

*Dear Exhibitor:*

*Your company is exhibiting at the event below. Please direct this service manual to the person in charge of your exhibit.*



***GAYLORD NATIONAL RESORT AND  
CONVENTION CENTER***

***NATIONAL HARBOR, MARYLAND***

**HERITAGE**  

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**EXPOSITION SERVICES**

## GENERAL INFORMATION

### **PARTNER PAVILION BOOTH EQUIPMENT**

Each 10'x10' booth will be set with 8' high silver, white, and expo green back drape, 3' high silver side dividers, and a 7"x 44" one-line identification sign. Additional furnishings can be ordered directly from the exhibitor service manual.

### **TECHNOLOGY SHOWCASE BOOTH EQUIPMENT**

Each 10'x10' booth will be set with 8' high silver, white, and blue back drape, 3' high blue side dividers, one (1) wastebasket, and a 7"x 44" one-line identification sign.

Technology Showcase exhibitors have a choice between:

1. (1) 6' blue skirted table and (2) folding chairs
2. (1) 4'x8' poster board and (1) folding chair
3. (2) easels and (1) folding chair

This choice must be made in the Event Power exhibitor portal. If not, the default is a 6' table and 2 chairs.

**Note:** There are no table/chair substitutions. Any furnishings, other than provided, are to be ordered through Heritage.

**POSTER AREA EQUIPMENT-** Each 4'x8' poster will be set in the designated area.

### **EXHIBIT HALL CARPET/CEILING HEIGHT**

The exhibit area and aisles are carpeted in tuxedo carpet (black w/ grey specks). To enhance the appearance of your booth rental carpet is available through Heritage. Please refer to the enclosed carpet brochure and furniture/carpet order form.

### **DISCOUNT PRICE DEADLINE DATE**

To receive advance order discount rates, we must receive your order and payment by **Monday, February 10<sup>th</sup>, 2014**.

## **SHOW SCHEDULE** (Please check the conference website for changes to the exhibit hours reflected below)

### **EXHIBITOR MOVE-IN**

Monday      February 24<sup>th</sup>                      8:00 a.m.      -      6:00 p.m.

### **EXHIBIT HOURS (Subject to change based on changes in the summit schedule)**

Tuesday      February 25<sup>th</sup>                      7:00 a.m.      -      10:00 a.m.

11:20 a.m.      -      1:30 p.m.

4:45 p.m.      -      8:00 p.m.

Wednesday      February 26<sup>th</sup>                      7:00 a.m.      -      9:30 a.m.

11:45 a.m.      -      2:15 p.m.

### **EXHIBITOR MOVE-OUT**

Wednesday      February 26<sup>th</sup>                      2:30 p.m.      -      8:00 p.m.

- **No early break down is allowed without prior agreement with Event Power; Event Power will assess a \$1000 fine for any company breaking down before 2:30 p.m., Wednesday, February 26<sup>th</sup>.**
- Empty crates and containers will be returned beginning 15 minutes after close, 2:30 p.m., Wednesday.
- All carriers must check-in no later than 5:00 p.m., Wednesday, February 26<sup>th</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 5:00 p.m.
- Please refer to the Outbound Shipments Form for detailed information regarding outbound shipping procedures.

### **SERVICE CENTER HOURS**

We will have staff available at show site at the Exhibitor Service Center during all exhibitor move-in and move-out times.

### **ASSISTANCE**

We want you to have a successful show. For assistance, please call our Exhibitor Services Department at 314-534-8500.

***-Heritage Exposition Services***

# Exhibit Guidelines and Requirements

All exhibit booths and displays should conform to the International Association for Exposition Management (IAEM) guidelines for display rules and regulations. A complete version of the IAEM guidelines are available upon request, for your reference, a few of the more common rules are listed below.

EXHIBIT GUIDELINES AND REQUIREMENTS	
<b>Booth Display Placement</b>	Regardless of the number linear booth (i.e. 8x10 or 10x10 inline booths) utilized, display materials should be arranged in such a manner so as not to obstruct sight lines for neighboring exhibitors. The maximum height is eight feet (8') is allowed only in the rear half of the booth space, with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.
<b>Empty Container Storage</b>	Fire regulations in most exhibit facilities prohibit storage product, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.
	Exhibitors not adhering to the requirement will be required to either store the items in questions with the official exposition contractor or will be assessed a fee by the official exposition contractor to mask said items behind their display.
<b>Setup and Breakdown Times</b>	Exhibitors must follow the setup and breakdown times posted on the website and emailed to each contracted exhibitor. While eventPower understands that some circumstances can cause a company to not follow these times, if a company's exhibit booth is not setup by the posted times or breaks the exhibit booth down before the posted breakdown times without prior agreement, a fine of \$1000 will be assessed to that company.
Following the guidelines above will ensure that all exhibitors, regardless of exhibit size or location, are provided with an environment conducive to successful interaction with their audiences.	
Thank you for your continued support and have a great show.	
If you have any questions, contact Amy Sites, Exhibit Hall Manager, (703) 740-1953, ASites@eventPower.com	

Last Updated: 1/07/2014

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

## CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc. if incurred.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (*Please print*): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

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

Credit Card Number: \_\_\_\_\_ Verification Code    /    /    /    Expiration Date    /     
(3 – 4 Digit Security # On Back of Card)

Charge to:    American Express    MasterCard    Visa    Discover

If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

FURNITURE/CARPET .....	\$ _____
SPECIALTY FURNITURE .....	\$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required) .....	\$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE .....	\$ _____
ESTIMATED LABOR (Credit Card Required) .....	\$ _____
RENTAL UNITS .....	\$ _____
BOOTH CLEANING .....	\$ _____
FLORAL .....	\$ _____

**Please note:** In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

**TOTAL AMOUNT DUE \$** \_\_\_\_\_

NAME OF CONVENTION   DOE ARPA-e 2014   BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To the Address Above-Retain One Copy for Your Files

CC-REC

Remit To:

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

# FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>FURNITURE</b>			
_____	Padded Chair (Gray).....	94.10	122.35
_____	Padded Arm Chair (Gray) .....	102.00	132.60
_____	Padded High Stool (Gray) .....	115.20	149.75
_____	Custom Padded Arm Chair .....	120.50	156.65
_____	Custom Padded High Stool .....	151.25	196.65
_____	Padded Sled Base Chair (Gray).....	94.10	122.35
_____	Plastic Side Chair (White).....	72.10	93.75
_____	30" Diameter Pedestal Table (Gray)....	181.15	235.50
	<input type="checkbox"/> 18" High <input type="checkbox"/> 30" High <input type="checkbox"/> 42" High		
<b>ACCESSORIES</b>			
_____	Wastebasket .....	25.35	32.95
_____	Tripod Easels .....	42.20	54.90
_____	6' Tensabarrier .....	143.55	186.60
_____	Garment Rack .....	98.50	128.05
_____	Chrome Bag Rack .....	91.80	119.35
_____	Literature Rack.....	179.40	233.25
_____	Pegboard Panels (4'x8').....	253.30	329.25
_____	Tackboard Panels (4'x8') .....	189.95	246.95
	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.		
<b>CARPET</b>			
_____	9' X 10'.....	166.70	216.75
_____	9' X 20'.....	327.30	425.50
_____	9' X 30'.....	489.45	636.30
_____	9' X 40'.....	657.70	855.00
_____	9' X _____ Per 10' increment.....	166.70	216.75
<b>AREA CARPET</b> (Indicate Dimensions for Special Size Carpet)			
_____	' X _____' per sq. ft. (100 sq. ft. min.).....	3.25	4.20
COLORS: <input type="checkbox"/> BLUE <input type="checkbox"/> GRAY <input type="checkbox"/> BLACK			
<b>Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.</b>			
<b>PADDING AND VISQUEEN</b> (90 sq. ft. min.)			
_____	' X _____' Carpet padding/per sq. ft.....	1.60	2.05
_____	' X _____' Visqueen covering/per sq. ft. ....	.95	1.25

QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DRAPED DISPLAY TABLE</b>			
_____	4' Table – 30" high .....	130.15	169.20
_____	6' Table – 30" high .....	156.55	203.50
_____	8' Table – 30" high .....	182.95	237.80
_____	4' Table – 42" Counter high .....	161.80	210.35
_____	6' Table – 42" Counter high .....	188.20	244.65
_____	8' Table – 42" Counter high .....	214.60	278.95
_____	4th side table drape.....	54.55	70.90
COLORS: <input type="checkbox"/> SILVER <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> BLUE			
<b>TABLE RISERS COVERED WHITE</b> (Riser Dimension: 10" Wide x 8" high)			
_____	4' Long riser.....	57.50	74.75
_____	6' Long riser.....	70.70	91.90
_____	8' Long riser.....	85.50	111.15
<b>SPECIAL DRAPE BACKGROUNDS</b>			
_____	8' H. Background/per ft. ....	19.35	25.15
_____	3' H. Background/per ft. ....	17.60	22.85
COLORS: <input type="checkbox"/> BLUE <input type="checkbox"/> GRAY <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE			
• Show colors will be given when color is not selected.			
			<b>6% Tax</b> _____
			<b>TOTAL ORDER</b> _____

NAME OF CONVENTION DOE ARPA-e 2014 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(SIGNATURE) (PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

# HERITAGE

EXPOSITION SERVICES

## FURNISHINGS

**Padded Arm Chair**  
*Gray Fabric, Chrome Frame*  
21"W 20"L 33"H



**Padded High Stool**  
*Gray Fabric, Chrome Frame*  
20"W 21.5"L 42.5"H



**Custom Padded High Stool**  
*Gray Fabric, Black Frame*  
22"W 18"L 46"H

**Pedestal Table**  
*Gray Top, Chrome Base*  
42"H 30"D



**Custom Padded Arm Chair**  
*Gray Fabric, Black Frame*  
20"W 21"L 33"H

**Pedestal Table**  
*Gray Top, Chrome Base*  
30"H 30"D

**Padded Sled Base Chair**  
*Gray Fabric, Chrome Frame*  
16"W 20"L 30"H



**Plastic Side Chair**  
*White, Chrome Frame*  
20"W 19"L 30"H

# HERITAGE

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## EXPOSITION SERVICES

### ACCESSORIES



Wastebasket



Tripod Easel



Bag Rack



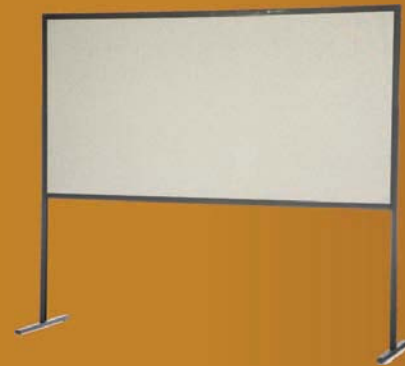
Stanchion



Coat Tree



Literature Rack

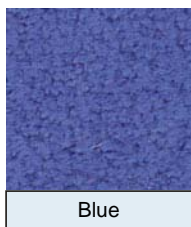


4'x8' Horizontal Tackboard

### CARPET



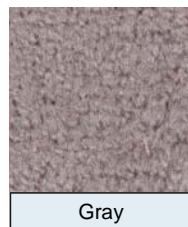
Black



Blue



Burgundy



Gray



Plum



Red



Hunter Green

# HERITAGE

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## EXPOSITION SERVICES

S P E C I A L T Y F U R N I T U R E

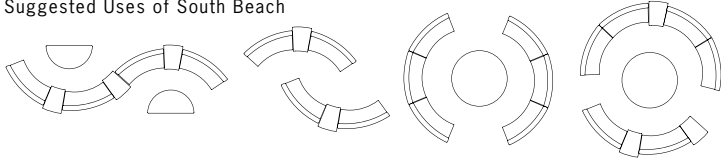




S02

## south beach

Suggested Uses of South Beach



S01

OTS



## t-vac

OCA



## panton

SC9

Complementary Items for South Beach Include:

- C1E Silverado Cocktail Table
- E1E Silverado End Table
- WTN 36" Graphite Bar Table, Tulip Chrome Base
- BSN Jetson Barstool

- CG1 Manhattan Glass, Black Table
- SC6 Manhattan Oyster Side Chair
- OTH Black Leather Cube
- PWB Black and Red Pinwheel Ottoman



SED



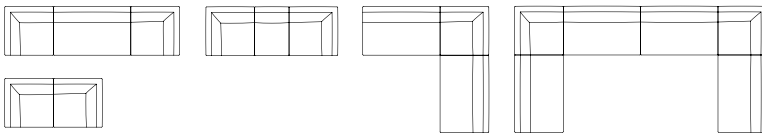
COD



LSD

## newport

Suggested Uses of Newport



CHD

Complementary Items for Newport Include:

- C1D Soho Cocktail Table
- E1D Soho End Table
- BS3 Grey Ohio Barstool
- BR1 Martini Bar



SOK

## rio



CHK

Complementary Items for Rio Include:

- Ottomans
- C1K Inspiration Cocktail Table
- E1K Inspiration End Table
- SC1 New York Maple, Chrome Chair

# cappuccino



# astro



Complementary Items for Astro Include:

- LAE Orange Lumalight Lamp
- CD1 Soho Table

Complementary Items for Marrakesh Include:

- VTK 30" Maple Bar Table, Standard Black Base
- BSL Gin Barstool
- XC4 Altura High Back Chair

# marrakesh



LSM



SOM



SOC

# key west



OCB



CHC

# lisbon



MPC



LSC



MPS

# memphis

(see descriptions for actual size)

Complementary Items for Key West Include:

- C1M Visions Cherry Cocktail Table
- E1M Visions Cherry End Table
- CF1 42" Black Geo Conference Table
- SC3 Black Brewer Chair
- WTB 30" Brushed Red Bar Table, Tulip Chrome Base
- BS2 Black Ohio Barstool
- LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

- E1W Sydney End Table – White
- E1Y Sydney End Table – Black
- LA1 Pewter Floor Lamp
- OSC Cube, White Leather
- OTH Cube, Black Leather

Complementary Items for Lisbon Include:

- C1C Chrome Geo Cocktail Table
- E1C Chrome Geo End Table
- LA1 Pewter Floor Lamp
- CE1 42" Chrome Geo Conference Table
- SC8 Flex Chair, With Wheels
- ET2 Black Etagere

## Sofas & Sectionals



SO1



SOC



SOQ



SON



SOK



SOM



MPS



SO2



SED

## Loveseats



LSD



LSM



LSC

## Club Chairs



CHD



COD



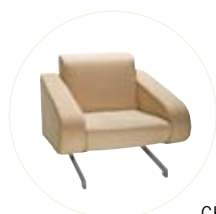
CHC



MPC



CHK



CHQ



CHN

### Sofas & Sectionals

**SO1** South Beach Sofa  
Platinum Suede  
69"L 29"D 33"H

**SOC** Lisbon Sofa  
Black Leather  
88"L 36"D 34"H

**SOQ** Astro Sofa  
Cream  
83"L 36"D 29"H

**SON** Marrakesh Sofa  
Light Beige  
84"L 37"D 34"H

**SOK** Rio Sofa  
Blue Suede  
76"L 34"D 33"H

**SOM** Key West Sofa  
Black  
85"L 35"D 33"H

**MPS** Memphis Sofa (Mini Size)  
Black  
55"L 31"D 28"H

**SO2** South Beach 3 pc.  
Sectional Platinum Suede  
152"L 40"D 33"H

**SED** Newport 3 pc. Sectional  
Charcoal Leather  
113"L 34"D 33"H

### Loveseats

**LSD** Newport Loveseat  
Charcoal Leather  
54"L 34"D 33"H

**LSM** Key West Loveseat  
Black  
57"L 35"D 33"H

**LSC** Lisbon Loveseat  
Black Leather  
64"L 36"D 34"H

### Club Chairs

**CHD** Newport Armless Chair  
Charcoal Leather  
24"L 34"D 33"H

**COD** Newport Corner  
Charcoal Leather  
34"L 34"D 33"H

**CHC** Lisbon Chair  
Black Leather  
40"L 36"D 34"H

**MPC** Memphis Chair (Mini Size)  
Black  
27.25"L 31.75"D 27.5"H

**CHK** Rio Chair  
Blue Suede  
39"L 34"D 33"H

**CHQ** Astro Chair  
Cream  
36"L 36"D 29"H

**CHN** Marrakesh Chair  
Light Beige  
34"L 37"D 38"H

## Occasional Chairs



CCE



OCA



OCH



OCW



OCU



OCB



OCL



OCY



OCC



OCZ



OCR

## Ottomans



OTS



OTQ



OTN



OTP



OTM



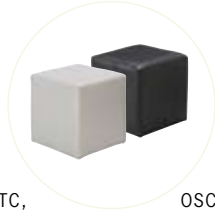
OSA



OSB



OTE, OTC,  
OTD



OSC, OTH



OTK



OTL



CCZ



CCB



CCW



PWM



PWB

### Occasional Chairs

**CCE** Ice Chair  
Transparent, Chrome  
17.25"L 20"D 32"H

**OCA** T-Vac Chair  
Translucent, Chrome  
25"L 23"D 30"H

**OCH** Barcelona Chair  
Black Leather  
30"L 30"D 31"H

**OCW** Barcelona Chair  
White Leather  
30"L 30"D 31"H

**OCU** Globus Chair  
White Leather, Chrome  
28"L 26"D 28"H

**OCB** Key West Tub Chair  
Black  
31"L 31"D 31"H

**OCL** Cappuccino Chair  
Chocolate  
29"L 29"D 34"H

**OCY** Stage Chair  
Onyx  
24"L 26"D 36"H

**OCC** Stage Chair  
Camel  
24"L 26"D 36"H

**OCZ** Stage Chair  
Beige  
24"L 26"D 36"H

**OCR** Stage Chair  
Red  
24"L 26"D 36"H

### Ottomans

**OTS** South Beach Ottoman  
Wedge, Platinum Suede  
25"L 31"D 18"H

**OTQ** Square Ottoman  
White Leather  
40"L 40"D 17"H

**OTN** Bench Ottoman  
White Leather  
24"L 60"D 17"H

**OTP** Square Ottoman  
Black Leather  
40"L 40"D 17"H

**OTM** Bench Ottoman  
Black Leather  
24"L 60"D 17"H

**OSA** Oval Ottoman  
Black  
52"L 32"D 19"H

**OSB** Oval Ottoman  
White  
52"L 32"D 19"H

**OTE** Cube  
Raspberry  
17"L 17"D 18"H

**OTC** Cube  
Lemon  
17"L 17"D 18"H

**OTD** Cube  
Blueberry  
17"L 17"D 18"H

**OSC** Cube  
White Leather  
17"L 17"D 18"H

**OTH** Cube  
Black Leather  
17"L 17"D 18"H

**OTK** Half Round Ottoman  
Black Leather  
6'L 3'D 17"H

**OTL** Half Round Ottoman  
White Leather  
6'L 3'D 17"H

**CCZ** Circle Ottoman  
Black, White Leather  
6'L 6'D 17"H

**CCB** Circle Ottoman  
Black Leather  
6'L 6'D 17"H

**CCW** Circle Ottoman  
White Leather  
6'L 6'D 17"H

**PWM** Pinwheel Ottoman  
Black, White, Red  
10.7"L 10.7"D 17"H

**PWB** Pinwheel Ottoman  
Black, Red  
10.7"L 10.7"D 17"H

Custom Configurations  
Available.

## Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1W



C1Y

## Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1W



E1Y

### Occasional Cocktail Tables

**C1E** Silverado Table  
36" Round 17"H

**C1D** Soho Table  
Steel Base, Chocolate Top  
38"L 38"D 18.5"H

**C1K** Inspiration Table  
42"L 28"D 18"H

**C1F** Geo Rectangle Table  
Glass, Black  
50"L 22"D 16"H

**C1C** Geo Rectangle Table  
Glass, Chrome  
50"L 22"D 16"H

**C1M** Visions Table  
Cherry  
48"L 28"D 17"H

**C1W** Sydney Table  
White  
27"L 23"D 22v"H

**C1Y** Sydney Table  
Black  
48"L 26"D 18"H

### Occasional End Tables

**E1E** Silverado End Table  
24" Round 22"H

**E1D** Soho End Table  
Steel Base, Chocolate Top  
26"L 26"D 27"H

**E1K** Inspiration End Table  
24"L 28"D 22"H

**E1F** Geo End Table  
Glass, Black  
26"L 26"D 20"H

**E1C** Geo End Table  
Glass, Chrome  
26"L 26"D 20"H

**E1M** Visions End Table  
Cherry  
22"L 24"D 21"H

**E1W** Sydney End Table  
White  
27"L 23"D 22"H

**E1Y** Sydney End Table  
Black  
27"L 23"D 22"H

## Conference Tables



CF2



CE1



CF1



CG1



CE2



6' - CB2  
8' - CB3



6' - CD2  
8' - CD3



6' - CC6  
8' - CC7  
10' - CC8



CB1



CD1



CC5

## Sample Conference Sets



### Conference Tables

**CF2** Geo Table  
Rectangle Glass, Black  
60"L 36"D 29"H

**CE1** Geo Table  
Square Rounded Glass, Chrome  
42"L 42"D 29"H

**CF1** Geo Table  
Square Rounded Glass, Black  
42"L 42"D 29"H

**CG1** Manhattan Table  
Glass, Black  
42" Round 29"H

**CE2** Geo Table  
Rectangle Glass, Chrome  
60"L 36"D 29"H

**CB2** Table  
6' Graphite Nebula  
72"L 36"D 29"H

**CB3** Table  
8' Graphite Nebula  
96"L 36"D 29"H

**CD2** Table  
6' Grey Nebula  
72"L 36"D 29"H

**CD3** Table  
8' Grey Nebula  
96"L 36"D 29"H

**CC6** Table  
6' Mahogany  
72"L 36"D 29"H

**CC7** Table  
8' Mahogany  
96"L 48"D 29"H

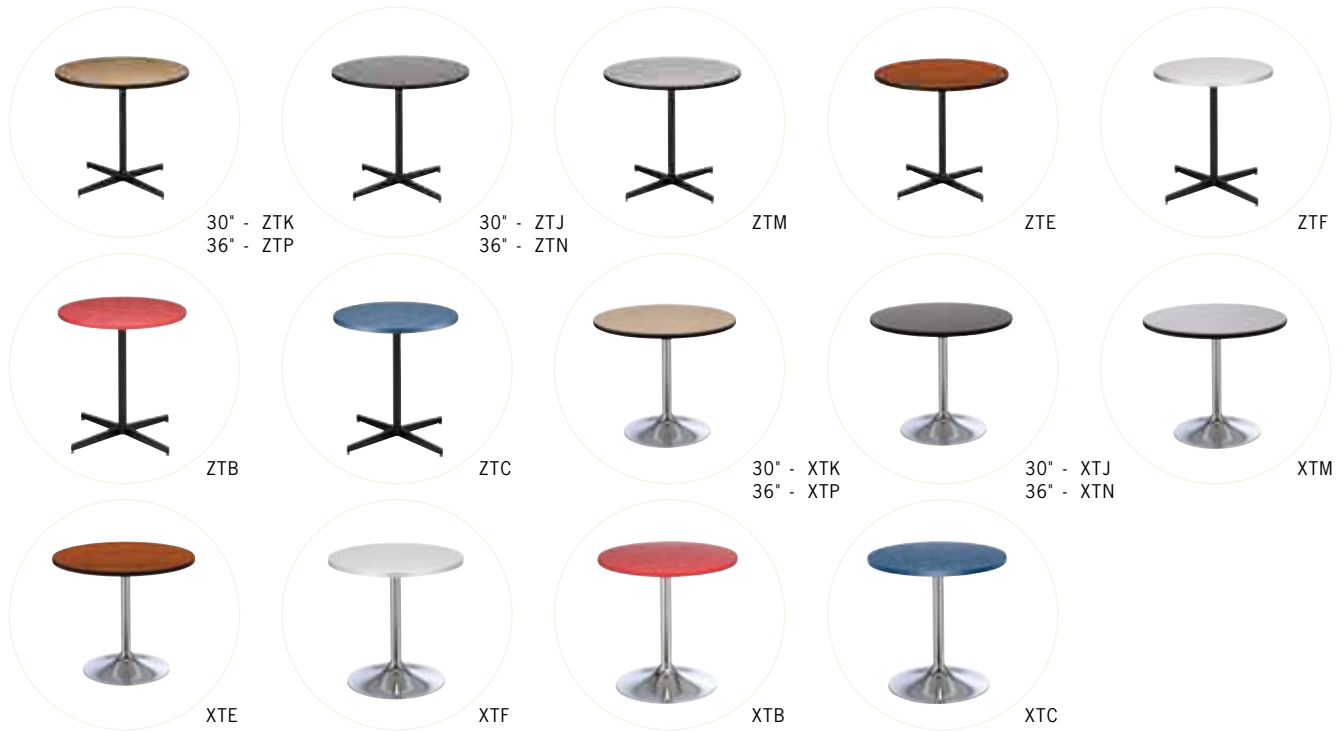
**CC8** Table  
10' Mahogany  
120"L 48"D 29"H

**CB1** Table  
Graphite Nebula  
42" Round 29"H

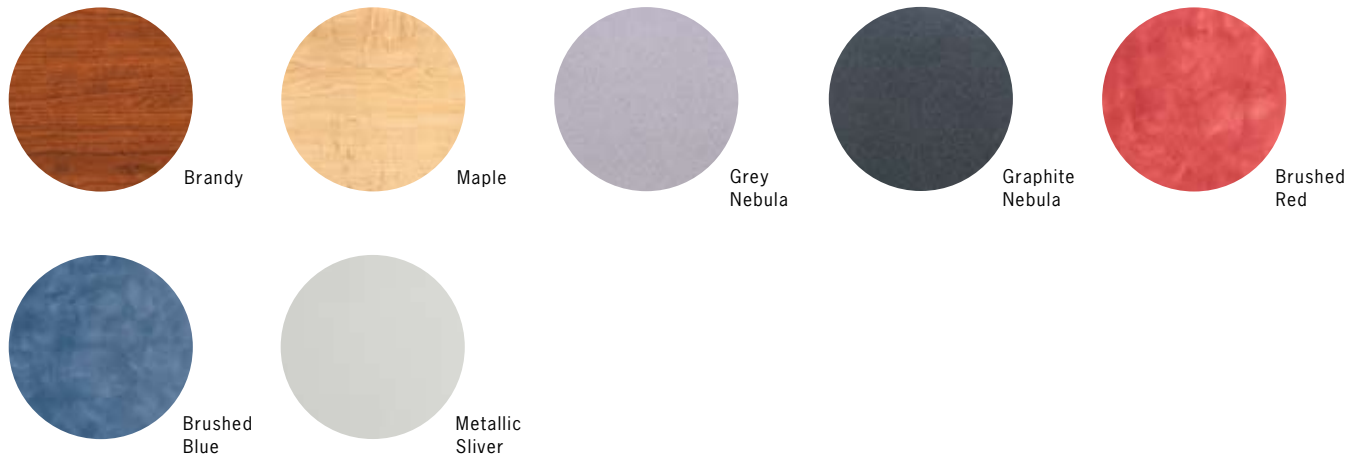
**CD1** Table  
Grey Nebula  
42" Round 29"H

**CC5** Table  
Mahogany  
42" Round 29"H

## Café Tables



## Table Tops



### Café Tables

**ZTK** Table  
Standard Black Base  
Maple Top  
30" Round 29"H

**ZTP** Table  
Standard Black Base  
Maple Top  
36" Round 29"H

**ZTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 29"H

**ZTN** Table  
Standard Black Base  
Graphite Nebula Top  
36" Round 29"H

**ZTM** Table  
Standard Black Base  
Grey Nebula Top  
36" Round 29"H

**ZTE** Table  
Standard Black Base  
Brandy Top  
36" Round 29"H

**ZTF** Table  
Standard Black Base  
Metallic Silver Top  
30" Round 29"H

**ZTB** Table  
Standard Black Base  
Brushed Red Top  
30" Round 29"H

**ZTC** Table  
Standard Black Base  
Brushed Blue Top  
30" Round 29"H

**XTK** Table  
Tulip Chrome Base  
Maple Top  
30" Round 29"H

**XTP** Table  
Tulip Chrome Base  
Maple Top  
36" Round 29"H

**XTJ** Table  
Tulip Chrome Base  
Graphite Nebula Top  
30" Round 29"H

**XTN** Table  
Tulip Chrome Base  
Graphite Nebula Top  
36" Round 29"H

**XTM** Table  
Tulip Chrome Base  
Grey Nebula Top  
36" Round 29"H

**XTE** Table  
Tulip Chrome Base  
Brandy Top  
36" Round 29"H

**XTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 29"H

**XTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 29"H

**XTC** Table  
Tulip Chrome Base  
Brushed Blue Top  
30" Round 29"H

### Table Top Options

Brandy

Maple

Grey Nebula

Graphite Nebula

Brushed Red

Brushed Blue

Metallic Silver



## Conference Chairs



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



C04



XC3



XC2



XC1



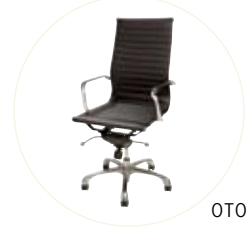
XC6



XC5



XC4



OTO

## Conference Chairs Stacking & Utility Seating



CS8



CS9



SY1



DF1

### Conference Chairs

**SC9** Panton Chair  
White  
20"L 24"D 33"H

**SC8** Flex Chair  
With Wheels  
24"L 22"D 31"H

**SC1** New York Chair  
Onyx Seat, Maple Back,  
Chrome Legs  
23"L 32"D 33"H

**SC4** Jetson Chair  
Black  
19"L 18"D 31"H

**SC6** Manhattan Chair  
Oyster  
26"L 22"D 34"H

**SC2** Brewer Chair  
Grey, Chrome  
20"L 20"D 32"H

**SC3** Brewer Chair  
Onyx, Black  
20"L 20"D 32"H

**SC5** Tilt Executive Chair  
With Arms, Onyx, Black  
26"L 25"D 34"H

**C04** Iso Mesh Chair  
Black  
26"L 24"D 38"H

**XC3** Luxor Guest Chair  
Black Leather  
27"L 28"D 40"H

**XC2** Luxor Executive Chair  
Mid Back, Black Leather  
27"L 28"D 41"H Adjustable

**XC1** Luxor Executive Chair  
High Back, Black Leather  
27"L 28"D 47"H Adjustable

**XC6** Altura Guest Chair  
Black Crepe  
25"L 20"D 34"H

**XC5** Altura Executive Chair  
Mid Back, Black Crepe  
25"L 25"D 37"H Adjustable

**XC4** Altura Executive Chair  
High Back, Black Crepe  
25"L 25"D 43"H Adjustable

**OTO** Otto Chair  
High Back, Black  
23"L 21"D 43"H Adjustable

### Conference Chairs Stacking & Utility Seating

**CS8** Berlin Chair  
Black  
18"L 22"D 32"H

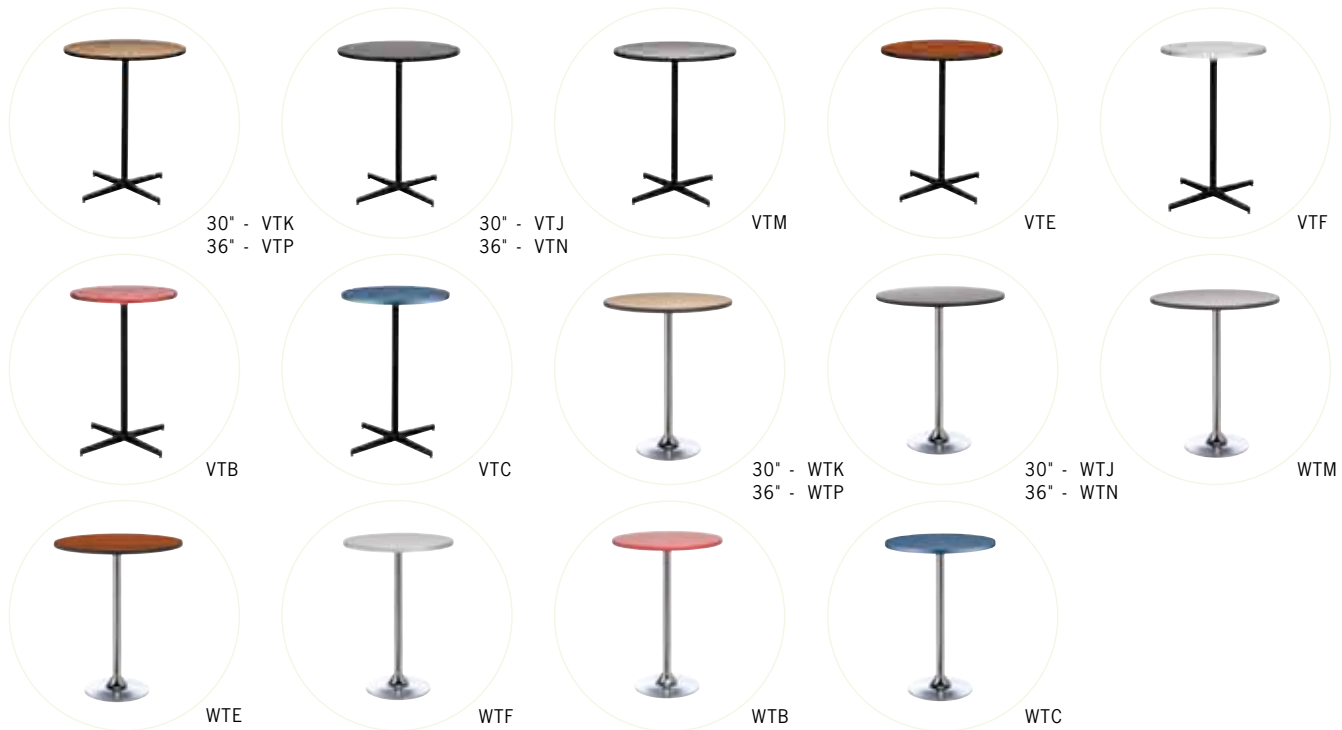
**CS9** Berlin Chair  
Red  
18"L 22"D 32"H

**SY1** Altura Task Chair  
Black Crepe  
25"L 26"D 21"H

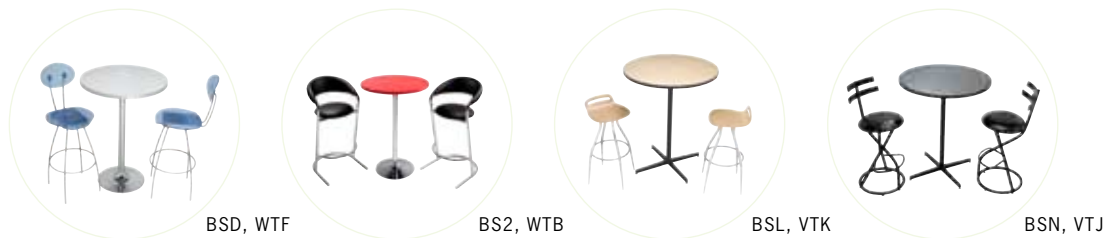
**DF1** Altura Drafting Stool  
Black Crepe  
25"L 26"D 34"H



## Bar Tables



## Sample Bar Table Sets



### Bar Tables

**VTK** Table  
Standard Black Base  
Maple Top  
30" Round 42"H

**VTP** Table  
Standard Black Base  
Maple Top  
36" Round 42"H

**VTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 42"H

**VTN** Table  
Standard Black Base  
Graphite Nebula Top  
36" Round 42"H

**VTM** Table  
Standard Black Base  
Grey Nebula Top  
36" Round 42"H

**VTE** Table  
Standard Black Base  
Brandy Top  
36" Round 42"H

**VTF** Table  
Standard Black Base  
Metallic Silver Top  
30" Round 42"H

**VTB** Table  
Standard Black Base  
Brushed Red Top  
30" Round 42"H

**VTC** Table  
Standard Black Base  
Brushed Blue Top  
30" Round 42"H

**WTK** Table  
Tulip Chrome Base  
Maple Top  
30" Round 42"H

**WTP** Table  
Tulip Chrome Base  
Maple Top  
36" Round 42"H

**WTJ** Table  
Tulip Chrome Base  
Graphite Nebula Top  
30" Round 42"H

**WTN** Table  
Tulip Chrome Base  
Graphite Nebula Top  
36" Round 42"H

**WTM** Table  
Tulip Chrome Base  
Grey Nebula Top  
36" Round 42"H

**WTE** Table  
Tulip Chrome Base  
Brandy Top  
36" Round 42"H

**WTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 42"H

**WTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 42"H

**WTC** Table  
Tulip Chrome Base  
Brushed Blue Top  
30" Round 42"H

### Sample Bar Table Sets

**BSD** Oslo Barstool  
Blue  
17"L 20"D 30"H

**WTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 42"H

**BS2** Banana Barstool  
Black, Chrome  
21"L 22"D 30"H

**WTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 42"H

**BSL** Gin Barstool  
Maple, Chrome  
16"L 16"D 29"H

**VTK** Table  
Standard Black Base  
Maple Top  
30" Round 42"H

**BSN** Jetson Barstool  
Black  
18"L 19"D 29"H

**VTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 42"H

# Bars

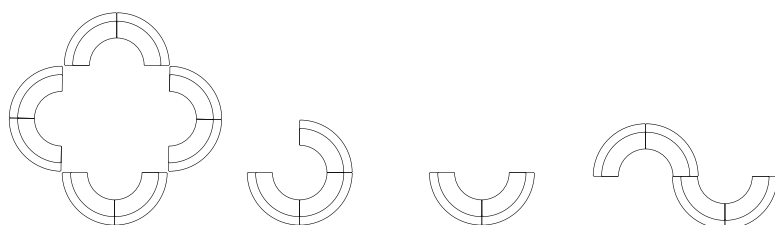


BRC



BR1

## Suggested Uses of Martini Bar



# Barstools



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

## Bars

**BRC** Circle Martini Bar  
Comprised of three  
BR1 Martini Bars.  
100"L 100"D 47"H

**BR1** Martini Bar  
50"L 50"D 47"H

## Barstools

**BS3** Ohio Barstool  
Grey, Chrome  
18" Round 31"H Adjustable

**BS1** Ohio Barstool  
Red, Chrome  
18" Round 31"H Adjustable

**BS2** Ohio Barstool  
Black, Chrome  
18" Round 31"H Adjustable

**BST** Banana Barstool  
White, Chrome  
21"L 22"D 30"H

**BSS** Banana Barstool  
Black, Chrome  
21"L 22"D 30"H

**BCE** Ice Barstool  
Transparent, Chrome  
16.75"L 16"D 32"H

**BSO** Oslo Barstool  
Blue  
17"L 20"D 30"H

**BSC** Oslo Barstool  
White  
17"L 20"D 30"H

**BSL** Gin Barstool  
Maple, Chrome  
16"L 16"D 29"H

**BSN** Jetson Barstool  
Black  
18"L 19"D 29"H

# Training Room



CP5



P03



P01



CP3



WD2

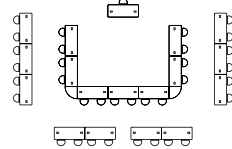
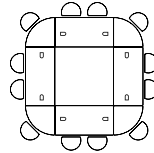
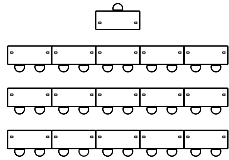


C04



CP3, CP4

## Suggested Uses of Training Table and Connecting Wedge



## Training Room

**CP5** Computer Table  
Graphite Nebula  
36"L 30"D 42"H

**P03** Kiosk  
Black, Maple  
24"L 21"D 42"H

**P01** Lecturn Podium  
Cherry  
24"L 19"D 50"H

**WD2** Writing Desk  
Graphite  
48"L 24"D 30"H

**C04** Flex Back Chair  
Charcoal Mesh, Black  
26"L 24"D 38"H

**CP3** Training Table  
Wire Grommets,  
Privacy Panel, Grey  
48"L 24"D 30"H

**CP4** Connector Wedge  
Matches Training Table  
24"L 24"D 30"H

# Desks & Bookcases



BC6



BC7



JD6



JD7

# Credenzas & Lateral Files



L26



L27



CR6



CR7

# Files



VF4



VF2

## Desks & Bookcases

**BC6** Bookcase  
Mahogany  
36"L 13"D 71"H

**BC7** Bookcase  
Graphite  
36"L 13"D 71"H

**JD6** Executive Desk  
Mahogany  
60"L 30"D 29"H

**JD7** Executive Desk  
Graphite  
60"L 30"D 29"H

## Credenzas &

### Lateral Files

**L26** Lateral File  
Mahogany  
36"L 20"D 29"H

**L27** Lateral File  
Graphite  
36"L 20"D 29"H

**CR6** Credenza  
Mahogany  
72"L 24"D 29"H

**CR7** Credenza  
Graphite  
72"L 24"D 29"H

## Files

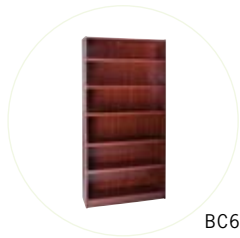
**VF4** Vertical File  
4 Drawer  
27"L 19"D 52"H

**VF2** Vertical File  
2 Drawer  
27"L 19"D 28"H

## Product Display



PDL



BC6



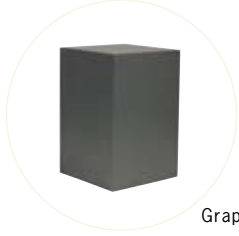
BC7



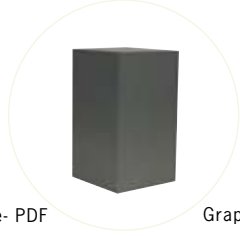
ET2



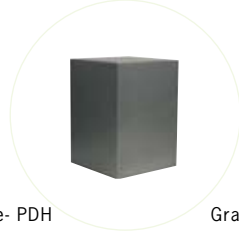
ET1



Graphite- PDF

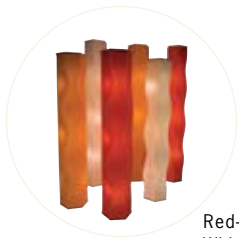


Graphite- PDH



Graphite- PDK

## Lamps



Red- LAF  
White- LAD  
Orange- LAE



LA1



LA2

## Refrigerators



R1R



R1Q

### Product Display

**PDL** Locking Door Pedestal  
Black  
24"L 24"D 42"H

**BC6** Bookcase  
Mahogany  
36"L 13"D 71"H

**BC7** Bookcase  
Graphite  
36"L 13"D 71"H

**ET2** Etagere  
Black  
30"L 16"D 70"H

**ET1** Etagere  
Pewter  
30"L 16"D 70"H

**PDF** Pedestal  
Graphite Nebula  
24"L 24"D 36"H

**PDH** Pedestal  
Graphite Nebula  
24"L 24"D 42"H

**PDK** Pedestal  
Graphite Nebula  
30"L 30"D 42"H

### Lamps

**LAF** Lumalight Lamp  
Red  
15"L 13"D 90"H

**LAD** Lumalight Lamp  
White  
15"L 13"D 90"H

**LAE** Lumalight Lamp  
Orange  
15"L 13"D 90"H

**LA1** Floor Lamp  
Pewter  
58"H

**LA2** Parisian Lamp  
Pewter  
28"H

### Refrigerators

**R1R** Refrigerator  
White  
14.0 cubic feet  
20"L 30"D 65"H

**R1Q** Refrigerator  
White  
4.0 cubic feet  
20"L 22"D 33"H

# SPECIALTY FURNITURE ORDER FORM

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Sofa's, Sectional's, Loveseat's &amp; Chair's</b>					
SO1		Sofa ONLY	Southbeach, Platinum Suede	\$ 616	\$
SO2		3 pc. Sectional	South beach, Platinum Suede	\$ 1,344	\$
SOC		Sofa	Lisbon, Black Leather	\$ 714	\$
LSC		Loveseat	Lisbon, Black Leather	\$ 644	\$
CHC		Chair	Lisbon, Black Leather	\$ 473	\$
SOQ		Sofa	Astro, Cream	\$ 665	\$
CHQ		Chair	Astro, Cream	\$ 440	\$
SON		Sofa	Marrakesh, Light Beige	\$ 581	\$
CHN		Chair	Marrakesh, Light Beige	\$ 413	\$
SOM		Sofa	Keywest, Black	\$ 543	\$
LSM		Loveseat	Keywest, Black	\$ 482	\$
SED		3 pc sectional	Newport, Charcoal Leather	\$ 1,389	\$
LSD		Loveseat	Newport, Charcoal Leather	\$ 620	\$
CHD		Armless Chair	Newport, Charcoal Leather	\$ 342	\$
COD		Corner	Newport, Charcoal Leather	\$ 426	\$
SOK		Sofa	Rio, Blue Suede/Chrome Leg	\$ 566	\$
CHK		Chair	Rio, Blue Suede/Chrome Leg	\$ 406	\$
MPS		Sofa	Memphis Sofa	\$ 511	\$
MPC		Chair	Memphis Chair	\$ 363	\$

<b>Bar's &amp; Barstool's</b>					
BCE		Barstool	ICE,Transparent/Chrome	\$ 217	\$
BSN		Barstool	Jetson, Black	\$ 265	\$
BSD		Barstool	Oslo, Blue	\$ 245	\$
BSC		Barstool	Oslo, White	\$ 245	\$
BST		Barstool	Banana White /Chrome	\$ 235	\$
BSS		Barstool	Banana Black /Chrome	\$ 235	\$
BSL		Barstool	Gin, Maple/Chrome	\$ 186	\$
BS3		Barstool	Ohio Grey /Chrome	\$ 175	\$
BS1		Barstool	Ohio Red /Chrome	\$ 175	\$
BS2		Barstool	Ohio Black /Chrome	\$ 175	\$
BRC		Bar/Counter Circle	Martini Bar Circle (3)	\$ 3,840	\$
BR1		Bar/Counter	Martini Bar	\$ 1,334	\$

<b>Occasional Cocktail &amp; End Table's</b>					
C1W		Cocktail Table	Sydney, White	\$ 280	\$
C1Y		Cocktail Table	Sydney, Black	\$ 280	\$
C1E		Cocktail Table	Silverado	\$ 260	\$
C1D		Cocktail Table	Soho/steel base, chocolate top	\$ 371	\$
C1K		Cocktail Table	Inspiration	\$ 298	\$
C1F		Cocktail Table	Black Geo (rectangle)	\$ 238	\$
C1C		Cocktail Table	Chrome Geo (rectangle)	\$ 245	\$
C1M		Cocktail Table	Visions Cherry	\$ 238	\$
E1W		End Table	Sydney, White	\$ 252	\$
E1Y		End Table	Sydney, Black	\$ 252	\$
E1E		End Table	Silverado	\$ 245	\$
E1D		End Table	Soho/steel base, chocolate top	\$ 335	\$
E1K		End Table	Inspiration	\$ 284	\$
E1F		End Table	Black Geo	\$ 223	\$
E1C		End Table	Chrome Geo	\$ 230	\$
E1M		End Table	Visions Cherry	\$ 206	\$

<b>Café Tables</b>					
ZTK		Café Table	Maple w/Standard Base	\$ 199	\$
ZTP		Café Table 36" Top	Maple w/Standard Base	\$ 298	\$
ZTJ		Café Table	Graphite Nebula w/Standard Base	\$ 199	\$
ZTN		Café Table 36" Top	Graphite Nebula w/Standard Base	\$ 221	\$
ZTM		Café Table 36" Top	Grey Nebula w/Standard Base	\$ 221	\$
ZTF		Café Table	Metallic Silver w/ Standard Base	\$ 225	\$

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Occasional Chair &amp; Ottoman's</b>					
OCA		Occasional Chair	T-Vac, Translucent/Chrome	\$ 274	\$
OCH		Occasional Chair	Barcelona, Black	\$ 742	\$
OCW		Occasional Chair	Barcelona, White	\$ 742	\$
OCL		Occasional Chair	Cappuccino	\$ 337	\$
OCU		Occasional Chair	Globus - White Leather	\$ 379	\$
OCB		Tub Chair	Keywest, Black	\$ 395	\$
OCY		Stage Chair	Stage, Onyx Slipcover	\$ 185	\$
OCC		Stage Chair	Stage, Camel Slipcover	\$ 185	\$
OCZ		Stage Chair	Stage, Beige Slipcover	\$ 185	\$
OCR		Stage Chair	Stage, Red Slipcover	\$ 185	\$
OTS		Wedge Ottoman	Southbeach, Platinum Suede	\$ 238	\$
OSB		Ottoman	Oval, White	\$ 294	\$
OTQ		Ottoman	Square, White Leather	\$ 328	\$
OTN		Ottoman	Bench, White Leather	\$ 367	\$
OTL		Ottoman	Half Round White Leather	\$ 384	\$
OSA		Ottoman	Oval, Black	\$ 294	\$
OTP		Ottoman	Square, Black Leather	\$ 328	\$
OTM		Ottoman	Bench, Black Leather	\$ 367	\$
OTK		Ottoman	Half Round Black Leather	\$ 384	\$
CCZ		Ottoman	Black/White Leather Circle	\$ 596	\$
CCB		Ottoman	Black Leather Circle	\$ 596	\$
CCW		Ottoman	White Leather Circle	\$ 596	\$
PWM		Ottoman	Pinwheel, Black, White and Red	\$ 1,292	\$
PWB		Ottoman	Pinwheel, Black and Red	\$ 1,254	\$
OTC		Ottoman	Lemon	\$ 104	\$
OTD		Ottoman	Blueberry	\$ 104	\$
OTE		Ottoman	Raspberry	\$ 104	\$
OTH		Ottoman	Black Leather	\$ 112	\$
OSC		Ottoman	White Leather	\$ 112	\$

<b>Conference Chair's, Stacking &amp; Utility Seating</b>					
SC9		Side Chair	Panton, White	\$ 185	\$
SC8		Side Chair	Flex w/ wheels	\$ 153	\$
SC1		Side Chair	Onyx / Maple Back/ Chrome, NY	\$ 175	\$
CCE		Side Chair	ICE,Transparent/Chrome	\$ 203	\$
SC4		Side Chair	Jetson, Black	\$ 175	\$
SC6		Side Chair	Manhattan, Oyster	\$ 214	\$
SC2		Side Chair	Grey & Chrome Brewer	\$ 164	\$
SC3		Side Chair	Onyx & Black Brewer	\$ 164	\$
SC5		Side Chair w/ arms	Onyx Black Tilt Executive	\$ 311	\$
CO4		Guest Chair	Iso Mesh / Black	\$ 291	\$
XC3		Guest Chair	Luxor, Black Leather	\$ 344	\$
XC2		Mid Back Exec	Luxor, Black Leather	\$ 374	\$
XC1		High Back Exec.	Luxor, Black Leather	\$ 398	\$
XC6		Guest Chair	Altura, Black Crepe	\$ 307	\$
XC5		Mid Back Exec	Altura, Black Crepe	\$ 337	\$
XC4		High Back Exec.	Altura, Black Crepe	\$ 367	\$
OTO		High Back Exec.	Otto Highback	\$ 420	\$
CS8		Stack Chair	Berlin - Black/White	\$ 106	\$
CS9		Stack Chair	Berlin - Red/White	\$ 106	\$
CS5		Stack Chair	Vista, Black Vinyl Steel, Sled Base	\$ 81	\$
SY1		Task Chair	Altura, Black Crepe	\$ 192	\$
DF1		Drafting Stool	Altura, Black Crepe	\$ 284	\$

<b>Desks, Bookcase's, Credenza's &amp; File's</b>					
JD6		Exec. Desk	Mahogany	\$ 536	\$
JD7		Exec. Desk	Graphite	\$ 512	\$

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Café Tables (cont.)</b>					
ZTB		Café Table	Brushed Red w/Standard Base	\$ 199	\$
ZTC		Café Table	Brushed Blue w/Standard Base	\$ 199	\$
ZTE		Café Table	Brandy Top w/Standard Base	\$ 274	\$
XTE		Café Table	Brandy Top w/Tulip Chrome Base	\$ 298	\$
XTK		Café Table	Maple w/Tulip Chrome Base	\$ 199	\$
XTP		Café Table 36" Top	Maple w/Tulip Chrome Base	\$ 298	\$
XTJ		Café Table	Graphite Nebula w/Tulip Chrome Base	\$ 274	\$
XTN		Café Table 36" Top	Graphite Nebula w/Tulip Chrome Base	\$ 298	\$
XTM		Café Table 36" Top	Grey Nebula w/Tulip Chrome Base	\$ 298	\$
XTF		Café Table	Metallic Silver w/Tulip Chrome Base	\$ 302	\$
XTB		Café Table	Brushed Red w/Tulip Chrome Base	\$ 274	\$
XTC		Café Table	Brushed Blue w/Tulip Chrome Base	\$ 274	\$

<b>Bar Tables</b>					
VTK		Bar Table	Maple w/Standard Base	\$ 230	\$
VTP		Bar Table - 36"	Maple W/Standard Base	\$ 238	\$
VTJ		Bar Table	Graphite Nebula w/Standard Base	\$ 230	\$
VTN		Bar Table - 36"	Graphite Nebula w/Standard Base	\$ 238	\$
VTM		Bar Table - 36"	Grey Nebula w/Standard base	\$ 238	\$
VTF		Bar Table	Metallic Silver w/Standard Base	\$ 260	\$
VTB		Bar Table	Brushed Red w/Standard Base	\$ 230	\$
VTC		Bar Table	Brushed Blue w/Standard Base	\$ 230	\$
VTE		Bar Table	Brandy Top w/Standard Base	\$ 287	\$
WTE		Bar Table	Brandy Top w/Tulip Chrome Base	\$ 321	\$
WTK		Bar Table	Maple w/Tulip Chrome Base	\$ 291	\$
WTP		Bar Table - 36"	Maple w/Tulip Chrome Base	\$ 321	\$
WTJ		Bar Table	Graphite Nebula w/Tulip Chrome Base	\$ 291	\$
WTN		Bar Table - 36"	Graphite Nebula w/Tulip Chrome Base	\$ 321	\$
WTM		Bar Table - 36"	Grey Nebula w/Tulip Chrome Base	\$ 321	\$
WTF		Bar Table	Metallic Silver w/Tulip Chrome Base	\$ 321	\$
WTB		Bar Table	Brushed Red w/Tulip Chrome Base	\$ 291	\$
WTC		Bar Table	Brushed Blue w/Tulip Chrome Base	\$ 291	\$

<b>Training Room</b>					
CP5		Computer Table	Graphite Nebula	\$ 384	\$
PO3		Kiosk	Black/Maple	\$ 459	\$
PO1		Podium	Lectern, Cherry	\$ 291	\$
CP3		Training Table	w/ wire grommets & privacy panel, Grey	\$ 319	\$
CP4		TT Connector Wedge	Matches training table w/ installation	\$ 146	\$
CO4		Training Chair	Flex Black, Charcoal Mesh/Black	\$ 291	\$
WD2		Writing Desk	Graphite	\$ 337	\$

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Desk's, Bookcase's, Credenza's &amp; File's (cont.)</b>					
CR6		Storage Credenza	Mahogany	\$ 536	\$
CR7		Storage Credenza	Graphite	\$ 505	\$
BC6		Bookcase	Mahogany	\$ 328	\$
BC7		Bookcase	Graphite	\$ 321	\$
L26		Lateral File	Mahogany	\$ 406	\$
L27		Lateral File	Graphite	\$ 384	\$
VF4		Vertical File	4 drawer	\$ 185	\$
VF2		Vertical File	2 drawer	\$ 252	\$

<b>Conference Tables</b>					
CE2		Conference Table	Geo, Rect. Glass/Chrome	\$ 398	\$
CF2		Conference Table	Geo, Rectangle Glass/Black	\$ 384	\$
CE1		Conference Table	Geo, Square Round Glass/Chrome	\$ 274	\$
CF1		Conference Table	Geo, Square Round Glass/Black	\$ 260	\$
CG1		Conference Table	Manhattan, Black/Glass	\$ 283	\$
CB2		Conference Table	6' Graphite Nebula	\$ 428	\$
CB3		Conference Table	8' Graphite Nebula	\$ 519	\$
CD2		Conference Table	6' Grey Nebula	\$ 428	\$
CD3		Conference Table	8' Grey Nebula	\$ 519	\$
CC5		Conference Table	42" Round Mahogany	\$ 351	\$
CC6		Conference Table	6' Rectangle Mahogany	\$ 398	\$
CC7		Conference Table	8' Rectangle Mahogany	\$ 490	\$
CC8		Conference Table	10' Rectangle Mahogany	\$ 780	\$
CB1		Conference Table	42" Round Graphite Nebula	\$ 351	\$
CD1		Conference Table	42" Round Grey Nebula	\$ 351	\$

<b>Rental Displays</b>					
ET2		Étagère	Black	\$ 328	\$
ET1		Étagère	Silver Finish	\$ 328	\$
PDF		Pedestal	Graphite Nebula	\$ 384	\$
PDH		Pedestal	Graphite Nebula	\$ 398	\$
PDK		Pedestal	Graphite Nebula	\$ 428	\$
PDL		Locking Pedestal	Black with Door	\$ 438	\$
LAF		Lamp	Lumalight Red	\$ 307	\$
LAD		Lamp	Lumalight White	\$ 307	\$
LAE		Lamp	Lumalight Orange	\$ 307	\$
LA1		Lamp	Pewter, Floor	\$ 146	\$
LA2		Lamp	Parisian, Pewter	\$ 146	\$
R1R		Refrigerator	White 14.0 cubic feet	\$ 804	\$
R1Q		Refrigerator	White 4.0 cubic feet	\$ 267	\$

PLEASE SUBMIT THIS FORM PROMPTLY TO HERITAGE EXPOSITION SERVICES - RETAIN ONE COPY FOR YOUR FILE

ORDER INFORMATION		PAYMENT INFORMATION		DELIVERY INFORMATION	
EXHIBITING COMPANY:	ORDER TOTAL:	\$	-	SHOW NAME:	
ADDRESS:	LATE ORDER FEE (ADD 25%):	\$	-	BOOTH NUMBER:	
PHONE: FAX:	STATE TAX:	\$	-		
CONTACT:	TOTAL DUE:	\$	-		
EMAIL ADDRESS:					
AUTHORIZED BY:	NAME:				

**HERITAGE**  
EXPOSITION SERVICES

# SHIPPING INSTRUCTIONS MATERIAL HANDLING INFORMATION

Remit To:

HERITAGE

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EXPOSITION SERVICES

Phone 314/534-8500 • Fax 314/533-0906

*Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.*

## A. SHIPMENTS TO WAREHOUSE

Heritage Exposition Services will receive crated, boxed or skidded materials up to 30 days prior to show move-in. Shipments will be received Monday through Friday 10:00 a.m. – 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME  
HERITAGE EXPOSITION SERVICES  
C/O UPS FREIGHT  
2400 BEAVER ROAD  
LANDOVER, MD 20785  
FOR: DOE ARPA-e 2014

BOOTH NO. \_\_\_\_\_  
TOTAL PIECES \_\_\_\_\_  
APPROX. WT. \_\_\_\_\_

**\*\*DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY\*\***

### RATES FOR SHIPMENTS TO WAREHOUSE

Deadline Date: Wednesday, February 19<sup>th</sup>, 2014 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 140.75	\$ 281.50
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 168.90	\$ 337.80
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 175.94	\$ 351.88
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 204.09	\$ 408.18

## B. SHIPMENTS TO SHOW SITE

Heritage Exposition Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME  
C/O HERITAGE EXPOSITION SERVICES  
GAYLORD NATIONAL RESORT AND CONVENTION CENTER  
201 WATERFRONT STREET  
NATIONAL HARBOR, MD 20745  
FOR: DOE ARPA-e 2014

BOOTH NO. \_\_\_\_\_  
TOTAL PIECES \_\_\_\_\_  
APPROX. WT. \_\_\_\_\_

### RATES FOR SHIPMENTS TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 156.50	\$ 313.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 187.80	\$ 375.60
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 219.10	\$ 438.20

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

<p><b>ESTIMATED COSTS. * (Round to next highest whole number)</b></p> <p>Estimated Weight in lbs. _____ ÷ 100 = _____ * x Rate _____ = _____ Total</p>
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**C. INBOUND SHIPMENTS**

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE EXPOSITION SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

**D. EMPTY CONTAINER LABELS**

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

**E. ADDITIONAL AVAILABLE SERVICES**

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	<b>STRAIGHT TIME</b>	<b>OVERTIME</b>
Forklift with Operator (Up to 4,000 lb. Capacity)	\$ 195.00 per hr.	\$ 295.00 per hr. (One Hour Minimum)
Material Handler	\$ 89.85 per hr.	\$ 134.80 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 213.75 per hr.	\$ 306.35 per hr. (One Hour Minimum)

**F. SPECIAL SERVICES**

Metal banding will be available for securing outbound shipments at a rate of .50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet.

**G. OUTBOUND SHIPMENTS**

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

**H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE**

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of 30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: 300.00.

**I. LIMITS OF LIABILITY AND RESPONSIBILITY**

- Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- Heritage Exposition Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Exposition Services' maximum liability shall be limited to \$ .30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- Heritage Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

**AUTHORITY TO HANDLE**

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION DOE ARPA-e 2014 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature) (Please Print)

# HERITAGE

*Exposition Services*

DO NOT DELAY!

**ADVANCE SHIPMENT TO  
WAREHOUSE**

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

Heritage Exposition Services

C/O UPS Freight

2400 Beaver Rd.

Landover, MD 20785

FOR: DOE ARPA-e 2014

# HERITAGE

*Exposition Services*

DO NOT DELAY!

**ADVANCE SHIPMENT TO  
WAREHOUSE**

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

Heritage Exposition Services

C/O UPS Freight

2400 Beaver Rd.

Landover, MD 20785

FOR: DOE ARPA-e 2014

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TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

Heritage Exposition Services

C/O UPS Freight

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FOR: DOE ARPA-e 2014

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*Exposition Services*

DO NOT DELAY!

**ADVANCE SHIPMENT TO  
WAREHOUSE**

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

Heritage Exposition Services

C/O UPS Freight

2400 Beaver Rd.

Landover, MD 20785

FOR: DOE ARPA-e 2014

# HERITAGE

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## EXPOSITION SERVICES

### ***IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS***

*Please be aware that the Gaylord National Hotel & Convention Center does NOT receive exhibitor freight, literature or supplies through the facilities package room. The facilities package room is too small to handle Exhibit Materials and the Hotel's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.*

*NOTE: Direct shipments will only be received beginning at 8:00 a.m., Monday, February 24<sup>th</sup>, 2014. Any materials sent to the Hotel prior to this date may be returned to sender and/or may be turned over to Heritage Exposition Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.*

**EXHIBITOR COMPANY NAME** \_\_\_\_\_

**BOOTH NUMBER** \_\_\_\_\_

**C/O HERITAGE EXPOSITION SERVICES  
GAYLORD NATIONAL RESORT AND  
CONVENTION CENTER  
201 WATERFRONT STREET  
NATIONAL HARBOR, MD 20745**

**FOR: DOE ARPA-e 2014**

*All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.*

*See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.*

***WE APPRECIATE YOUR COOPERATION.***

***HERITAGE EXPOSITION SERVICES***

# HERITAGE

*Exposition Services*

DO NOT DELAY!

**DIRECT SHIPMENT TO  
SHOW SITE**

MUST NOT ARRIVE BEFORE  
MONDAY, FEBRUARY 24, 2014

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_  
C/O Heritage Exposition Services  
Gaylord National Hotel and  
Convention Center  
201 Waterfront Street  
National Harbor, MD 20745  
FOR: DOE ARPA-e 2014

# HERITAGE

*Exposition Services*

DO NOT DELAY!

**DIRECT SHIPMENT TO  
SHOW SITE**

MUST NOT ARRIVE BEFORE  
MONDAY, FEBRUARY 24, 2014

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_  
C/O Heritage Exposition Services  
Gaylord National Hotel and  
Convention Center  
201 Waterfront Street  
National Harbor, MD 20745  
FOR: DOE ARPA-e 2014

# HERITAGE

*Exposition Services*

DO NOT DELAY!

**DIRECT SHIPMENT TO  
SHOW SITE**

MUST NOT ARRIVE BEFORE  
MONDAY, FEBRUARY 24, 2014

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_  
C/O Heritage Exposition Services  
Gaylord National Hotel and  
Convention Center  
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National Harbor, MD 20745  
FOR: DOE ARPA-e 2014

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*Exposition Services*

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**DIRECT SHIPMENT TO  
SHOW SITE**

MUST NOT ARRIVE BEFORE  
MONDAY, FEBRUARY 24, 2014

TO: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_  
C/O Heritage Exposition Services  
Gaylord National Hotel and  
Convention Center  
201 Waterfront Street  
National Harbor, MD 20745  
FOR: DOE ARPA-e 2014

# HERITAGE

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## EXPOSITION SERVICES

### **IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS**

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

Thank you and we hope you have a great show!

# HERITAGE

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## EXPOSITION SERVICES

### **UNION JURISDICTION RULES**

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in National Harbor, Maryland.

#### **DECORATOR & CARPENTER JURISDICTION**

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

#### **TEAMSTER JURISDICTION**

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk.

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

## EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

### EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

**NOTE:** If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

### EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

### ADDRESS

\_\_\_\_\_

\_\_\_\_\_

### CONTACT PERSON

\_\_\_\_\_

### PHONE

\_\_\_\_\_

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

### THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ALL SERVICES
- BOOTH CLEANING
- I & D LABOR
- MATERIAL HANDLING/IN & OUT
- RENTAL FURNITURE & CARPET
- SIGNS
- OTHER (Please specify)

### THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. \_\_\_\_\_

EXPIRATION DATE \_\_\_/\_\_\_/\_\_\_ VERIFICATION CODE \_\_\_/\_\_\_/\_\_\_/\_\_\_

PERSONAL CREDIT CARD     COMPANY CREDIT CARD

CARDHOLDER'S NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

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

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

We have read, understand and agree to all terms as described *above* and have advised our show site representative accordingly.

**Exhibitor Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NAME OF CONVENTION DOE ARPA-e 2014 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

Remit To:

# HERITAGE

## EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

### EXHIBIT LABOR ORDER FORM DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

**RATES:**

**STRAIGHT TIME** (One hour minimum per man).....**\$89.85 PER HOUR**  
8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME** (One hour minimum per man).....**\$134.80 PER HOUR**  
After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

### INSTALLATION

**ERECT EXHIBIT UNDER HERITAGE SUPERVISION**  
Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.  
No of men \_\_\_\_\_ Estimated hours each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ + 30% \_\_\_\_\_ = \_\_\_\_\_

- Please complete the reverse side of this form

**FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION**  
Have \_\_\_\_\_ (No.) of men available as close as possible to \_\_\_\_\_ (A.M.-P.M.) on \_\_\_\_\_ (Day) \_\_\_\_\_ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men \_\_\_\_\_ Estimated hrs each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ = \_\_\_\_\_

### DISMANTLE

**DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**  
Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.  
No of men \_\_\_\_\_ Estimated hours each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ + 30% \_\_\_\_\_ = \_\_\_\_\_

- Please complete the reverse side of this form

**FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION**  
Have \_\_\_\_\_ (No.) of men available as close as possible to \_\_\_\_\_ (A.M.-P.M.) on \_\_\_\_\_ (Day) \_\_\_\_\_ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men \_\_\_\_\_ Estimated hrs each man \_\_\_\_\_ Total hrs \_\_\_\_\_ X rate ST/OT \_\_\_\_\_ = \_\_\_\_\_

**ESTIMATED TOTAL** \_\_\_\_\_

NAME OF CONVENTION DOE ARPA-e 2014 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ TITLE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_



COMPANY NAME \_\_\_\_\_  
BOOTH # \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

**INBOUND SHIPPING INFORMATION**

Carrier \_\_\_\_\_ Carrier Phone Number \_\_\_\_\_  
Shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ From: City/State \_\_\_\_\_ Date \_\_\_\_\_  
Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify) \_\_\_\_\_

**SET-UP INFORMATION**

Set up Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_  
Carpet: With Exhibit \_\_\_\_\_ Rented From Heritage \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_  
Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_  
Comments: \_\_\_\_\_  
Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_  
Comments: \_\_\_\_\_  
Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION :**

Ship To: \_\_\_\_\_  
Method:  Common Carrier  Air Freight  Van Line  Other (Specify)  
Carrier:(If Known) \_\_\_\_\_  
Freight Charges:  Prepaid  Bill To: \_\_\_\_\_  
 Collect \_\_\_\_\_

**Please note:** Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

**SPECIAL INSTRUCTIONS/COMMENTS :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE PROVIDE AN EMERGENCY CONTACT:**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

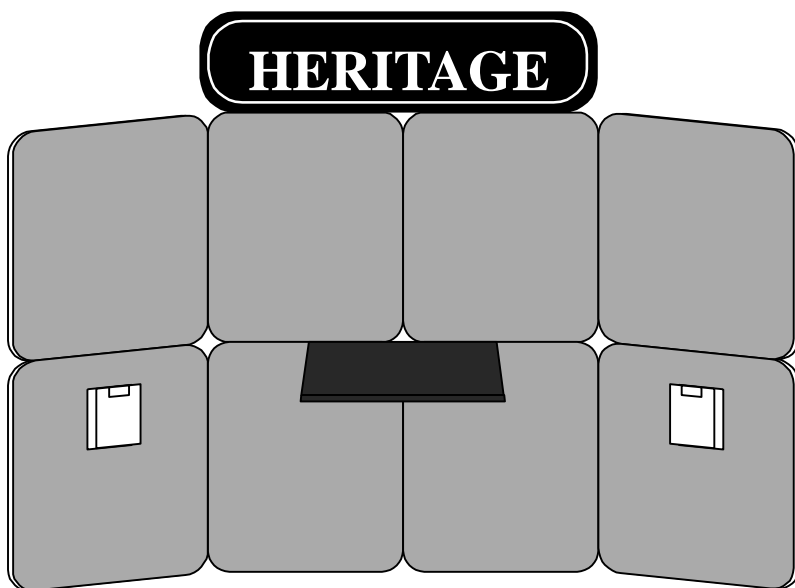
Phone 314/534-8500 • Fax 314/533-0906

## RENTAL DISPLAY ORDER FORM

**Deadline Date: Two Weeks Prior  
To Show Set-up**

Orders received after Deadline Date will be charged an additional 30% of the Listed Prices and color selections are subject to availability. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Cancellation Policy - Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%. Thank you for your understanding.

# THE HERITAGE LINE



### 10' BACKWALL DISPLAY

#### PACKAGE INCLUDES:

- Labor to install and dismantle exhibit
- Acrylic header sign with company name (white block lettering on black background-special logos additional cost)
- One (1) literature shelf
- Two (2) clear acrylic holders
- Choice of one (1) 9'x10' carpet, one (1) draped table and two (2) chairs selected from the enclosed Furniture/Carpet Rental Order Form

The 10' display consists of eight 34" x 40" panels covered with velcro receptive fabric, "non-tool" connectors and a black 14" x 68" two piece acrylic header to identify your company or product. All graphics attach with velcro.

Four colors available:

Blue  Burgundy  Grey  Black (Check one please)

INDICATE HEADER COPY IN BOX BELOW OR ATTACH

*If logo is to be used indicate position and enclose a print or copy of logo desired.*

QTY	ITEM	AMOUNT
_____	10' Rental Display Pkg @ 1187.30	_____
<b>ACCESSORIES</b>		
_____	Arm Lights @ 56.30 .....	_____
(Electric not included)		
_____	Literature Shelf @ 42.20 .....	_____
_____	Acrylic Holders @ 26.40 .....	_____
		<b>6% TAX</b> _____
		<b>TOTAL</b> _____

NAME OF CONVENTION DOE ARPA-e 2014 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

(PLEASE PRINT)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File**

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

## BOOTH CLEANING SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, Mastercard, American Express, Visa and Discover will be accepted.

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY CHECKING BELOW THE SERVICES DESIRED.  
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

### CARPET CLEANING

Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly

### RATES

45¢ per sq. ft. per day

Vacuuming ONCE before initial opening of Exhibit

45¢ per sq. ft.

TOTAL SQ FT \_\_\_\_\_ X RATE PER SQ FT \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

### EXHIBIT CLEANING

Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter

55¢ per sq. ft. per day

Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits

55¢ per sq. ft.

TOTAL SQ FT \_\_\_\_\_ X RATE PER SQ FT \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

### PORTER SERVICE

Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)

\$50.65 per hour

TOTAL HOURS \_\_\_\_\_ X RATE PER HOUR \$ \_\_\_\_\_ = DAILY COST \_\_\_\_\_ X NO. OF DAYS \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Special Instructions \_\_\_\_\_

TOTAL ORDER AMOUNT \$ \_\_\_\_\_

NAME OF CONVENTION DOE ARPA-e 2014 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

BCS-S

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

## SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

### STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" _____ @	41.25	53.65 = \$ _____	
7"X44" _____ @	48.75	63.40 = \$ _____	
11"X14" _____ @	48.75	63.40 = \$ _____	
14"X22" _____ @	56.25	73.15 = \$ _____	
14"X44" _____ @	66.75	86.80 = \$ _____	
22"X28" _____ @	66.75	86.80 = \$ _____	
28"X44" _____ @	90.00	117.00 = \$ _____	
40"X60" _____ @	139.50	181.35 = \$ _____	
Easel			
Back _____ @	7.50	9.75 = \$ _____	
Sentra _____ x _____ @	16.50 sq.ft.	24.75 sq. ft = \$ _____	

### DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = sq. ft.  
sq. ft. \_\_\_\_\_ x \$12.75 = \$ \_\_\_\_\_

- \$12.75 per sq. ft. (standard price \$16.55)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

Emblems, trademarks, logos, special style lettering, etc., are **inclusive** of the above prices if provided to us in a digital format. Please provide in a PC Vector format if available, or PC Raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please contact our graphics department.

### INDICATE YOUR SIGN COPY HERE

\*Please feel free to attach additional sign copy on separate page.

Vertical  Horizontal  Easel Back

Color of Background \_\_\_\_\_

Color of Lettering \_\_\_\_\_

**Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.**

### SETUP/COMPUTER LABOR

Straight Time - \$88.00 Overtime - \$156.00  
Double Time - \$176.00

6% TAX \_\_\_\_\_

**TOTAL** \_\_\_\_\_

NAME OF CONVENTION DOE ARPA-e 2014 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.

Remit To:

# HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104  
Phone 314/534-8500 • Fax 314/533-0906

## PLANT RENTAL SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

### PLANT RENTALS

QUANTITY	DESCRIPTION	TYPE PREFERRED	DISCOUNT RATE	STANDARD RATE	AMOUNT
	2' - 3' GREEN PLANTS		54.00	70.20	
	4' - 5' GREEN PLANTS		84.00	109.20	
	6' -7' GREEN PLANTS		130.80	170.05	
	8' - 9' GREEN PLANTS		185.00	240.50	
	HANGING PLANTS		58.00	114.40	
	HANGING FERNS		48.00	62.40	

### PLANTS AND FLORAL FOR PURCHASE

	*FLOWERING MUM PLANT		45.00	58.50	
	CUT FLORAL ARRANGEMENT - SMALL		78.00	101.40	
	CUT FLORAL ARRANGEMENT - LARGE		128.00	166.40	
	FLORAL BOUTONNIERE		35.30	45.85	
	FLORAL CORSAGE		35.30	45.85	

All prices include delivery, maintenance, and pick up.  
Rental plants not in booth at close of show will be charged at twice the rental price.

6% Sales Tax \_\_\_\_\_

TOTAL \_\_\_\_\_

For special arrangements call 314/534-8500

\*COLOR DESIRED:  YELLOW  WHITE  PURPLE  RUST

NAME OF CONVENTION DOE ARPA-e 2014 BOOTH # \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ EMAIL \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files



**ELECTRICAL/UTILITY SERVICES**

**FAX OR MAIL TO:** Gaylord National Resort & Convention Center  
 201 Waterfront St. National Harbor Md. 20745  
**Office:** 301-965-3710  
**Fax:** 301-965-3797

**For Inquires:** GNE Exhibits@gaylordhotels.com

**DOE ARPA-E**

**Feb 23-27,2014**

**EVENT NAME** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**BOOTH NUMBER** \_\_\_\_\_

**ADVANCE PRICING DEADLINE: Feb 9, 2014**

VOLTS	MAX WATTS	CIRCUIT AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	5	Single	\$125.00	\$160.00		\$
120	1,000	10	Single	\$150.00	\$200.00		\$
120	2,000	20	Single	\$200.00	\$225.00		\$
208	3,300	20	Single	\$300.00	\$350.00		\$
208	5,700	20	Three	\$400.00	\$475.00		\$
208	5,000	30	Single	\$410.00	\$490.00		\$
208	8,600	30	Three	\$550.00	\$655.00		\$
208	9,900	60	Single	\$700.00	\$840.00		\$
208	17,000	60	Three	\$1100.00	\$1300.00		\$
<b>24 hour service will be double the listed price</b>							
<b>100,200,400 amps are available. Please call for a quote 301-965-3710</b>							
<b>Special Order</b>							\$
<b>Compressed Air:</b> Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$300.00		\$
<b>Water:</b> Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. ( Not available in Ballrooms)					\$300.00		\$
<b>Drainage:</b> Available depending on booth location. A pump may be required at an additional cost. ( Not available in Ballrooms)					\$200.00		\$
One time fill and drain. Maximum of 50 gallons					\$300.00		\$
1 Outlet Extension-cord. RENTAL ONLY					\$25.00		\$
6 Outlet Multi-strip. RENTAL ONLY					\$15.00		\$
Transformer Rental					\$150.00		\$
Antenna/ Cable run Please call for quote 301-965-3710							\$

**CREDIT CARD IS THE ONLY FORM OF PAYMENT**

**Credit Card**  Visa  MasterCard  Am Express  Discover  Diners Club

<b>CARD #</b> _____	<b>EXP. DATE:</b> _____
<b>E MAIL ADDRESS:</b> _____ <small>PLEASE PRINT</small>	
<b>SIGNATURE:</b> _____	<b>PHONE #</b> _____

**PLEASE FAX FORM TO: 301-965-3797**

Please do not send a photocopy of the front or back of your credit card.  
 For security reasons, we cannot accept completed forms via email.

**MD. TAX FORM MUST ACCOMPANY THIS FORM TO CLAIM TAX EXEMPT**

Gaylord Confidential and Proprietary Information

**SCALED FLOOR PLANS**

A scaled floor plan showing the requested location(s) of the power/engineering drop(s) must accompany your order. If a drawing is not provided, Gaylord National will install the service in the most convenient location and charges will apply for relocation,

**ELECTRICAL LABOR**

Special power requirements such as overhead power, wiring of the booth, foreign connections etc. will be subject to time and materials. **There will be a 15% installation and removal assessment on all orders except for labor charges.** Labor and materials will be charged to the credit card on file.

**LABOR RATES**

Mon.- Fri. 8:00 am - 5:00 pm \$90.00 hr  
 All other times \$160.00

**ELECTRICAL/ENGINEERING CONNECTIONS**

The rate or service fee does not include overhead power, wiring of the booth, foreign connections or special requests. All electrical to be installed for in line booths will be to the back of the booth. All others will be from the ceiling or the floor which ever the most convenient manner is. Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services

**NOTE: Labor and materials will be billed at the end of the show.**

<b>Charges:</b>	\$ _____
<b>Installation and removal (15%)</b>	\$ _____
<b>Tax (6%)</b>	\$ _____
<b>SUB TOTAL:</b>	\$ _____
<b>Labor (at show site)</b>	\$ _____

**TOTAL:** \$ \_\_\_\_\_



## INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS

**Fax or Mail to:** Gaylord National Resort & Convention Center  
Attn: Telecommunication Department  
201 Waterfront Street National Harbor Md. 20745  
Office: (301)-965-2506  
Fax: (301)-965-3797

### Gaylord National Resort and Convention Center Information Technology Terms, Conditions and Regulations

#### GENERAL:

- Installation of telephone, telecommunications, network and cabling services within the Gaylord National Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for telecommunication services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in  $\frac{1}{2}$  hour increments (minimum charge is  $\frac{1}{2}$  hour). Labor rate is \$100.00/hour (advanced -- scheduled) and \$175.00/hour (standard -- non-scheduled).
- Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

## **NETWORK | INTERNET | WIRELESS:**

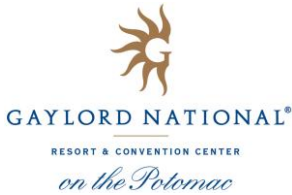
- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord National Resort and Convention Center will facilitate communications between the Gaylord National Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord National Resort and Convention Center or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord National Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.
- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are preformed to ensure adherence.
- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

**Wireless Specific (802.11a,b,g): The Gaylord National Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord National Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord National IT department at 301-965-2506 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.**

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

**Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**





**NETWORK & TELECOMMUNICATION SERVICES**

GAYLORD NATIONAL RESORT & CONVENTION CENTER

Information Technology Department

201 Waterfront St National Harbor Md. 20745

**Fax: 301.965.3797**

Email IT questions to: Aaron.Harley@Gaylordhotels.com

Event Name: DOE ARPA-E Event Dates: Feb 23-27,2014  
 Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**ADVANCED PRICING DEADLINE: Feb 9, 2014**

- Fill out this form completely, including the Credit Card Authorization Form, and fax to the above number. Checks and cash are not accepted. All credit card payments should include a copy of the front and back of credit card.
- Fax a layout of your booth to Gaylord National Resort and Convention Center at 301-965-3797.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
- All equipment and services are subject to a 6% sales tax.
- NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
<b>High-Speed Internet Access</b>				
Wired Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
Additional Device (Customer Provided Switch/NAT)	_____	\$250.00	\$300.00	_____
Static Public IP Address	_____	\$350.00	\$400.00	_____
<b>Dedicated Internet Access – Dedicated Private VLAN</b>				
512k	_____	\$1,500.00	\$2,500.00	_____
1.5 Mb/sec	_____	\$6,500.00	\$7,500.00	_____
3.0 Mb/sec	_____	\$10,250.00	\$11,250.00	_____
<b>Telecommunication (Telephone) Services</b>				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
<b>Labor - Troubleshooting / Move / Change</b>	_____	\$100.00	\$150.00	_____

**Credit Card**  Visa  MasterCard  Am Express  Discover  Diners Club

Charges: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 6% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

CARD # _____	EXP. DATE: _____
SIGNATURE: _____	PHONE # _____
E MAIL ADDRESS: _____	
ON SITE CONTACT: _____	PHONE # _____

**PLEASE FAX FORM TO: 301-965-3797**

Please do not send a photocopy of the front or back of your credit card.

For security reasons, we cannot accept completed forms via email.

**MD. TAX FORM MUST ACCOMPANY THIS FORM TO CLAIM TAX EXEMPT**



**BOOTH LAYOUT**

**Fax or Mail to:** Gaylord National Resort & Convention Center  
 Attn: Exhibit Service Department  
 201 Waterfront Street National Harbor Md. 20745  
 Office: (301)-965-3710  
 Fax: (301)-965-3797

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle # \_\_\_\_\_ **BACK**

**LEFT**

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


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

**RIGHT**

**FRONT**

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

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.



Ph: 800.393.4300  
Fax: 407.905.2150  
[www.GoImage.com](http://www.GoImage.com)  
[orders@goimage.com](mailto:orders@goimage.com)



Exhibit Setup: February 24<sup>th</sup> 2014: 1:00 PM - 7:00 PM  
Exposition Dates: February 25<sup>th</sup>–26<sup>th</sup> 2014  
Venue: Gaylord National Hotel and Convention Center  
City, State: National Harbor, MD

**DISCOUNT PRICE  
DEADLINE DATE:  
February 07, 2014**

**Your signature below denotes acceptance of all Terms & Conditions on this form.**

**METHOD OF PAYMENT  
EXHIBITOR AUTHORIZATION**

**\_\_\_ COMPANY CHECK**

Please make check payable to:  
Image Technical Services Inc.  
720 Crown Point Cross Road  
Winter Garden, FL 34787

**\_\_\_ CREDIT CARD**

We will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of orders placed on show site. Examples of additional charges include all services provided by Image Technical Services Inc., or any charges which Image Technical Services Inc. may be obligated to pay on your behalf, including, any shipping charges.

Please complete the information requested below:

\_\_\_ AMERICAN EXPRESS    \_\_\_ MASTERCARD    \_\_\_ VISA

**PLEASE PRINT CLEARLY**

ACCOUNT NO : \_\_\_\_\_ EXP. DATE : \_\_\_\_\_

CARDHOLDER NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

CARDHOLDER BILLING ADDRESS : \_\_\_\_\_

CITY/STATE/ZIP : \_\_\_\_\_

**EXHIBITING COMPANY INFORMATION**

EXHIBITING COMPANY NAME : \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITING COMPANY ADDRESS : \_\_\_\_\_

PRINT NAME : \_\_\_\_\_ SIGNATURE : \_\_\_\_\_

PHONE : ( ) \_\_\_\_\_ EXT : \_\_\_\_\_ FAX : ( ) \_\_\_\_\_ E-MAIL : \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_ CELL PHONE: ( ) \_\_\_\_\_ REQUESTED DELIVERY WINDOW: 9AM-12PM 1PM -4PM

**THIRD PARTY AUTHORIZATION**

**FOR USE BY AN EXHIBITOR APPOINTED CONTRACTOR:** We understand and agree that we, the exhibiting firm, are responsible for payment of charges and agree to be bound by all terms and conditions as described on this form. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.

**PLEASE PRINT CLEARLY**

EXHIBITOR NAME: \_\_\_\_\_

EXHIBITOR SIGNATURE: \_\_\_\_\_

**THIRD PARTY AGENT:**

CREDIT CARD ACCOUNT NO: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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

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

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ EXT: \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

**AUDIOVISUAL & COMPUTER order form**

NAME OF SHOW: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ REQUESTED DELIVERY WINDOW:  9 AM -12PM  1PM - 4PM

## AUDIO & VIDEO EQUIPMENT

Description	Qty.	Advance Order Show Rate	After Deadline Rate	Total
<b>LCD PRESENTATION MONITORS</b>				
22" LCD Flat Screen Multi-Sync Monitor (WUXGA, computer input only)		\$225.00	\$300.00	\$
26" LCD Flat Screen Multi-Sync Monitor (WXGA) , computer input only)		\$450.00	\$600.00	\$
32" LCD Flat Screen Multi-Sync Monitor (WXGA , 16:9, built-in speakers)		\$600.00	\$800.00	\$
42" LCD Flat Screen Multi-Sync Monitor (WXGA , 16:9, built-in speakers)		\$750.00	\$1,000.00	\$
<b>NOTE: Floor Stands, Speakers, and Wall Mounts charged additional</b>				
<b>PLASMA PRESENTATION MONITORS</b>				
43" Plasma Multi-Sync Monitor (WXGA)(16:9)		\$750.00	\$1,000.00	\$
50" Plasma Multi-Sync Monitor (WXGA)(16:9)		\$1,200.00	\$1,600.00	\$
61" Plasma Multi-Sync Monitor (WXGA)(16:9)		\$1,575.00	\$1,800.00	\$
<b>NOTE: Floor Stands, Speakers, and Wall Mounts charged additional</b>				
<b>LCD PROJECTORS</b>				
XGA LCD Ultra-Portable Projector - 4500 Lumens		\$450.00	\$600.00	\$
5' – 8' Front Projection Tripod Screen		\$45.00	\$60.00	\$
<b>VIDEO PLAYERS</b>				
DVD Player w/Auto Repeat		\$65.00	\$85.00	\$
<b>VIDEO ACCESSORIES</b>				
LCD Monitor (20") Floor Stand		\$100.00	\$150.00	\$
Plasma or LCD Monitor (26" & above) Floor Stand - Dual Post		\$175.00	\$250.00	\$
Speakers for LCD/Plasma Monitors		\$75.00	\$100.00	\$
54" Rolling Monitor Cart w/Black Skirt		\$50.00	\$75.00	\$
Video Distribution Amp		\$50.00	\$75.00	\$
Wall Mounts for Monitors (An additional labor charge may apply)		\$75.00	\$125.00	\$
<b>AUDIO EQUIPMENT</b>				
Powered Speaker w/ Stand		\$75.00	\$100.00	\$
Small Exhibit Sound System (2 small speakers, 1 mixer/amp)		\$225.00	\$300.00	\$
Large Exhibit Sound System (2 large speakers, 1 mixer/amp)		\$450.00	\$600.00	\$
Wired Microphone (Handheld)		\$50.00	\$75.00	\$
Wireless Microphone (Lavalier, Handheld or Headset)		\$150.00	\$200.00	\$
<b>SPECIALTY EQUIPMENT</b>				
<b>Please call us at 1.800.393.4300 to inquire about specialty equipment and services not listed</b>				

AUDIOVISUAL & COMPUTER order form

NAME OF SHOW: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ REQUESTED DELIVERY WINDOW:  9 -12  1 - 4

### COMPUTER EQUIPMENT

Description	Qty.	Advance Order Show Rate	After Deadline Rate	Total
<b>PERSONAL COMPUTERS</b>				
Laptop Computer (7 or XP, 4G RAM, DVD/CDR, 14" - 15" Screen)		\$270.00	\$360.00	\$
Apple MacBook Laptop Computer		\$450.00	\$550.00	\$
<b>PRINTERS</b>				
HP Laser Jet 1200 Series Printer		\$250.00	\$350.00	\$
HP Laser Jet 4200/4300 Series Printer		\$400.00	\$500.00	\$
<b>COMPUTER ACCESSORIES</b>				
8 Port Ethernet Hub		\$50.00	\$75.00	\$
PC Speakers - System		\$50.00	\$75.00	\$
Keyboard & Mouse		\$30.00	\$40.00	\$
<b>SPECIALTY EQUIPMENT</b>				
Please call us at 1.800.393.4300 to inquire about specialty equipment and services not listed				

## YOUR ORDER TOTAL

Equipment Subtotal .....	\$	
Handling Charge (includes delivery, set up, and dismantle) is 20% of equipment subtotal for orders \$3500 and under (\$75.00 minimum.)	\$	
<ul style="list-style-type: none"> <li>Handling charge for orders exceeding \$3500 will be calculated based on actual time. Please contact Image for a labor quote.</li> <li>Union facilities may incur additional charges and will be quoted on an order by order basis.</li> </ul>		
6.5% Sales Tax	\$	
<b>TOTAL CHARGES</b> .....	<b>\$</b>	

**NOTE: FULL PAYMENT IS DUE AT THE TIME SERVICES ARE ORDERED.  
PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

AUDIOVISUAL & COMPUTER order form

## SPECIAL NEEDS

Please write any special needs in this space.

## QUICK TIPS

- Equipment rates are for run of show. Single day rentals are not applicable.
- Due to show demand, requested delivery times cannot be guaranteed.
- A representative must be in your booth to sign for delivery of the equipment. If someone is not available to receive equipment at or near requested delivery time we cannot guarantee specific time of re-delivery.
- All payments must be made in advance in U.S. dollars.
- Electrical, drayage and other services are not included in equipment pricing.
- For equipment not listed or for assistance in completing your order, please call 407.905.2100.
- Items ordered after the discount deadline are subject to availability and applicable freight charges.
- Cancellation of equipment rental and services must be received by the discount deadline date to avoid a cancellation fee of 50% of the total order. No refunds can be issued if equipment or services are cancelled within 48 hours of delivery.
- Fax AV order to 407.905.2150
- For technical assistance, please contact us at 800.393.4300.
- For billing assistance, please contact Barbra at 800.393.4300.



www.GOIMAGE.com

Ph: 800.393.4300 – Fax: 407.905.2150

[www.GoImage.com](http://www.GoImage.com)  
[orders@goimage.com](mailto:orders@goimage.com)

**DISCOUNT PRICE**  
**DEADLINE DATE:**  
**February 07, 2014**

## TERMS & CONDITIONS

Show Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Booth #: \_\_\_\_\_

**NOTE: ALL PAYMENT IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

### RENTAL AGREEMENT

All equipment rentals are based on Show Rates and apply to show days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting IMAGE TECHNICAL SERVICES INC. equipment is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to property. All rental equipment must be returned to IMAGE TECHNICAL SERVICES INC. in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify IMAGE TECHNICAL SERVICES INC. of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of IMAGE TECHNICAL SERVICES INC. in each instance.

### CANCELLATION

Cancellation of equipment rental and services must be received by the discount deadline date to avoid a cancellation fee of 50% of the total order. No refunds can be issued if equipment or services are cancelled within 48 hours of delivery.

### PAYMENT TERMS

Full payment is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment and after the deadline date will incur additional after deadline charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of IMAGE TECHNICAL SERVICES INC. except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise IMAGE TECHNICAL SERVICES INC. personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, IMAGE TECHNICAL SERVICES INC. requires you to forward an exemption certificate for

the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, IMAGE TECHNICAL SERVICES INC. requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF FLORIDA. In the event of any dispute between the EXHIBITOR and IMAGE TECHNICAL SERVICES INC. relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to IMAGE TECHNICAL SERVICES INC. for its services, as an offset against the amount of any alleged loss or damage. Any claims against IMAGE TECHNICAL SERVICES INC shall be considered a separate transaction, and shall be resolved on its own merits. IMAGE TECHNICAL SERVICES INC. reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that IMAGE TECHNICAL SERVICES INC. may be obligated to pay on behalf of EXHIBITOR, including any shipping charges.

### UNPAID BALANCES

Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in ORLANDO, FLORIDA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by IMAGE TECHNICAL SERVICES INC. shall be either applied to reduce the principal unpaid balance or refunded to the payer.





Ph: 800.393.4300  
Fax: 407.905.2150  
[www.GoImage.com](http://www.GoImage.com)  
[orders@goimage.com](mailto:orders@goimage.com)



Exhibit Setup: February 24<sup>th</sup> 2014: 1:00 PM - 7:00 PM  
Exposition Dates: February 25<sup>th</sup>–26<sup>th</sup> 2014  
Venue: Gaylord National Hotel and Convention Center  
City, State: National Harbor, MD

**DISCOUNT PRICE  
DEADLINE DATE:  
February 07, 2014**

**Your signature below denotes acceptance of all Terms & Conditions on this form.**

**METHOD OF PAYMENT  
EXHIBITOR AUTHORIZATION**

     **COMPANY CHECK**  
Please make check payable to:  
Image Technical Services Inc.  
720 Crown Point Cross Road  
Winter Garden, FL 34787

     **CREDIT CARD**  
We will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of orders placed on show site. Examples of additional charges include all services provided by Image Technical Services Inc., or any charges which Image Technical Services Inc. may be obligated to pay on your behalf, including, any shipping charges.

Please complete the information requested below:

     AMERICAN EXPRESS         MASTERCARD         VISA

**PLEASE PRINT CLEARLY**

ACCOUNT NO : \_\_\_\_\_ EXP. DATE : \_\_\_\_\_  
CARDHOLDER NAME : \_\_\_\_\_  
SIGNATURE : \_\_\_\_\_  
CARDHOLDER BILLING ADDRESS : \_\_\_\_\_  
CITY/STATE/ZIP : \_\_\_\_\_

**EXHIBITING COMPANY INFORMATION**

EXHIBITING COMPANY NAME : \_\_\_\_\_ BOOTH # \_\_\_\_\_  
EXHIBITING COMPANY ADDRESS : \_\_\_\_\_  
PRINT NAME : \_\_\_\_\_ SIGNATURE : \_\_\_\_\_  
PHONE : (    )                      EXT :                      FAX : (    )                      E-MAIL : \_\_\_\_\_  
ON-SITE CONTACT: \_\_\_\_\_ CELL PHONE: (    )                      REQUESTED DELIVERY WINDOW: 9AM-12PM    1PM -4PM

**THIRD PARTY AUTHORIZATION**

**FOR USE BY AN EXHIBITOR APPOINTED CONTRACTOR:** We understand and agree that we, the exhibiting firm, are responsible for payment of charges and agree to be bound by all terms and conditions as described on this form. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.

**PLEASE PRINT CLEARLY**

EXHIBITOR NAME: \_\_\_\_\_  
EXHIBITOR SIGNATURE: \_\_\_\_\_  
**THIRD PARTY AGENT:**  
CREDIT CARD ACCOUNT NO: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_  
CARDHOLDER NAME: \_\_\_\_\_  
AUTHORIZED SIGNATURE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: (    )                      EXT:                      FAX: (    )                      \_\_\_\_\_

**AUDIOVISUAL & COMPUTER order form**



NAME OF SHOW: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ REQUESTED DELIVERY WINDOW:  9 AM -12PM  1PM - 4PM

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AUDIOVISUAL & COMPUTER order form

NAME OF SHOW: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ REQUESTED DELIVERY WINDOW:  9 -12  1 - 4

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<b>SPECIALTY EQUIPMENT</b>				
Please call us at 1.800.393.4300 to inquire about specialty equipment and services not listed				

## YOUR ORDER TOTAL

Equipment Subtotal .....	\$	
Handling Charge (includes delivery, set up, and dismantle) is 20% of equipment subtotal for orders \$3500 and under (\$75.00 minimum.)	\$	
<ul style="list-style-type: none"> <li>Handling charge for orders exceeding \$3500 will be calculated based on actual time. Please contact Image for a labor quote.</li> <li>Union facilities may incur additional charges and will be quoted on an order by order basis.</li> </ul>		
6.5% Sales Tax	\$	
<b>TOTAL CHARGES</b> .....	<b>\$</b>	

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AUDIOVISUAL & COMPUTER order form

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www.GOIMAGE.com

Ph: 800.393.4300 – Fax: 407.905.2150

[www.GoImage.com](http://www.GoImage.com)  
[orders@goimage.com](mailto:orders@goimage.com)

**DISCOUNT PRICE**  
**DEADLINE DATE:**  
**February 07, 2014**

## TERMS & CONDITIONS

Show Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Booth #: \_\_\_\_\_

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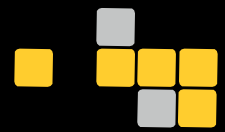
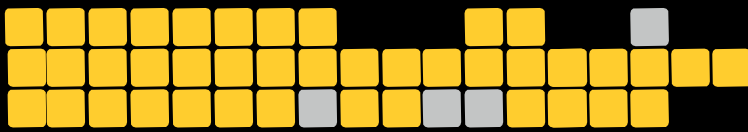
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### UNPAID BALANCES

Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in ORLANDO, FLORIDA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by IMAGE TECHNICAL SERVICES INC. shall be either applied to reduce the principal unpaid balance or refunded to the payer.



# EXHIBITOR RIGGING FORM

01072013

NAME OF CONFERENCE:		START DATE:	END DATE:	# SHOW DAYS:
COMPANY NAME:				
STREET ADDRESS:			CITY & STATE:	ZIP CODE:
TELEPHONE NUMBER:			FAX NUMBER:	
CARDHOLDERS NAME:			CC #:	
<input type="checkbox"/> AMEX <input type="checkbox"/> MC	CHECK #:	EXP. DATE:	BILLING ZIP CODE:	CARD HOLDERS SIGNATURE:
<input type="checkbox"/> VISA <input type="checkbox"/> CHECK	EMAIL ADDRESS:			

WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR CREDIT CARD ACCOUNT FOR THIS ADVANCE ORDER AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF ALL SHOW SITE CHANGES PLACED BY YOUR REPRESENTATIVES. PRICES ARE FOR EXHIBIT FLOOR ONLY. POWER AND INTERNET ARE NOT INCLUDED AND NEEDS TO BE ORDERED SEPARATELY THROUGH THE HOTEL.

### Ordering Instructions

- PSAV must make all attachments to the rigging system, ceiling, and supporting structure of the building.
- Orders must be received 21 days prior to delivery** to avoid penalty rate, and guarantee equipment and crew availability.
- All rigging must conform to Show Management regulations.
- Please complete both pages of this form, and Fax or email diagrams along with this order form for a price quote.
- Signs must include necessary harnesses. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical service must be ordered through Gaylord National Exhibits Department. (301) 965-3710  
GNE Exhibits@gaylordhotels.com
- All overhead signs and banners must be assembled prior to the rigging call time.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 15' in length. Chain hoists may be used for these items.
- Show Management and Gaylord National Conference Services must approve banner placement in advance.
- Labor Rates include the price of Crew and Lift.
- A service charge of 24% on equipment will be added to the subtotal before tax. Please include applicable sales tax on equipment rental.
- TAX EXEMPT STATUS** - If you are exempt from sales tax payment, we require a State of Maryland exemption certificate.

### Pricing Information

	Advance Rate (21 Days Prior)	Standard Rate
Straight Time 8:00 AM – 5:00 PM (M-F)	\$100.00	\$150.00
Over Time 5:00 PM – 12:00 AM (M-F)	\$150.00	\$200.00
Double Time 12:00 AM – 8:00 AM (M-S)	\$200.00	\$300.00
Saturday 8:00 AM – 12 AM	\$150.00	\$200.00
Sunday & Holiday's	\$200.00	\$300.00

*\*\* Rates are per rigger / per hour (2hr. Minimum In 1hr. Minimum Out)\**

### Cancellations

Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one-day charge. If services have already been provided at the time of the cancellation, 100 % of original charges will be applied.

### Delivery Information

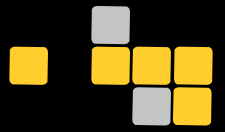
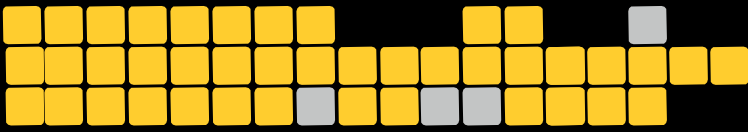
ON SITE CONTACT:	
ON SITE CELL #:	
ROOM/BOOTH #:	
SETUP DATE:	
SETUP TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM
STRIKE DATE:	
STRIKE TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM

### Comments:

IF YOU HAVE A SPECIAL REQUEST OR NEED ADDITIONAL EQUIPMENT, PLEASE CALL.  
A WRITTEN CONFIRMATION WILL BE SENT ONCE YOUR ORDER IS RECEIVED AND PROCESSED

Return form to: Presentation Services | Gaylord National Resort and Convention Center | 201 Waterfront Street | National Harbor, Maryland 20745 | [PSGNexhibits@psav.com](mailto:PSGNexhibits@psav.com) | Fax: 301-965-2060 | Phone: 301.965.2048





# EXHIBITOR RIGGING FORM

01072013

NAME OF CONFERENCE:	START DATE:	END DATE:	# SHOW DAYS:
COMPANY NAME:			

## SIGNS MUST BE ASSEMBLED PRIOR TO RIGGING CALL TIME.

### Sign Information

SIGN TYPE (CONSTRUCTION)	SIGN WEIGHT	SIGN DIMENSIONS

### Additional Information or a Sketch of Your Sign

### Additional Information or a Sketch of Your Booth with Sign Location

IF YOU HAVE A SPECIAL REQUEST OR NEED ADDITIONAL EQUIPMENT, PLEASE CALL.  
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# EXHIBITOR LEAD RETRIEVAL

Capture leads quickly and easily



"This device is great, I wish we've been using it for the past years. We will definitely be using it for all our future events."

—Advanced Aesthetics Surgery and Laser Center

## FEATURES & BENEFITS

- **Simple interface** - No training required
- **Handheld device** – Ruggedized iPod hardware provides a familiar and easy-to-use system
- **Battery powered** – Stays charged for 3-4 days, no electrical requirements
- **Mobile** – Ability to use system outside your booth at networking events
- **Download leads** – Utilize an online portal to download leads after synchronizing the data
- **Efficient follow-up** – Ability to add notes
- **Continuous scan mode** – Repetitive scanning without touching the screen
- **Raffle feature** – Randomly select a scanned lead with a push of a button
- **Multiple devices** - With multiple devices, scanned leads are provided in one merged Excel document as well as in separate Excel documents from each device
- **Data** - Leads include attendee contact information that was captured during the registration process
- **Pick-up** - Lead retrieval pick up located on site in the exhibitor service area

## PRICE

- \$300 first unit
- \$200 each additional unit

## THREE OPTIONS TO RESERVE TODAY

**Option 1:** Visit the portal link that was provided via email to the person who contracted for the exhibit space. Contact information will be pre-populated.

**Option 2:** Visit [www.eventPower.com/Leads/14AE](http://www.eventPower.com/Leads/14AE). Be prepared to provide the contracting company name and booth number.

**Option 3:** Call customer service.

## CUSTOMER SERVICE

Ashley Ernst, *Exhibit Services Coordinator*  
703-740-1934 | [AErnst@eventPower.com](mailto:AErnst@eventPower.com)



## Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the "National Harbor Fire Prevention Code".

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.



19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.  
  
However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.  
  
All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.