



Booth Approval Form

Any company with a 20x20 booth or larger, as well as any company bringing its own display to place within the booth space MUST submit this form by **Monday, August 14, 2023**.

All fields below must be completed and submitted, along with a photo or drawing of company booth, directly to nicole.berry@sae.org.

IMPORTANT: SAE reserves the right to prohibit on-site set-up and installation of booths if booth approvals are not submitted, if structures conflict with SAE-provided Guidelines for Display Rules and Regulations, or if on-site structure differs from what was officially approved.

Consider your booth design acceptable and approved unless you are contacted by SAE Show Management.

Company Name:	
Booth Name:	
Booth Size:	

Please check ONE:

- LINEAR/ IN-LINE/ CORNERBOOTH (10'x10' or 10'x20')**
(A photo or drawing must be attached, noting dimensions and elevations)

Include Height of display at back wall & rear half of the booth space
(max height: 8 feet or 2.44m)

Include Height of display and side wall in the front 5 feet of the booth space
(max height: 4 feet or 1.22m)

Description of booth contents/furnishings:



- ISLAND BOOTH (20'x20' or larger)**
(A photo or drawing must be attached, noting dimensions and elevations)

Height of structure(s) within the booth
(max height: 16 feet or 4.88m): _____

Hanging sign description, height, & size
(max height: 20 feet or 6.10m): _____

Description of booth contents/furnishings: _____

Questions: Contact Nicole Berry, Meeting & Convention Specialist, at nicole.berry@sae.org



Vehicle Approval Form

Please Note: Any company with a vehicle **MUST** submit this form by **Monday, August 14, 2023**.

All fields below must be completed and submitted, along with dimensions and type of vehicle, Directly to Nicole Berry at nicole.berry@sae.org

Consider your vehicle acceptable and approved unless you are contacted by SAE Show Management.

Company Name:	
Booth Name:	
Vehicle Size:	
Vehicle Type:	
Estimated Arrival Time:	

IMPORTANT: SAE reserves the right to prohibit on-site set-up and installation of vehicles if approvals are not submitted, if there is any conflict with Convention Center Display Rules and Regulations.

Questions: Contact Nicole Berry, Meeting & Convention Specialist at nicole.berry@sae.org



Booth Catering Approval Form

Please complete this form in its entirety and return it via email to nicole.berry@sae.org

SAE International Show Management has instituted a policy on catering/alcohol service within exhibit spaces on the exhibit floor. Alcoholic beverages may not be served within an exhibitor’s booth space without approval in writing from Show Management. Alcoholic beverages may not be served during exhibitor move-in, move-out, or before 12:00 PM under any conditions and service must stop before any receptions take place. Any food or beverage items served within an exhibitor’s booth space must be coordinated through the official Facility caterer. Preparation of food within exhibitor’s booth space is prohibited. Exhibitors shall not bring into the Facility any food or beverages of any kind without approval in writing from the Facility’s official caterer. All catering and alcoholic beverages served need to fit within the exhibitor booth perimeters and cannot be set outside of the exhibitor’s booth space.

Policies and Procedures

- Alcohol/Catering service must be arranged through the Facility's Exclusive Caterer
- Exhibitors serving alcohol within their exhibit space assume all responsibility, liability, and expense for such alcoholic beverage distribution.
- At no time is alcohol permitted to be consumed on the Exhibit floor during move-in, pre-exhibit, post-exhibit hours, during tear down, before 12:00 PM, or during receptions.
- Exhibitors serving alcohol will be held responsible for the conduct of their personnel and guests. Any exhibitor personnel or attendees deemed to be intoxicated shall be removed from the Exhibit at Show Management’s sole discretion.
- Exhibitors serving alcohol/Catering will take appropriate measures to contain their guests within their exhibit space during the event(s) and out of aisles and other exhibitors’ exhibits.
- No one under 21 years of age may consume alcohol
- Exhibitors serving alcohol will abide by all State, City, and Facility laws
- Any company found in violation of the above Policies and Procedures may be asked to terminate serving alcohol for the remainder of the Event period.

BOOTH INFORMATION:

Exhibitor Name:		Booth #:	
Contact Name:		Phone #:	
Email Address:			
Alcohol Distribution Dates & Times:			
Catering Distribution Dates & Times:			

→ **Signature:**

→ **Print:** _____

Your signature is an acknowledgement that you will comply with the above policies.

Questions: Contact Nicole Berry Meeting & Convention Specialist at nicole.berry@sae.org

Service Information:

GEMS is proud to be your Exposition Management team. The following are important dates and information to keep at hand:

Booth Information:

Each 10' x 10' booth space will be set with 8' high blue back drape, 3' high blue side rail and a one-line identification sign.

Carpet: The exhibit area is not carpeted. The aisle ways will be carpeted in Tuxedo. It is required for exhibitors to have carpet/flooring in their booth.

Discount Price Deadline:

Order early to take advantage of our discount prices, place your order by **August 25, 2023**. Orders placed at show site will be charged an additional 30% above the discount price.

GEMS ONLINE ORDERING**Show Schedule:****Exhibitor Move-In:**

Monday	September 18, 2023	12:30 PM - 5:00 PM
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Exhibit Hours:

Tuesday	September 19, 2023	10:00 AM - 6:00 PM
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Wednesday	September 20, 2023	10:00 AM - 6:00 PM
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Exhibitor Move-Out:

Wednesday	September 20, 2023	6:00 PM - 9:00 PM
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The exhibitor service center will be open daily during move-in, move-out and show hours.

Dismantle & Move-Out Information:

- ◇ GEMS will begin returning any empty containers as soon as the aisle carpet has been removed.
- ◇ Our exhibitor service team will gladly prepare your outbound material handling form and labels ahead of time. Complete the outbound shipping form found in this exhibitor kit and your paperwork will be available at show site.
- ◇ Please inform your drivers to be checked in at the loading area by **7:00 PM on Wednesday, September 20, 2023.**
- ◇ All exhibitor materials should be removed from the facility by **9:00 PM on Wednesday, September 20, 2023.**
- ◇ Freight not picked up by **9:00 PM on Wednesday, September 20, 2023** will be redirected.

General Contractor Information:

Assistance:

GEMS project coordinators are assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact us with any questions.

Britni Fitzpatrick	Stephanie Baumgart
Britni@gemsevents.com	Stephanie@gemsevents.com
(407) 438-5002	(313)-400-1454

Gilbert Exposition Management Services (GEMS)

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838

During the Show:

GEMS maintains an on-site Exhibitor Services Contact during the whole duration of the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at 313-400-1454 for a quote.

Shipping Information:

Advance to Warehouse:

ABF Freight
c/o GEMS
COMVEC
Company name & Booth #
825 Commerce Dr.
South Elgin, IL. 60177

Shipments may begin arriving at the above address on **Monday, August 21, 2023** from 8 AM–3:00 PM daily. Shipments will be accepted at the warehouse until **Friday, September 15, 2023** after that additional after deadline fees will apply. To trace the arrival of your shipment or for directions to the warehouse please call 313-400-1454

Direct to Show Site:

Renaissance Schaumburg Convention Center
c/o GEMS
COMVEC
Company Name & Booth #
1551 N Thoreau Drive N.
Schaumburg, IL. 60173

Shipments arriving at show site prior to **Monday, September 18, 2023** will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, special events, exhibit rentals, installation and dismantle labor, or material storage.

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization

(All Information Must Be Provided)

EXPIRATION DATE

MasterCard
 VISA
 American Express
 Corporate
 Personal

			____ / ____
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Card Holders Name		
(Please Print)		
Billing Address		
City	State	Zip Code
Phone Number	Credit Card CVV Code	
Email Address		
Card Holders Signature		
Company Name	Booth #	

Calculation of Orders	Total
Material Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishings & Accessories	\$
Custom Furniture Rental	\$
Carpet	\$
3.95% Processing Fee	\$
Taxes 10%	\$
Total	\$
To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.	
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$
Check #	
Please list all authorized persons for credit card use at show site below.	

<p>Payment Policy</p> <p>Payment for Services</p> <p>GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, GEMS/GEMS Logistics LLC will use this authorization to charge your account for services which may include labor, material handling, and shipping services not covered by your first payment.</p> <p><i>For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.</i></p> <p>Method of Payment</p> <p>GEMS accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.</p>	<p>Third Party Billing</p> <p>Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.</p> <p>Tax Exempt</p> <p>If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.</p> <p>Adjustments and Cancellations</p> <p>Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.</p>
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If you have any questions regarding our payment policy, please call exhibitor services at 313-400-1454 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.



GEMS

GILBERT EXPOSITION
MANAGEMENT SERVICES

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



COMVEC™

On-highway | Off-highway | Defense

September 19-21, 2023
Schaumburg, Illinois

THIRD PARTY PAYMENT AND STATEMENT OF TERMS

GEMS will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met :

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located in this manual. **Starting January 2023, the third party / EAC will be required to pay a \$250 Exhibitor Allocated Contractor flat rate fee.**
2. The payment record of the third party must be acceptable to GEMS. Also, the charge card information must be completed and submitted to GEMS as a deposit for the Show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires GEMS to fax an invoice from the Show Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. **Please do not forget to fill out the credit card authorization form.**

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

EXHIBITING FIRM:		BOOTH#:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
DISPLAY HOUSE NAME/THIRD PARTY PAYER:		
COMPLETE ADDRESS:		
CITY, STATE:		ZIP CODE:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
PHONE NUMBER:	FAX NUMBER:	
ITEMS TO BE BILLED TO THIRD PARTY:		
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS		
ACCOUNT NUMBER:		EXPIRATION DATE and CVV Code:
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		BOOTH #:
COMPANY ADDRESS:		
CITY, STATE:		ZIP CODE:
PHONE NUMBER:	FAX NUMBER:	

MATERIAL HANDLING

As the Official General Contractor, we will take care of the all the material handling needs. GEMS will provide complete freight handling. We offer (1) month of storage prior to the show opening at our advanced warehouse. Our material handling service includes: Unloading of material from truck, delivering of material to booth, handling & storage of empties, delivery of empties to the booth at show closing, loading of material back onto outbound carriers.

RATES

Advanced Warehouse Material Handling.....	\$ 1.90 per pound.
Rate applies to shipments sent only to the warehouse.	
Direct to Show Site Material Handling	\$ 1.60 per pound.
Rate applies to shipments sent only directly to show site.	
Material Handling - 10lbs and under	Free of Charge
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.	

SHIPPING INSTRUCTIONS

Warehouse:

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Warehouse shipments will be excepted from: **August 21, 2023** to: **September 15, 2023**.
- No shipments will be received at the warehouse on weekends or holidays.
- **Warehouse address:**

ABF Freight
c/o GEMS
COMVEC
Company Name / Booth
825 Commerce Dr.
South Elgin, IL. 60177

Show Site:

- Show Site receiving begins: **September 18, 2023**
- **All shipments arriving at the facility prior to September 18, 2023 will be refused & rerouted.**
- **Show Site address:**

Renaissance Schaumburg Convention Center
c/o GEMS
COMVEC
Company Name / Booth
1551 N Thoreau Drive N.
Schaumburg, IL. 60173

Outbound: Submit your outbound shipping information in advanced and we will deliver your paper to you during the event.



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1 Washington Blvd. Ste 1056

Detroit, MI 48226

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September 19-21, 2023
Schaumburg, Illinois

MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$100.00 per CWT for straight time and \$200.00 per CWT for overtime, with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS.* GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.



GEMS

GILBERT EXPOSITION
MANAGEMENT SERVICES

RUSH

DO NOT DELAY

Receiving Date Begins: August 21, 2023

Deadline Date: September 15, 2023

To:

Exhibitor/Vendor Name

Booth #:

C/O: GEMS

ABF Freight
825 Commerce Dr.
South Elgin, IL. 60177

WAREHOUSE

Event: **COMVEC**

No. Of PCS



GEMS

GILBERT EXPOSITION
MANAGEMENT SERVICES

RUSH

DO NOT DELAY

Receiving Date Begins: August 21, 2023

Deadline Date: September 15, 2023

To:

Exhibitor/Vendor Name

Booth #:

C/O: GEMS

ABF Freight
825 Commerce Dr.
South Elgin, IL. 60177

WAREHOUSE

Event: **COMVEC**

No. Of PCS

PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY



RUSH

DO NOT DELAY

Cannot Deliver Before: September 18, 2023

To:

Exhibitor/Vendor Name

Booth #:

C/O: GEMS

Renaissance Schaumburg Convention
Center
1551 N Thoreau Drive N.
Schaumburg, IL. 60173

SHOW SITE

Event: **COMVEC**

No. Of PCS



RUSH

DO NOT DELAY

Cannot Deliver Before: September 18, 2023

To:

Exhibitor/Vendor Name

Booth #:

C/O: GEMS

Renaissance Schaumburg Convention
Center
1551 N Thoreau Drive N.
Schaumburg, IL. 60173

SHOW SITE

Event: **COMVEC**

No. Of PCS

PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY

MOBILE UNIT & VEHICLE SPOTTING

Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by GEMS to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels. Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location, under its own power.

SPOTTING FEES Mobile Units * \$350.00 per unit (round trip)

Vehicles..... \$350.00 per unit (round trip)

PLUS 6% Tax

Exhibiting Firm: _____

Booth #: _____ Booth Size: _____

Contact Name: _____ Phone #: _____

Email Address: _____

Inbound Freight Procedures

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET!!!

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILL OF LADING:

- Booth Number
- Exhibiting Company Name
- Shipper
- Piece Count
- Heavy & Light Weight Scale Tickets

PIECE COUNTS SHOULD BE BROKEN INTO THE FOLLOWING CATEGORIES:

- Crates..... (Wooden Boxes)
- Cartons(Cardboard Containers)
- Carpets/Rolls (Rugs and Pads)
- Machines
- Miscellaneous..... (Loose / Uncrated Items)

WE REQUIRE TWO COPIES OF YOUR BILL OF LADING.

IF YOU CANNOT PROVIDE REQUIRED INFORMATION, PLEASE CONTACT YOUR DISPATCH OR FOLLOW UP WITH THE ON-SITE GEMS STAFF.

MACHINERY HANDLING DEFINITIONS

STRAIGHT TIME: 8:00 AM to 4:30 PM. Monday through Friday

OVERTIME: 4:30 PM to 8:00 AM. Monday through Friday, all day Saturday.

DOUBLE TIME: Sundays, and holidays

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

DRIVERS CHECK-IN: NO LATER THAN 2:00 PM IN ORDER TO BE OFF-LOADED ON ARRIVAL DATE.

- All machinery shipments MUST be shipped directly to the RENAISSANCE SCHAUMBURG CONVENTION CENTER in care of GEMS. GEMS WILL NOT ACCEPT any shipments addressed to RENAISSANCE SCHAUMBURG CONVENTION CENTER prior the first day of Exhibitor Move-In.
- **MACHINERY WILL NOT BE ACCEPTED AT THE WAREHOUSE.**
- Certified weight tickets and proper documentation will be required on all loads containing machinery. Separate weight for display material and machinery equipment is required. There are different rates for machinery equipment if properly identified on the Bill of Lading. If the weight is not separated and/or materials not identified properly, the display rate will prevail.
- Rates quoted on the Machinery Handling form include all labor and equipment required to unload trucks at the hall and to place items in the exhibitor's booth, one time spotting, return of containers to dock and loading on outbound carriers. Machinery will be spotted with a 6" tolerance, one time after removal from the truck provided the following conditions are met:
 1. The exhibitor, or his representative, is there to supervise the spotting
 2. The area within the booth is clearly marked to indicate the machine's position
 3. No rigging, bolting or unbolting, unskidding, uncrating or attaching to other equipment must be done
- This will include shipments of machinery WITH proper lifting bars, points, hooks or skids which may be moved on or off of the loading dock or vehicle or show floor by forklift with NO other additional handling requirements. Forklift lifting points MUST be clearly marked.
- Machinery that does NOT fit this description or if a representative is not there will be considered UNSKIDDED and will be charged the published rates for Unskidded Machinery Shipments.
- Rates DO NOT include a labor charge for uncrating, unskidding, unpacking, recrating or reskidding materials.

MACHINERY HANDLING

DIRECT MACHINERY MATERIAL RATES

These rates apply to machinery with proper lifting bars, points, hooks, or skids, equipment which may be moved on or off the loading dock, vehicle, or show floor by Forklift with no special handling required. Forklift points must be clearly marked The round trip rates for this service are as followed:

ROUND TRIP RATES

Round Trip Rates

0-10,000 lbs.....	\$37.50
10,000-20,000 lbs.....	\$34.50
20,001-30,000 lbs.....	\$31.25
30,001-40,000 lbs.	\$28.60
40,001-50,000 lbs.....	\$25.70
50,001-60,000 lbs.	\$22.85

MACHINERY INFORMATION

<u>MACHINE NUMBER</u>	1	2	3
TYPE			
WEIGHT			
HEIGHT			
SIZE OF BASE			
IS MACHINE CRATED (YES OR NO)			
WILL SKIDS REMAIN UNDER MACHINE (YES OR NO)			
PRE-RIGGING INFORMATION AND/OR OTHER DATA			

NOTE: If equipment requiring special handling, including machinery is to be displayed it imperative that details be included above. If no machinery requiring special handling will be displayed in your booth, please write "NONE DISPLAY MATERIAL ONLY" across the above area. This applies to "General Exhibitors" whose exhibits consist primarily of background panels, prefabricated display units, drapes and/or other display material including product presentation.

EXHIBITING FIRM:

BOOTH#:



GEMS

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MANAGEMENT SERVICES

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



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September 19-21, 2023
Schaumburg, Illinois

OUTBOUND SHIPPING FORM

Exhibiting Firm: _____

Booth #: _____ Booth Size: _____

Contact Name: _____ Phone #: _____

EACH OUTBOUND SHIPMENT WILL REQUIRE A GEMS BILL OF LADING. WE ARE HAPPY TO PREPARE THESE FOR YOU AHEAD OF TIME AND DELIVER TO YOUR BOOTH PRIOR TO SHOW CLOSE. PLEASE COMPLETE & RETURN THIS FORM VIA EMAIL / FAX OR TO THE GEMS CUSTOMER SERVICE CTR.

SHIPPING INFORMATION

SHIP TO:

Company Name: _____

Delivery Address: _____

City _____ State: _____ Zip/Postal Code: _____

Phone #: _____ Attn: _____

Special Instructions: _____

BILL TO: Same as Ship to:

Company Name: _____

Billing Address: _____

City _____ State: _____ Zip/Postal Code: _____

METHOD OF SHIPMENT

SELECT A CARRIER:

Carrier Name: _____ Carrier Phone Number _____

Select a Level of Service:

1 Day 2 Day 3 Day Standard Ground Specialized

Number of Shipping Labels Needed _____

In the event that your carrier does not arrive by the designated check-in time your shipment will be re-routed via the show carrier.



GEMS

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MANAGEMENT SERVICES

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COMVEC™
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September 19-21, 2023
Schaumburg, Illinois

EAC FORM

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

Gilbert Exposition Management, Inc. (GEMS), has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A *NON-OFFICIAL CONTRACTOR IS:* Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

- Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the GEMS Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the GEMS exhibitor Service Center by a representative who has verifying identification.
- These services shall not compete with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and Show management regarding entrance.
- The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the move-in date and shall not solicit business on the Show floor.
- The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS:

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the Show facility and does not represent on or more of the official contractors.

- Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Gilbert Exposition Management Services, Inc. (GEMS), no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
- The Non-Official Contractor must provide GEMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **A one time flat fee of \$250 must be submitted with COI. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**

Failure to provide GEMS with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from GEMS. Non-Official Contractors will be able to provide supervision only.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to GEMS no later than **September 1, 2023**

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, below.
- Liability "Certificate of Insurance" form which names Gilbert Exposition Management, Inc. (GEMS), as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to GEMS by September 1, 2023 then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from GEMS.

INTENT TO USE NON-OFFICIAL CONTRACTOR

NOTIFICATION DEADLINE: September 1, 2023

EXHIBITING FIRM:	BOOTH #:	
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:		
FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS:		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:
NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):		
DIRECT PHONE NUMBER:	TYPE OF SERVICE TO BE PERFORMED:	

INSTALL & DISMANTLE LABOR

Description	Advance	Show site
Straight-Time — 8:00 AM to 4:30 PM Monday through Friday.....	\$116.30	\$145.00
Overtime - 6:00 AM to 8:00 AM and 4:30 PM to 12:00 midnight Monday through Friday		
All day Saturday.....	\$174.60	\$217.77
Double Time - Sunday and all recognized holidays.....	\$231.50	\$286.65

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- GEMS supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information.**

INSTALLATION LABOR

- GEMS Supervised Labor** - Please complete the reverse side of this form.
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 35% of the total installation labor bill, with a minimum of \$45.00.
- Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor** *Supervisor must check in at the GEMS Service Center to pick up labor
- Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx Hrs.	Total Hrs.	Hourly Rate	Estimated Cost:
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
GEMS Supervisions (35%/\$45.00) =						\$ _____
Total Installation =						\$ _____

DISMANTLE LABOR

- GEMS Supervised Labor** - Please complete the reverse side of this form.
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 35% of the total installation labor bill, with a minimum of \$45.00.
- Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor** *Supervisor must check in at the GEMS Service Center to pick up labor
- Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx Hrs.	Total Hrs.	Hourly Rate	Estimated Cost:
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
_____	_____	_____ x	_____	_____	_____ =	\$ _____
GEMS Supervisions (35%/\$45.00) =						\$ _____
Total Installation =						\$ _____

GEMS SUPERVISED LABOR

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

INBOUND SHIPPING AND SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total # of: _____ Crates _____ Cartons _____ Fiber Cases

Setup Plan/Photo: Attached _____ To be sent with exhibit _____ In Crate # _____

Carpet: With Exhibit _____ Rented from GEMS _____ Color _____ Size _____

Electrical Placement: _____ Drawing attached _____ Drawing with exhibit _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

GEMS Preferred Show Carrier:

Standard Ground

Air Freight Next Day 2nd Day Deferred Expedited

Other Carrier: Name _____ Phone # _____

FREIGHT CHARGES

Prepaid Collect

Bill to: _____

PLEASE NOTE: GEMS is not responsible for the product or literature that is not properly packed and labeled by the exhibitor.

In the event that your carrier does not arrive by the designated check-in time your shipment will be re-routed via the show carrier.

FORKLIFT / RIGGING INSTALL & DISMANTLE

FORKLIFT CREW & 5M FORKLIFT:

Straight Time: \$396.10 | 2 man crew per hour.

Overtime: \$512.95 | 2 man crew per hour.

Double Time: \$628.70 | 2 man crew per hour.

TWO MAN RIGGING CREW (equipment not included)

Straight Time: \$234.30 per personnel hour

Overtime: \$351.15 per personnel hour

Double Time: \$468.05 per personnel hour

Two man crew is required with all equipment below:

Lg. Forklift (up to 15,000 lbs.) - crew not included: \$194.05 per hour

4 Stage—Forklift (14' or higher—crew not included: \$163.17

Man Cage for Forklift: \$87.70

Boom for Forklift: \$116.30

- Forklift crew will consist of one forklift, one driver and one spotter.
- Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area.
- Forklift crews do not need to be ordered if it is part of the Material Handling Process.
- The same rules and regulations apply to forklift crew labor as to all other labor services.

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays.

Double time rates prevail on Sundays & Holidays.

A minimum charge is 1 hour per labor personnel

This form is a Machinery/Forklift/Rigging order form to uncrate, unskid, spot and place equipment. This form will not be accepted for your Hanging Sign/Condor needs.

INSTALL & DISMANTLE RECAP

Please check the appropriate line:		<input type="checkbox"/> Exhibitor Supervision	* Supervisor must check in at the GEMS Service Center to pick up labor	
Install	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
Dismantle	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
EQUIPMENT:				\$ _____
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR				\$ _____

Describe work to be done:

EXHIBITING FIRM:

BOOTH#:

BOOTH PACKAGES

Booth Package:

Each 10' x 10' package includes:

- (1) 10' x 10' Carpet
- (1) 6' L x 30" skirted table
- (2) Side chairs
- (1) Corrugated Wastebasket

Advanced Price.....\$452.55

Standard Price.....\$523.70

Items included in this package cannot be substituted or traded.

Rates based on full packages whether used completely or in part

Please indicated your color Selection Below:

(circle color choice)

TABLE: Black Blue Red Sky Blue Silver White Burgundy

CARPET: Black Blue Grey Red Midnight-Blue Tuxedo

_____	@	_____	+	_____	=	\$	_____
No. of Pkgs				10% tax			Total

EXHIBITING FIRM:

BOOTH#:



GEMS

GILBERT EXPOSITION
MANAGEMENT SERVICES

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



COMVEC™
On-highway | Off-highway | Defense

September 19-21, 2023
Schaumburg, Illinois

STANDARD FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Padded Black Side Chair	\$121.30	\$151.60	\$
	Padded Black Bar Stool	\$242.55	\$303.20	\$
	Literature Stand	\$165.40	\$192.95	\$
	Waste Basket	\$22.65	\$38.60	\$
	Easel, Chrome	\$50.70	\$71.65	\$
	Tack Board	\$165.40	\$192.95	\$
	42" High Round Café Table	\$192.95	\$231.50	\$
	Bag Rack	\$71.65	\$88.20	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Indicate Color: ___Red ___Blue ___Black ___Sky Blue ___Grey ___White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$10.20	\$15.20	\$
	8' Drapery Installed, per linear foot	\$13.25	\$20.10	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Indicate Color: ___Red ___Blue ___Black ___Sky Blue ___Silver ___White ___Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$143.30	\$179.20	\$
	6' Draped	\$168.15	\$210.05	\$
	8' Draped	\$193.20	\$241.45	\$
	4th Side Draped	\$27.55	\$35.85	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Indicate Color: ___Red ___Blue ___Black ___Sky Blue ___Silver ___White ___Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$160.15	\$200.05	\$
	6' Draped	\$180.60	\$225.75	\$
	8' Draped	\$200.05	\$249.90	\$
	4th Side Draped	\$27.55	\$35.85	\$

TABLE RISERS AND DRAPING

Indicate Color: ___Red ___Blue ___Black ___Sky Blue ___Silver ___White ___Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$38.85	\$52.40	\$
	6' x 10" x 12" Draped	\$49.60	\$67.00	\$
	8' x 10" x 12" Draped	\$63.70	\$85.95	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT
YOUR PROJECT MANAGER AT GEMS FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 10% \$

EXHIBITING FIRM:

BOOTH #:

Total \$



TRADESHOW

FURNISHINGS | 2021

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Good, By Design™



Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips
to life throughout the catalog!



Form and Function. Use a clear divider (or two!) that fits between sofas or conference tables to safely hold face-to-face meetings.



Get Connected. Communal tables facilitate networking opportunities and build connections.

Creature Comforts. Comfortable "living room" spaces relax clients and encourage genuine conversation.



Keep it Green. Lifelike greenery warms up booth environments by bringing nature indoors.



Demo Down. Ottomans are a great way to design small theaters for quick demonstrations.

Dividers

Clear Dividers

A) DIVFRE Freestanding
(Silver, Clear) 39"L 1.5"D 72"H

B) DIVFWL Freestanding Wall Unit
(Silver, Clear) 40"L 1.5"D 72"H

C) DIVFCR Freestanding Corner
(Silver, Clear) 39"L 39"D 72"H

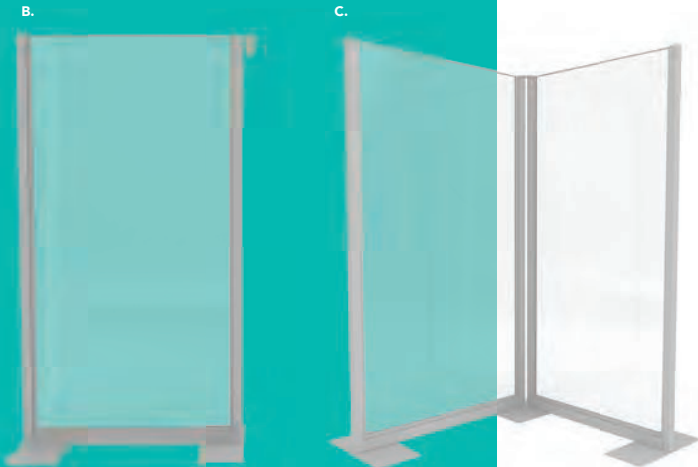


Bar Tables | pg 84
Barstools | pg 88

Attract, Connect and Inspire.

Choose from a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.

Locking Hinge Detail



Bars | pg 118



Clear Dividers

D) DIVBAR Bar/Counter
(Silver, Clear)
48-70"L 12"D 31.5"H

E) DIVFST Sofa/Table
(Silver, Clear)
34"L 11"D 47-74"H
Adjustable height.



Sofa | pg 34

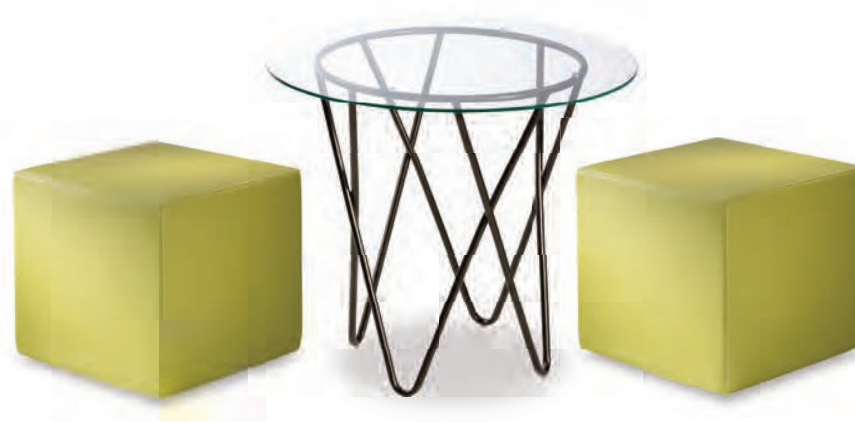


Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips to life throughout the catalog!



Spin Around. Swivel chairs maximize functionality and allow you to engage with those all around. They're particularly helpful in smaller spaces!



Gather Round! Ottomans styled around an accent table create an informal campfire setting for small group discussions.

Level the Field! Low and casual seating makes clients more comfortable and open to learning.



Charge It! Powered products encourage clients to linger in the booth as they recharge.



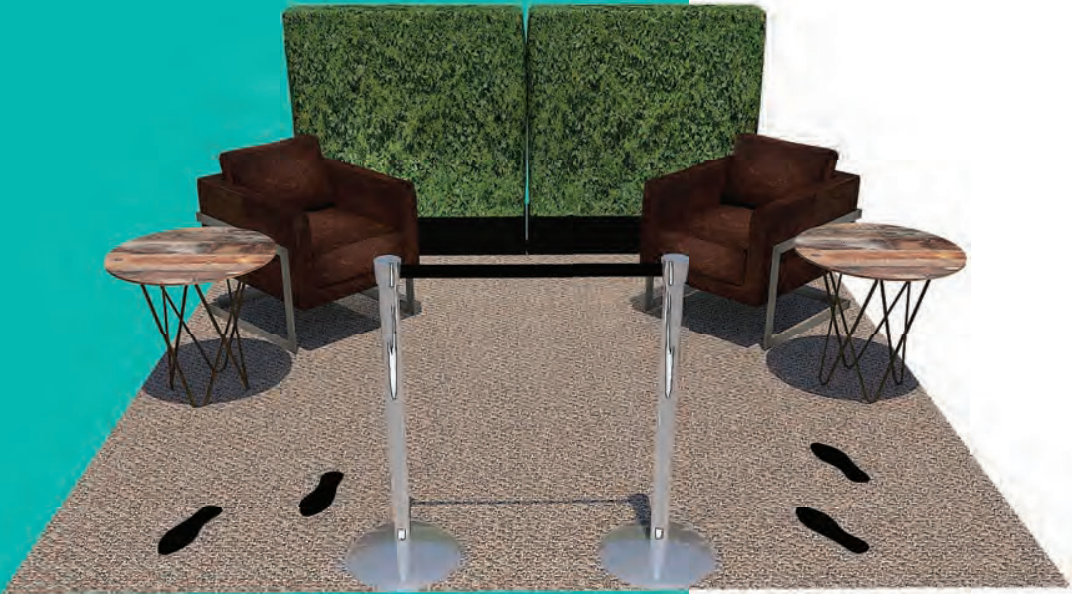
Stay Social. Style eye-catching spaces worth sharing on social networks to increase brand exposure.



Provide a Pop! Colorful furnishings attract more attention while reinforcing brand themes.



Dividers



Accent Chairs | pg 42
Side Tables | pg 70
Greenery | pg 20

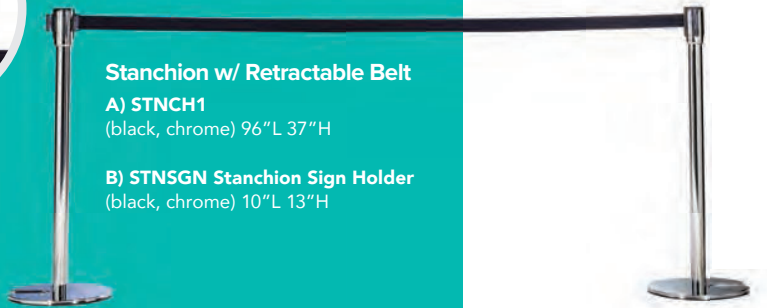


A.

Stanchion w/ Retractable Belt

A) STNCH1
(black, chrome) 96"L 37"H

B) STNSGN Stanchion Sign Holder
(black, chrome) 10"L 13"H



C.

Conference Tables | pg 104
Executive Seating | pg 102

C) DIVFWB Clear Divider,
Freestanding Whiteboard
(Silver, Clear) 39"L 1.5"D 72"H



D.

D) MIRWHT Miramar
Divider, White
(molded plastic)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H



Accent Chairs | pg 46
Side Tables | pg 78

Boxwood Hedges

A) HDG7FT Boxwood Hedge, 7'
36.5"L 12"D 84"H

B) HDG4FT Boxwood Hedge, 4'
46"L 9"D 47"H



A.

B.



Accent Chairs | pg 44
Side Tables | pg 78



Bar Tables | pg 84
Barstools | pg 88

Keep it Green

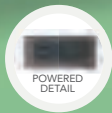
Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.

POWERED
Collections



Powered Seating

Naples Collection



A) NPLSOP Naples Sofa, Powered
(black vinyl) 87"L 30"D 33.25"H

B) NPLCHP Naples Chair, Powered
(black vinyl) 36"L 30"D 33.25"H

C) NPLLOP Naples Loveseat, Powered
(black vinyl) 62"L 30"D 33.25"H

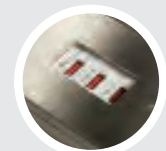
Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.



Tech Tablet Chair

TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet,
chrome base)
30.5"L 29"D 33.5"H
Also available without tablet.

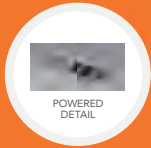


POWERED
DETAIL



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Communal Tables



Ventura Bar Tables, Powered

A) VNTWHT (white top)
B) VNTBLK (black top)
(silver frame) 72.25"L 26.25"D 42"H



Styling Tip:

One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

Ventura Cafe Tables, Powered

C) VNTCWH (white top)
D) VNTCBK (black top)
(silver frame) 72.25"L 26.25"D 30"H



Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tables

Sydney Powered Cocktail Tables



**Sydney Powered
Cocktail Tables**
C1WP (white top)
C1YP (black top)
(brushed steel)
48"L 26"D 18"H

Wireless Charging Table

**CUBPOW Wireless
Charging Table, Powered**
(white, AC plug-in) 20"L 20"D 18"H
Mobile devices must have Qi
wireless charging capability.



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Products

Village Charging Hub



VILHUB
Village Charging Hub
(cream)
12"L 12"D 28.25"H



Styling Tip:

Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.

Powered Pedestals

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



Powered Locking Pedestals

White

PDL36W 24"L 24"D 36"H

PDL42W 24"L 24"D 42"H

Black

PDL36B 24"L 24"D 36"H

PDL42B 24"L 24"D 42"H



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



SOFT SEATING

Collections

Soft Seating Collections

Valencia

VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H

VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H



Level The Field!:

Low and casual seating makes clients more comfortable and open to learn about your product.

Pair loveseats and sofas with the Sofa/Table Divider to create individual spaces.

Dividers | pg 16



Fairfax

FAIRSW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H



Sterling

STECHA Chair
(gray fabric)
33"L 33.5"D 32"H

STESOF Sofa
(gray fabric)
82"L 33.5"D 32"H



Soft Seating Collections

Allegro

CHR002 Chair
(blue fabric)
36"L 34.5"D 30"H

SFA002 Sofa
(blue fabric)
73"L 34.5"D 30"H



Palm Beach

PALSOF Sofa
(white vinyl)
69"L 29"D 33"H



Key Largo

KEYSOF Sofa
(black fabric)
79"L 35"D 34"H

KEYCHR Chair
(black fabric)
35"L 35"D 34"H

KEYLOV Loveseat
(black fabric)
57"L 35"D 34"H



Soft Seating Collections

Baja


BCHWT Chair
(white vinyl)
36"L 30.5"D 28"H

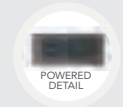
BSFWHT Sofa
(white vinyl)
86"L 30"D 28"H



BLVWHT Loveseat
(white vinyl)
61"L 30.5"D 28"H



Powered Products 



Naples

NPLCHP Chair, Powered
(black vinyl)
36"L 30"D 33.25"H
Also available with
standard arm (NPLCHR).

NPLSOP Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H
Also available with
standard arms (NPLSOF).

NPLLOP Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H
Also available with
standard arms (NPLLOV).

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

A C C E N T
Chairs



Accent Chairs



Bowery
BOWCHA Swivel Chair
(ochre fabric, chrome)
29.75"L 31"D 27.25"H



La Brea
LABREA Swivel Chair
(charcoal gray fabric, chrome)
35"L 27"D 40"H



Swanson
SWAN Swivel Chair
(white vinyl, chrome)
28"L 25"D 30"H

Make it
swivel



10'x20' - Meeting Booth



Wentworth
WENCHA Swivel Chair
(brown vinyl, black)
31"L 24"D 31.5"H

Accent Chairs



**Madrid
BCW Chair**
(white, chrome)
30"L 30"D 31"H



A.



B.



C.



D.



E.



F.



**Montreal
MONCHA Chair**
(blue, black metal)
30"L 23.25"D 30"H

Accent Tables | pg 70

**Lena
LENCHA Chair**
(moss green leather, bronze)
27"L 25"D 31"H



Create Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

A) TCHP Tech Chair, No Tablet
(gray vinyl, chrome base)
30.5"L 29"D 33.5"H

**B) MNCHCH Munich
Armless Chair**
(gray fabric) 22.5"L 27"D 28.5"H

C) CNTCHR Century Chair
(gray velvet) 30"L 30"D 31"H

D) ATHCHA Atherton Chair
(distressed brown leather,
blackened steel) 27"L 31"D 30"H

**E) PROGB Pro Executive
Guest Chair**
(black vinyl) 24"L 26"D 36"H

F) PASCHR Pasadena Chair
(white molded plastic w/ chrome
tower base) 27"L 25"D 26"H

INDIVIDUAL
Seating





MARINA

CHAIRS

17.5"L19.5"D35"H



A.

B.

C.

D.

E.

A) MARCBR (brown fabric) **B) MARCBE** (ocean blue fabric)
C) MARCRD (red fabric) **D) MARCWH** (white vinyl) **E) MARCBK** (black vinyl)

All frames brushed metal.

Individual Seating

**Laguna
LMCHR Chair**
(maple, chrome)
18" L 19" D 34" H



**Lucent
LUCHCL Chair**
(frosted acrylic, chrome)
19.5" L 19.75" D 32.5" H



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

A) CS4 Syntax Chair
(black, chrome)
23" L 19" D 32.25" H

B) XCHR Christopher Chair
(white vinyl, chrome)
17" L 19" D 35" H

C) SC3 Brewer Chair
(onyx, black) 20" L 20" D 32" H

**D) RSTDIN Rustique
Chair w/arms**
(gunmetal) 20" L 18" D 31" H

E) ZENCHR Zenith Chair
(white, chrome)
18.25" L 22" D 32" H

F) Duet Stack Chair
(black, chrome) 21" L 23" D 33" H

G) SC10 Razor Armless Chair
(white) 15.5" L 15.5" D 30.5" H

H) OCMWHT Meeting Chair
(white vinyl, wenge)
25.5" L 23.5" D 34" H

Malba Chair
I) MALGRN (green, chrome)
J) MALGRY (gray, chrome)
20" L 20" D 32" H

Blade Chair
K) BLDCSB (sky blue)
L) BLDCRD (red)
20.5" L 19" D 30.5" H



O T T O M A N
Collections

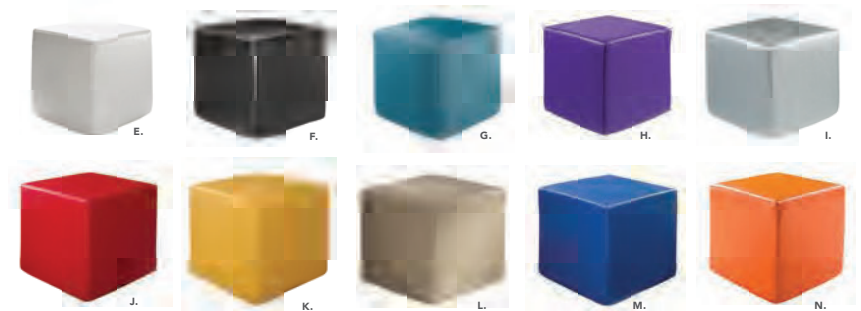
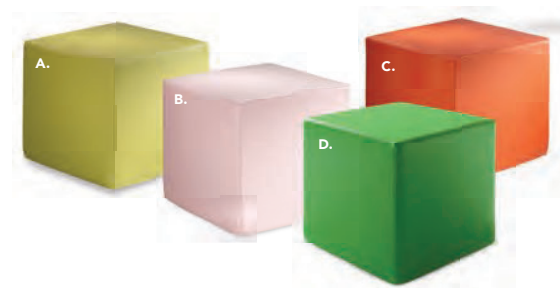


V I B E

Provide a Pop!

Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

CUBE
OTTOMANS
 18" L18" D18" H



- A) VIB14** (citrus green vinyl) **B) VIB17** (desert rose vinyl) **C) VIB16** (spice orange vinyl)
- D) VIB01** (green vinyl) **E) VIB09** (white vinyl) **F) VIB10** (black vinyl) **G) VIB11** (steel blue vinyl)
- H) VIB13** (purple vinyl) **I) VIB12** (silver vinyl) **J) VIB04** (red vinyl) **K) VIB05** (bright yellow vinyl)
- L) VIB15** (taupe vinyl) **M) VIB02** (blue vinyl) **N) VIB08** (orange vinyl)



SMALL BENCH

OTTOMANS

30"L20"D18"H



- A) BVSMOR (orange fabric) B) BVSMON (olive green fabric) C) BVSMWH (white vinyl)
- D) BV SMBK (black vinyl) E) BV SML (ocean blue fabric) F) BV SMBN (brown fabric)
- G) BV SMGY (gray fabric) H) BV SMLN (linen fabric) I) BV SMLV (lavender fabric)
- J) BV SMRD (red fabric) K) BV SMYL (yellow fabric)



BENCH

OTTOMANS
60"L20"D18"H

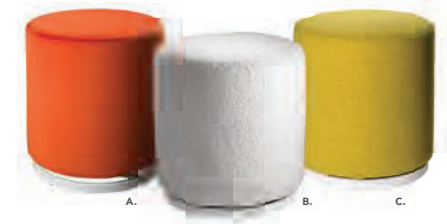


A) BVLYWH (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)
E) BVLYBK (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



MARCHE

SWIVEL OTTOMANS 17" RND 18"H



- A) MAR011 (orange fabric) B) MAR16 (Ivory Faux Sheep Fur) C) MAR009 (pear yellow fabric)
- D) MAR001 (white vinyl) E) MAR006 (rose quartz fabric) F) MAR007 (plum fabric)
- G) MAR010 (blue fabric) H) MAR002 (gray fabric) I) MAR003 (linen fabric) J) MAR004 (raspberry fabric)
- K) MAR008 (meadow green fabric) L) MAR015 (black vinyl) M) MAR012 (forest green vinyl)
- N) MAR013 (teal velvet) O) MAR014 (distressed brown vinyl)

Ottomans



Squares

Endless

END02B (black vinyl, chrome)

END02W (white vinyl, chrome)

34"L 34"D 15"H



Curves

Endless

END01W (white vinyl, chrome)

END01B (black vinyl, chrome)

60.5"L 37.5"D 15"H



Demo Down

Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

Bench

REGBEN Regis

(brushed metal)

47"L 15.5"D 16"H



ACCENT

Tables





M E S A



ACCENT

COCKTAIL & END TABLES
32.25"RND 17.25"H | 20.5"RND 21.25"H



A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)
C) MESCTB Cocktail Table / D) MESETB End Table (black top)
E) MESCTG Cocktail Table / F) MESETG End Table (glass top)

All frames bronze finish.



ALONDRA



ACCENT

COCKTAIL & END TABLES

47" L 24" D 16" H | 20" L 20" D 20" H



A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)
C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.



G E O

ACCENT

COCKTAIL & END TABLES



A) C1C Cocktail Table / B) E1C End Table (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H
C) C1FWB Cocktail Table / D) E1FWB End Table (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H



SYDNEY



ACCENT

COCKTAIL & END TABLES

48"L 26"D 18"H | 27"L 23"D 22"H



A/B Powered options available.

Cocktail Tables A) C1W (white) B) C1Y (black) C) SYDBEC (blue) D) SYDWDC (barnwood)
End Tables E) E1W (white) F) E1Y (black) G) SYDBEE (blue) H) SYDWDE (barnwood)

All frames brushed steel.



TAOS | SEDONA

SIDE

TABLES

15.75"L15.75"D24"H



A.

B.

C.



D.

E.

F.

Taos Tables A) TAOBWH (white top) B) TAObBK (black top) C) TAOBWD (barnwood top)
Sedona Tables D) SEDBWH (white top) E) SEDBBK (black top) F) SEDBWD (barnwood top)

All frames bronze finish.

Accent Tables



Regis
REGBEN Bench Table
(brushed metal)
47"L 15.5"D 16"H

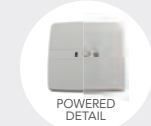
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



Aura
AURA Round Table
(white metal)
15"RND 22"H



Timber
TIMBTBL End Table
(wood)
16"RND 17"H



POWERED
DETAIL

Wireless
CUBPOW Charging Table,
Powered
(white, AC plug-in)
20"L 20"D 18"H


Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.



Silverado
C1E Cocktail Table
(glass top, chrome)
36"RND 17"H
E1E End Table
(glass top, chrome)
24"RND 22"H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Products 



BAR & CAFE

Tables

Bar & Cafe Tables



Rustique
RSTSQT Square
Metal Bar Table
(gunmetal)
23.75" L 23.75" D 41.25" H

Bar Tables

Standard Black Base
30" RND 42"H

- VTJ** (graphite nebula top)
- VTK** (maple top)
- VTB** (red top)
- 30WH42** (white top)
- 30WDDB** (barnwood top)
- 30BKSB** (black top)
- 30AGBB**
(brushed gunmetal top)
- 30OSBB** (orange top)
- VTA**
(Madison/gray acajou top)
- 30BEBB** (blue top)
- 30YBBB** (brushed yellow top)
- 30GSBB** (green top)

36" RND 42"H

- VTN** (graphite nebula top)
- VTP** (maple top)
- VTW** (white top)
- 36BKSB** (black top)

Bar Tables

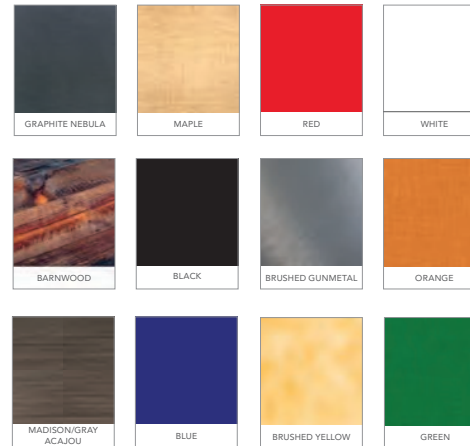
Hydraulic Chrome Base
30" RND 45"H

- 30GRHB**
(graphite nebula top)
- 30MTHB** (maple top)
- 30BRHB** (red top)
- 30WHHB** (white top)
- 30WDHB** (barnwood top)
- 30BKHB** (black top)
- 30AGHB**
(brushed gunmetal top)
- 30OSHB** (orange top)
- 30MAHB**
(Madison/gray acajou top)
- 30BEHB** (blue top)
- 30YSHB** (brushed yellow top)
- 30GSHB** (green top)

36" RND 45"H

- 36GRHB** (graphite nebula)
- 36MTHB** (maple top)
- 36WTHB** (white)
- 36BKHB** (black top)

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.



Create Space

Mix and match table tops with base options to create the perfect combination for your needs.



Cafe Tables

Hydraulic Chrome Base
30" RND 29"H

- 30GRHC** (graphite nebula top)
- 30MTHC** (maple top)
- 30BRHC** (red top)
- 30WHHC** (white top)
- 30WDHC** (barnwood top)
- 30BKHC** (black top)
- 30AGHC** (brushed gunmetal top)
- 30OSHC** (orange top)
- 30MAHC** (Madison/gray acajou top)
- 30BEHC** (blue top)
- 30YSHC** (brushed yellow top)
- 30GSHC** (green top)

36" RND 29"H

- 36GRHC** (graphite nebula top)
- 36MTHC** (maple top)
- 36WTHC** (white top)
- 36BKHC** (black top)

Cafe Tables

Standard Black Base
30" RND 29"H

- ZTJ** (graphite nebula top)
- ZTK** (maple top)
- ZTB** (red top)
- 30WH29** (white top)
- 30WD29** (barnwood top)
- 30BK29** (black top)
- 30AG29** (brushed gunmetal top)
- 30OS29** (orange top)
- ZTA** (Madison/gray acajou top)
- 30BE29** (blue top)
- 30YS29** (brushed yellow top)
- 30GS29** (green top)

36" RND 29"H

- ZTN** (graphite nebula top)
- ZTP** (maple top)
- ZTQ** (white top)
- 36BK29** (black top)

BARSTOOL
Collections





MARINA

BARSTOOL

COLLECTION
21" L 17.5" D 41.5" H



A.

B.



C.

D.

E.

A) MARBBE (ocean blue fabric) **B) MARBBR** (brown fabric)
C) MARBRD (red fabric) **D) MARBWH** (white vinyl) **E) MARBBK** (black vinyl)

All frames brushed metal.



BARSTOOL

COLLECTION
15"RND23-33.5"H



A) ROLLWH (white vinyl) **B) ROLLRD** (red vinyl)
C) ROLLBL (black vinyl) **D) ROLLGY** (gray vinyl)

All bases chrome finish.



ZOEY BANANA

BARSTOOL
COLLECTIONS



Zoey Barstool 15"L 16"D 30-34.75"H A) BS002 (white)
Banana Barstool 21"L 22"D 41"H B) BSS (black) C) BST (white)

All bases chrome finish.

Barstools

Styles



Blade
BLDBRD (red)
BLDBSB (sky blue)
 20.5"L 20"D 40.5"H



Zenith
ZENBAR Barstool
 (white, chrome)
 19"L 20"D 44"H



A.



B.



C.



D.



E.

A) XBAR Christopher Barstool
 (white vinyl, chrome)
 19"L 15"D 41"H

B) BS001 Shark Barstool
 (white, chrome)
 22"L 19"D 34-44"H

C) BSR Syntax Barstool
 (black, chrome)
 23"L 19"D 43.25"H

D) LUBSCL Lucent Barstool
 (frosted acrylic, chrome)
 22"L 22.5"D 45.5"H

E) RSTSTL Rustique Barstool
 (gunmetal) 13"L 13"D 30"H



Laguna
LMBAR Barstool
 (maple, chrome)
 18"L 20"D 47"H

Styling Tip:

Create proper distance between individuals by pairing one barstool with each 30" or 36" round, or placing one barstool at each end of a communal table.



OFFICE
Collections

Executive Seating

Pro High Back Executive Chairs
A) PROEXE
 (white vinyl, chrome)

B) PROEXB
 (black vinyl, chrome)

25"L 24"D 45-48"H
 Adjustable height



Pro Mid Back Executive Chairs
C) PROMID
 (white vinyl, chrome)

D) PROMDB
 (black vinyl, chrome)

24"L 22"D 36.75-39.75"H
 Adjustable height



Pro Guest
PROGB Executive Chair
 (black vinyl, chrome)
 24"L 26"D 36"H



Cupertino
CUPCHA Mid Back Chair
 (black vinyl, chrome)
 27"L 30.5"D 40-43"H
 Adjustable height



Genesis
GENCHA Chair
 (black fabric, black)
 27.5"L 27.5"D 40-43.5"H
 Adjustable height



Task
TASKST Stool
 (black fabric, black)
 27.5"L 27.5"D 32.75"- 40.25"H
 Adjustable height





42" ROUND



CONFERENCE

TABLES
42" RND 29" H



A) CONF42 (white top) B) CB1 (graphite nebula top)
C) CB8 (Madison/gray acajou top) D) 42BKCT (black top)

All bases black finish.

G E O

CONFERENCE TABLES



Rounded Square Tables 42"L 42"D 29"H **A) CF1** (glass top, black) **B) CE1** (glass top, chrome)
Rectangular Tables 60"L 36"D 29"H **C) CF2** (glass top, black) **D) CE2** (glass top, chrome)

Conference Tables

Styling Tip:

Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

**Atomic
Round Table**

(glass, chrome)

42ATO 42"RND 30"H

36ATO 36"RND 30"H



Rectangular

A) BKC10N 10' Table (black top, silver) 120"L 48"D 29"H

B) BKCT8N 8' Table (black top, silver) 96"L 48"D 29"H

C) BKCT5N 5' Table (black top, silver) 60"L 48"D 29"H



**Work Table
WD3**

(white top, white)
48"L 24"D 30"H



MADISON



CONFERENCE TABLES



- A) MADC05 5' Table (gray acajou top) 60"L 48"D 29"H
- B) MADC08 8' Table (gray acajou top) 96"L 60"D 29"H
- C) MADC10 10' Table (gray acajou top) 120"L 48"D 29"H

All frames silver finish.



MADISON

10'x20' - Madison Presentation Booth

EXECUTIVE

DESK & STORAGE



DESK FRONT



DESK BACK



- A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
- B) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

Ventura

Powered & Communal Tables



Powered Bar Table
(silver frame)
72.25"L 26.25"D 42"
A) VNTBLK (black top)
B) VNTWHT (white top)

Communal Bar Table
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
C) VNTMNP (solid)
VNTBMW (grommets)
White Top
D) VNTBWW (grommets)
VNTWNP (solid)
Black Top
E) VNTBNP (solid)



TABLE TOP OPTIONS

Colors not available in all table options.
Please check options listed.



Powered Cafe Table
(silver frame)
72.25"L 26.25"D 30"H
F) VNTCBK (black top)
G) VNTCWH (white top)

Communal Cafe Table
(silver frame)
72.25"L 26.25"D 30"H
Maple Top
H) VNTCMN (solid)
VNTCMW (grommets)
White Top
I) VNTCWW (grommets)
VNTCWN (solid)
Black Top
J) VNTCBN (solid)

Powered Products



POWERED
DETAIL

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Office

Accessories & Decor

Embrace The Organic

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.



Boxwood Hedge

- A) HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"H
- B) HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H



Mason Lamps

(brushed silver)

- A) LA15 Floor Lamp
18" RND 55"H
- B) LA14 Table Lamp
16" RND 26"H



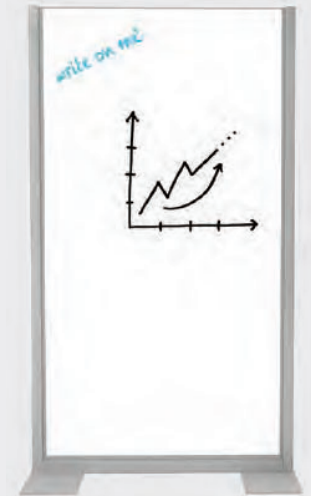
Posh Shelving

PSHCCS 36"L 18"D 72"H
(chrome, acrylic)

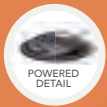


Clear Divider, Freestanding Whiteboard

DIVFWB (silve, white)
39"L 9"D 72"H



Midtown Counter & Bar



Powered Counter ⚡

60"L 18"D 42"H (taupe glass top, pewter)

MTCPUL (unlighted)

MTCLPI (lighted with plug-in)



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Bar

60"L 18"D 42"H (taupe glass top, pewter)

A) MTBUUL (unlighted)

B) MTBLPI (lighted with plug-in)



A.



B.



(lit-blue)



(lit-red)



(lit-green)



(lit-white)

Making You Look Good, By Design.™

Our team of seasoned event and exhibition experts are here to help you accomplish your goals, while standing out from the competition. We're more than just a furniture supplier - we're your partner in creating an environment that fosters engagement, develops relationships and amplifies your message.

Have a question? Contact one of our team experts today to get started!



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Greenery | pg 20

**GEMS**GILBERT EXPOSITION
MANAGEMENT SERVICES

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838

**COMVEC™**
On-highway | Off-highway | DefenseSeptember 19-21, 2023
Schaumburg, Illinois**SPECIALITY FURNITURE**

Quantity	Description	Discount Price	Standard Price	Total
	POWERED FURNITURE			
	Naples Chair, Powered	\$714.53	\$719.15	\$
	Naples Loveseat, Powered	\$935.03	\$1,075.31	\$
	Naples Sofa, Powered	\$1,139.78	\$1,441.86	\$
	Black Sydney Cocktail, Powered	\$457.96	\$526.68	\$
	White Sydney Cocktail Table, Powered	\$416.33	\$478.80	\$
	Wireless Charging Table, Powered	\$498.23	\$572.99	\$
	Ventura Communal Cafe Table, Powered	\$667.49	\$767.60	\$
	Ventura Communal Bar Table, Powered	\$667.49	\$767.60	\$
	5' Table, Powered	\$473.55	\$544.60	\$
	8' Table, Powered	\$935.55	\$1,024.65	\$
	10' Table, Powered	\$935.55	\$1,024.65	\$
	SOFA SEATING			
	Allegro Chair	\$571.94	\$657.72	\$
	Allegro Sofa	\$805.35	\$938.44	\$
	Fairfax Sofa	\$559.65	\$643.60	\$
	Fairfax Chair	\$402.68	\$463.07	\$
	Key Largo Chair	\$361.73	\$416.01	\$
	Key Largo Loveseat	\$421.79	\$485.05	\$
	Key Largo Sofa	\$558.29	\$642.02	\$
	Naples Chair	\$675.68	\$777.05	\$
	Naples Loveseat	\$935.03	\$1,075.31	\$
	Naples Sofa	\$1,139.78	\$1,441.86	\$
	Valencia Sofa	\$505.60	\$581.45	\$
	Valencia Chair	\$309.24	\$354.44	\$
	Palm Beach Sofa	\$654.05	\$752.16	\$
	Baja Sofa	\$788.28	\$906.52	\$
	Baja Loveseat	\$762.87	\$877.30	\$
	Baja Chair	\$519.80	\$597.71	\$
	Sterling Chair	\$715.96	\$784.08	\$
	Sterling Sofa	\$987.52	\$1,135.70	\$
	CASUAL SEATING			
	La Brea Swivel Chair	\$385.00	\$442.75	\$
	White Madrid Chair	\$599.50	\$689.45	\$
	Wentworth Swivel	\$302.50	\$347.90	\$
	Swanson Swivel Chair	\$335.90	\$385.80	\$
	Meeting Chair (white)	\$262.90	\$302.35	\$
	Black Brewer Chair	\$159.50	\$183.45	\$
	Red Blade Chair	\$64.90	\$67.85	\$
	Sky Blue Blade Chair	\$64.90	\$67.85	\$
	Christopher Chair	\$104.50	\$120.20	\$
	Duet Stack Chair	\$66.00	\$75.90	\$
	Laguna Chair, Maple/Chrome	\$130.90	\$150.55	\$
	Lucent Chair	\$163.90	\$188.50	\$
	Marina Chair, Black Vinyl	\$137.50	\$158.15	\$
	Marina Chair, Brown Fabric	\$137.50	\$158.15	\$
	Marina Chair, Ocean Blue Fabric	\$137.50	\$158.15	\$

EXHIBITING FIRM:**BOOTH#:**



SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Atherton Chair, Brown Leather	\$429.45	\$493.85	\$
	Bowery Chair, Ochre Fabric	\$404.25	\$464.90	\$
	Century Chair, Gray Velvet	\$339.00	\$458.85	\$
	Lena Chair, Moss Green Leather	\$366.45	\$421.40	\$
	Marina Chair, White Vinyl	\$137.50	\$158.15	\$
	Marina Chair, Red Fabric	\$137.50	\$158.15	\$
	Malba Chair, Gray	\$99.00	\$113.85	\$
	Malba Chair, Green	\$99.00	\$113.85	\$
	Razor Armless Chair	\$77.00	\$88.55	\$
	Rustique Chair w/ arms	\$137.50	\$158.15	\$
	Syntax Chair, Black / Chrome	\$187.00	\$215.05	\$
	Zenith Chair, White / Chrome	\$152.90	\$175.85	\$
	Montreal Chair, Blue	\$446.25	\$513.20	\$
	Pasadena Chair	\$253.00	\$290.95	\$
	OTTOMANS			
	Beverly Bench Ottoman, Black Vinyl	\$357.50	\$411.15	\$
	Beverly Bench Ottoman, Brown Fabric	\$357.50	\$411.15	\$
	Beverly Bench Ottoman, Gray Fabric	\$357.50	\$411.15	\$
	Beverly Bench Ottoman, Linen Fabric	\$357.50	\$411.15	\$
	Beverly Bench Ottoman, Ocean Blue	\$357.50	\$411.15	\$
	Beverly Bench Ottoman, Red Fabric	\$357.50	\$411.15	\$
	Beverly Bench Ottoman, White Vinyl	\$357.50	\$411.15	\$
	Beverly Small Bench Ottoman, Black Vinyl	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, Ocean Blue Fabric	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, Brown Fabric	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, Olive Green Fabric	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, Gray Fabric	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, Linen Fabric	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, Lavender Fabric	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, Orange Fabric	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, Red Fabric	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, White Vinyl	\$293.48	\$337.52	\$
	Beverly Small Bench Ottoman, Yellow Fabric	\$293.48	\$337.52	\$
	Endless Curved Ottoman	\$390.50	\$449.10	\$
	Endless Square Ottoman	\$352.27	\$405.14	\$
	Marche Swivel, Black Vinyl	\$173.25	\$212.52	\$
	Marche Swivel, Blue Fabric	\$173.25	\$212.52	\$
	Marche Swivel, Distressed Brown Vinyl	\$173.25	\$212.52	\$
	Marche Swivel, Forest Green Vinyl	\$173.25	\$212.52	\$
	Marche Swivel, Gray Fabric	\$173.25	\$212.52	\$
	Marche Swivel, Ivory Faux Sheep Fur	\$173.25	\$212.52	\$
	Marche Swivel, Linen Fabric	\$173.25	\$212.52	\$
	Marche Swivel, Meadow Green Fabric	\$173.25	\$212.52	\$
	Marche Swivel, Orange Fabric	\$173.25	\$212.52	\$
	Marche Swivel, Pear Yellow Fabric	\$173.25	\$212.52	\$
	Marche Swivel, Plum Fabric	\$173.25	\$212.52	\$
	Marche Swivel, Raspberry Fabric	\$173.25	\$212.52	\$

EXHIBITING FIRM:

BOOTH#:



GEMS

GILBERT EXPOSITION
MANAGEMENT SERVICES

1 Washington Blvd. Ste 1056

Detroit, MI 48226

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On-highway | Off-highway | Defense

September 19-21, 2023
Schaumburg, Illinois

SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Marche Swivel, Red Fabric	\$173.25	\$202.40	\$
	Marche Swivel, Rose Quartz Fabric	\$173.25	\$202.40	\$
	Marche Swivel, Teal Velvet	\$173.25	\$202.40	\$
	Marche Swivel, White Vinyl	\$173.25	\$202.40	\$
	Vibe Cube Ottoman—Red	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Silver Vinyl	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Spice Orange	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Steel Blue Vinyl	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Taupe Vinyl	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—White Vinyl	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Yellow	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Black Vinyl	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Blue	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Citrus Green Vinyl	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Desert Rose Vinyl	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Green	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Orange	\$137.44	\$150.55	\$
	Vibe Cube Ottoman—Purple Vinyl	\$137.44	\$150.55	\$
	ACCENT TABLES			
	Alondra Cocktail Table, Glass / Chrome	\$322.25	\$370.59	\$
	Alondra Cocktail Table, Wood/Chrome	\$322.25	\$370.59	\$
	Alondra End Table, Glass / Chrome	\$231.00	\$265.65	\$
	Alondra End Table, Wood / Chrome	\$231.00	\$265.65	\$
	Aura Round Table	\$151.58	\$174.35	\$
	Chrome Geo Cocktail Table with Glass	\$284.99	\$327.71	\$
	Geo Cocktail Table, Wood / Black	\$271.42	\$271.42	\$
	Chrome Geo End Table with Glass	\$242.55	\$278.82	\$
	Geo End Table, Wood / Black	\$242.55	\$278.82	\$
	Regis Bench / Table	\$287.59	\$330.75	\$
	Regis End Table	\$192.50	\$221.40	\$
	Silverado Cocktail Table with Glass	\$277.20	\$318.78	\$
	Silverado End Table with Glass	\$254.10	\$292.21	\$
	Mesa End Table, Black Top	\$125.89	\$144.79	\$
	Mesa End Table, Glass Top	\$125.89	\$144.79	\$
	Mesa End Table, Wood Top	\$125.89	\$144.79	\$
	Mesa Cocktail Table, Black Top	\$190.57	\$219.18	\$
	Mesa Cocktail Table, Glass Top	\$190.57	\$219.18	\$
	Mesa Cocktail Table, Wood Top	\$190.57	\$219.18	\$
	Black Sydney Cocktail Table	\$277.20	\$318.78	\$
	White Sydney Cocktail Table	\$277.20	\$318.78	\$
	Blue Sydney Cocktail Table	\$277.20	\$318.78	\$
	Wood Sydney Cocktail Table	\$277.20	\$318.78	\$
	Black Sydney Cocktail Table	\$277.20	\$318.78	\$
	Blue Sydney End Table	\$242.55	\$278.82	\$

EXHIBITING FIRM:

BOOTH#:

**GEMS**GILBERT EXPOSITION
MANAGEMENT SERVICES**COMVEC™**
On-highway | Off-highway | DefenseSeptember 19-21, 2023
Schaumburg, Illinois

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838

SPECIALITY FURNITURE

Qty	Description	Discount Price	Standard Price	Total
	White Sydney End Table	\$242.55	\$278.93	\$
	Wood Sydney End Table	\$242.55	\$278.93	\$
	Timber Table	\$172.10	\$197.92	\$
	Taos Side Table, Black Top	\$121.27	\$139.44	\$
	Taos Side Table, White Top	\$121.27	\$139.44	\$
	Taos Side Table, Wood Top	\$121.27	\$139.44	\$
	Sedona Side Table, Black Top	\$121.27	\$139.44	\$
	Sedona Side Table, White Top	\$121.27	\$139.44	\$
	Sedona Side Table, Wood Top	\$121.27	\$139.44	\$
	CAFÉ TABLES			
	Graphite Nebula Café Table with Black Base	\$219.45	\$252.36	\$
	Maple Café Table with Black Base	\$219.45	\$252.36	\$
	Brushed Red Café Table with Black Base	\$219.45	\$252.36	\$
	30" Round Café Table w/ Standard Black Base, White Top	\$219.45	\$252.36	\$
	30" Round Café Table w/ Standard Black Base, Wood Top	\$219.45	\$252.36	\$
	30" Round Café Table w/ Hydraulic Base, Blue Top	\$303.87	\$344.03	\$
	30" Round Café Table, Standard Black Base, Madison Gray Acajou Top	\$219.45	\$252.36	\$
	36" Café Table with Black Base (Graphite Nebula)	\$236.77	\$272.31	\$
	36" Round Café Table with Black Base (Maple)	\$236.77	\$272.31	\$
	36" Round Café Table w/ Standard Black Base (White Laminate)	\$236.77	\$272.31	\$
	30" Round Café Table, Graphite Top	\$299.14	\$344.03	\$
	30" Round Café Table, Maple Top	\$299.14	\$344.03	\$
	30" Round Café Table, Red Top	\$299.14	\$344.03	\$
	30" Round Café Table w/ Hydraulic Base, White Top	\$299.14	\$344.03	\$
	30" Round Café Table w/ Hydraulic Base, Wood Top	\$299.14	\$344.03	\$
	30" Round Cafe Table, Hydraulic Chrome Base, Madison Gray Acajou Top	\$299.14	\$344.03	\$
	30" Round Café Table w/ Standard Black Base, Blue Top	\$219.45	\$252.36	\$
	36" Round Café Table, Graphite Top	\$322.24	\$370.59	\$
	30" Round Café Table, White Top	\$322.24	\$370.59	\$
	36" Round Café Table w/ Standard Black Base, Black Top	\$215.25	\$240.35	\$
	36" Round Café Table w/ Hydraulic Base, Black Top	\$322.24	\$370.59	\$
	30" Round Café Table w/ Standard Black Base, Black Top	\$215.25	\$240.35	\$
	30" Round Café Table w/ Standard Black Base, Brushed Gunmetal Top	\$215.25	\$240.35	\$
	30" Round Café Table w/ Standard Black Base, Brushed Yellow Top	\$215.25	\$240.35	\$
	30" Round Café Table w/ Standard Black Base, Green Top	\$215.25	\$240.35	\$
	30" Round Café Table w/ Standard Black Base, Orange Top	\$215.25	\$240.35	\$
	30" Round Café Table w/ Hydraulic Base, Black Top	\$299.14	\$344.03	\$
	30" Round Café Table w/ Hydraulic Base, Brushed Gunmetal Top	\$299.14	\$344.03	\$
	30" Round Café Table w/ Hydraulic Base, Brushed Yellow Top	\$299.14	\$344.03	\$
	30" Round Café Table w/ Hydraulic Base, Green Top	\$299.14	\$344.03	\$

EXHIBITING FIRM:**BOOTH#:**

**GEMS**GILBERT EXPOSITION
MANAGEMENT SERVICES

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838

**COMVEC™**
On-highway | Off-highway | DefenseSeptember 19-21, 2023
Schaumburg, Illinois**SPECIALITY FURNITURE**

Quantity	Description	Discount Price	Standard Price	Total
	30" Round Bar Table w/ Hydraulic Base, Black Top	\$299.14	\$344.03	\$
	30" Round Bar Table w/ Hydraulic Base, Brushed Gunmetal Top	\$299.14	\$344.03	\$
	30" Round Bar Table w/ Hydraulic Base, Brushed Yellow Top	\$299.14	\$344.03	\$
	30" Round Bar Table w/ Hydraulic Base, Green Top	\$299.14	\$344.03	\$
	30" Round Bar Table w/ Hydraulic Base, Orange Top	\$299.14	\$344.03	\$
	Ventura Communal Bar Table w/ Grommet Holes, Maple Top	\$502.42	\$577.81	\$
	Ventura Communal Bar Table w/ Grommet Holes, White Top	\$502.42	\$577.81	\$
	Ventura Communal Bar Table, Black Top	\$502.42	\$577.81	\$
	Ventura Communal Bar Table, Maple Top	\$502.42	\$577.81	\$
	Ventura Communal Bar Table, White Top	\$502.42	\$577.81	\$
	Rustique Square Metal Bar Table, Gunmetal	\$254.10	\$292.21	\$
	BAR STOOLS			\$
	Black Banana Barstool	\$242.55	\$278.93	\$
	White Banana Barstool	\$242.55	\$278.93	\$
	Christopher Barstool	\$190.57	\$219.18	\$
	Blade Barstool, Red	\$125.89	\$144.79	\$
	Blade Barstool, Sky Blue	\$125.89	\$144.79	\$
	Laguna Barstool, Maple/Chrome	\$172.09	\$197.92	\$
	Black Lift Barstool	\$207.90	\$239.08	\$
	Gray Lift Barstool	\$207.90	\$239.08	\$
	Red Lift Barstool	\$207.90	\$239.08	\$
	White Lift Barstool	\$207.90	\$239.08	\$
	Lucent Barstool, Frosted Acrylic Chrome	\$248.32	\$285.54	\$
	Rustique Barstool, Gunmetal	\$127.05	\$146.10	\$
	Shark Barstool	\$303.18	\$365.29	\$
	Syntax Barstool, Black/Chrome	\$213.67	\$245.75	\$
	Zenith Barstool, White / Chrome	\$179.02	\$205.90	\$
	Zoey Barstool (White)	\$274.52	\$315.68	\$
	Marina Barstool, Ocean	\$226.01	\$259.92	\$
	Marina Barstool, Black Vinyl	\$226.01	\$259.92	\$
	Marina Barstool, Brown	\$226.01	\$259.92	\$
	Marina Barstool, Red	\$226.01	\$259.92	\$
	Marina Barstool, White Vinyl	\$226.01	\$259.92	\$
	CONFERENCE TABLES			
	Work Table, White Laminate	\$314.21	\$361.35	\$
	42" Round Conference Table, Madison Gray Acajou	\$358.31	\$412.07	\$
	42" Round Graphite Conference Table	\$358.31	\$412.07	\$
	42" Round Table, White Laminate	\$358.31	\$412.07	\$
	Black Geo Conference Table	\$418.95	\$481.79	\$
	Chrome Geo Conference Table	\$418.95	\$481.79	\$
	Square Round Black Geo Conference Table	\$303.18	\$348.65	\$
	Square Round Chrome Geo Conference Table	\$303.18	\$348.65	\$

EXHIBITING FIRM:**BOOTH#:**

**G E M S**GILBERT EXPOSITION
MANAGEMENT SERVICES

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838

**COMVEC™**
On-highway | Off-highway | DefenseSeptember 19-21, 2023
Schaumburg, Illinois**SPECIALITY FURNITURE**

Quantity	Description	Discount Price	Standard Price	Total
	5' Madison Table, Gray Acajou	\$444.67	\$511.40	\$
	8' Madison Table, Gray Acajou	\$888.19	\$1,021.44	\$
	10' Madison Table, Gray Acajou	\$888.19	\$1,021.44	\$
	8' Table, Black Top	\$888.19	\$1,021.44	\$
	10' Table, Black Top	\$888.19	\$1,021.44	\$
	Geo Table, Rectangle, Glass Top	\$438.90	\$504.73	\$
	42" Round Conference Table, Black Top	\$358.31	\$412.07	\$
	Atomic 42" Round Table	\$285.54	\$328.38	\$
	Atomic 36" Round Table	\$285.54	\$328.38	\$
	Midtown Powered Counter, Unlighted.	\$1,237.95	\$1,494.83	\$
	Midtown Powered Counter, Lighted w/ Plug In	\$1,378.12	\$1,584.87	\$
	Genesis Char	\$226.00	\$259.90	\$
	Cupertino Mid Back Chair	\$259.08	\$297.93	\$
	Task Stool	\$137.81	\$158.49	\$
	Pro Executive Guest Chair (Black Vinyl)	\$248.32	\$285.54	\$
	Pro Executive High Back Chair (Black Vinyl)	\$356.89	\$410.39	\$
	Pro Executive High Back (White Vinyl)	\$356.89	\$410.39	\$
	Pro Executive Mid Back Chair, Black Vinyl	\$231.00	\$242.55	\$
	Pro Executive Mid Back Chair, White Classic Vinyl	\$231.00	\$242.55	\$
	DISPLAY & ACCESSORIES			\$
	3 Drawer File Cabinet on Castors	\$137.81	\$158.49	\$
	Madison Executive Desk, Gray Acajou	\$523.68	\$602.22	\$
	Madison Bookcase, Gray Acajou	\$395.79	\$455.17	\$
	Posh Shelving	\$452.02	\$543.90	\$
	Powered Locking Pedestal, 36" Black	\$472.97	\$543.90	\$
	Powered Locking Pedestal, 36"	\$472.97	\$543.90	\$
	Powered Locking Pedestal, 42"	\$562.27	\$562.27	\$
	Village Charging Hub	\$225.22	\$259.03	\$
	Stanchion Sign Holder	\$63.52	\$73.02	\$
	Stanchion w/ Retractable Belt	\$86.62	\$99.64	\$
	Mason Table Lamp	\$144.37	\$166.05	\$
	Mason Floor Lamp	\$213.67	\$255.20	\$
	Clear Divider, Bar/Counter (Clear, Black)	\$166.32	\$191.25	\$
	Clear Divider, Freestanding (Silver, Clear)	\$333.79	\$383.88	\$
	Clear Divider, Freestanding Corner (Silver, Clear)	\$668.74	\$769.07	\$
	Clear Divider, Freestanding Wall (Silver, Clear)	\$367.18	\$422.25	\$
	Clear Divider, Sofa/Table (Silver, Clear)	\$300.30	\$345.34	\$
	Divider, Freestanding Whiteboard (Silver, White)	\$416.95	\$479.48	\$
	Miramar Divider, Molded Plastic (White)	\$427.35	\$491.45	\$

EXHIBITING FIRM:**BOOTH#:**

STANDARD SIZE CARPET & PADDING

Exhibitor will be charged to replace any carpet ordered from GEMS if grease/food etc. has damaged the carpet. Carpets will be inspected by GEMS after the event and replacement costs at GEMS discretion.

All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

10' CLASSIC CARPET, PADDING & PLASTIC COVERING

Choose your Carpet Color: Blue Black Grey Red Midnight Blue Tuxedo

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$240.90	\$325.25	\$
	10' x 20'	\$481.80	\$649.90	\$
	10' x 30'	\$701.70	\$975.60	\$
	10' x 40'	\$963.60	\$1300.95	\$
	10' X 10' Carpet Padding—Single Layer	\$105.10	\$147.15	\$
	10' x 20' Carpet Padding—Single Layer	\$182.10	\$254.90	\$
	10' x 30' Carpet Padding—Single Layer	\$259.20	\$362.85	\$
	10' x 40' Carpet Padding—Single Layer	\$336.15	\$512.60	\$
	10' x 10' Carpet Padding—Double Layer	\$210.10	\$294.10	\$
	10' x 20' Carpet Padding—Double Layer	\$364.20	\$509.85	\$
	10' x 30' Carpet Padding—Double Layer	\$462.25	\$647.15	\$
	10' x 40' Carpet Padding—Double Layer	\$672.30	\$941.30	\$
	Plastic Covering (price per sq. ft.)	\$0.60	\$0.80	\$

16 oz. CUSTOM CUT CARPET

Order 16 oz. Custom Cut Carpeting by the sq. ft. if your size is not listed above.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.60

Choose your Carpet Color: Blue Black Grey Red Midnight Blue Tuxedo

16 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

Booth Size: _____ X _____ = _____ Sq. Ft. @ \$3.60/Sq. Ft. \$ _____

EXHIBITING FIRM:	BOOTH #	Subtotal	\$
		Tax @ 10%	\$
		Total	\$



GEMS

GILBERT EXPOSITION
MANAGEMENT SERVICES

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



COMVEC™

On-highway | Off-highway | Defense

September 19-21, 2023
Schaumburg, Illinois

CUT TO SIZE CARPET & PADDING

Guaranteed new, high-quality carpet.

Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.

All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All Carpet, padding and plastic covering contain recycled content and are recyclable.

PRESTIGE CARPET includes visqueen, delivery, material handling, installation and removal

Choose your Carpet Color: ___Black ___Navy ___Charcoal ___Grey Pearl

28 oz. Carpet Rental—Price per sq. ft. (100 sq. ft. minimum)

1 - 700 sqft Booth Size _____ X _____ = _____ Sq. Ft. @ \$7.35/Sq. Ft. \$_____

Over 700 sqft Booth Size _____ X _____ = _____ Sq. Ft. @ \$6.72/Sq. Ft. \$_____

Choose your Carpet Color: ___Black ___Navy ___Charcoal ___Grey Pearl

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

1 - 700 sqft Booth Size _____ X _____ = _____ Sq. Ft. @ \$8.55/Sq. Ft. \$_____

Over 700 sqft Booth Size _____ X _____ = _____ Sq. Ft. @ \$7.95/Sq. Ft. \$_____

CARPET PADDING includes delivery, material handling, installation and removal

Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

1/2" Padding Booth Size _____ X _____ = _____ Sq. Ft. @ \$2.80/Sq. Ft. \$_____

(90-700 sq.ft.)

1/2" Padding Booth Size _____ X _____ = _____ Sq. Ft. @ \$2.20/Sq. Ft. \$_____

(Over 700 sq.ft.)

Double Padding Booth Size _____ X _____ = _____ Sq. Ft. @ \$3.85/Sq. Ft. \$_____

1/2" (90-700 sq.ft.)

Double Padding Booth Size _____ X _____ = _____ Sq. Ft. @ \$3.25/Sq. Ft. \$_____

1/2" (Over 700 Sq.Ft)

EXHIBITING FIRM:

BOOTH #

Subtotal \$

Tax @ 10% \$

Total \$

RENTAL EXHIBITS

Booth # _____ Exhibiting Firm: _____

Contact Name: _____ Email: _____

EXHIBITS		ADVANCE PRICING	STANDARD PRICING	
PACKAGE 1	<input type="checkbox"/>	10' X 10'	\$3,302.50	\$3,930.40
PACKAGE 2	<input type="checkbox"/>	10' X 10'	\$4,184.00	\$5,076.95
PACKAGE 3	<input type="checkbox"/>	10' X 20'	\$4,407.40	\$5,367.35
PACKAGE 4	<input type="checkbox"/>	10' X 20'	\$5,247.50	\$6,460.15

Rental Exhibits Include: 10' x 10' Standard 16 oz. Carpet; Exhibit Install & Dismantle, Material Handling of Exhibit, and Nightly Vacuuming.

CARPET

- Black Blue Gray
 Midnight Blue Red Tuxedo

HEADER IDENTIFICATION SIGN

Indicate which color letting you would.

- Black Blue Brown Burgundy
 Red Teal White Green

Indicate how you would like your company name to appear.

ENHANCE YOUR EXHIBIT

- CABINETS & COUNTERS COLORED PANELS GRAPHICS & CUSTOM LOGO
 CREATE CUTOM EXHIBIT SEPCIALITY COLORED METAL RECYLABLE GRAPHICS

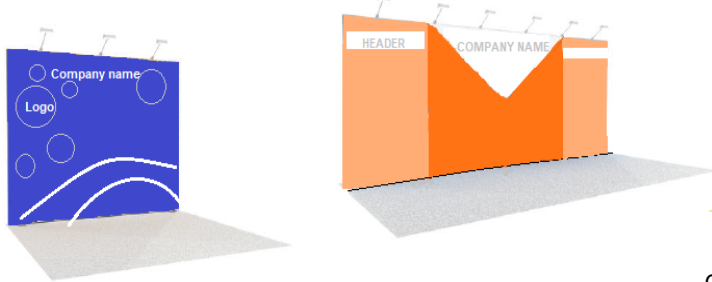
TOTAL COST		
_____	+	_____ = _____
Sub-total		10% Total Cost

GEMS FABRIC EXHIBIT

GEMS Fabric Exhibits provide a custom printed fabric graphic to keep and reuse for future events!

GEMS Fabric Rental Exhibit includes

- 116.5" x 92.5" Custom Fabric Graphics (Purchased to keep)
- Carrying case for Graphic.
- Classic Carpet 9'x 10' or 9' x 20'.
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming



Classic Carpet Black Blue Gray
 Red Tuxedo Midnight Blue

Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit		\$ 5,017.15	\$6058.00
_____	10' x 20' GEMS Fabric Exhibit		\$ 7432.15	\$9439.00

CUSTOM GRAPHICS

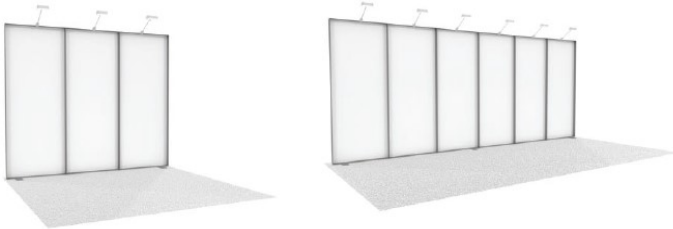
GEMS Project Coordinator will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME UNIT ONLY

The GEMS Fabric frame only unit for exhibitors who have previously rented the GEMS Fabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the GEMS Fabric rental exhibit (above) No fabric graphics will be printed without the rental unit.

Frame Only Unit Includes

- Classic Carpet 9'x 10' or 9' x 20'.
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming



Classic Carpet Black Blue Gray
 Red Tuxedo Midnight Blue

Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit	\$ 2,910.10	\$3,591.10	_____
_____	10' x 20' GEMS Fabric Exhibit	\$ 5,113.75	\$5,180.20	_____

_____	+	Total Cost	=	_____
Sub-Total		10% Tax		Total

Booth # _____ Exhibiting Firm: _____

Contact Name: _____ Phone: _____

Email: _____



GEMS

GILBERT EXPOSITION
MANAGEMENT SERVICES

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COMVEC™
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September 19-21, 2023
Schaumburg, Illinois

BOOTH CLEANING ORDER FORM

Cleaning orders placed during move-in will be charged an additional 25%.

CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before exhibits open)	\$0.48/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before exhibits open, and each morning before exhibits open)	\$0.38/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$70.00 per day Indicate dates required: _____	\$
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Booth Cleaning Total \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.

We suggest that you order cleaning service at least once prior to the exhibit opening.

Please include any specific instructions:

EXHIBITING FIRM:

BOOTH#:



Payment & Credit Card Authorization

Show Name: COMVEC 2023 | Show Date: September 19-20, 2023 | Location: Renaissance Schaumburg Convention Center
Discount Deadline Date: Tuesday, September 5, 2023

Company Name: _____ Booth Number: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Primary Contact: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

Secondary/Contact at Booth/Show Site: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

Payment Policy

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FACSIMILE, POSTAL MAIL, OR IN ANY OTHER MANNER TO SOURCEONE EVENTS, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "EXHIBITOR SERVICE KIT", INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS".

Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges by SourceOne Events, and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment.

NOTE: Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit, and wire transfers. Please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totaling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained above.
- If third party does not pay for services, SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

Method of Payment

- Requires credit card with initial order

Credit Card on File:



CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Credit Card Number: _____

Exp. Date: _____ / _____ / _____

CVV2: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Cardholder's Name: _____ Email: _____

Authorized Signature: X _____ Date: _____

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # _____ Dated: _____ / _____ / _____ Amount: _____
(Credit Card required on file)

Wire Transfer on _____ from _____ in _____ (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)
(Date) (Bank) (Amount)

Questions? Just Ask!

Call Exhibitor Services at 708.344.4111 or email exhibitorservices@sourceoneevents.com
Contact us online at www.sourceoneevents.com/exhibitor-services

Calculation of Orders

(totals from SourceOne Events, Inc. order forms):

Electrical \$ _____

Electrical Labor \$ _____

Assembly/Disassembly Labor \$ _____

Hanging Sign Labor \$ _____

Total Due to SourceOne Events Inc.

\$ _____



Third Party Billing Authorization

Show Name: COMVEC 2023 | Show Date: September 19-20, 2023 | Location: Renaissance Schaumburg Convention Center
Discount Deadline Date: Tuesday, September 5, 2023

Exhibiting Company Name: _____ Booth Number: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Exhibitor Primary Contact: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms and conditions mentioned.

Authorized Signature: _____ Date: _____

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions provided to you with the "Exhibitor Service Kit", including but not limited to the "Exhibitor Terms and Conditions". In the event that the named third party fails to meet the required payment terms, charges will revert back to me, the exhibiting company.

Payment Policy

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FACSIMILE, POSTAL MAIL, OR IN ANY OTHER MANNER TO SOURCEONE EVENTS, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "EXHIBITOR SERVICE KIT", INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS".

Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges SourceOne Events, Inc. and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment.

NOTE: Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit and wire transfers please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totaling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- As the 3rd Party on the exhibitors behalf, you are responsible for all charges incurred at the show on-site.
- If third party does not pay for services, SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

Method of Payment

- Requires credit card with initial order

Credit Card on File:



CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

3rd Party Credit Card Number: _____

Exp. Date: _____ / _____ / _____

CVV2: _____

3rd Party Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

3rd Party Cardholder's Name: _____ Email: _____

3rd Party Authorized Signature: _____ Date: _____

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # _____ Dated: _____ / _____ / _____ Amount: _____
(Credit Card required on file)

Wire Transfer on _____ from _____ in _____ (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)
(Date) (Bank) (Amount)

Questions? Just Ask!

Call Exhibitor Services at 708.344.4111 or email exhibitorservices@sourceoneevents.com
Contact us online at www.sourceoneevents.com/exhibitor-services

Calculation of Orders

(totals from SourceOne Events, Inc. order forms):

Electrical \$ _____

Electrical Labor \$ _____

Assembly/Disassembly Labor \$ _____

Hanging Sign Labor \$ _____

Total Due to SourceOne Events Inc. \$ _____

Questions? Just Ask!

Call **Exhibitor Services** at 708.344.4111
Email **Exhibitor Services** at exhibitorservices@sourceoneevents.com
Contact us online: www.sourceoneevents.com/exhibitor-services

IMPORTANT: SourceOne Events is the Exclusive Overhead Rigging/Hanging Sign Labor Service. No outside rigging/hanging sign service provider will be allowed on the show floor at any time.

How to Order — use these helpful steps

- STEP 1:** Complete Sign Information Area — This allows us to know more about your sign to better service you in a more efficient way.
- STEP 2:** Order Assembly and Dismantle Labor – SourceOne's Certified Riggers are required to assemble and dismantle all hanging signs to ensure structural integrity.
- STEP 3:** Order the Lift & Crew Required – Based on 1 hour minimum on install and removal.
- STEP 4:** Include in your order the Mandatory Hanging Sign Equipment plus the additional equipment needed.

Rigging/Hanging Sign Guidelines

1. All ceiling rigging of signage must conform to Show Management rules and regulations as well as the facility limitations.
2. All overhead rigging and/or hanging must be installed, and removed by SourceOne Events certified riggers.
3. If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code. **Electrical services can be ordered through the electrical providers Electrical Order Form on page 9.**
4. **Only** SourceOne Events personnel are allowed in aerial lifts or to operate mechanical equipment.
5. **Only** SourceOne Events certified riggers can install and remove any and all hanging materials that will be flown overhead.
6. Include show site Exhibitor contact information with the order.
7. Overhead hanging signs must be sent in a separate container directly to the advance warehouse using the labels on page 6 and affixing it on to crate or container.
8. The hanging sign must be in booth prior to scheduled labor time. If the hanging sign is late, then SourceOne Events cannot guarantee the hanging of your sign during the hours specified below.
9. **All signs**, with the exception of banners, must have structural rigging points. All signs exceeding 200 lbs. must **include detailed construction plans** with a current structural engineer stamp. Send these plans to exhibitorservices@sourceoneevents.com in advance of the first day of move in.
10. SourceOne Events accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend SourceOne Events, Inc. and Show Organizer from any claims arising out of, or related to, the installation or dismantle of any sign without approved drawings.
11. Additional charges may be applied by SourceOne Events due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in-house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in-house exclusive labor charges, etc.

Rigging/Hanging Sign Checklist Requirements

- Complete and Submit Payment Authorization Form
- Order Hanging Sign Assembly labor to have your sign assembled and dismantled by SourceOne Events Certified Riggers
- Complete Hanging Sign Layout and Information page
- Order Install and Dismantle labor for all Hanging Signs
- Order necessary Hanging Sign Equipment
- Place electrical orders (if applicable)
- Submit Diagrams with orientation, dimensions, and placement for all materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Signs(s) using the Advance Hanging Sign Shipping Labels included in this service manual



Hanging Sign Labor Order Form

Show Name: COMVEC 2023 | Show Date: September 19-20, 2023 | Location: Renaissance Schaumburg Convention Center
Discount Deadline Date: Tuesday, September 5, 2023

Installation & Removal Assembly Labor Rates

Assembly Labor Description	Discount	Standard	Show Site
Straight Time (ST) – Monday through Friday from 8:00AM to 4:30PM.	\$137.50	\$165.00	\$214.50
Overtime (OT) – Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$206.25	\$247.50	\$321.75
Double Time (DT) – Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays	\$275.00	\$330.00	\$429.00

Note(s): There is a 3 laborer minimum for 1 hour

Supervision Labor Info: Supervision for assembly and disassembly of overhead hanging sign can be provided by SourceOne Events, or by your company representative, display house, or independent contractor.

OK to proceed without exhibitor supervision

Please indicate method of supervision you require for assembly/disassembly:

Wait for exhibitor personnel or display house to supervise

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or removal of a job and it will be charged accordingly.

Step 1: Fill in your signs install and removal assembly labor

Installation & Removal Sign Assembly Labor

Labor Type	Date	Start Time	End Time	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Estimated Total Cost
Installation				x	x	= \$	
Removal				x	x	= \$	

SourceOne Supervision add 30% to Sub Total (if applicable) = \$

Total Installation & Removal Labor = \$

Step 2: Fill in Hanging / Rigging Rates for install and removal

Installation & Removal Hanging/Rigging Labor Rates

Description	Discount	Standard	Show Site
Straight Time (ST) – Scissor Lift / Condor Lift and Crew	\$798.00	\$957.60	\$1,244.88
Overtime (OT) – Scissor Lift / Condor Lift and Crew	\$1,197.00	\$1,436.40	\$1,867.32
Double Time (DT) – Scissor Lift / Condor Lift and Crew	\$1,596.00	\$1,915.20	\$2,489.76

Supervision Labor Info: Supervision for installation or removal of overhead hanging sign can be provided by SourceOne Events, or by your company representative, display house, or independent contractor.

OK to proceed without exhibitor supervision

Please indicate method of supervision you require for the installation/removal of the hanging sign:

Wait for exhibitor personnel or display house to supervise

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or removal of a job and it will be charged accordingly.

Installation & Removal Hanging/Rigging Labor

Labor Type	Date	Start Time	End Time	No. of Labor(s)	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Estimated Total Cost
Installation					x	x	= \$	
Removal					x	x	= \$	

SourceOne Supervision add 30% to Sub Total (if applicable) = \$

Total Installation & Removal Labor = \$

NOTE: There will be a one (1) hour minimum per lift & crew. All additional time for lift & crew is charged at one (1) hour increments.

Step 3: Fill in your signs mandatory items and additional equipment you may need for rigging signage

Miscellaneous Item Rates

Description	Discount	Standard	Show Site	No. of Lifts and Crews	No. of Hours	Total
Plan Submission Fee – Mandatory	\$65.00	\$78.00	\$101.40	x	x	= \$
Wire – 60 lbs. Max – Mandatory unless over 60 lbs.	\$75.00	\$90.00	\$117.00	x	x	= \$
Cablings (per foot) – Signs over 60 lbs.	\$20.00	\$24.00	\$31.20	x	x	= \$
Shackles (each)	\$55.00	\$66.00	\$85.80	x	x	= \$

Additional Charge May Apply due to the following

- Additional crew or labor is needed, regulations at the facility, weight limits, Union jurisdictions, facility contracts, In-house providers, additional equipment required for hanging sign: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in-house exclusive labor charges, etc.
- Additional supplies required to ensure structural integrity of overhead sign.

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation. A 48-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 596 Lamont Road, Elmhurst IL, 60126 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Hanging Sign Labor Order Form

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.
Please print this label on a color printer if possible.





Hanging Sign Shipment

FROM: _____

COMVEC 2023

TO: _____ Booth Number _____
Full Exhibiting Company Name at Show

****Hanging Sign Shipment for SourceOne Events Rigging****


Carrier Name: _____ Number _____ of _____ pieces

H RUSH SHIPMENT
H A N G I N G S I G N



PLEASE CUT ALONG DASHED LINES AND AFFIX LABEL(S) TO PACKAGE.
PLEASE MAKE ADDITIONAL COLORED COPIES OF THESE LABELS AS NEEDED.





Hanging Sign Shipment

FROM: _____

COMVEC 2023

TO: _____ Booth Number _____
Full Exhibiting Company Name at Show

****Hanging Sign Shipment for SourceOne Events Rigging****

Carrier Name: _____ Number _____ of _____ pieces

H RUSH SHIPMENT
H A N G I N G S I G N

Electrical Checklist

To Do	Description
Completed Payment & Credit Card Authorization	Required regardless of other form of payment. To secure discount rates, must be received by Discount Deadline Date.
Completed Electrical Outlet Order Form or Electrical Estimate for Higher Power Needs	Must complete Credit Card Authorization, Labor Order Form, and floor plan to secure discount rates, if applicable. Call SourceOne Events Electrical for assistance.
Completed Labor Order Form	Floor work labor must include complete floor plan. Regular or show site rates on outlets and labor will be applied based on the date the complete order is received.
Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or PDF format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus point).
Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
Do you require 24 hour power?	Required for refrigeration, computer systems, water pumps, heaters, etc. See 24 Hour Electrical Outlets Order Forms
Do you require overhead power?	Overhead power drops will require additional labor and equipment rental fees.
Do you have a hanging sign that requires power?	If so, please be sure to fill out the Hanging Sign Information page 3 and applicable information.
Exhibitor's equipment will be modified to conform to SourceOne Events electrical cords and caps, and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> • 15 amp 120 volt: Standard U-ground cord cap • 30 amp 208 volt: Hubbell • 60 amp 208 volt: Mennekes ME 560P9W 60A 4P 5W • 100 & 200 amp 208 & 480 volt: Hard wired - If Cam locks are needed please supply all sets.
Avoid code violations	Check the electrical code requirements on the Electrical Information form. Does your exhibiting location allow Halogen Exhibit Booth Lighting? New Standard is LED lighting.
Helpful Tip	Please have the following available at show site: a successful fax transmittal and/or copy of email sent showing attachments of order. Also, the person ordering electrical needs to be present or inform us who will be on-site during installation.
Still have questions?	Please do not hesitate to contact us at 708-344-4111. We're here to help!



Electrical Labor Order Form

Show Name: COMVEC 2023 | Show Date: September 19-20, 2023 | Location: Renaissance Schaumburg Convention Center

Discount Deadline Date: Tuesday, September 5, 2023

Please complete this form for all electrical labor needs. To determine if you need electrical labor, please read the Show Site work rules carefully.

Important Information - Please Read

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, special placement of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures, and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system.
- Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (40%)
- Don't forget to order electrical labor for Move In and Move Out.
- SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling, or packing of exhibitor property.
- Onsite labor requests that are made during the exhibitor move-in is subject to a 4 hour minimum per laborer ordered. Example: 1 man would be 4 hours and 2 men would be 8 hours.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- SourceOne Events supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- Orders placed at Show Site will be completed in the order in which they are received. Show Site prices will apply to all labor orders placed at Show Site.

Installation & Removal Electrical Labor Rates

Labor Schedule	Description	Discount	Standard	Show Site
Straight Time (ST)	Monday through Friday from 8:00AM to 4:30PM.	\$99.00	\$118.80	\$154.44
Overtime (OT)	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$148.50	\$178.20	\$231.66
Double Time (DT)	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$198.00	\$237.60	\$308.88

What is Electrical Labor Supervision?

An exhibitor chooses SourceOne Events Supervised Electrical Labor when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Please choose which type of electrical labor applies:

Exhibitor Supervised (DO NOT proceed without exhibitor)

- Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth and there will not be supervision fees added.
- Indicate workers needed for installation and dismantling.
- SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
- Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the Show Site rate.

Emergency Contact: _____

Phone Number: _____

SourceOne Supervised (OK to proceed without exhibitor)

- SourceOne Events will determine if additional workers are needed for installation and removal.
- Disconnect after close of show.
- A 30% surcharge will be added to the labor rates above for this supervision service.
- Location of electrical in Booth: Please use the provided Electrical Booth Layout Form to represent your booth, indicate how you would like your electrical placed in your booth. Indicate what power sources are to go where using the symbols provided on form.

Emergency Contact: _____

Phone Number: _____

What type of work applies to what the electrician will be doing in your booth. Please check all that applies:

- Distribution of electrical overhead (more than one drop location in your booth)
- Distribution of electrical through booth structure
- Connection or hard wiring of all exhibitor equipment
- Connecting display lighting
- Under carpet wiring

- Wiring a machine or transformer
- Wiring or installation of overhead signs or electrical headers and/or light boxes
- Hooking up AV Monitors
- Other _____

Installation Electrical Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Installation Labor:							\$

Removal Electrical Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Removal Labor:							\$

Company Name _____ Email _____

Please Sign Authorized Signature _____ Phone Number _____ Booth Number _____

Total Payment for Selections

Authorized Name - Please Print _____ Date _____

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 596 Lamont Road, Elmhurst IL, 60126 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Electrical Helpful Tips

- In-Line & Peninsula Booths** – 120 Volt single phase power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- Island Booths** – All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- Electrical Labor Order Form** – Complete and return. Please indicate your desired time for installation and removal.
- Electrical Layout Form** – Complete and return. Please indicate the outlet locations.
- Carpet Installation** – If carpet is installed prior to electrical installation, additional labor charges will apply.
- Electrical Services Information** – Review the important conditions, regulations and guidelines.
- 24 Hour Services** – Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours, please make arrangements in advance of show by indicating 24 hour power on the electrical order form.
- Distribution of Power** – Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used – no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- 208/480 Volt Power Service and Connections** – Delivery and connection of high voltage services is done on a time and material basis. Please complete the SourceOne Events Electrical Labor Form to schedule your estimated connection time and return it with this order.

120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths – Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths – All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Rate Classification (Price includes labor)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
10 Amps / 1000 Watts	X	\$197.40	\$236.88	X	\$394.80	\$473.76	= \$
20 Amps / 2000 Watts	X	\$241.50	\$289.80	X	\$483.00	\$579.60	= \$

Total: \$

208 Volt Single Phase

- Price does not include labor, materials, e.g., extension cords, powerstrips, and cord caps and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and removal.

Rate Classification (Price DOES NOT include labor)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
30 Amps	X	\$474.95	\$569.94	X	\$948.75	\$1,138.50	= \$
60 Amps	X	\$538.20	\$645.84	X	\$1,075.25	\$1,290.30	= \$

Total: \$

Miscellaneous

Accessories – Below items do not include power. All items are used with 120 V	Quantity	Discount	Standard	Total
Halogen Arm Light – (includes adjustable clamp for mounting on booth systems)	X	\$71.50	\$85.80	= \$
LED Arm Light – (includes adjustable clamp for mounting on booth systems)	X	\$104.50	\$125.40	= \$
15' Extension Cord (Price does not include power)	X	\$27.50	\$33.00	= \$
30' Flat Extension Cord (Price does not include power)	X	\$49.50	\$59.40	= \$
Power Strip (Price does not include power)	X	\$44.00	\$52.80	= \$

Total: \$

Total Payment for Selections

\$

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 596 Lamont Road, Elmhurst IL, 60126 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111



Electrical Overhead Power Labor Order Form

Show Name: COMVEC 2023 | Show Date: September 19-20, 2023 | Location: Renaissance Schaumburg Convention Center
Discount Deadline Date: Tuesday, September 5, 2023

Scissor Lift Rates (with crew)

- All lifts require labor to operate, and a ground person in order to meet safety standards.
- Laborers included - requires 2 laborers.

Labor Schedule	Description	Discount	Standard	Show Site
ST - Straight Time	Monday through Friday from 8:00AM to 4:30PM.	\$410.00	\$492.00	\$639.60
OT - Overtime	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$615.00	\$738.00	\$959.40
DT - Double Time	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$820.00	\$984.00	\$1,279.20

What is Electrical Labor Supervision?

An exhibitor chooses SourceOne Events Supervised Electrical Labor when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Please choose which type of electrical labor applies:

Exhibitor Supervised (DO NOT proceed without exhibitor)

- Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth and there will not be supervision fees added.
- Indicate workers needed for installation and dismantling.
- SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
- Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the Show Site rate.

Emergency Contact: _____

Phone Number: _____

SourceOne Supervised (OK to proceed without exhibitor)

- SourceOne Events will determine if additional workers are needed for installation and dismantling.
- Disconnect after close of show.
- A 30% surcharge will be added to the labor rates above for this supervision service.
- Location of electrical in Booth: Please use the provided Electrical Booth Layout Form to represent your booth, indicate how you would like your electrical placed in your booth. Indicate what power sources are to go where using the symbols provided on form.

Emergency Contact: _____

Phone Number: _____

Scissor Lift Installation Labor

Date	Start Time	End Time	Est. Hrs. per Crew	Hourly Rate	Est. Total Cost
_____	_____	_____	x	@ \$	= \$
_____	_____	_____	x	@ \$	= \$
Sub Total:					\$
SourceOne Supervision adds 30% to Sub Total (if applicable):					\$
Total Installation Labor:					\$

Scissor Lift Removal Labor

Date	Start Time	End Time	Est. Hrs. per Crew	Hourly Rate	Est. Total Cost
_____	_____	_____	x	@ \$	= \$
_____	_____	_____	x	@ \$	= \$
Sub Total:					\$
SourceOne Supervision adds 30% to Sub Total (if applicable):					\$
Total Removal Labor:					\$

Total Payment for Selections

\$

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 596 Lamont Road, Elmhurst IL, 60126 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Electrical Overhead Power Labor Order Form | 10

208 Volt Three Phase

- Price does not include labor, materials, (e.g., extension cords, powerstrips, and cord caps) and/or equipment for installation and removal.
- Three phase power is brought in overhead and does NOT include labor, materials, scissor lift, and/or equipment required for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and removal.

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
20 Amps / 3 phase	X	\$718.75	\$862.50	X	\$1,437.50	\$1,725.00	= \$
30 Amps / 3 phase	X	\$808.45	\$970.14	X	\$1,616.90	\$1,940.28	= \$
60 Amps / 3 phase	X	\$948.75	\$1,138.50	X	\$1,897.50	\$2,277.00	= \$
100 Amps / 3 phase	X	\$1,431.75	\$1,718.10	X	\$2,863.50	\$3,436.20	= \$
200 Amps / 3 phase	X	\$2,633.50	\$3,160.20	X	\$5,267.00	\$6,320.40	= \$
400 Amps / 3 phase	X	\$4,887.50	\$5,865.00	X	\$9,775.00	\$11,730.00	= \$
							Total: \$

480 Volt Three Phase

- Price does not include labor, materials, (e.g., extension cords, powerstrips, and cord caps) and/or equipment for installation and removal.
- Three phase power is brought in overhead and does NOT include labor, materials, scissor lift, and/or equipment required for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and removal.

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
30 Amps / 3 phase	X	\$808.45	\$970.14	X	\$1,616.90	\$1,940.28	= \$
60 Amps / 3 phase	X	\$948.75	\$1,138.50	X	\$1,897.50	\$2,277.00	= \$
100 Amps / 3 phase	X	\$1,431.75	\$1,718.10	X	\$2,863.50	\$3,436.20	= \$
200 Amps / 3 phase	X	\$2,633.50	\$3,160.20	X	\$5,267.00	\$6,320.40	= \$
400 Amps / 3 phase	X	\$5,267.00	\$6,320.40	X	\$10,534.00	\$12,640.80	= \$
							Total: \$

Total Payment
for Selections

\$

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 596 Lamont Road, Elmhurst IL, 60126 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Follow these 5 steps when completing the electrical placement grid below. If you have any questions please call the SourceOne Exhibitor Service Department.

Step 1. Booth Information

Each square is _____ feet, my booth is _____ feet wide by _____ feet long.

Step 2. Indicate Adjacent Booth or Aisle Number

Review floor plan for your booth assignment and write in adjacent booth or aisle number on all 4 sides of grid.

Step 3. Draw Booth Layout

Use bold lines to indicate the outline of your exhibit space.

Step 4. Indicate location of the main power drop

Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk, or in another location that keeps it out of sight. Please provide specific dimensions.

Step 5. Location and load of all outlets

Please provide specific dimensions and wattages/amperages. Please do not simply place an "X" where power is required. Please use the symbols shown below.

Indicate Booth Type:

In-line

Peninsula

Island

Provide aisle or adjacent booth #'s for orientation

Electrical Symbols

= Main Power Drop Location

= 120 V-20 amps/2000 watt

= 208 V Three Phase _____ amps

= 208 V Single Phase _____ amps

= 480 V Three Phase _____ amps

Grid Example:

10' x 10' Booth uses 1 square = 1 foot

20' x 20' Booth uses 1 square = 2 feet

30' x 30' Booth uses 1 square = 3 feet

If you have a custom booth please let us know your dimensions. Custom Booth _____ ft. x _____ ft. use 1 square = _____ ft.

If this grid scale is too small for easy drawing, please return a separate sheet indicating booth layout.

Front Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Back Adjacent Booth or Aisle Number: _____

The following guideline is only an estimate of the actual wattage you need. Always reference the specification sheet or the electrical stamp/label usually located on the bottom of any electrical apparatus. Order one outlet for each piece of equipment to avoid tripping the breaker or power outages during the event.

1000 Watts = 10 Amps of power

100 Watts = 1 Amp

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

1. Receiver Amplifier
2. Desktop Printer
3. Business Card Scanner
4. DVD Player
5. Flood Light
6. Glue Gun
7. Barcode Scanner
8. Credit Card Scanner
9. Monitor
10. Laptop
11. Cash Register
12. Paper Shredder
13. LED Stem Light
14. Can Opener
15. Desktop & Monitor
16. Large TV/Monitor
17. Sewing Machine
18. Iron
19. Crock-Pot
20. Double Flood Light
21. Fax Machine
22. Meat Slicer
23. Juicer
24. Blender (Standard)
25. Vitamix Blender
26. Mini Refrigerator



2000 Watts = 20 Amps of power

1. Hot Plate
2. Home Coffee Maker
3. Laser Printer
4. Toaster
5. Food Processor
6. Shop-Vac
7. Electric Frying Pan
8. Portable Steamer
9. Heat Lamp
10. Toaster Oven
11. Vacuum
12. Refrigerator
13. Blow Dryer
14. T-Shirt Press
15. Microwave
16. Popcorn Machine
17. Space Heater
18. Commercial Coffee Pot
19. Double Hot Plate
20. Laminator
21. Electric Griddle
22. Induction Cooktop
23. Water Cooler
24. Standing Steamer



Audio Visual & Computer Supplier
Renaissance Schaumburg Convention Center - IL
September 19 - 21, 2023



COMVEC



Audio Visual Equipment	Qty	SHOW RATE	TOTAL
22" LED Monitor		\$250.00	
32" LED Monitor		\$400.00	
42" LED Display		\$500.00	
50" LED Display		\$750.00	
55" LED Display		\$950.00	
60" LED Display		\$1,200.00	
70" LED Display		\$1,300.00	
80" LED Display		\$1,700.00	
Floor stand for 42" - 80" Displays Only*		\$125.00	
Wall Mount for 20" - 32" Displays Only*		\$55.00	
Wall Mount for 42" - 80" Displays Only*		\$75.00	
Table stand for 22" to 50" Display Only*		\$25.00	
Shelf for Floor Stand*		\$25.00	

CUSTOMER INFORMATION

Company Name: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Ordered By: _____
 Phone #: _____
 Email: _____

ON-SITE INFORMATION

Exhibitor Booth #: _____

**These items require the rental of a Monitor or Display.*

Audio Equipment	Qty	SHOW RATE	TOTAL
70 Watt Sound System with 2 Speakers		\$125.00	
UHF Wireless Lavalier Microphone		\$125.00	
UHF Wireless Hand-held Microphone		\$125.00	
UHF Wireless Headset Microphone		\$150.00	
8-Channel Mixer		\$75.00	

Rep. Contact Name: _____
 Cell Phone Number: _____
 Delivery DATE / TIME: _____
 Dismantle DATE/TIME: _____

Video Projection Equipment	Qty	SHOW RATE	TOTAL
LCD 5K Lumen Projector		\$650.00	
6' Tripod Screen w/Skirt		\$50.00	
8' Tripod Screen w/Skirt		\$100.00	

Deadline
 Orders received after deadline **add 20% late fee.**
 Equipment charges are for the length of the tradeshow.

Laptops & Accessories	Qty	SHOW RATE	TOTAL
PC Laptop		\$250.00	
Mac Book Pro Laptop		\$450.00	
iPad		\$100.00	
PC Audio Cable		\$25.00	
Wireless Mouse & Keyboard		\$50.00	

Cancellations
 Cancellations received after Thursday, September 14, 2023 are subject to a charge fee of 100% of order due.

Cables	Qty	SHOW RATE	TOTAL
VGA Cable		\$10.00	
RCA Cable		\$10.00	
HDMI Cable		\$25.00	

Equipment Guarantee
AV1's equipment guarantee is as follows:
 AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible.
 Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.

Miscellaneous Equipment	Qty	SHOW RATE	TOTAL
Flipchart or Whiteboard W/Markers		\$35.00	
Blu-Ray Player		\$75.00	

Audio Visual One, LLC
Sylvia Polletta - Show Services Coordinator
 9611 West Foster Avenue
 Schiller Park, IL 60176
 Phone: 224-629-7264
 Email: spolletta@audiovisualone.com

SPECIAL INSTRUCTIONS:	Subtotal Equipment	XXXXXXXXXXXX
	Add Tax - 0%	XXXXXXXXXXXX
	Installation Fee	\$150.00
	Delivery Fee	\$150.00
	Add 20% Union Fee	XXXXXXXXXXXX
Total Order		

Order Confirmation will be sent once the order is processed.

After Monday, September 11, 2023, Add 20% Late Fee

Method of Payment

- Credit Card Corporate Check* ACH or Wire**

* Corporate Check: Must be received and cleared by your bank prior to delivery.
 ** ACH or Wire: Please contact Sylvia Polletta for details.

Cardholder's Name _____
 Billing Address _____
 City, State, Zip _____
 Cardholder's Signature _____

Card # _____
 Exp Date _____
 CID # _____

NAME OF CONFERENCE	START DATE	END DATE
ORGANIZATION NAME	ONSITE CONTACT NAME	ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	ST/ZIP
TELEPHONE NUMBER	SET DATE	TIME
EMAIL ADDRESS	STRIKE DATE	TIME
ORDERED BY		

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a 5-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental. **PLEASE DO NOT PROVIDE CREDIT CARD INFORMATION. ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT. EQUIPMENT PRICING IS PER DAY.**

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage, and tax. Labor and/or service charges may apply and/or loss damage waiver.

YOUR FINAL BILL WILL BE PROCESSED AND CHARGED TO YOUR HOTEL MASTER. PLEASE NOTE, WHEN THE CHARGE IS PROCESSED A 25% SERVICE CHARGE AND APPLICABLE TAXES WILL BE APPLIED TO RENTAL EQUIPMENT AND HSIA.

PROJECTION EQUIPMENT	QTY.	DAILY RATE
LCD Projector		\$480
Projector Support Package (8ft tripod screen, HDMI, and dress kit)		\$200
24" Monitor – tabletop		\$280
46" Monitor – tabletop		\$530
55" Monitor – dual post floor stand		\$847
70" Monitor – dual post floor stand		\$1,327
AUDIO EQUIPMENT	QTY	DAILY RATE
Wireless Microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$220
PC Audio Package with Speakers (two speakers, dual post stands, DI, and mixer)		\$604
Powered Speaker (up to 5 people)		\$150
4-Channel Mixer		\$145
MISCELLANEOUS EQUIPMENT	QTY	DAILY RATE
Laptop Computer		\$260
Post-It Flip Chart		\$96

INTERNET SERVICES	QTY	DAILY RATE
Wireless Internet Connection		\$30
Wired Internet Connection		\$190
Dedicated Bandwidth (please contact Encore for more information)		---
LIGHTING/SCENIC	QTY	DAILY RATE
LED Wash Light		\$95
Pin Spotlight		\$55
10' Décor Drapery		\$240/panel
SPECIAL REQUESTS/INFO: Please add any items or instructions not listed above that you require.		

BOOTH DIAGRAM

Internet – Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power – Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Form Submission – Email completed forms to ren.schaumburg@encoreglobal.com.

If you are experiencing technical difficulties onsite, please contact Encore at **312.296.7970**.