



BOOTH APPROVAL FORM

Please refer to the “Guidelines for Display Rules and Regulations” located in the Exhibitor Manual when planning your booth.

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 **Friday, November 10, 2023**.

All fields below must be completed and submitted, along with a photo or drawing of company booth, directly to stephanie.lund@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 Number: _____

Booth Size: _____

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: _____



VEHICLE APPROVAL FORM - **MANDATORY**

Please refer to the “Guidelines for Display Rules and Regulations” and the Orange County Convention Center Guidelines located in the Exhibitor Manual when planning your booth.

Any company with a vehicle **MUST** submit this form by **Friday, November 10, 2023**.

All fields below must be completed and submitted, along with a dimensions and type of vehicle, directly to Stephanie.Lund@sae.org.

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.

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

Company Name:

Booth Number:

Vehicle Size:

Vehicle Type:

Estimated Arrival Time:

If you have any questions, please reach out to Stephanie Lund, Meeting & Convention Manager at Stephanie.Lund@sae.org.

Defense Maintenance & Logistics Exhibition

BOOTH CATERING SERVICE REQUEST FORM

Please complete this form in its entirety and return it via email to Stephanie.Lund@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
- Exhibitor's 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:

Please contact Stephanie Lund, Meeting & Convention Manager, at Stephanie.Lund@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 unfurnished booth package to include: 8' high black and purple back drape, 3' high black side rail and a one-line identification sign.

Each furnished booth package to include: 8' high black and purple back drape, 3' high black side rail, (1) 6' black skirted table, (2) side chairs, (1) 10x10 standard black carpet, (1) wastebasket and a one-line identification sign.

Carpet: The exhibit area is not carpeted. The aisle ways will be carpeted in Tuxedo.

Discount Price Deadline:

Order early to take advantage of our discount prices, place your order by **November 27, 2023**. Orders placed at show site will be charged an additional 30% above the discount price.

GEMS ONLINE ORDERING
Show Schedule:
Exhibitor Move-In:

Friday	December 15, 2023	12:00 PM - 4:30 PM
Saturday	December 16, 2023	8:00AM-4:30PM
Sunday	December 17, 2023	8:00AM-4:30PM
Monday	December 18, 2023	8:00 AM - 12:00 PM

Exhibit Hours:

Monday	December 18, 2023	12:00 PM - 1:30 PM - Networking Lunch 5:00 PM - 7:30 PM - Networking Reception
Tuesday	December 19, 2023	7:00 AM - 8:00 AM - Continental Breakfast 12:00 PM - 2:00 PM - Networking Lunch 3:30 PM - 6:00 PM - Networking Reception
Wednesday	December 20, 2023	7:00 AM - 8:30 AM - Continental Breakfast 12:00 PM - 2:00 PM - Networking Lunch

Exhibitor Move-Out:

Wednesday	December 20, 2023	2:00 PM - 6:00 PM
Thursday	December 21, 2023	8:00 AM - 12:00 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 aisle carpet is 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 **9:00 AM on Thursday, December 21, 2023**.
- ◇ All exhibitor materials should be removed from the facility by **12:00 PM on Thursday, December 21, 2023**.
- ◇ Freight not picked up by **12:00 PM on Thursday, December 21, 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

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

Defense Maintenance Logistics Exposition

Company name & Booth #

7075 Carroll Road

San Diego, CA. 92121

Shipments may begin arriving at the above address on **Monday, November 13, 2023** from 8 AM–3:00 PM daily. The warehouse will be closed on Thanksgiving day Thursday, November 23, 2023. Shipments will be accepted at the warehouse until **Wednesday, December 13, 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:

San Diego Convention Center

c/o GEMS

Defense Maintenance Logistics Exposition

Company Name & Booth #

111 Harbor Dr.

San Diego, CA. 92101

Shipments arriving at show site prior to **Friday, December 15, 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.

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



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	Total
Material Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishings & Accessories	\$
Custom Furniture Rental	\$
Carpet	\$
3.95% Processing Fee	\$
Taxes 7.75%	\$
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>
---	---

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.

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



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 **11/27/2023**. 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.

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.....	\$	2.65 per pound.
Rate applies to shipments sent only to the warehouse.		
Direct to Show Site Material Handling	\$	2.45 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: **November 13, 2023** to: **December 13, 2023**.
- No shipments will be received at the warehouse on weekends or holidays.
- **Warehouse address:**

ABF Freight
c/o GEMS
Defense Maintenance Logistics Exposition
Company Name / Booth
7075 Carroll Road
San Diego, CA. 92121

Show Site:

- Show Site receiving begins: **December 15, 2023**
- **All shipments arriving at the facility prior to December 15, 2023 will be refused & rerouted.**
- **Show Site address:**

San Diego Convention Center
c/o GEMS
Defense Maintenance Logistics Exposition
Company Name / Booth
111 Harbor Dr.
San Diego, CA. 92101

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.

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: November 13, 2023

Deadline Date: December 13, 2023

To:

Exhibitor Name

ABF Freight

C/O: GEMS

7075 Carroll Road

San Diego, CA 92121

WAREHOUSE

Event: Defense Maitnenance Logistics Exposition

Booth No: No. Of PCS



GEMS

GILBERT EXPOSITION
MANAGEMENT SERVICES

RUSH

DO NOT DELAY

Receiving Date Begins: November 13, 2023

Deadline Date: December 13, 2023

To:

Exhibitor Name

ABF Freight

C/O: GEMS

7075 Carroll Road

San Diego, CA 92121

WAREHOUSE

Event: Defense Maitnenance Logistics Exposition

Booth No: No. Of PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVEINCE.
PLEASE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE



RUSH

DO NOT DELAY

Cannot Deliver Before: December 15, 2023

To:

Exhibitor Name

C/O: GEMS

San Diego Convention Center
111 Harbor Dr.
San Diego, CA 92101

SHOW SITE

Event: Defense Maintenance Logistics Exposition

Booth No: No. Of PCS



RUSH

DO NOT DELAY

Cannot Deliver Before: December 15, 2023

To:

Exhibitor Name

C/O: GEMS

San Diego Convention Center
111 Harbor Dr.
San Diego, CA 92101

SHOW SITE

Event: Defense Maintenance Logistics Exposition

Booth No: No. Of PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVEINCE.
PLEASE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE



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 7.75% 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 IN- FORMATION 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 San Diego Convention Center in care of GEMS. GEMS WILL NOT ACCEPT any shipments addressed to San Diego 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.

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



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#:
-------------------------	----------------



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.



DEFENSE MAINTENANCE & LOGISTICS EXHIBITION

DECEMBER 18-20, 2023

SAN DIEGO CONVENTION CENTER, SAN DIEGO, CA

SAE.ORG/DMLE

AIRWAYS FREIGHT LAND • AIR • SEA



- Ground/Economy (3-5 Day Time Definite)
- Second Day Service
- Service by LAND, AIR, or SEA
- Show to Show Direct Service
- Express/Overnight Service
- LTL or FULL Truckloads
- 24 Hour Customer Service
- The BEST Personalized Service
- Weekday, Weekend, and Holidays

**Our Tracking, Service and On-Time Delivery
Performance is at the top of the Industry.**

**We will be on show site during the event to
assist you with all your shipping needs!**

Lauren White
301.452.2624

lwhite@airwaysfreight.com
USA & Canada 800.643.3525
International 479.442.6301
www.airwaysfreight.com

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



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.

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 on 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 **November 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 November 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: November 27, 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:	

**1 Washington Blvd. Ste 1056
Detroit, MI 48226
(313) 400-1454**



INSTALL & DISMANTLE LABOR

Description	Advance	Show site
Straight-Time: 8:00 AM to 4:30 PM Monday through Friday.....	\$156.50	\$229.50
Overtime: Monday through Friday after 4:30 PM	\$281.75	\$413.25
Double-Time: All day Saturday and Sunday.....	\$297.35	\$456.50
Holiday: All day on recognized holidays.....	\$360.00	\$527.25

- 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 =						\$ _____

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.

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



FORKLIFT / RIGGING INSTALL & DISMANTLE

FORKLIFT WITH OPERATOR UP TO 5,000LBS
 Straight Time: \$245.00 per hour
 Overtime: \$326.25 per hour
 Double Time: \$374.75 per hour

RIGGING LABOR (equipment not included)
 Straight Time: \$200.50 per hour
 Overtime: \$300.50 per hour
 Double Time: \$360.75 per hour

Lg. Forklift (up to 15,000 lbs.) - with operator:
 Straight Time: \$319.25 per hour
 Overtime: \$400.50 per hour
 Double Time: \$449.00
4 Stage—Forklift with operator:
 Straight Time: \$269.25
 Over Time: \$350.25
 Double Time: \$398.75
 Man Cage for Forklift: \$59.50
 Boom for Forklift: \$59.50

- 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.

Straight Time: 8 AM to 4:30 PM Monday through Friday

Overtime: Monday through Friday after 4:30 PM

Saturday from 8 AM - 8:30 PM and Sunday 8 AM - 4:30 PM

Double Time: Saturday after 8:30 PM and Sunday after 4:30 PM

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#:

1 Washington Blvd. Ste 1056
Detroit, MI 48226
(313) 400-1454



HANGING SIGN

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

Overtime: Monday through Friday after 4:30 PM.

Double Time: All day Saturday and Sunday.

Standard prices will apply to all hanging sign orders placed at show site.

Standard prices will apply for all hanging signs shipped direct to show site.

Crew Size: MINIMUM of two people.

Materials - Cable, clamps, etc. are additional and charged accordingly.

Rates are per lift and crew per hour.

One hour minimum per lift/crew - lift/crew thereafter is charged in half hour

increments. Straight Time cannot be guaranteed. Requested dates and times cannot be guaranteed.

Boom Lift With Crew (Per Hour)			
	<u>Straight Time</u>	<u>Overtime</u>	<u>Double Time</u>
Advanced Price	\$801.25	\$1,495.25	\$1,633.75
Show Site Price	\$1,121.75	\$1,495.25	\$1,727.25
Assembly Labor/Additional Crew (Per person / Per hour)			
Advanced Price	\$166.75	\$300.25	\$383.00
Show Site Price	\$233.50	\$420.50	\$536.50

INSTALL & DISMANTLE RECAP				
Please check the appropriate line:		___ GEMS Supervision	___ Exhibitor Supervision	* Supervisor must check in at the GEMS Service Center to pick up labor
Requested Install	Date:	Time:	Approx Hours:	Hourly Rate: \$
Requested Dismantle	Date:	Time:	Approx Hours:	Hourly Rate: \$
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:		Forklift Fee: \$50.00 \$
ESTIMATED COST FOR INSTALLATION, DISMANTLE OF HANGING SIGN				\$

EXHIBITING FIRM:

BOOTH#:

**GEMS**GILBERT EXPOSITION
MANAGEMENT SERVICES

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454

**STANDARD FURNISHINGS & ACCESSORIES****CHAIRS AND ACCESSORIES**

Quantity	Description	Discount Price	Standard Price	Total
	Padded Black Side Chair	\$133.43	\$166.76	\$
	Padded Black Bar Stool	\$266.80	\$333.52	\$
	Literature Stand	\$181.94	\$212.24	\$
	Waste Basket	\$24.91	\$42.46	\$
	Easel, Chrome	\$55.77	\$78.81	\$
	Tack Board	\$181.94	\$212.24	\$
	42" High Round Café Table	\$212.24	\$254.65	\$
	Bag Rack	\$78.81	\$97.02	\$

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	\$11.22	\$16.72	\$
	8' Drapery Installed, per linear foot	\$14.57	\$22.11	\$

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	\$157.63	\$197.12	\$
	6' Draped	\$184.96	\$231.05	\$
	8' Draped	\$212.52	\$265.60	\$
	4th Side Draped	\$30.30	\$39.43	\$

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	\$176.15	\$220.05	\$
	6' Draped	\$198.66	\$248.32	\$
	8' Draped	\$220.05	\$274.89	\$
	4th Side Draped	\$30.30	\$39.43	\$

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	\$42.18	\$57.64	\$
	6' x 10" x 12" Draped	\$54.56	\$73.70	\$
	8' x 10" x 12" Draped	\$70.07	\$94.49	\$

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

Tax @ 7.75% \$

EXHIBITING FIRM:**BOOTH #:****Total** \$

BLANC



Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H



Blanc Chair
Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman
Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

WHISPER



Whisper Sofa
White Leather
87"W x 37"D x 35"H



Whisper Loveseat
White Leather
61"W x 37"D x 35"H



Whisper Chair
White Leather
35"W x 37"D x 35"H

WHISPER



Whisper Bench Ottoman

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



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION

Modular Seating Collection



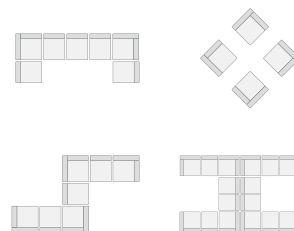
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

Bright White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

Bright White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

Bright White Leather
30"W x 34"D x 19"H

CONTINENTAL

Modular Seating Collection



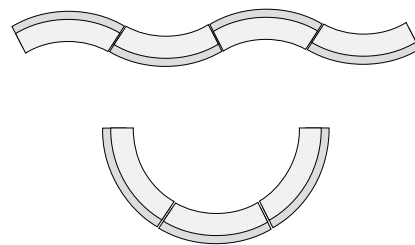
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H



SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

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



Sophistication Loveseat

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



Sophistication Chair

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



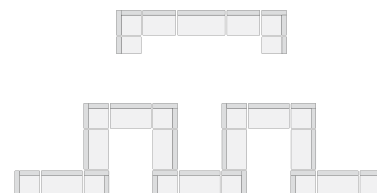
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

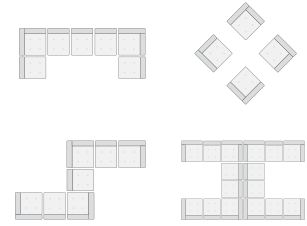
Modular Seating Collection



Boca Corner
Black Leather
22"W x 27"D x 30"H



Boca Armless
Black Leather
27"Square x 30"H



METRO



Metro Sofa
Black Leather
85"W x 35"D x 35"H



Metro Loveseat
Black Leather
60"W x 35"D x 35"H



Metro Chair
Black Leather
35"Square x 35"H



Metro Square Ottoman
Black Leather
40"Square x 17"H



Metro Bench Ottoman
Black Leather
60"W x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

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



Suave Midnight Loveseat

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



Suave Midnight Chair

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

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

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



Grammercy Loveseat

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



Grammercy Chair

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



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H
Also Available in Bench Ottoman
60"W x 24"D x 17"H

PARMA



Parma Sofa
Brown Leather
79"W x 37"D x 36"H



Parma Loveseat
Brown Leather
56"W x 37"D x 36"H



Parma Chair
Brown Leather
33"W x 37"D x 36"H



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

MONTANA MOCHA



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



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



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

MADISON



Madison Sofa

Tan Fabric
86"W x 34"D x 34"H



Madison Chair

Tan Fabric
33"W x 34"D x 34"H



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottoman - Willow

Green Fabric
24"Square x 17"H



Madison Ottoman - Sand Dollar

Tan Fabric
24"Square x 17"H



Madison Ottoman - Apricot

Orange Fabric
24"Square x 17"H



Madison Ottoman - Sunflower

Yellow Fabric
24"Square x 17"H

CHANDLER



Chandler Sofa

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



Chandler Loveseat

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



Chandler Chair

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



Chandler Bench Ottoman

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

EVOKE



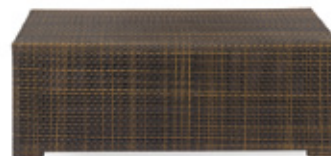
Evoke Sofa

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



Evoke Chair

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



Evoke Cocktail Table

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

EVOKE



Evoke End Table

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



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

NIKO



Niko Sofa

Grey Microfiber
81"W x 30"D x 38"H



Niko Loveseat

Grey Microfiber
58"W x 30"D x 38"H



Niko Chair

Grey Microfiber
31"W x 30"D x 38"H

STAGE CHAIRS



Midnight Stage Chair

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



Chamois Stage Chair

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



Buckskin Stage Chair

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

STAGE CHAIRS



Empire Chair

Black Leather
 White Leather
 28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
 28"Square x 30"H

OTTOMANS & BENCHES



Curved Bench

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



Square Ottoman

Metro Black Leather
 Whisper White Leather
 Grammercy Charcoal Leather
 40"Square x 17"H



Bench Ottoman

Metro Black Leather
 Whisper White Leather
 Chandler Red Leather
 Grammercy Charcoal Leather
 Parma Brown Leather
 60"W x 24"D x 17"H



Essentials Storage Ottoman

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



Round Ottoman

Grammercy Charcoal Leather
 Whisper White Leather
 46"Round x 17"H

OTTOMANS & BENCHES



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottomans

Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square x 17"H

BANQUETTES



Essentials Banquette

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



Whisper Banquette

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



Grammercy Banquette

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

TURNING BEDS



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Rubix Cube Ottomans

- Cherry
 - Cromwell
 - Grape
 - Lemon
 - Lime
 - Mango
- 18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Whisper Cube Ottoman

White Leather
18"Square x 18"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H

CHARGED! 



Essentials Turning Bed - Charged

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

**White slip cover available for black charging unit.
Maximum of 1 bed per power source.



Boca Corner - Charged

Bright White Leather
27" Square x 30"H

**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

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

**Maximum of 4 daisy linked together per power source.*



Aspen Bar Table - Charged

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

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

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

**Maximum of 1 table per power source.*



White Conference Table - Charged

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

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES



Tribeca Tables

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



Novel Tables

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



Aria Tables Red

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



Aria Tables Green

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



Aria Tables Blue

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



Aria Tables Purple

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



Aria Tables White

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



Aria Tables Charcoal

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

OCCASIONAL TABLES



Fuze Tables

End Table Chrome/Zebra wood Laminate
24" Square x 23"H
Console Table Chrome/Zebra wood Laminate
60"W x 16"D x 34"H
Cocktail Table Chrome/Zebra wood Laminate
40" Square x 16"H



London Tables

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



Brooklyn Tables

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



Vivid Tables

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



Rose Table

17" Round x 17"H



Zanzibar Table

17" Square



Cube End Tables

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



Cube Cocktail Tables

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



Hylton Tablet Table

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

BARS & BAR BACKS



VIP Glow Bar 6'

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



VIP Glow Bar 4'

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



Bar

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



Blox Bar Back

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



Piazza Bar Back

■ Black
 □ White
 44"W x 12"D x 79"H
 13"W x 14"H (Inside Shelf)

STOOLS



Vienna Stool

- Gray Acrylic
 - Orange Acrylic
 - Teal Acrylic
- 17" Square x 39"H



Criss Cross Bar Stool

- Espresso Leather
 - White Leather
- 15"W x 19"D x 41"H



Colin Stool

- Natural Maple
- 20"W x 19"D x 46"H



Silk Back Bar Stool

- Black
 - White
 - Blue
 - Green
 - Purple
 - Red
- 17"W x 18"D x 42"H



Euro Bar Stool

- Black
- 22"W x 24"D x 42"H



Hourglass Bar Stool

- Black
 - White
- 18"W x 20"D x 43"H



Equino Stool

- Black
 - White
- 15"W x 13"D x 35"H

STOOLS



Clara Stool
White
17"W x 21"D x 41"H



Marcus Bar Stool
Steel
17"Square (at footbase) x 29"H



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



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



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



Nexus Stool
White
19"W x 20"D x 44"H

CAFE CHAIRS



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



Silk Back Chair
■ Black ■ Green
■ White ■ Purple
■ Blue ■ Red
17"W x 18"D x 34"H

CAFÉ CHAIRS



Clara Chair
White
18"W x 21"D x 34"H



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



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



Elio Chair
Steel
17"Square x 33"H



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



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



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



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



Nexus Chair
White
19"W x 22"D x 32"H

CAFÉ CHAIRS



Colin Chair
Natural Maple
22"W x 19"D x 33"H

BAR TABLES



Euro Bar Table
Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table
Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H



City Bar Table
Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Park Ave Bar Table
Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Summit Bar Table
White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Blanco Round Bar Table
White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H

BAR TABLES



Fuze Bar Table
Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table
White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table
White/Chrome
72"W x 24"D x 42"H



Spectrum Bar Table Red
Red/Chrome
24"Square x 42"H



Spectrum Bar Table Blue
Blue/Chrome
24"Square x 42"H



Spectrum Bar Table Purple
Purple/Chrome
24"Square x 42"H



Spectrum Bar Table Green
Green/Chrome
24"Square x 42"H



Zinc Bar Table
Chrome
24"Round x 42"H

BAR TABLES



Aspen Bar Table

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

CAFÉ TABLES



Euro Café Table

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



Silk Café Table

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



Park Ave Café Table

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



City Café Table

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



Summit Café Table

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



Blanco Café Table

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

CAFÉ TABLES



Fuze Café Table
Zebra wood Laminate/Chrome
36" Square x 30"H



Blanco Square Café Table
White/Chrome Rectangle
24" Square x 30"H



Blanco Rectangle Café Table
White/Chrome Rectangle
72"W x 24"D x 30"H



Spectrum Café Table Red
Red/Chrome
24" Square x 30"H



Spectrum Café Table Blue
Blue/Chrome
24" Square x 30"H



Spectrum Café Table Purple
Purple/Chrome
24" Square x 30"H



Spectrum Café Table Green
Green/Chrome
24" Square x 30"H



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

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



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

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



Accord Chair

Black
 White
 25"Square x 44"H



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair Armless

Black
21"W x 24"D x 39"H



Enterprise High Back Conference Chair

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



Enterprise Mid Back Conference Chair

Black Fabric
24"W x 26"D x 39"H



Enterprise Guest Chair

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

OFFICE SEATING



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



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

CONFERENCE TABLES



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



Command 6' Conference Table
 ■ Black
 ■ Sirona
 □ White
 72"W x 36"D x 31"H



Command 8' Conference Table
 ■ Black
 ■ Sirona
 □ White
 96"W x 48"D x 31"H



Command 10' Conference Table
 ■ Black
 ■ Sirona
 □ White
 120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk

Black
 White
 24" Square x 42"H



Black Credenza

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



Black Double Pedestal Desk

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



5 Shelf Bookcase

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



Genoa Kneespace Credenza

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



Genoa Executive Desk

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



Genoa Storage Credenza

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

OFFICE FURNITURE



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



Vivid Café Table Rectangle
Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H



Brooklyn Rectangle Dining Table
Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table
Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H

Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H

Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"W x 18"D x 27"H

Black (Not Pictured)
36"W x 20"D x 29"H



4-Drawer Lateral File

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



Storage Cabinet

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

PEDESTALS



Display Pedestals 42"

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



Display Pedestals 36"

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



Display Pedestals 30"

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



Locking Pedestal

- Black
24"Square x 42"H
- White



Fuze Pedestal

- Zebra wood Laminate/Chrome
16"Square x 44"H



London Pedestal

- Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



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



Nero Literature Rack
 Black
 15"W x 12"D x 54"H



Argento Literature Rack
 Aluminum
 15"W x 12"D x 54"H



Alto Literature Rack
 Black/Metal
 11"W x 10"D x 57"H



Compact Refrigerator
 Black 4 Cu Ft
 21"W x 22"D x 32"H

LIGHTING



Silo Grey Lamps
 Table Lamp
 25"H
 Floor Lamp
 70"H



Silo White Lamps
 Table Lamp
 25"H
 Floor Lamp
 70"H



Neutrino Floor Lamp
 Steel
 67"H

DESIGN YOUR BOOTH SPACE *YOUR WAY*



20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
 Brooklyn Round End Table • Brooklyn Cocktail Table
 Aspen Bar Table - Charged • Nexus Stool
 VIP Glow Bar 6' • Argento Literature Rack



20x20 Booth Footprint

Aspen Dining Table • Colin Chair
 Lincoln Bench - Charged • VIP Glow Bar 4'



10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal
 30" Round Bar Table With Tulip Base - White • Vienna Stool



20x10 Booth Footprint

Chandler Loveseat • Brushed Steel Lamp
 Continental Curved Bench • Rose Table
 Aria End Table - White • London Console Table

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Blanc Bright White Leather Sofa	\$895.40	\$1029.71	\$
	Blanc Bright White Leather Loveseat	\$854.70	\$982.90	\$
	Blanc Bright White Leather Chair	\$713.90	\$820.99	\$
	Blanc Bright White Leather Bench Ottoman	\$429.00	\$493.35	\$
	Blanc Bright White Leather Cube Ottoman	\$149.60	\$172.04	\$
	Whisper White Leather Sofa	\$854.70	\$982.90	\$
	Whisper White Leather Loveseat	\$819.50	\$942.43	\$
	Whisper White Leather Chair	\$679.80	\$781.77	\$
	Whisper White Leather Bench Ottoman	\$379.50	\$436.43	\$
	Whisper White Leather Square Ottoman	\$379.50	\$436.43	\$
	Whisper White Leather Round Ottoman	\$379.50	\$436.43	\$
	Function Bright White Leather Armless Chair	\$456.50	\$524.98	\$
	Function Bright White Leather Corner	\$490.60	\$564.19	\$
	Continental Bright White Leather Curved	\$882.20	\$1014.53	\$
	Continental Bright White Leather Reverse Curved Loveseat	\$854.70	\$982.91	\$
	Continental Bright White Leather Wedge Otto-	\$379.50	\$436.43	\$
	Continental Bright White Leather Curved	\$447.70	\$514.86	\$
	Continental Bright White Leather Half Moon Ottoman	\$379.50	\$436.43	\$
	Sophistication White Leather Sofa	\$882.20	\$1014.53	\$
	Sophistication White Leather Loveseat	\$596.20	\$685.63	\$
	Sophistication White Leather Chair	\$447.70	\$514.86	\$
	Sophistication White Leather Corner	\$447.70	\$514.86	\$
	Sophistication White Leather Ottoman	\$336.60	\$387.09	\$
	Boca Black Leather Corner	\$490.60	\$564.20	\$
	Boca Black Leather Armless	\$456.50	\$456.50	\$
	Metro Black Leather Sofa	\$735.90	\$735.90	\$
	Metro Black Leather Loveseat	\$708.04	\$814.66	\$
	Metro Black Leather Chair	\$553.30	\$636.30	\$
	Metro Black Leather Square Ottoman	\$379.50	\$436.42	\$
	Metro Black Leather Bench Ottoman	\$379.50	\$436.42	\$
	Suave Midnight Sofa	\$644.60	\$741.29	\$
	Suave Midnight Loveseat	\$559.90	\$643.89	\$
	Suave Midnight Chair	\$420.20	\$483.23	\$
				\$
				\$

EXHIBITING FIRM:

BOOTH#:

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Grammercy Charcoal Leather Sofa	\$819.50	\$942.43	\$
	Grammercy Charcoal Leather Loveseat	\$713.90	\$820.99	\$
	Grammercy Charcoal Leather Chair	\$456.50	\$524.98	\$
	Grammercy Charcoal Leather Corner	\$525.80	\$604.67	\$
	Grammercy Charcoal Leather Round Ottoman	\$379.50	\$436.43	\$
	Grammercy Charcoal Leather Square Ottoman	\$379.50	\$436.43	\$
	Parma Brown Leather Sofa	\$735.90	\$846.23	\$
	Parma Brown Leather Loveseat	\$708.40	\$814.66	\$
	Parma Brown Leather Chair	\$553.30	\$636.30	\$
	Parma Brown Leather Bench Ottoman	\$379.50	\$436.43	\$
	Montana Mocha Sofa	\$693.00	\$796.95	\$
	Montana Mocha Loveseat	\$609.40	\$700.81	\$
	Montana Mocha Chair	\$469.70	\$540.15	\$
	Madison Sofa	\$854.70	\$982.91	\$
	Madison Chair	\$498.30	\$573.05	
	Madison Sky Bench	\$350.90	\$403.54	\$
	Madison Ottoman - Willow	\$224.40	\$258.06	\$
	Madison Ottoman - Sand Dollar	\$224.40	\$258.06	\$
	Madison Ottoman - Apricot	\$224.40	\$258.06	\$
	Madison Ottoman - Sunflower	\$224.40	\$258.06	\$
	Chandler Red Leather Sofa	\$735.90	\$846.29	\$
	Chandler Red Leather Loveseat	\$708.40	\$814.66	\$
	Chandler Red Leather Chair	\$553.30	\$636.30	\$
	Chandler Red Leather Bench Ottoman	\$379.50	\$480.07	\$
	Evoke Sofa	\$1,112.10	\$1,278.92	\$
	Evoke Chair	\$596.20	\$685.63	\$
	Evoke Cocktail Table	\$379.50	\$436.43	\$
	Evoke End Table	\$336.60	\$387.09	\$
	Evoke Cube Table	\$238.70	\$274.50	\$
	Niko Sofa	\$910.80	\$1047.42	\$
	Niko Loveseat	\$832.70	\$957.60	\$
	Niko Chair	\$693.00	\$796.95	\$
	Midnight Stage Chair	\$273.90	\$314.99	\$
	Chamois Stage Chair	\$273.90	\$314.99	\$
	Buckskin Stage Chair	\$273.90	\$314.99	\$
	Empire Chair - Black Leather	\$490.60	\$564.19	\$
	Empire Chair - White Leather	\$490.60	\$564.19	\$
	Monarch Chair	\$313.50	\$360.53	\$
	Continental Bright White Leather Curved	\$447.70	\$514.86	\$

EXHIBITING FIRM:

BOOTH#:

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Metro Black Leather Square Ottoman	\$379.50	\$406.73	\$
	Whisper White Leather Square Ottoman	\$379.50	\$406.73	\$
	Grammercy Charcoal Leather Square Ottoman	\$379.50	\$406.73	\$
	Metro Black Leather Bench Ottoman	\$379.50	\$406.73	\$
	Whisper White Leather Bench Ottoman	\$379.50	\$406.73	\$
	Chandler Red Leather Bench Ottoman	\$379.50	\$406.73	\$
	Grammercy Charcoal Leather Bench Ottoman	\$379.50	\$406.73	\$
	Parma Brown Leather Bench Ottoman	\$379.50	\$406.73	\$
	Essentials Storage Ottoman	\$525.80	\$604.67	\$
	Grammercy Charcoal Leather Round Ottoman	\$379.50	\$406.73	\$
	Whisper White Leather Round Ottoman	\$379.50	\$406.73	\$
	Grammercy Charcoal Leather 1/4 Round Ottoman	\$233.20	\$268.18	\$
	Whisper White Leather White 1/4 Round Ottoman	\$233.20	\$268.18	\$
	Madison Sky Bench	\$350.90	\$403.54	\$
	Madison Ottoman - Willow	\$224.40	\$258.06	\$
	Madison Ottoman - Sand Dollar	\$224.40	\$258.06	\$
	Madison Ottoman - Apricot	\$224.40	\$258.06	\$
	Madison Ottoman - Sunflower	\$224.40	\$258.06	\$
	Essentials White Leather Banquette (2 pcs)	\$1,112.10	\$1,278.92	\$
	Whisper White Leather Banquette (2 pcs)	\$1,112.10	\$1,278.92	\$
	Grammercy Charcoal Leather Banquette (2	\$1,112.10	\$1,278.92	\$
	Essentials White Leather Turning Bed	\$1,336.50	\$1,536.98	\$
	Rubix Cube - Cherry	\$152.90	\$175.84	\$
	Rubix Cube - Cromwell	\$152.90	\$175.84	\$
	Rubix Cube - Grape	\$152.90	\$175.84	\$
	Rubix Cube - Lemon	\$152.90	\$175.84	\$
	Rubix Cube - Lime	\$152.90	\$175.84	\$
	Rubix Cube - Mango	\$152.90	\$175.84	\$
	Blanc Bright White Leather Cube	\$149.60	\$172.04	\$
	Whisper White Leather Cube Ottoman	\$149.60	\$172.04	\$
	Metro Black Leather Cube Ottoman	\$149.60	\$172.04	\$
	Essentials Turning Bed w/Charging Station In-	\$1,482.80	\$1,705.22	\$
	Boca Bright White Corner - Charged	\$559.90	\$643.89	\$

EXHIBITING FIRM:

BOOTH#:

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



SPECIALITY FURNITURE

Qty	Description	Discount Price	Standard Price	Total
	Boca Bright White Armless - Charged	\$518.10	\$595.82	\$
	Aspen Bar Table - Charged	\$867.90	\$998.09	\$
	Aspen Cocktail Table - Charged	\$490.60	\$564.19	\$
	White Conference Table - Charged	\$1,168.20	\$1,343.43	\$
	Patrice Tablet Chair	\$540.10	\$621.12	\$
	Lincoln Bench - Charged	\$819.50	\$942.43	\$
	Tribeca End Table	\$266.20	\$306.13	\$
	Tribeca Console Table	\$295.90	\$340.29	\$
	Tribeca Cocktail Table	\$280.50	\$322.58	\$
	Novel End Table	\$336.60	\$387.09	\$
	Novel Cocktail Table	\$379.50	\$436.43	\$
	Aria Red End Table	\$266.20	\$306.13	\$
	Aria Red Cocktail Table	\$280.50	\$322.58	\$
	Aria Green End Table	\$266.20	\$306.13	\$
	Aria Green Cocktail Table	\$280.50	\$322.58	\$
	Aria Blue End Table	\$266.20	\$306.13	\$
	Aria Blue Cocktail Table	\$280.50	\$322.58	\$
	Aria Purple End Table	\$266.20	\$306.13	\$
	Aria Purple Cocktail Table	\$280.50	\$322.58	\$
	Aria White End Table	\$266.20	\$306.13	\$
	Aria White Console Table	\$295.90	\$340.29	\$
	Aria White Cocktail Table	\$280.50	\$322.58	\$
	Aria Charcoal End Table	\$266.20	\$306.13	\$
	Aria Charcoal Console Table	\$295.90	\$340.29	\$
	Aria Charcoal Cocktail Table	\$280.50	\$322.58	\$
	Fuze End Table	\$288.80	\$331.43	\$
	Fuze Console Table	\$350.90	\$403.54	\$
	Fuze Cocktail Table	\$323.40	\$371.91	\$
	London End Table	\$288.20	\$331.43	\$
	London Console Table	\$385.99	\$403.54	\$
	London Cocktail Table	\$323.40	\$371.91	\$
	Brooklyn II Square End Table	\$246.40	\$283.36	\$
	Brooklyn II Round End Table	\$246.40	\$283.36	\$
	Brooklyn II Rect Cocktail Table	\$273.90	\$314.99	\$
	Brooklyn II Round Cocktail Table	\$273.90	\$314.99	\$
	Vivid End Table	\$266.20	\$306.13	\$
	Vivid Console Table	\$295.90	\$340.29	\$

EXHIBITING FIRM:

BOOTH#:

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Vivid Cocktail Table	\$280.50	\$322.58	\$
	Rose Table	\$295.90	\$340.28	\$
	Zanzibar Table	\$295.90	\$340.28	\$
	24" Cube End Table - Black	\$273.90	\$314.99	\$
	24" Cube End Table - White	\$273.90	\$314.99	\$
	24" Cube Cocktail Table - Black	\$266.20	\$306.13	\$
	24" Cube Cocktail Table - White	\$266.20	\$306.13	\$
	Hylton Tablet Table	\$238.70	\$274.51	\$
	VIP Glow Bar 6'	\$972.40	\$1,118.26	\$
	VIP Glow Bar 4'	\$819.50	\$942.43	\$
	Black Bar - 2 Shelf	\$447.70	\$514.86	\$
	White Bar - 2 Shelf	\$447.70	\$514.86	\$
	Blox Bar Back	\$559.90	\$643.89	\$
	Piazza Bar Back - Black	\$525.80	\$604.67	\$
	Piazza Bar Back - White	\$525.80	\$604.67	\$
	Vienna Stool - Gray	\$280.50	\$322.58	\$
	Vienna Stool - Orange	\$280.50	\$322.58	\$
	Vienna Stool - Teal	\$280.50	\$322.58	\$
	Criss Cross Bar Stool - Espresso	\$251.90	\$289.69	\$
	Criss Cross Bar Stool - White	\$251.90	\$289.69	\$
	Colin Stool	\$211.20	\$242.88	\$
	Silk Back Bar Stool - Black	\$238.70	\$274.51	\$
	Silk Back Bar Stool - White	\$238.70	\$274.51	\$
	Silk Back Bar Stool - Blue	\$238.70	\$274.51	\$
	Silk Back Bar Stool - Green	\$238.70	\$274.51	\$
	Silk Back Bar Stool - Purple	\$238.70	\$274.51	\$
	Silk Back Bar Stool - Red	\$238.70	\$274.51	\$
	Euro Bar Stool - Black	\$238.70	\$274.51	\$
	Hourglass Bar Stool - Black	\$260.70	\$299.81	\$
	Hourglass Bar Stool - White	\$260.70	\$299.81	\$
	Equino Bar Stool - Black	\$260.70	\$299.81	\$
	Equino Bar Stool - White	\$260.70	\$299.81	\$
	Clara Stool	\$251.90	\$289.69	\$
	Marcus Stool	\$190.30	\$218.84	\$
	Regal Stool	\$260.70	\$299.81	\$
	Caprice Stool	\$260.70	\$299.81	\$
	Sonic Stool	\$211.20	\$242.88	\$
	Nexus Stool	\$217.80	\$250.47	\$
				\$
				\$

EXHIBITING FIRM: **BOOTH#:**

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Vienna Chair - Gray	\$177.10	\$203.67	\$
	Vienna Chair - Orange	\$177.10	\$203.67	\$
	Vienna Chair - Teal	\$177.10	\$203.67	\$
	Silk Back Armless Chair - Black	\$149.60	\$172.04	\$
	Silk Back Armless Chair - White	\$149.60	\$172.04	\$
	Silk Back Armless Chair - Blue	\$149.60	\$172.04	\$
	Silk Back Armless Chair - Green	\$149.60	\$172.04	\$
	Silk Back Armless Chair - Purple	\$149.60	\$172.04	\$
	Silk Back Armless Chair - Red	\$149.60	\$172.04	\$
	Clara Chair	\$168.30	\$193.55	\$
	Leslie Chair	\$133.10	\$139.15	\$
	Criss Cross Chair - Espresso	\$168.30	\$193.55	\$
	Criss Cross Chair - White	\$168.30	\$193.55	\$
	Elio Chair	\$149.60	\$172.04	\$
	Caprice Chair - Black	\$149.60	\$172.04	\$
	Comet Stack Chair - Arms	\$204.60	\$235.29	\$
	Comet Stack Chair - Armless	\$190.30	\$218.85	\$
	Regal Dining Chair	\$211.20	\$242.88	\$
	Sonic Chair	\$149.60	\$172.04	\$
	Nexus Chair	\$177.10	\$203.67	\$
	Colin Chair	\$149.60	\$172.04	\$
	Euro Bar Table Black/Black 30" Round	\$266.20	\$306.13	\$
	Euro Bar Table Black/Black 36" Round	\$273.90	\$273.90	\$
	Silk Bar Table Black/Chrome 30" Round	\$266.20	\$306.13	\$
	Silk Bar Table Black/Chrome 36" Round	\$273.90	\$273.90	\$
	City Bar Table Maple/Black 30" Round	\$266.20	\$306.13	\$
	City Bar Table Maple/Black 36" Round	\$273.90	\$273.90	\$
	Park Ave Bar Table Maple/Chrome 30" Round	\$266.20	\$306.13	\$
	Park Ave Bar Table Maple/Chrome 36" Round	\$273.90	\$273.90	\$
	Summit Bar Table White/Black 30" Round	\$266.20	\$306.13	\$
	Summit Bar Table White/Black 36" Round	\$273.90	\$273.90	\$
	Blanco Bar Table White/Chrome 30" Round	\$266.20	\$306.13	\$
	Blanco Bar Table White/Chrome 36" Round	\$273.90	\$273.90	\$
	Fuze Bar Table	\$301.40	\$346.61	\$
	Blanco Bar Table - White/Chrome 24" Square	\$266.20	\$306.13	\$
	Blanco Rectangle Bar Table - White/Chrome	\$413.60	\$475.64	\$
	Spectrum Bar Table - Red	\$288.20	\$331.43	\$
	Spectrum Bar Table - Blue	\$288.20	\$331.43	\$
	Spectrum Bar Table - Purple	\$288.20	\$331.43	\$

EXHIBITING FIRM:

BOOTH#:

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Spectrum Bar Table - Green	\$288.20	\$331.43	\$
	Zinc Bar Table	\$399.30	\$459.20	\$
	Aspen Bar Table	\$742.50	\$853.88	\$
	Euro Café Table Black/Black 30" Round	\$266.20	\$306.13	\$
	Euro Café Table Black/Black 36" Round	\$273.90	\$314.99	\$
	Silk Café Table Black/Chrome 30" Round	\$266.20	\$306.13	\$
	Silk Café Table Black/Chrome 36" Round	\$273.90	\$314.99	\$
	Park Ave Café Table Maple/Chrome 30" Round	\$266.20	\$306.13	\$
	Park Ave Café Table Maple/Chrome 36" Round	\$273.90	\$314.99	\$
	City Café Table Maple/Black 30" Round	\$266.20	\$306.13	\$
	City Café Table Maple/Black 36" Round	\$273.90	\$314.99	\$
	Summit Café Table White/Black 30" Round	\$266.20	\$306.13	\$
	Summit Café Table White/Black 36" Round	\$273.90	\$314.99	\$
	Blanco Café Table White/Chrome 30" Round	\$266.20	\$306.13	\$
	Blanco Café Table White/Chrome 36" Round	\$273.90	\$314.99	\$
	Fuze Café Table	\$301.40	\$346.61	\$
	Blanco Café Table White/Chrome 24" Square	\$266.20	\$306.13	\$
	Blanco Café Table White/Chrome Rectangle	\$413.60	\$475.64	\$
	Spectrum Café Table - Red	\$288.20	\$331.43	\$
	Spectrum Café Table - Blue	\$288.20	\$331.43	\$
	Spectrum Café Table - Purple	\$288.20	\$331.43	\$
	Spectrum Café Table - Green	\$288.20	\$331.43	\$
	Aspen Dining Table	\$636.90	\$732.44	\$
	Brio Dining Table	\$854.70	\$982.91	\$
	Tamiri High Back Chair	\$336.60	\$387.09	\$
	Tamiri Mid Back Chair	\$295.90	\$319.35	\$
	Tamiri Guest Chair	\$273.90	\$314.99	\$
	Accord High Back Chair - Black	\$420.20	\$483.23	\$
	Accord High Back Chair - White	\$320.20	\$483.23	\$
	Goal Task Chair - Arms	\$224.40	\$258.06	\$
	Goal Task Chair Armless	\$204.60	\$235.29	\$
	Enterprise High Back Conference Chair	\$295.90	\$319.35	\$
	Enterprise Mid Back Conference Chair	\$273.90	\$314.99	\$
	Enterprise Guest Chair	\$251.90	\$289.69	\$
	Goal Black Drafting Stool - Arms	\$238.70	\$274.51	\$
	Goal Black Drafting Stool - Armless	\$224.40	\$258.06	\$
	42" Round Conference Table - Black	\$371.80	\$427.57	\$
	42" Round Conference Table - Mahogany	\$371.80	\$427.57	\$
	Command Conference Table - 6' Black	\$664.40	\$764.06	\$

EXHIBITING FIRM:

BOOTH#:

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



SPECIALITY FURNITURE

Quantity	Description	Discount Price	Standard Price	Total
	Command Conference Table - 6' Sirona	\$664.40	\$764.06	\$
	Command Conference Table - 6' White	\$664.40	\$764.06	\$
	Command Conference Table - 8' Black	\$713.90	\$820.99	\$
	Command Conference Table - 8' Sirona	\$713.90	\$820.99	\$
	Command Conference Table - 8' White	\$713.90	\$820.99	\$
	Command Conference Table - 10' Black	\$819.50	\$942.43	\$
	Command Conference Table - 10' Sirona	\$819.50	\$942.43	\$
	Command Conference Table - 10' White	\$819.50	\$942.43	\$
	Computer Kiosk - Black	\$546.70	\$628.71	\$
	Computer Kiosk - White	\$546.70	\$628.71	\$
	Black Credenza	\$490.60	\$564.19	\$
	Black Double Pedestal Desk	\$559.90	\$643.89	\$
	5 Shelf Bookcase - Black	\$525.80	\$604.67	\$
	5 Shelf Bookcase - Mahogany	\$525.80	\$604.67	\$
	Genoa Kneespace Credenza	\$490.60	\$564.19	\$
	Genoa Executive Desk	\$580.80	\$667.92	\$
	Genoa Storage Credenza	\$490.60	\$564.19	\$
	Vivid Café Table - Square	\$456.50	\$524.98	\$
	Vivid Café Table - Rectangle	\$525.80	\$604.67	\$
	Brooklyn II Rect Dining Table	\$546.70	\$628.71	\$
	Brooklyn II Round Dining Table	\$429.00	\$493.35	\$
	Aspen Dining Table	\$636.90	\$732.44	\$
	Brio Dining Table	\$854.70	\$982.91	\$
	2 Drawer Vertical File - Letter Size Black	\$183.70	\$211.26	\$
	2 Drawer Vertical File - Legal Size Black	\$238.70	\$274.51	\$
	4 Drawer Vertical File - Letter Size Black	\$246.40	\$283.60	\$
	4 Drawer Vertical File - Legal Size Black	\$273.90	\$314.99	\$
	2 Drawer Lateral File - Black	\$246.40	\$283.36	\$
	2 Drawer Lateral File - Black	\$246.40	\$283.36	\$
	4 Drawer Lateral File - Black	\$301.40	\$346.61	\$
	Storage Cabinet - Black	\$301.40	\$346.61	\$
	Display Pedestal 14" x 42" Black	\$365.20	\$419.98	\$
	Display Pedestal 24" x 42" Black	\$442.20	\$508.53	\$
	Display Pedestal 18" x 42" Black	\$407.00	\$468.05	\$
	Display Pedestal 14" x 42" White	\$365.20	\$419.98	\$
	Display Pedestal 14" x 36" Black	\$309.10	\$355.47	\$
	Display Pedestal 24" x 36" Black	\$442.20	\$508.53	\$
	Display Pedestal 14" x 36" White	\$309.10	\$355.47	\$
	Display Pedestal 24" x 36" White	\$442.20	\$508.53	\$

EXHIBITING FIRM:

BOOTH#:

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



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'	\$392.70	\$499.80	\$
	10' x 20'	\$785.40	\$999.60	\$
	10' x 30'	\$1,178.10	\$1,499.40	\$
	10' X 10' Carpet Padding—Single Layer	\$242.55	\$308.70	\$
	10' x 20' Carpet Padding—Single Layer	\$485.10	\$617.40	\$
	10' x 30' Carpet Padding—Single Layer	\$727.65	\$926.10	\$
	10' x 10' Carpet Padding—Double Layer	\$485.10	\$617.40	\$
	10' x 20' Carpet Padding—Double Layer	\$970.20	\$1,234.80	\$
	10' x 30' Carpet Padding—Double Layer	\$1,455.30	\$1,852.20	\$
	Plastic Covering (price per sq. ft.)	\$1.30	\$1.70	\$

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. @ \$ 7.80

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. @ \$7.80/Sq. Ft. \$ _____

EXHIBITING FIRM:	BOOTH #	Subtotal	\$
		Tax @ 7.75%	\$
		Total	\$

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454



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. @ \$9.25/Sq. Ft.	\$_____
Over 700 sqft	Booth Size	_____	X	_____	=	_____	Sq. Ft. @ \$8.40/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. @ \$10.50/Sq. Ft.	\$_____
Over 700 sqft	Booth Size	_____	X	_____	=	_____	Sq. Ft. @ \$9.55/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 (90-700 sq.ft.)	Booth Size	_____	X	_____	=	_____	Sq. Ft. @ \$2.40/Sq. Ft.	\$_____
1/2" Padding (Over 700 sq.ft.)	Booth Size	_____	X	_____	=	_____	Sq. Ft. @ \$2.20/Sq. Ft.	\$_____
Double Padding 1/2" (90-700 sq.ft.)	Booth Size	_____	X	_____	=	_____	Sq. Ft. @ \$4.85/Sq. Ft.	\$_____
Double Padding 1/2" (Over 700 Sq.Ft)	Booth Size	_____	X	_____	=	_____	Sq. Ft. @ \$4.40/Sq. Ft.	\$_____

EXHIBITING FIRM:

BOOTH #

Subtotal \$

Tax @ 7.75% \$

Total \$

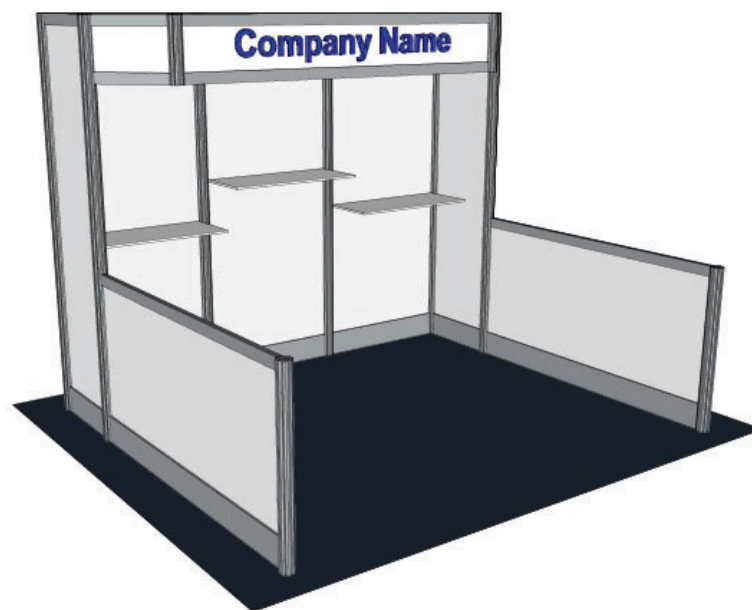
GEMS | RENTAL EXHIBITS

MAKE YOUR EXHIBIT SHINE WITH ONE OF OUR CUSTOM RENTAL EXHIBITS.

Package 1—10' x 10'

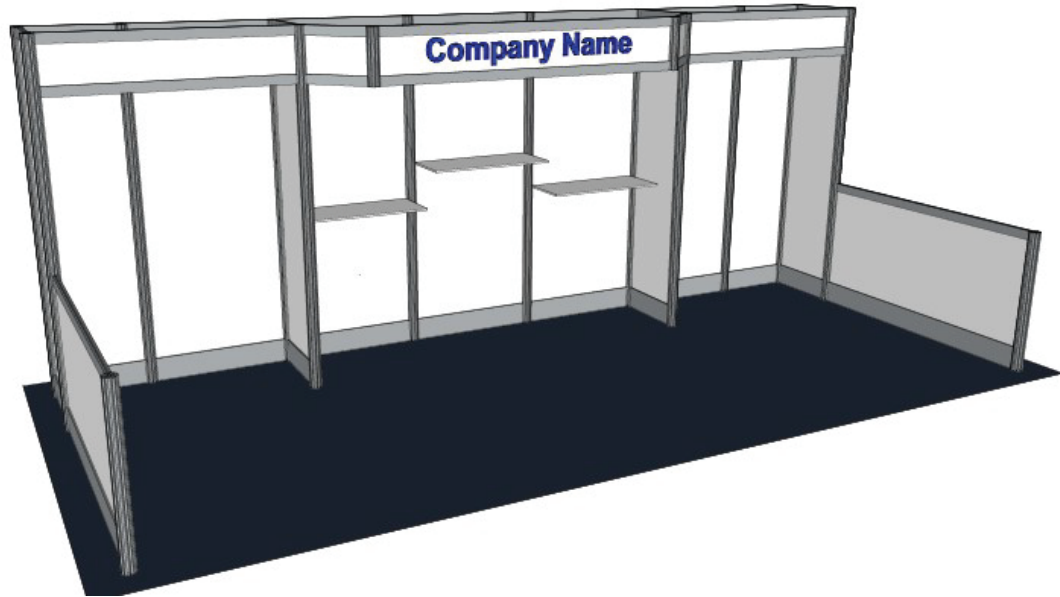


Package 2—10' x 10'

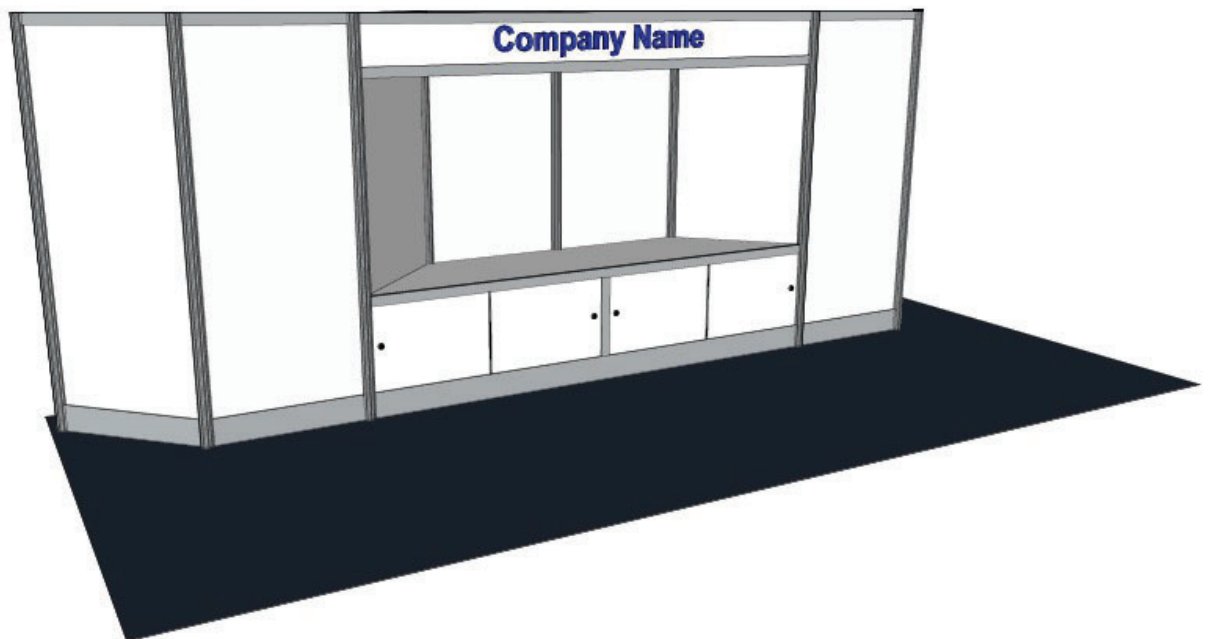


Please call the phone number listed on the Quick Facts for quick easy ordering!

Package 3—10' x 20'



Package 4—10' x 20'



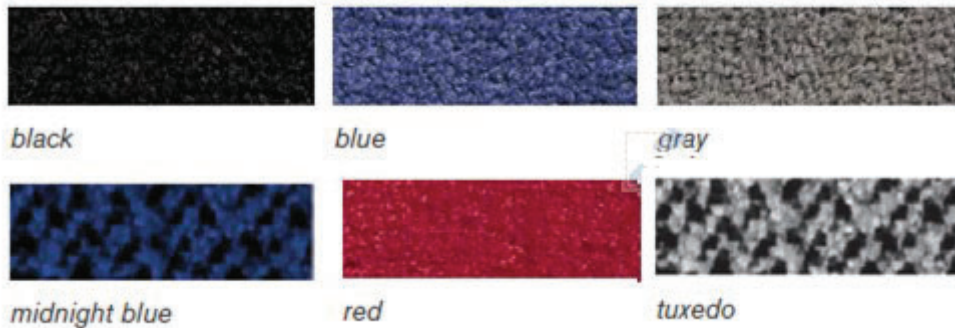
GEMS | RENTAL EXHIBITS

Rental Exhibits Include:

- 10' x 10' Standard 16 oz. Carpet
- Exhibit Install & Dismantle
- Material Handling of Exhibit

ALL PACKAGES CAN BE UPGRADED AND CUSTOMIZED WITH GRAPHICS.

STANDARD CARPET COLORS:



CABINET OPTIONS



	Discount Price	Standard Price
White PVC Cabinets		
173055 1MM xx ½MM xx 36" High	\$1,512.30	\$2,117.18
173066 1MM xx ½MM xx 42" High	\$1,693.25	\$2,370.55
173088 2MM xx ½MM xx 36" High	\$1,904.56	\$2,666.49
173099 2MM xx ½MM xx 42" High	\$1,994.65	\$2,792.00
1730100 1M Radius x 1/2 M x 36" High	\$1,416.74	\$1,983.50
1730111 1M Radius x 1/2M x 42" High	\$1,657.24	\$2,320.11
(Radius Cabinets do not have doors)		
173011 Cabinet Lock	\$33.95	\$47.38

Total Cost		
_____	+	_____ = _____
Sub-Total	6% Tax	Total

CUSTOM EXHIBITS:

CUSTOM EXHIBITS ARE AVAILABLE PLEASE CONTACT GEMS TO BEGIN YOUR DESIGN!

Please call the phone number listed on the Quick Facts for quick easy ordering!

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



RENTAL EXHIBITS

Booth # _____ Exhibiting Firm: _____

Contact Name: _____ Email: _____

EXHIBITS			ADVANCE PRICING	STANDARD PRICING
PACKAGE 1	<input type="checkbox"/>	10' X 10'	\$4,128.50	\$4,913.40
PACKAGE 2	<input type="checkbox"/>	10' X 10'	\$5,230.00	\$6,346.95
PACKAGE 3	<input type="checkbox"/>	10' X 20'	\$5,509.25	\$6,700.00
PACKAGE 4	<input type="checkbox"/>	10' X 20'	\$6,559.50	\$8075.15

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 CUTOM EXHIBIT SEPCIALITY COLORED METAL RECYLABLE GRAPHICS

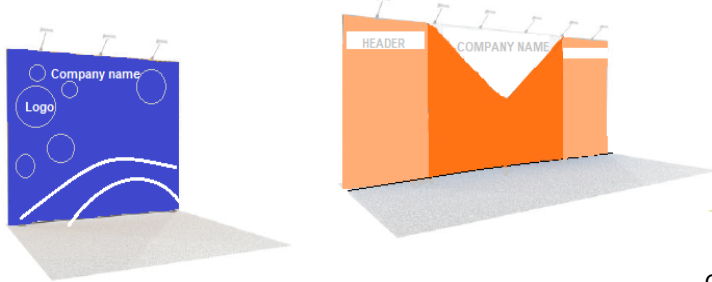
TOTAL COST		
_____	+	_____ = _____
Sub-total		7.75% Total Cost

1 Washington Blvd. Ste 1056
 Detroit, MI 48226
 (313) 400-1454



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

Classic Carpet Black Blue Gray
 Red Tuxedo Midnight Blue

Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit		\$ 6,271.15	\$7,572.50
_____	10' x 20' GEMS Fabric Exhibit		\$ 9,290.15	\$11,798.75

CUSTOM GRAPHICS

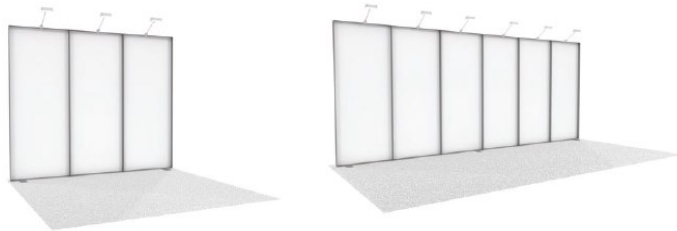
GEMS Project Coordinator will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

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



Classic Carpet Black Blue Gray
 Red Tuxedo Midnight Blue

Qty	Description	Discount	Standard	Total
_____	10' x 10' GEMS Fabric Exhibit	\$ 3,637.10	\$4,488.10	_____
_____	10' x 20' GEMS Fabric Exhibit	\$ 6,392.75	\$6,475.25	_____

_____	+	Total Cost	=	_____
Sub-Total		7.75% Tax		Total

Booth # _____ Exhibiting Firm: _____
 Contact Name: _____ Phone: _____
 Email: _____

Defense Maintenance and Logistics Exhibition 2023

December 18-21, 2023



SANDIEGO
convention center

ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

11/27/23

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-SanDiego@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

2102 Main Street, San Diego, CA 92113

sandiego@edlen.com • www.edlen.com

Audio Visual Equipment	Qty	SHOW RATE	TOTAL	CUSTOMER INFORMATION
22" LED Monitor		\$250.00		Company Name:
32" LED Monitor		\$400.00		Address:
42" LED Display		\$500.00		
50" LED Display		\$750.00		City:
55" LED Display		\$950.00		State: Zip:
60" LED Display		\$1,200.00		Ordered By:
70" LED Display		\$1,300.00		
80" LED Display		\$1,700.00		Phone #:
Floor stand for 42" - 80" Displays Only*		\$125.00		Email:
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		

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

Audio Equipment	Qty	SHOW RATE	TOTAL	ON-SITE INFORMATION
70 Watt Sound System with 2 Speakers		\$125.00		Exhibitor Booth #:
UHF Wireless Lavalier Microphone		\$125.00		Rep. Contact Name:
UHF Wireless Hand-held Microphone		\$125.00		Cell Phone Number:
UHF Wireless Headset Microphone		\$150.00		Delivery DATE / TIME:
8-Channel Mixer		\$75.00		Dismantle DATE/TIME:

Video Projection Equipment	Qty	SHOW RATE	TOTAL	Deadline
LCD 5K Lumen Projector		\$650.00		Orders received after deadline add 20% late fee.
6' Tripod Screen w/Skirt		\$50.00		Equipment charges are for the length of the tradeshow.
8' Tripod Screen w/Skirt		\$100.00		

Laptops & Accessories	Qty	SHOW RATE	TOTAL	Cancellations
PC Laptop		\$250.00		Cancellations received after Wednesday, December 6, 2023 are subject to a charge fee of 100% of order due.
Mac Book Pro Laptop		\$450.00		
iPad		\$100.00		
PC Audio Cable		\$25.00		
Wireless Mouse & Keyboard		\$50.00		

Cables	Qty	SHOW RATE	TOTAL	Equipment Guarantee
VGA Cable		\$10.00		AV1's equipment guarantee is as follows:
RCA Cable		\$10.00		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.
HDMI Cable		\$25.00		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	Audio Visual One, LLC
Flipchart or Whiteboard W/Markers		\$35.00		
Blu-Ray Player		\$75.00		Sylvia Polletta - Show Services Coordinator

SPECIAL INSTRUCTIONS: Subtotal Equipment Delivery Fee \$150.00 Subtotal Equip & Delivery Add Tax - 7.5% Installation Fee \$150.00 Add 20% Union Fee After Friday, December 1, 2023 Add 20% Late Fee Total Order	9611 West Foster Avenue Schiller Park, IL 60176 Phone: 224-629-7264 Email: spolletta@audiovisualone.com
Order Confirmation will be sent once the order is processed.	

Method of Payment <input type="checkbox"/> Credit Card <input type="checkbox"/> Corporate Check* <input type="checkbox"/> ACH or Wire** Cardholder's Name _____ Billing Address _____ City, State, Zip _____ Cardholder's Signature _____	*Corporate Check: Must be received and cleared by your bank prior to delivery. **ACH or Wire: Please contact Sylvia Polletta for details. Card # _____ Exp Date _____ CID # _____
---	---

INTERNET | TELEPHONE | CABLE TV



SAN DIEGO

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET



TELEPHONE



CABLE TV



Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*

DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

**Cable services may require a deposit in some locations.

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Maximize Your Exhibit Investment With Lead Capture Services.

The RCS ExpoSmart App turns any Apple or Android* smartphone or tablet into a sales capture & qualifying tool.

Scan an attendee badge to capture their information, add qualifiers and notes creating more qualified leads for your sales team to win more business.

You don't have that? No problem. You can order one of our devices loaded with the ExpoSmart App.

Features

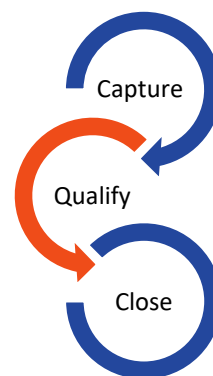
- Quickly scan badges.
- Add Notes and Qualifiers to prioritize future sales action.
- Secure login for online access to your leads after the event.
- Easily transfer leads to your CRM or solicit straight from the spreadsheet.

Upgrades

- **ExpoAction:** Automatically send a simple text email to prospects, when you scan their badge, thanking them for visiting your booth.
- **Custom Qualifiers:** Customize the qualifiers you add to leads to clearly qualify your leads. Up to 20 qualifiers with 20 characters each.

Ready to Order? Click the "order online" button.

[ORDER ONLINE](#)



Defense Maintenance & Logistics Exhibition

December 18-21, 2023

San Diego, CA



Lead Retrieval Order Form

ITEM	UNIT PRICE	QUANTITY	TOTAL
------	------------	----------	-------

STEP 1

EXPOSMART LEAD RETRIEVAL SCANNING OPTIONS:

(Prices quoted in U.S. dollars only)

	Early Bird Thru 11/17	Advance 11/18-12/1	On-Site 12/2-12/21		
--	---------------------------------	------------------------------	------------------------------	--	--

Your Device

<input type="checkbox"/> ExpoSmart App - Single Device	\$ 345.00	\$ 445.00	\$ 560.00	X _____	= \$ _____
<input type="checkbox"/> ExpoSmart App - Up to 3 Devices	\$ 590.00	\$ 760.00	\$ 920.00	X _____	= \$ _____
<input type="checkbox"/> Additional ExpoSmart App <small>(Apps are Compatible with Android and iPhone)</small>	\$ 290.00	\$ 290.00	\$ 290.00	X _____	= \$ _____

Our Device

<input type="checkbox"/> RCS Phone + ExpoSmart app	\$ 460.00	\$ 595.00	\$ 725.00	X _____	= \$ _____
---	-----------	-----------	-----------	---------	------------

STEP 2

Upgrades added to your scanning option order:

Above app or device must be selected prior to choosing optional services

<input type="checkbox"/> ExpoAction email	\$ 250.00	\$ 325.00	\$ 400.00	X _____	= \$ _____
<input type="checkbox"/> Custom Qualifier Questions	\$ 125.00	\$ 165.00	\$ 200.00	X _____	= \$ _____
<input type="checkbox"/> High Speed Scanner <small>*can only be ordered with Our Device</small>	\$ 75.00	\$ 100.00	\$ 120.00	X _____	= \$ _____
<input type="checkbox"/> Delivery & pick-up <small>(Please provide an on-site mobile phone number below to schedule your delivery)</small>			\$ 150.00	X _____	= \$ _____

Ready to Order? Click the "order online" button.

ORDER ONLINE

www.rcsreg.com/leads/dod2023

Processing Fee \$ 10.00

TOTAL \$ _____

STEP 3

CONTACT INFORMATION

Name _____	Booth # _____
Company _____	Mobile Phone _____
Address _____	email _____
City, ST, Zip _____	<small>(email receipt will be sent once order is processed)</small>
Country _____	email _____
	<small>(email confirmation will be sent once order is processed)</small>

PAYMENT:

- a confirmation will be sent when order is processed if email provided -

Credit Card - Orders must be processed online or sign and fax this form to 805-654-1676 , then call 805-654-0171 to complete your payment

Check (US funds drawn on a US bank) - Make payable to **REGISTRATION CONTROL SYSTEMS**
Mail completed form with check to:
EXHIBITOR SERVICES DESK
REGISTRATION CONTROL SYSTEMS
1833 Portola Rd., Suite D
Ventura, CA 93003

Phone: 805-654-0171
[email: exhibitorserv@rcsreg.com](mailto:exhibitorserv@rcsreg.com)
Orders must be pre-paid.
No purchase orders will be accepted.

To ensure availability, order early.
 No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.
 Please return units within one hour of the close of the event.
 Non-returned units recovered by RCS will be charged a full delivery charge.
 Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions _____
(signature required for faxed or mailed in orders)

PLEASE RETAIN A COPY FOR YOUR RECORDS

EXCLUSIVE SERVICES

Welcome to the San Diego Convention Center! Our team is here to help make your experience in San Diego successful by offering a range of **exclusive in-house services for exhibitors**.

BOOTH CLEANING

SDCC is the exclusive provider of all facility cleaning services. No other person or cleaning services provider may perform cleaning services on SDCC property (inside or outside).

If you have not yet ordered cleaning services, please visit the exhibitor services desk (7am-4pm PST; time varies by event) and one of our exhibitor services representatives will be happy to assist.

Cleaning services include, but are not limited to, vacuuming, porter services, dry mopping, carpet stain spotting, wet polishing, shampooing, carpet disposal and booth disposal.

☎ 619.977.0009 ✉ boothcleaning@visitsandiego.com
(call or text)

FOOD & BEVERAGE

Our exclusive food and beverages partner offers impeccable service and a superb selection of catering options for exhibitors. All food and beverage items in the Exhibit Halls must be purchased through the Food & Beverage Department, including bottled water. All exhibitors are required to order porter service (trash removal) for food and beverage activity in the booth.

☎ 619.954.5721 ✉ catering@visitsandiego.com

TECHNOLOGY

Smart City Networks, our exclusive technology services provider, offers network solutions designed specifically for exhibitors, including phone, internet and Wi-Fi.

☎ 619.525.5500 ✉ sdcccsr@smartcity.com

EXHIBITOR SERVICES

BOOTH CLEANING AND TRASH REMOVAL SERVICES ARE PROVIDED EXCLUSIVELY BY SDCC



HERE FOR ALL OF YOUR CLEANING NEEDS!

SDCC is the exclusive provider of all facility cleaning services. No other persons or cleaning services provider may perform cleaning services on SDCC property (inside or outside).



HERE FOR ALL OF YOUR RECYCLING AND TRASH PICK-UPS!

Cardboard, Containers & Trash: Exhibitor booths that need cardboard or trash disposal are encouraged to order porter service. If porter service is not ordered, exhibitors must break down all recycling/waste and store items neatly inside the exhibitor booth space. It is prohibited to discard cardboard or trash into the aisle ways, aisle trash cans, column trees/pillars, along the walls, or anywhere outside of the exhibitor booth that may impede walkways and create a fire hazard.

Impeding egress may incur fire marshal involvement. Repeat violations of the building policies are reported to Show Management.



Food & Beverage Service: All exhibitors are required to order porter service for food and beverage activity in the booth.

PLACE YOUR ORDER

Pre-order online 14 days prior to your event, find us at the Cleaning Services Desk in the Exhibitor Services Center or email boothcleaning@visitsandiego.com.



Learn more about rates, details, terms, & conditions.





RATES AND DETAILS EXHIBITOR BOOTH CLEANING

DEFENSE MAINTENANCE & LOGISTICS EXHIBITION EVENT

CLEANING SERVICES ARE PROVIDED EXCLUSIVELY BY SDCC

The San Diego Convention Center (SDCC) is here for all of your cleaning needs. We are the exclusive cleaning contractor. No other persons or cleaning services provider can perform cleaning services including, but not limited to, vacuuming on SDCC property. Enclosed are all of the details you need.

BOOTH CLEANING ORDERS

Exhibitors can process cleaning orders online at sdcc.link/booth-cleaning up to two weeks before event move-in to receive the advance rate. Once the contracted move-in date begins, exhibitors can process booth cleaning orders at the regular rate onsite.

All payments must be made via credit card. Rates are quoted in USD and the services are not taxed.

Please note: exhibitor booth cleaning orders processed with credit card payment acknowledge that you have read and accepted the Payment Policy and Terms and Conditions. If there are any issues or discrepancies with respect to cleaning, please contact us immediately. For more information, see our terms and conditions on [page 3](#).

THREE WAYS TO ORDER

1. Discounted Advance Rate

Exhibitor booth cleaning orders may be placed online at sdcc.link/booth-cleaning.

Here exhibitors are able to create an account, register their exhibitor booth(s), select their event, select event start date and end date, input booth number and name, select desired booth cleaning services, process and finalize their order with credit card payment. Checks are not accepted.

We strongly encourage exhibitors to take advantage of our advance rates by ordering online.

NOVEMBER 30, 2023

ADVANCE RATE DEADLINE



2. Onsite Ordering

Once the event's contracted move-in date has begun, exhibitors are unable to process their cleaning orders online at the advance rate, however you may order cleaning services onsite at the regular rate. **Orders can be placed at the Cleaning Services Desk in the Exhibitor Services Center** (location varies by event). Last minute orders cannot be guaranteed. Only credit card payment is accepted.

3. Order Add Ons

Booth Disposal, Carpet Disposal, and Hand Sanitizer Station rentals may be ordered through email.

Please contact the SDCC Exhibit Services Team via email: boothcleaning@visitsandiego.com or via phone/text: 619.977.0009 (email preferred).

EXHIBITOR BOOTH MOVE-OUT & DISPOSAL

Exhibitors are responsible for finalizing arrangements with their Official Service Contractors, exhibitor-appointed contractors, and decorators to ship out their exhibitor booth prior to event move out.

Exhibitors who choose to dispose of (or fail to coordinate the removal of) their exhibitor booth, booth carpet, and/or carpet padding are required to process their order with a credit card payment through SDCC by contacting boothcleaning@visitsandiego.com prior to the last date of the event.

Questions? Visit us at the service desk or contact us at 619.977.0009 or boothcleaning@visitsandiego.com.

RATES

VACUUM

No other contractor or cleaning services provider, exhibitor-appointed contractors, or exhibitors can vacuum on SDCC property. Vacuums are prohibited on the show floor.

	Advance	Regular
Per sq. ft./day of total dimensions	\$0.60	\$0.90

PORTER SERVICE

Porter services are required for booth catering.

Exhibitor booths that generate an excessive amount of cardboard or trash from giveaways, retail, etc. are required to order porter services. It is prohibited to discard excessive cardboard or trash into the aisle trash cans or anywhere that it may impede walkways and create a fire hazard. Impeding egress may incur fire marshal involvement.

2-Hour Increments

SDCC will empty wastebaskets and sweep floor debris on two (2) hour intervals (show hours only), vacuuming not included. All exhibitors that have ordered booth catering are required to order porter service. Calculated by total booth size.

Booth Size	Advance	Regular
0–500 sq. ft.	\$110.00	\$144.00
501–1,500 sq. ft.	\$121.00	\$174.00
1,501–3,000 sq. ft.	\$145.00	\$209.01

Dedicated Labor

Continuous labor presence in booth is charged at an hourly rate. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

	Advance	Regular
Continuous labor	\$60.00	\$90.00

DISPLAY & EQUIPMENT DISINFECTION

SDCC will disinfect and wipe down displays and equipment inside exhibitor booths with disinfectants approved by the CDC and EPA. Exhibitors are responsible for communicating specifics of the areas requested to be disinfected or a time schedule. Orders submitted during show hours cannot be guaranteed.

Frequency per sq. ft./day	Advance	Regular
One time	\$0.60	\$0.90
Daily	\$0.48	\$0.72
2-Hour Increments	\$1.20	\$1.80

ELECTROSTATIC FOGGING

Electrostatic disinfection is completed overnight by trained and certified cleaning staff, using chemicals approved by the CDC and EPA. Exhibitors are responsible for covering, protecting, and/or sectioning off areas, electrical, and equipment requested not to be disinfected.

	Advance	Regular
Per sq. ft./day	\$0.80	\$1.05

FLOOR AND SPOT CLEANING

The following items may be ordered online prior to show move in or at the service desk during the event, as-needed.

	Regular
Carpet Stain Spotting, one time	\$52.00
Dry Mopping, per sq. ft./day	\$0.29
Wet Flat Mopping, per sq. ft./day	\$0.38
Shampoo, per sq. ft./day	\$1.25
Wet Polishing, per sq. ft./day	\$0.92

ORDER ADD ONS

The following services are not currently available through the online ordering system, however they can be arranged **Please contact the SDCC Exhibit Services Team via email: boothcleaning@visitsandiego.com or via phone/text: 619.977.0009** (email preferred).

BOOTH AND CARPET DISPOSAL

Exhibitors are responsible for coordinating labor with their service contractor in dismantling their booth and rolling up carpet. SDCC booth and/or carpet disposal services are limited to labor for removing and properly disposing of the booth and its contents.

	Regular
Booth Disposal, per 10x10 ft.	\$800.00
Carpet Disposal, per sq. ft.	\$0.50

HAND SANITIZER STATIONS

Exhibitors can rent hand sanitizer stations for their exhibitor booths at a flat rate. Hand sanitizer station rentals include re-fills when empty, the labor to set, and the labor to remove.

	Regular
Daily	\$35.00

Exhibitor Terms & Conditions**San Diego Convention Center ("Facility")****Payment Policy Agreement ("Agreement")**

San Diego Convention Center (SDCC) is the exclusive provider on the Facility property of all Cleaning Services.

No other individuals or companies can perform cleaning services on SDCC property, including other contractors and cleaning services providers (including but not limited to exhibitor-appointed contractors, Official Service Contractors, and decorators), exhibitors, and booth personnel.

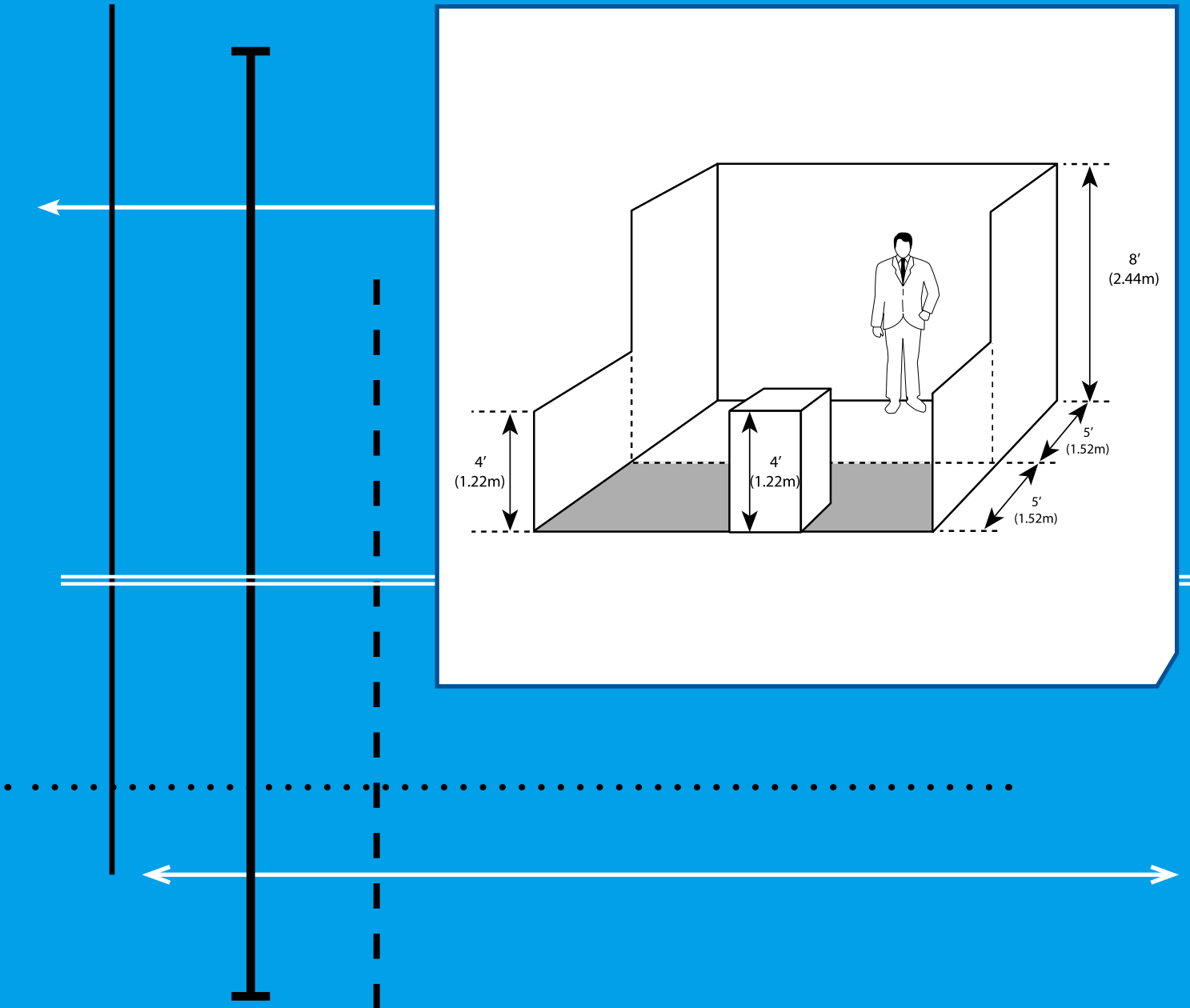
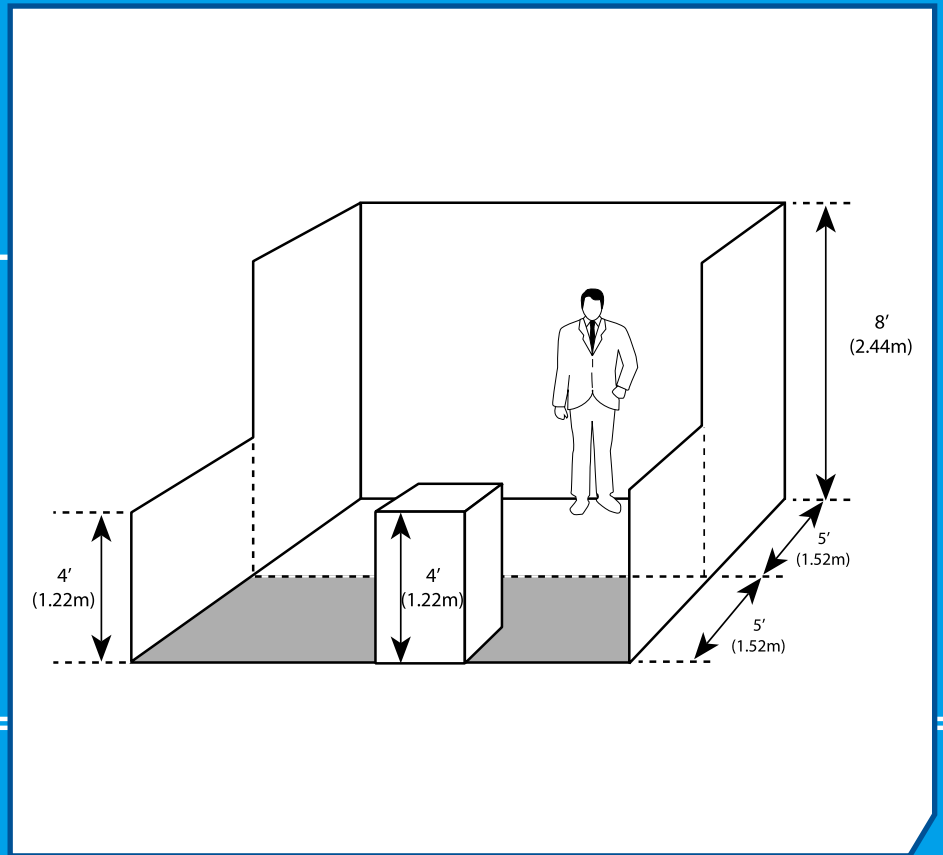
1. Cleaning services offered exclusively by SDCC in the Facility include but are not limited to: Disinfection, Cleaning, Exhibitor Booth Carpet Cleaning/Vacuuming, Booth Hard Floor Cleaning/Mopping/Polishing, Booth Porter Service, Booth Carpet Shampooing, Electrostatic Fogging, Carpet Spotting within booths, tents and other locations on the Facility property (inside and outside).
 - a. Exemptions: Typical wiping/cleaning of booth displays, equipment, fixtures, display cases, frequently touched surfaces within the booth and ancillary materials is not covered by this policy and may be accomplished by Exhibitor Appointed Contractors ("EAC") or Official Service Contractors ("OSC").
2. Discount Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Online orders placed within 14 days of move-in or on-site after show move-in will be priced at the on-site rate.
3. Conditions for processing service order form for on-time service:
 - a. Full payment for service(s) must be made at time of order.
 - b. Booth number(s) must be identified at time of order.
 - c. Orders for requested service must be completed online or at the service desk. Late orders/changes will be accomplished after all other orders are completed. There is no guarantee of service if an order is placed within one (1) hour of the initial show opening. If a delinquent order is placed within one (1) hour of initial show opening, all efforts will be made to accomplish the request, but if the work request cannot be accomplished, then the fee is not applicable. Incomplete orders will delay processing, please provide all information requested.
4. Exhibitor (also referred to herein as "Customer") has the sole responsibility to ensure that any sheet plastic protective floor covering placed by an EAC or OSC over carpet or hard flooring in the booth is removed in a timely manner to facilitate Cleaning Services. For purposes of this section timely will constitute a minimum of four (4) hours before initial show opening.
5. Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move in will be charged 100%.
6. Service problems must be reported to the SDCC service desk. Service problems will not be considered unless filed by Customer prior to the close of the show.
7. Credit will not be given for services already completed.
8. Order form prices are based upon current rates and are subject to change without notice.
9. SDCC accepts payments in US dollars with the following credit cards: American Express, Mastercard, Visa.
10. Any refunds due in the amount of \$10.00 or less will not be refunded.
11. Exhibitor (also referred to herein as "Customer") has the sole responsibility for finalizing freight arrangements with their Official Service Contractors, exhibitor-appointed contractors, and decorators to ship out their exhibitor booth prior to event move out.

LIMITATION OF LIABILITY

- A. **Limited Warranty.** SDCC warrants that: (a) it has the right to exclusively provide all Cleaning Services in the Facility ("the Services"). Customer agrees to inform SDCC of any failure to perform the Services by written notice prior to close of the Show/Event, and, as Customer's sole and exclusive remedy, SDCC will either:
 - a. cure performance without any additional charges to Customer, or
 - b. in the event that performance cannot be done within a reasonable time, terminate this Agreement and provide Customer with a pro rata refund of the fees paid to SDCC for the Services hereunder with respect to such calendar year. The foregoing Limited Warranty will not apply to the extent that the cause of the breach of warranty is due to any other cause outside of SDCC's sole and reasonable control.

- B. **DISCLAIMER OF WARRANTY.** THE FOREGOING LIMITED WARRANTY CONSTITUTES SDCC'S ONLY WARRANTY WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTY IS IN LIEU OF, AND SDCC HEREBY EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, EXCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- C. **Indemnification.** Customer agrees to indemnify, defend, and hold harmless SDCC, the City of San Diego, the San Diego Unified Port District and its current and former employees and agents (the "Indemnified Parties"), and defend any action brought against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees)(collectively, "Claims") that arise from any acts or omissions of Customer or any of Customer's EACs or OSCs or arising out of, or in connection with Customer's use of the Facility or Customer's participation in any Show/Event at the Facility, including, without limitation, any breach by Customer of any term of this Agreement. Customer assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to Customer's participation in any Show/Event at the Facility, whether caused by negligence, intentional act or otherwise. The parties intend that this indemnification and assumption of risk be construed as broadly as permitted by law. In claiming any indemnification hereunder, the Indemnified Party shall promptly provide Customer with written notice of any claim which it believes falls within the scope of the foregoing paragraphs. Customer may, at its own expense, assist in the defense if it so chooses, provided that the Indemnified Party may, if it elects, control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind SDCC or the Indemnified Party and shall not be final without the written consent of SDCC and/or the Indemnified Party, if applicable, the granting of which shall not be unreasonably withheld. The terms of these provisions shall survive the expiration or termination of this Agreement.
- D. **LIMITATION OF LIABILITY.** EXCEPT FOR SDCC'S WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, CUSTOMER AGREES THAT UNDER NO CIRCUMSTANCES IS SDCC LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE CHEMICALS APPLIED OR SERVICES PROVIDED UNDER THIS AGREEMENT EVEN IF SDCC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, CUSTOMERS' EXCLUSIVE REMEDY AND SDCC'S ENTIRE LIABILITY TO CUSTOMER FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY CUSTOMER TO SDCC WITH RESPECT TO THE DEFICIENT SERVICES. THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE. NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.
- E. Customer acknowledges that SARS-CoV-2/COVID-19 has been declared a worldwide pandemic by the World Health Organization, is extremely contagious and is thought to spread mainly through close contact from person-to-person. SDCC cannot guarantee that Customer's personnel, contractors, invitees, customers and guests will not become infected with SARS-CoV-2/COVID-19 at any Show/Event at the Facility. Customer shall indemnify the Indemnified Parties against all Claims by Customer's personnel, contractors, invitees, customers and guests arising out of or related to infection with SARS-CoV-2/COVID-19, whether before, during or after attendance at the Show/Event. SDCC may require individuals registered by Customer to acknowledge the risks of SARS-CoV-2/COVID-19 infection and waive liability prior to participation at the Show/Event.
- F. SDCC follows EPA and manufacturers' registered label instructions with respect to its use of cleaning and disinfecting products. Notwithstanding anything herein to the contrary, SDCC does not make any representations or warranties with respect to the risks or harm associated with the cleaning and disinfection products used. Customer agrees that SDCC is not liable or responsible for any injuries, damages, discoloration, wear and tear, etc. from cleaning and/or disinfecting or the products used during the Services. SDCC does not make any representations with respect to the ability of the Services to control or prevent the contracting or spread of any virus, including but not limited to the SARS-CoV-2/COVID-19. Customer agrees that SDCC is not liable or responsible for any contraction or spread of any virus, including but not limited to SARS-CoV-2/COVID-19.
- G. Customer agrees to abide by posted rules, protocol, warnings and instructions at the Facility, along with all applicable laws, rules, regulations and guidance from government or public health authorities with respect to cleaning and sanitizing items and frequently touched surfaces within or ancillary to Customer's booth(s).
- H. SDCC does not make any representations with respect to, nor is it liable or responsible for, any dwell time that may occur during or as a result of the Services.

GUIDELINES FOR **DISPLAY RULES AND REGULATIONS**



GUIDELINES FOR DISPLAY RULES AND REGULATIONS

The Guidelines for Display Rules and Regulations were established to use as a resource for creating consistent and fair exhibiting standards for SAE International events and to promote continuity and consistency among exhibitors.

These display rules and regulations provide exhibitors with all the information necessary to properly design and build exhibits, as well as to plan their booth layout and content. Compliance with fire, safety, disability and other current government requirements has also been addressed.

Exhibitors not conforming to these rules and regulations - or exhibits that in design, operation, or otherwise are objectionable in the opinion of management - will be prohibited.

The goal of SAE International is to assure all exhibitors, regardless of exhibit size or location, have an environment conducive to successful interaction with their audiences.

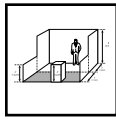
SAE International reserves the right to require any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of SAE, is misleading or deceptive, in poor taste, or unsuitable to or not in keeping with the character and objectives of the conference. SAE International also reserves the right to refuse space to any organization, individual, company, etc. that it deems inappropriate.

SAE reserves the right to interpret these regulations as it deems proper to insure the success of the Exhibition and to further the educational purposes of SAE. Exhibits are intended to supplement the information disseminated at the technical sessions.

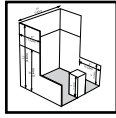
SAE reserves the right to alter rules and regulations based on specific requirements of the contracted venue. Any changes will be communicated to the exhibitor prior to the event.

Some of the information in the following guidelines have been taken from the International Association of Exhibitions and Events 2011 Guidelines for Display Rules and Regulations.

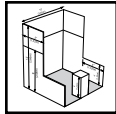
CONTENTS



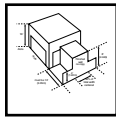
Linear Booth3



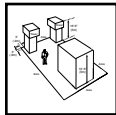
Corner Booth 4



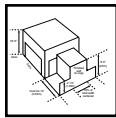
Perimeter Booth5



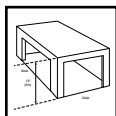
Island Booth 6



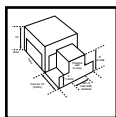
Multi-Story Island Booth7



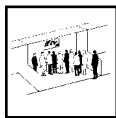
End Cap Booth (*For use in country pavillions only*)8



Peninsula Booth (*For use in country pavillions only*) 9



Split Island Booth (*For use in country pavillions only*).....10



Other Important Regulations/Considerations11-12

Issues Common to All Booth Types13-17

LINEAR BOOTH

Definition

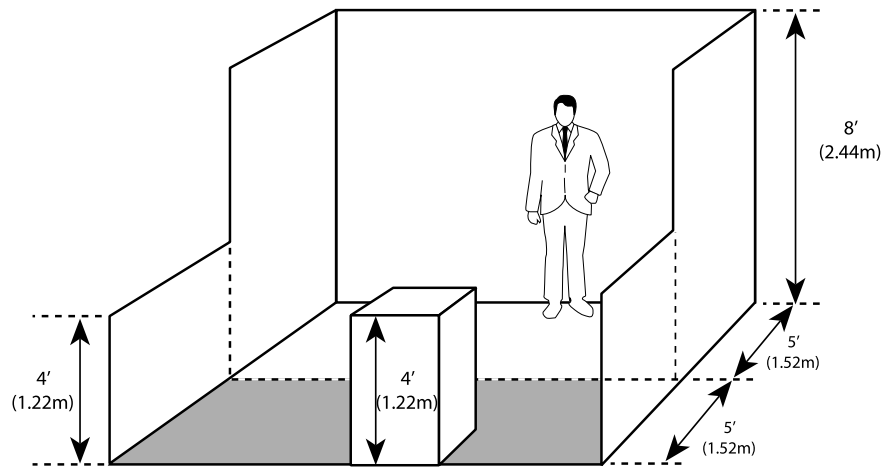
Linear booths or In-Line booths consist of one or more standard units in a straight line and have neighboring exhibitors on the right and left with only the front of the booth exposed to the aisle.

Dimensions

Linear booths are most commonly 10 feet (3.05m) wide and 10 feet (3.05m) deep. There is a maximum back wall height limitation of 8 feet (2.44m).

Use of Space

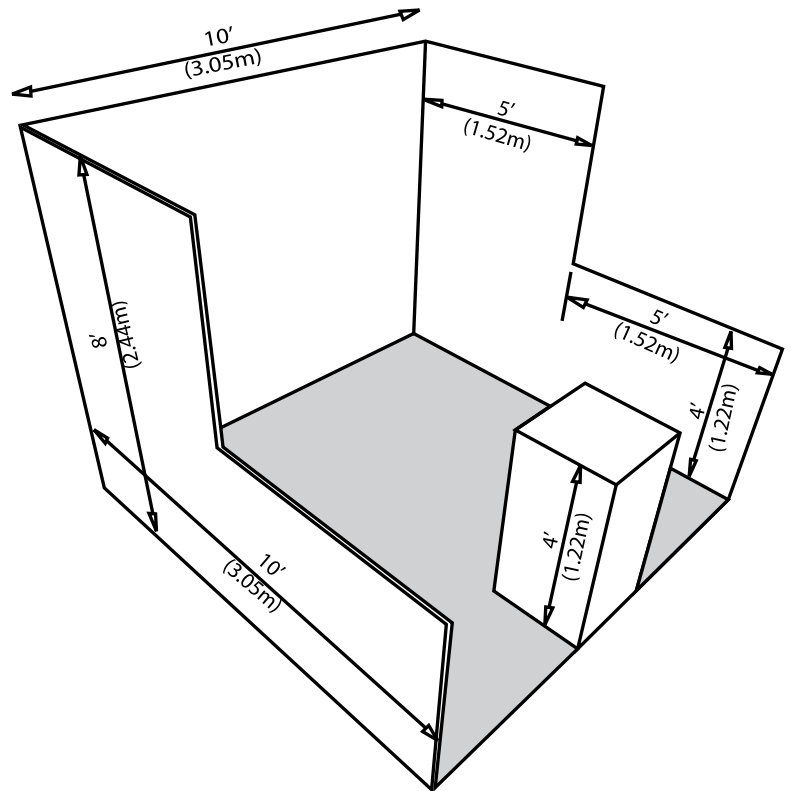
Regardless of the number of linear booths utilized (10 feet (3.05m) by 20 feet (6.10m); 10 feet (3.05m) by 30 feet (9.14m) etc.) display materials must be arranged so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet (2.44m) is allowed only in the rear half of the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



CORNER BOOTH

Definition

A corner booth is a linear/in-line booth (one or more units in a straight line) exposed to aisles on two sides. All other guidelines for linear booths apply.



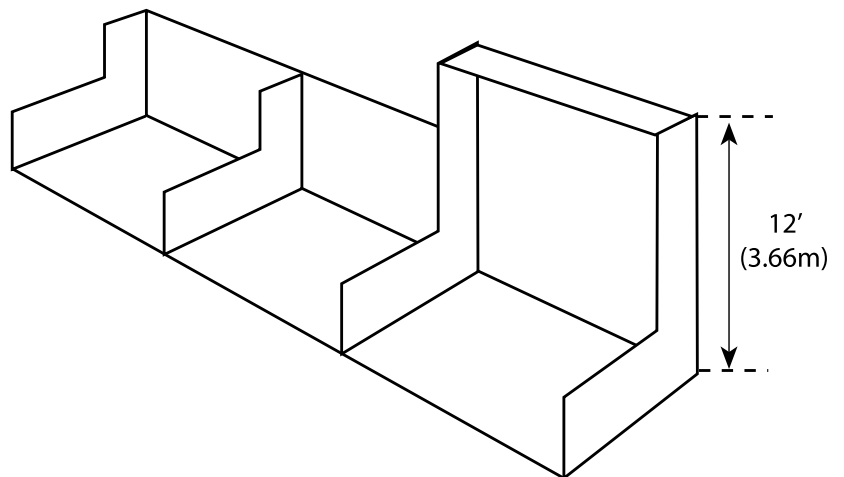
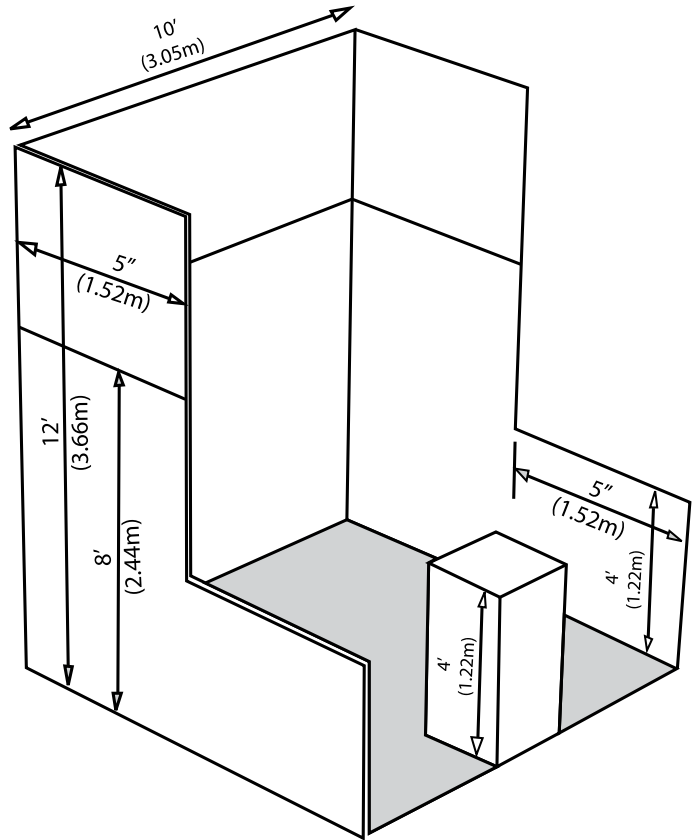
PERIMETER BOOTH

Definition

A perimeter booth is a linear/in-line booth (one or more standard units in a straight line) that backs to an outside wall of the exhibit facility rather than to another exhibit.

Use of Space

All guidelines for linear booths apply to perimeter booths except that the typical maximum back wall height is 12 feet (3.66m).



ISLAND BOOTH

Definition

An island booth is a booth consisting of four or more standard units with aisles on all four sides.

Dimensions

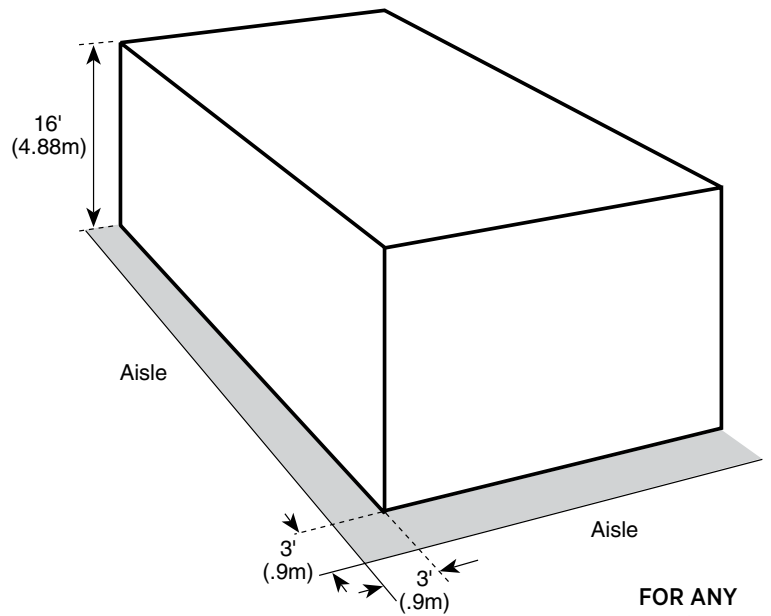
An island booth is typically 20 feet (6.10m) x 20 feet (6.10m) or larger, although it may be configured differently.

Use of Space

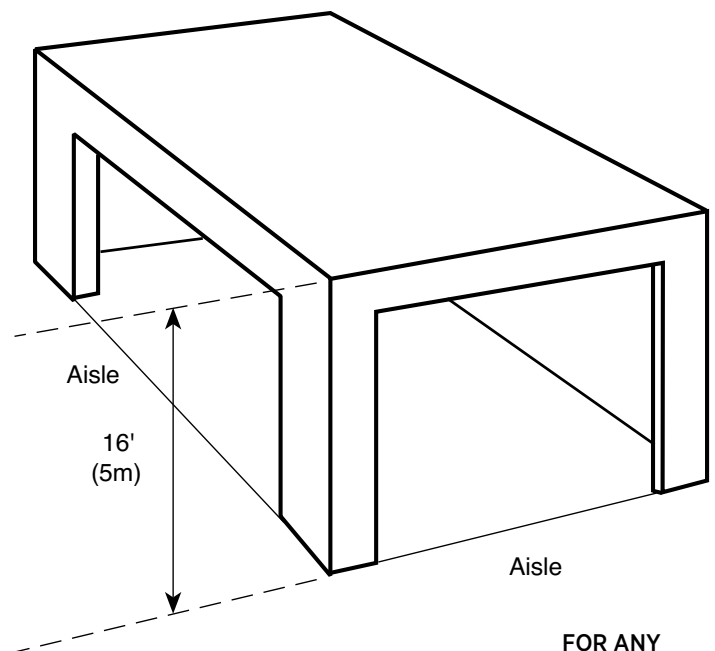
The entire cubic content of the space may be used to the maximum allowable height of 16 feet (4.88m) provided written approval is received from show management 90 days prior to the show. An exhibitor desiring to erect a solid walled-in structure over 4 feet (1.22m) in height, within the island must set the structure back at least 3 feet (.90m) from the aisle on any of the four sides. Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted if the structure is visually open for at least 75% of the length of the booth.

Important

Solid "fortress" type displays built directly on aisles obstructs sightlines and are prohibited.



**FOR ANY
STRUCTURE
OF
4' OR
HIGHER**



**FOR ANY
STRUCTURE
OF
4' OR
HIGHER**

MULTI-STORY ISLAND BOOTH

Definition

Exhibits with more than one display level in eight or more standard units with aisles on all four sides. Multi-story island booths are permitted where an exhibitor occupies booth space of 800 sq. ft. (72m) or more.

Use of Space

Exhibit, fixtures, components and identification signs are permitted to be a maximum height of 16 feet (4.88m) provided written approval is received from SAE Show Management 90 days prior to the show.

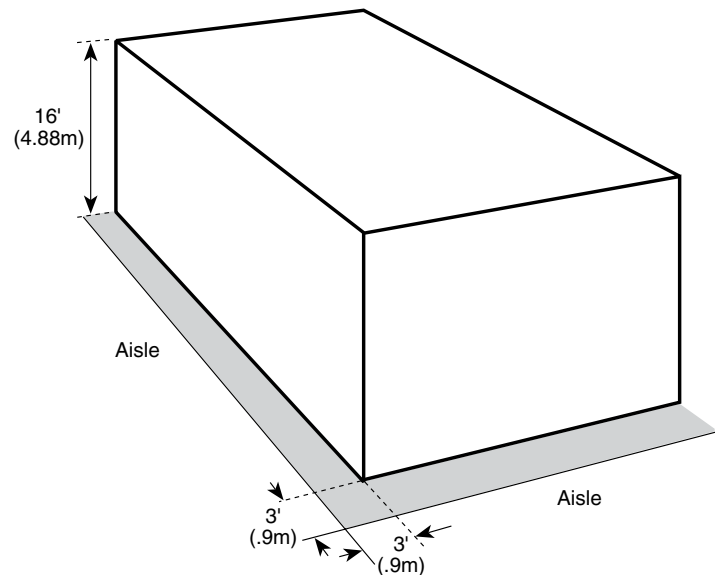
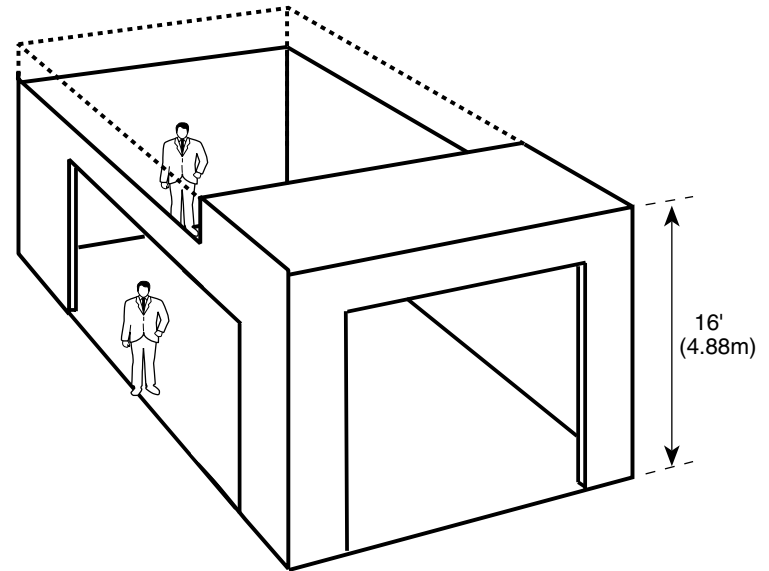
Because an island booth is automatically separated by the width of the aisle from all neighboring exhibits, full use of the plan is permitted if the structure is visually open for at least 75% of the length of the booth.

An exhibit booth that does not meet the “visibility” regulation and is a structure that is over 4 feet (1.22m) must be erected back least 3 feet (0.90m) from any aisle or any of the four sides. Solid/opaque “fortress” type displays built directly on aisles obstruct sightlines and are prohibited.

Important – Structural Integrity

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components must submit engineering drawings for inspection to SAE Show Management, the installation and dismantling contractor, the exhibitor and the governmental authority 90 days prior to the exposition. Engineering drawings for multi-story displays must specify load weights, tension strengths, types of fastenings, maximum capacities — in short detailed engineering plans which the safety officer and/or fire marshall of the facility can approve.

All two-level or two-tiered booths must have smoke detectors on the first level ceilings. All enclosed areas with ceilings must have smoke detectors. Please contact SAE Show Management if you are planning to erect a two-story display.



END CAP BOOTH

For use in Country Pavilions Only

Definition

An end-cap booth is exposed to aisles on three sides and composed of two booths.

Dimensions

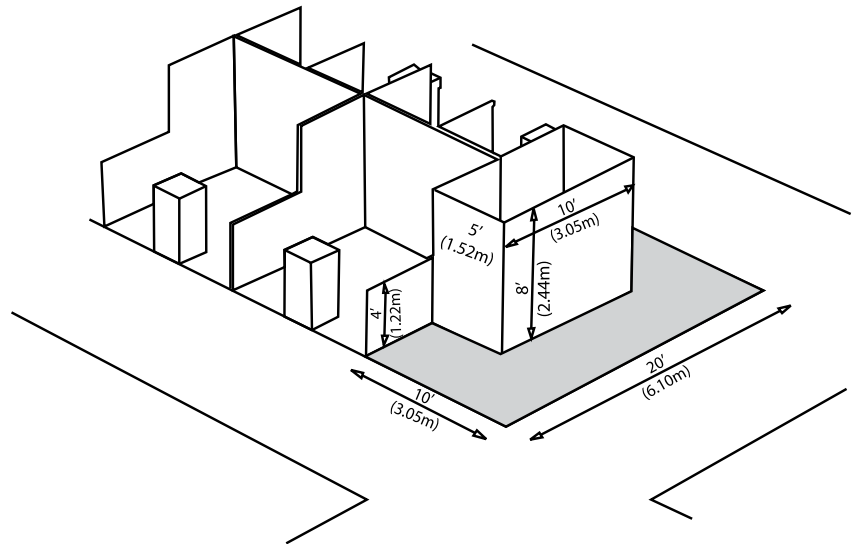
End-cap Booths are generally 10 feet (3.05m) deep by 20 feet (6.10m) wide.

Use of Space

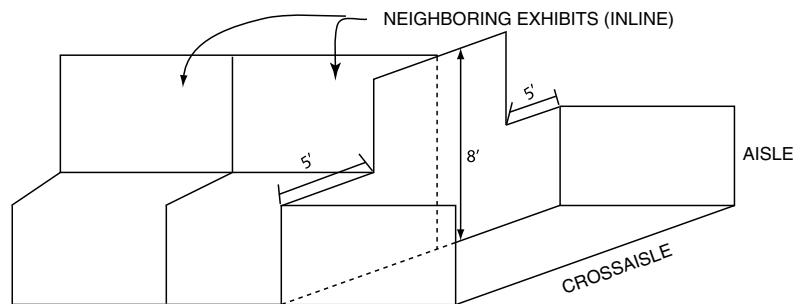
The maximum backwall height of 8 feet (2.44m) is allowed only in the rear half of the booth space and within 5 feet (1.52m) of the two side aisles with a 4 feet (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

Important

SAE does not permit the use of end cap booths unless used in country pavillions.



DRAWING A



DRAWING B

AISLE

PENINSULA BOOTH

For use in Country Pavilions only

Definition

A peninsula booth is exposed to aisles on three sides and composed of a minimum of four booths. There are two types of peninsula booths:

- one which backs up to linear booths, and
- one which backs to another peninsula booth and is referred to as a “split island booth.”

Dimensions

A peninsula booth is usually 20 feet (6.10m) x 20 feet (6.10m) or larger.

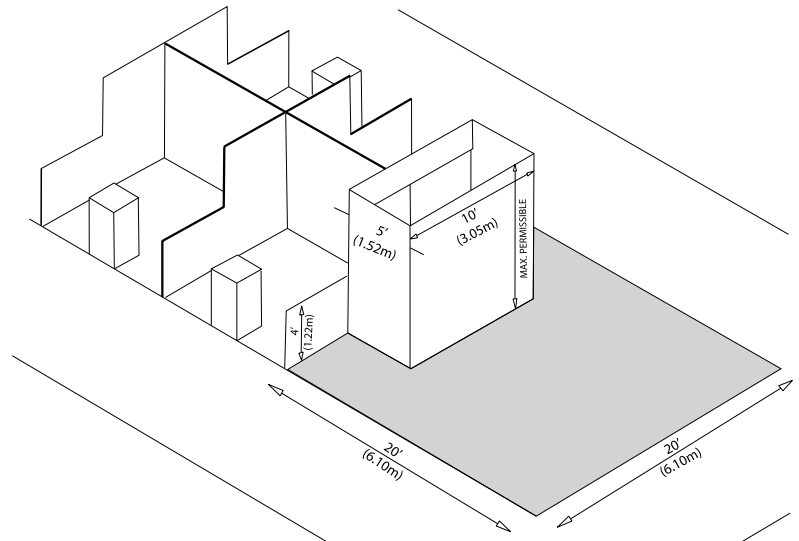
Use of Space

When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to 4 feet (1.22m) high within 5 feet (1.52m) of each aisle, permitting adequate line of sight for the adjoining linear booths.

Important

Peninsula booths are normally faced towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and may not carry identification signs or other copy that would detract from the adjoining exhibit.

SAE does not permit the use of peninsula booths unless used in country pavillions.



SPLIT ISLAND BOOTH

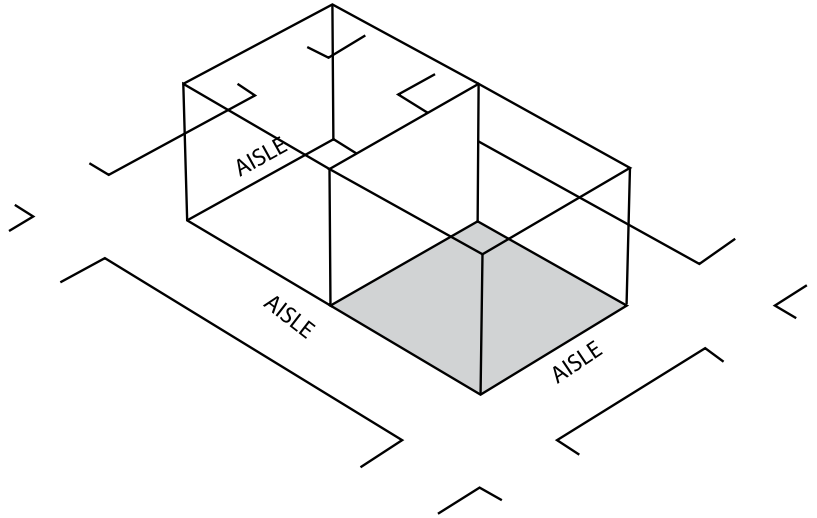
For Use in Country Pavilions Only

Definition

A split island booth is a peninsula booth which shares a common back wall with another peninsula booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. Sixteen feet is the maximum height allowance, including signage.

Important

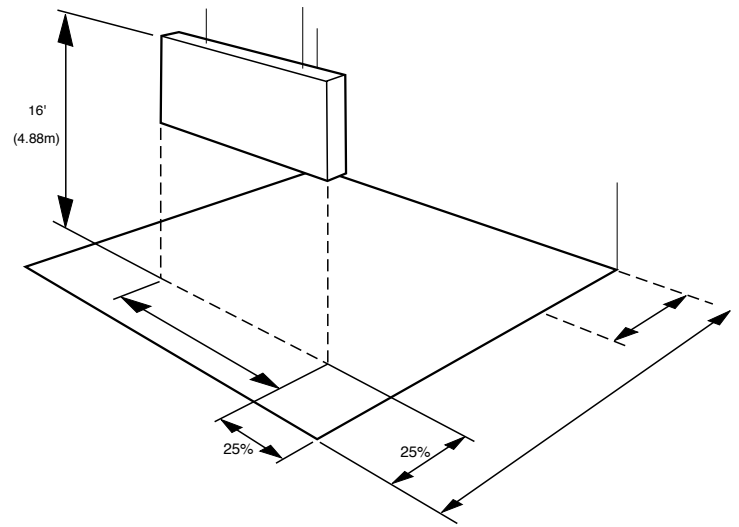
SAE does not permit the use of split island booths unless used in country pavillions. Both parties must agree to a uniform height on the shared wall. If a split island booth is planned, please contact SAE Show Management.



OTHER IMPORTANT REGULATIONS/ CONSIDERATIONS

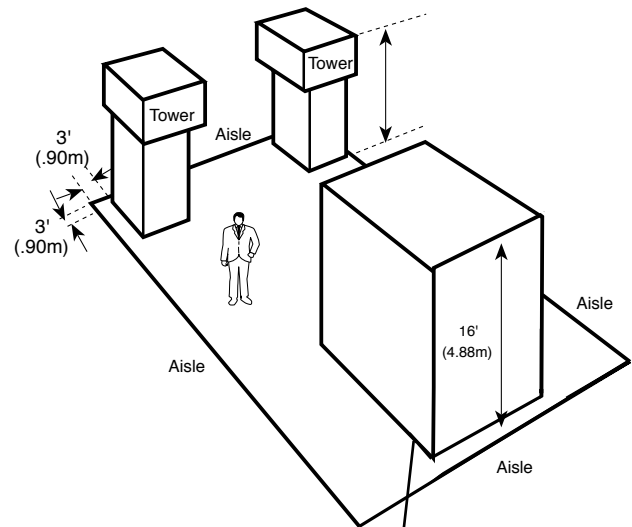
Hanging Signs & Graphics

Signs may be suspended or tethered above perimeter-wall or island exhibits if the facility permits. The highest point for a hanging sign above a perimeter-wall exhibit is 12 feet (3.66m). Hanging signs are permitted in island booths at a maximum height of 20 feet (6.10m). All signs must be set back at least 25% of booth depth and width from perimeters. Approval for the use of hanging signs and graphics is required and should be received from the exhibition organizer at least 90 days prior to installation. Drawings indicating size, placement and suspension method for this type of component must be submitted to SAE Show Management for inspection at least 90 days before the opening of the exposition. Unless approval has been granted by the facility and SAE Show Management, hanging signs may not be permitted to be hung.



Towers

A tower is a free-standing exhibit component separate from the main exhibit fixture that is used for identification and display purposes only. The height restriction is the same as that which applies to the appropriate exhibit configuration being used. That is, towers that are part of an island exhibit should not exceed 16 feet (4.88m) in height. Towers must be placed at least 3 feet (.90m) from the aisle line to avoid blocking the sightline from the aisle to the neighboring booths. Drawings of towers in excess of 12 feet (3.66m) must be submitted to show management, the installation and dismantling contractor, the exhibitor and governmental authority 90 days prior to the exhibition for inspection and approval. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.



**FOR ANY
STRUCTURES
OF 4' OR
HIGHER**

OTHER IMPORTANT REGULATIONS/ CONSIDERATIONS

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, may be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for linear or perimeter booths should comply with line of sight requirements (see “Use of Space for Linear or Perimeter Booths”).

The bottom of the canopy may not be lower than 7 feet (2.13m) from the floor within 5 feet (1.52m) of any aisle. Canopy supports may be no wider than three inches. This applies to any booth configuration that has a sightline restriction, such as a linear booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules. Plans that are different than specified herein must be submitted to SAE Show Management for approval.

ISSUES COMMON TO ALL BOOTH TYPES

Americans with Disabilities Act (ADA)

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

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

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

Structural Integrity

All exhibit displays must be designed and erected to withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as fork lifts. Displays must also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20 ft by 20 ft (6.10m by 6.10m) and over exhibits require a drawing, plan or renderings, preferably digital, to be submitted to SAE Show Management, and to the Show's general service contractor.

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

Flammable and Toxic Materials

All materials used in display construction or decorating must be made of fire retardant materials and be certified as flame retardant. Samples must also be available for testing. Materials that cannot be treated to meet the requirements may not be used. A flameproofing certificate must be available for inspection.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

ISSUES COMMON TO ALL BOOTH TYPES

Electrical

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

- All 110-volt wiring must be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level may be “SJ” which is rated for “hard usage.”

Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps are prohibited.

Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Lighting

Exhibitors must adhere to the following minimum guidelines when determining booth lighting.

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

Storage

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

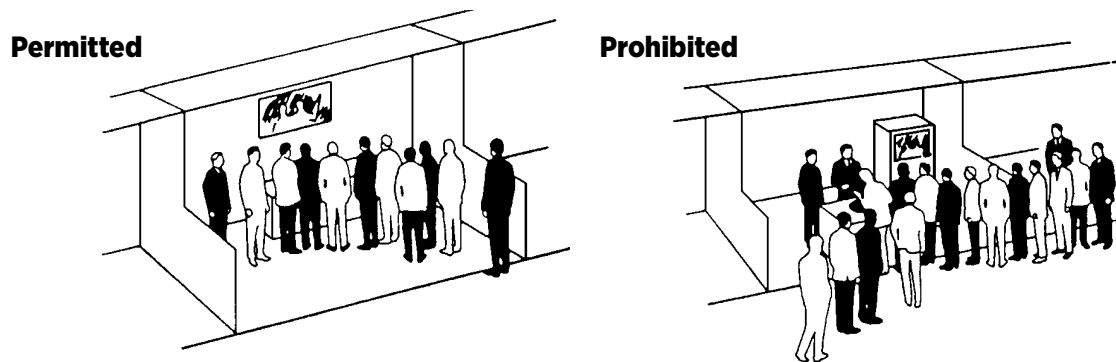
ISSUES COMMON TO ALL BOOTH TYPES

Demonstrations

As a matter of safety and courtesy to others, exhibitors must conduct sales presentations and product demonstrations in a manner which assures that all booth personnel and attendees are within the contracted exhibit space and are not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas, and audio visual presentations to ensure compliance. Sample or demonstration tables must be placed a minimum of 2 feet (0.60m) from the aisle line.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. Exhibitors must establish a minimum setback of 3 feet (0.90m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations may be conducted by qualified personnel only. All demonstrations involving potentially hazardous by-products must be approved in writing by SAE Show Management 60 days prior to the show.

No equipment or tools may be operated without prior written permission of SAE. SAE reserves the right to make sole determination of whether or not the operation of any tool or equipment creates a potential hazard, produces excessive noise, generates dirt, odor, waste, heat or creates a disruptive condition and to require that such operation be immediately ceased.



Staffing

Booths must be staffed by technical specialists who are qualified to discuss engineering details of the development and products/applications of their company. Competitive products/applications may not be displayed, referenced or otherwise employed for comparative purposes. All booth personnel must be conservatively clothed in acceptable attire and must confine their activities to the booth space of the exhibitor by whom employed.

Insurance

The exhibitor must, at own expense, obtain and maintain Comprehensive General Liability insurance, on an occurrence based policy, with a limit of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate combined singled limit bodily injury/property damage (including products and completed operations coverage and host liquor liability), Automobile Liability insurance no less than \$1,000,000 combined singled limit and Workers' Compensation (statutory limits) coverage. Exhibitor agrees to add SAE International as an additional insured on its General Liability policy.

ISSUES COMMON TO ALL BOOTH TYPES

Exhibit Security

Every reasonable precaution will be taken to protect property during non-exhibition hours. No unauthorized personnel will be permitted in the exhibit area before or after exhibition hours. SAE may choose to secure guard service during non-show hours on a per event basis. However, it is unwise to leave small items of value such as laptop computers, briefcases, cameras, giveaways, etc., in displays or booths while it is not staffed. It is suggested that all small items of value be removed from your display area each night. Advise SAE of any valuable shipment which can be specially handled and moved to the security room. Thefts or misplacement of materials should be reported immediately to SAE Show Management so that appropriate reports are filed with security. SAE assumes no liability for thefts at the show site.

Sound/Music & Copyrighted Materials

In general, exhibitors may use sound equipment in their booths so long as the noise level is kept to a minimum and does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices must be positioned so as to direct sound into the booth rather than into the aisle. SAE Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

Exhibitors shall not play or permit the playing or performance of or distribution of any copyrighted materials at the exhibition unless it has obtained all necessary rights and paid all required royalties, fees or other payment. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees for composers and publishers.

Selling on Exhibit Floor

Without exception, no selling or order-taking may occur in the exhibition or within other convention facilities.

Recruitment

Recruitment activities on the exhibit show floor will be limited to SAE Career Fair and SAE career-related activities unless otherwise approved by SAE show management in advance.

Installation and Dismantling of Exhibits

Installation and dismantling of exhibits will only be permitted and completed during the designated times, unless alternative arrangements have been made directly with SAE. Dismantling exhibits prior to the close of the exhibition may result in monetary penalties or inability to participate in future events. Exhibitors must be present to man their booths for the entirety of the meeting.

Cameras/Videos/Media

Photo or video or audio recording of sessions, materials presented in sessions, or technical exhibits without written permission from SAE are prohibited. Exhibitors are permitted to take photographs, videos, etc., of their own booth provided they request a camera pass from SAE. Credentialed media may take photographs providing they have the exhibitor's permission and are displaying the appropriate media badge. Please note that photographs and video taken by or on behalf of SAE of event activities and attendees shall be the property of SAE.

ISSUES COMMON TO ALL BOOTH TYPES

Contractor Services

SAE International has contracted with official contractors to provide both exclusive and non-exclusive services at each event. While exhibitors may utilize exhibitor-appointed contractors (EAC) for non-exclusive services within certain guidelines, vendors other than official contractors may not solicit exhibitors to provide products or services. A special badge will be needed for any exhibitor-appointed contractor (EAC).

Food and Beverage

Food and beverage may be available within the exhibit booth. However, all food and beverage must be obtained through the exclusive SAE preferred vendor.

Drawings, Contests, Raffles

All drawings, contests, and raffles must have the prior written approval of SAE Show Management.

Age Requirement

No one under the age of 16 is permitted on the exhibition floor unless part of an SAE/AWIM sponsored school tour planned and pre-arranged by SAE.

Smoking

Smoking is prohibited at all SAE events.

Miscellaneous

- Any distribution of literature or samples shall be limited to the exhibitor's booth, technology salon or hospitality suite.
 - Exhibitors shall not schedule, foster or conduct outside activities that would take qualified attendees from the exhibit during exhibit hours.
-

Terms and Conditions

Please refer to the "SAE Terms and Conditions" included in this manual for additional information.

Vehicle Regulations

Display vehicles must have less than one quarter (1/4) of a tank of fuel and a taped or locked gas cap. The battery must be disconnected, and a fire extinguisher is recommended to be near the car at all times. External chargers are usually recommended for demonstration purposes.

