

# Exhibitor Service Manual

Access to Justice

Association of American Law Schools

## 112<sup>th</sup> Annual Meeting

San Diego, California | January 3 – 6, 2018

#aals2018 | [aals.org/am2018](http://aals.org/am2018)



*Photo by Stuart Westmorland*

**CONVENTION HANDLING SERVICES**



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting**  
**January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

Dear **AALS** Exhibitor,

It is our pleasure to notify you that **Convention Handling Services (CHS)** has been selected as the "Official General Service Contractor" for the forthcoming **2018 AALS Annual Meeting**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

Enclosed in this Service Manual, you will find important show information, as well as order forms for services and products you may require. From luxury furniture to experienced labor, we offer a full range of services and products to assist you in maximizing the impact of your exhibit. We strongly advise that you carefully read all information contained in this service manual.

**Discount Deadline: Tuesday, December 19, 2017**

Please review the various items being provided to each booth by Show Management on the **At-A-Glance Page**. After reviewing this information, please analyze your needs carefully and return your order forms with full payment before **Tuesday, December 19, 2017**, the discount deadline. *This special discount deadline has been provided as a money-saving tool, as well as to ensure the availability of your items. Please note, to receive the discount price, payment, including all taxes, must accompany your forms and returned to the address on the form before the discount deadline.*

A **CHS Service Desk** will be maintained and located in a convenient location of the exhibit hall during move-in through move-out to assist you with any last minute needs.

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to AALS, the show management.

If you have questions regarding such items as furniture, signage, shipping or labor, please contact our Exhibitor Services Team. We are dedicated to answering your questions and helping you deliver a successful event!

We are proud to be your partner, and look forward to working with you!

Sincerely,

Convention Handling Services (CHS)  
Phone: 210-202-2349  
Email: [info@conventionhandling.com](mailto:info@conventionhandling.com)

WELCOME TO CHS



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**Audio/Visual (Preferred AV Provider)		BAV
Electrical		PSAV
Floral (Preferred Floral)		PEP Creative
Dedicated Internet/Telecommunications		Marriott



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**Important Show Information:**

**Where:** Marriott Marquis San Diego Marina Grand Ballroom  
**Show Colors:** Silver/White  
**Show Carpet:** Exhibit Hall is carpeted: Multi-color.

\*\*Wireless internet is available in the Exhibit Hall to all attendees and exhibitors on a complimentary basis. If you need a dedicated internet connection, please contact PSAV.

<b>BOOTH INFORMATION:</b>	
<b>Each 10 X10 booth will receive: (*)</b>	
x 8' tall Silver/White back drape	x Use our Preferred Service Providers for better rates.
x 3' tall Silver divider	x
X 1 - 7"x44" ID Sign	x
<i>* Many other items are available to rent. Refer to the appropriate order forms in this kit. When ordering, please order only those items you will require above and those being provided. Absolutely No Hotel Furniture Allowed In Booth Space!</i>	

<b>SCHEDULE AT-A-GLANCE:</b>		
<b>IMPORTANT DATES:</b>		
<b>Discount Price Cut Off Date</b>	<b>December 19, 2017</b>	
<b>Advance Warehouse Freight</b>	<b>First Day: December 05, 2017</b>	<b>Last Day: December 26, 2017</b>
<b>Show Site Freight</b>	<b>First Day: January 2, 2018</b>	
<i>*Advance Warehouse hours: 8:00 .m. - 3:30 p.m. Monday – Friday.</i>		
<b>EXHIBITOR MOVE IN:</b>		
<b>First day for Exhibitor Set Up</b>	<b>Tuesday, January 02, 2018</b>	<b>8:00 AM to 6:00 PM</b>
<b>Continue Set Up</b>	<b>Wednesday, January 03, 2018</b>	<b>8:00 AM to 11:00 AM</b>
<i>**It is important that ALL EXHIBITS are SHOW READY by 11:00 a.m. on Wednesday, January 3, 2018.</i>		
<b>EXHIBIT HALL HOURS:</b>		
	<b>Wednesday, January 03, 2018</b>	<b>12:00 PM to 6:00 PM</b>
	<b>Thursday, January 04, 2018</b>	<b>9:00 AM to 6:00 PM</b>
	<b>Friday, January 05, 2018</b>	<b>8:00 AM to 3:00 PM</b>
<b>EXHIBITOR MOVE OUT:</b>		
	<b>Friday, January 05, 2018</b>	<b>3:00 PM to 10:00 PM</b>
<b>OUTBOUND:</b>		
<b>Drivers Check-In By:</b>	<b>Friday, January 05, 2018</b>	<b>7:00 PM</b>
<b>Freight Will Be Re-Directed At:</b>	<b>Friday, January 05, 2018</b>	<b>8:00 PM</b>
<i>** It is important that the hall is clear by 10:00 p.m., Friday, January 5.</i>		
<i>**All drayage will be moved in and out on Over Time due to Holiday schedule.</i>		

**CHS will have a service desk in a convenient location on show site if you require any further assistance.**

\*700 N. St. Mary's Street, Suite 1400\* San Antonio, TX. 78205 \* USA \* main 210.202.2349\*

[info@conventionhandling.com](mailto:info@conventionhandling.com) / [www.conventionhandlingservices.com](http://www.conventionhandlingservices.com)

AT-A-GLANCE



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**HOW DO I SEND MY SHIPMENTS?**

You have two options in regard to sending your shipments. You can ship your freight in advance or you can ship it direct to show site. Shipments must be prepaid. **Collect shipments will be refused.** Our preferred carrier is **Liberty, CFS**. Call 905.338.3993 for a Quick Shipping Quote.

**ADVANCE SHIPMENTS**

Advance Shipping is sending your materials, up to thirty (30) days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are **8:00 a.m. – 3:00 p.m.**, Monday thru Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Shipments arriving at the warehouse after: **Tuesday, December 26, 2017** will be charged an additional 35% of the advance warehouse rate in addition to any other charges incurred.

**Please label each item as follows:**

**Advance Shipping Address**

AALS 2018  
c/o **CHS**  
LibertyCSF NV Inc.  
9525 Padgett St.  
San Diego, CA 92126

**Advance shipments MUST be received by  
Tuesday, December 26, 2017.**

**DIRECT SHIPMENTS**

Direct Shipping is sending your materials directly to show-site during the designated move-in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to receive more materials.

**Please label each item as follows:**

**Direct Shipments to Show Site:**

AALS 2018  
Marriott Marquis San Diego Marina Grand Ballroom  
c/o **CHS**  
333 West Harbor Drive  
San Diego, CA 92101

Any shipments arriving prior to **Tuesday, January 02, 2018** will be refused.

Shipments will be received during the designated move-in periods as well as throughout the event. As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show-site. Weight tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show-site receiving report will verify the total count and weight.

**ALL SHIPMENTS MUST HAVE "C/O CHS" ON THE LABEL.  
SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

**BOOTH DELIVERY & CONTAINER STORAGE**

Materials received at the warehouse or on show site will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Material handling charges will apply based on inbound weight. Please note, shipments received without receipts, freight bills, or specified unit counts, from carriers such as UPS or FedEx, will be delivered without guarantee of piece count or condition. No liability will be assumed by CHS for these shipments. *Please see pages 25-26 for Material Handling Information.*

**SHIPPING AFTER THE SHOW**

A **CHS** "Bill of Lading" is required on all outbound shipments, whether shipping through our carrier or your designated carrier. The "Bill of Lading" is available at the service desk. After your booth is packed, labeled and ready to be shipped please bring the completed "Bill of Lading" form back to the service desk. **CHS** has made special arrangements with **Liberty CSF** to motor freight your display material. If you are not using **Liberty CSF**, our preferred out-bound carrier, you must call your designated carrier with pick up information. If your carrier fails to show up, your shipment will be re-directed through **Liberty CSF** and any discount rate will not apply. A **CHS** representative will be available at show site for further questions.



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**MATERIAL HANDLING**

- x **CHS**, its subcontractors, and Show Management will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- x **CHS**, its subcontractors, and Show Management will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- x **CHS**, its subcontractors, and Show Management is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove from exhibit hall. **CHS** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- x Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pickup by the specified time, such shipments will be rerouted by **CHS**.
- x Make certain all your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- x Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This does not include transportation charges. All charges are the responsibility of the exhibiting firm.
- x In the event no weight is indicated on the delivery documents presented, **CHS** shall estimate the weight and charges will be based on the estimated weight. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the closing of the show.
- x Do not send advance freight for **Saturday** delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- x If you are sending materials direct to show-site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline will be REFUSED.
- x A **CHS** "Material Handling Agreement/Bill of Lading" must be filled out at close of show for all outbound shipments and returned the service desk. "Bill of Lading" is available at the service desk during your event.
- x All Material Handling Agreements/Bill of Lading submitted to **CHS** by Exhibitor will be checked at the time of pickup from the booth. Any corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to **CHS** and the actual count of such items in the booth at the time of pickup.
- x Shipments left on the show floor after the close of the event without a Bill of Lading, will shipped out using our carrier or returned to our warehouse pending re-routing. **CHS** assumes no liability as a result of such re-routing or handling.
- x Any and all material left on the floor after the close of the event without a return label and a Bill of Lading will be discarded by the cleaning crew.
- x **CHS** is not responsible for freight shipped through the venue's package/mail room.
- x Empty Labels for crate storage will be available at the **CHS** Service Desk. Affixing the labels is the responsibility of the Exhibitor or its representative. Empty containers that are labeled with Empty Label will be removed from your exhibit space, stored during the event and returned after the close of the event. It is important that you label all containers, pallets, crates and boxes that will need to be stored for re-use after the end of the event.
- x **CHS** will not be responsible for containers not labeled for storage.
- x Empty containers will not be accessible after they have been removed from exhibit space until the close of the event. If accessible storage is needed, please contact **CHS**.
- x **CHS** liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, **CHS** sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials: and Exhibitor's sole and exclusive remedy is limited to repair or replacement with like kind and quantity, subject to a dollar amount limited to \$.30 per pound of article, with a maximum of \$50.00 per item, and a maximum of \$1000.00 per shipment. This applies while these goods, are in **CHS** warehouse or at the event, under this contract.

**CHS** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's material that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **CHS** by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time it leaves your company until the time it is returned from the show.



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**RESPONSIBILITY FOR LABOR:**

- x **CHS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CHS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CHS** or its subcontractors.
- x **CHS**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- x Claims for loss, injury or damage, which are not submitted in writing to **CHS** within (30) thirty days after the close of the show, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CHS** or its subcontractors more than one year after the accrual of the action.
- x **CHS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- x **CHS** will not be responsible for improperly packed or concealed damages to exhibit.
- x Placing of an order for the services of labor and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

**PAYMENT TERMS:**

- x In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed "Credit Card Authorization" form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- x Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check.
- x **All inquiries must be resolved and completed before you leave the show.**

**QUESTIONS AND ADJUSTMENTS:**

- x Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CHS** immediately. Any and all issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CHS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- x Items **cancelled or changed after Wednesday, December 20, and before Tuesday, January 02, 2018 will be charged 50% of the standard price.** There will be no credits given after Tuesday, January 02, 2018.

**ORDERS**

- x All advance orders must be paid in full at the time the order is placed. Advance orders accompanied with full payment by deadline for services and rentals are discounted to your advantage.
- x Orders **received without payment will not be processed. Payment for all show-site orders will be due and payable upon presentation of our invoice at the show.**
- x Services ordered at show site will not be processed without full payment.

**INDEMNIFICATIONS:**

Exhibitor agrees to defend, indemnify and forever hold harmless CHS, its officers, directors, employees, subsidiaries, affiliates and assigns (the "Indemnified Parties") from and against any and all claims, liabilities, losses, damages, costs, expenses (including reasonable attorney's fees), causes of action, demands or judgments of any nature arising out of or resulting from any negligence, willful misconduct or omission of exhibitor or any of its employees, agents or subcontractors in the performance of the services, activities or operations of Exhibitor furnished in connection with this agreement, except to the extent that such claims, losses, liabilities or damages are attributable to the negligence, omission or willful misconduct of the Indemnified Parties. The terms of this paragraph shall survive the expiration or termination of this agreement.

**FORCE MAJEURE:**

CHS' performance hereunder is subject to, and CHS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, Acts of God, vandalism, civil disturbances, power failure, explosion, acts of terrorism, war, or any other cause beyond CHS control, nor for ordinary wear in the handling of equipment and materials.



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**HOW DO I PLACE MY ORDER?**

x Mail in your order forms and full payment to:

**CHS \* 700 N. St. Mary's St., Suite 1400 \* San Antonio, TX 78205**

x Fax in your order with the "Credit Card Authorization" form to: **210.366.8867** Attn: CHS Exhibitor Services

x Email: [info@conventionhandling.com](mailto:info@conventionhandling.com)

To qualify for discount prices, full payment must be included with your advance order and must be received by the discount deadline. Please submit the signed "Credit Card Authorization" form or a check with your order.

Please add the appropriate **7.75%** sales tax. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. Items cancelled or changed after **Wednesday, December 20, 2017** will be charged 50% of the original price. There will be no credit on or after the first day of the show.

For orders going to other "official suppliers" (i.e. audio visual, floral, electrical, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

**PAYMENT OPTIONS**

1. *Advance Payments by check...* Attached with your order forms. The "Credit Card Authorization" form must be submitted for any additional charges incurred at show-site. All checks should be made payable to:

**Convention Handling Services  
RE: AALS 2018 Annual Meeting**

2. *Credit Card...* MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" forms. **CHS** must receive this form by Tuesday, December 19, 2017 to qualify for the advance pricing.

**SHOW SITE ORDERS**

All show-site orders including labor and material handling must be paid before close of the show. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers' checks and cash. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

**ADVANCE ORDERS (Tuesday, December 19, 2017)**

To process your order and receive advance prices, payment in full either by cash, check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.

Advance orders will receive a discount on booth furnishings. Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

**THIRD PARTY ORDERS**

If using a display/exhibit house that will also be the responsible party for the charges incurred for the show, please complete the Third Party Payment Form, as well as the EAC Form and return them to our offices by the date indicated on the forms. The exhibitor is ultimately responsible for the payment of charges, so please forward this information to the proper parties, otherwise the exhibitor will be directly charged.

**INTERNATIONAL EXHIBITORS**

International exhibitors must pay for all services in US funds and must be drawn on a US bank. All charges must be paid in full prior to the close of the show either by cash, credit card or check. Wire transfers must include a \$50.00 (US) transfer fee.

**MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.**

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the "Credit Card Authorization" form. Our services will not be performed unless we have some form of pre-payment in our files. If you require rigging or dismantling labor on move-out, charges will be applied to your credit card.





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**Credit Card Authorization Form**

This form authorizes **CHS** to charge to your credit card account the amount of your advance/floor orders, material handling charges, shipping costs and any other additional amounts incurred as a result of show site orders placed by you or your representative. Please complete the information requested below and return this form with your order. No orders will be processed without this form, completed and signed, on file.

<b>Company Name:</b>																					
<b>Cardholders Name:</b>	<b>Booth#:</b>																				
<b>Credit Card #:</b>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
<b>Exp Date:</b>	<b>Type of Card:</b> <b>Visa:</b> <input type="checkbox"/> <b>M/C:</b> <input type="checkbox"/> <b>American Express:</b> <input type="checkbox"/>																				
<b>Billing Address:</b>																					
<b>City, State, Zip:</b>																					
<b>Phone Number:</b>	<b>Fax:</b>																				
<b>Customer Signature:</b>																					

- I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH.**
- A check is being sent to cover all expenses, use card only for show-site services and remaining balances.**

**If paying by check, make payable to:  
Mail order forms and full payment to:**

**CHS – Convention Handling Services  
700 N. St. Mary's St, Suite 1400  
San Antonio, TX. 78205  
RE: AALS 2017 Annual Meeting**

**Fax orders with full payment to: 210.366.8867 Attn: CHS Exhibitor Service Department.**

**\*Items cancelled or changed after Wednesday, December 20, 2017 will be charged 50% of the original price.**

**PLEASE NOTE:**  
Your signature on this form authorizes CHS to charge any pre-order requests, on-site order requests, all material handling charges according to shipping documents, and any applicable shipping charges.

**CREDIT CARD AUTHORISATION**



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**Discount Deadline: Tuesday, December 19, 2017**

**Third Party Payment**

**CHS** will present invoices to third parties at show-site for payment of all services rendered to exhibitors under the following conditions.

1. The Exhibitor is required to complete the "Exhibitor Appointed Contractor" EAC form located in this Exhibitor Service Manual.
2. The payment of the third party must be acceptable to **CHS**. Also the credit card information below must be completed and submitted to **CHS** as a deposit prior to the show.
3. If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **CHS** to fax an invoice from the convention facility, a \$25.00 service fee will be added.
4. The following form is to be completed, signed and returned by both parties by the discount deadline date. Otherwise, the request will not be approved.

**We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show-site, such charges will be presented to the exhibiting firm for payment.**

**ALL INVOICES MUST BE RESOLVED BY THE CLOSE OF THE SHOW.**

<b>THIRD PARTY INFORMATION</b> This box must be filled out and returned to CHS													
<b>Exhibiting Company:</b>										<b>Booth #:</b>			
<b>Authorized Name &amp; Title:</b>							<b>Authorized Signature:</b>						
<b>Display House Name Third Party Payer:</b>													
<b>Authorized Name &amp; Title:</b>							<b>Authorized Signature:</b>						
<b>Complete Address:</b>													
<b>City, State, Zip:</b>													
<b>Phone:</b>							<b>Fax:</b>						
<b>Items being billed to Third Party:</b> (Please select the service below.)													
<input type="checkbox"/> Material Handling <input type="checkbox"/> Furnishings <input type="checkbox"/> Display Labor <input type="checkbox"/> All Services <input type="checkbox"/> Other _____													
<b>Credit Card #:</b>													
<b>Exp. Date:</b>				<b>Type of Card:</b>				Visa: <input type="checkbox"/> M/C: <input type="checkbox"/> American Express: <input type="checkbox"/>					
<b>Name on Card:</b>							<b>Authorized Signature:</b>						
<b>Company Name:</b>													
<b>Billing Address:</b>													
<b>City, State, Zip:</b>													
<b>Phone:</b>				<b>Fax:</b>				<b>Email:</b>					

**THIRD PARTY PAYMENT**



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**Exhibitor Appointed Contractor**

**CHS has been selected as the Official General Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation & dismantling of exhibit materials.**

**An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the Official Contractors.**

**Rules and Regulations:**

1. Each representative of an EAC must physically pick-up, in person, an "Exhibit Crew" badge at the **CHS** Service Center. If an EAC representative does not have any identification which verifies her/his employment by the EAC, she/he must be accompanied to the **CHS** Service Desk by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official Rules and Regulations of this exposition.
3. The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of an EAC will share with the official service contractor all reasonable costs related to her/ his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

**Important**

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a Certificate of Insurance" which names **CHS** as additionally insured for each EAC firm being utilized. Note: The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

**Form must be received by: Friday, December 1, 2017**

If this form and the "Certificate of Insurance" are not received by Friday, December 1, 2017 the Exhibitor or EAC will be required to order labor from **CHS**.

<b>EAC INFORMATION</b> This box must be filled out completely and returned to CHS	
Exhibiting Firm:	Booth #:
Authorized Name & Title:	Signature:
Full name of EAC:	
Address of EAC:	
City, State, Zip:	
Authorized EAC Name:	Signature:
Authorized EAC Title:	EAC Representative/Show-Site:
Phone:	Fax:
<b>Type of Service being performed :</b>	

Exhibitor Appointed Contractor (EAC)



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting  
January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**Discount Deadline: Tuesday, December 19, 2017**

**Order Summary**

**Please note, this form is optional, and has been included for your convenience.**

1. Please use this form to combine all of your **CHS** order forms and transfer the totals from the bottom of each page onto this form.
2. Complete the "Credit Card Authorization" form and if applicable the "Third Party Payment" and "Exhibitor Appointed Contractor (EAC)" forms.
3. Please fax or email your order and "Credit Card Authorization" form to **CHS** at 210.366.8867 or mail your order and payment to:

**CHS  
700 N. St Mary's St., Suite 1400  
San Antonio, TX. 78205  
RE: AALS 2017 Annual Meeting**

Full payment for services must accompany your order to qualify for the advance (discount) order prices. All orders received without payment after the discount deadline date or at the Exhibitor Service Desk at show-site will be charged at floor order prices (standard prices). These items are on a rental bases only and remain the property of CHS. Items may differ slightly from picture depending on availability.

\*One copy of this form with your payment must be forward to CHS. Please retain one copy for your files.

<b>Taxable Services</b>	
Furniture - Tables: (Pg. 13)	\$
Furniture - Chairs & Accessories: (Pg. 14)	\$
Exhibit Rental Accessories: (Pg. 15)	\$
Product Display Options I: (Pg. 16)	\$
Carpet and Accessories: (Pg. 17)	\$
Cleaning: (Pg. 18)	\$
Signs: (Pg. 19)	\$
Rental Exhibits: (Pg. 21)	\$
Prestige Furniture	\$
<b>TAXABLE TOTAL:</b>	\$
<b>Non-taxable Services</b>	
Labor: (Pg. 23)	\$
Material Handling: (Pg. 26)	\$
<b>NON-TOTAL TOTAL:</b>	\$
<b>GRAND TOTAL:</b>	\$

*It is Hotel Policy, that NO Hotel Furniture will be allowed in Booth Space!*

**Thank you for your order!**

**Company:** \_\_\_\_\_ **Booth:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\*700 N. St. Mary's Street, Suite 1400\* San Antonio, TX. 78205 \* USA \* main 210.202.2349\*

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**RECAP OF ORDER**



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting  
January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**Discount Deadline: Tuesday, December 19, 2017**

**Skirted Display Tables** All tables are 24" wide, skirted on 3 sides in the color chosen and topped with white vinyl. The 4th side of 4' tables is skirted.

Standard Height (30" High)				
Description	Discount	Standard	QTY	Total
4' long 30" high	\$147.75	\$192.25		\$
6' long 30" high	\$172.00	\$223.50		\$
8' long 30" high	\$196.00	\$254.80		\$
Skirt 4 <sup>th</sup> Side Check One: L 6' L 8'	\$56.75	\$79.45		\$
Table Skirt Only	\$66.50	\$90.50		\$
Counter Height (42" High)				
4' long 42" high	\$184.00	\$239.25		\$
6' long 42" high	\$215.00	\$279.50		\$
8' long 42" high	\$235.00	\$305.50		\$
Skirt 4 <sup>th</sup> Side Check One: L 6' L 8'	\$56.75	\$79.45		\$
Table Skirt Only	\$66.50	\$90.50		\$

Table Skirt Color Availability		
Red		White
Burgundy		Plum
Royal Blue		Grey
Black		Gold
Teal		

*\*Please use colors for reference only*



Please note, show color will be chosen on orders with no preference indicated.

**Color preference:** \_\_\_\_\_

**Un-skirted Display Tables** 24" wide tables topped in white vinyl.

Description	Discount	Standard	QTY	Total
4' long 30" high	\$74.00	\$96.25		\$
6' long 30" high	\$90.50	\$117.70		\$
8' long 30" high	\$99.75	\$129.65		\$
4' long 42" high	\$99.75	\$129.65		\$
6' long 42" high	\$118.50	\$154.05		\$
8' long 42" high	\$129.50	\$168.35		\$



**Round Display Tables** 30" diameters, tables are un-skirted

Description	Discount	Standard	QTY	Total
Cocktail Table 30" high	\$189.50	\$246.35		\$
Cocktail Table 42" high	\$189.50	\$246.35		\$



**Tabletop Risers** (12" w x 8" h) Covered in white plastic.

Description	Discount	Standard	QTY	Total
4' Tabletop Riser	\$58.50	\$81.90		\$
6' Tabletop Riser	\$73.50	\$102.90		\$
8' Tabletop Riser	\$96.50	\$135.00		\$



<b>Subtotal</b>	\$
<b>7.75% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

**Company:** \_\_\_\_\_ **Booth:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\*700 N. St. Mary's Street, Suite 1400\* San Antonio, TX. 78205 \* USA \* main 210.202.2349\*

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FURNITURE - TABLES







CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting**  
**January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**Discount Deadline: Tuesday, December 19, 2017**

		
<b>Padded Arm Chair</b>	<b>Modular High Stool</b>	<b>Padded Side Chair</b>

			
<b>42"x23"x37" Counter</b>	<b>42"x23"x78" Counter</b>	<b>Wastebasket</b>	<b>Tripod Easel</b>

<b>Chairs</b> (Absolutely No Hotel Furniture will be allowed in Booth Space)				
Description	Discount Price	Standard Price	QTY	Total
Side Chair (Padded)	\$104.50	\$135.85		\$
Arm Chair (Padded)	\$123.00	\$159.90		\$
Upholster High Stool	\$137.75	\$179.10		\$
Prestige Swivel Chair	\$168.50	\$219.05		
<b>Accessories</b>				
42"x23"x37" Counter	\$325.75	\$423.50		\$
42"x23"x78" Counter	\$631.00	\$820.50		\$
Wastebasket	\$28.50	\$37.05		\$
Tripod Easel	\$67.50	\$87.75		\$
Raffle Drum	\$151.50	\$196.95		\$
Security Container	\$355.00	\$461.50		\$

<b>Subtotal</b>	\$
<b>7.75% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Discount Deadline: Tuesday, December 19, 2017**

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**FURNITURE - CHAIRS & ACCESSORIES**



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting**  
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<b>ACCESSORIES (Rental Exhibits)</b>				
Description	Discount	Standard	QTY	Total
Long Arm Spotlight	\$126.75	\$177.45		\$
Clip-On Spotlight	\$126.75	\$177.45		\$
39"L x 12"W Angled Shelf	\$94.25	\$131.95		\$
39"L x 12"W Flat Shelf	\$94.25	\$131.95		\$
Velcro Adhesive Brochure Holder	\$22.00	\$28.00		\$
Colored Panels (Rental Exhibits)	\$50.50	\$70.70		\$
Velcro Panels	\$167.50	\$217.75		\$
<b>Special Drapery Price is Per Foot Preferred Color: _____</b>				
3' Drape	\$17.50	\$23.00		\$
8' Drape	\$21.00	\$27.50		\$
12' Drape	\$26.25	\$36.75		\$
<b>Special Skirting Price is Per Foot Preferred Color: _____</b>				
Table	\$16.00	\$27.00		\$
Crate	\$16.00	\$27.00		\$
Platform	\$16.00	\$27.00		\$
Stage	\$16.00	\$27.00		\$
				\$

Table Skirt Color Availability		
	Red	White
	Burgundy	Plum
	Royal Blue	Grey
	Black	Gold
	Teal	
*Please use colors for reference only		

<b>Subtotal</b>	\$
<b>7.75% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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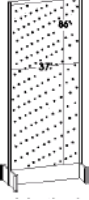



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CONVENTION HANDLING SERVICES


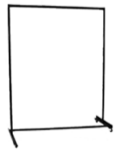





**Association of American Law Schools 2018 Annual Meeting**  
**January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**Pegboard, Tackboard, Grid Wall & Slat Wall Options**

			
<b>Pegboard</b>	<b>Tackboard</b>	<b>2X8 Grid Wall</b>	<b>4'h x 8'w Slat Wall (*)</b>

**Display Rack Options**

(\*) Limited Availability after Discount Deadline

						
<b>Bag Rack</b>	<b>Garment Rack</b>	<b>Garment - 2 Arm</b>	<b>Coat Rack</b>	<b>Chrome Stanchion</b>	<b>Sign Stand 22x28</b>	<b>Literature Rack</b>

**Discount Deadline: Tuesday, December 19, 2017**

Description	Discount	Standard	QTY	Total
4'x8' Peg Board	\$181.00	\$235.50		\$
8'x4' Peg Board	\$181.00	\$235.50		\$
4'x8' Tackboard	\$181.00	\$235.50		\$
8'x4' Tackboard	\$181.00	\$235.50		\$
2'x8' Gridwall	\$140.50	\$182.70		\$
4'x8' Slatwall	\$162.50	\$211.25		\$
Bag rack	\$157.50	\$204.75		\$
Garment Rack	\$157.50	\$204.75		\$
Garment-2 Arm	\$157.50	\$204.75		\$
Coat Rack	\$157.50	\$204.75		\$
Chrome Stanchion	\$77.00	\$100.25		\$
Sign Stand 22"x28"	\$107.50	\$139.75		\$
Literature Rack	\$195.75	\$254.50		\$
Plastic Chain	\$4.80	\$6.25		\$

<b>Subtotal</b>	\$
<b>7.75% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting**  
**January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**Discount Deadline: Tuesday, December 19, 2017**

CHS provides quality carpet at competitive prices. The carpet will be delivered clean and installed (only front edge is taped) in your booth prior to your move-in.

We offer custom carpet, as well as standard booth carpeting. Please use this order form for all of your carpeting needs. If you have any questions please call our Exhibitor Service Department.

Standard Carpet Includes delivery, installation and dismantle				
Description	Discount	Standard	QTY	Total
10' X 10' carpet	\$195.00	\$253.50		\$
10' X 20' carpet	\$390.00	\$507.00		\$
10' X 30' carpet	\$585.00	\$760.50		\$
10' X 40' carpet	\$780.00	\$1014.00		\$
10' X 50' carpet	\$975.00	\$1267.50		\$

Standard Colors	
	Red
	Forest Green
	Burgundy
	Navy Blue
	Black
	Silver Mist
	Charcoal Gray
	Teal

Please note, show color will be chosen on orders with no preference indicated.

Color preference: \_\_\_\_\_

Custom Cut Carpet Includes delivery, installation and dismantle	
Our <b>standard</b> carpet, cut to your specifications. Custom carpet orders must be received by the discount deadline or may not be honored. <b>Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.</b>	
Booth Dimensions: _____ X _____ = _____ Total SQ FT	
<b>Discount Price.</b> _____ Total SQ FT X \$4.70 per SQ FT = \$ _____	
<b>Standard Price.</b> _____ Total SQ FT X \$5.65 per SQ FT = \$ _____	

Please note, show color will be chosen on orders with no preference indicated. No Credit will be given once order is processed.

**\*CUSTOM CARPET ORDER BY DECEMBER 4, 2017** Color preference: \_\_\_\_\_

Custom Colors	
	Red
	Emerald
	Jade
	Navy Blue
	Black
	Blue Mist
	Charcoal Gray
	White

Plush Carpet Includes delivery, installation and dismantle	
Plush 100% nylon pile carpet, cut to your specifications. Plush carpet orders must be received by the discount deadline or may not be honored. <b>Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.</b>	
Booth Dimensions: _____ X _____ = _____ Total SQ FT	
<b>Discount Price.</b> _____ Total SQ FT X \$5.35 per SQ FT = \$ _____	
<b>Standard Price.</b> _____ Total SQ FT X \$7.30 per SQ FT = \$ _____	

Please note, show color will be chosen on orders with no preference indicated. No Credit given once order is processed.

**\*PLUSH CARPET ORDER BY DECEMBER 4, 2017** Color preference: \_\_\_\_\_

Carpet Padding 1/2" Carpet Padding					
Booth Dimensions: _____ X _____ = _____ Total SQ FT					
Description	Discount	Standard		Total Sq Ft	Total
Carpet Padding per sq ft	\$1.55 sq ft	\$1.95 sq ft	X		\$
Visqueen per sq ft	\$0.85 sq ft	\$1.10 sq ft	X		\$

<b>Subtotal</b>	\$
<b>7.75% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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CARPET



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting  
January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**Discount Deadline: Tuesday, December 19, 2017**

**Booth Cleaning Services**

All rates are based on square footage of booth area (100 Sq. Ft. minimum)

Rental carpet is delivered to your booth clean. However, during exhibit setup, the carpet may become unclean. Below are options for a Pre-Show clean or cleaning for each day of the event.

**Vacuum and General Cleaning**

(Minimum of 100 Sq. Ft. Daily vacuuming includes emptying of wastebasket and pre-show cleaning.)

	Description	Discount	Standard
<input type="checkbox"/>	Provide <b>One Time</b> service prior to opening.	\$0.60	\$0.85
<input type="checkbox"/>	Provide <b>Daily</b> service for duration of show.	\$0.60	\$0.85

Booth Dimensions: _____ X _____ = _____ Total SQ FT	
<b>(Discount Price)</b>	Total SQ FT _____ X \$ .60 _____ X No. Days _____ = \$ _____
<b>(Standard Price)</b>	Total SQ FT _____ X \$ .85 _____ X No. Days _____ = \$ _____

<b>Subtotal</b>	\$ _____
<b>7.75% Sales Tax</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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CLEANING



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting  
January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**Discount Deadline: Monday, December 11, 2017**

High-quality signs and graphics will enhance the overall image of your booth. Our sign department at CHS is driven to excellence and strives to produce the highest quality signs and graphics. Our state-of-the-art equipment creates precision graphics that will stand out on the show floor.

**Signage Rates**

Price includes eight (8) words and the price is based on white show card with black, red, blue or burgundy lettering.

Size	Discount	Standard	QTY	Total
7" X 11"	\$53.00	\$89.50		\$
7" X 44"	\$61.20	\$91.80		\$
11" X 14"	\$71.25	\$107.00		\$
14" X 22"	\$79.25	\$119.00		\$
22" X 28"	\$118.50	\$154.45		\$
28" X 44"	\$195.75	\$255.00		\$
40" X 60"	\$250.00	\$320.00		\$
Easel back	\$8.50	\$12.50		\$

**Banner Rates**

(Minimum order of \$100.00. Colored backgrounds are an additional 20%)

Description	Discount	Standard	QTY	Total
Vinyl banner with grommets or pocket	Request Quote			\$
Digital Full Color Vinyl banner with grommets or pocket	Request Quote			\$

**Please use this box to write your copy if you are not sending graphics.  
Indicate whether you want your sign to be horizontal or vertical.**

Empty box for writing copy instructions.

**Our experienced graphic designers can create custom graphics for your booth...**

**Please call our Exhibitor Service Department for quotes, 210-202-2349.**

<b>Subtotal</b>	\$
<b>7.75% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

\*700 N. St. Mary's Street, Suite 1400\* San Antonio, TX. 78205 \* USA \* main 210.202.2349\*

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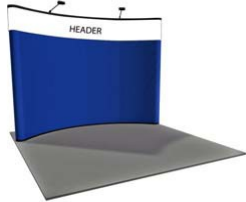

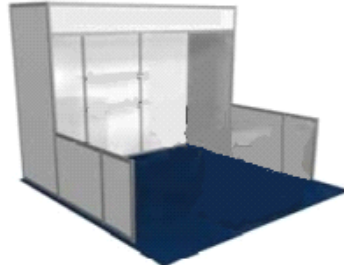


CUSTOM SIGNAGE ORDER FORM



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting**  
**January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

We have numerous Rental System options that will fit your exhibit needs. We offer tabletops, back walls, Islands and much more. Please use the following form to order a Rental System or call our Exhibitor Service Department with any questions.

BASIC RENTAL SYSTEMS	
	
<p><b>Package A</b>            6' or 8' tabletop curve wall displays. (1) Spotlight            Velcro Compatible.</p>	<p><b>Package B</b>            Pop-Up Display: 10' wide x 8' high            Velcro Compatible and (2) lights</p>
	
<p><b>Package C</b>            10'x10' In-Line Hard Wall (White)            (2) Shelves, *Carpet *(1) Chair * Counter</p>	<p><b>Package D</b>            10'x10' In-Line Hard Wall (White)            3 Track Lights *Carpet</p>
	
<p><b>Package E</b>            20' In-Line Hard Wall (White)            *Carpet *(2) Chairs *(4) Shelves *Counter</p>	<p><b>Package F</b>            20' In-Line Hard Wall (White)            *Carpet *(2)Chairs *(4) Shelves * Counter</p>

RENTAL EXHIBITS



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2018 Annual Meeting**  
**January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**Discount Deadline: Monday, December 04, 2017**  
**Rental Packages are only available if ordered by this date.**

<b>Package A Includes:</b> Tabletop Display	Installation, dismantle and standard header. 6' or 8' skirted table.
<b>Package B Includes:</b>	Installation, dismantle and standard header.
<b>Package C Includes:</b>	Installation, dismantle and standard header. <b>Back wall available in white only.</b>
<b>Package D Includes:</b>	Installation, dismantle and standard header, carpeting and vacuuming prior to show. <b>Back wall available in white only.</b>
<b>Package E Includes:</b>	Installation, dismantle and standard header, carpeting and vacuuming prior to show. <b>Back wall available in white only.</b>
<b>Package F Includes:</b>	Installation, dismantle and standard header, carpeting and vacuuming prior to show. <b>Back wall available in white only.</b>

RENTAL PACKAGE OPTION						
Item #	Description	Table Size	Back Wall Color	Price	OTY	Total
A	Package A	□ 6' or L 8'		\$1,050.00		\$
B	Package B	□ n/a		\$1,800.00		\$
C	Package C	n/a		\$3,195.00		\$
D	Package D	n/a	White	\$2,740.25		\$
E	Package E	n/a	White	\$4,792.00		\$
F	Package F	n/a	White	\$4,062.25		\$
CARPET PREFERENCE FOR PACKAGES C,D,E,F,G & H ONLY						
Please note, show color will be chosen on orders with no preference indicated. <b>Color preference:</b> _____						

Carpet Color	
	Red
	Forest Green
	Burgundy
	Royal Blue
	Black
	Gray
	Plum
	Teal

\* Please use colors only as a reference.

**All Headers Must be Special Ordered**

Please use the space below for the copy of your headers.

Logos— Prices based on EPS format. Please call if you have another format.			
Description	Discount	Standard	Total
One Color Logo	Please call for a quote.		\$
Two Color Logo	Please call for a quote.		\$
Three or More Color Logo	Please call for a quote.		

<b>Subtotal</b>	\$
<b>7.75% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

**Company:** \_\_\_\_\_ **Booth:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**RENTAL EXHIBIT ORDER FORM**



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2017 Annual Meeting**  
January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA

CHS is the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantle of exhibit material.

## **Labor Rules & Regulations**

To assist you in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules-Labor Regulations, we ask you to read the following:

### **Decorator Labor**

Union jurisdiction prevails over the set-up and dismantling of exhibits, including sign and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set-up your 10'x10' exhibit display if one person can accomplish the task in less than one-half hour without the use of tools. Union jurisdiction prevails over exhibits that extend over 10' in any direction.

If your exhibit preparations, installation or dismantling requires more than 1/2 hour, and or the use of tools, and you are not using an approved EAC, you must use the appropriate union personnel. One full time company employee may supervise/work with the union crew.

### **Material Handling**

Union jurisdiction prevails over the operation of all material handling equipment, all unloading and reloading and handling of empty containers. As a full time employee of the exhibiting company, you may move materials to and from your booth, during set-up and tear down, that can be hand carried by one person in one trip without the use of dollies, hand trucks or other mechanical equipment.

### **Tipping**

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

### **Safety**

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your standing weight. CHS cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in the assembling your booth, please order labor on the Labor Order Form. All necessary tools will be provided with labor.



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2017 Annual Meeting  
January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**Display Installation & Dismantle/Rates**

<b>STRAIGHT TIME</b>	<b>Monday- Friday</b>	<b>8:00 AM to 5:00 PM</b>	<b>\$135.75</b>
<b>OVER TIME</b>	<b>Monday- Friday</b>	<b>Before 8:00 AM &amp; After 5:00 PM</b>	<b>\$195.00</b>
<b>DOUBLE TIME</b>	<b>Saturday/Sunday</b>	<b>All Day</b>	<b>\$245.25</b>
<b>DOUBLE TIME</b>	<b>Holidays</b>	<b>All Day</b>	<b>\$245.25</b>

**Minimum Charge:** One hour per man. Labor thereafter will be charged in 1/2 hr. increments.

- X All work performed with CHS supervision will also be charged a 30% supervision fee.
- X Labor ordered on-site will be subject to a 30% surcharge and without a guaranty of start time..
- X There will be a one hour minimum charge for labor cancelled without a 24 hour notification.

<b>INSTALLATION LABOR</b>						
<input type="checkbox"/> <b>CHS Supervised Labor (Please complete the Inbound Shipping Instructions on the next page)</b> <input checked="" type="checkbox"/> <b>30% Supervision Fee will be added to total labor bill</b> <input checked="" type="checkbox"/> <b>We will perform your display set-up at our discretion, unless you instruct otherwise.</b> <input checked="" type="checkbox"/> <b>Work will be done on straight time, unless move-in schedule does not permit.</b>						
<b>Emergency Contact Name:</b>				<b>Phone:</b>		
<input type="checkbox"/> <b>Exhibitor Supervised Labor (Supervisor must check in at Service Desk for laborers)</b>						
<b>Supervisor Name:</b>				<b>Phone:</b>		
<b>ESTIMATION OF HOURS NEEDED</b>						
Date	Start Time	No. of Men	No. of Hours	Total Hours	Hourly Rate	Est. Total Cost
		X	=	@	\$ =	\$
<i>Special Instructions:</i>						

<b>DISMANTLE LABOR</b>						
<input type="checkbox"/> <b>CHS Supervised Labor (Please complete the Inbound Shipping Instructions on the next page)</b> <input checked="" type="checkbox"/> <b>30% Supervision Fee will be added to total labor bill</b> <input checked="" type="checkbox"/> <b>We will perform your display set-up at our discretion, unless you instruct otherwise.</b> <input checked="" type="checkbox"/> <b>Work will be done on straight time, unless move-in schedule does not permit.</b>						
<b>Emergency Contact Name:</b>				<b>Phone:</b>		
<input type="checkbox"/> <b>Exhibitor Supervised Labor (Supervisor must check in at Service Desk for laborers)</b>						
<b>Supervisor Name:</b>				<b>Phone:</b>		
<b>ESTIMATION OF HOURS NEEDED</b>						
Date	Start Time	No. of Men	No. of Hours	Total Hours	Hourly Rate	Est. Total Cost
		X	=	@	\$ =	\$
<i>Special Instructions:</i>						

<b>TOTAL</b>	\$
--------------	----

**Company:** \_\_\_\_\_ **Booth:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\*700 N. St. Mary's Street, Suite 1400\* San Antonio, TX. 78205 \* USA \* main 210.202.2349\*

[info@conventionhandling.com](mailto:info@conventionhandling.com) / [www.conventionhandlingservices.com](http://www.conventionhandlingservices.com)

**DISPLAY INSTALLATION & DISMANTLE**



CONVENTION HANDLING SERVICES

Association of American Law Schools 2017 Annual Meeting
January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA

Shipping Instructions for CHS Supervised Labor Orders

Please complete the following information if you ordered installation and/or dismantle services, with CHS Supervision on the previous page. Please note, you do not need to fill out this page if you plan to be present at the time of move-in/ move-out.

INBOUND SHIPPING & SET-UP DETAILS
Freight will be shipped to : Warehouse Show site
Date items were sent?
Number of Crates/Cartons/Fiber Cases?
Set Up Plans Attached? Yes No
Set Up Plans Included with Exhibit? Yes No
Photos Enclosed? Yes No
Carpet (CHS carpet must be ordered) Your Own CHS Carpet Color:
Did you order electrical services to be laid under the carpet? Yes No
If you shipped graphics, are they included? Included Shipped Separately
Comments:
OUTBOUND SHIPPING DETAILS
Consign to (Company Name): Phone:
Attention:
Address: City, State, Zip:
Carrier: No. of Shipping Labels:
Method: Air Freight ( ) Next Day 2nd Day Deferred Motor Freight Van Line
Other Carrier: ( )
Freight Charges Are: Prepaid Collect
\*\*In the event that your carrier fails to show up, your shipment will be re-routed via the show carrier. \*\*
Bill to: Shipper/Exhibitor: Attention:
Billing Address: Phone:
City, State, Zip:
FREIGHT AND CARRIER CHARGES GUARANTEED BY:
Shipper/Exhibitor's Printed Name:
Shipper/Exhibitor's Signature:
Emergency Phone: E-Mail:
DESCRIPTION OF SHIPMENT NO. OF PIECES
CRATES (WOODEN) EXHIBITION MATERIAL
CARTONS (CARDBOARD)
FIBER CASES/TRUNKS
SKIDS/PALLETS
OTHER (Describe)
BY SIGNING BELOW, YOU AGREE THAT THE SHIPPER DESIGNATES CHS AS ITS AGENT FOR TENDERING SHIPMENTS TO CARRIER. CHS RESERVES THE RIGHT TO RE-ROUTE ANY OUTGOING SHIPMENT VIA AN ALTERNATE CARRIER IN THE EVENT THE REQUESTED CARRIER FAILS TO PICK UP THE SHIPMENT BY EST. CARRIER CHECK IN TIME. CHS ASSUMES NO LIABILITY FOR MISDIRECTED SHIPMENTS AS A RESULT OF OLD SHIPPING ADDRESS LABELS WHICH REMAIN ON CONTAINERS.
If the shipment moves between two ports on a carrier by water, the law requires that the Bill of Lading shall state whether it is a carrier's or shipper's weight. NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$ . This is to certify that the above named articles are properly classified, described, packaged, marked, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.
SIGNATURE:

CHS SUPERVISED LABOR: SHIPPING INFO





**Association of American Law Schools 2017 Annual Meeting  
January 3-7, 2018 | Marriott Marquis San Diego Marina | San Diego, CA**

**What Is Material Handling?**

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

**Crated/Uncrated Shipments**

Crated shipments are packed in any type of shipping container that can be unloaded at the dock, and delivered without additional handling. Crated containers include: crates, fiber cases, cartons, and properly packed skids. Uncrated shipments indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded.

**Special Handling Shipments**

**Mixed Shipments**

Mixed shipments include a mix of both crated and uncrated materials.

**Ground Loading/Unloading**

Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flat bed trailers, double drop trailers, etc.

**Stacked Shipments**

Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)

**Piece Loading/Unloading**

Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.

**No Documentation**

Shipments that arrive from a small package carrier, such as FedEx, UPS and DHL, without a Bill of Lading, which requires additional time and labor to process.

**Excess of Small Shipments**

Ten or more small pieces in a shipment, via small package carriers, such as FedEx, UPS and DHL, that must be palletized prior to delivery.

**Material Handling: Money Saving Tools**

**\* Consolidate and Shrink Wrap Your Shipments**

For Example:

If you send 4 Separate Shipments:

- 1st Shipment @ 41 lbs = \$124.00 (200 lb. minimum)
- 2nd Shipment @ 44 lbs = \$124.00 (200 lb. minimum)
- 3rd Shipment @ 52 lbs = \$124.00 (200 lb. minimum)
- 4th Shipment @ 60 lbs = \$124.00 (200 lb. minimum)

If you send 1 Consolidated Shipment:

- 1 shipment (4 pieces) @ 197 lbs (200 lb minimum)
- 197 lbs. charged @ \$124.00**



CONVENTION HANDLING SERVICES

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**Material Handling Rates:**

**THE RATES BELOW ARE BASED ON STRAIGHT TIME FOR MOVE-IN AND MOVE-OUT.** All charges are based on In-bound weight and are per (100lbs) and are rounded up to the next 100lbs. There is a 200lb. minimum charge per shipment. CHS will receive advance shipments at the warehouse and will provide up to 30 day storage prior to the show. CHS will receive direct shipments at show-site on scheduled move-in days. CHS will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. CHS "Material Handling Agreement/Bill of Lading" must be filled out at close of show. All drayage must be prepaid.

**CHS REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.**

**Small Packages, under 30 lbs (received from a single shipment) will be charged \$55.00.**

<b>ADVANCE SHIPMENTS TO WAREHOUSE - All materials shipped in advance to the warehouse must arrive by: Tuesday, December 26, 2017. Any shipment arriving after this date will be charged an additional 30% per cwt, \$50.00 minimum in addition to any other charges incurred. (cwt = 100 lbs)</b>						
<b>CRATED (includes cartons)</b> Weight of Shipment	cwt	X	<b>\$124.00</b>	Per 100 lbs (200 lb. minimum)	=	\$
<b>SPECIAL HANDLING</b> Weight of Shipment	cwt	X	<b>\$159.50</b>	Per 100 lbs (200 lb. minimum)	=	\$
<b>UNCRATED (pad wrapped)</b> Weight of Shipment	cwt	X	<b>\$159.50</b>	Per 100 lbs (200 lb. minimum)	=	\$
<b>SMALL PACKAGE (under 30 lbs)</b> Weight of Shipment		X	<b>\$55.00</b>	Per 30 lbs (Total weight)	=	\$
		X			=	\$
					Estimated Freight Charges	\$
					Estimated Overtime Charge 35%	\$
					Estimated Total Charges	\$
<b>DIRECT SHIPMENTS TO SHOW SITE - Shipments arriving prior to Tuesday, January 02, 2018 will be refused. Shipments will be received during the move in periods and throughout the show. (cwt = 100 lbs)</b>						
<b>CRATED (includes cartons)</b> Weight of Shipment	cwt	X	<b>\$130.00</b>	Per 100 lbs (200 lb. minimum)	=	\$
<b>SPECIAL HANDLING</b> Weight of Shipment	cwt	X	<b>\$169.00</b>	Per 100 lbs (200 lb. minimum)	=	\$
<b>UNCRATED (pad wrapped)</b> Weight of Shipment	cwt	X	<b>\$169.00</b>	Per 100 lbs (200 lb. minimum)	=	\$
<b>SMALL PACKAGE (under 30 lbs)</b> Weight of Shipment		X	<b>\$55.00</b>	Per 30 lbs (Total weight)	=	\$
		X			=	\$
					Estimated Freight Charges	\$
					Estimated Overtime Charge 35%	\$
					Estimated Total Charges	\$

- Surcharges** - Based upon the Material Handling Rates quoted above, a 35% overtime surcharge per cwt (100 lbs) for each occurrence, will apply if:
- Shipments are received on overtime: Monday-Friday before 8:00 am & after 4:30 pm, Saturday, Sunday, or observed union holidays.
  - Material is moved from warehouse to show-site on overtime due to show schedule.
  - Material is moved out of show-site on overtime due to show schedule.
  - Due to scheduling beyond CHS control, all freight will be moved in and out on OT.
  - Late shipments will be charged an additional 30%.
  - Shipments returned to the warehouse for whatever reason will be charged an additional 35% per 100lbs cwt., 300lbs minimum.

**Company:** \_\_\_\_\_ **Booth:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_



CONVENTION HANDLING SERVICES

**Association of American Law Schools 2017 Annual Meeting**  
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## **Dock Restrictions**

Please be advised. Due to the configuration of the loading dock at the Marriott Marquis San Diego Marina, trucks larger than 13'-0" in height and 48'-0" in length, will not be accommodated. Any trucks larger than these limits will be subject to a minimum charge of a \$550.00 fee. Any shipment that cannot be loaded or off loaded at the dock will be subject to special handling fees. These charges are the responsibility of the exhibiting firm.

**ADVANCE SHIPMENTS**

(Monday – Friday: 9:00 a.m. – 3:00 p.m.)

**EXHIBIT MATERIAL DO NOT DELAY**

**MUST DELIVER BY DECEMBER 26, 2017**

**ADVANCE SHIPMENTS**

(Monday – Friday: 9:00 a.m. – 3:00 p.m.)

**EXHIBIT MATERIAL DO NOT DELAY**

**MUST DELIVER BY DECEMBER 26, 2017**

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

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

LibertyCSF NV Inc  
9525 Padgett St.  
San Diego, CA 92126

**HOLD FOR: AALS – 2018**

BOOTH#: \_\_\_\_\_ PC. \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_

**WAREHOUSE DELIVERY**

**CONVENTION HANDLING SERVICES**

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

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

LibertyCSF NV Inc  
9525 Padgett St.  
San Diego, CA 92126

**HOLD FOR: AALS – 2018**

BOOTH#: \_\_\_\_\_ PC. \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_

**WAREHOUSE DELIVERY**

**CONVENTION HANDLING SERVICES**

THE ABOVE LABELS ARE FOR YOUR CONVENIENCE.

PLACE ONE ON EACH PIECE BEING SHIPPED TO ENSURE PROPER DELIVERY.

IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

DIRECT SHIPMENTS

EXHIBIT MATERIAL DO NOT DELAY

**DO NOT DELIVER UNTIL JANUARY 02, 2018**

DIRECT SHIPMENTS

EXHIBIT MATERIAL DO NOT DELAY

**DO NOT DELIVER UNTIL JANUARY 02, 2018**

TO:

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

Marriott Marquis San Diego Marina

Grand Ballroom

333 West Harbor Drive

San Diego, CA 92101

**HOLD FOR: AALS – 2018**

BOOTH#: \_\_\_\_\_ PC. \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_

**SHOW SITE DELIVERY**

**CONVENTION HANDLING SERVICES**

TO:

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

Marriott Marquis San Diego Marina

Grand Ballroom

333 West Harbor Drive

San Diego, CA 92101

**HOLD FOR: AALS – 2018**

BOOTH#: \_\_\_\_\_ PC. \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_

**SHOW SITE DELIVERY**

**CONVENTION HANDLING SERVICES**

THE ABOVE LABELS ARE FOR YOUR CONVENIENCE.

PLACE ONE ON EACH PIECE BEING SHIPPED TO ENSURE PROPER DELIVERY.

IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



# LibertyCFS NV<sup>®</sup> Inc.

## The Liberty Advantage

*Trust the shipping of your exhibit materials  
to LibertyCFS NV<sup>®</sup> Inc.*

*No agonizing, we do all the organizing  
...we deliver peace of mind  
...we deliver freedom*

## LibertyCFS NV<sup>®</sup> Inc.

100% dedicated to the  
Convention and Trade Show  
Industry

***We are.....***

*... service driven* specialists,  
focused on getting you to and from  
your event with door-to-door service

*... a single point* of contact

*... all day – every day*

**TEAMWORK  
TRUST  
ACCOUNTABILITY**

## TRANSPORTATION SERVICES...

**Overnight / 2<sup>nd</sup> Day Service**

**Economy Air**

**Liberty Saver Express or Ground**

**Exclusive Use Full Trailer**

**International Freight Forwarding**

**Customs Brokerage Services**

***We design solutions*** tailored to fit  
your shipping and customs needs

*Need more information?*

T: (905) 338-3993

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

F: (905) 338-1092

*"Delivering Freedom<sup>®</sup>"*

Las Vegas • Toronto

Please accept this form as your authority to provide Customs and/or Transportation services.  
We wish to use LibertyCFS NV, Inc. for the following:

Customs & Transportation     Customs Only     Transportation Only     **Return Only**

Pick-up Location	Company			Exhibitor		Booth
	IRS # Tax ID			Show Name		
	Address 1			Address 1		
	Address 2			Address 2		
	City	State	Zip	Address 3		
	Contact			City	State	Zip
	Phone	Fax		On-site Contact		Cell

<input type="checkbox"/> <b>Shipper</b>	Other:	<input type="checkbox"/> <b>Shipper</b>	Other:		
Billing Address		Return Freight to			
Address 1		Address 1			
Address 2		Address 2			
City	State	Zip	City	State	Zip
Contact		Contact		Phone	
Phone	Fax		<b>PU Date</b>		<b>Arrive by</b>

Credit Card	Card Number:		Charge to:		<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> AMEX
	Expiry Date:		Security Code:		E-mail Address:		
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				Card Holder Name		
					Signature		

## Transportation Info

Pick up	Date	Hours - From	To
Delivery	Date	Time	
Description of Packages/Contents			
<input type="checkbox"/>	Cartons or Boxes	Dimensions (LxWxH)	
<input type="checkbox"/>	Vinyl Cases		
<input type="checkbox"/>	Wooden Crates		
<input type="checkbox"/>	Flat Pieces	Description of Goods	
<input type="checkbox"/>	Skids or Pallets		
<input type="checkbox"/>	Trunks		
<input type="checkbox"/>	Tubes	Weight	
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos

Service Requested:

Express     Economy LTL 5-7 Day     Overseas

Inside Pickup                       Inside Delivery

Liftgate for pickup                       Liftgate for delivery

Other (Specify below)

**Declared Value for Carriage**

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. LibertyCFS NV, INC charge 4% per \$1000. Min \$40.

Enter Amount \$ \_\_\_\_\_

**FAA/DOT Security Approval:    Known/Unknown**

**Shipper Security and Hazardous Material Declaration**

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature \_\_\_\_\_

***Please note: When shipping to a second conference, please complete a second form***

**Transportation & Customs**



## WHISPER



### Whisper Sofa

White Leather  
87"L x 37"D x 35"H



### Whisper Loveseat

White Leather  
61"L x 37"D x 35"H



### Whisper Chair

White Leather  
35"L x 37"D x 35"H



### Whisper Bench Ottoman

White Leather  
60"L x 24"D x 17"H



### Whisper Square Ottoman

White Leather  
40"Square x 17"H



### Whisper Round Ottoman

White Leather  
46"Round x 17"H

## FUNCTION

Modular Seating Collection



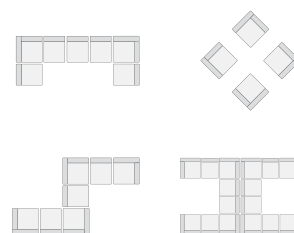
### Function Armless Chair

White Leather  
28"Square x 29"H



### Function Corner

White Leather  
28"Square x 29"H





## CONTINENTAL

Modular Seating Collection



### Continental Curved Loveseat

White Leather  
82"L x 34"D x 31"H



### Continental Reverse Curved Loveseat

White Leather  
72"L x 34"D x 31"H



### Continental Wedge Ottoman

White Leather  
30"L x 34"D x 19"H



### Continental Curved Bench Ottoman

White Leather  
70"L x 26"D x 19"H



### Continental Half Moon Ottoman

White Leather  
33"L x 19"D x 19"H

## SOPHISTICATION

Modular Seating Collection



### Sophistication Sofa

White Leather  
72"L x 31"D x 48"H



### Sophistication Loveseat

White Leather  
48"L x 31"D x 48"H



### Sophistication Chair

White Leather  
24"L x 31"D x 48"H

# SOPHISTICATION

Modular Seating Collection



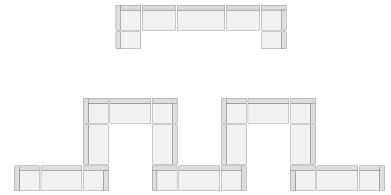
**Sophistication Corner**

White Leather  
31"Square x 48"H



**Sophistication Ottoman**

White Leather  
31"Square x 19"H



# BOCA

Modular Seating Collection



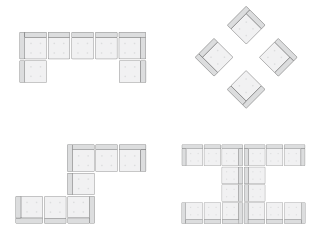
**Boca Corner**

Black Leather  
27"Square x 30"H



**Boca Armless**

Black Leather  
22"L x 27"D x 30"H



# METRO



**Metro Sofa**

Black Leather  
85"L x 35"D x 35"H



**Metro Loveseat**

Black Leather  
60"L x 35"D x 35"H



**Metro Chair**

Black Leather  
35"Square x 35"H

## METRO



### Metro Square Ottoman

Black Leather  
40"Square x 17"H



### Metro Bench Ottoman

Black Leather  
60"L x 24"D x 17"H

## SUAVE MIDNIGHT



### Suave Midnight Sofa

Midnight Suede  
77"L x 36"D x 33"H



### Suave Midnight Loveseat

Midnight Suede  
54"L x 36"D x 33"H



### Suave Midnight Chair

Midnight Suede  
32"L x 36"D x 33"H

## GRAMMERCY

Modular Seating Collection

\*See page 10 & 11 for additional Grammercy product available



### Grammercy Sofa

Charcoal Leather  
82"L x 36"D x 36"H



### Grammercy Loveseat

Charcoal Leather  
57"L x 36"D x 36"H



### Grammercy Chair

Charcoal Leather  
28"L x 36"D x 36"H

**Grammercy Corner**  
36"Square x 36"H

## PARMA



**Parma Sofa**  
Brown Leather  
79"L x 37"D x 36"H



**Parma Loveseat**  
Brown Leather  
56"L x 37"D x 36"H



**Parma Chair**  
Brown Leather  
33"L x 37"D x 36"H



**Parma Bench Ottoman**  
Brown Leather  
60"L x 24"D x 17"H

## MONTANA MOCHA



**Montana Mocha Sofa**  
Mocha Tan Fabric  
79"L x 35"D x 34"H



**Montana Mocha Loveseat**  
Mocha Tan Fabric  
57"L x 35"D x 34"H



**Montana Mocha Chair**  
Mocha Tan Fabric  
35"Square x 34"H

## CHANDLER



### Chandler Sofa

Red Leather  
76"L x 37"D x 35"H



### Chandler Loveseat

Red Leather  
53"L x 37"D x 35"H



### Chandler Chair

Red Leather  
31"L x 37"D x 35"H



### Chandler Bench Ottoman

Red Leather  
60"L x 24"D x 17"H

## EVOKE



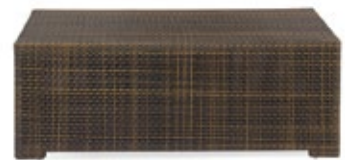
### Evoke Sofa

Coffee Resin Frame with Tan Cushions  
81"L x 35"D x 27"H



### Evoke Chair

Coffee Resin Frame with Tan Cushions  
33"L x 35"D x 27"H



### Evoke Cocktail Table

Coffee Resin Frame  
48"L x 24"D x 18"H

## EVOKE



### Evoke End Table

Coffee Resin Frame  
24"L x 28"D x 25"H



### Evoke Cube

Coffee Resin Frame  
18"Square

## STAGE CHAIRS



### Midnight Stage Chair

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



### Chamois Stage Chair

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



### Buckskin Stage Chair

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



### Empire Chair

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



### Ibiza Chair

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



### Tulip Chair

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

## STAGE CHAIRS



### Monarch Chair

Bright White Leather  
28"Square x 30"H

## OTTOMANS & BENCHES



### Curved Bench

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



### Square Ottoman

- Metro Black Leather
- Whisper White Leather
- Grammercy Charcoal Leather

40"Square x 17"H



### Bench Ottoman

- Metro Black Leather
- Whisper White Leather
- Chandler Red Leather
- Grammercy Charcoal Leather
- Parma Brown Leather

60"L x 24"D x 17"H



### Essentials Storage Ottoman

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



### Round Ottoman

- Grammercy Charcoal Leather
- Whisper White Leather

46"Round x 17"H



### 1/4 Round Ottoman

- Grammercy Charcoal Leather
- Whisper White Leather

34"L x 19"D x 17"H

## BANQUETTES



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



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



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

## TURNING BEDS



**Essentials Turning Bed**  
White Leather  
96"L x 48"D x 34"H

## CUBE OTTOMANS



**Regency Cube Ottomans**  
From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric  
18"Square



## CUBE OTTOMANS



### Cube Ottomans

From left to right: White Leather, Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl  
18" Square



### Essentials Turning Bed - Charged

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

*\*White slip cover available for black charging unit.*



### Boca Corner - Charged

Bright White Leather  
27" Square x 30"H



### Boca Chair - Charged

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



### Aspen Bar Table - Charged

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



### Aspen Cocktail Table - Charged

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



### White Conference Table - Charged

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

## OCCASIONAL TABLES



### Tribeca Tables

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



### Harmony Tables

End Table Wood/Esspresso  
24"Round x 22"H  
Console Table Wood/Esspresso  
52"L x 18"D x 30"H  
Cocktail Table Wood/Esspresso  
51"L x 28"D x 18"H



### Novel Tables

End Table Satin Steel  
15"Square x 16"H  
Cocktail Table Satin Steel  
46"L x 15"D x 16"H



### Aria Tables Red

End Table Red/Brushed Steel  
24"L x 20"D x 22"H  
Cocktail Table Red/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables Green

End Table Green/Brushed Steel  
24"L x 20"D x 22"H  
Cocktail Table Green/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables Blue

End Table Blue/Brushed Steel  
24"L x 20"D x 22"H  
Cocktail Table Blue/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables Purple

End Table Purple/Brushed Steel  
24"L x 20"D x 22"H  
Cocktail Table Purple/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables White

End Table White/Brushed Steel  
24"L x 20"D x 22"H  
Console Table White/Brushed Steel  
44"L x 20"D x 30"H  
Cocktail Table White/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables Charcoal

End Table Storm Grey/Brushed Steel  
24"L x 20"D x 22"H  
Console Table Storm Grey/Brushed Steel  
44"L x 20"D x 30"H  
Cocktail Table Storm Grey/Brushed Steel  
44"L x 20"D x 18"H

## OCCASIONAL TABLES



### London Tables

End Table Chrome/Marble  
24" Square x 23"H  
Console Table Chrome/Marble  
60"L x 16"D x 34"H  
Cocktail Table Chrome/Marble  
40" Square x 16"H



### Brooklyn Tables

End Table Square - Chrome  
22" Square x 20"H  
End Table Round - Chrome  
20" Round x 20"H  
Cocktail Table Rectangle - Chrome  
42"L x 24"D x 16"H  
Cocktail Table Round - Chrome  
30" Round x 16"H



### Vivid Tables

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



### Club Tables

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



### Rose Table

17" Round x 17"H



### Zanzibar Table

17" Square



### Cube End Tables

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



### Cube Cocktail Tables

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



### Hylton Tablet Table

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

## OCCASIONAL TABLES



### Phoebe Tables

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

## BARS & BAR BACKS



### Manhattan Bar

Black/Chrome  
63"L x 29"D x 42"H



### VIP Glow Bar 6'

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



### VIP Glow Bar 4'

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



### Bar

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



### Blox Bar Back

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



### Piazza Bar Back

■ Black  
□ White  
44"L x 12"D x 80"H  
13"W x 14.25"H (Inside Shelf)

## BAR STOOLS



**Vienna Stool**  
 ■ Gray Acrylic  
 ■ Orange Acrylic  
 ■ Teal Acrylic  
 17"W x 17"D x 39"H



**Criss Cross Bar Stool**  
 ■ Espresso Leather  
 □ White Leather  
 15"W x 19"D x 41"H



**Escape Stool**  
 Natural Maple  
 16"Square x 41"H



**Silk Back Bar Stool**  
 ■ Black    ■ Green  
 □ White    ■ Purple  
 ■ Blue    ■ Red  
 17"L x 18"D x 42"H



**Euro Bar Stool**  
 Black  
 21"W x 23"D x 43"H



**Hourglass Bar Stool**  
 ■ Black  
 □ White  
 18"W x 20"D x 43"H



**Equino Stool**  
 ■ Black  
 □ White  
 15"W x 13"D x 35"H

## BAR STOOLS



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



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



**Marcus Bar Stool**  
18"W (at footbase) x 29"H



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

## CAFE CHAIRS



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



**Silk Back Chair**  
Black  
White  
Blue  
Green  
Purple  
Red  
17"W x 18"D x 34"H  
(Also Available With Arms)

## CAFE CHAIRS



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



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



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



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



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



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



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



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

## BAR TABLES



**Euro Bar Table**

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



**Silk Bar Table**

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



**Silk Bar Table  
Tulip Base**

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



**City Bar Table**

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



**Park Ave Bar Table**

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



**Park Ave Bar Table  
Tulip Base**

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



**Summit Bar Table**

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



**Blanco Round Bar Table**

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



**Blanco Round Bar Table  
Tulip Base**

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



## BAR TABLES



**Blanco Square Bar Table**

White/Chrome  
24"Square x 42"H



**Blanco Square Bar Table  
Tulip Base**

White/Chrome  
24"Square x 42"H



**Blanco Rectangle Bar Table**

White/Chrome  
72"L x 24"D x 42"H



**Spectrum Bar Table Red**

Red/Chrome  
24"Square x 42"H



**Spectrum Bar Table Red  
Tulip Base**

Red/Chrome  
24"Square x 42"H



**Spectrum Bar Table Green**

Green/Chrome  
24"Square x 42"H



**Spectrum Bar Table Green  
Tulip Base**

Green/Chrome  
24"Square x 42"H



**Spectrum Bar Table Blue**

Blue/Chrome  
24"Square x 42"H



**Spectrum Bar Table Blue  
Tulip Base**

Blue/Chrome  
24"Square x 42"H

## BAR TABLES



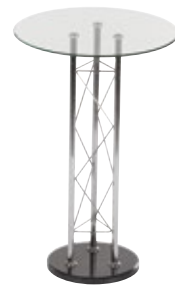
### Spectrum Bar Table Purple

Purple/Chrome  
24" Square x 42"H



### Spectrum Bar Table Purple Tulip Base

Purple/Chrome  
24" Square x 42"H



### Chardonnay Bar Table

Clear Glass/Chrome  
31" Round x 42"H



### Aspen Bar Table

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

## CAFÉ TABLES



### Euro Café Table

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



### Silk Café Table

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



### Park Ave Café Table

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

## CAFÉ TABLES



### City Café Table

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



### Summit Café Table

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



### Blanco Café Table

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



### Blanco Café Table

White/Chrome Rectangle  
72"L x 24"D x 30"H

### White/Chrome Square

24"Square x 30"H



### Spectrum Café Table Purple

Purple/Chrome  
24"Square x 30"H



### Spectrum Café Table Red

Red/Chrome  
24"Square x 30"H



### Spectrum Café Table Green

Green/Chrome  
24"Square x 30"H



### Spectrum Café Table Blue

Blue/Chrome  
24"Square x 30"H



### Aspen Dining Table

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

## OFFICE SEATING



**Tamiri High Back Chair**

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



**Tamiri Mid Back Chair**

Black Leather  
25"W x 27"D x 29"H



**Tamiri Guest Chair**

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



**Accord Chair**

■ Black  
□ White  
25"Square x 44"H



**Goal Task Chair**

Black  
25"Square x 39"H



**Goal Task Chair Armless**

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

## OFFICE SEATING



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



**Enterprise Mid Back Conference Chair**  
 Black Fabric  
 25"W x 27"D x 39"H



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



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



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

## CONFERENCE TABLES



**Conference Table Round**  
 ■ Black  
 ■ Mahogany  
 42"Round x 29"H



**Conference Table Rectangle**  
 ■ Black 6'  
 ■ Mahogany 6'  
 ■ Maple 6'  
 □ White 6'  
 72"L x 36"D x 30"H

■ Black 8'  
 ■ Mahogany 8'  
 ■ Maple 8'  
 □ White 8'  
 96"L x 48"D x 30"H

# OFFICE FURNITURE



**Computer Kiosk**

Black  
 White  
 24" Square x 42"H



**Computer Counter**

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



**Computer Desk**

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



**5 Shelf Bookcase**

Black  
 Mahogany  
 36"L x 12"D x 72"H



**Black Credenza**

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



**Black Double Pedestal**

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



**Genoa Storage Credenza**

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



**Genoa Kneespace Credenza**

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



**Genoa Executive Desk**

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

## OFFICE FURNITURE



### Presidential Kneespace Credenza

Mahogany  
24"L x 66"L x 29"H



### Presidential Executive Desk

Mahogany  
36"L x 72"L x 29"H



### Presidential File Cabinet

Mahogany  
24"L x 36"L x 29"H



### Vivid Café Table Square

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



### Vivid Café Table Rectangle

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



### Brooklyn Rectangle Dining Table

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



### Brooklyn Round Dining Table

Clear Glass/Chrome  
42" Round x 30"H



### Aspen Dining Table

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

## METAL FILE & STORAGE CABINETS



### 2-Drawer File

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



### 4-Drawer File

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



### 2-Drawer Lateral File

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



### 4-Drawer Lateral File

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



### Storage Cabinet

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



# PEDESTALS



## Display Pedestals 42"

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



## Display Pedestals 36"

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



## Display Pedestals 30"

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



## Locking Pedestal

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



## London Pedestal

- Chrome/Marble
- 24" Square x 42"H

## MISCELLANEOUS ITEMS



**Stanchion**  
Chrome  
41"H  
**Stanchion Rope**  
Red Velour  
6'L



**Literature Stand**  
■ Black  
■ Aluminum  
14.75"W x 12"D x 53.5"H



**Literature Rack**  
Black/Metal  
10.5"W x 9.5"D x 57"H



**Refrigerator Compact**  
White 4 Cu Ft  
19"W x 21"D x 33.5"H



**iPad® Stand**  
■ Black  
■ Silver  
14.25"W x 41.75"H  
(Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

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

## LIGHTING



### Brushed Steel Lamps

Table Lamp White/Steel  
26"H

Floor Lamp White/Steel  
66"H



### Brushed Nickel Lamps

Table Lamp White/Nickel  
29"H

Floor Lamp White/Nickel  
60"H



### Rubbed Bronze Lamps

Table Lamp White/Bronze  
28"H

Floor Lamp White/Bronze  
60"H



### Brushed Steel Lamps

Table Lamp Red/Steel  
26"H

Floor Lamp Red/Steel  
66"H



### Neutrino Floor Lamp

Steel  
67"H

## Custom Furniture Order Form

Please email completed order form to John Pierce @ [john@getaccent.com](mailto:john@getaccent.com)  
For assistance call 407-947-1613

## TRADE SHOW INFORMATION

Show Name	AALS 2018	Company Name	
Show Dates	January 3-7, 2018	Onsite Contact Name	
Venue Name	Marriott Marquis San Diego Marina	Onsite Contact Cell #	
Venue Address	333 West Harbor Drive	Delivery Date	01/02/2018 Time
City, State, Zip	San Diego, CA. 92101	Pickup Date	01/05/2018 Time
Booth # and Name		Show Contractor	Convention Handling Service

\*\*\*All Furniture Subject to Availability\*\*\*

**Terms & Conditions:**

**Payments:** Payment terms - 100% Payment due prior to delivery to secure the order unless Credit Approved with AFR  
You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space, please check your Exhibitor Manual.

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

**Late Fee:** All orders received within 14 days of the show opening will receive a 25% Late Fee. Show Site orders will be based on availability and charged a 30% Late Fee.

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

Item Number	Weight	Description	Dimensions	Standard	Qty.	Total
<b>Whisper (Pg. 2)</b>						
18228-0607	115 lbs.	Whisper White Leather Sofa	87"L x 37"D x 35"H	\$600.00		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"L x 37"D x 35"H	\$575.00		\$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"L x 37"D x 35"H	\$470.00		\$ -
18024-0003	30 lbs.	Whisper White Leather Bench Ottoman	60"L x 24"D x 17"H	\$260.00		\$ -
18184-0034	55 lbs.	Whisper White Leather Square Ottoman	40" Square x 17"H	\$260.00		\$ -
18184-0038	70 lbs.	Whisper White Leather Round Ottoman	46" Round x 17"H	\$260.00		\$ -
<b>Function (Pg. 2)</b>						
18284-0554	40 lbs.	Function White Leather Armless Chair	28" Square x 29"H	\$315.00		\$ -
18066-0016	36 lbs.	Function White Leather Corner	28" Square x 29"H	\$340.00		\$ -
<b>Continental (Pg. 3)</b>						
18303-0001	105 lbs.	Continental White Leather Curved Loveseat	82"L x 34"D x 31"H	\$620.00		\$ -
18304-0001	105 lbs.	Continental White Leather Reverse Loveseat	72"L x 34"D x 31"H	\$600.00		\$ -
18296-0005	35 lbs.	Continental White Leather Wedge Ottoman	30"L x 34"D x 19"H	\$260.00		\$ -
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$310.00		\$ -
18184-0132	30 lbs.	Continental White Leather Half Moon Ottoman	33"L x 19"D x 19"H	\$260.00		\$ -
<b>Sophistication (Pg. 3 &amp; 4)</b>						
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"L x 31"D x 48"H	\$620.00		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"L x 31"D x 48"H	\$415.00		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"L x 31"D x 48"H	\$310.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31" Square x 48"H	\$310.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31" Square x 19"H	\$235.00		\$ -
<b>Boca (Pg. 4)</b>						
18066-0026	38 lbs.	Boca Corner - Black	27"L x 27"D x 30"H	\$315.00		\$ -
18284-0786	28 lbs.	Boca Armless - Black	22"L x 27"D x 30"H	\$340.00		\$ -
<b>Metro (Pg. 4 &amp; 5)</b>						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"L x 35"D x 35"H	\$515.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"L x 35"D x 35"H	\$490.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35" Square x 35"H	\$385.00		\$ -
18184-0179	30 lbs.	Metro Black Leather Square Ottoman	40" Square x 17"H	\$260.00		\$ -
18024-0008	50 lbs.	Metro Black Leather Bench Ottoman	60"L x 24"D x 17"H	\$260.00		\$ -
<b>Suave Midnight (Pg. 5)</b>						
18228-0085	105 lbs.	Suave Midnight Sofa	77"L x 36"D x 33"H	\$445.00		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"L x 36"D x 33"H	\$390.00		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"L x 36"D x 33"H	\$290.00		\$ -
<b>Grammercy (Pg. 5)</b>						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"L x 36"D x 36"H	\$575.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"L x 36"D x 36"H	\$495.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"L x 36"D x 36"H	\$315.00		\$ -
<b>Parma (Pg. 6)</b>						
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"L x 37"D x 36"H	\$515.00		\$ -
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"L x 37"D x 36"H	\$490.00		\$ -
18284-0710	75 lbs.	Parma Brown Leather Chair	33"L x 37"D x 36"H	\$385.00		\$ -
18024-0061	30 lbs.	Parma Brown Leather Bench Ottoman	60"L x 24"D x 17"H	\$260.00		\$ -
<b>Montana Mocha (Pg. 6)</b>						
18228-0784	100 lbs.	Montana Mocha Sofa	79"L x 35"D x 34"H	\$480.00		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"L x 35"D x 34"H	\$420.00		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35" Square x 34"H	\$325.00		\$ -
<b>Chandler (Pg. 7)</b>						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"L x 37"D x 35"H	\$515.00		\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"L x 37"D x 35"H	\$490.00		\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"L x 37"D x 35"H	\$385.00		\$ -
18024-0062	60 lbs.	Chandler Red Leather Bench Ottoman	60"L x 24"D x 17"H	\$260.00		\$ -
<b>Imperial (Pg. 7)</b>						
18228-0604	95 lbs.	Imperial Purple Sofa	82"L x 36"D x 36"H	\$445.00		\$ -
18284-0484	45 lbs.	Imperial Purple Chair	28"L x 36"D x 36"H	\$260.00		\$ -
18184-0134	45 lbs.	Imperial Purple Bench Ottoman	48"L x 21"D x 18"H	\$205.00		\$ -
<b>Tangerine (Pg. 8)</b>						
18228-0084	115 lbs.	Tangerine Orange Sofa	84"L x 36"D x 33"H	\$445.00		\$ -
18284-0150	60 lbs.	Tangerine Orange Chair	40"L x 36"D x 33"H	\$315.00		\$ -
18184-0032	45 lbs.	Tangerine Orange Bench Ottoman	62"L x 24"D x 18"H	\$205.00		\$ -

**Evoke (Pg. 8)**

13229-0007	80 lbs.	Evoke Sofa	81"L x 35"D x 27"H	\$780.00	\$ -
13041-0015	40 lbs.	Evoke Chair	33"L x 35"D x 27"H	\$415.00	\$ -
13054-0011	20 lbs.	Evoke Cocktail Table	48"L x 24"D x 18"H	\$260.00	\$ -
13110-0009	20 lbs.	Evoke End Table	24"L x 28"D x 25"H	\$235.00	\$ -
13110-0008	10 lbs.	Evoke Cube	18" Square	\$160.00	\$ -

**Stage Chairs (Pg. 9)**

18284-0478	29 lbs.	Midnight Microfiber Stage Chair	25"L x 26"D x 37"H	\$185.00	\$ -
18284-0477	29 lbs.	Chamois Microfiber Stage Chair	25"L x 26"D x 37"H	\$185.00	\$ -
18284-0476	29 lbs.	Buckskin Microfiber Stage Chair	25"L x 26"D x 37"H	\$185.00	\$ -
18284-0564	80 lbs.	Empire Chair White Leather	28"L x 32"D x 32"H	\$340.00	\$ -
18284-0621	80 lbs.	Empire Chair Black Leather	28"L x 32"D x 32"H	\$340.00	\$ -
18284-0449	75 lbs.	Ibiza White Leather Chair	31"L x 35"D x 32"H	\$470.00	\$ -
18284-0590	50 lbs.	Ibiza Black Leather Chair	31"L x 35"D x 32"H	\$470.00	\$ -
05035-0028	65 lbs.	Tulip Black Fabric Chair	26"L x 27"D x 35"H	\$205.00	\$ -
18284-0785	24 lbs.	Monarch Chair - Bright White	28" Square x 30"H	\$390.00	\$ -

**Ottomans & Benches (Pg. 10)**

18184-0131	75 lbs.	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$310.00	\$ -
18184-0034	55 lbs.	Whisper White Leather Square Ottoman	40" Square x 17"H	\$260.00	\$ -
18184-0033	50 lbs.	Grammercy Charcoal Leather Square Ottoman	40" Square x 17"H	\$260.00	\$ -
18184-0179	30 lbs.	Metro Black Leather Square Ottoman	40" Square x 17"H	\$260.00	\$ -
18024-0002	30 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"L x 24"D x 17"H	\$260.00	\$ -
18024-0003	30 lbs.	Whisper White Leather Bench Ottoman	60"L x 24"D x 17"H	\$260.00	\$ -
18024-0008	50 lbs.	Metro Black Leather Bench Ottoman	60"L x 24"D x 17"H	\$260.00	\$ -
18024-0062	60 lbs.	Chandler Red Leather Bench Ottoman	60"L x 24"D x 17"H	\$260.00	\$ -
18024-0061	30 lbs.	Parma Brown Leather Bench Ottoman	60"L x 24"D x 17"H	\$260.00	\$ -
05026-0005	60 lbs.	Hayden Black Wood Bench	67"L x 16"D x 17"H	\$130.00	\$ -
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"L x 24"D x 20"H	\$365.00	\$ -
18184-0038	70 lbs.	Whisper White Leather Round Ottoman	46" Round x 17"H	\$260.00	\$ -
18184-0036	65 lbs.	Grammercy Charcoal Leather Round Ottoman	46" Round x 17"H	\$260.00	\$ -
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"L x 19"D x 17"H	\$155.00	\$ -
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"L x 19"D x 17"H	\$155.00	\$ -

**Banquettes & Turning Beds (Pg. 11)**

18011-0011	150 lbs.	Essentials White Banquette (2 pcs)	60" Round x 48"H	\$780.00	\$ -
18011-0001	130 lbs.	Whisper White Leather Banquette, Tufted (2 pcs)	59" Round x 38"H	\$780.00	\$ -
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59" Round x 38"H	\$780.00	\$ -
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"L x 48"D x 34"H	\$935.00	\$ -

**Cube Ottomans (Pg. 11 & 12)**

18184-0198	15 lbs.	Regency Orange Cube	18" Square	\$100.00	\$ -
18184-0196	15 lbs.	Regency Teal Cube	18" Square	\$100.00	\$ -
18184-0197	15 lbs.	Regency Ruby Cube	18" Square	\$100.00	\$ -
18184-0200	15 lbs.	Regency Camel Cube	18" Square	\$100.00	\$ -
18184-0193	15 lbs.	Regency Apple Cube	18" Square	\$100.00	\$ -
18184-0199	15 lbs.	Regency Fuchsia Cube	18" Square	\$100.00	\$ -
18184-0129	15 lbs.	Cube Ottoman - White	18" Square	\$100.00	\$ -
18184-0128	15 lbs.	Cube Ottoman - Black	18" Square	\$100.00	\$ -
18200-0001	15 lbs.	Cube Ottoman - Red	18" Square	\$100.00	\$ -
18200-0002	15 lbs.	Cube Ottoman - Green	18" Square	\$100.00	\$ -
18200-0003	15 lbs.	Cube Ottoman - Blue	18" Square	\$100.00	\$ -
18200-0004	15 lbs.	Cube Ottoman - Purple	18" Square	\$100.00	\$ -

**Charged (Pg. 12)**

10214-0001	235 lbs.	Essentials White Leather Turning Bed with Charging Station Insert	96"L x 48"D x 19"H	\$1,040.00	\$ -
22051-0001	40 lbs.	Boca Corner - Bright White	27"L x 27"D x 30"H	\$390.00	\$ -
22050-0001	30 lbs.	Boca Armless - Bright White	22"L x 27"D x 30"H	\$360.00	\$ -
22001-0001	80 lbs.	Aspen Pub Table - Charged	72"L x 26"D x 42"H	\$610.00	\$ -
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"L x 24"D x 18"H	\$340.00	\$ -
22200-0001	230 lbs.	White Conference Table - Charged	96"L x 43"D x 30"H	\$820.00	\$ -

**Occasional Tables (Pg. 13 & 14)**

12107-0008	28 lbs.	Tribeca End Table	24"L x 28"D x 22"H	\$180.00	\$ -
12055-0008	50 lbs.	Tribeca Cocktail Table	48"L x 28"D x 19"H	\$190.00	\$ -
12230-0005	38 lbs.	Tribeca Sofa/Console Table	48"L x 18"D x 30"H	\$200.00	\$ -
12107-0281	29 lbs.	Harmony End Table	24" Round x 22"H	\$180.00	\$ -
12055-0272	57 lbs.	Harmony Cocktail Table	51"L x 28"D x 18"H	\$190.00	\$ -
12230-0080	56 lbs.	Harmony Sofa/Console Table	52"L x 18"D x 30"H	\$200.00	\$ -
18024-0011	48 lbs.	Novel Satin Steel Cocktail Table	46"L x 15"D x 16"H	\$260.00	\$ -
18024-0010	30 lbs.	Novel Satin Steel End Table	15" Square x 16"H	\$235.00	\$ -
99-12304-05	10 lbs.	Aria Red End Table	24"L x 20"D x 22"H	\$180.00	\$ -
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"L x 20"D x 18"H	\$190.00	\$ -
99-12304-03	10 lbs.	Aria Green End Table	24"L x 20"D x 22"H	\$180.00	\$ -
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"L x 20"D x 18"H	\$190.00	\$ -
99-12304-06	10 lbs.	Aria Blue End Table	24"L x 20"D x 22"H	\$180.00	\$ -
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"L x 20"D x 18"H	\$190.00	\$ -
99-12304-04	10 lbs.	Aria Purple End Table	24"L x 20"D x 22"H	\$180.00	\$ -
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"L x 20"D x 18"H	\$190.00	\$ -
99-12304-01	10 lbs.	Aria White End Table	24"L x 20"D x 22"H	\$180.00	\$ -
99-12050-01	20 lbs.	Aria White Cocktail Table	44"L x 20"D x 18"H	\$190.00	\$ -
99-12305-01	65 lbs.	Aria White Sofa/Console Table	44"L x 20"D x 30"H	\$200.00	\$ -
99-12304-02	10 lbs.	Aria Charcoal End Table	24"L x 20"D x 22"H	\$180.00	\$ -
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"L x 20"D x 18"H	\$190.00	\$ -
99-12305-02	65 lbs.	Aria Charcoal Sofa/Console Table	44"L x 20"D x 30"H	\$200.00	\$ -
12107-0065	20 lbs.	Reno End Table	25" Round x 21"H	\$165.00	\$ -
12055-0061	45 lbs.	Reno Cocktail Table	45"L x 32"D x 18"H	\$185.00	\$ -
12230-0023	30 lbs.	Reno Sofa/Console Table	46"L x 17"D x 29"H	\$205.00	\$ -
12107-0282	35 lbs.	Vivid End Table	26" Square x 21"H	\$180.00	\$ -
12055-0273	50 lbs.	Vivid Cocktail Table	50"L x 24"D x 16"H	\$190.00	\$ -
12230-0081	55 lbs.	Vivid Sofa/Console Table	50"L x 24"D x 30"H	\$200.00	\$ -

12055-0318	55 lbs.	Club Cocktail Table w/ built in LED Lighting	44"L x 22"D x 18"H		\$260.00	\$	-
12107-0331	40 lbs.	Club End Table w/ built in LED Lighting	22" Square x 18"H		\$235.00	\$	-
12003-0038	15 lbs.	Rose Table	17" Round x 17"H		\$205.00	\$	-
12003-0039	20 lbs.	Zanzibar Table	17" Square		\$205.00	\$	-
12107-0297	55 lbs.	Cube, White 24" End Table	24" Square x 21"H		\$185.00	\$	-
12107-0296	50 lbs.	Cube, Black 24" End Table	24" Square x 21"H		\$185.00	\$	-
12078-0012	50 lbs.	Cube, White 30" Cocktail Table	30" Square x 16"H		\$185.00	\$	-
12078-0011	50 lbs.	Cube, Black 30" Cocktail Table	30" Square x 16"H		\$185.00	\$	-
12055-0286	40 lbs.	Cube, White 24" Cocktail Table	24" Square x 16"H		\$180.00	\$	-
12055-0285	45 lbs.	Cube, Black 24" Cocktail Table	24" Square x 16"H		\$180.00	\$	-
12107-0467	15 lbs.	Hylton Table	18"L x 12"D x 28"H		\$160.00	\$	-
12003-0056	15 lbs.	Phoebe Table - Yellow	17" Round x 22"H		\$120.00	\$	-
12003-0052	15 lbs.	Phoebe Table - Lime Green	17" Round x 22"H		\$120.00	\$	-
12003-0053	15 lbs.	Phoebe Table - Rose	17" Round x 22"H		\$120.00	\$	-
12003-0051	15 lbs.	Phoebe Table - Gold	17" Round x 22"H		\$120.00	\$	-
12003-0074	15 lbs.	Phoebe Table - Teal	17" Round x 22"H		\$120.00	\$	-

**Bars & Bar Backs (Pg. 15)**

05012-0001	160 lbs.	Manhattan Martini Bar	63"L x 29"D x 42"H		\$680.00	\$	-
05012-0026	185 lbs.	VIP Frosted Plexi Glow Bar 6'	72"L x 24"D x 42"H		\$680.00	\$	-
05012-0024	130 lbs.	VIP Frosted Plexi Glow Bar 4'	48"L x 24"D x 42"H		\$575.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"L x 16"D x 42"H		\$310.00	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"L x 16"D x 42"H		\$310.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"L x 16"D x 86"H		\$390.00	\$	-
05001-0017	155 lbs.	Piazza Bar Back - Black	44"L x 12"D x 80"H		\$365.00	\$	-
05001-0018	155 lbs.	Piazza Bar Back - White	44"L x 12"D x 80"H		\$365.00	\$	-

**Bar Stools (Pg. 16 & 17)**

05237-0262	15 lbs.	Vienna Stool - Teal	17" Square x 39"H		\$190.00	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17" Square x 39"H		\$190.00	\$	-
05237-0264	15 lbs.	Vienna Stool - Smoke	17" Square x 39"H		\$190.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H		\$170.00	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H		\$170.00	\$	-
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16" Square x 41"H		\$145.00	\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H		\$160.00	\$	-
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H		\$160.00	\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H		\$160.00	\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H		\$160.00	\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H		\$160.00	\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H		\$160.00	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H		\$160.00	\$	-
05237-0231	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H		\$175.00	\$	-
05237-0230	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H		\$175.00	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H		\$175.00	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H		\$175.00	\$	-
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H		\$175.00	\$	-
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H		\$145.00	\$	-
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"W(at footbase) x 29"H		\$130.00	\$	-
05237-0156	20 lbs.	Regal Stool - Brown	19"W x 24"D x 45"H		\$175.00	\$	-

**Café Chairs (Pg. 17 & 18)**

05035-0031	15 lbs.	Vienna Chair - Orange	21" Square x 32"H		\$120.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21" Square x 32"H		\$120.00	\$	-
05035-0032	15 lbs.	Vienna Chair - Smoke	21" Square x 32"H		\$120.00	\$	-
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H		\$100.00	\$	-
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H		\$100.00	\$	-
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H		\$100.00	\$	-
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H		\$100.00	\$	-
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H		\$100.00	\$	-
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H		\$100.00	\$	-
05035-0009	10 lbs.	Escape Chair - Natural Maple	17"W x 16"D x 32"H		\$100.00	\$	-
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H		\$90.00	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H		\$115.00	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H		\$115.00	\$	-
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H		\$100.00	\$	-
05035-0023	15 lbs.	Elio Chair	17" Square x 33"H		\$100.00	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H		\$100.00	\$	-
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H		\$140.00	\$	-
14233-0006	15 lbs.	Comet Stack Chair - Black	19"W x 22"D x 32"H		\$130.00	\$	-
05221-0039	20 lbs.	Regal (Parson) Chair - Brown	19"W x 23"D x 38"H		\$145.00	\$	-

T = Tulip Base Available

**Bar Tables (Pg. 19 & 20)**

W/ Tulip Base  
Price / Qty

Normal Base  
Price / Qty

99-05245-01	45 lbs.	Euro 30" Round Bar Table - Black/Black	30" Round x 42"H		N/A	\$180.00	\$	-
99-05245-02	55 lbs.	Euro 36" Round Bar Table - Black/Black	36" Round x 42"H		N/A	\$185.00	\$	-
99-05245-04	T 45 lbs.	Silk 30" Round Bar Table - Black/Chrome	Tulip Avail. 30" Round x 42"H	\$215.00		\$180.00	\$	-
99-05245-05	T 55 lbs.	Silk 36" Round Bar Table - Black/Chrome	Tulip Avail. 36" Round x 42"H	\$220.00		\$185.00	\$	-
99-05245-07	T 45 lbs.	Park Ave 30" Round Bar Table - Maple/Chrome	Tulip Avail. 30" Round x 42"H	\$215.00		\$180.00	\$	-
99-05245-08	T 55 lbs.	Park Ave 36" Round Bar Table - Maple/Chrome	Tulip Avail. 36" Round x 42"H	\$220.00		\$185.00	\$	-
05012-0002	35 lbs.	Chardonnay Glass & Chrome Bar Table	31" Round x 42"H			\$260.00	\$	-
05204-0001	75 lbs.	Aspen Pub Table	72"L x 26"D x 42"H		N/A	\$520.00	\$	-
99-05245-10	T 45 lbs.	Blanco 30" Round Bar Table - White/Chrome	Tulip Avail. 30" Round x 42"H	\$215.00		\$180.00	\$	-
99-05245-11	T 55 lbs.	Blanco 36" Round Bar Table - White/Chrome	Tulip Avail. 36" Round x 42"H	\$220.00		\$185.00	\$	-
99-05245-12	T 50 lbs.	Blanco Square Bar Table - White/Chrome	Tulip Avail. 24" Square x 42"H	\$215.00		\$180.00	\$	-
99-05245-13	T 40 lbs.	Blanco Rectangle Bar Table - White/Chrome	Tulip Avail. 72"L x 24"D x 42"H	\$340.00		\$285.00	\$	-
99-05245-14	40 lbs.	City 30" Round Bar Table - Maple/Black	30" Round x 42"H			\$180.00	\$	-
99-05245-15	50 lbs.	City 36" Round Bar Table - Maple/Black	36" Round x 42"H			\$185.00	\$	-
99-05245-16	40 lbs.	Summit 30" Round Bar Table - White/Black	30" Round x 42"H		N/A	\$180.00	\$	-
99-05245-17	50 lbs.	Summit 36" Round Bar Table - White/Black	36" Round x 42"H			\$185.00	\$	-
99-05245-20	T 50 lbs.	Spectrum Red Bar Table	Tulip Avail. 24" Square x 42"H	\$240.00		\$200.00	\$	-
99-05245-19	T 50 lbs.	Spectrum Green Bar Table	Tulip Avail. 24" Square x 42"H	\$240.00		\$200.00	\$	-
99-05245-21	T 50 lbs.	Spectrum Blue Bar Table	Tulip Avail. 24" Square x 42"H	\$240.00		\$200.00	\$	-
99-05245-18	T 50 lbs.	Spectrum Purple Bar Table	Tulip Avail. 24" Square x 42"H	\$240.00		\$200.00	\$	-

**Café Tables (Pg. 20 & 21)**

99-05036-01	40 lbs.	Euro 30" Round Cafe Table - Black/Black	30" Round x 29"H		\$180.00	\$	-
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99-05036-02	50 lbs.	Euro 36" Round Cafe Table - Black/Black	36" Round x 29"H	\$185.00	\$ -
99-05036-04	40 lbs.	Silk 30" Round Cafe Table - Black/Chrome	30" Round x 29"H	\$180.00	\$ -
99-05036-05	50 lbs.	Silk 36" Round Cafe Table - Black/Chrome	36" Round x 29"H	\$185.00	\$ -
99-05036-07	40 lbs.	Park Ave 30" Round Cafe Table - Maple/Chrome	30" Round x 29"H	\$180.00	\$ -
99-05036-08	50 lbs.	Park Ave 36" Round Cafe Table - Maple/Chrome	36" Round x 29"H	\$185.00	\$ -
99-05036-14	45 lbs.	City 30" Round Cafe Table - Maple/Black	30" Round x 29"H	\$180.00	\$ -
99-05036-15	51 lbs.	City 36" Round Cafe Table - Maple/Black	36" Round x 29"H	\$185.00	\$ -
99-05036-16	45 lbs.	Summit 30" Round Cafe Table - White/Black	30" Round x 29"H	\$180.00	\$ -
99-05036-17	55 lbs.	Summit 36" Round Cafe Table - White/Black	36" Round x 29"H	\$185.00	\$ -
99-05036-10	40 lbs.	Blanco 30" Round Cafe Table - White/Chrome	30" Round x 29"H	\$180.00	\$ -
99-05036-11	50 lbs.	Blanco 36" Round Cafe Table - White/Chrome	36" Round x 29"H	\$185.00	\$ -
99-05036-12	50 lbs.	Blanco Square Cafe Table - White/Chrome	24" Square x 29"H	\$180.00	\$ -
99-05036-13	85 lbs.	Blanco Rectangle Cafe Table - White/Chrome	72"L x 24"D x 29"H	\$285.00	\$ -
99-05036-18	50 lbs.	Spectrum Purple Café Table	24" Square x 29"H	\$195.00	\$ -
99-05036-20	50 lbs.	Spectrum Red Café Table	24" Square x 29"H	\$195.00	\$ -
99-05036-19	50 lbs.	Spectrum Green Café Table	24" Square x 29"H	\$195.00	\$ -
99-05036-21	50 lbs.	Spectrum Blue Café Table	24" Square x 29"H	\$195.00	\$ -
05090-0001	90 lbs.	Aspen Dining Table	72"L x 30"D x 30"H	\$440.00	\$ -
<b>Office Seating (Pg. 22 &amp; 23)</b>					
14136-0002	45 lbs.	Tamiri Black Leather High Back	25"L x 27"D x 45"H	\$235.00	\$ -
14176-0007	45 lbs.	Tamiri Black Leather Mid Back	27" Square x 39"H	\$200.00	\$ -
14128-0002	45 lbs.	Tamiri Black Leather Guest Chair	25"L x 26"D x 37"H	\$185.00	\$ -
14136-0010	45 lbs.	Accord White Leather High Back	25" Square x 44"H	\$290.00	\$ -
14136-0081	45 lbs.	Accord Black Leather High Back	25" Square x 44"H	\$290.00	\$ -
14250-0013	35 lbs.	Goal Black Task Chair With Arms	25" Square x 39"H	\$150.00	\$ -
14250-0014	30 lbs.	Goal Black Task Chair Armless	21"L x 25"D x 39"H	\$140.00	\$ -
14136-0016	40 lbs.	Enterprise High Back Black Fabric Conference Chair	25"L x 27"D x 45"H	\$205.00	\$ -
14176-0008	35 lbs.	Enterprise Mid Back Black Fabric Conference Chair	24"L x 26"D x 39"H	\$185.00	\$ -
14128-0023	30 lbs.	Enterprise Guest Black Fabric Conference Chair	25"L x 27"D x 37"H	\$170.00	\$ -
14307-0003	45 lbs.	Goal Black Drafting Stool - Arms	25"L x 24"D x 48"H	\$160.00	\$ -
14307-0004	40 lbs.	Goal Black Drafting Stool - Armless	21"L x 24"D x 48"H	\$150.00	\$ -
<b>Conference Tables (Pg. 23)</b>					
14062-0256	175 lbs.	Conference Rectangle Table 6' - Maple	72"L x 36"D x 30"H	\$435.00	\$ -
14062-0109	175 lbs.	Conference Rectangle Table 6' - Black	72"L x 36"D x 30"H	\$435.00	\$ -
14062-0110	175 lbs.	Conference Rectangle Table 6' - Mahogany	72"L x 36"D x 30"H	\$435.00	\$ -
14062-0281	175 lbs.	Conference Rectangle Table 6' - White	72"L x 36"D x 30"H	\$460.00	\$ -
14062-0257	220 lbs.	Conference Rectangle Table 8' - Maple	96"L x 48"D x 30"H	\$470.00	\$ -
14062-0113	220 lbs.	Conference Rectangle Table 8' - Black	96"L x 48"D x 30"H	\$470.00	\$ -
14062-0114	220 lbs.	Conference Rectangle Table 8' - Mahogany	96"L x 48"D x 30"H	\$470.00	\$ -
14062-0282	220 lbs.	Conference Rectangle Table 8' - White	96"L x 48"D x 30"H	\$495.00	\$ -
14062-0252	220 lbs.	Conference Oval Racetrack Table 8' - Black	96"L x 48"D x 30"H	\$470.00	\$ -
14062-0260	220 lbs.	Conference Oval Racetrack Table 8' - Mahogany	96"L x 48"D x 30"H	\$470.00	\$ -
14062-0259	175 lbs.	Conference Oval Racetrack Table 6' - Black	72"L x 36"D x 30"H	\$435.00	\$ -
14062-0254	175 lbs.	Conference Oval Racetrack Table 6' - Mahogany	72"L x 36"D x 30"H	\$435.00	\$ -
<b>Office Furniture (Pg. 24 &amp; 25)</b>					
14309-0001	125 lbs.	Computer Kiosk - Black	24" Square x 42"H	\$380.00	\$ -
14179-0005	125 lbs.	Computer Kiosk - White	24" Square x 42"H	\$380.00	\$ -
14061-0002	20 lbs.	Computer Counter - Graphite	48"L x 24"D x 42"H	\$185.00	\$ -
14076-0014	20 lbs.	Computer Desk - Graphite	48"L x 24"D x 29"H	\$175.00	\$ -
14029-0096	55 lbs.	5 Shelf Bookcase - Mahogany	36"L x 12"D x 72"H	\$365.00	\$ -
14029-0098	55 lbs.	5 Shelf Bookcase - Black	36"L x 12"D x 72"H	\$365.00	\$ -
14072-0108	225 lbs.	Black Credenza	60"L x 20"D x 29"H	\$340.00	\$ -
14083-0105	290 lbs.	Black Double Pedestal Desk	60"L x 30"D x 29"H	\$390.00	\$ -
14072-0122	175 lbs.	Maple Credenza	72"L x 20"D x 29"H	\$495.00	\$ -
14083-0293	290 lbs.	Maple Double Pedestal Desk	60"L x 30"D x 29"H	\$470.00	\$ -
14143-0140	125 lbs.	Lateral File Maple - 2 Drawer w/ Lock	36"L x 20"D x 29"H	\$330.00	\$ -
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"L x 20"D x 29"H	\$340.00	\$ -
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"L x 20"D x 29"H	\$315.00	\$ -
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"L x 36"D x 29"H	\$365.00	\$ -
14072-0042	250 lbs.	Presidential Kneespace Credenza - Mahogany	66"L x 24"D x 29"H	\$415.00	\$ -
14083-0125	250 lbs.	Presidential Executive Desk - Mahogany	72"L x 36"D x 29"H	\$515.00	\$ -
14143-0060	220 lbs.	Presidential Lateral File - Mahogany	36"L x 24"D x 29"H	\$325.00	\$ -
05088-0366	155 lbs.	Hayden Table - Black Wood	78"L x 36"D x 30"H	\$420.00	\$ -
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42" Square x 30"H	\$315.00	\$ -
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"L x 36"D x 30"H	\$365.00	\$ -
<b>Metal File &amp; Storage Cabinets (Pg. 26)</b>					
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Locking Black	15"L x 25"D x 29"H	\$125.00	\$ -
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Locking Black	18"L x 25"D x 29"H	\$160.00	\$ -
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Locking Black	15"L x 25"D x 52"H	\$165.00	\$ -
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Locking Black	18"L x 25"D x 52"H	\$185.00	\$ -
14143-0006	100 lbs.	2 Drawer Lateral File - Locking Black	36"L x 18"D x 27"H	\$165.00	\$ -
14143-0144	125 lbs.	2 Drawer Lateral File - Locking Black	36"L x 20"D x 29"H	\$195.00	\$ -
14143-0008	170 lbs.	4 Drawer Lateral File - Locking Black	36"L x 18"D x 54"H	\$210.00	\$ -
14034-0015	135 lbs.	Storage Cabinet - Locking Black	36"L x 18"D x 72"H	\$210.00	\$ -

**Pedestals (Pg. 27)**

12091-0023	50 lbs.	Display Pedestal 14x42 Black	14" Square x 42"H	\$250.00	\$ -
12091-0004	120 lbs.	Display Pedestal 24x42 Black	24" Square x 42"H	\$305.00	\$ -
12091-0002	55 lbs.	Display Pedestal 18x42 Black	18" Square x 42"H	\$280.00	\$ -
12091-0030	50 lbs.	Display Pedestal 14x42 White	14" Square x 42"H	\$250.00	\$ -
12091-0024	45 lbs.	Display Pedestal 14x36 Black	14" Square x 36"H	\$215.00	\$ -
12091-0034	75 lbs.	Display Pedestal 24x36 Black	24" Square x 36"H	\$305.00	\$ -
12091-0031	45 lbs.	Display Pedestal 14x36 White	14" Square x 36"H	\$215.00	\$ -
12091-0033	75 lbs.	Display Pedestal 24x36 White	24" Square x 36"H	\$305.00	\$ -
12091-0025	40 lbs.	Display Pedestal 14x30 Black	14" Square x 30"H	\$195.00	\$ -
12091-0003	80 lbs.	Display Pedestal 24x30 Black	24" Square x 30"H	\$290.00	\$ -
12091-0001	45 lbs.	Display Pedestal 18x30 Black	18" Square x 30"H	\$205.00	\$ -
12091-0032	40 lbs.	Display Pedestal 14x30 White	14" Square x 30"H	\$195.00	\$ -
14309-0001	125 lbs.	Locking Pedestal Black	24" Square x 42"H	\$380.00	\$ -
14179-0005	125 lbs.	Locking Pedestal White	24" Square x 42"H	\$380.00	\$ -

**Miscellaneous Items (Pg. 28)**

14189-0077	50 lbs.	Stanchion Chrome	41"H	\$55.00	\$ -
11-517	2 lbs.	Stanchion Rope - Red Velour	6' Length	\$30.00	\$ -
14308-0010	8 lbs.	Literature Stand - Aluminum	14.75"W x 12"D x 53.5"H	\$140.00	\$ -
14308-0009	8 lbs.	Literature Stand - Black	14.75"W x 12"D x 53.5"H	\$140.00	\$ -
14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$145.00	\$ -
01209-0003	50 lbs.	Compact Refrigerator White - 4.0 Cu Ft	19"W x 21"D x 33.5"H	\$260.00	\$ -
99-12091-01	78 lbs.	Plexi Display Unit	18" Square x 68"H	\$315.00	\$ -
14523-0001	9.25 lbs.	iPad® Stand Black	14.25"W x 41.75"H	\$160.00	\$ -
14523-0002	9.25 lbs.	iPad® Stand Silver	14.25"W x 41.75"H	\$160.00	\$ -

**Lighting (Pg. 29)**

09417-0001 BSW	4 lbs.	Brushed Steel Table Lamp - White	26"H	\$90.00	\$ -
09392-0001 BSW	8 lbs.	Brushed Steel Floor Lamp - White	66"H	\$130.00	\$ -
09417-0001 BN	7 lbs.	Brushed Nickel Table Lamp - White	29"H	\$90.00	\$ -
09392-0001 BN	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	\$130.00	\$ -
09417-0001 RB	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	\$90.00	\$ -
09392-0001 RB	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	\$130.00	\$ -
09417-0001 BSR	4 lbs.	Brushed Steel Table Lamp - Red	26"H	\$90.00	\$ -
09392-0001 BSR	8 lbs.	Brushed Steel Floor Lamp - Red	66"H	\$130.00	\$ -
50013	71 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$130.00	\$ -

<b>Total of Pages Above</b>		\$ -
<b>Late Fee %</b>		\$ -
<b>Sub Total</b>		\$ -
<b>Sales Tax %</b>	8%	\$ -
<b>TOTAL Amount Due</b>		\$ -

Please email completed order form to  
[john@getaccent.com](mailto:john@getaccent.com)  
 For assistance call 407-947-1613

<b>Company Name</b>	-	<b>Credit Card Type</b>	
<b>Address</b>		<b>Credit Card #</b>	
<b>City</b>		<b>Card Holder</b>	
<b>State</b>		<b>Expiration Date</b>	
<b>Zip Code</b>		<b>Security Code</b>	
<b>Name / Date of Show</b>	-AALS 2018 Jan. 3-7, 2018	<b>Signature</b>	
<b>Booth Number</b>	-	<b>Date</b>	
<b>Contact Name</b>			
<b>Contact Phone</b>		<b>E-Mail Address</b>	
<b>Contact Cell</b>		<b>Fax</b>	
<b>Special Instructions</b>			



**Exclusive  
Audio/Visual  
Vendor For:**



<b>Organization Name</b>	_____		
<b>Booth #</b>	_____	<b>On Site Contact</b>	_____
<b>Delivery Date</b>	_____	<b>On Site Phone</b>	_____
<b>Pickup Date</b>	<b>Time</b>	<b>Email</b>	_____
	_____		_____
<b>Bill Contact Name</b>	_____	<b>Phone</b>	_____
<b>Address</b>	_____	<b>Email</b>	_____
<b>City</b>	_____	<b>State</b>	_____ <b>Zip</b> _____

For online orders: visit [bavservices.com](http://bavservices.com); select "Resources For Exhibitors"; click on the AALS logo and use customer code: AALS-SD18 when prompted.

**ALL ADVANCE ORDERS MUST BE RECEIVED BY DECEMBER 26, 2017**

**Equipment**

	Conference Rate	Total
<b>LED and LCD Monitors</b> Stand: <input type="checkbox"/> Floor <input type="checkbox"/> Tabletop <input type="checkbox"/> Wall Installation (PLEASE CALL or EMAIL)		
_____ 23" Monitor (Tabletop Stand Only) .....	\$250.00	\$ _____
_____ 27" Monitor (Tabletop Stand Only) .....	\$325.00	\$ _____
_____ 32" Monitor .....	\$400.00	\$ _____
_____ 40" Monitor .....	\$525.00	\$ _____
_____ 46" Monitor .....	\$675.00	\$ _____
_____ 55" Monitor .....	\$1,100.00	\$ _____
_____ 65" Monitor .....	\$1,500.00	\$ _____
_____ 80" Monitor .....	\$2,500.00	\$ _____
_____ Digital Playback / USB Port Requested <input type="checkbox"/>		
<b>Computers</b>		
_____ PC Laptop Computer (Windows 10Pro, Office 2013, I7 Processor, 15.6" Screen) .....	\$375.00	\$ _____
_____ Macbook Pro Laptop Computer (OSX Sierra, Keynote, I7 Processor, 15" Screen) .....	\$450.00	\$ _____
_____ Wireless Keyboard & Mouse .....	\$50.00	\$ _____
_____ Computer Audio (Anchor AN1000 Powered Speaker).....	\$150.00	\$ _____
<b>Video</b>		
_____ DVD Player .....	\$30.00	\$ _____
_____ Blu-Ray Player .....	\$50.00	\$ _____
<b>Audio</b>		
_____ UHF Wireless Microphone ....Type: <input type="checkbox"/> Lavalier... <input type="checkbox"/> Handheld... <input type="checkbox"/> Head.Set.(recommended).....		PLS CALL FOR PRICING

**Credit Card Type** VISA MasterCard Am Ex

**Credit Card #** \_\_\_\_\_

**Security ID #** (3-digit code on back of charge card) \_\_\_\_\_

**Exp. Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Sub-Total** \_\_\_\_\_

**21% Service Charge** \_\_\_\_\_

**Total** \_\_\_\_\_

**25% Rush Charge** (if after 12/26/17) \_\_\_\_\_

**Total Rental Charges** \_\_\_\_\_

**Check Enclosed (Amount)** \_\_\_\_\_

**Please Note:**

- BAV is a full service Audio Visual Rental, Staging and Production Company. Please call for any desired equipment not listed on this form including lighting, touchscreens, projectors, video walls, and monitor sizes not listed above.
- To order power, please contact the conference general contractor.
- Orders not cancelled within 24 hours of the event will be charged 50% of the total rental cost.
- **Orders received after December 26, 2017 will be subject to a 25% rush charge.**

E-Mail, mail or fax completed form to:

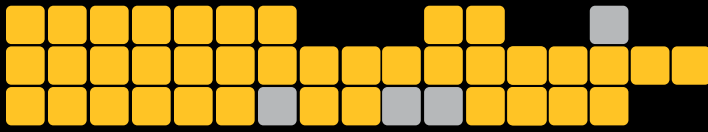
**BAV**

10 Sonwil Drive, Buffalo, NY 14225

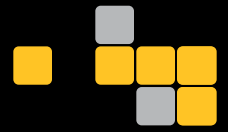
**Fax: (716) 685-5014 Phone: (800) 264-5010**

**Contact: Greg Back,**  
gback@bavservices.com





MARRIOTT MARQUIS  
SAN DIEGO MARINA



# POWER DISTRIBUTION SERVICES

PSAV® is proud to serve as the exclusive in-house provider for Power Distribution Services at the Marriott Marquis San Diego Marina. As part of our comprehensive electrical safety program the facility has been equipped with industry standard single pole or pin and sleeve devices to eliminate bare wire connections. All power distribution must be UL/ETL listed and meet all state and local codes.



## ELECTRICAL SERVICES POWER DROP – SINGLE PHASE

Power Drop Single Phase 20 Amp	\$145
Power Drop Single Phase 60 Amp	\$315
Power Drop Single Phase 100 Amp	\$405
Power Drop Single Phase 200 Amp	\$695



## ELECTRICAL SERVICES POWER DROP – THREE PHASE

Power Drop Three Phase 60 Amp	\$465
Power Drop Three Phase 100 Amp	\$780
Power Drop Three Phase 200 Amp	\$1,560
Power Drop Three Phase 400 Amp	\$3,115



## POWER DISTRIBUTION – EQUIPMENT

AC Power Distro 60A - 110V	\$170
AC Power Distro 60A - 208V	\$205
AC Power Distro 100A - 120V	\$230
AC Power Distro 200A - 208V	\$375



## POWER DISTRIBUTION LABOR RATES

Electrician Setup/Strike	\$115/hr.
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*All Power Distribution labor calls are based on a standard four-hour minimum and subject to all reasonable labor practices regarding overtime and non-standard calls and afterhours. Power Distribution labor is based on a per-show call basis.*

### Power Distribution Pricing

PSAV will not load or allow a service to be loaded beyond 80% of the rated capacity of the service. Power Distribution equipment distribution boxes are billed on a per-day basis. All power distribution PSAV uses will be UL/ ETL listed and will meet or exceed all state and local requirements for safe electrical distribution.

For more information, contact your PSAV representative at: 619.230.8924  
or visit us on the web at: [psav.com/marriottmarquissandiegomarina](http://psav.com/marriottmarquissandiegomarina)





**MARRIOTT MARQUIS**  
SAN DIEGO MARINA

**Exhibitor Order Form**



Phone: 619.230.8924 Fax:619.230.8315 [MarriottMarquisSD@psav.com](mailto:MarriottMarquisSD@psav.com)

**CUSTOMER INFORMATION - Please fill out Grey Areas**

*Name of Conference		Booth Number	
*Company		*On-site Contact	
*Address		*On-site Cell	
*City	*State & Zip	<b>Onsite Deliver/Setup: (Someone MUST be present for delivery)</b> Delivery Date _____ <b>Booth Carpeted: Yes No</b> Time frame: <b>8am-10am 10am-12noon 12pm-3pm 3pm-5pm</b> <b>* Required Field</b>	
*Ordered By	Fax		
*Phone	*Email		

**ALL POWER PRICING IS BASED ON SHOW RATES (7 DAY MAXIMUM) Please call for items not listed on**

Power - 120V	14 Days Prior	Quantity	Standard Rate	Quantity
5 Amp Exhibitor Drop 120V (Includes Power Strip)	\$ 185.00		\$ 345.00	
10 Amp Exhibitor Drop 120V (Includes Power Strip)	\$ 245.00		\$ 435.00	
20 Amp Exhibitor Drop 120V (Includes Power Strip)	\$ 300.00		\$ 520.00	

**Power - 208 V - 3 Phase (Distribution Not Included)**

20 Amp Exhibitor Drop 208V	\$ 780.00		\$ 1,015.00	
30 Amp Exhibitor Drop 208V	\$ 950.00		\$ 1,260.00	
60 Amp Exhibitor Drop 208V	\$ 1,215.00		\$ 1,630.00	

**ALL EQUIPMENT PRICING IS PER DAY**

Video Monitors	*Call for additional sizes*	Standard Rate	Quantity	Days
32"	Flat Panel LCD Video and Data Monitor with Table Stand (16:9)	\$ 260.00		
55"	Flat Panel LED Video and Data Monitor on Rolling Stand (16:9)	\$ 725.00		
90"	Flat Panel LED Video and Data Monitor (16:9)	Please Call		
	Floor Stand	\$ 75.00		

**Computer ONLY Monitors**

24"	LCD Flat Panel Computer Monitor (4:3)	\$ 240.00		
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**Presentation Computer - Windows**

	Standard Rate	Quantity	Days
PC Laptop - Windows 7	\$ 240.00		

**Cables & Adapters**

	Standard Rate	Quantity	Days
25' HDMI Cable	\$ 30.00		
Apple VGA to MiniDisplayPort Adapter	\$ 30.00		

**IMPORTANT INFORMATION**

What source will be used with the monitor(s)? (Please indicate below)

Computer \_\_\_\_\_; DVD/VCR or other Video Device \_\_\_\_\_; Multiple \_\_\_\_\_; Other (specify) \_\_\_\_\_

**PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.**

**Computer Accessories & Printers**

	Standard Rate	Quantity	Days
HP LaserJet B/W Printer M601n	\$ 190.00		
HP LaserJet Color Printer M551n	\$ 450.00		
Computer Speakers	\$ 60.00		

**Miscellaneous**

6' Tripod Screen Support Package	\$ 195.00		
DVD Player (US compatible, Region 1/NTSC)	\$ 95.00		
Power Strip & Extension Cord	\$ 40.00		

**Rigging - Call for quote**

**Terms & Conditions**

- ⚠ Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- ⚠ Your card WILL be charged approximately 1-3 days post show start date.
- ⚠ PSAV will **NOT** deliver equipment to an unattended booth. An authorized representative must sign for all equipment.
- ⚠ The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

**IMPORTANT: PSAV Cancellation Policy - All cancellations must be submitted in writing.**

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

**\*\* Wall Mounting \*\*** Call for Details

If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure **PRIOR** to your installation.

**Event Technology Support (ETS)** 25% Event Technology Support will be added to all equipment rentals.

**Tax Exempt Status** San Diego sales tax is 7.75%. If you are exempt from payment of sales tax, we require an exemption certificate from the state.

**Damage Waiver** If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.

<b>Subtotal</b>	\$	-
<b>ETS</b>	\$	-
<b>Loss Damage Waiver</b>	\$	-
<b>Tax</b>	\$	-
<b>Labor</b>	\$	-
<b>Total</b>	\$	-

**PSAV will contact you to arrange credit card payments**

Checks payable to: Marriott Marquis San Diego Marina Paying by Check? Please allow PSAV to confirm total PRIOR to sending check.



**AALS 2018 Annual Meeting  
San Diego Marriott Marquis  
January 3rd - 5th, 2018**

**Pacific Event Productions/PEP Creative  
6989 Corte Santa Fe, San Diego, CA 92121**

**Office: 858.458-9908 | Fax: 858.458.1173 | Email: amy.berner@pacificevents.com**

## Exhibitor Order Form

**Show Name:** \_\_\_\_\_ **AALS 2018** \_\_\_\_\_ **Date of Order:** \_\_\_\_\_

**Show Date:** \_\_\_\_\_ **1-3-18 to 1-8-17** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**On Site Contact Name** \_\_\_\_\_

**Cell Phone Number** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

CUSTOM DESIGNED ARRANGEMENTS				TROPICAL PALMS AND FICUS			
Quantity	Item	Unit Price	Price	Quantity	Equipment	Unit Price	Price
	Seasonal Floral Arrangement - Small	\$80.00			5' Palm w/ Top Dressing	\$110.00	
	Seasonal Floral Arrangement - Large	\$300.00			6' Palm w/ Top Dressing	\$125.00	
	Tropical Floral Arrangement - Small	\$90.00			8' Palm w/ Top Dressing	\$160.00	
	Tropical Floral Arrangement - Large	\$350.00			5' Ficus w/ Top Dressing	\$110.00	
					6' Ficus w/ Top Dressing	\$125.00	
					8' Ficus w/ Top Dressing	\$160.00	
					10'+ Palm w/ Top Dressing		Priced Upon Request
<b>TROPICAL PLANTS AND BLOOMING FOLIAGE</b>				<i>Includes choice of container: White, Black, Terracotta, or Basket</i>			
Quantity	Item	Unit Price	Price	<i>Hedge walls, Italian Cypress, Spiral Juniper, Cactus, Yucca,</i>			
	Blooming Plant	\$35.00		<i>and Bamboo also available and priced upon request.</i>			
	Fern or Ivy Plant	\$35.00				Sub-Total	
	2' Pygmy Date Palm	\$55.00			<b>Late Service Fee:</b>		
	3' Tropical Plant	\$70.00			<b>(25% charge for orders placed after December 18, 2017)</b>		
	4' Tropical Plant	\$85.00				Sales Tax:	
						<b>Grand Total</b>	
<b>SET AND DISMANTLING LABOR</b>				<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;">           No orders can be processed without payment         </div>			
Quantity	Labor and Delivery	Unit Price	Price				
	Floral Drop-Off (1-5 Small Items)	\$75.00					
	2- hour minimum @ \$30/hour (Set Up)	\$60.00					
	2- hour minimum @ \$30/hour (Dismantle)	\$60.00					
	Transport - Small order (Van)	\$225.00					
	Transport - Large order (Truck)	\$400.00					

### CREDIT CARD INFORMATION

Name on Credit Card:	Signature of Cardholder:
Credit Card Number:	Security Code: _____ Exp. Date: _____
Billing Address:	City and State: _____ Zip Code: _____
Phone #:	Email: _____

I hereby authorize Pacific Event Productions to charge the above listed credit card immediately upon receipt of this authorization. I agree that should Pacific Event Productions be unable to process this credit card, an alternate method of payment will be provided.

**CANCELLATION POLICY:** One day rental fee (inc. service fee & tax) will be charged unless notified 72 hours prior to delivery.



**Telecommunications Order Form**  
**333 West Harbor Drive, San Diego CA 92101**  
**Telephone: (619) 230-8970 Fax (619) 230-8905**

Today's Date: \_\_\_\_\_

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

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

Fax Number: \_\_\_\_\_

Client: \_\_\_\_\_

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

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

Event Manager: \_\_\_\_\_

<b>Equipment Options 25% service charge will be applied to all telecom orders.</b>	
<p><b>Telecommunications:</b></p> <p>Telephone with telephone line.....\$235 (\$210/line, \$25/phone)</p> <p>Speakerphone.....\$360 (\$210/line, \$150/phone) Speakerphone will not work properly in Marriott, San Diego or Marina Ballrooms</p> <p>Modem line for credit cards.....\$210/event *All lines are programmed with "9" as the prefix*</p>	<p><b>Basic Internet Access: Internet Managed by Property</b>  <b>Streaming video is not included in the following pricing</b></p> <p>Hard Lines =\$200 per day / per line. (Security passcodes are used on all connections)</p> <p>Wireless =\$25 per day / per connection (Security passcodes are used on all connections)</p> <p>For specific Bandwidth requirements (\$350 per mbps per day, Includes Static IP's.) VLAN's, Please call Tom Ulrich at 619-230-8970 for details.</p>

Meeting Room Name and or Booth #	Equipment / Service	Installation Date & Time	Removal Date & Time	Extension (office use only)	HA # (office use only)

<b>Billing</b>	
<input type="checkbox"/> Credit Card (Form is attached)	<input type="checkbox"/> Master account
Estimated Total: \$ _____	Client's Signature: _____

*\*All phone calls are billed at AT&T Day Time Operator Assisted rate plus hotel surcharges starting at 55% plus tax - International add \$8.00*

*In anticipation of your upcoming event, we wish to inform you of our policy concerning the use of wireless devices in our hotel. Specifically, the use of private wireless devices is permitted provided it does not cause harmful interference or pose a security threat to the hotel's network.*

*If you do bring your own wireless device, you may be asked to adjust the device settings in order to avoid service interruption/degradation to the hotel's network or wireless service offerings. If such coordination is not practicable due to technical reasons or hotel resources, you may be required to discontinue utilizing the wireless network.*

**Logged By:** \_\_\_\_\_

**Log Date:** \_\_\_\_\_

