome	\$306	\$382	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$183	\$230	
	DUET	Duet Stack Chair	Black, Chrome	\$116	\$145	
	LMCHR	Laguna Chair	Maple, Chrome	\$262	\$328	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$344	\$431	
	MALGRY	Malba Chair	Gray, Chrome	\$199	\$248	
	MALGRN	Malba Chair	Green, Chrome	\$199	\$248	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$276	\$345	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$276	\$345	
	MARCBE	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$276	\$345	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$276	\$345	
	MARCWH	Marina Chair	White Vinyl, Brushed Metal	\$276	\$345	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$654	\$818	
	SC10	Razor Armless Chair	White	\$127	\$159	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$186	\$233	
	CS4	Syntax Chair	Black, Chrome	\$374	\$468	
	ZENCHR	Zenith Chair	White, Chrome	\$246	\$308	
OTTOMANS						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$702	\$879	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$702	\$879	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$702	\$879	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$702	\$879	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$702	\$879	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$702	\$879	
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$702	\$879	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$583	\$729	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
OTTOMANS (CONTINUED)						
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$583	\$729	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$583	\$729	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$583	\$729	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$583	\$729	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$583	\$729	
	BVSMNLV	Beverly Small Bench Ottoman	Lavender Fabric	\$583	\$729	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$583	\$729	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$583	\$729	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$583	\$729	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$583	\$729	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$916	\$1,144	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$916	\$1,144	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$624	\$781	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$624	\$781	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$321	\$402	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$321	\$402	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$321	\$402	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$321	\$402	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$321	\$402	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$321	\$402	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$321	\$402	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$321	\$402	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$321	\$402	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$321	\$402	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$321	\$402	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$321	\$402	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$321	\$402	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$321	\$402	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$321	\$402	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$321	\$402	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$221	\$277	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$221	\$277	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$221	\$277	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$221	\$277	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$221	\$277	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$221	\$277	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$221	\$277	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$221	\$277	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$221	\$277	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$221	\$277	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$221	\$277	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$221	\$277	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$221	\$277	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$221	\$277	
CAFÉ TABLES WITH STANDARD BLACK BASE						
	30BKSC	30" Round Café Table	Black Top	\$358	\$448	
	30BEBE	30" Round Café Table	Blue Top	\$358	\$448	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$358	\$448	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$358	\$448	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$358	\$448	
	ZTA	30" Round Café Table	Gray Acajou Top	\$358	\$448	
	30GSBC	30" Round Café Table	Green Top	\$358	\$448	
	ZTK	30" Round Café Table	Maple Top	\$358	\$448	
	30OSBC	30" Round Café Table	Orange Top	\$358	\$448	
	ZTB	30" Round Café Table	Red Top	\$358	\$448	
	30WH29	30" Round Café Table	White Top	\$358	\$448	
	30WDDB	30" Round Café Table	Barnwood Top	\$358	\$448	
	36BKSC	36" Round Café Table	Black Top	\$425	\$531	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$425	\$531	
	ZTP	36" Round Café Table	Maple Top	\$425	\$531	
	ZTQ	36" Round Café Table	White Top	\$425	\$531	
CAFÉ TABLES WITH HYDRAULIC CHROME BASE						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$523	\$654	
	30BRHC	30" Round Café Table	Red Top	\$523	\$654	
	30WHHC	30" Round Café Table	White Top	\$523	\$654	
	30WDHC	30" Round Café Table	Barnwood Top	\$523	\$654	
	30BKHC	30" Round Café Table	Black Top	\$523	\$654	
	30BEHC	30" Round Café Table	Blue Top	\$523	\$654	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$523	\$654	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$523	\$654	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$523	\$654	
	30GSHC	30" Round Café Table	Green Top	\$523	\$654	
	30MTHC	30" Round Café Table	Maple Top	\$523	\$654	
	30OSHC	30" Round Café Table	Orange Top	\$523	\$654	
	36BKHC	36" Round Café Table	Black Top	\$568	\$710	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$568	\$710	
	36MTHC	36" Round Café Table	Maple Top	\$568	\$710	
	36WTHC	36" Round Café Table	White Top	\$568	\$710	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
ACCENT TABLES						
	ALC100	Alondra Cocktail Table	Glass Top, Chrome	\$583	\$729	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$583	\$729	
	ALE100	Alondra End Table	Glass Top, Chrome	\$422	\$528	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$422	\$528	
	AURA	Aura Round Table	White Metal	\$254	\$318	
	CIC	Geo Cocktail Table	Glass Top, Chrome	\$441	\$551	
	CIFWB	Geo Cocktail Table	Brandy Maple Top, Black	\$508	\$634	
	EIC	Geo End Table	Glass Top, Chrome	\$358	\$448	
	EIFWB	Geo End Table	Brandy Maple Top, Black	\$445	\$556	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$374	\$468	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$374	\$468	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$374	\$468	
	MESETB	Mesa End Table	Black Top, Bronze	\$246	\$308	
	MESETG	Mesa End Table	Glass Top, Bronze	\$246	\$308	
	MESETW	Mesa End Table	Barnwood Top, Bronze	\$246	\$308	
	REGBEN	Regis Bench/Table	Brushed Metal	\$587	\$734	
	REGOTT	Regis End Table	Brushed Metal	\$475	\$593	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$246	\$308	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$246	\$308	
	SEBDWD	Sedona Side Table	Wood Top, Bronze	\$246	\$308	
	CIE	Silverado Cocktail Table	Glass, Chrome	\$485	\$607	
	EIE	Silverado End Table	Black Top, Brushed Steel	\$381	\$477	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	\$490	\$613	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$557	\$696	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	\$490	\$613	
	SYDWDC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$557	\$696	
	EIY	Sydney End Table	Black Top, Brushed Steel	\$445	\$556	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$485	\$607	
	EIW	Sydney End Table	White Top, Brushed Steel	\$445	\$556	
	SYDWDE	Sydney End Table	Barnwood Top, Brushed Steel	\$485	\$607	
	TAOBBK	Taos Side Table	Black Top, Bronze	\$246	\$308	
	TAOBWH	Taos Side Table	White Top, Bronze	\$246	\$308	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$246	\$308	
	TMBTBL	Timber Table	Wood	\$266	\$333	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKSB	30" Round Bar Table	Black Top	\$358	\$448	
	30BEBB	30" Round Bar Table	Blue Top	\$358	\$448	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$358	\$448	
	30YBBB	30" Round Bar Table	Brushed Yellow Top	\$358	\$448	
	VTJ	30" Round Bar Table	Graphite Nebula Top	\$358	\$448	
	VTA	30" Round Bar Table	Gray Acajou Top	\$358	\$448	
	30GSBB	30" Round Bar Table	Green Top	\$358	\$448	
	VTK	30" Round Bar Table	Maple Top	\$358	\$448	
	300SBB	30" Round Bar Table	Orange Top	\$358	\$448	
	VTB	30" Round Bar Table	Red Top	\$358	\$448	
	30WH42	30" Round Bar Table	White Top	\$358	\$448	
	30WDBB	30" Round Bar Table	Barnwood Top	\$358	\$448	
	36BKSB	36" Round Bar Table	Black Top	\$425	\$531	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$425	\$531	
	VTP	36" Round Bar Table	Maple Top	\$425	\$531	
	VTW	36" Round Bar Table	White Top	\$425	\$531	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKHB	30" Round Bar Table	Black Top	\$523	\$654	
	30BEHB	30" Round Bar Table	Blue Top	\$523	\$654	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$523	\$654	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$523	\$654	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$523	\$654	
	30GSHB	30" Round Bar Table	Green Top	\$523	\$654	
	30MTHB	30" Round Bar Table	Maple Top	\$523	\$654	
	300SHB	30" Round Bar Table	Orange Top	\$523	\$654	
	30BRHB	30" Round Bar Table	Red Top	\$523	\$654	
	30WHHB	30" Round Bar Table	White Top	\$523	\$654	
	30WDHB	30" Round Bar Table	Barnwood Top	\$523	\$654	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$523	\$654	
	36BKHB	36" Round Bar Table	Black Top	\$568	\$710	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$568	\$710	
	36MTHB	36" Round Bar Table	Maple Top	\$568	\$710	
	36WTHB	36" Round Bar Table	White Top	\$568	\$710	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$475	\$593	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	\$434	\$542	
	BST	Banana Barstool	White, Chrome	\$434	\$542	
	BLDBRD	Blade Barstool	Red	\$254	\$318	
	BLDBSB	Blade Barstool	Sky Blue	\$254	\$318	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$314	\$392	
	LMBAR	Laguna Barstool	Maple, Chrome	\$321	\$402	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$366	\$457	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$366	\$457	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$366	\$457	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$366	\$457	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$485	\$607	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$583	\$729	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$583	\$729	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$583	\$729	
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$583	\$729	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$583	\$729	
	RSTSTL	Rustique Barstool	Gunmetal	\$202	\$252	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	BS001	Shark Barstool	White, Chrome	\$557	\$696	
	BSR	Syntax Barstool	Black, Chrome	\$321	\$402	
	ZENBAR	Zenith Barstool	White, Chrome	\$269	\$336	
	BS002	Zoey Barstool	White, Chrome	\$381	\$477	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$1,158	\$1,447	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$1,158	\$1,447	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$1,158	\$1,447	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$968	\$1,210	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$968	\$1,210	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$968	\$1,210	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Maple Top, Silver	\$1,158	\$1,447	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$1,158	\$1,447	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$968	\$1,210	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$968	\$1,210	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$557	\$696	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$557	\$696	
	WD3	Work Table	White Top, White	\$580	\$725	
	CBB	42" Round Madison Table	Gray Acajou, Black	\$670	\$837	
	CBI	42" Round Table	Graphite Nebula Top	\$670	\$837	
	CONF42	42" Round Table	White Top	\$670	\$837	
	42BKCT	42" Round Table	Black Top, Black	\$670	\$837	
	BKCT5N	5' Table	Black Top, Silver	\$979	\$1,224	
	BKCT8N	8' Table	Black Top, Silver	\$1,666	\$2,082	
	BKCT10N	10' Table	Black Top, Silver	\$1,886	\$2,358	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$784	\$980	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$784	\$980	
	CF1	Geo Table, Rounded Square	Glass Top, Black	\$557	\$696	
	CE1	Geo Table, Rounded Square	Glass Top, Chrome	\$557	\$696	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$833	\$1,041	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,666	\$2,082	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,666	\$2,082	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	\$276	\$345	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$530	\$663	
	GENCHA	Genesis Chair	Black	\$464	\$580	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$560	\$700	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$647	\$809	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$564	\$706	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$523	\$654	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$512	\$640	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$243	\$304	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$1,053	\$1,316	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$784	\$980	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$968	\$1,210	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$762	\$953	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$896	\$1,121	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$829	\$1,036	
	PDL36W	Powered Locking Pedestal, 36"	White	\$829	\$1,036	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$990	\$1,237	
	PDL42W	Powered Locking Pedestal, 42"	White	\$990	\$1,237	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	\$381	\$477	
	LA14	Mason Table Lamp	Brushed Silver	\$251	\$314	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,815	\$3,518	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$2,629	\$3,286	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,980	\$3,724	
	MTCFUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$2,651	\$3,315	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$829	\$1,036	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$1,364	\$1,705	
DIVIDERS						
	DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$351	\$439	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$702	\$879	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$1,408	\$1,760	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$702	\$879	
	DIVFST	Clear Divider, Sofa/Table	Silver, Clear	\$631	\$789	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$879	\$1,098	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$900	\$1,126	
	STNSGN	Stanchion Sign Holder	Chrome	\$109	\$137	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$124	\$155	

TOTAL

Email this completed form to: orders@t3expo.com

Sales Tax 8.0% \$ _____

Estimated Furniture Rental Total \$ _____

ADDITIONAL
INFORMATION
& FORMS

Payment Information

Important Information

*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

*Please make payable to T3 Expo, and mail to:

T3 Expo
 8 Lakeville Business Park
 Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

**Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

Accepted Credit Cards:

- Visa
- Master Card
- American Express

T3 will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on 10/21/22.

Services Ordered

Material Handling	= \$ _____
Cartload Service.....	= \$ _____
Presta™ Rental Exhibit Packages	= \$ _____
Floor Covering	= \$ _____
Furniture & Accessories	= \$ _____
Display Tables & Counters.....	= \$ _____
Display & Forklift Labor	= \$ _____
Hanging Sign.....	= \$ _____
Access & Empty Storage Services.....	= \$ _____
Signage	= \$ _____
Custom Furniture	= \$ _____
Total:	\$ _____

Exhibitor Profile

Company Name:	Booth #:
Street Address:	City:
State:	Zip: Country:
Contact Name:	Email Address:
Cell Phone: ()	Fax: ()

Method of Payment

Company Check*
 (Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**
Credit Card

Credit Card Information

Exhibiting Company:	Booth #:
Cardholder Name:	Email Address:
Account Number:	Card Type: Expiration Date:
Signature:	CCID#:
Cardholder Billing Address:	
City/State/Zip:	

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company.

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

- Material Handling
- Vehicle Spotting Fee
- Cartload Service
- Presta™ Rental Package
- Floor Covering
- Furniture & Accessories
- Display Tables & Counters
- Display Forklift & Labor
- Hanging Sign
- Access & Empty Storage Services
- Signage
- Custom Furniture
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()

Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()
Third Party Responsible For (list services):	

Third Party Credit Card Authorization

Cardholder Name:	CCID #:	Expiration Date:
Account Number:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:	Email Address:	
City/State/Zip:		

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.

Philadelphia, PA Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

In Philadelphia, full-time company personnel may be utilized to set an exhibit of fewer than 300 square feet provided they have positive company identification such as medical identification or payroll stub to register as an employee laborer prior to commencing any work. Registered exhibitor personnel may use hand tools only (no power tools, ladders, hammers or saws may be used). There is no time restriction associated with the exhibitor's work as long as the above qualifications are met. Union personnel will lay carpet, install booth, and perform all decorator and rigging work.

Freight is handled by Union personnel. Exhibitors may load and unload their own vehicles (automobiles, station wagons, mini vans, SUV's and non-commercially registered trucks and vans). They may use their own non motorized equipment (such as luggage carriers, 2 wheel hand trucks, carts, dollies, etc.).

Electricians handle all electrical work that is under the carpet, including internet cables. Union personnel handle anything that is above the carpet, including the apparatus used to supply power, light, sound or signal connected directly to service exhibits, erect cable and lights on rental equipment, install all truss, lighting, electrical signs and chain hoists in exhibits. Exhibitors may connect their own personal computers and computer components, including peripherals.

Union personnel handle the audio/visual work, if the exhibitor rents the equipment (install sound systems, cameras, screens and AV equipment in exhibits). When the exhibitor owns the equipment, Union personnel may handle the audio/visual work.

Hours

In Philadelphia, straight time rates are from Monday through Friday, for the first eight hours of work. Overtime rates are incurred outside of those hours on Monday through Friday as well as all day on Saturdays. Sundays and holidays are at double time rates. Lunch is from 12:00 to 12:30 pm.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY
INFORMATION
& FORMS

NAME OF SHOW: **AFP 2022 / Pennsylvania Convention Center / October 23-26, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering by SEPTEMBER 26, 2022.

AUDIO VISUAL

- To place your order, please fill out this form and send it to AVServices@freeman.com
- Orders received after the deadline date or without payment will be charged the Standard Price.
- Electrical labor and internet services are NOT included in equipment pricing.
- Pricing is for the length of the event and includes product delivery.
- Please call for meeting room support or items that are not listed.

FLAT SCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All screens are 1080p with dual post stand				
_____	32" Flat Screen.....	\$740.00	\$962.00	\$ _____
_____	42" Flat Screen.....	\$900.00	\$1,170.00	\$ _____
_____	55" Flat Screen.....	\$1,510.00	\$1,963.00	\$ _____
_____	70" Flat Screen.....	\$2,145.00	\$2,788.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,810.00	\$4,953.00	\$ _____
• All screens are 1080p with dual post stand and external USB media player.				
_____	32" Flat Screen.....	\$870.00	\$1,131.00	\$ _____
_____	42" Flat Screen.....	\$1,025.00	\$1,332.50	\$ _____
_____	55" Flat Screen.....	\$1,635.00	\$2,125.50	\$ _____
_____	70" Flat Screen.....	\$2,270.00	\$2,951.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,935.00	\$5,115.50	\$ _____
• All screens are 1080p with dual post stand and laptop.				
_____	32" Flat Screen.....	\$1,085.00	\$1,410.50	\$ _____
_____	42" Flat Screen.....	\$1,245.00	\$1,618.50	\$ _____
_____	55" Flat Screen.....	\$1,850.00	\$2,405.00	\$ _____
_____	70" Flat Screen.....	\$2,485.00	\$3,230.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,155.00	\$5,401.50	\$ _____

TOUCHSCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All packages include dual post stand and laptop.				
_____	32" Touchscreen.....	\$1,430.00	\$1,859.00	\$ _____
_____	46" Touchscreen.....	\$1,850.00	\$2,405.00	\$ _____
_____	55" Touchscreen.....	\$2,275.00	\$2,957.50	\$ _____
• All packages include dual post stand.				
_____	32" Touchscreen.....	\$1,085.00	\$1,410.50	\$ _____
_____	46" Touchscreen.....	\$1,510.00	\$1,963.00	\$ _____
_____	55" Touchscreen.....	\$1,930.00	\$2,509.00	\$ _____

NAME OF SHOW: **Assn For Financial Professionals Annual Conf Oct 2022 / OCTOBER 23-26, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

audio visual

FLAT SCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total
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• Please call for pricing on Flat Screens 98" and larger, 4K UHD, & LED Video Wall options.

_____	24" Monitor - 1080p, (no sound).....	\$305.00	\$396.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	32" Flat Screen - 1080p, with Internal Speakers.....	\$505.00	\$656.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	42" Flat Screen - 1080p, with Internal Speakers.....	\$660.00	\$858.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Flat Screen - 1080p, with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	70" Flat Screen - 1080p, with Internal Speakers.....	\$1,905.00	\$2,476.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

TOUCHSCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

• Touchscreens will require a PC/laptop to operate. Not compatible with Mac. Please call for larger sizes.

_____	32" Touchscreen with Internal Speakers.....	\$845.00	\$1,098.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	46" Touchscreen with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Touchscreen with Internal Speakers.....	\$1,695.00	\$2,203.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

VIDEO PLAYERS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	USB Media Player.....	\$125.00	\$162.50	\$ _____
_____	Blu-ray Player.....	\$160.00	\$208.00	\$ _____
	HDCP Compliant, compatible with Blu-ray and DVD			

COMPUTERS & ACCESSORIES

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	Desktop Computer with 24" Monitor.....	\$290.00	\$377.00	\$ _____
	includes wired keyboard and mouse			
_____	Laptop Computer	\$345.00	\$448.50	\$ _____
_____	Wireless Keyboard with Mouse.....	\$105.00	\$136.50	\$ _____
_____	Apple 21.5" iMac (includes wired keyboard and mouse)	\$315.00	\$409.50	\$ _____
_____	Apple 15" MacBook Pro	\$475.00	\$617.50	\$ _____
_____	iPad Stands - White	\$160.00	\$208.00	\$ _____
	<input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand			

NAME OF SHOW: **Assn For Financial Professionals Annual Conf Oct 2022 / OCTOBER 23-26, 2022**
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

AUDIO EQUIPMENT

Qty	Description	Discount Price	Standard Price	Total
_____	Sound Bar - 2.1 Full Range, with Built-in Subwoofer	\$80.00	\$104.00	\$ _____
	Compatible with 42" monitors and above			
_____	Small High Performance PA System	\$630.00	\$819.00	\$ _____
	Includes wireless microphone, 2 speakers, 1 Mixer/Amp, computer interface box			
	<input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset)			

EXHIBIT LIGHTING PACKAGES

Qty	Description	Discount Price	Standard Price	Total
_____	Six (6) 12" LED Lighting Fixtures	\$795.00	\$1033.50	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			
_____	Twelve (12) 12" LED Lighting Fixtures	\$1,585.00	\$2,060.50	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			

DELIVERY INFORMATION

Thank you for using Freeman to meet your Audio Visual equipment needs. You can be confident that our Audio Visual Experts will be on-site to deliver, install, and provide any necessary technical support. Your booth must have all supporting elements installed before we can deliver your equipment. All Audio Visual equipment will be installed no later than the last day of move in.

If you find any expected equipment missing from your booth, please visit the Exhibitor Service Center.

On-Site Contact Person: _____ Cell Phone: _____

If You Have a Special Delivery Request, Please Note it Here: _____

PAYMENT INFORMATION

A Freeman representative will provide a secured payment link after receiving your order. A credit card is required to secure all orders, even when paying by ACH, check or wire transfer. Cash payments will no longer be accepted while on show-site. Full payment including applicable tax must be made in advance, in US funds. Equipment may not be provided and installed if payment has not been received prior to show move-in.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

ELECTRICAL SERVICE

Please contact the electrical contractor to place your electrical order.

READY FOR DELIVERY ONSITE

For delivery of your audio visual equipment, please notify the Freeman Service Center as well as the electrical contractor. We will work with the electrical contractor electricians to deliver and set your equipment order.

TOTAL COST
Total Cost = \$ _____
Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

Electrical Services
Order Form
(Coming Soon)

Lead Retrieval
Order Form
(Coming Soon)

Telephone Order
Order Form
(Coming Soon)

Internet
Order Form
(Coming Soon)



IAEE

Exhibitions and Events Mean Business

International
Association of
Exhibitions and Events®

Guidelines for Display Rules and Regulations

2019 North American Update



The following ***Guidelines for Display Rules and Regulations*** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2019 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the ***Guidelines*** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR BOOTH

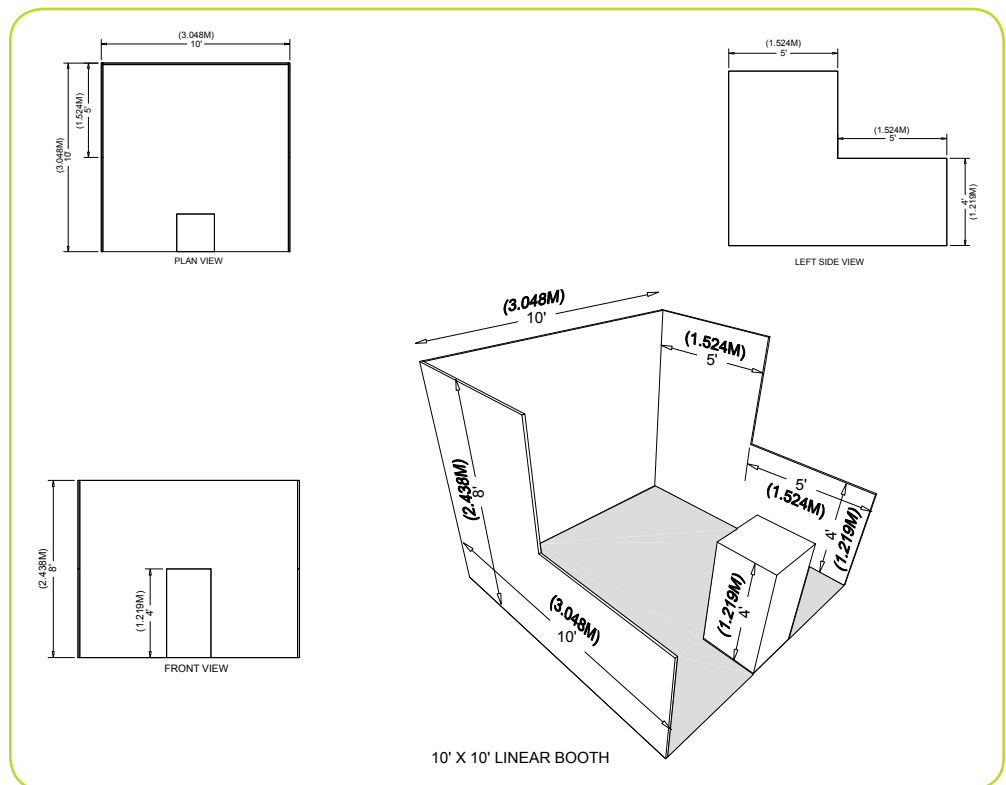
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

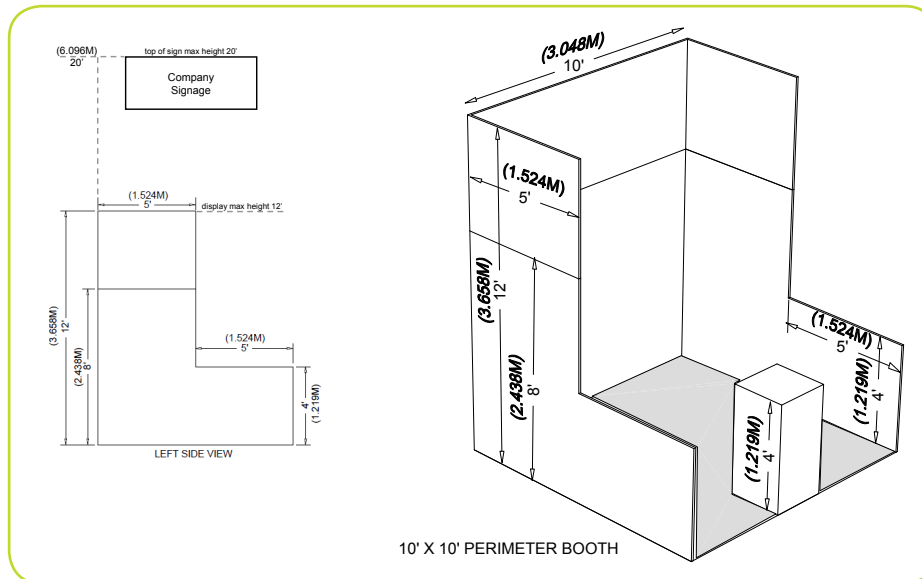


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

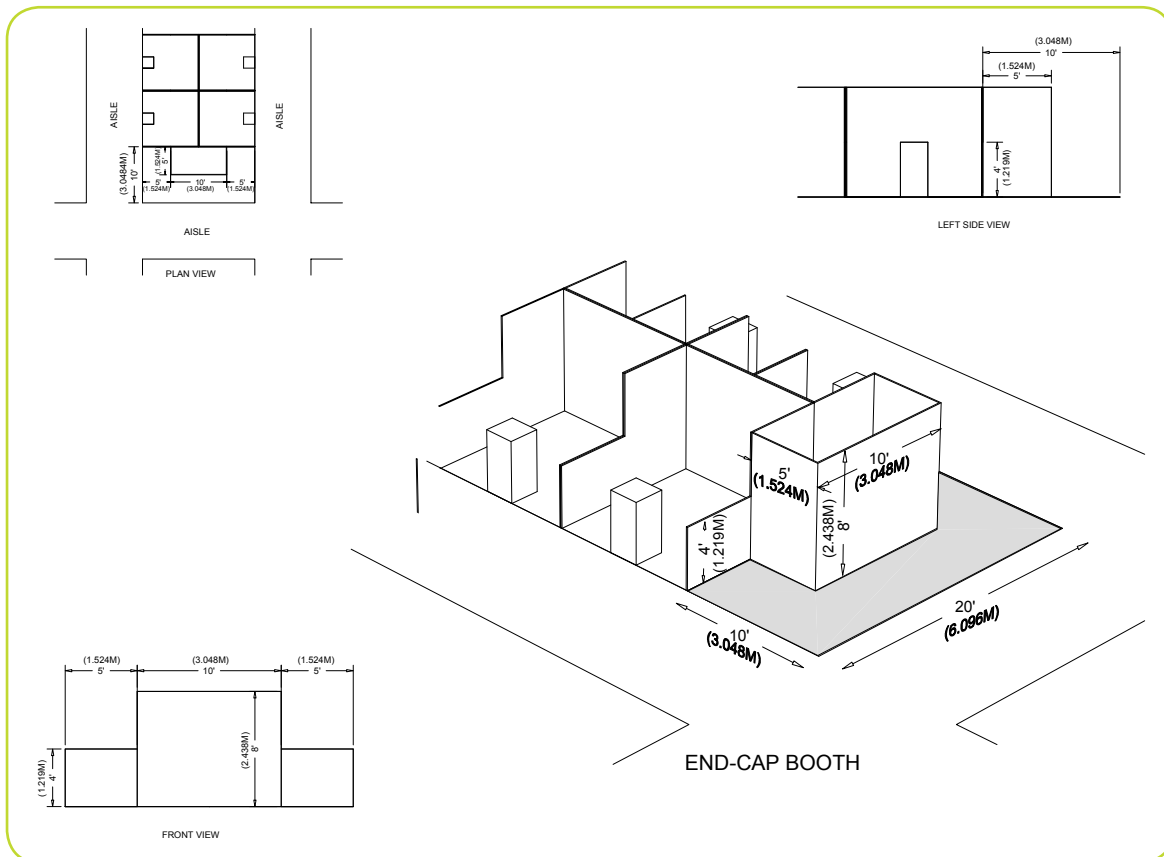


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

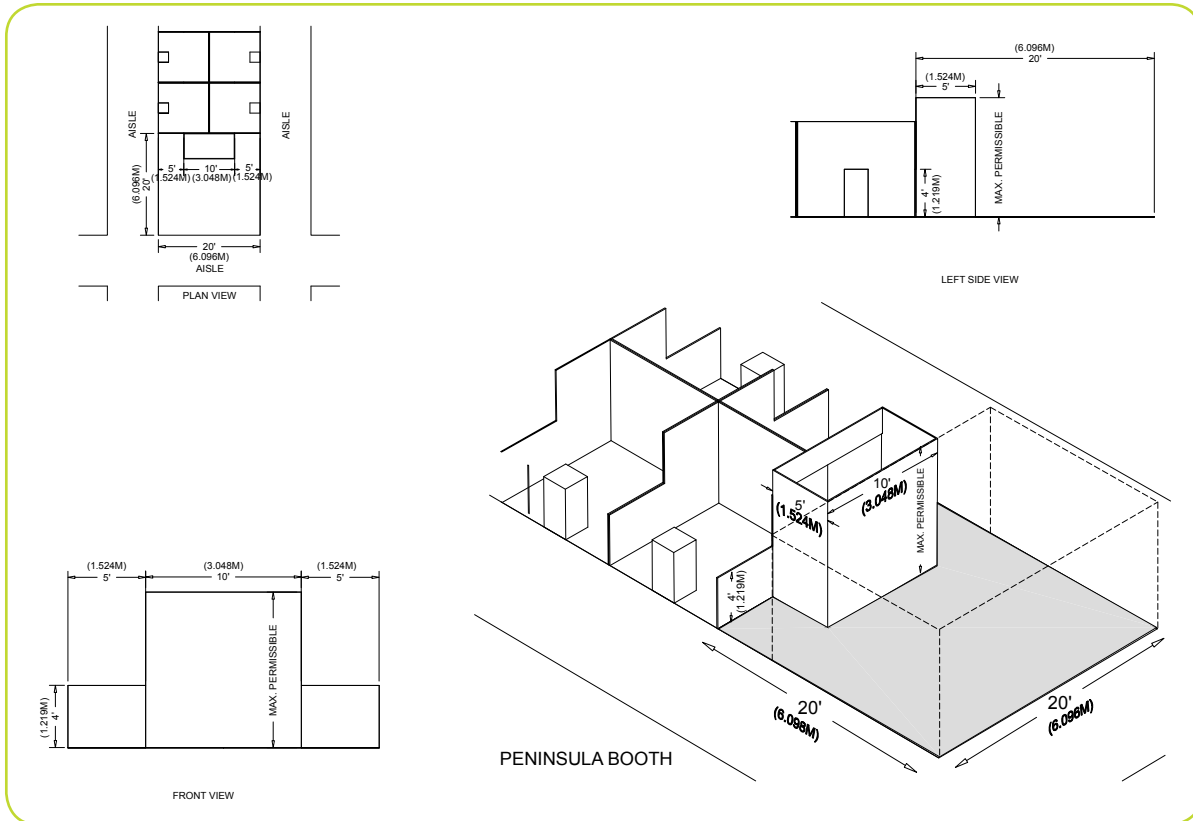


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

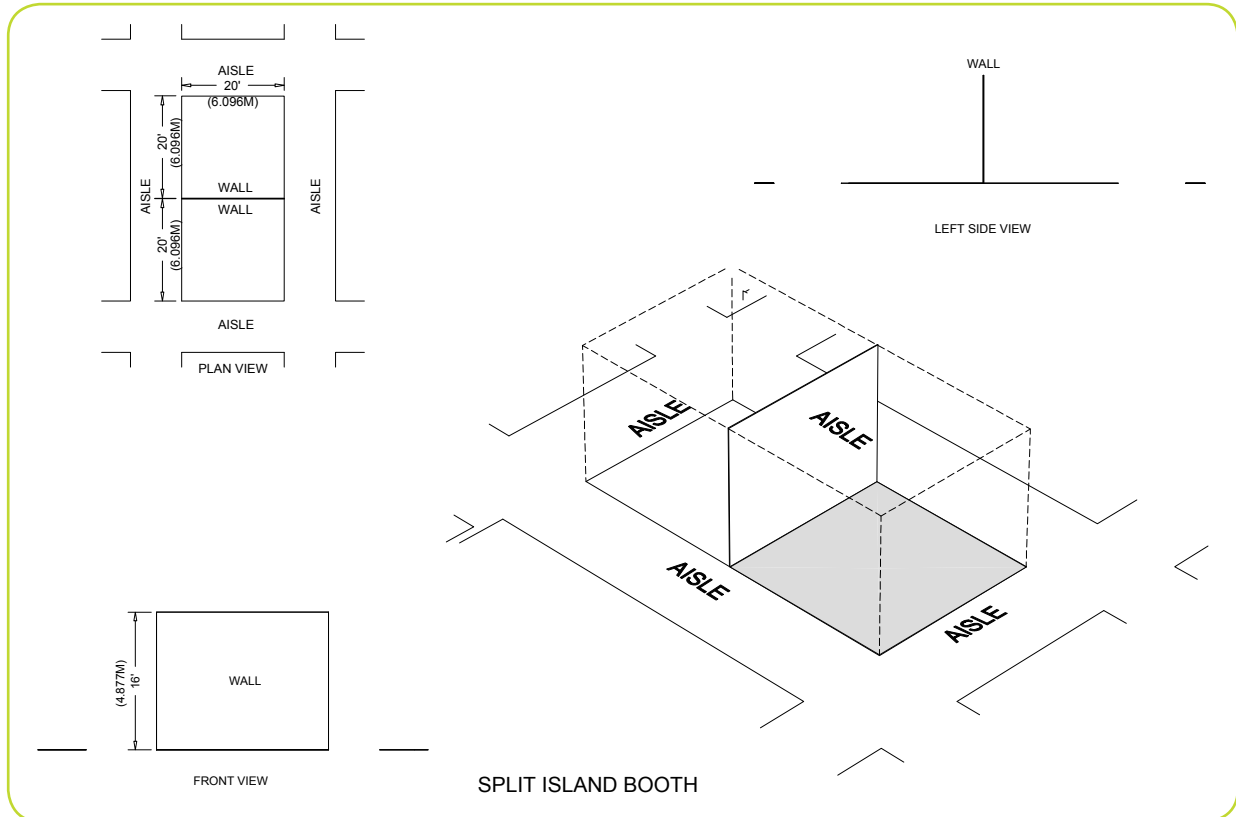


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

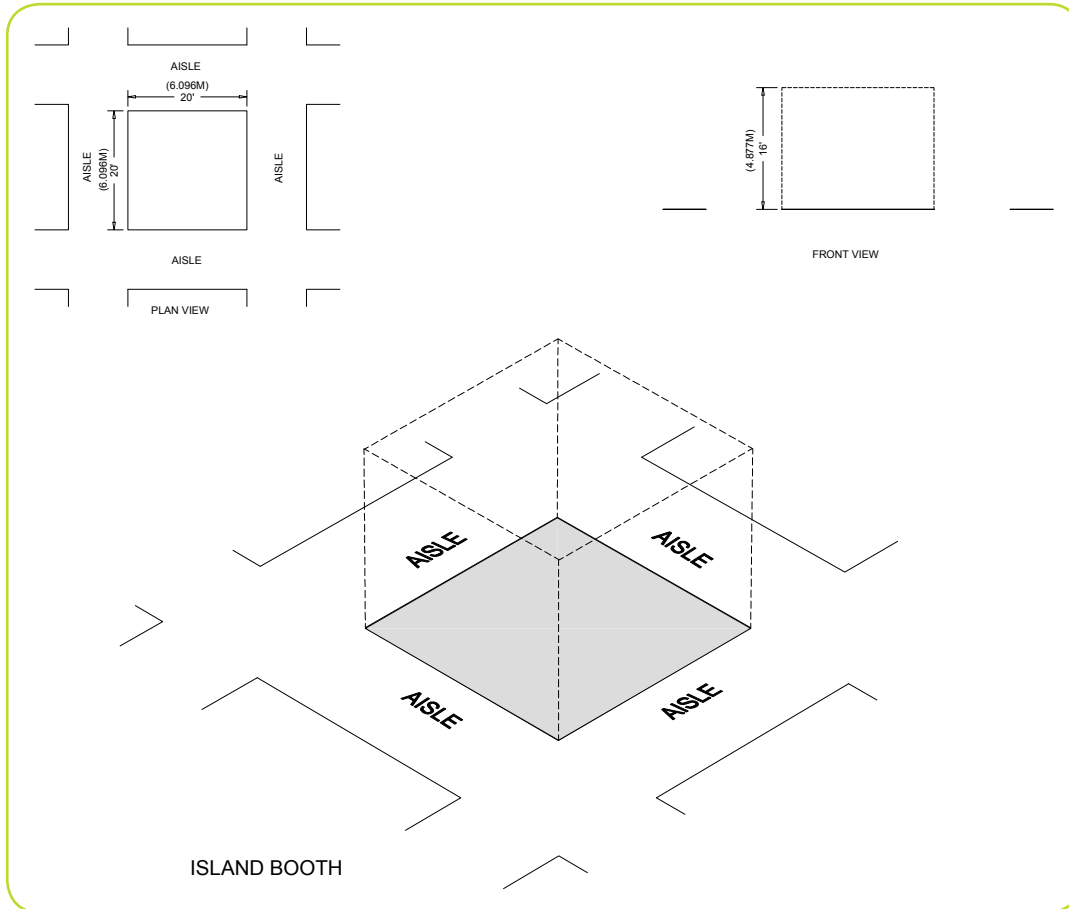


Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

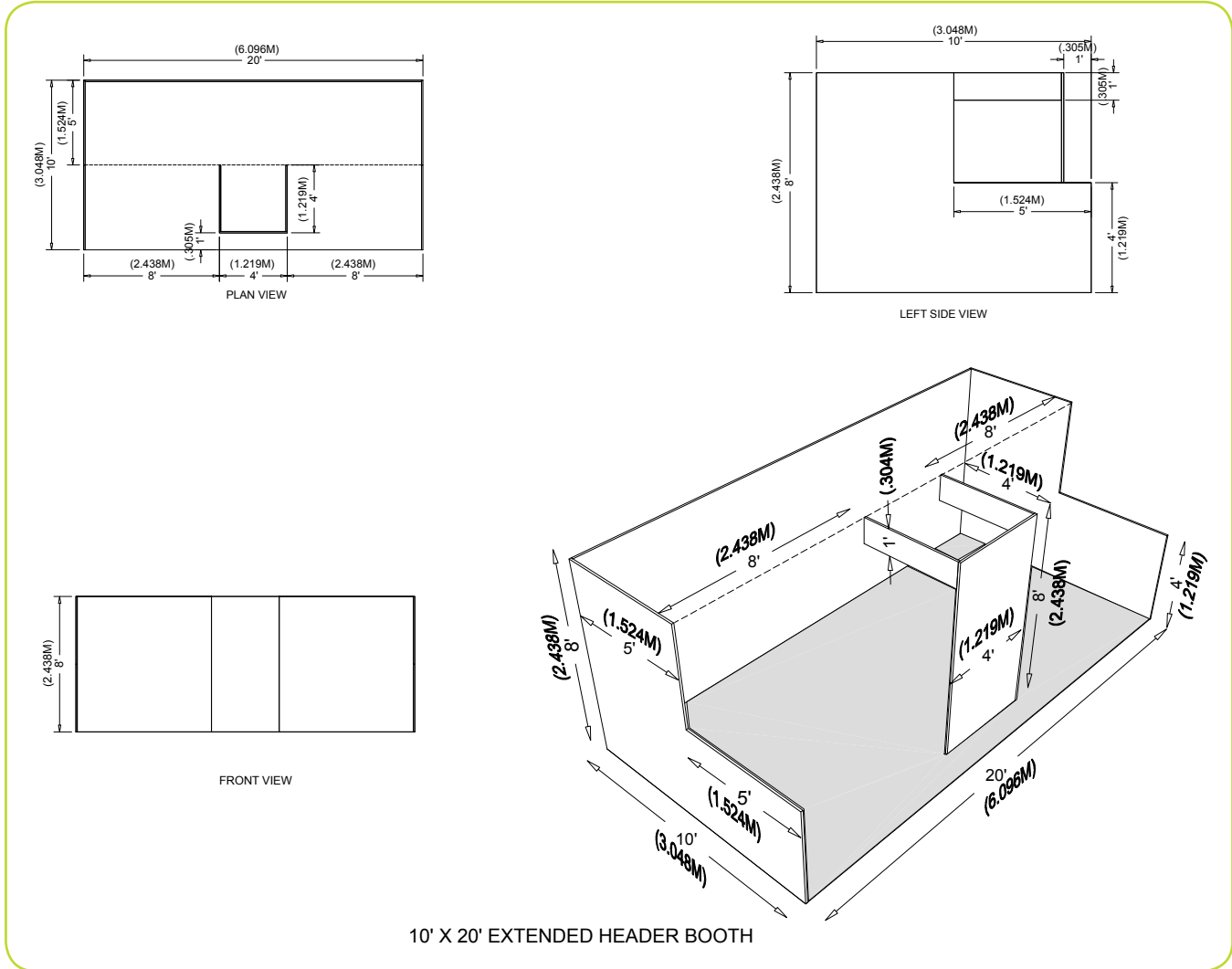


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the [IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space](#).

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

HANGING SIGNS & GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

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 fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

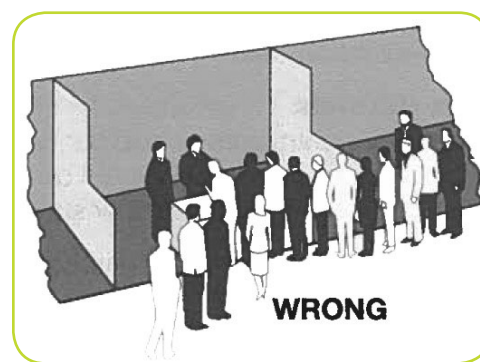
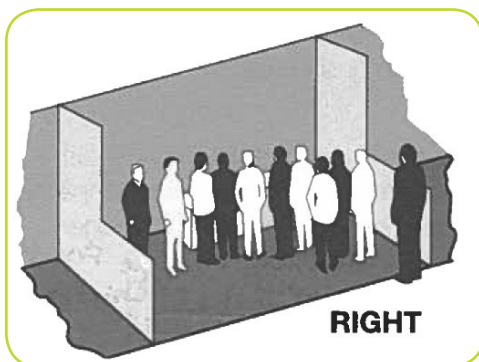
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](#), [BMI](#) and [SESAC](#), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.