

**APSCON / APSCON UNMANNED 2023**

July 17 – 22, 2023  
Orange County Convention Center  
Orlando, FL

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to **APSCON 2023**.

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at [operations@levyexpo.com](mailto:operations@levyexpo.com). We will be happy to assist you in any way possible to ensure that you have a successful experience at **APSCON 2023**.

Thank you and we look forward to servicing your needs at **APSCON 2023** in **Orlando, FL**.

Sincerely,

Levy Exposition Services, Inc.

<b>SERVICE CONTRACTOR CONTACT:</b>	LEVY EXPOSITION SERVICES INC. 14900 Interurban Avenue S., Suite 271 Seattle, WA 98168 T: 253 437 0031 F: 253 437 0032 E: <a href="mailto:operations@levyexpo.com">operations@levyexpo.com</a>	
<b>LOCATION:</b>	Orange County Convention Center – West Concourse, Hall A1 – A2 9800 International Drive Orlando, FL 32819	
<b>EXHIBITOR MOVE-IN:</b>	Monday, July 17, 2023 <i>Aircraft Fly In (as scheduled by APSA safety)</i> Tuesday, 18, 2023 Wednesday, 19, 2023	8:00 am – 5:00 pm 8:00 am - Completion 8:00 am – 5:00 pm 8:00 am – 2:00 pm
<b>EXHIBITION DATES:</b>	Wednesday, July 19, 2023 Thursday, July 20, 2023 Friday, July 21, 2023	5:00 pm – 8:00 pm ( <i>Opening Reception</i> ) 10:30 am – 4:00 pm 10:00 am – 2:00 pm
<b>EXHIBITOR MOVE-OUT:</b>	Friday, July 21, 2023 Saturday, July 22, 2023 <b>**Please note that all exhibit materials must be removed from the exhibit Facility by 12:00 pm on Saturday, July 22, 2023.</b>	2:00 pm – 9:00 pm 8:00 am – 12:00 pm
<b>BOOTH EQUIPMENT:</b>	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none"> <li>• 8' high drapery backwall – green &amp; white &amp; orange</li> <li>• 3' high drapery sidewall – green</li> <li>• 1 - 7" x 44" booth identification sign</li> </ul> <p>If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).</p>	
<b>aisle CARPET:</b>	The aisles will be carpeted in the color salt & pepper (black and white speckle).	
<b>CEILING HEIGHT:</b>	The ceiling height in the exhibit hall ranges from 30' – 40' .	
<b>DISCOUNT PRICE DEADLINE:</b>	In order to receive the discount rates listed on the enclosed order forms, your <b>PAID</b> order is to be received by <b>June 28, 2023</b> .	
<b>LEVY ONLINE ORDERING (LOLO):</b>	The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.	

## SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between June 12, 2023 – July 10, 2023. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows:  
(Labels are provided in the Material Handling Section of the manual)

APSCON 2023  
Exhibiting Company Name  
Booth # \_\_\_\_  
Levy Exposition Services, Inc.  
c/o Liberty CFS NV, Inc.  
450-B Maguire Rd.  
Ocoee, FL 34761

All **DIRECT** shipments should not arrive prior to 8:00 am on **Monday, July 17, 2023**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:  
(Labels are provided in the Material Handling section of manual)

APSCON 2023  
Exhibiting Company Name  
Booth # \_\_\_\_  
Orange County Convention Center – West Concourse  
c/o Levy Exposition Services, Inc.  
9800 International Blvd  
Orlando, FL 32819

## DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by 12:00 pm on Saturday, July 22, 2023. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 9:00 am on Saturday, July 22<sup>nd</sup>. In the event that your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

## POST SHIPPING PAPERWORK:

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

## **SAFETY RULES**

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.



# Union Jurisdictions for Orlando, Florida

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

## EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

## MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. LEVY will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by LEVY.

## TIPPING

LEVY requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Levy representative at the service desk or correspondence may be directed to the attention of the General Manager at the Seattle office address.

## SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. LEVY cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

## EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

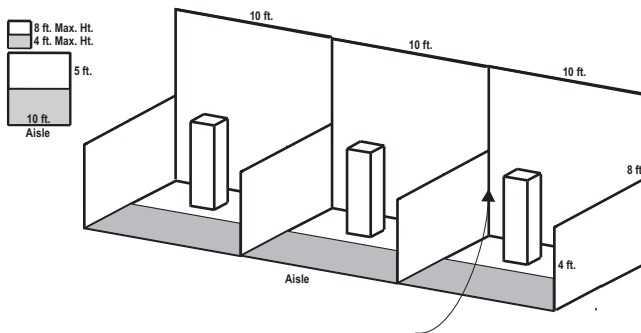
### STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

**Dimensions:** Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of height feet (8') is generally specified.

**Use of Space:** Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



One or more standard 10'x10' units in a straight line.

**Note:** Booth drape is set at 8 ft max.

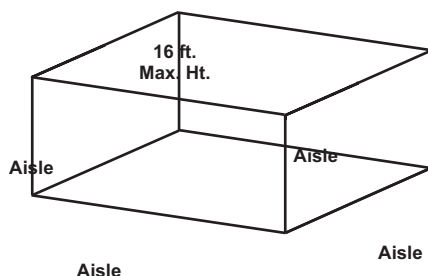
Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

### ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

**Dimensions:** An Island Booth is 20'x30' or larger, although it may be configured differently.

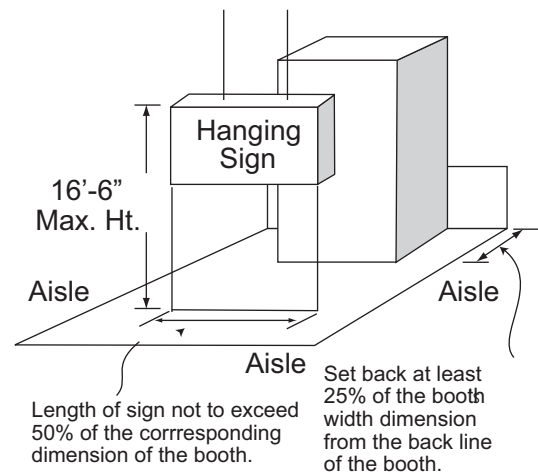
**Use of Space:** The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



Please note that the ceiling height in the Exhibit Hall ranges from 30' - 40'.

### HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.



\*\*All overhead hanging must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.\*\*

## THIRD PARTY BILLING REQUEST

COMPANY		BOOTH NUMBER		<b>Deadline Date</b> <b>June 28, 2023</b>
ADDRESS	street city state/province zip/postal code country			
PHONE	FAX	PURCHASE ORDER NUMBER		<i>All orders are regulated by LES        Payment Terms &amp; Conditions as        well as Material Handling Terms &amp;        Conditions.</i>
AUTHORIZED CONTACT SIGNATURE <b>X</b>		AUTHORIZED CONTACT - PLEASE PRINT DATE		

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the **THIRD PARTY must complete the credit card charge authorization on the *Payment & Credit Card Authorization form***. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

### EXHIBITING FIRM

EXHIBITING FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

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

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

### THIRD PARTY

THIRD PARTY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

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

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

**ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:**

\_\_\_\_\_

\_\_\_\_\_

### EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS

CITY \_\_\_\_\_ PROV. / STATE \_\_\_\_\_

POSTAL/ZIP CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_ MONTH / DAY / YEAR

CARD NUMBER

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ CHECK

EXPIRY DATE     CVCC

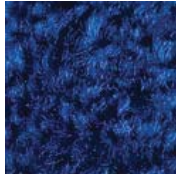
CARDHOLDER NAME  
(PLEASE PRINT)

SIGNATURE \_\_\_\_\_



# CARPET and DRAPE

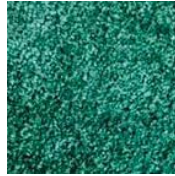
## Standard carpet color options



Blue



Red



Teal



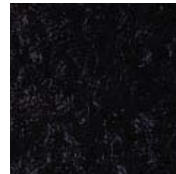
Grey



Burgundy



Purple



Black

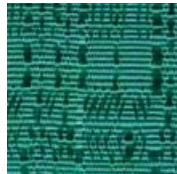
## Drape color options



Blue



Red



Teal



White



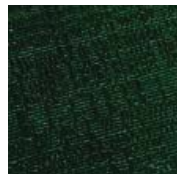
Gold



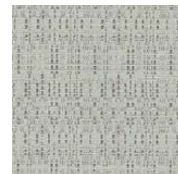
Black



Purple



Green



Grey



Burgundy

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

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

## CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

### COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	265.00	344.50	
10 ft. X 20 ft.	530.00	689.00	
10 ft. X 30 ft.	795.00	1,033.50	
10 ft. X 40 ft.	1,060.00	1,378.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	4.80	6.24	

☐ Blue ☐ Red ☐ Teal ☐ Grey ☐ Burgundy ☐ Purple ☐ Black

### DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$8.75/ft	\$11.35/ft	
_____ lin. ft. of 8' high drape	\$11.05/ft	\$14.73/ft	

☐ Blue ☐ Red ☐ Teal ☐ White ☐ Gold ☐ Black  
☐ Purple ☐ Green ☐ Grey ☐ Burgundy

### CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.05	2.67	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.60	2.08	

### COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	36.00	48.80	
	Chrome coat tree	124.00	161.20	
	Aluminum easel	60.00	78.00	
	Chrome sign holder 22" X 28"	141.00	183.30	
	Chrome stanchions	57.00	75.00	
	Velvet stanchion ropes - blue	35.00	45.50	

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**STANDARD RATE** will be applied to all orders not received and paid in full by **June 28, 2023**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21\_carpet-drape



# CUSTOM CARPET

## Deluxe Decorator 28oz. Carpet color options



Black



Red



Nu Blue



Silver Cloud



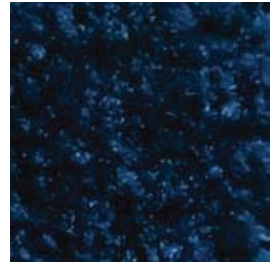
Beige



Charcoal



Key Lime



Navy



Cobalt



White



Silky Beige

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

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[operations@levyexpo.com](mailto:operations@levyexpo.com)

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



## CUSTOM CARPET ORDER FORM

### Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- |                                       |                                      |                                   |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black        | <input type="checkbox"/> Red         | <input type="checkbox"/> Nu Blue  |
| <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Beige       | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> Key Lime     | <input type="checkbox"/> Navy        | <input type="checkbox"/> Cobalt   |
| <input type="checkbox"/> White        | <input type="checkbox"/> Silky Beige |                                   |

(CHECK BOX OF COLOR DESIRED)  
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.  
 Orders must be received by **June 28, 2023** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$6.60 per sq. ft.	\$7.93 per sq. ft. =\$_____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$2.05 per sq. ft.	\$2.67 per sq. ft. =\$_____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
<b>TOTAL US DOLLARS</b>		

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# TABLES & CHAIRS

## Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths



4' x 2' skirted table



6' x 2' skirted table



8' x 2' skirted table

## Skirt color options



Blue



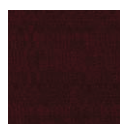
Red



Black



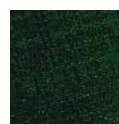
Teal



Burgundy



Gold



Green



Grey



Purple



White

## Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high



40" high pedestal



30" high pedestal

## Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Fabric Highback Stool

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www.levyexpo.com




## TABLE AND CHAIR RENTAL ORDER FORM & INVOICE


### TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
8' x 2' Skirted		245.00	318.50	
6' x 2' Skirted		225.00	292.50	
4' x 2' Skirted		195.00	253.50	
Fourth side of table skirted		72.00	93.60	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		98.00	127.40	


☐ Blue   ☐ Red   ☐ Black   ☐ Teal   ☐ Burgundy  
☐ Gold   ☐ Green   ☐ Grey   ☐ Purple   ☐ White

### CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC SLED BASE CHAIR - GREY</b>		122.00	158.60	
 <b>FABRIC SLED BASE ARMCHAIR - GREY</b>		140.00	182.00	
 <b>FABRIC HIGHBACK STOOL - GREY</b>		198.00	257.40	

 <b>TABLES 40" COUNTER HEIGHT</b>				
8' x 2' Skirted		275.00	357.50	
6' x 2' Skirted		245.00	318.50	
4' x 2' Skirted		225.00	292.50	
Fourth side of table skirted		78.00	104.40	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		112.00	145.60	

☐ Blue   ☐ Red   ☐ Black   ☐ Teal   ☐ Burgundy  
☐ Gold   ☐ Green   ☐ Grey   ☐ Purple   ☐ White

 <b>GREY PEDESTAL TABLE - 30" DIAMETER</b>				
30" Table height		156.00	202.80	
40" Counter height		176.00	228.80	

### SPECIAL INSTRUCTIONS

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COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
<b>TOTAL US DOLLARS</b>		

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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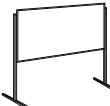




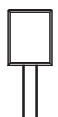
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xpo21\_tablechair

## SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

### DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		150.00	195.00	
 <b>POP-UP BOOTH</b> 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		2,610.00	3,393.00	
 <b>BLACK UPRIGHT LITERATURE RACK</b> 6 pockets for 8.5" x 11" material		168.00	218.40	
 <b>PLEXIGLASS BROCHURE HOLDER</b> 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		56.00	72.80	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		60.00	78.00	
 <b>CHROME SIGN HOLDER</b> 22" x 28"		141.00	183.30	

### ACCESSORIES

 <b>TABLE TOP PLEXI DRAW BOX</b> 12" x 12" x 12" tall		106.00	137.80	
 <b>CHROME BAG HOLDER OR CLOTHING STAND</b>		124.00	161.20	
 <b>CHROME COAT TREE</b>		124.00	161.20	

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

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BOOTH#

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

#### STANDARD RATE

will be applied to all orders not received and paid in full by **June 28, 2023**. We reserve the right to adjust orders calculated incorrectly.

#### A 25% CANCELLATION FEE

will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21\_specaccess

# RENTAL EXHIBITS

## 10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

### Package A1 Base



### Package B1 Base

- Curved header - block letters - black (logo extra)
- Curved front display counter



### Package A2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

### Package B2 Deluxe

- Base Package plus the below:
- Enclosed corner counter
- 10" deep shelves (x2)



### Package C1 Base



### Package C2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

### Package D1 Base

- Oversized header - block letters - black (logo extra)
- 20" x 39" x 39" high built-in counters on backwall (x2)



### Package D2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

# RENTAL EXHIBITS

## 10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

### Package E1 Base

- Straight headers (x2)



### Package E2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)



### Package F1 Base

- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)



### Package F2 Deluxe

- Base Package plus the below:
- Lockable door for storage area
- 39" x 20" x 39" counter (x2)



### Package G1 Base

- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)



### Package G2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x4)



### Package H1 Base

- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)



### Package H2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x3)
- 2m curved front counter (x1)



*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

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operations@levyexpo.com

www.levyexpo.com



## RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

### 10' x 10' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	Qty	Discount Rate	Standard Rate	Total
<b>PACKAGE A1 Basic</b> - Base package with header		3,888.50	5,054.00	
<b>PACKAGE A2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,250.00	5,565.00	
<b>PACKAGE B1 Basic</b> - Corner base package booth with curved counter, 1 curved header sign		4,428.00	5,650.00	
<b>PACKAGE B2 Deluxe</b> - Base package + enclosed corner counter, (2) 10" deep shelves		4,650.00	5,750.00	
<b>PACKAGE C1 Basic</b> - Base package with header		4,069.00	5,675.00	
<b>PACKAGE C2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,560.00	5,960.00	
<b>PACKAGE D1 Basic</b> - Base package with oversized header, (2) built-in back counters		4,584.00	5,865.00	
<b>PACKAGE D2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,950.00	6,543.00	

### 10' x 20' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	Qty	Discount Rate	Standard Rate	Total
<b>PACKAGE E1 Basic</b> - Base package with headers		5,832.00	7,580.00	
<b>PACKAGE E2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		6,345.00	7,995.00	
<b>PACKAGE F1 Basic</b> - Base package with headers, storage and drape door, (2) built-in counters		6,252.00	8,127.00	
<b>PACKAGE F2 Deluxe</b> - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		6,750.00	8,750.00	
<b>PACKAGE G1 Basic</b> - Base package with header, (1) built-in counter		6,624.00	8,615.00	
<b>PACKAGE G2 Deluxe</b> - Base package + (2) 10" deep shelves		6,995.00	8,995.00	
<b>PACKAGE H1 Basic</b> - Base package with oversized curved header, (3) built-in back counters		7,416.00	9,640.00	
<b>PACKAGE H2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) curved front counter		7,995.00	9,995.00	

### OPTIONS & INFORMATION

#### HARDWALL PANEL (non fabric) SELECTION

☐ White

#### CARPET COLOR SELECTIONS

☐ Grey ☐ Red ☐ Teal ☐ Blue ☐ Black ☐ Burgundy ☐ Purple

#### HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

### ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		58.00	75.40	
1 meter Shelves		49.00	63.70	
Spot Lights (For use with rental unit)		64.00	83.20	
Literature Pockets 8 1/2" x 11"		26.00	33.80	
Nylon Loop Fabric Panel per sq.ft. **contact for available color options		\$4.25 sq.ft.	5.53 sq.ft.	

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
6.5% SALES TAX	
<b>TOTAL US DOLLARS</b>	

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **June 28, 2023**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled 2 weeks prior to install. If full service has been provided then 100% of original fee will be applied.  
 xpo21\_rentalexhibits



# CUSTOM EXHIBITS

**A more sophisticated technique to exhibit marketing messages creatively and effectively!**

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.



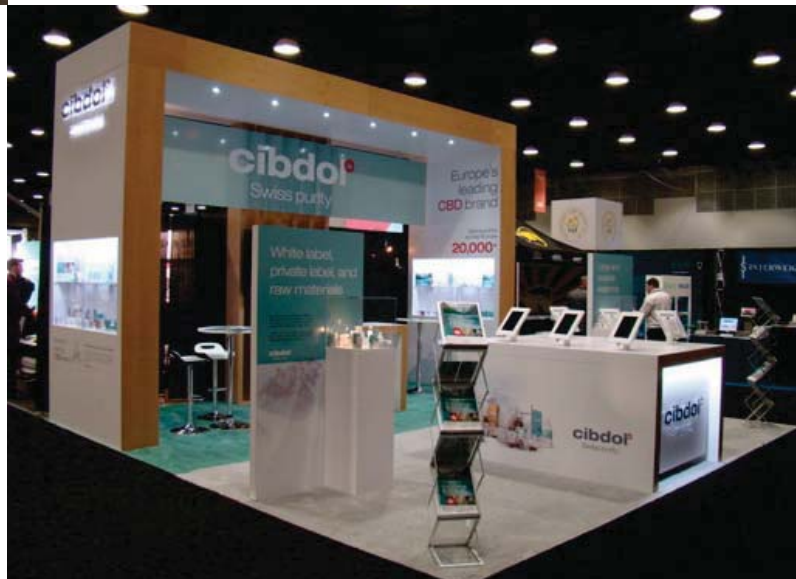
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

**Let us help you create a one of a kind booth space.**

**Call our experienced professionals for an innovative, customized, and no obligation approach.**



# CABINETS

## Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- Lock for doors
- Lighting  
\*Jewelry Case or Show Case
- Branding - graphic panels



**Cabinet "A"**

1 meter cabinet with doors  
39" long x 20" deep x 40" high



**Cabinet "B"**

1 meter Jewelry Case with doors  
39" long x 20" deep x 40" high



**Cabinet "C"**

1 meter Show Case with doors  
39" long x 20" deep x 40" high



**Cabinet "D"**

2 meter cabinet with doors  
80" long x 20" deep x 40" high

## Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels



**Cabinet "E"**

1 meter curved cabinet  
61" long x 20" deep x 40" high

**Cabinet "F"**

1 meter curved cabinet with door  
61" long x 20" deep x 40" high

\*\*Same as cabinet "E" but with door

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

## CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		650.00	850.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		825.00	1,080.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		750.00	975.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		875.00	1,125.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		880.00	1,150.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		930.00	1,250.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		880.00	1,195.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,250.00	1,550.00	
CABINET "E"	1 meter Curved cabinet (open back)		770.00	970.00	
	Curved cabinet + custom graphic panel		1,095.00	1,350.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		850.00	995.00	
	Curved cabinet w/ doors + custom graphic panel		1,125.00	1,425.00	

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
<b>TOTAL US DOLLARS</b>		

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **June 28, 2023**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied.

## GRAPHICS AND SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

### DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.  
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.  
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminar)	\$19.50	\$29.00	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

### INDICATE YOUR SIGN COPY HERE

### ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

#### CHOOSE YOUR LAYOUT

☐ Vertical

☐ Horizontal

Levy Exposition Services Inc.  
to design layout

#### LETTER COLOR SELECTIONS

☐ Blue ☐ Red ☐ Green ☐ Teal ☐ Black ☐ Purple  
Black lettering will be provided unless otherwise specified.

### SPECIAL INSTRUCTIONS

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### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**STANDARD RATE** will be applied to all orders not received and paid in full by **June 28, 2023**. We reserve the right to adjust orders calculated incorrectly.

**A 100% CANCELLATION FEE** will be applied to all orders received then cancelled.



## PLANT & FLOWER RENTAL ORDER FORM & INVOICE

### LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	58.00	75.40	
	Boston fern	64.00	83.20	
	Hanging green plant	64.00	83.20	

### LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	92.00	119.20	
	4' - 5' tall floor plant	109.00	141.70	
	6' tall floor plant	134.00	174.20	

### COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	178.00	231.40	
	Large floral arrangement	240.00	312.00	

Please indicate color preference here, if any: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show.  
 Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

### SPECIAL INSTRUCTIONS

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

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **June 28, 2023**. We reserve the right to adjust orders calculated incorrectly.

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**Fax: 253 437 0032**  
14900 Interurban Avenue South, Suite 271  
Seattle, WA  
USA 98168  
Telephone: 253 437 0031  
E-mail: operations@levyexpo.com

**APSCON / APSCON UNMANNED 2023**  
**July 17 - 22, 2023**  
**Orange County Convention Center**  
**Orlando, FL**

## EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

### SERVICES

#### OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

### DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X _____ Total Number of Days	X \$0.64 =	_____

### STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X _____ Total Number of Days	X \$0.83 =	_____

### ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

### SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
TOTAL	US DOLLARS	

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**STANDARD RATE** will be applied to all orders not received and paid in full by **June 28, 2023**. We reserve the right to adjust orders calculated incorrectly.

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xpo21\_clean.cdr

## IN-BOOTH FORKLIFT ORDER FORM & INVOICE

### TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

**THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT**

### RATES

DESCRIPTION	STANDARD RATE	
<b>STRAIGHT TIME</b> 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$267.00 per Hour	
<b>STRAIGHT TIME</b> 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$128.00 per Hour	
<b>OVERTIME</b> 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$400.00 per Hour	
<b>OVERTIME</b> 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$239.00 per Hour	

### ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.
<b>STRAIGHT TIME</b> _____ Forklift _____ Hours \$267.00 per Hour \$_____ Total			
<b>OVERTIME</b> _____ Forklift _____ Hours \$400.00 per Hour \$_____ Total			
			Date Required _____
			Start Time _____

### ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.
<b>STRAIGHT TIME</b> _____ Forklift _____ Hours \$267.00 per Hour \$_____ Total			
<b>OVERTIME</b> _____ Forklift _____ Hours \$400.00 per Hour \$_____ Total			
			Date Required _____
			Start Time _____

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
ADDITIONAL 25% LATE ORDER	
<b>TOTAL US DOLLARS</b>	

**\*PLEASE ADD 25% FOR ORDERS PLACED AFTER  
JUNE 28, 2023.**

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**A 25% CANCELLATION FEE** will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21\_in-boothforklift





Fax: 253 437 0032  
14900 Interurban Avenue South, Suite 271  
Seattle, WA  
USA 98168  
Telephone: 253 437 0031  
E-mail: operations@levyexpo.com

APSCON / APSCON UNMANNED 2023  
July 17 - 22, 2023  
Orange County Convention Center  
Orlando, FL

## LABOR ORDER FORM & INVOICE

### SUPERVISION SERVICES (Please indicate desired service)

#### LEVY EXPOSITION SERVICES INC. SUPERVISED

☐ MOVE IN ☐ MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **50% Surcharge** will be added to the labor rates below for this professional supervision.

#### EXHIBITOR SUPERVISED

☐ MOVE IN ☐ MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (½) hour before time requested.

### LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$128.00 per Hour
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$239.00 per Hour

### ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$128.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$239.00 per Hour	\$_____ Total	

### ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$128.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$239.00 per Hour	\$_____ Total	

### INBOUND FREIGHT INFORMATION **\*\*BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL\*\***

Carrier	Date Shipped	Pro Number
Number of Pieces	Weight	Arrival Date (Target)
<input type="checkbox"/> Loose Display	<input type="checkbox"/> Crated Display	
Quantity of Ladders Required (Optional)		

### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
TOTAL	US DOLLARS	

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**TERMS & CONDITIONS** Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE** A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

xpo21\_labor

## OUTBOUND SHIPPING - BOOTH I&D LABOR

<u>Exhibitor Name:</u>	<u>Tel. #:</u>	<div style="border: 1px solid black; padding: 5px; width: 60px; text-align: center;">Booth #</div>
<u>Billing Address:</u>	<u>Fax #:</u>	
<u>City / State / Zip:</u>	<u>Auth. by:</u>	

### 1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor.

*Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:*

*If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

Company / Show: Booth #:

Address:

City / State / Zip:

Attention:

Select Carrier

☐ Ship via carrier of exhibitor's choice

Name of Carrier:

☐ Ship via official show freight carrier

Select shipping method ☐ Ground

☐ Air Select Service Provider:

Please note:

■ If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.

■ Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

### Please review the Quick Facts for the Carrier Check-in time

### 2 Billing Information

Please indicate billing information for carrier charges if different than above.

*Bill Shipping Charges to (if different from above):*

Shipper (signature): Shipper (print name):

Freight Charges Billed To (Company/Show):

Address:

City / State / Zip:

Telephone: Attention:

# PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

## DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF FLORIDA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

## LABOR PROVIDED UNDER THE SUPERVISION OF LES

### RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

### INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

## LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

### INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

**PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.**

# TERMS & CONDITIONS





# AIRCRAFT ESCORT ORDER FORM

Submit this form if you wish to display a vehicle at show site. This form must be received by Levy Exposition Service prior to vehicles being received. Enter the total below to the Payment & Credit Card Charge Authorization Form. Orders received without full payment or credit card information will not be processed.

**FIRE REGULATIONS**

Aircraft may only be displayed in accordance with local fire regulations and prior approval of Show Management

**DELIVERY DETAILS**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**RATE**

# Aircraft: \_\_\_\_\_ x \$450.00 each way = \$\_\_\_\_\_ (subtotal)

**Information**

- Any aircraft brought into the exhibit hall will be escorted from the landing area to the booth.
- Escort fees are \$450.00 each way.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Levy Exposition Service unless documentation is provided.

**TERMS / ORDER ESTIMATE**

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment & Credit Card Charge Authorization Form.

Total Estimate: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_



# MOTORIZED VEHICLE ESCORT ORDER FORM

Submit this form if you wish to display a vehicle at show site. This form must be received by Levy Exposition Service prior to vehicles being received. Enter the total below to the Payment & Credit Card Charge Authorization Form. Orders received without full payment or credit card information will not be processed.

## FIRE REGULATIONS

Vehicle may only be displayed in accordance with local fire regulations and prior approval of Show Management

## DELIVERY DETAILS

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## RATE

# Vehicle: \_\_\_\_\_ x \$350.00 round trip = \$\_\_\_\_\_ (subtotal)

### Information

- Any vehicle brought into the exhibit hall will be escorted from the landing ramp to the booth.
- Escort fees are \$350.00 round trip.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Levy Exposition Service unless documentation is provided.

## TERMS / ORDER ESTIMATE

- Vehicles must have ¼ tank of gas or less
- Once positioned in the display area, the battery must be disconnected
- Gas caps must be locked or taped closed
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment & Credit Card Charge Authorization Form.

Total Estimate: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_



# MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

## HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

## WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

## OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



## MATERIAL HANDLING ORDER FORM & INVOICE

### MATERIAL HANDLING SERVICES

**Crated:** Material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

**Small Package Shipment:** A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

**Late to Warehouse:** Shipment received at the Advance Warehouse prior to **June 12, 2023** or after **July 10, 2023**.

**Dedicated Delivery from Advance Warehouse:** Any shipment(s) received at the Advance Warehouse after **July 12, 2023**.

**Normal Warehouse Hours for Receiving Freight:** 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

**Off Target:** Shipment(s) received at the **Orange County Convention Center** prior to **8:00 am** on **July 17, 2023**.

**NOTE:** Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs. when filling out the weight of your shipment.

DESCRIPTION	CWT Price	Minimum
<b>Advance Shipment</b>		
Crated or Skidded Shipment.....	\$ 179.00	\$ 358.00
Small Package Shipment (shipments less than 30 lbs.).....	75.00	75.00
Late to Warehouse (In Addition to Base Rate).....	45.00	90.00
Dedicated Delivery from Advance Warehouse (in addition to late to warehouse fees)	650.00 flat fee	
<b>Showsite Shipment</b>		
Crated or Skidded Shipment.....	\$ 165.00	\$ 330.00
Small Package Shipment (shipments less than 30 lbs.).....	65.00	65.00
Off Target.....	45.00	90.00

#### PLEASE NOTE:

Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	1200 LBS	÷ 100 = 12	\$179.00	\$2,148.00
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
TOTAL US DOLLARS				

#### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***



## SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

### ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**APSCON 2023**  
**COMPANY NAME & BOOTH #**  
**Levy Exposition Services Inc.**  
**c/o Liberty CFS NV, Inc.**  
**450-B Maguire Rd.**  
**Ocoee, FL 34761**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **June 12, 2023** and no later than **July 10, 2023**. Shipments that arrive prior to **June 12, 2023** or after **July 10, 2023** will incur a surcharge of \$45.00 per hundred weight surcharge with at \$90.00 minimum.

**ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JULY 12, 2023 WILL INCUR A CHARGE OF \$650.00 IN ADDITION TO LATE TO WAREHOUSE FEES.**

Shipments must include an official weight ticket or bill of lading.

## **SHIPPING INSTRUCTIONS (CONT'D.)**

### **SHOW-SITE RECEIVING**

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

**APSCON 2023**  
**COMPANY NAME & BOOTH #**  
**Orange County Convention Center - West Concourse**  
**c/o Levy Exposition Services Inc.**  
**9800 International Drive**  
**Orlando, FL 32819**

**PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE ORANGE COUNTY CONVENTION CENTER PRIOR TO 8:00 AM ON MONDAY, July 17, 2023**

**ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE WILL BE APPLIED.**

### **LIMITS OF LIABILITY**

See Material Handling Terms & Conditions Sheet enclosed.

# MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
  - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
  - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF FLORIDA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ORLANDO, FLORIDA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
  - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
  - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
  - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
  - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.



# ADVANCE WAREHOUSE

TO:

\_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

Levy Exposition Services Inc.  
c/o LIBERTY CFS NV, INC.  
450-B Maguire Rd.  
Ocoee, FL 34761

EVENT NAME:

**APSCON 2023**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

TO:

\_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

Levy Exposition Services Inc.  
c/o LIBERTY CFS NV, INC.  
450-B Maguire Rd.  
Ocoee, FL 34761

EVENT NAME:

**APSCON 2023**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

The above labels are provided for your convenience.  
Place one on each piece shipped to the ADVANCE WAREHOUSE.  
***If more labels are needed, copies are acceptable.***



## SHOW SITE

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

Orange County Convention Center  
- West Concourse  
c/o Levy Exposition Services Inc.  
9800 International Drive  
Orlando, FL 32819

EVENT NAME:

**APSCON 2023**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.



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The above labels are provided for your convenience.  
Place one on each piece shipped to the SHOW SITE.  
*If more labels are needed, copies are acceptable.*





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**LAS VEGAS | TORONTO**







# LibertyCFS NV, Inc.

*A Veteran Owned Company  
Delivering Freedom*

[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

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

Tel. (905) 338-3993 Fax: (905) 338-1092

## FREIGHT & CUSTOMS ORDER FORM

<b>1</b>	Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.			 <small>Adobe Acrobat Reader DC may be required for completion of form. Click image to download</small>																											
	<input type="checkbox"/> Freight & Customs	<input type="checkbox"/> Freight Only	<input type="checkbox"/> Customs Only	<input type="checkbox"/> Return Only																											
<b>2a</b>	<b>PICK-UP LOCATION</b> Company Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ Email _____ IRS/Tax ID# _____		<b>3</b> <b>DELIVERY TO ADDRESS</b> Exhibiting Company Name _____ Booth # _____ Show Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Onsite Contact _____ Cell Phone # _____																												
<b>2b</b>	<b>SERVICES</b> P/U Date _____ From _____ To _____ Dlv Date _____ Hours _____ <input type="checkbox"/> Express <input type="checkbox"/> Economy LTL 7 - 10 Days <input type="checkbox"/> Int'l <input type="checkbox"/> Inside <input type="checkbox"/> Liftgate <input type="checkbox"/> Dock <input type="checkbox"/> Other _____		<b>4</b> <b>RETURN TO</b> <input type="checkbox"/> Check Box if the Return address is the same as 2a Shipper _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ PU Date _____ Arrive by _____																												
<b>5</b>	<b>PACKAGE INFO</b> <input type="checkbox"/> Carton(s)/Box <input type="checkbox"/> Vinyl Case(s)/Color <input type="checkbox"/> Wooden Crate(s) <input type="checkbox"/> Trunk(s) / On Wheels <input type="checkbox"/> Skid(s) - to contain # _____ of pieces		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">PCS</th> <th style="width:60%;">DIMENSIONS (L x H x W)</th> <th style="width:30%;">WGT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL PIECES</b></td> <td style="text-align: center;"><b>TOTAL WEIGHT</b></td> </tr> </tbody> </table>		PCS	DIMENSIONS (L x H x W)	WGT																						<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>
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<b>6</b>	<b>Declared Value for Carriage:</b> The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40. <b>Exclusion: Does not include TV(s)/Monitor(s)</b>																														
			<b>DECLARED VALUE</b> <input style="width: 150px;" type="text"/>																												
<b>7</b>	<b>Credit Card Information / Billing Address</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> Credit Card Number _____ Security Code _____ Exp. Date ____ / ____ I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge. Address _____ Signature _____ City _____ State _____ ZipCode _____ Phone _____ Email _____																														

Comments: Include any additional comments that will be helpful for the movement of freight and contents

**Print**

**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than June 28, 2023.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the **Orange County Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., Airborne Public Safety Association, APSCON / APSCON UNMANNED 2023, and the Orange County Convention Center as additional insured's by June 28, 2023.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

***Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than June 28, 2023. If this form and the certificate of insurance from the non-official contractor is not received by June 28, 2023, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.***

**ORIGINAL CERTIFICATES ONLY  
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contracting Company Name: \_\_\_\_\_

Contracting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Estimated Arrival at Show \_\_\_\_\_ Number of Workers: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Sign & Print Name)

## ACCESSIBLE STORAGE INFORMATION

Accessible storage will be available to you at this show. You must sign up for the service at the Levy Exposition Services Inc. desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

This is not an order form. This service must be ordered on site.

Accessible Storage is **NOT** Secured Storage.

**NOTE:** Accessible Storage items are not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

### **SET UP:**

One time set up charge of \$100.00

### **STORAGE RATES:**

(RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF PER DAY.)

0 - 25	square feet	\$150.00
26 - 50	square feet	\$200.00
51 - 100	square feet	\$250.00
101 - 150	square feet	\$300.00
151 - 200	square feet	\$350.00

### **ACCESS RATES:**

There is a 1/2 hour labor charge (minimum) each time items are placed into or removed from accessible storage. This charge will be applied at the corresponding rate for the time it is accessed.

### **LABOR RATES:**

<b>STRAIGHT TIME</b>	8:00 AM - 4:30 PM Monday to Friday	\$128.00 per Hour
<b>OVER TIME</b>	4:30 PM - 8:00 AM Monday to Friday, All day Saturday and Sunday	\$239.00 per Hour



2023  
TRADE SHOW  
KIT CATALOG

EFFECTIVE 3.1.2023

## 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



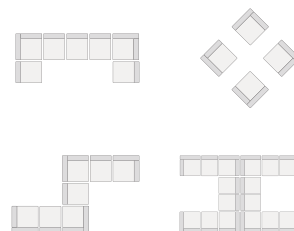
### Function Armless Chair

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



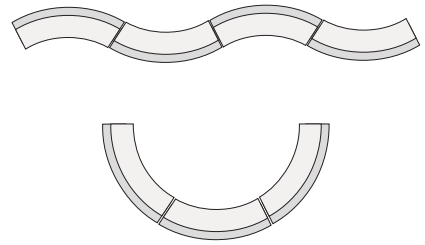
### Continental Curved Bench

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



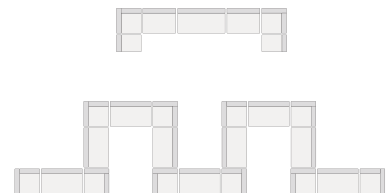
### Sophistication Corner

White Leather  
31"Square x 48"H



### Sophistication Ottoman

White Leather  
31"Square x 19"H



## BOCA

Modular Seating Collection



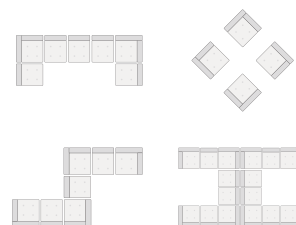
### Boca Corner

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

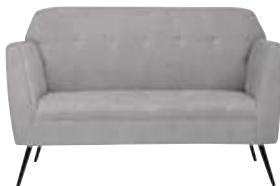
Coffee Resin Frame  
18"Square x 18"H

## 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



**1/4 Round Ottoman**

■ Grammercy Charcoal Leather  
□ Whisper White Leather  
34"W x 19"D 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   | ■ Lemon |
| ■ Cromwell | ■ Lime  |
| ■ Grape    | ■ 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



**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

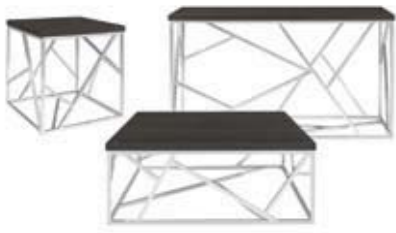


### Aria Tables Charcoal

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/Zebrawood Laminate  
24"Square x 23"H  
Console Table Chrome/Zebrawood Laminate  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Zebrawood 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 ■ Green  
□ White ■ Purple  
■ Blue ■ 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  
White  
Blue  
Green  
Purple  
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**  
Zebrawood 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

- Zebrawood 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











# 2023 Trade Show Order Form

AFR Sales Representative: Diana Gonzalez | Angie Carlson

Email/Fax: dgonzalez@rentfurniture.com | acarlson@rentfurniture.com

## TRADE SHOW INFORMATION

Show Name	APSCON / APSCON UNMANNED 2023	Company Name			
Show Dates	July 17 - 22, 2023	Onsite Contact Name			
Venue Name	Orange County Convention Center	Onsite Contact Cell #			
Venue Address	9800 International Drive	Delivery Date		Time	
	Orlando, FL 32819	Pickup Date		Time	
Booth # and Name		Show Contractor			

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

**Terms & Conditions:** **Payments:** 100% payment due prior to delivery to secure the order unless credit approved with AFR. You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space. Please check your Exhibitor Manual.  
**Cancellation Fee:** If cancelled within 3 days prior to delivery, a 100% charge will be applied.  
**Late Fee:** All orders received within 14 days of the show opening will receive at 25% late fee. Show site orders will be based on availability and charged a 30% late fee.  
**Confirmation:** Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

Item Number	Weight		Dimensions	Standard		Qty.	Total
Blanc (Pg. 2)							
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$814.00		\$	-
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$777.00		\$	-
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$649.00		\$	-
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$390.00		\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$136.00		\$	-
Whisper (Pg. 2 & 3)							
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$777.00		\$	-
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$745.00		\$	-
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$618.00		\$	-
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$345.00		\$	-
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$345.00		\$	-
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$345.00		\$	-
Function (Pg. 3)							
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$415.00		\$	-
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$446.00		\$	-
Continental (Pg. 3 & 4)							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$802.00		\$	-
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$777.00		\$	-
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$345.00		\$	-
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$407.00		\$	-
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$345.00		\$	-
Sophistication (Pg. 4)							
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$802.00		\$	-
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$542.00		\$	-
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$407.00		\$	-
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$407.00		\$	-
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$306.00		\$	-
Boca (Pg. 5)							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$446.00		\$	-
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$415.00		\$	-
Metro (Pg. 5)							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$669.00		\$	-
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$644.00		\$	-
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$503.00		\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$345.00		\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$345.00		\$	-
Suave Midnight (Pg. 6)							
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$586.00		\$	-
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$509.00		\$	-
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$382.00		\$	-
Grammercy (Pg. 6)							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$745.00		\$	-
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$649.00		\$	-
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$415.00		\$	-
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$478.00		\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$345.00		\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$345.00		\$	-
Parma (Pg. 7)							
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$669.00		\$	-
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$644.00		\$	-
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$503.00		\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$345.00		\$	-
Montana Mocha (Pg. 7)							
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$630.00		\$	-
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$554.00		\$	-
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$427.00		\$	-
Madison (Pg. 8)							
18228-0823	100 lbs.	Madison Sofa	86"W x 34"D x 34"H	\$777.00		\$	-

18284-0794	75 lbs.	Madison Chair	33"Wx 34"D x 34"H	\$453.00		\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$319.00		\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$204.00		\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$204.00		\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$204.00		\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$204.00		\$	-
Chandler (Pg. 9)							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$669.00		\$	-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$644.00		\$	-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$503.00		\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$345.00		\$	-
Evoke (Pg. 9 & 10)							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,011.00		\$	-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$542.00		\$	-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$345.00		\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$306.00		\$	-
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$217.00		\$	-
Niko (Pg. 10)							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$828.00		\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$757.00		\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$630.00		\$	-
Stage Chairs (Pg. 10 & 11)							
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$249.00		\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$249.00		\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$249.00		\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$446.00		\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$446.00		\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$285.00		\$	-
Ottomans & Benches (Pg. 11 & 12)							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$407.00		\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$345.00		\$	-
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$345.00		\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$345.00		\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$345.00		\$	-
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$345.00		\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$345.00		\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$345.00		\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$345.00		\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$478.00		\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$345.00		\$	-
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$345.00		\$	-
18184-0028	15 lbs.	Grammercy Charcoal Leather 1/4 Round Ottoman	34"W x 19"D x 17"H	\$212.00		\$	-
18184-0030	15 lbs.	Whisper White Leather White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$212.00		\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$319.00		\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$204.00		\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$204.00		\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$204.00		\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$204.00		\$	-
Banquettes & Turning Beds (Pg. 12)							
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,011.00		\$	-
18011-0001	130 lbs.	Whisper White Leather Banquette (2 pcs)	59"Round x 38"H	\$1,011.00		\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,011.00		\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,215.00		\$	-
Cube Ottomans (Pg. 13)							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$139.00		\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$139.00		\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$139.00		\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$139.00		\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$139.00		\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$139.00		\$	-
18184-0274	15 lbs	Blanc Bright White Leather Cube	17"Square x 17"H	\$136.00		\$	-
18184-0129	15 lbs.	Whisper White Leather Cube Ottoman	18"Square x 18"H	\$136.00		\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$136.00		\$	-
Charged (Pg. 14)							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,348.00		\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$509.00		\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$471.00		\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$789.00		\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$446.00		\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,062.00		\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$491.00		\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$745.00		\$	-
Occasional Tables (Pg. 15 & 16)							
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$242.00		\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$269.00		\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$255.00		\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$306.00		\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$345.00		\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$242.00		\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$255.00		\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$242.00		\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$255.00		\$	-

99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$242.00			\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$255.00			\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$242.00			\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$255.00			\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$242.00			\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$269.00			\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$255.00			\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$242.00			\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$269.00			\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$255.00			\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$262.00			\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$319.00			\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$294.00			\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$262.00			\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$319.00			\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$294.00			\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$224.00			\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$224.00			\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$249.00			\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$249.00			\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$242.00			\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$269.00			\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$255.00			\$	-
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$269.00			\$	-
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$269.00			\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$249.00			\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$249.00			\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$242.00			\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$242.00			\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$217.00			\$	-
Bars & Bar Backs (Pg. 17)								
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$884.00			\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$745.00			\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$407.00			\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$407.00			\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$509.00			\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$478.00			\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$478.00			\$	-
Bar Stools (Pg. 18 & 19)								
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$255.00			\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$255.00			\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$255.00			\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$229.00			\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$229.00			\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$192.00			\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$217.00			\$	-
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$217.00			\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$217.00			\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$217.00			\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$217.00			\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$217.00			\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$217.00			\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$237.00			\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$237.00			\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$237.00			\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$237.00			\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$229.00			\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$173.00			\$	-
05237-0156	20 lbs.	Regal Stool	19"W x 24"D x 45"H	\$237.00			\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$237.00			\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$192.00			\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$198.00			\$	-
Café Chairs (Pg. 19, 20, & 21)								
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$161.00			\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$161.00			\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$161.00			\$	-
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$136.00			\$	-
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$136.00			\$	-
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$136.00			\$	-
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$136.00			\$	-
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$136.00			\$	-
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$136.00			\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$153.00			\$	-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$121.00			\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$153.00			\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$153.00			\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$136.00			\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$136.00			\$	-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$186.00			\$	-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$173.00			\$	-
05221-0039	20 lbs.	Regal Dining Chair	19"W x 23"D x 38"H	\$192.00			\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$136.00			\$	-

05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$161.00		\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$136.00		\$	-
Bar Tables (Pg. 21, 22, & 23)							
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$242.00		\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$249.00		\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$242.00		\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$249.00		\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$242.00		\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$249.00		\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$242.00		\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$249.00		\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$242.00		\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$249.00		\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$242.00		\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$249.00		\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$274.00		\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$242.00		\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$376.00		\$	-
99-05245-20	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$262.00		\$	-
99-05245-21	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$262.00		\$	-
99-05245-18	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$262.00		\$	-
99-05245-19	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$262.00		\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$363.00		\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$675.00		\$	-
Café Tables (Pg. 23 & 24)							
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$242.00		\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$249.00		\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$242.00		\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$249.00		\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$242.00		\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$249.00		\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$242.00		\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$249.00		\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$242.00		\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$249.00		\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$242.00		\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$249.00		\$	-
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30	\$274.00		\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$242.00		\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$376.00		\$	-
99-05036-20	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$262.00		\$	-
99-05036-21	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$262.00		\$	-
99-05036-18	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$262.00		\$	-
99-05036-19	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$262.00		\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$579.00		\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$777.00		\$	-
Office Seating (Pg. 25 & 26)							
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$306.00		\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$269.00		\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$249.00		\$	-
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$382.00		\$	-
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$382.00		\$	-
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$204.00		\$	-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$186.00		\$	-
14136-0080	40 lbs.	Enterprise High Back Conference Chair	25"W x 27"D x 45"H	\$269.00		\$	-
14176-0046	35 lbs.	Enterprise Mid Back Conference Chair	24"W x 26"D x 39"H	\$249.00		\$	-
14128-0096	33 lbs.	Enterprise Guest Chair	25"W x 27"D x 37"H	\$229.00		\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$217.00		\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$204.00		\$	-
Conference Tables (Pg. 26)							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$338.00		\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$338.00		\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$604.00		\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$604.00		\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$604.00		\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$649.00		\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$649.00		\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$649.00		\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$745.00		\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$745.00		\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$745.00		\$	-
Office Furniture (Pg. 27 & 28)							
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$497.00		\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$497.00		\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$446.00		\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$509.00		\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$478.00		\$	-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$478.00		\$	-
14072-0039	200 lbs.	Genoa Kneespace Credenza	66"W x 20"D x 29"H	\$446.00		\$	-
14083-0117	290 lbs.	Genoa Executive Desk	72"W x 36"D x 29"H	\$528.00		\$	-
14072-0038	225 lbs.	Genoa Storage Credenza	66"W x 20"D x 29"H	\$446.00		\$	-
05088-0365	70 lbs.	Vivid Café Table - Square	42"Square x 30"H	\$415.00		\$	-

05088-0364	90 lbs.	Vivid Café Table - Rectangle	60"W x 36"D x 30"H	\$478.00			\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$497.00			\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$390.00			\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$579.00			\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$777.00			\$	-
Metal File & Storage Cabinets (Pg. 29)								
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$167.00			\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$217.00			\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$224.00			\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$249.00			\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$224.00			\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$224.00			\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$274.00			\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$274.00			\$	-
Pedestals (Pg. 30)								
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$332.00			\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$402.00			\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$370.00			\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$332.00			\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$281.00			\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$402.00			\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$281.00			\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$402.00			\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$262.00			\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$382.00			\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$269.00			\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$262.00			\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$497.00			\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$497.00			\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$274.00			\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$274.00			\$	-
Miscellaneous Items (Pg. 31)								
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$77.00			\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$40.00			\$	-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$186.00			\$	-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$186.00			\$	-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$192.00			\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$345.00			\$	-
Lighting (Pg. 31)								
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$169.00			\$	-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$123.00			\$	-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$169.00			\$	-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$123.00			\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$173.00			\$	-



Please make payments payable to: American Furniture Rentals, Inc.  
PO BOX 778962  
Chicago, IL 60677-8962

Total Product	\$	-
Late Fee %		-
Sub Total	\$	-
Sales Tax %	6.50%	-
Total Amount Due		-

Company Name	-	Credit Card Type				
Street Address		Credit Card #				
City		Card Holder				
State		Expiration Date			Security Code	
Zip Code		Signature				
Name / Date of Show						
Booth Number	-	Date				
Contact Name		Email Address				
Contact Cell		Fax #				
Special Instructions:						



**Show Name:** APSCON 2023  
**Incentive Deadline Date:** June 26th, 2023  
**Base Rates Start On/After:** June 27th, 2023  
**OCCC Exhibitor Services Coordinator:** Martin Caparros  
**Direct Phone:** (407) 685-5897  
**Contact Email:** Martin.Caparros@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

**\*\*A METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED\*\***

### How To Order OCCC Services:

Order Online:	Order via Email:	Fax:	Mail:
www.occc.net/exhibitor	Exhibitor.Services@occc.net	(407) 685-9884	OCCC Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199

If not ordering OCCC services online, please complete all applicable order forms and the required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

### OCCC Exhibitor Ordering Conditions & Guidelines

1. Full payment and an accurate diagram **MUST** be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment **AND** finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject up to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee and if a refund is required. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.
10. Any unpaid balance will be subject to a finance charge of one and one half percent (1 ½%) per month from the date of the last contracted show day of the event."

### OCCC Payment Options:

**Credit / Debit Cards:** OCCC will charge your credit/debit card in full for your advance order and any additional charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

**Company Checks:** Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

**Electronic Funds Transfers (Wire & ACH):** OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

**Third Party Billings:** Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any third party billing, in which case the exhibitor will be responsible for all charges.

**EVENT: APSCON 2023**

<b>E X H I B I T O R</b>	<b>EXHIBITING COMPANY:</b> _____	<b>BOOTH #:</b> _____
	<b>PHONE:</b> _____ <b>FAX:</b> _____	<b>BOOTH SIZE:</b> _____ <b>X</b> _____
	<b>ADDRESS:</b> _____	<b>BOOTH TYPE:</b>
	<b>CITY:</b> _____ <b>STATE:</b> _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
	<b>ZIP CODE/PROVIDENCE:</b> _____ <b>COUNTRY:</b> _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER
<b>B I L L I N G</b>	<b>BILL-TO COMPANY (IF DIFFERENT):</b> _____	<b>I AM:</b>
	<b>ORDER CONTACT NAME:</b> _____	<input type="checkbox"/> THE EXHIBITOR
	<b>ADDRESS:</b> _____	<input type="checkbox"/> A 3RD PARTY (EAC/I&D):
	<b>CITY:</b> _____ <b>STATE:</b> _____	
	<b>ZIP CODE/PROVIDENCE:</b> _____ <b>COUNTRY:</b> _____	
	<b>PHONE:</b> _____ <b>FAX:</b> _____	
	<b>ORDER CONTACT EMAIL:</b> _____ <b>EMAIL FOR INVOICES:</b> _____	

**\*\*THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED\*\***

<p><b>APSCON 2023</b>  <b>Incentive Deadline Date: June 26th, 2023</b>          To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: <b>June 26th, 2023</b></p>	<p><b>Place Your Order Online or Via Email or Fax:</b>  <b>Order Online:</b> <a href="http://www.occc.net/exhibitor">www.occc.net/exhibitor</a>  <b>Email Forms:</b> <a href="mailto:exhibitor.services@occc.net">exhibitor.services@occc.net</a>  <b>Send Via Fax:</b> (407) 685-9884  <b>Call:</b> (800) 345-9898</p>	<p><b>OCCE Mailing Address:</b>          Orange County Convention Center          ATTN: Exhibitor Services          9860 Universal Blvd.          Orlando, FL 32819-8199</p>
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☐ **COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ **ELECTRONIC FUNDS TRANSFER**

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

**\*ACH Payments now available Online**

☐ **CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

**CARD TYPE:** ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

**CARD NUMBER:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_ **SECURITY CODE:** \_\_\_\_\_

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

**BILLING ADDRESS:** \_\_\_\_\_

I, the undersigned cardholder, by submitting an order to the OCCC, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or firewatches.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

EVENT: **APSCON 2023**

BOOTH #:

EXHIBITING COMPANY:

BOOTH SIZE:

X

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision			Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
			June 26th, 2023				June 27th, 2023				July 16th, 2023
Quantity	Item Description		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
Floor	Ceiling										
		120V 5 Amp (500w) Single Outlet*	\$125.86	\$12.59	\$8.18	\$146.63	\$202.51	\$20.26	\$13.17	\$235.94	
		120V 10 Amp (1000w) Single Outlet*	\$151.03	\$15.10	\$9.82	\$175.95	\$242.46	\$24.25	\$15.76	\$282.47	
		120V 15 Amp (1500w) Single Outlet*	\$169.92	\$16.99	\$11.04	\$197.96	\$273.25	\$27.33	\$17.76	\$318.34	
		120V 20 Amp (2000w) Single Outlet*	\$189.80	\$18.98	\$12.34	\$221.12	\$298.11	\$29.81	\$19.38	\$347.30	
<b>208V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>											
		208V 20 Amp Single Phase*	\$231.86	\$23.19	\$15.07	\$270.12	\$372.87	\$37.29	\$24.24	\$434.39	
		208V 30 Amp Single Phase*	\$306.62	\$30.66	\$19.93	\$357.21	\$490.21	\$49.02	\$31.86	\$571.09	
		208V 40 Amp Single Phase*	\$377.59	\$37.76	\$24.54	\$439.89	\$600.94	\$60.09	\$39.06	\$700.10	
		208V 50 Amp Single Phase*	\$469.39	\$46.94	\$30.51	\$546.84	\$751.41	\$75.14	\$48.84	\$875.39	
		208V 60 Amp Single Phase*	\$564.97	\$56.50	\$36.72	\$658.19	\$890.53	\$89.05	\$57.88	\$1,037.47	
		208V 80 Amp Single Phase*	\$700.30	\$70.03	\$45.52	\$815.85	\$1,120.30	\$112.03	\$72.82	\$1,305.15	
		208V 100 Amp Single Phase*	\$898.88	\$89.89	\$58.43	\$1,047.20	\$1,432.15	\$143.22	\$93.09	\$1,668.45	
N/A		208V 150 Amp Single Phase*	\$1,138.32	\$113.83	\$73.99	\$1,326.14	\$1,820.60	\$182.06	\$118.34	\$2,121.00	
		208V 200 Amp Single Phase*	\$1,518.66	\$151.87	\$98.71	\$1,769.24	\$2,430.76	\$243.08	\$158.00	\$2,831.84	
		208V 400 Amp Single Phase*	\$3,036.43	\$303.64	\$197.37	\$3,537.44	\$4,858.83	\$485.88	\$315.82	\$5,660.54	
<b>208V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>											
		208V 20 Amp Three Phase*	\$355.83	\$35.58	\$23.13	\$414.54	\$571.60	\$57.16	\$37.15	\$665.91	
		208V 30 Amp Three Phase*	\$510.08	\$51.01	\$33.16	\$594.24	\$818.59	\$81.86	\$53.21	\$953.66	
		208V 40 Amp Three Phase*	\$649.19	\$64.92	\$42.20	\$756.31	\$1,040.05	\$104.01	\$67.60	\$1,211.66	
		208V 50 Amp Three Phase*	\$771.28	\$77.13	\$50.13	\$898.54	\$1,236.88	\$123.69	\$80.40	\$1,440.97	
		208V 60 Amp Three Phase*	\$971.91	\$97.19	\$63.17	\$1,132.28	\$1,558.64	\$155.86	\$101.31	\$1,815.82	
		208V 80 Amp Three Phase*	\$1,236.56	\$123.66	\$80.38	\$1,440.59	\$1,978.33	\$197.83	\$128.59	\$2,304.75	
		208V 100 Amp Three Phase*	\$1,545.71	\$154.57	\$100.47	\$1,800.75	\$2,474.03	\$247.40	\$160.81	\$2,882.24	
N/A		208V 150 Amp Three Phase*	\$1,965.71	\$196.57	\$127.77	\$2,290.05	\$3,143.69	\$314.37	\$204.34	\$3,662.40	
		208V 200 Amp Three Phase*	\$2,620.03	\$262.00	\$170.30	\$3,052.33	\$4,192.78	\$419.28	\$272.53	\$4,884.59	
		208V 400 Amp Three Phase*	\$6,071.96	\$607.20	\$394.68	\$7,073.83	\$9,716.77	\$971.68	\$631.59	\$11,320.04	
<b>Select Any Related and/or Required Services</b>											
		Ceiling Drop Charge†				\$288.86				\$427.77	
		25' Extension Cord	\$23.66		\$1.54	\$25.20	\$35.49		\$2.31	\$37.80	
		Six Outlet Power Strip	\$23.66		\$1.54	\$25.20	\$35.49		\$2.31	\$37.80	
		GFI Rental Plug	\$26.26		\$1.71	\$27.97	\$30.00		\$1.95	\$31.95	
		20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00	
		40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00	
		80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00	
		150 - 200 Amp Connection‡	\$165.26		\$10.74	\$176.00	\$165.26		\$10.74	\$176.00	
		400 Amp Connection‡	\$183.10		\$11.90	\$195.00	\$183.10		\$11.90	\$195.00	
		<input type="checkbox"/> CHECK HERE IF NO PLUG RENTAL NEEDED									
<p>*Labor, Placement &amp; 24-Hour Power <u>Included</u> † <u>Required</u> For All Ceiling Drops ‡ <u>Required</u> For Each 208V Connection</p> <p><b>TOTAL:</b></p>											

**OCCC TERMS & CONDITIONS**

- On-site orders are subject up to a 50% price increase over base rates.
  - Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
  - OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
  - Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
  - Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
  - Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

**FOR OFFICE USE ONLY**

EVENT: **APSCON 2023**

BOOTH #: \_\_\_\_\_

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

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
		June 26th, 2023				June 27th, 2023				July 16th, 2023
Quantity	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
P L U M B I N G	<b>Water Service Connection*</b> 1/2 FPT Service Outlet	\$200.08	\$20.01	\$13.01	<b>\$233.09</b>	\$322.65	\$32.27	\$20.97	<b>\$375.89</b>	
	<b>Drain Service Connection*</b> 1/2 FPT Service Outlet	\$179.43		\$11.66	<b>\$191.09</b>	\$285.92		\$18.58	<b>\$304.50</b>	
	<b>Water Fill &amp; Drain*</b> 1-500 Gallons	\$244.24	\$24.42	\$15.88	<b>\$284.54</b>	\$393.86	\$39.39	\$25.60	<b>\$458.85</b>	
	<b>Water Fill &amp; Drain*</b> Each Additional 100 Gallons	\$35.14	\$3.51	\$2.28	<b>\$40.94</b>	\$61.28	\$6.13	\$3.98	<b>\$71.39</b>	
	<b>30 Gallon Hot Water Heater*</b>	\$333.24		\$21.66	<b>\$354.90</b>	\$499.85		\$32.49	<b>\$532.34</b>	
	<b>80 Gallon Hot Water Heater*</b> Quick Recovery Type	\$887.25		\$57.67	<b>\$944.92</b>	\$1,064.70		\$69.21	<b>\$1,133.91</b>	
	<b>120 Gallon Hot Water Heater*</b> Quick Recovery Type	\$1,264.00		\$82.16	<b>\$1,346.16</b>	\$1,516.80		\$98.59	<b>\$1,615.39</b>	
	<b>Single Utility Sink*</b> with Hot Water Heater	\$346.05		\$22.49	<b>\$368.54</b>	\$517.60		\$33.64	<b>\$551.24</b>	
G A S S E	<b>Single Utility Sink*</b> without Hot Water Heater	\$244.50		\$15.89	<b>\$260.39</b>	\$369.72		\$24.03	<b>\$393.75</b>	
	<b>Triple Kitchen Sink*</b> with Hot Water Heater & Disposal	\$758.16		\$49.28	<b>\$807.44</b>	\$1,106.20		\$71.90	<b>\$1,178.10</b>	
	<b>Air Service Connection*</b> 1/2 FPT Service Outlet, 90 PSI max. (if greater PSI is needed, please contact us)	\$292.96		\$19.04	<b>\$312.00</b>	\$399.59		\$25.97	<b>\$425.56</b>	
	<b>LP (Liquid Propane) Gas*</b> 5lb Tank	\$65.29	\$6.53	\$4.24	<b>\$76.06</b>	\$79.50	\$7.95	\$5.17	<b>\$92.62</b>	
	<b>Natural Gas Connection†</b> 1 - 50,000 BTUs Hook-Up	\$269.47	\$26.95	\$17.52	<b>\$313.93</b>	<b>Only Available in West Hall B and the N/S Building.</b> To Ensure Proper Permitting And Installation, All Natural Gas Orders Must Be Placed (21) Days Prior To The First Move-In Date				
	<b>Natural Gas - additional BTUs†</b> Additional 50,000 BTUs Hook-Up	\$129.34	\$12.93	\$8.41	<b>\$150.68</b>					
	<b>Ceiling Drop For Natural Gas Order</b> Required For All Natural Gas Orders	Must Be Included In Total For All Natural Gas Orders			<b>\$288.86</b>					
									<b>\$427.77</b>	
										<b>TOTAL:</b>

\* Labor & Placement *Included*, Only Available From Floor

† Requires A Ceiling Drop Charge

‡ Installation, Removal, Electricity, & (1) Focus *Included*

**OCCC TERMS & CONDITIONS**

Water/Drain Connection includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split water or drain. OCCC is not responsible for plumbing distribution installed by others.

- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact OCCC Exhibitor Services.
- On-site orders are subject up to a 50% price increase over base rates.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**



**SERVICE PLACEMENT  
DIAGRAM FORM**

EVENT: **APSCON 2023**

BOOTH #: \_\_\_\_\_

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

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

ORDER CONTACT NAME: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # \_\_\_\_\_

ADJACENT  
BOOTH OR  
AISLE #:

ADJACENT  
BOOTH OR  
AISLE #:


FRONT OF BOOTH - AISLE # \_\_\_\_\_

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:



**Orange County Convention Center**  
Exhibitor Services

Orlando



## OCCC RIGGING & HANGING SIGN LABOR

EVENT: **APSCON 2023**

<b>E X H I B I T O R</b>	<b>EXHIBITING COMPANY:</b> _____	<b>BOOTH #:</b> _____
	<b>PHONE:</b> _____ <b>FAX:</b> _____	<b>BOOTH SIZE:</b> _____ <b>X</b> _____
	<b>ADDRESS:</b> _____	<b>BOOTH TYPE:</b>
	<b>CITY:</b> _____ <b>STATE:</b> _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
	<b>ZIP CODE/PROVIDENCE:</b> _____ <b>COUNTRY:</b> _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER
<b>B I L L I N G</b>	<b>BILL-TO COMPANY (IF DIFFERENT):</b> _____	<b>I AM:</b>
	<b>RIGGING CONTACT NAME:</b> _____	<input type="checkbox"/> THE EXHIBITOR
	<b>ADDRESS:</b> _____	<input type="checkbox"/> A 3RD PARTY (EAC/I&D):
	<b>CITY:</b> _____ <b>STATE:</b> _____	
	<b>ZIP CODE/PROVIDENCE:</b> _____ <b>COUNTRY:</b> _____	
	<b>PHONE:</b> _____ <b>FAX:</b> _____	
	<b>RIGGING CONTACT EMAIL:</b> _____ <b>EMAIL FOR INVOICES:</b> _____	

**N** • A CREDIT CARD ON FILE with an OCCC Method of Payment form is REQUIRED for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge and any additional charges for labor or hardware needed to suspend items will be charged separately to the credit card.

**O** • After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your OCCC Method of Payment form must visit the OCCC Exhibitor Services service desk to sign rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the OCCC Exhibitor Services service desk and/or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a

**T** Dedicated Rigging Team.

Rigging Labor	Incentive Rate If Ordered & Paid By:	Base Rate If Ordered Or Paid On/After:
	June 26th, 2023	June 27th, 2023
Initial Rigging Charge, Three-Rigger Team, First Hour In & Out	\$608.58 <input type="checkbox"/> Select	\$884.44 <input type="checkbox"/> Select
Additional Rigging Labor, Per Rigger, Per Hour	\$101.43	\$147.74
Holiday or Overtime (After 8 Hours), Per Rigger, Per Hour	\$152.15	\$221.60

**REQUESTED RIGGING INSTALL DATE:** \_\_\_\_\_ **REQUESTED RIGGING STRIKE DATE:** \_\_\_\_\_

**DESCRIPTION OF ITEM(S):** \_\_\_\_\_ **DOES THIS ITEM REQUIRE:**

**SIZE:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **QUANTITY:** \_\_\_\_\_ ☐ POWER

**REQUESTED HEIGHT FROM FLOOR TO TOP OF SUSPENDED ITEM:** \_\_\_\_\_ ☐ OCCC TRUSS OR MOTORS

**TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.):** \_\_\_\_\_

**DOES THE SUSPENDED ITEM HAVE A BOTTOM?** ☐ YES ☐ NO **IF YES, PROVIDE THE BOTTOM DIMENSIONS:** \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_

### OCCC RIGGING TERMS & CONDITIONS

- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed by the exhibitor.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Orders received on site are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC does not accept purchase orders (POs). All prices are subject to change without notice.

**FOR OFFICE USE ONLY**



EVENT: **APSCON 2023**

Item Description	Incentive Rate If Ordered & Paid By:			Base Rate If Ordered Or Paid On/After:		
	June 26th, 2023			June 27th, 2023		
	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price
<b>Contact us for quantity discounts!</b> <b>Save on transportation/freight charges and costly downtime!</b>						
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	\$315.00	\$20.48	<b>\$335.48</b>	<del>\$472.50</del>	<del>\$30.71</del>	<b>\$503.21</b>
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	\$315.00	\$20.48	<b>\$335.48</b>	<del>\$472.50</del>	<del>\$30.71</del>	<b>\$503.21</b>
CM Lodestar Chain Hoist, Electric, 1 Ton*	\$315.00	\$20.48	<b>\$335.48</b>	<del>\$472.50</del>	<del>\$30.71</del>	<b>\$503.21</b>
CM Lodestar Chain Hoist, Electric, 2 Ton*	\$315.00	\$20.48	<b>\$335.48</b>	<del>\$472.50</del>	<del>\$30.71</del>	<b>\$503.21</b>
Rotating Motor, 100lb Capacity*	\$180.28	\$11.72	<b>\$192.00</b>	<del>\$270.42</del>	<del>\$17.58</del>	<b>\$288.00</b>
Rotating Motor, 200lb Capacity*	\$210.32	\$13.67	<b>\$223.99</b>	<del>\$271.42</del>	<del>\$17.64</del>	<b>\$289.06</b>
Rotating Motor, 500lb Capacity*	\$399.58	\$25.97	<b>\$425.55</b>	<del>\$539.43</del>	<del>\$35.06</del>	<b>\$574.49</b>
Truss Is Available In Silver or Black						
Thomas Aluminium Truss, 12" x 12" x 2'	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 12" x 12" x 2.5'	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 12" x 12" x 3'	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 12" x 12" x 4'	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 12" x 12" x 5'	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 12" x 12" x 6'	\$67.33	\$4.38	<b>\$71.71</b>	\$100.99	\$6.56	<b>\$107.55</b>
Thomas Aluminium Truss, 12" x 12" x 8'	\$72.93	\$4.74	<b>\$77.67</b>	\$109.41	\$7.11	<b>\$116.52</b>
Thomas Aluminium Truss, 12" x 12" x 10'	\$78.55	\$5.11	<b>\$83.66</b>	\$117.82	\$7.66	<b>\$125.48</b>
Thomas Aluminium Truss, 12" Corner Block	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 12" Grapple	\$42.35	\$2.75	<b>\$45.10</b>	\$63.51	\$4.13	<b>\$67.64</b>
Thomas Aluminium Truss, 12" Hingle Plate	\$72.93	\$4.74	<b>\$77.67</b>	\$109.41	\$7.11	<b>\$116.52</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 2'	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 3'	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 4'	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 5'	\$56.10	\$3.65	<b>\$59.75</b>	\$84.16	\$5.47	<b>\$89.63</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 6'	\$67.33	\$4.38	<b>\$71.71</b>	\$100.99	\$6.56	<b>\$107.55</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 8'	\$78.55	\$5.11	<b>\$83.66</b>	\$117.82	\$7.66	<b>\$125.48</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 10'	\$95.38	\$6.20	<b>\$101.58</b>	\$143.07	\$9.30	<b>\$152.37</b>
Thomas Aluminium Truss, 20.5" Corner Block	\$89.78	\$5.84	<b>\$95.62</b>	\$134.65	\$8.75	<b>\$143.40</b>
Thomas Aluminium Truss, 20.5" Grapple	\$42.35	\$2.75	<b>\$45.10</b>	\$63.51	\$4.13	<b>\$67.64</b>
Thomas Aluminium Truss, 20.5" Hingle Plate	\$89.78	\$5.84	<b>\$95.62</b>	\$134.65	\$8.75	<b>\$143.40</b>
Hardware						
Airwall Hanger	\$21.00	\$1.37	<b>\$22.37 / Week</b>	\$31.50	\$2.05	<b>\$33.55 / Week</b>
All Thread	\$3.00	\$0.20	<b>\$3.20 / Week</b>	\$4.50	\$0.30	<b>\$4.80 / Week</b>
Barn Door	\$30.00	\$1.95	<b>\$31.95 / Week</b>	\$45.00	\$2.93	<b>\$47.93 / Week</b>
Batten or Water Pipe - Per Foot	\$3.00	\$0.20	<b>\$3.20 / Week</b>	\$4.50	\$0.30	<b>\$4.80 / Week</b>
Clamp - Beam	\$45.00	\$2.93	<b>\$47.93 / Week</b>	\$67.50	\$4.39	<b>\$71.89 / Week</b>
Clamp - Misc.	\$6.00	\$0.39	<b>\$6.39 / Week</b>	\$9.00	\$0.59	<b>\$9.59 / Week</b>
Deck Chain	\$10.00	\$0.65	<b>\$10.65 / Week</b>	\$15.00	\$0.98	<b>\$15.98 / Week</b>
Black Strap/Eye Bolt /Link Sub-Assembly/Turnbuckle/Rings	\$6.00	\$0.39	<b>\$6.39 / Week</b>	\$9.00	\$0.59	<b>\$9.59 / Week</b>
Nylon Sling or GAC Flex	\$15.00	\$0.98	<b>\$15.98 / Week</b>	\$20.00	\$1.30	<b>\$21.30 / Week</b>
Raw Wire - Per Foot	\$0.95	\$0.07	<b>\$1.02 / Week</b>	\$1.35	\$0.09	<b>\$1.44 / Week</b>
Rope	\$12.00	\$0.78	<b>\$12.78 / Week</b>	\$18.00	\$1.17	<b>\$19.17 / Week</b>
Sheave	\$21.00	\$1.37	<b>\$21.37 / Week</b>	\$31.50	\$2.05	<b>\$33.55 / Week</b>
Steel Point	\$10.00	\$0.65	<b>\$10.65 / Week</b>	\$15.00	\$0.98	<b>\$15.98 / Week</b>
Strand Vice	\$21.00	\$1.37	<b>\$21.37 / Week</b>	\$31.50	\$2.05	<b>\$33.55 / Week</b>
Truss Protector	\$1.00	\$0.07	<b>\$1.07 / Week</b>	\$1.00	\$0.07	<b>\$1.07 / Week</b>

\*Electricity Included

**\*Please note this page is not an order form. If you would like to rent any OCCC Rigging equipment (motor, truss, hardware) please contact our Rigging department at (407) 685-5555**

#### OCCC TERMS & CONDITIONS

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory.
- OCCC Rigging is responsible for assembling and installing all truss and motors.
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.).
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject up to a 50% price increase over base rates.
- All prices are subject to change without notice.



EVENT: **APSCON 2023**

BOOTH #: \_\_\_\_\_

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

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

		Incentive Rate If Ordered & Paid By: June 26th, 2023			Base Rate If Ordered Or Paid On/After: June 27th, 2023			On-Site Rates Start: July 16th, 2023
Quantity	Item Description	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	Aerial Par Can Light*	\$266.66	\$17.34	\$284.00	\$450.00	\$29.25	\$479.25	
	Overhead Lights Out, Per Pod	Per Show Management Approval		\$55.00	Per Show Management Approval		\$75.00	
#Installation, Removal, Electricity, & (1) Focus <u>Included</u>								TOTAL:

**TO EXPEDITE THE INSTALLATION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:**

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # \_\_\_\_\_


ADJACENT BOOTH  
OR AISLE #:

ADJACENT BOOTH  
OR AISLE #:

FRONT OF BOOTH - AISLE # \_\_\_\_\_

**SPECIAL INSTRUCTIONS / COMMENTS / NOTES:**

**OCCC TERMS & CONDITIONS**

- Par can refocusing is subject to labor charges.
- On-site orders are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

EVENT: **APSCON 2023**

BOOTH #: \_\_\_\_\_

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

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

Quantity	Item Description	Incentive Rate If Ordered & Paid By: <b>June 26th, 2023</b>			Base Rate If Ordered Or Paid On/After: <b>June 27th, 2023</b>			On-Site Rates Start: July 16th, 2023
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	<b>HD Cable TV Service*</b> Digital Tuner Required for HD Service	\$300.00	\$38.16	<b>\$338.16</b>	\$300.00	\$38.16	<b>\$338.16</b>	
<i>*Labor, Installation &amp; Removal Included</i>								<b>TOTAL:</b>

**CABLE TV SERVICE IS DROPPED FROM THE CEILING. PLEASE NOTATE BELOW WHERE TO STAGE THE CABLE TV LINE DROP:**

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # \_\_\_\_\_


ADJACENT BOOTH  
OR AISLE #:

ADJACENT BOOTH  
OR AISLE #:

FRONT OF BOOTH - AISLE # \_\_\_\_\_

**SPECIAL INSTRUCTIONS / COMMENTS / NOTES:**

**OCCC TERMS & CONDITIONS**

- OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Orders received on site are subject up to a 50% price increase over base rates. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

EVENT: **APSCON 2023** BOOTH #: \_\_\_\_\_  
EXHIBITING COMPANY: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_  
AGREEMENT CONTACT NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**\*\*To Complete This Agreement You Must Include an OCCC Method Of Payment Form With Your Submission\*\***

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.
2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.
3. All lighter-than-air objects must be properly tethered.
4. All items must be removed from the Convention Center property at the close of the event.
5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of \$100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

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



EVENT: **APSCON 2023**

BOOTH #:

EXHIBITING COMPANY:

I AM:

ORDER CONTACT NAME:

☐ THE EXHIBITOR

PHONE:

FAX:

☐ AN EAC/I&D:

ORDER CONTACT EMAIL:

☐ OTHER:

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance. Introduction of a hazard deemed unsafe or out of the ordinary (i.e. grease-laden vapors, flammable liquids or gases), by the Orange County Fire Rescue Department may require a firewatch. Please consult your exhibitor kit for all OCCC and Orange County Fire Rescue's terms and conditions.

*Additional Information:*

- A 2A40 B.C. fire extinguisher (5 lb. ABC) with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame. The fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- If a fire extinguisher is necessary for your booth, you may rent one from OCCC Exhibitor Services for \$35.00.
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only after approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container.
- Please indicate, which appliance(s), if any, need to be left operating overnight.
- Please contact the Orange County Fire Marshal at (407) 685-9811 with any questions.

**Please Check All That Apply To Your Booth/Exhibit:**

☐ "Sterno" or other jellied fuels (must be used in a device designed to prevent fuel from tipping over)

☐ Candle (only votive or hurricane-enclosed, self-extinguishing candles are permitted)

☐ Deep Fryer: ☐ Electric ☐ Gas Specify Well Dimensions: \_\_\_\_\_

☐ Range or Cook Top: ☐ Electric ☐ Gas Specify Range Cooking Area Dimensions: \_\_\_\_\_

☐ Grill or Griddle: ☐ Electric ☐ Gas Specify Grill or Griddle Cooking Area Dimensions: \_\_\_\_\_

☐ Chain Broiler: ☐ Electric ☐ Gas Specify Chain Broiler Cooking Area Dimensions: \_\_\_\_\_

☐ Fireplace: ☐ Electric ☐ Gas ☐ Wood Specify Vent Type: ☐ Vented ☐ Ventless

☐ Fog/Haze

☐ Other Heat Producing or Gas Operated Device. Please describe and/or attached appliance literature, including UL listing information:

I, the undersigned, acknowledge and agree to all OCCC and Orange County Fire Rescue Terms & Conditions:

SIGNATURE:

DATE:



EVENT: **APSCON 2023**

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

NAME OF EAC / DESIGN FIRM: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

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

CONTACT EMAIL: \_\_\_\_\_

SQUARE FOOTAGE OF BOOTH/EXHIBIT: \_\_\_\_\_

SQUARE FOOTAGE OF COVER: \_\_\_\_\_

STAIR RISE & TREAD: \_\_\_\_\_ GUARD RAIL MEASUREMENTS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

BOOTH TYPE:

☐ MULTI-LEVEL ☐ COVERED

I AM:

☐ THE EXHIBITOR

☐ AN EAC/I&D: \_\_\_\_\_

☐ OTHER: \_\_\_\_\_

*Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.*

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

**COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED:** To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

**MULTI-LEVEL BOOTH DEFINED:** To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

Please send the completed form back to:

Orange County Convention Center Attn: Event Management

Regular Mail: PO Box 691509, Orlando, FL 32869

Overnight: 9860 Universal Boulevard, Orlando, FL 32819

**TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHALL**

EVENT MANAGER: \_\_\_\_\_ APPROVED: \_\_\_\_\_

OCCC RECEIVED: \_\_\_\_\_ NUMBER OF COPIES: \_\_\_\_\_ ☐ YES ☐ NO

DATE TO FIRE MARSHALL: \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_ FIREWATCH REQUIRED: \_\_\_\_\_

PLANS REVIEWER: \_\_\_\_\_ ☐ YES ☐ NO

COMMENTS: \_\_\_\_\_

## Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Obstructions blocking utility floor boxes are subject to relocation as necessary.
14. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
15. All electrical services are to be billed to the next greatest wattage or amperage (i.e. 15amp 208v single phase = 20amp 208v single phase).
16. The OCCC does not provide distribution panels. If an exhibitor orders "bulk power", the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

## Plumbing & Gases Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
4. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
8. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

## Additional Exhibitor Conditions

1. Claims will not be considered unless filed by the exhibitor at the OCCC Service Desk prior to the close of the show.
2. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
3. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
4. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
5. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
6. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
7. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
8. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
9. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
15. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted on any parts of the OCCC campus.
16. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
17. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
18. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.



Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC's electrical receptacle. If an exhibitor's electrical plug does not match the OCCC's electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC's receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.** Below is a description of the type of electrical receptacles the OCCC's supplies based on amperage.

## 20 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**



## 20 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**

## 30 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**



## 30 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**

## 60 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**

## 60 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**



## 100 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

## 100 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

**Rental Price: \$98.00 (\$92.02 + \$5.98 tax)**

## 150 - 200 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

## 150 - 200 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

**Rental Price: \$176.00 (\$165.26 + \$10.74 tax)**

## 200 - 400 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 280/480V: **Camlock (4/0)**

## 200 - 400 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (4/0)**

**Rental Price: \$195.00 (\$183.10 + \$11.90 tax)**



The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC's Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging.

1. The OCCC is the exclusive provider of aerial rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely and in an appropriate condition to be suspended. A structural engineer's certification or seal of approval may be required under certain conditions.
5. All hardware is required to have a working load limit (WLL). Use only rated rigging hardware when constructing your sign. All hardware and equipment must be approved by the manufacturer for overhead suspension.
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed. All signage is subject to on-site inspection for final approval.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

#### Seams:

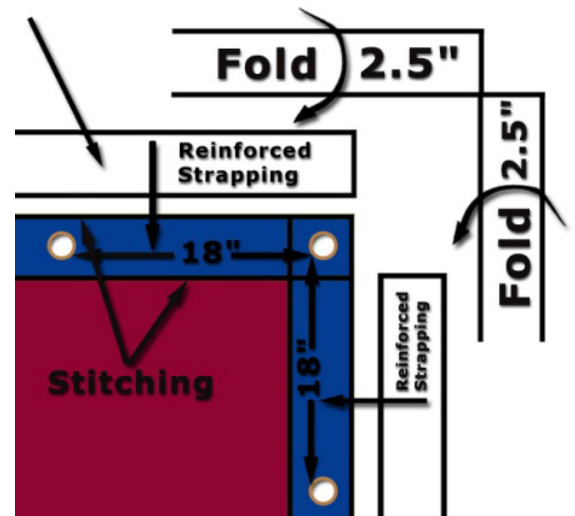
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

#### Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

#### Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.



## **Cooking Information**

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking/Open Flame Agreement form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations.

## **Permitted Cooking Appliances Must Meet The Following Conditions:**

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Orange County Fire Marshal) are taken. Prior approval from the Orange County Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Orange County Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Orange County Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
  - Fryers
  - Grills, Ranges, Griddles, Broilers, Chain-broilers
  - Ovens

Please Note: A firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County Fire Marshal.

## **Covered Booth Guidelines (Less than 300 Square Feet)**

Please See Multi Level Guidelines Information Sheet

## **Facility Emergency Equipment**

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

## **Flame Resistance Information**

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

## Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

### **Gas - Compressed/Inert**

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

### **Inert Gas Cylinders**

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.
- Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

### **Gas – Natural**

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Exhibitor Services division or via our website @ [www.occc.net/exhibitor](http://www.occc.net/exhibitor). **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

### **Gas – Liquid Petroleum (LP)**

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

### **Gas – Storage**

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

## Hazardous Chemicals

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

## **Multi-Level Exhibits & Covered Booths Over 300 Square Feet**

Please See Multi Level Guidelines Information Sheet

## **Open Flame, Pyrotechnics and Special Effects**

### **Open Flame**

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. Consult the OCCC Exhibitor Services department for further information and approval by the Orange County Fire Rescue Department.
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

### **Candles**

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

### **Pyrotechnics**

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

### **Special Effects – Fog & Hazers**

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1). The Exhibitor Services Coordinator be notified, and 2) The fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited. A firewatch is required with all fog and haze.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

### **Special Effects - Lasers**

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.



## Permit Overview/Including Cooking Information

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks or special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

## Vehicles

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-quarter (1/4) capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

## Welding

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.

**Covered Booth Definition** – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

**Multi-Level Booth Definition** – To construct a level or tier atop an exhibitor or portion of an exhibit, to be occupied by one (1) or more persons.

**A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.  
Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

**B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the OCCC Event Management department and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor’s name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor’s Manual for applicable guidelines.
  - f. They must include the rise and tread of the stairs.
  - g. They must include the guard rail measurements.

- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center  
Attn: Event Management  
**Regular Mail:** PO Box 691509, Orlando, FL 32869  
**Overnight:** 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
  - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
  - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).



- c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
- d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
- e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
- g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
- h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

### C. Required Fire Watch Personnel

Orange County Fire Rescue Services Department requires firewatch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet.

The exhibitor is required to order firewatch personnel through the OCCC Event Management department no less than two (2) weeks before the show moves in. Firewatch is required:

- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: the OCCC Event Management department. Phone: (407) 685-9882 Fax: (407) 685-9866

### D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

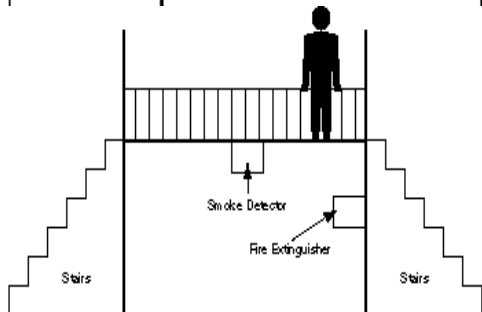
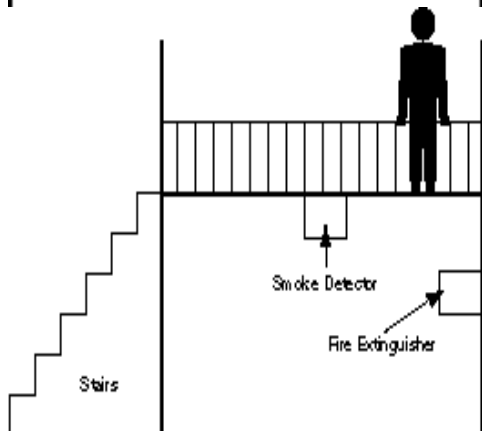
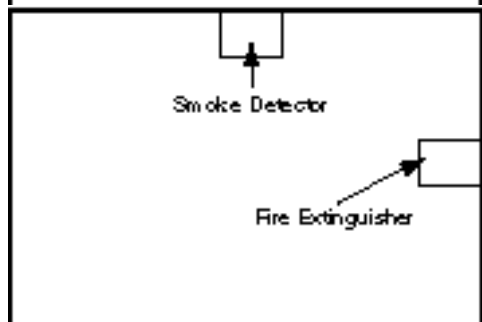
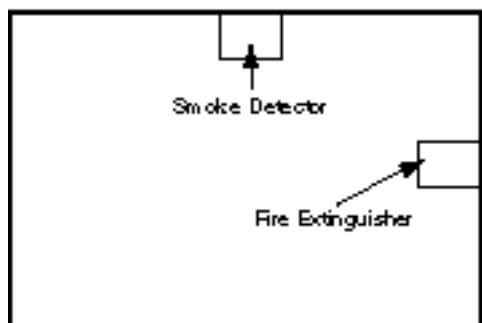
- 1) Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- 2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- 3) Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- 4) Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- 5) Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- 6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit/structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these [guidelines](#), contact:

Event Management  
 Orange County Convention Center  
 Phone: (407) 685-9882  
 Fax: (407) 685-9866

If you have questions regarding [Fire Code](#), contact:

Orange County Fire Rescue Services Department  
 Phone: (407) 685-9811  
 Fax : (407) 685-9866



## Covered Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Not Required
- **All Booths to be Constructed as Required by Applicable Codes and Standards**

## Covered Booth, Tent and Theatre

300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

## Multi-Level Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

## Multi-Level Exhibits

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

## ORANGE COUNTY FIRE RESCUE DEPARTMENT (OCFRD) TENT STANDARD 6000

This Standard operates under the authority of Orange County, Florida Ordinance and State Statutes.

### 1.1 Scope

This standard covers all tents and membrane structures having an area in excess of 200 square feet or canopies having an area in excess of 400 square feet. Temporary membrane structures, tents, or canopy structures used exclusively for camping and structures located on the private property of one or two family detached dwellings are exempt from the requirements of this standard.

1.1.1 When the term tent is used, it also applies to membrane structures.

### 1.2 Appeal

If a party is not satisfied with a decision of the Fire Marshal, an appeal may be made to the Orange County Fire and Life Safety Board of Appeals, as provided by State Law.

## 2. Plans and Specifications

2.1 A scaled or dimensioned floor plan identifying furnishings, exhibits, pipe and drape, exiting, exit widths, aisles, seating, tables, fire alarm or public address systems, emergency and exit lighting, HVAC units, emergency power sources, and panic hardware shall be provided to the Orange County Fire Marshal's Office at the time of permit submittal.

2.2 All applications for tent permits shall include a scaled or dimensioned site plan indicating the location of the tent(s), distances from other buildings, and vehicular access.

2.3 Stages and platforms must not exceed their allowable load limits. The minimum load limit design of stages or platforms shall be a minimum of 100 pounds per square foot (PSF).

2.4 Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three (3) and not exceeding seven (7).

2.5 Documentation shall be provided that all tent fabric meets the requirements of NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*.

2.6 Covered booths and/or multi-level booths are not permitted without prior review and approval by the Fire Marshal.

2.7 A scaled layout shall be provided for all tents used for the sale of pyrotechnics.

2.8 Main Aisles in assembly occupancies in large tents, as defined in this section, aisle widths shall at no time be less than outlined in Table 2.9.1 under **Alternate requirements:**

#### Large Tents

- A single tents or combination of tents with only one multi-purpose room of 12,000 square feet or more;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads exceeding 300;
- Tents more than 4,500 square feet used for exhibit or display;
- All other tents that do not meet the definition of Small Tents;

2.9 Main aisles in assembly occupancies in small tents, as defined in this section, aisle widths shall at no time be less than aisle dimensions outlined in Table 2.9.1 under **NFPA 101 requirements.**

#### Small Tents

- A single tent or combination of tents with only one multi-purpose room of less than 12,000 square feet that is not being used for exhibition/display or part of a mixed occupancy;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads less than 300;
- Tents less than 4,500 square feet used for exhibit or display.

## 2.9.1

Aisles	NFPA 101	*Alternate
Classroom	63" (44+19)	85" (66+19)
Banquet	82" (44+19+19)	104" (66+19+19)
General Session	44"	66"
Exhibits	44"	66"

*Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.*

2.10 Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12" minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 as outlined in Table 2.10.3, but shall not be required to exceed 22 inches.

2.10.1 Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Table 2.10.3.

2.10.2 Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with Table 2.10.3.

## 2.10.3

Aisle Access ways	NFPA 101
Classroom	36" (average)
Banquet	56" (average)
General session 14 seats per row	12"
General session >14 seats per row	12" + 0.3" each chair (max 22")
General Session Dead-end 7 per row	12"
General Session Dead-end > 7 per row	12" + 0.6" each chair

*(Note: dead-end rows may not exceed 30 feet)*

2.11 If approval of the set-up of the tent/membrane structure is not received by the Orange County Fire Marshal's Office, the structure cannot be occupied.

2.11.1 The tent company who permits the tent/membrane structure must contact the Orange County Fire Marshal's Office for a fire safety inspection of the structure at least one business day prior to the show or event beginning.

2.11.2 Tent/membrane structure permit applications must be submitted to the Orange County Building Division, Zoning Department, and Fire Marshal's Office in a timely manner, with all the pertinent information outlined in this Standard, for the county departments to successfully provide approval prior to the date of the tent set-up. It is strongly recommended that for larger tent/membrane structures that a pre-construction meeting be requested through the Orange County Fire Rescue Departments' Office of the Fire Marshal.

## 3. Location and Spacing

3.1 All tents and membrane structures must have a minimum of 20 ft. clearance from exterior obstructions to provide an area to be used as a means of emergency egress by the occupants and access by emergency personnel. Tents may be attached together as long as the perimeter around the structures complies with this section.

3.2 Tops of tent stakes shall be blunt. If the stakes are not blunt, they shall be covered so as to prevent injury.

3.2.1 All stake lines adjacent to exits shall be visible.

## 4. Exits

4.1 There shall be a minimum of two (2) separate exits from any point in the structure where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors from any point in the structure. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors from any point in the structure.

4.2 The number of required exits and their exit widths for assembly occupancies in large tents, as defined in section 2.8 of this standard, **will be based on the alternate method of protection and must be increased based on 1.5 times the calculated occupant load.** Egress widths and number of exits is based on calculated occupant load for the size of the tent or the documented maximum occupant load identified by the property management.

4.3 The number of required exits and their exit widths for assembly occupancies in small tents, as defined in section 2.9 of this standard, **will not be based on the alternate method of protection and will be as specified in NFPA 101 on the calculated occupant load.**

4.4 There shall not be changes of elevations in excess of one-half (1/2) inch at exits. Any changes of elevations at exits must be in compliance with NFPA 101 and provided with the appropriate stairs or ramps.

4.5 Panic hardware or an approved equivalent must be provided on all exit doors that are lockable.

4.6 Exit doors are required to be placed at a distance from one another not less than one-half (1/2) the length of the maximum overall diagonal dimension of the structure or area served, measured in a straight line between the nearest edge of the exit doors.

4.6.1 Exits shall remain accessible and unobstructed while the tent is occupied.

4.6.2 If exits are covered while the tent is occupied; tent flaps or canvas curtains shall be arranged so that when opened they can readily be moved to the sides so that they create an unobstructed opening in the tent wall of the minimum width and height required for door openings.

4.6.3 Exits shall be designed and arranged to be clearly recognizable and distinctly marked as a means of egress.

4.7 If fencing, barricade, or similar material is installed around the perimeter of a tent, that portion that would cover the exits when the tent is not occupied shall be a separate piece and removed when the tent is occupied as defined in NFPA 101, 7.2.1.1.3.

4.8 For assembly occupancies in large tents as defined in section 2.8 of this standard, exits shall be so arranged that no point within the tent is more than 100' from an exit.

Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.8.1 For assembly occupancies in small tents as defined in section 2.9 of this standard; exits shall be so arranged that no point within the tent is more than 150' from an exit. Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.9 Exits shall be clearly marked with externally illuminated exit signs. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

4.9.1 Directional exit signs if required shall be provided in accordance with NFPA 101, 7.10.

4.9.2 Exits, exit access, and exit discharge shall be illuminated at all times. Emergency lighting shall be provided as required by NFPA 101. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

## 5. Occupant Load

5.1.1 The occupant load shall be posted in all tents used for assembly purposes, regardless of occupant load.

5.1.2 Occupant loads shall be calculated by the square footage of the structure multiplied by 7 sq. ft per person for concentrated use (general session, classroom, reception) or 15 sq. ft. per person for less concentrated use (exhibits or banquet). Maximum occupant loads may be proposed to the Fire Marshal based on written documentation.

## 6. Cooking and Heating Equipment

6.1 Cooking is not permitted without prior review and approval by the Orange County Fire Marshal. Temporary and limited heating of food products by sterno is acceptable when contained in a noncombustible container and constantly attended and supervised.

6.2 HVAC equipment if installed, shall comply with the Florida Mechanical Code and the appropriate NFPA Standard.

## 7. Fire Hazards

7.1 No storage or handling of flammable or combustible liquids or gases shall be permitted at any location where it could jeopardize egress from the tent.

7.2 Refueling of equipment shall not be permitted inside a tent.

7.3 The ground enclosed by any tent and a minimum of 10'-0" outside of such tent shall be cleared of all flammable or combustible material or vegetation and the premises shall be kept free of such during the use of the tent. Live landscaping is exempt from the requirements of this section.

7.4 Decorative or acoustical materials as outlined in NFPA 1, 13.7.4.3.6 such as hay, paper, straw, wood chips, shavings, foams, and plastics are strictly prohibited unless flame retardant and approved by the Orange County Fire Marshal's Office.

7.5 Open flames are not permitted without prior review and approval by the Orange County Fire Marshal.

7.6 Pyrotechnics are not permitted without prior review and approval by the Orange County Fire Marshal.

7.7 Vehicle parking or display in the structures is not permitted without prior review and approval by the Orange County Fire Marshal.

7.8 Smoking is prohibited unless previously approved by the Orange County Fire Marshal's Office.

7.8.1 "No Smoking" signs shall be posted throughout the tent and outside of each entrance/exit.

## 8. Fire Extinguishers

8.1.1 A minimum 2A10BC dry chemical fire extinguisher shall be provided within 75'-0" of any point in the structure. Exception: Where a functioning garden hose that can reach all portions of the private tent, that does not exceed 1,200 square feet, is provided

## 9. Fire Alarm and Emergency Communications

9.1 Tents used for assembly use with an occupant load of 300 or more people shall provide a fire alarm system, public address system with constantly attended location, or an alternate method of protection approved by the Orange County Fire Marshal's Office. An acceptable method of emergency forces notification shall be provided satisfactory to the Fire Marshal. Tents without sides that are open, accessible, and unobstructed on all sides at all times shall be exempt from the requirements of section 9.1 unless specifically mandated by the Fire Marshal.



## 10. Electrical Installations

10.1 Electrical installations shall comply with NFPA 70, *National Electrical Code*.

## 11. Crowd Managers and Orange County Fire Department Fire Watch

11.1.1 Trained Crowd Managers, with a means of emergency forces notification, shall be provided for all events at a ratio of 1 to 250 people. When occupant loads exceed 250 individuals, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 for every 250 occupants..

11.1.2 The Fire Marshal shall have the authority to require Orange County Fire Department Standby Fire Personnel, emergency response equipment, or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or the number of persons present.

11.1.3 One (1) Orange County Fire Department Fire Watch Personnel with a means of emergency forces notification shall be provided when actual occupant loads exceed 1,000 individuals in addition to the crowd manager requirements of 11.1.1.

## 12. Special Requirements

12.1 An Orange County Fire Rescue Department's Special Event Permit is required for all events inside of tents that are being used for exhibition or display purposes. The tent company shall provide general floor plans and the OCFRD tent checklists. The hotels or event coordinator shall submit specific floor plans.

12.2 An Orange County Fire Rescue Department's Special Event Permit is not required for events inside of tents such as banquet, reception, classroom or general session settings. The tent company shall provide general floor plans and the Orange County Fire Rescue Department's tent checklist.

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**Kathy Maldonado Rodriguez,**  
Events Solutions Consultant  
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Email: [kathy.maldonado@fedex.com](mailto:kathy.maldonado@fedex.com)

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INTERNET | TELEPHONE

A wide-angle photograph of the Orange County Convention Center, a large, modern building with a distinctive white, curved, glass-enclosed roof structure. The building is surrounded by a green lawn and several palm trees. In the foreground, there is a body of water reflecting the building and the sky.

# ORANGE COUNTY

CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT



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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.

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A woman with blonde hair, wearing a black top, is sitting at a white desk. She is looking down at a smartphone in her hands, with a laptop open in front of her. The background is a modern office with large windows and blue walls.

# INTERNET

A man in a white shirt and black tie is sitting at a desk, smiling and looking at a laptop. He is pointing at the screen with his right hand. The background is a modern office with large windows and blue walls.

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Additional Device	<b>\$150</b>	\$185	\$222
Upgrade to Public IP Address	<b>\$199</b>	\$299	\$358
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	<b>\$185</b>	\$225	\$270
Patch Cables	<b>\$50</b>	\$62	\$74
Labor (Floor Work)	<b>\$125</b>	\$125	\$125

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10 Mbps Dedicated	3	2	N/A	<b>\$7,850</b>	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	<b>\$11,700</b>	\$14,630	\$17,556
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Additional Access Point Rental	<b>\$750</b>	\$750	\$750

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- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

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20 Mbps	6	4	N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10	6	1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13	8	1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16	10	2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	<b>\$750</b>	\$750	\$750

**\* ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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- (1) Custom network name or SSID
- (1) Password (8 character minimum)
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# FAQ

## Frequently Asked Questions

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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](https://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



## Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

**“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”**

\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



# INTERNET SERVICE CONTRACT ORANGE COUNTY CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: <b>APSCON 2023</b>	
Billing Company Name:		Show Start Date: <b>July 19, 2023</b>		Show End Date: <b>July 21, 2023</b>
Billing Company Address:		INCENTIVE ORDER DEADLINE: <b>June 26, 2023</b>		
City, State, Zip:		Country:	On-site Contact Name:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

SHARED INTERNET SERVICES, <b>NOT FOR STREAMING</b>		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Premium Internet Service			<b>\$1,095</b>	\$1,395	\$1,674	
Additional Devices for Premium Service			<b>\$150</b>	\$185	\$222	
DEDICATED INTERNET, <b>FOR STREAMING, GAMING &amp; WEBCAST</b>		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED						
Dedicated 3 Mbps			<b>\$3,495</b>	\$4,370	\$5,244	
Dedicated 6 Mbps			<b>\$5,900</b>	\$7,375	\$8,850	
Dedicated 10 Mbps			<b>\$7,850</b>	\$9,810	\$11,772	
Dedicated 15 Mbps			<b>\$11,700</b>	\$14,630	\$17,556	
Dedicated 20 Mbps			<b>\$15,500</b>	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses			<b>\$995</b>	\$1,194	\$1,433	
Higher bandwidth services available for uhd streaming						
INTERNET EQUIPMENT & LABOR		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports			<b>\$185</b>	\$225	\$270	
Patch Cable (up to 100') – Cat5e			<b>\$50</b>	\$62	\$74	
Labor / Floor Work – four lines per hour			<b>\$125</b>	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility			<b>\$500</b>	\$500	\$500	
WIRELESS INTERNET, Full products catalog available online						
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)						

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the <a href="#">Terms and Conditions</a> .	SUBTOTAL	
	ESTIMATED 10% TAX/FEES	
	GRAND TOTAL	

## ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

## PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
Las Vegas, NV 89118



You may reach us with questions at:  
Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001

Customer Number:

**2023-075-813**

**ORDER NOW** ➔

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# "COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:

Show:

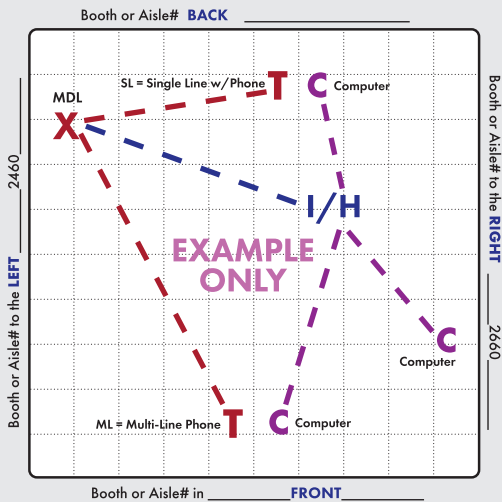
APSCON 2023

Booth/Room #:

Center: **Orange County Convention Center**

Customer / Ref #:

2023-075-813



## SPECIFY YOUR DESIRED LOCATION OF SERVICES

### X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

**T** = TELEPHONE/FAX

**I** = INTERNET SERVICE

**H** = HUBS

**PC** = PATCH CABLES

**C** = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

### IMPORTANT! Prior to installation of service, a complete Floorplan is required.

Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

**Booth Orientation:** For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft

**SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft

**BOOTH TYPE** ☐ Island ☐ Inline

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

Booth or Aisle# to the **LEFT** \_\_\_\_\_

Booth or Aisle# to the **RIGHT** \_\_\_\_\_

Booth or Aisle# in **FRONT** \_\_\_\_\_



You may reach us with questions at:

Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)

Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)

Or fax order to (702) 943-6001

# WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: <b>APSCON 2023</b>	Booth/Room #:
Center: <b>Orange County Convention Center</b>	Customer / Ref #: <b>2023-075-813</b>	

## OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

## CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

## INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

## **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



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# TELEPHONE SERVICE CONTRACT

## ORANGE COUNTY CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: <b>APSCON 2023</b>	
Billing Company Name:		Show Start Date: <b>July 19, 2023</b>		Show End Date: <b>July 21, 2023</b>
Billing Company Address:		INCENTIVE ORDER DEADLINE: <b>June 26, 2023</b>		
City, State, Zip:		Country:	On-site Authorized Contact	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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VOICE SERVICES, PBX Service – Domestic Long Distance Included		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line	<input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		<b>\$275</b>	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line			<b>\$415</b>	\$520	\$624	
Speaker Phone Line with Polycom Instrument			<b>\$465</b>	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility			<b>\$100</b>	\$100	\$100	
<b>SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)</b>						

Effective June 17, 2022 – December 31, 2023 - V061722A

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

<b>SUBTOTAL</b>	
<b>ESTIMATED 10% TAX/FEES</b>	
<b>GRAND TOTAL</b>	

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

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Las Vegas, NV 89118



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Customer Number:

**2023-075-813**

**ORDER NOW** ➔



# "COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:

Show:

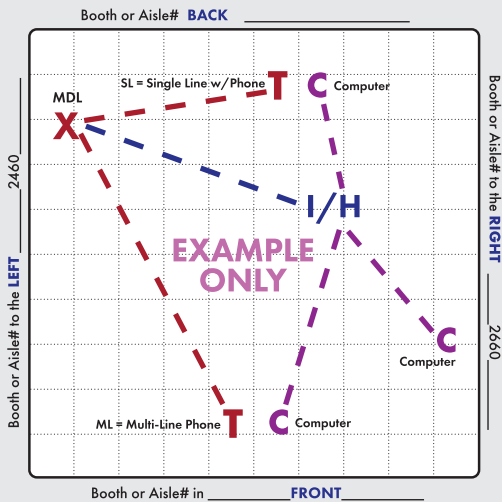
APSCON 2023

Booth/Room #:

Center: **Orange County Convention Center**

Customer / Ref #:

2023-075-813



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Or fax order to (702) 943-6001



(504) 581-2874 Phone

Equipment Sub-Total From Page 1:

Handling Charge = 25% of Equipment Total or Minimum \$150.00

TOTAL CHARGES:

**On-Site Information:**

Contact \_\_\_\_\_ Cell Phone \_\_\_\_\_ Delivery Booth Location \_\_\_\_\_  
Delivery Date \_\_\_\_\_ Delivery Time \_\_\_\_\_ Pick-Up Date \_\_\_\_\_ Pick-up Time \_\_\_\_\_

**Billing Information:**

Company \_\_\_\_\_ Contact \_\_\_\_\_ Order Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Payment Information:**

Card Type \_\_\_\_\_ Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Name on Card \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_  
Cardholder Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Terms and Conditions:**

Full Payment must be submitted with order to guarantee equipment.

Orders received after deadline date will incur a 15% rate increase.

**DEADLINE DATE IS JUNE 27, 2023**

Cancellations made 15 days prior to delivery date are subject to a 30% cancelation charge.

Cancellations made 7 days prior to delivery date are subject to a 100% cancelation charge.

Customer is responsible for the safe return of equipment and will be billed for any damages or loss to equipment.

Customer must be present to sign for delivery and pick-up.

**EMAIL ORDER TO: [joel@avpg.com](mailto:joel@avpg.com)**

***"Thank You For Your Order"***