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, October 9, 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.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Name:</td>
<td></td>
</tr>
<tr>
<td>Booth Size:</td>
<td></td>
</tr>
</tbody>
</table>

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 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
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:

<table>
<thead>
<tr>
<th>Exhibitor Name:</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Alcohol Distribution Dates &amp; Times:</td>
<td></td>
</tr>
<tr>
<td>Catering Distribution Dates &amp; Times:</td>
<td></td>
</tr>
</tbody>
</table>

→ 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 carpeted.

**Discount Price Deadline:**
Order early to take advantage of our discount prices, place your order by **October 13, 2023**. Orders placed at show site will be charged an additional 30% above the discount price.

**GEMS ONLINE ORDERING**

**Electrical, Internet and AV ordering** - [https://eventnow.encoreglobal.com/](https://eventnow.encoreglobal.com/)

**Show Schedule:**

**Exhibitor Move-In:**
Sunday  November 12, 2023  12:00 PM - 5:00 PM

**Exhibit Hours:**
Monday  November 13, 2023  9:30 AM - 6:00 PM
Tuesday  November 14, 2023  9:30 AM - 4:00 PM

**Exhibitor Move-Out:**
Tuesday  November 14, 2023  4:00 PM - 9:00 PM

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 show ends.

◊ 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 **6:00 PM on Tuesday, November 14, 2023**.

◊ All exhibitor materials should be removed from the facility by **9:00 PM on Tuesday, November 14, 2023**.

◊ Freight not picked up by **9:00 PM on Tuesday, November 14, 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
Britni@gemsevents.com
(407) 438-5002

Stephanie Baumgart
Stephanie@gemsevents.com
(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
Brake Colloquium & Exhibition 2023
Company name & Booth #
4354 Director Drive
San Antonio, TX. 78219

Shipments may begin arriving at the above address on Monday, October 9, 2023 from 8 AM—3:00 PM daily. Shipments will be accepted at the warehouse until Friday, November 10, 2023 after that additional after deadline fees will apply. To trace the arrival of your shipment please call 313-400-1454

**Direct to Show Site:**

JW Marriott San Antonio
c/o GEMS
Brake Colloquium & Exhibition 2023
Company Name & Booth #
23808 Resort Pkwy
San Antonio, TX. 78261

Shipments arriving at show site prior to Sunday, November 12, 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 dis-
PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization
(All Information Must Be Provided)

EXPIRATION DATE

__ MasterCard  __ VISA  __ American Express  __ Corporate  __ Personal

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

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handling</td>
</tr>
<tr>
<td>Installation &amp; Dismantle Labor</td>
</tr>
<tr>
<td>Standard Furnishings &amp; Accessories</td>
</tr>
<tr>
<td>Custom Furniture Rental</td>
</tr>
<tr>
<td>Carpet</td>
</tr>
<tr>
<td>3.95% Processing Fee</td>
</tr>
<tr>
<td>Taxes 8.25%</td>
</tr>
</tbody>
</table>

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.

Payment Policy

Payment for Services

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.

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.

Method of Payment

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.

Third Party Billing

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.

Tax Exempt

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.

Adjustments and Cancellations

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.

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.
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 10/27/2023. 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.

<table>
<thead>
<tr>
<th>EXHIBITING FIRM:</th>
<th>BOOTH#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORIZED NAME &amp; TITLE:</td>
<td></td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE:</td>
<td></td>
</tr>
<tr>
<td>DISPLAY HOUSE NAME/THIRD PARTY PAYER:</td>
<td></td>
</tr>
<tr>
<td>COMPLETE ADDRESS:</td>
<td>ZIP CODE:</td>
</tr>
<tr>
<td>CITY, STATE:</td>
<td></td>
</tr>
<tr>
<td>AUTHORIZED NAME &amp; TITLE:</td>
<td></td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE:</td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td>FAX NUMBER:</td>
</tr>
</tbody>
</table>

**ITEMS TO BE BILLED TO THIRD PARTY:**

<p>| | | | |</p>
<table>
<thead>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

**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 ........................................................................... $1.50 per pound.
Rate applies to shipments sent only to the warehouse.

Direct to Show Site Material Handling ........................................................................... $1.25 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 of less.

SHIPPING INSTRUCTIONS

Warehouse:
• Shipments must be sent PRE-PAID. All collect shipments will be refused.
• Warehouse shipments will be excepted from: October 9, 2023 to: November 10, 2023.
• No shipments will be received at the warehouse on weekends or holidays.
• Warehouse address:
  ABF Freight
c/o GEMS
  Brake Colloquium & Exhibition 2023
  Company Name / Booth
  4354 Director Drive
  San Antonio, TX. 78219

Show Site:
• Show Site receiving begins: November 12, 2023
• All shipments arriving at the facility prior to November 12, 2023 will be refused & rerouted.
• Show Site address:
  JW Marriott San Antonio
c/o GEMS
  Brake Colloquium & Exhibition 2023
  Company Name / Booth
  23808 Resort Pkwy
  San Antonio, TX. 78261

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

*DO NOT DELAY*

<table>
<thead>
<tr>
<th>Receiving Date Begins: OCTOBER 9, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline Date: NOVEMBER 10, 2023</td>
</tr>
</tbody>
</table>

**To:**

Exhibitor/Vendor Name

**Booth #:**

C/O: GEMS

ABF Freight  
4354 Director Drive  
San Antonio, TX. 78219

---

**WAREHOUSE**

**Event:** Brake Colloquium & Exposition 2023

<table>
<thead>
<tr>
<th>No.</th>
<th>Of</th>
<th>PCS</th>
</tr>
</thead>
</table>

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**WAREHOUSE**

**Event:** Brake Colloquium & Exposition 2023

<table>
<thead>
<tr>
<th>No.</th>
<th>Of</th>
<th>PCS</th>
</tr>
</thead>
</table>

---

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
To: Exhibitor/Vendor Name
Booth #: Booth #:
C/O: GEMS
JW Marriott San Antonio
23808 Resort Pkwy
San Antonio, TX 78261

JW Marriott San Antonio
23808 Resort Pkwy
San Antonio, TX 78261

SHOW SITE

Event: Brake Colloquium & Exposition 2023

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
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 *.......................... $292.55 per unit (round trip)

Vehicles............................... $292.55 per unit (round trip)

PLUS 8.25% 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 JW Marriott San Antonio in care of GEMS. GEMS WILL NOT ACCEPT any shipments addressed to JW Marriott San Antonio 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

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–10,000 lbs.</td>
<td>$37.50</td>
</tr>
<tr>
<td>10,001–20,000 lbs.</td>
<td>$34.50</td>
</tr>
<tr>
<td>20,001–30,000 lbs.</td>
<td>$31.25</td>
</tr>
<tr>
<td>30,001–40,000 lbs.</td>
<td>$28.60</td>
</tr>
<tr>
<td>40,001–50,000 lbs.</td>
<td>$25.70</td>
</tr>
<tr>
<td>50,001–60,000 lbs.</td>
<td>$22.85</td>
</tr>
</tbody>
</table>

MACHINERY INFORMATION

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

NOTE: If equipment requiring special handling, including machinery is to be displayed, it is 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.
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.
## 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.

1. 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.

2. 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.

3. 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.

4. 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 one or more of the official contractors.

1. 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.

2. 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 October 27, 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 October 27, 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: October 27, 2023

<table>
<thead>
<tr>
<th>EXHIBITING FIRM:</th>
<th>BOOTH #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORIZED NAME AND TITLE:</td>
<td></td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE:</td>
<td></td>
</tr>
</tbody>
</table>

| FULL NAME OF NON-OFFICIAL CONTRACTOR: | |
| COMPLETE ADDRESS: | |

<table>
<thead>
<tr>
<th>CITY:</th>
<th>STATE:</th>
<th>ZIP CODE:</th>
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</thead>
<tbody>
<tr>
<td>AUTHORIZED NAME AND TITLE:</td>
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<td></td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td>FAX NUMBER:</td>
<td></td>
</tr>
</tbody>
</table>

| 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.......................................................$82.40 $115.40

Overtime - 6:00 AM to 8:00 AM and 4:30 PM to 12:00 midnight Monday through Friday

6:00 AM to 12:00 Midnight Saturday and Sunday.................................................................$123.60 $173.05

Double Time—12:00 Midnight to 6:00 AM and all recognized holidays...............................$164.80 $230.75

- 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: ______________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx Hrs.</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Cost:</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

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: ______________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx Hrs.</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Cost:</th>
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<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GEMS Supervisions (35%/45.00) = $_____________
Total Installation = $_____________

EXHIBITING FIRM: ___________________________ BOOTH #: ______________
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 WITH OPERATOR UP TO 5,000LBS**
- Straight Time: $185.15 per hour
- Overtime: $245.00 per hour
- Double Time: $351.78 per hour

**RIGGING LABOR (equipment not included)**
- Straight Time: $82.40 per hour
- Overtime: $123.60 per hour
- Double Time: $156.56 per hour

**Lg. Forklift (up to 15,000 lbs.) - with operator:**
- Straight Time: $214.25 per hour
- Overtime: $273.70 per hour
- Double Time: $407.10

**4 Stage—Forklift with operator:**
- Straight Time: $193.15
- Over Time: $252.60
- Double Time: $366.98
- Man Cage for Forklift: $59.50
- Boom for Forklift: $59.50

Overtime rates prevail 6:00 AM to 8:00 AM and 4:30 PM to 12:00 midnight Monday through Friday
Double time rates prevail 12:00 Midnight to 6:00 AM and all recognized 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

<table>
<thead>
<tr>
<th></th>
<th>Date:</th>
<th>Time:</th>
<th>Total Laborers:</th>
<th>Hours per Laborer:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EQUIPMENT: $  

ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR $  

Describe work to be done:

_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________

**EXHIBITING FIRM:**

**BOOTH#:**
HANGING SIGN

- All ceiling rigging must conform to Show Management Rules & Regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by GEMS.
- Set up Instructions must be provided for signs needing assembly.
- Scheduling is done on a first come, first served basis.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 AM—4:30 PM Monday through Friday

Over Time
6:00 AM to 8:00 AM & 4:30 PM TO 12:00 AM Monday through Friday, 6:00 AM to 12:00 AM Saturday & Sunday.

Double Time
12:00 AM to 6:00 AM and recognized holidays

Crew consists of 2 people under normal circumstances. However, under GEMS discretion and scope of work and safety, 3 or more men may be required.

Materials—cable, clamps, etc. additional and charge accordingly.

Equipment with Crew
Show site prices will apply to all hanging sign orders placed at show site.

Rates are per lift and crew per hour.

<table>
<thead>
<tr>
<th>Condor with crew (up to 200 lbs. capacity)</th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Price</td>
<td>$585.00</td>
<td>$667.50</td>
<td>$750.00</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$819.00</td>
<td>$934.50</td>
<td>$1050.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Labor</th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Advanced Price</td>
<td>$82.40</td>
<td>$123.75</td>
<td>$165.00</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$115.36</td>
<td>$173.25</td>
<td>$231.00</td>
</tr>
</tbody>
</table>

INSTALL & DISMANTLE RECAP

Please check the appropriate line:

<table>
<thead>
<tr>
<th>GEMS Supervision</th>
<th>Exhibitor Supervision</th>
</tr>
</thead>
</table>

Install
Date:          Time:          Total Laborers:   Hours per Laborer:   $  
Dismantle
Date:          Time:          Total Laborers:   Hours per Laborer:   $  
GEMS Supervision Install 35%:   GEMS Supervision Dismantle 35%:  Forklift Fee: $50.00  $  

ESTIMATED COST FOR INSTALLATION, DISMANTLE OF HANGING SIGN  $  

EXHIBITING FIRM:  BOOTH#:  

* Supervisor must check in at the GEMS Service Center to pick up
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............$407.30
Standard Price.............$471.35

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 8.25% tax Total

EXHIBITING FIRM:    BOOTH#: 
# STANDARD FURNISHINGS & ACCESSORIES

## CHAIRS AND ACCESSORIES

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Padded Black Side Chair</td>
<td>$121.30</td>
<td>$151.60</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Padded Black Bar Stool</td>
<td>$242.55</td>
<td>$303.20</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Literature Stand</td>
<td>$165.40</td>
<td>$192.95</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Waste Basket</td>
<td>$22.65</td>
<td>$38.60</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Easel, Chrome</td>
<td>$50.70</td>
<td>$71.65</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Tack Board</td>
<td>$165.40</td>
<td>$192.95</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>42” High Round Café Table</td>
<td>$192.95</td>
<td>$231.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Bag Rack</td>
<td>$71.65</td>
<td>$88.20</td>
<td>$</td>
</tr>
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</table>

## SPECIAL DRAPERY BACKGROUNDS—Ordered In 10’ Increments

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3’ Drapery Installed, per linear foot</td>
<td>$10.20</td>
<td>$15.20</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>8’ Drapery Installed, per linear foot</td>
<td>$13.25</td>
<td>$20.10</td>
<td>$</td>
</tr>
</tbody>
</table>

## DRAPE DISPLAY TABLES—30” High x 24” Wide

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Draped</td>
<td></td>
<td>$143.30</td>
<td>$179.20</td>
<td>$</td>
</tr>
<tr>
<td>6’ Draped</td>
<td></td>
<td>$168.15</td>
<td>$210.05</td>
<td>$</td>
</tr>
<tr>
<td>8’ Draped</td>
<td></td>
<td>$193.20</td>
<td>$241.45</td>
<td>$</td>
</tr>
<tr>
<td>4th Side Draped</td>
<td></td>
<td>$27.55</td>
<td>$35.85</td>
<td>$</td>
</tr>
</tbody>
</table>

## DRAPE DISPLAY COUNTERS—42” High x 24” Wide

<table>
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<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Draped</td>
<td></td>
<td>$160.15</td>
<td>$200.05</td>
<td>$</td>
</tr>
<tr>
<td>6’ Draped</td>
<td></td>
<td>$180.05</td>
<td>$225.75</td>
<td>$</td>
</tr>
<tr>
<td>8’ Draped</td>
<td></td>
<td>$200.05</td>
<td>$249.90</td>
<td>$</td>
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<tr>
<td>4th Side Draped</td>
<td></td>
<td>$27.55</td>
<td>$35.85</td>
<td>$</td>
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## TABLE RISERS AND DRAPING

<table>
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<th>Quantity</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>4’ x 10” x 12” Draped</td>
<td></td>
<td>$38.85</td>
<td>$52.40</td>
<td>$</td>
</tr>
<tr>
<td>6’ x 10” x 12” Draped</td>
<td></td>
<td>$49.60</td>
<td>$67.00</td>
<td>$</td>
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<tr>
<td>8’ x 10” x 12” Draped</td>
<td></td>
<td>$63.70</td>
<td>$85.95</td>
<td>$</td>
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</tbody>
</table>

For any additional furnishings not listed above, please contact your project manager at GEMS for ordering and pricing details.

Exhibiting Firm: ______________________  Booth #: ______________________

Subtotal: $________  Tax @ 8.25%: $________  Total: $________
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<th>Section</th>
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<td>Top Design Tips for Exhibits</td>
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<td>14</td>
<td>Safety Collection</td>
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<td>Marina</td>
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<td>Laguna/Lucent</td>
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<td>Blade/Zenith</td>
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<td>Shark/Laguna</td>
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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.

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

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

**Creature Comforts.** Comfortable “living room” spaces relax clients and encourage genuine conversation.

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

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

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.
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!

**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.

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

**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

A. Stanchion w/ Retractable Belt
   A) STNCH1 (black, chrome) 96"L 37"H
   B) STNSGN Stanchion Sign Holder (black, chrome) 10"L 13"H

B. Your Sign Here

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

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

Keep it Green
Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.
POWERED
Collections
Naples Collection

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

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

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.

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 DETAIL
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 Bar Tables, Powered
A) VNTWHT (white top)
B) VNTBLK (black top) (silver frame) 72.25”L 26.25”D 42”H

Use Ventura 6’ Bar or Cafe Tables in your design to facilitate conversations while physical distancing.

Ventura Cafe Tables, Powered
C) VNTCWH (white top)
D) VNTCBK (black top) (silver frame) 72.25”L 26.25”D 30”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.
Sydney Powered Cocktail Tables

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

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

Powering Locking Pedestals

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

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

Powered 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.

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 DETAIL

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.
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

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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

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Sterling

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

**STESOF Sofa**
(gray fabric)
82"L 33.5"D 32"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
Soft Seating Collections

**Allegro**
- CHR002 Chair (blue fabric) 36”L 34.5”D 30”H
- SPA002 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

BCHWHT 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

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 30.5" 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.
ACCENT
Chairs
Accent Chairs

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

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

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

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

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

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

Make it swivel

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

10’x20’ - Meeting Booth

Wentworth WENCHA Swivel Chair  
(brown vinyl, black)  
31”L 24”D 31.5”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.

- **Montreal MONCHA Chair**
  - (blue, black metal)
  - 30”L 23.25”D 30”H
- **Lena LENCHA Chair**
  - (moss green leather, bronze)
  - 27”L 25”D 31”H
- **Madrid BCW Chair**
  - (white, chrome)
  - 30”L 30”D 31”H

Accent Chairs | 46
INDIVIDUAL
Seating
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

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)
   19.25"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

I) MALGRN
   (green, chrome)
   20"L 20"D 32"H

J) MALGRY
   (gray, chrome)
   20"L 20"D 32"H

K) BLDCSB
   (sky blue)
   20.5"L 19"D 30.5"H

L) BLDCRD
   (red)
   20.5"L 19"D 30.5"H

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
OTTOMAN Collections
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.

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) VIB19 (taupe vinyl)  M) VIB02 (blue vinyl)  N) VIB08 (orange vinyl)
A) BVSMOR (orange fabric)  B) BVSMON (olive green fabric)  C) BVSMWH (white vinyl)  
D) BVSMBK (black vinyl)  E) BVSMBL (ocean blue fabric)  F) BVSMBN (brown fabric)  
J) BVSMRD (red fabric)  K) BVSMYL (yellow fabric)
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)
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)  
K) MAR008 (meadow green fabric)  L) MAR015 (black vinyl)  M) MAR012 (forest green vinyl)  
N) MAR013 (teal velvet)  O) MAR014 (distressed brown vinyl)
Demo Down

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

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

Bench
REGBEN Regis
(brushed metal)
47”L 15.5”D 16”H
ACCENT
Tables
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.
A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)
C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.
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**

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.

**ACCENT**

COCKTAIL & END TABLES

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

A/B Powered options available.
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.
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.

**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

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

**Timber**
TMBTBL End Table (wood)
16"RND 17"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 chained together. 10A max per charging panel.
**Bar & Cafe Tables**

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

### Rustique

**RSTSQT Square Metal Bar Table**
- **30” RND 45”H**
  - 30GRHB (graphite nebula top)
  - 30MTHB (maple top)
  - 30BRHB (red top)
  - 30WDBH (barnwood top)
  - 30BKSB (black top)
  - 30AGHB (brushed gunmetal top)
  - 30OSHB (orange top)
  - 30BEHB (blue top)
  - 30YSHB (brushed yellow top)
  - 30GSHB (green top)

**36” RND 45”H**
- 36GRHB (graphite nebula top)
- 36MTHB (maple top)
- 36BRHB (red top)
- 36WDBH (barnwood top)
- 36BKSC (black top)
- 36AGBC (brushed gunmetal top)
- 36OSBC (orange top)
- 36BEBC (blue top)
- 36YSBC (brushed yellow top)
- 36GSCB (green top)

### Bar Tables

**Standard Black Base**
- **30” RND 42”H**
  - VTI (graphite nebula top)
  - VTK (maple top)
  - VTB (red top)
  - 30WH42 (white top)
  - 30WDBBB (barnwood top)
  - 30BKSB (black top)
  - 30AGBB (brushed gunmetal top)
  - 30OSBB (orange top)
  - VTA (Madison/gray acajou top)
  - 30OEBB (blue top)
  - 30YSBB (brushed yellow top)
  - 30GSSBB (green top)

**30WH42 (white top)**
- 30WH42 (white top)
- 30WDBBB (barnwood top)
- 30BKSB (black top)
- 30AGBB (brushed gunmetal top)
- 30OSBB (orange top)
- VTA (Madison/gray acajou top)
- 30OEBB (blue top)
- 30YSBB (brushed yellow top)
- 30GSSBB (green top)

### Cafe Tables

**Hydraulic Chrome Base**
- **30” RND 29”H**
  - 30GRHC (graphite nebula top)
  - 30MTHC (maple top)
  - 30BRHC (red top)
  - 30WDBC (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)
- 36WDBC (barnwood top)
- 36BKHC (black top)

### Create Space

Mix and match table tops with base options to create the perfect combination for your needs.
BARSTOOL
Collections
MARINA BARSTOOL COLLECTION
21" L 17.5" D 41.5" H

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.
LIFT

BARSTOOL COLLECTION
15° RND23 - 33.5° H

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

All bases chrome finish.
ZOEY BANANA

ZO E Y  B A N A N A

Zoey Barstool 15"L 16"D 30-34.75"H  A) B5002 (white)
Banana Barstool 21"L 22"D 41"H  B) BSS (black)  C) BST (white)

All bases chrome finish.
Barstools
Styles

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.

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

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

Laguna
LMBAR Barstool
(maple, chrome)
18”L 20”D 47”H
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 Executive Chair
PROGB (black vinyl, chrome)
24"L 26"D 36"H

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

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

Task Stool
TASKST Stool
(black fabric, black)
27.5"L 27.5"D 32.75-40.25"H
Adjustable height
A) CONF42 (white top)  B) CB1 (graphite nebula top)  
C) CB8 (Madison/gray acajou top)  D) 42BKCT (black top)  

All bases black finish.
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)
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.

Conference Tables

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.
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
  - **C)** VNTMNP (solid)
  - VNTBMW (grommets)
  - White Top
  - **D)** VNTBWV (grommets)
  - VNTWNP (solid)
  - Black Top
  - **E)** VNTBNP (solid)

#### 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
  - **H)** VNTCMN (solid)
  - VNTCMW (grommets)
  - White Top
  - **I)** VNTCWW (grommets)
  - VNTCWN (solid)
  - Black Top
  - **J)** VNTCBN (solid)

---

**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.

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**Colors not available in all table options. Please check options listed.**
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 (silver, white)
39"L 9"D 72"H
Powered Counter

60"L 18"D 42"H (taupe glass top, pewter)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

Bar

60"L 18"D 42"H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (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.
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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**EXHIBITING FIRM:**

**BOOTH#:**
## SPECIALITY FURNITURE

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# SPECIALITY FURNITURE

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## BAR STOOLS

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EXHIBITING FIRM: ___________________________ BOOTH#: ___________________________
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<tr>
<td>Clear Divider, Sofa/Table (Silver, Clear)</td>
<td>$300.30</td>
<td>$345.34</td>
<td>$</td>
</tr>
<tr>
<td>Divider, Freestanding Whiteboard (Silver, White)</td>
<td>$416.95</td>
<td>$479.48</td>
<td>$</td>
</tr>
<tr>
<td>Miramar Divider, Molded Plastic (White)</td>
<td>$427.35</td>
<td>$491.45</td>
<td>$</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’</td>
<td></td>
<td>$258.50</td>
<td>$329.00</td>
<td></td>
</tr>
<tr>
<td>10’ x 20’</td>
<td></td>
<td>$517.00</td>
<td>$658.00</td>
<td></td>
</tr>
<tr>
<td>10’ x 30’</td>
<td></td>
<td>$775.50</td>
<td>$987.00</td>
<td></td>
</tr>
<tr>
<td>10’ x 40’</td>
<td></td>
<td>$963.60</td>
<td>$1300.95</td>
<td></td>
</tr>
</tbody>
</table>

10’ X 10’ Carpet Padding—Single Layer
- $159.50
- $203.00

10’ x 20’ Carpet Padding—Single Layer
- $319.00
- $406.00

10’ x 30’ Carpet Padding—Single Layer
- $478.50
- $609.00

10’ x 40’ Carpet Padding—Single Layer
- $517.00
- $658.00

10’ x 10’ Carpet Padding—Double Layer
- $319.00
- $406.00

10’ x 20’ Carpet Padding—Double Layer
- $638.00
- $812.00

10’ x 30’ Carpet Padding—Double Layer
- $957.00
- $1,218.00

10’ x 40’ Carpet Padding—Double Layer
- $1,012.00
- $1,315.60

Plastic Covering (price per sq. ft.)
- $0.80
- $0.90

---

#### 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. @ $ 5.15

<table>
<thead>
<tr>
<th>Choose your Carpet Color:</th>
<th>___Blue</th>
<th>___Black</th>
<th>___Grey</th>
<th>___Red</th>
<th>___Midnight Blue</th>
<th>___Tuxedo</th>
<th>16 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)</th>
</tr>
</thead>
</table>

**EXHIBITING FIRM:**

<table>
<thead>
<tr>
<th>EXHIBITING FIRM:</th>
<th>BOOTH #</th>
<th>Subtotal</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tax @ 8.25%</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>PRESTIGE CARPET</th>
<th>includes visqueen, delivery, material handling, installation and removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose your Carpet Color:</td>
<td>___Black</td>
</tr>
<tr>
<td>28 oz. Carpet Rental—Price per sq. ft. (100 sq. ft. minimum)</td>
<td></td>
</tr>
<tr>
<td>1 - 700 sqft</td>
<td>Booth Size</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>Booth Size</td>
</tr>
<tr>
<td>Choose your Carpet Color:</td>
<td>___Black</td>
</tr>
<tr>
<td>40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)</td>
<td></td>
</tr>
<tr>
<td>1 - 700 sqft</td>
<td>Booth Size</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>Booth Size</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CARPET PADDING</th>
<th>includes delivery, material handling, installation and removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.</td>
<td></td>
</tr>
<tr>
<td>1/2&quot; Padding (90-700 sq.ft.)</td>
<td>Booth Size</td>
</tr>
<tr>
<td>1/2&quot; Padding (Over 700 sq.ft.)</td>
<td>Booth Size</td>
</tr>
<tr>
<td>Double Padding 1/2&quot; (90-700 sq.ft.)</td>
<td>Booth Size</td>
</tr>
<tr>
<td>Double Padding 1/2&quot; (Over 700 Sq.Ft)</td>
<td>Booth Size</td>
</tr>
</tbody>
</table>

EXHIBITING FIRM: | BOOTH # | Subtotal | $ | Tax @ 8.25% | $ | Total | $
# RENTAL EXHIBITS

Booth #_________ Exhbiting Firm:_____________________________________________
Contact Name:_______________________________ Email:_________________________________

<table>
<thead>
<tr>
<th>EXHIBITS</th>
<th>ADVANCE PRICING</th>
<th>STANDARD PRICING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACKAGE 1</td>
<td>10' X 10'</td>
<td>$3,302.50</td>
</tr>
<tr>
<td>PACKAGE 2</td>
<td>10' X 10'</td>
<td>$4,184.00</td>
</tr>
<tr>
<td>PACKAGE 3</td>
<td>10' X 20'</td>
<td>$4,407.40</td>
</tr>
<tr>
<td>PACKAGE 4</td>
<td>10' X 20'</td>
<td>$5,247.50</td>
</tr>
</tbody>
</table>

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

## 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 CUSTOM EXHIBIT
- [ ] SPECIALITY COLORED METAL
- [ ] RECYCLABLE GRAPHICS

TOTAL COST

```
Sub-total     8.25% Total Cost
```

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 Handing of Exhibit

Classic Carpet ___Black ___Blue ___Gray ___ Red ___ Tuxedo ___ Midnight Blue

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’ GEMS Fabric Exhibit</td>
<td>$5,017.15</td>
<td>$6058.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ GEMS Fabric Exhibit</td>
<td>$7432.15</td>
<td>$9439.00</td>
<td></td>
</tr>
</tbody>
</table>

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 Handing of Exhibit

Classic Carpet ___Black ___Blue ___Gray ___ Red ___ Tuxedo ___ Midnight Blue

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’ GEMS Fabric Exhibit</td>
<td>$2,910.10</td>
<td>$3,591.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ GEMS Fabric Exhibit</td>
<td>$5,113.75</td>
<td>$5,180.20</td>
<td></td>
</tr>
</tbody>
</table>

Total Cost_______
Sub-Total _______ 8.25% Tax _______ Total _______

Booth #_________Exhibiting Firm:_____________________________________________
Contact Name:_______________________________Phone:________________________
Email:____________________________________________________________________

GEMS FABRIC EXHIBIT
# BOOTH CLEANING ORDER FORM

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

## CARPET SERVICE (Check One)

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
<th>Area</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuum Booth Carpet—One time (Before exhibits open)</td>
<td>$0.48/sq. ft.</td>
<td>______ sq. ft.</td>
<td></td>
<td>______</td>
</tr>
<tr>
<td>Vacuum Booth Carpet—Daily (Before exhibits open, and each morning before exhibits open)</td>
<td>$0.38/sq. ft.</td>
<td>______ sq. ft.</td>
<td>______ days</td>
<td>______</td>
</tr>
</tbody>
</table>

Indicate dates required: ___________________

## PORTER SERVICE

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empty wastebaskets, police floor at 2 hour intervals.</td>
<td>$70.00 per day</td>
<td>______</td>
</tr>
</tbody>
</table>

Indicate dates required: ___________________

## Booth Cleaning Total

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
</tr>
</tbody>
</table>

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#:**
Looking to purchase lead retrieval licenses? Continue to enhance your experience at Brake Colloquium & Exhibition with an easy-to-use lead retrieval tool. We have partnered with Cvent to provide lead retrieval services through their LeadCapture product. We appreciate your support at our event and want you to be able to track the impact of attending our Conference.

**How It Works:**
- Scan badges to gather lead information
- Score leads and take notes
- Export leads to any database on demand

**APP LICENSE**
Purchase an app license to download the Cvent LeadCapture app on your own Android or iOS device. Use the app to scan leads and capture relevant qualifying information.

$249
Single LeadCapture License

$149
Additional LeadCapture License
FINISH SETTING UP YOUR EXHIBITOR ACCOUNT

• [Click here](#) - Enter your details and click [Create Account](#).

• You will soon receive the email “Brake Colloquium & Exhibition” from melissa.jena@sae.org.” Click [Log In](#) within the email.

• Don't remember your password? Click on “Forgot?” to set up your password. You will soon receive the email “Reset your Onsite Solutions Password”

  • If you have LeadCapture login credentials from past events, log in with your email and previously created password. Once logged in, click **Switch Event** (top right) and click **Join Event**. Search the Event Code: C8961B4D2A68 and add Brake Colloquium & Exhibition to the list of events you’re exhibiting at.

LOGGING BACK IN TO YOUR EXHIBITOR PORTAL

• Log back into your Portal with [this link](#). Do not click **Add your company**.

• Use this Portal to:
  • Purchase additional LeadCapture licenses, if necessary
  • Assign licenses to registered onsite staff
  • Create lead-qualifying questions
  • Export your leads after the event

SUPPORT

New to LeadCapture or want additional help? [This how-to](#) is all you need to get set up. Questions? Email [leadcapture@cvent.com](mailto:leadcapture@cvent.com) with any general LeadCapture questions.