



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Innovative Expo is pleased to have been selected as the Official Service Contractor for your event and we are committed to providing you with a smooth running exposition. Please review the following information carefully. We recognize that your participation in this event is a vital part of your firm's marketing program and we welcome the opportunity to assist you in every way possible.

Booth Exhibit Information

Each 10' x 10' booth includes:

- 11' high back drape - Black / 3' high side drape - Black
- (1) one-line booth ID sign with booth number

- **The exhibit hall is carpeted.** Exhibitors may choose to rent carpet through Innovative Expo using the *Carpet Order* form.
- **Poles:** No poles mounted on wheels or dollies can be part of the exhibit hall. *No exceptions.* All poles must be securely attached to the floor.
- **Maximum height for booths is 10'.**

Tabletop Exhibit Information

Each Tabletop space includes:

- (1) 6' draped table - Black / (2) side chairs
- (1) one-line booth ID sign

- Each table is a stand-alone and will include a sign attached to the front of the table with your company name.
- **Pop-ups are allowed only if they sit on the table and do not exceed 6 ft. in height.** Please respect the space of your neighbors.
- **No separate floor banners or floor backdrops are allowed. They will be removed.** All objects must fit on the table.

Important Dates

Non-Official EAC Notification:	September 3, 2024	*Advance Freight Deadline:	September 16, 2024
Advance Order Discount Deadline:	September 3, 2024	Direct to Show Site 1st Day For Delivery:	September 21, 2024

Exhibit Show Schedule

Exhibitor Move-In:	Saturday	September 21, 2024	12:00 PM	—	5:00 PM
	Sunday	September 22, 2024	8:00 AM	—	5:00 PM
Show Hours:	Monday	September 23, 2024	11:30 AM	—	2:00 PM
			5:00 PM	—	7:00 PM
	Tuesday	September 24, 2024	11:30 AM	—	2:00 PM
Exhibitor Move-out:	Tuesday	September 24, 2024	2:00 PM	—	5:00 PM
Driver Check In No Later Than:	Tuesday	September 24, 2024	4:30 PM		

- Innovative Expo reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.

Shipping Information

Advance to Warehouse

***Shipping freight to the warehouse is strongly encouraged.**

Exhibiting Company Name and Booth #
 IES Street & Area Lighting Conference
 Innovative Expo
 c/o ABF Freight
 1265 Blairs Bridge Road
 Lithia Springs, GA 30122

Direct to Show Site

Exhibiting Company Name and Booth #
 IES Street & Area Lighting Conference
 c/o Innovative Expo
 Marriott Marquis Atlanta - Marquis Ballroom
 265 Peachtree Center Ave NE
 Atlanta, GA 30303

Shipments must arrive between: August 21st and September 16th.

Shipments **CAN ONLY ARRIVE** on: September 21st & 22nd.
Early shipments to show site will be **REFUSED**.

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Innovative Expo: **phone:** 760.343.2555 **fax:** 760.343.2533 **e-mail:** service@innovativeexpo.com

Show Details



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This form along with your order, check and credit card information for payment must be returned to Innovative Expo at the address below. A credit card on file is required when using Innovative Expo. Orders received without payment and credit card information will not be processed.

Order Summary

- Pay by Credit Card
- Pay by Check
(A credit card on file is required for any overages)
- Third Party Payer
- Tax Exempt (submit certificate)

Innovative Expo Federal ID: #20-1881149
Include show name and booth # on all payments.

Exhibit Furnishing Packages*	\$ _____
Carpet *	\$ _____
Tables, Furnishings & Accessories*	\$ _____
Custom Furniture*	\$ _____
Rental Exhibits*	\$ _____
Signs*	\$ _____
Material Handling (estimate)	\$ _____
Labor (estimate)	\$ _____
Booth Cleaning	\$ _____
*Tax - 8.9% GA	\$ _____
<i>Multiply taxable items marked with a * above</i>	_____
Total	\$ _____

Payment Authorization

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Visa / MC / AMEX / Discover #: _____ Exp: _____

I authorize Innovative Expo to charge any additional amounts incurred by me or my show representative.
** Innovative Expo does not accept credit card information via email*

Terms

- To receive discount pricing, order forms and full payment must be received by the deadline date on each form.
- A credit card authorization on file is required. Payment can be made by check and secured with a credit card for any overages.
- Any additional cost incurred for orders or services placed at show site, are due and payable upon presentation of the invoice.
- All adjustments must be made at show site. Absolutely no credits will be issued after show closing.
- All accounts must be settled at the Innovative Expo Service Desk prior to show closing. Your show site representative must be made aware of this policy and the responsibility to review the Statement of Account prior to the close of show.
- The exhibiting firm is ultimately responsible for payment of all charges.

Exhibiting Company: _____

Booth #: _____



IES Street & Area Lighting Conference

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Atlanta, GA

September 22-24, 2024

Submit this form to rent furnishing packages from Innovative Expo.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2024

Draped Table Package



- (1) 6' x 2' Draped Table, 30"h, White Vinyl Top, 3 Side Drape
*Select from Drape Colors below
- (2) Padded Side Chairs
- (1) Wastebasket

Qty	Advance	Standard	Subtotal
___	\$ 666.00	\$ 799.00	\$ _____

Draped Counter Package




- (1) 6' x 2' Draped Counter, 42"h, White Vinyl Top, 3 Side Drape
*Select from Drape Colors below
- (2) Stools
- (1) Wastebasket

Qty	Advance	Standard	Subtotal
___	\$ 851.00	\$ 1,076.00	\$ _____

*Drape Selection: Black Blue Burgundy Hunter Green Plum Red Silver Teal White


Classic Table Package



- (1) 30"h x 30"d Pedestal Table
- (2) Padded Side Chairs

Qty	Advance	Standard	Subtotal
___	\$ 675.00	\$ 879.00	\$ _____

Classic Bar Package



- (1) 40"h x 30"d Pedestal Table
- (2) Stools

Qty	Advance	Standard	Subtotal
___	\$ 860.00	\$ 1,119.00	\$ _____

Terms / Order Estimate

- All rates are for the duration of the show and are on a rental basis only.
- Any discrepancies in items ordered and received or questions must be reported to the Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____

Exhibit Furnishing Packages



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September 22-24, 2024

Submit this form to rent furnishing packages from Innovative Expo.
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Advance Order Discount Deadline: September 3, 2024

Premium Conference Table Package



- (1) Ventura Communal Café Table Maple Top, Silver Legs 72.25"l x 26.25"d x 30"h
- (4) Laguna Chair Maple, Chrome Legs

Qty	Advance	Standard	Subtotal
_____	\$ 1,460.00	\$ 1,900.00	\$ _____

Premium Conference Bar Package



- (1) Ventura Communal Bar Table Maple Top, Silver Legs 72.25"l x 26.25"d x 42"h
- (4) Lift Barstools, White Vinyl Top w/ Hydraulic Lift, Chrome Base

Qty	Advance	Standard	Subtotal
_____	\$ 2,085.00	\$ 2,700.00	\$ _____

Premium Table Package



- (1) 30" Round Café Table, White Top, Chrome Hydraulic Lift/Base 29"h x 30"d
- (2) Marina Chair White Vinyl, Brushed Metal Frame

Qty	Advance	Standard	Subtotal
_____	\$ 810.00	\$ 1,045.00	\$ _____

Premium Bar Package



- (1) 30" Round Bar Table, Black Top, Chrome Hydraulic Lift/Base 42"h x 30"d
- (2) Banana Barstools, Black Vinyl Seat, Chrome Frame

Qty	Advance	Standard	Subtotal
_____	\$ 1,080.00	\$ 1,405.00	\$ _____

Terms / Order Estimate

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- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____

Exhibit Furnishing Packages



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Advance Order Discount Deadline: September 3, 2024

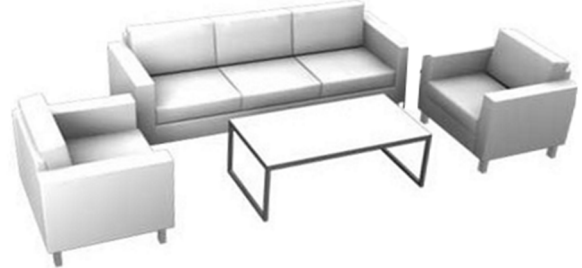
Naples Sofa Package



- (1) Naples Sofa, Black Vinyl - 87"l x 30"d x 33.25"h
- (2) Naples Chairs, Black Vinyl - 36"l x 30"d x 33.25"h
- (1) Adelaide Cocktail Table, Black Top Silver

Qty	Advance	Standard	Subtotal
___	\$ 3,150.00	\$ 4,095.00	\$ _____

Baja Sofa Package



- (1) Baja Sofa, White Vinyl - 87"l x 30"d x 28"h
- (2) Baja Chairs, White Vinyl - 36"l x 30.5"d x 28"h
- (1) Adelaide Cocktail Table, White Top Silver

Qty	Advance	Standard	Subtotal
___	\$ 3,150.00	\$ 4,095.00	\$ _____

Naples Lounge Package



- (2) Naples Chairs, Black Vinyl - 36"l x 30"d x 33.25"h
- (1) Adelaide End Table, Black Top Silver

Qty	Advance	Standard	Subtotal
___	\$ 1,930.00	\$ 2,510.00	\$ _____

Baja Lounge Package



- (2) Baja Chairs, White Vinyl - 36"l x 30.5"d x 28"h
- (1) Adelaide End Table, White Top Silver

Qty	Advance	Standard	Subtotal
___	\$ 1,930.00	\$ 2,510.00	\$ _____

Terms / Order Estimate

- All rates are for the duration of the show and are on a rental basis only.
- Any discrepancies in items ordered and received or questions must be reported to the Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____

Exhibit Furnishing Packages



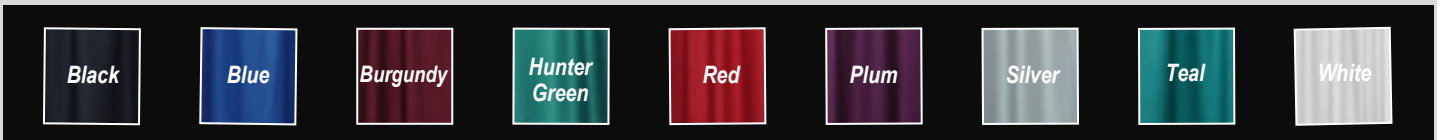
Standard Carpet Colors



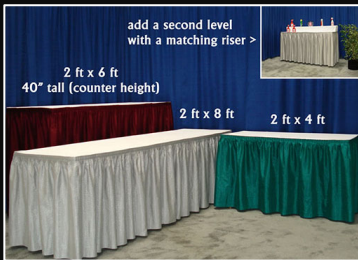
Deluxe Carpet Colors



Display Tables Drape Colors



Furniture & Accessories



4', 6' & 8' Tables - 30" h & 40" h



Pedestal Tables - 30" h & 40" h



Side Chair



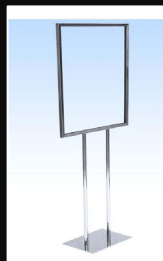
Arm Chair



Stool



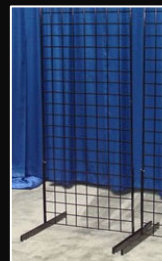
Bag Holder



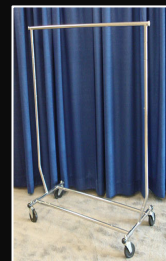
Sign Holder



Easel



2' x 8' Grid



Garment Rack



Literature Stand



6' Full Showcase



Wastebasket



Small Refrigerator



Fishbowl



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Submit this form to rent carpet, visqueen, padding or additional taping from Innovative Expo. Pricing includes installation and taping of front edge only. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2024

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

Black Blue Burgundy Gray Hunter Green Red Teal

Qty	Size	Advance	Standard	Subtotal
_____	10' x 10'	\$ 340.00	\$ 442.00	\$ _____
_____	10' x 20'	\$ 680.00	\$ 884.00	\$ _____
_____	10' x 30'	\$ 1,020.00	\$ 1,326.00	\$ _____
_____	10' x 40'	\$ 1,360.00	\$ 1,768.00	\$ _____
_____	10' x 50'	\$ 1,700.00	\$ 2,210.00	\$ _____

Island Booth Carpeting

Qty	Size	Advance	Standard	Subtotal
_____	20' x 20'	\$ 1,350.00	\$ 1,755.00	\$ _____
_____	20' x 30'	\$ 2,025.00	\$ 2,632.00	\$ _____
_____	20' x 40'	\$ 2,700.00	\$ 3,510.00	\$ _____

Options

	Size	Advance	Standard	Subtotal
Carpet Padding	_____ x _____ = _____ sq. ft	\$ 2.90	\$ 3.80	\$ _____
Visqueen	_____ x _____ = _____ sq. ft	\$ 1.30	\$ 1.65	\$ _____
Additional Taping	_____ x _____ = _____ sq. ft	\$ 1.30	\$ 1.65	\$ _____
	100 sq. ft. min	per sq. ft.	per sq. ft.	

Deluxe Carpeting

Deluxe carpet colors can be viewed on the previous Color Guide page.

	Color	Size	Advance	Subtotal
Deluxe Carpet	_____	_____ x _____ = _____ sq. ft	\$ 7.25	\$ _____
	(30 oz, stain resistant nylon)	200 sq. ft. min	per sq. ft.	

- Includes poly covering (Visqueen) for protection.
- Orders must be received 21 days prior to show move-in.

Terms / Order Estimate

- All rates are for the duration of the show and are on a rental basis only.
- Cancelled orders for custom carpet will be charged 100%.
- Any discrepancies in items ordered and received or questions must be reported to the Innovative Expo Service Desk immediately upon noting.
- Carpet damaged due to exhibitor booth construction will be charged the Deluxe rate.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____

Carpet



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Submit this form to rent tables, risers or furnishings from Innovative Expo.
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Advance Order Discount Deadline: September 3, 2024

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 230.00	\$ 299.00	\$ _____
_____	6' x 2' draped table	\$ 275.00	\$ 358.00	\$ _____
_____	8' x 2' draped table	\$ 295.00	\$ 384.00	\$ _____
_____	4th side drape	\$ 98.00	\$ 128.00	\$ _____
_____	4' x 2' undraped table	\$ 144.00	\$ 188.00	\$ _____
_____	6' x 2' undraped table	\$ 179.00	\$ 223.00	\$ _____
_____	8' x 2' undraped table	\$ 213.00	\$ 277.00	\$ _____
42" High Display Counters (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped counter	\$ 275.00	\$ 358.00	\$ _____
_____	6' x 2' draped counter	\$ 300.00	\$ 390.00	\$ _____
_____	8' x 2' draped counter	\$ 340.00	\$ 442.00	\$ _____
_____	4th side drape	\$ 98.00	\$ 128.00	\$ _____
_____	4' x 2' undraped counter	\$ 179.00	\$ 233.00	\$ _____
_____	6' x 2' undraped counter	\$ 184.00	\$ 240.00	\$ _____
_____	8' x 2' undraped counter	\$ 226.00	\$ 294.00	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 127.00	\$ 166.00	\$ _____
_____	6' x 12" draped riser	\$ 144.00	\$ 188.00	\$ _____
_____	8' x 12" draped riser	\$ 184.00	\$ 240.00	\$ _____
Round Pedestal Tables				
_____	30"h x 30"d Pedestal Table	\$ 325.00	\$ 423.00	\$ _____
_____	40"h x 30"d Pedestal Table	\$ 350.00	\$ 455.00	\$ _____

Furnishings & Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair	\$ 145.00	\$ 189.00	\$ _____
_____	Padded Arm Chair	\$ 195.00	\$ 254.00	\$ _____
_____	Stool (use with 40" table)	\$ 255.00	\$ 332.00	\$ _____
_____	Wastebasket	\$ 41.00	\$ 54.00	\$ _____
_____	Easel	\$ 69.00	\$ 90.00	\$ _____
_____	Sign Holder 22" x 28"	\$ 122.00	\$ 159.00	\$ _____
_____	Bag Rack	\$ 144.00	\$ 188.00	\$ _____
_____	Literature Rack	\$ 127.00	\$ 166.00	\$ _____
_____	Garment Rack	\$ 167.00	\$ 218.00	\$ _____
_____	Poster Board 4' x 8'	\$ 403.00	\$ 524.00	\$ _____
	<input type="checkbox"/> horizontal <input type="checkbox"/> vertical			
_____	Black Grid 2' x 8'	\$ 133.00	\$ 173.00	\$ _____
_____	Small Refrigerator	\$ 512.00	\$ 666.00	\$ _____
_____	Fish Bowl	\$ 41.00	\$ 54.00	\$ _____
_____	Glass Display Case 70"w x 38"h x 18"d 2 shelves / sliding doors / lock	\$ 719.00	\$ 935.00	\$ _____
Drapery				
_____	3' high drapery (per ft)	\$ 29.00	\$ 38.00	\$ _____
_____	8' high drapery (per ft)	\$ 35.00	\$ 46.00	\$ _____

Tables, Furnishings & Accessories

Drape Color Selection

- Black Blue Burgundy Hunter Green Plum Red Silver Teal White

Terms / Order Estimate

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- Any discrepancies in items ordered and received or questions must be reported to the Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____



2024

TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT

To view catalog and available furnishings, please click the link below:

[CUSTOM FURNISHINGS](#)





IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Submit this form to rent custom furniture from Innovative. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2024

Custom Furniture Options Page (1 of 10)

Qty	Item #	Description	Advance	Standard	Subtotal
Powered					
_____	BKCT5P	5' Table, Powered Black Top, Silver - 60"l x 48"d x 29"h	\$ 720.00	\$ 935.00	\$ _____
_____	C5PWR	5' Table, Powered White Top, Silver - 60"l x 48"d x 29"h	\$ 720.00	\$ 935.00	\$ _____
_____	BKCT8P	8' Table, Powered Black Top, Silver - 96"l x 48"d x 29"h	\$ 1,480.00	\$ 1,925.00	\$ _____
_____	C8PWR	8' Table, Powered White Top, Silver - 96"l x 48"d x 29"h	\$ 1,480.00	\$ 1,925.00	\$ _____
_____	BKC10P	10' Table, Powered Black Top, Silver - 120"l x 48"d x 29"h	\$ 1,480.00	\$ 1,925.00	\$ _____
_____	C10PWR	10' Table, Powered White Top, Silver - 120"l x 48"d x 29"h	\$ 1,480.00	\$ 1,925.00	\$ _____
_____	P30BWH	30" Round Bar Table, Powered - 30" Rnd x 42"h	\$ 930.00	\$ 1,210.00	\$ _____
_____	P30CWH	30" Round Café Table, Powered - 30" Rnd x 29"h	\$ 930.00	\$ 1,210.00	\$ _____
_____	ADCTBP	Adelaide Powered Cocktail Table, Black Top - 48.875"l x 25.375d x 18"h	485.00	\$ 635.00	\$ _____
_____	ADCTWP	Adelaide Powered Cocktail Table, White Top - 48.875"l x 25.375d x 18"h	\$ 485.00	\$ 635.00	\$ _____
_____	NPLCHP	Naples Chair, Powered Black Vinyl - 36"l x 30"d x 33.25"h	\$ 985.00	\$ 1,280.00	\$ _____
_____	NPLLOP	Naples Loveseat, Powered Black Vinyl - 62"l x 30"d x 33.25"h	\$ 1,220.00	\$ 1,585.00	\$ _____
_____	NPLSOP	Naples Sofa, Powered Black Vinyl - 87"l x 30"d x 33.25"h	\$ 1,440.00	\$ 1,870.00	\$ _____
_____	VNTBLK	Ventura Communal Bar Table, Powered Black Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 1,270.00	\$ 1,650.00	\$ _____
_____	VNTWHT	Ventura Communal Bar Table, Powered White Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 1,270.00	\$ 1,650.00	\$ _____
_____	VNTCBK	Ventura Communal Café Table, Powered Black Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 1,035.00	\$ 1,345.00	\$ _____
_____	VNTCWH	Ventura Communal Café Table, Powered White Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 1,035.00	\$ 1,345.00	\$ _____
_____	CUBPOW	Wireless Charging Table, Powered White, AC Plug In - 20"l x 20"d x 18"h	\$ 575.00	\$ 745.00	\$ _____
_____	VILHUB	Village Charging Hub Cream - 12"l x 12"d x 28.25"h	\$ 385.00	\$ 495.00	\$ _____
Soft Seat Collection					
_____	CHR002	Allegro Chair, Blue Fabric, Brushed Metal - 36"l x 34.5"d x 30"h	\$ 795.00	\$ 1,035.00	\$ _____
_____	SFA002	Allegro Sofa, Blue Fabric, Brushed Metal - 73"l x 34.5"d x 30"h	\$ 1,025.00	\$ 1,335.00	\$ _____
_____	BCHWHT	Baja Chair, White Vinyl - 36"l x 30.5"d x 28"h	\$ 795.00	\$ 1,035.00	\$ _____
_____	BLVWHT	Baja Loveseat, White Vinyl - 61"l x 30.5"d x 28"h	\$ 1,005.00	\$ 1,310.00	\$ _____
_____	BSFWHT	Baja Sofa, White Vinyl - 86"l x 30"d x 28"h	\$ 1,210.00	\$ 1,570.00	\$ _____
_____	COCHTP	Cordoba Chair - 37"l x 32"d x 33"h	\$ 635.00	\$ 825.00	\$ _____
_____	COLVTP	Cordoba Loveseat - 60.5"l x 32"d x 33"h	\$ 910.00	\$ 1,180.00	\$ _____
_____	FAIRCW	Fairfax Chair, White Vinyl, Brushed Metal - 27"l x 26"d x 30"h	\$ 540.00	\$ 705.00	\$ _____
_____	FAIRSW	Fairfax Loveseat, White Vinyl, Brushed Metal - 62"l x 26"d x 30"h	\$ 700.00	\$ 905.00	\$ _____
_____	KEYCHR	Key Largo Chair, Black Fabric, Wood - 35"l x 35"d x 34"h	\$ 540.00	\$ 705.00	\$ _____
_____	KEYLOV	Key Largo Loveseat, Black Fabric, Wood - 57"l x 35"d x 34"h	\$ 635.00	\$ 825.00	\$ _____
_____	KEYSOF	Key Largo Sofa, Black Fabric, Wood - 79"l x 35"d x 34"h	\$ 700.00	\$ 905.00	\$ _____
_____	MONCHA	Montreal Chair, Blue, Black Metal - 30"l x 23.25"d x 30"h	\$ 795.00	\$ 1,035.00	\$ _____
_____	MONLOV	Montreal Loveseat, Blue, Black Metal - 62"l x 27.25"d x 29.5"h	\$ 1,005.00	\$ 1,310.00	\$ _____
_____	NPLCHR	Naples Chair, Black Vinyl - 36"l x 30"d x 33.25"h	\$ 795.00	\$ 1,035.00	\$ _____
_____	NPLLOV	Naples Loveseat, Black Vinyl - 62"l x 30"d x 33.25"h	\$ 1,005.00	\$ 1,310.00	\$ _____
_____	NPLSOF	Naples Sofa, Black Vinyl - 87"l x 30"d x 33.25"h	\$ 1,210.00	\$ 1,570.00	\$ _____
_____	PALSOF	Palm Beach Sofa, White Vinyl - 69"l x 29"d x 33"h	\$ 1,025.00	\$ 1,335.00	\$ _____

Custom Furniture

Exhibiting Company: _____

Booth #: _____



Submit this form to rent custom furniture from Innovative. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2024

Custom Furniture Options (Page 2 of 10)

Qty	Item #	Description	Advance	Standard	Subtotal
Soft Seat Collection (cont.)					
_____	STECOA	Sterling Chair, Gray Fabric - 33"l x 33.5"d x 32"h	\$ 985.00	\$ 1,280.00	\$ _____
_____	STESOF	Sterling Sofa, Gray Fabric - 82"l x 33.5"d x 32"h	\$ 1,440.00	\$ 1,870.00	\$ _____
_____	VALCGN	Valencia Chair, Green Fabric - 28"l x 30.5"d x 31"h	\$ 540.00	\$ 705.00	\$ _____
_____	VALCOT	Valencia Chair, Oat Fabric - 28"l x 30.5"d x 31"h	\$ 540.00	\$ 705.00	\$ _____
_____	VALCHA	Valencia Chair, Spice Orange Velvet - 28"l x 30.5"d x 31"h	\$ 540.00	\$ 705.00	\$ _____
_____	VALSOF	Valencia Loveseat, Coffee Brown Velvet - 63"l x 30.5"d x 31"h	\$ 700.00	\$ 905.00	\$ _____
_____	VALVOT	Valencia Loveseat, Oat Fabric - 63"l x 30.5"d x 31"h	\$ 700.00	\$ 905.00	\$ _____
Accent Chairs					
_____	ATHCHA	Atherton Chair, Brown Leather, Black Metal - 27"l x 31"d x 30"h	\$ 730.00	\$ 950.00	\$ _____
_____	BOWCHA	Bowery Swivel Chair, Ochre Fabric - 29.75"l x 31"d x 27.25"h	\$ 730.00	\$ 950.00	\$ _____
_____	BNMCOW	Brooklyn Meeting Chair - 24.5"l x 25.5"d x 31.75"h	\$ 425.00	\$ 550.00	\$ _____
_____	BNMCSW	Brooklyn Meeting Chair Swivel - 24.5"l x 25.5"d x 31.75"h	\$ 425.00	\$ 550.00	\$ _____
_____	CNTCHR	Century Chair, Gray Velvet - 30"l x 30"d x 31"h	\$ 730.00	\$ 950.00	\$ _____
_____	LABREA	La Brea Swivel Chair, Charcoal Gray Fabric, Chrome - 35"l x 27"d x 40"h	\$ 635.00	\$ 825.00	\$ _____
_____	LENCHA	Lena Chair, Moss Green Leather, Bronze - 27"l x 25"d x 31"h	\$ 635.00	\$ 825.00	\$ _____
_____	BCW	Madrid Chair, White Vinyl, Chrome - 30"l x 30"d x 31"h	\$ 730.00	\$ 950.00	\$ _____
_____	MNCHCH	Munich Armless Chair, Gray Fabric, Black - 22.5"l x 27"d x 28.5"h	\$ 500.00	\$ 650.00	\$ _____
_____	SWAN	Swanson Swivel Chair, White Vinyl, Chrome - 28"l x 25"d x 30"h	\$ 500.00	\$ 650.00	\$ _____
_____	TCHP	Tech Chair, No Tablet Gray Vinyl, Chrome Base - 30.5"l x 29"d x 33.50"h	\$ 500.00	\$ 650.00	\$ _____
_____	TCHGRY	Tech Tablet Chair, Gray Vinyl, White Metal Tablet - 30.5"l 29"d x 33.5"h	\$ 500.00	\$ 650.00	\$ _____
_____	TRCHCO	Terrace Accent Chair, Cognac Leather, Black - 24"l x 30.5"d x 31.25"h	\$ 675.00	\$ 880.00	\$ _____
_____	WENCHA	Wentworth Swivel Chair, Brown Vinyl - 31"l x 24"d x 31.5"h	\$ 500.00	\$ 650.00	\$ _____
Group Seating					
_____	BLDCBK	Blade Chair, Black - 20.5"l x 19"d x 30.5"h	\$ 105.00	\$ 140.00	\$ _____
_____	BLDCRD	Blade Chair, Red - 20.5"l x 19"d x 30.5"h	\$ 105.00	\$ 140.00	\$ _____
_____	BLDCSB	Blade Chair, Sky Blue - 20.5"l x 19"d x 30.5"h	\$ 105.00	\$ 140.00	\$ _____
_____	SC3	Brewer Chair, Onyx, Chrome - 20"l x 20"d x 32"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCSCAZ	Chelsea Chair, Azure Blue, Black Swivel Base w/ Casters - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCSCBK	Chelsea Chair, Black, Swivel Base w/ Casters - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCSCYL	Chelsea Chair, Goldenrod Yellow, Black Swivel Base w/ Casters - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCSCGY	Chelsea Chair, Gray, Black Swivel Base w/ Casters - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCSCOR	Chelsea Chair, Orange, Black Swivel Base w/ Casters - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCSCWL	Chelsea Chair, Walnut-look, Black Swivel Base w/ Casters - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCBTAZ	Chelsea Chair, Azure Blue, Black Tower Base - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCBTBK	Chelsea Chair, Black, Black Tower Base - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCBTYL	Chelsea Chair, Goldenrod Yellow, Black Tower Base - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCBTGY	Chelsea Chair, Gray, Black Tower Base - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____

Custom Furniture

Exhibiting Company: _____

Booth #: _____



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Advance Order Discount Deadline: September 3, 2024

Custom Furniture Options (Page 3 of 10)

Qty	Item #	Description	Advance	Standard	Subtotal
Group Seating (cont.)					
_____	CCBTOR	Chelsea Chair, Orange, Black Tower Base - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	CCBTWL	Chelsea Chair, Walnut-look, Black Tower Base - 18.5"l x 22"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	XCHR	Christopher Chair, White Vinyl, Chrome - 17"l x 19"d x 35"h	\$ 180.00	\$ 235.00	\$ _____
_____	DUET	Duet Stack Chair, Black, Chrome - 21"l x 23"d x 33"h	\$ 105.00	\$ 140.00	\$ _____
_____	LMCHR	Laguna Chair, Maple, Chrome - 18"l x 19"d x 34"h	\$ 180.00	\$ 235.00	\$ _____
_____	LUCHCL	Lucent Chair, Frosted Acrylic, Chrome - 19.5"l x 19.75"d x 32.5"h	\$ 275.00	\$ 355.00	\$ _____
_____	MALGRY	Malba Chair, Gray, Chrome - 20"l x 20"d x 32"h	\$ 105.00	\$ 140.00	\$ _____
_____	MALGRN	Malba Chair, Green, Chrome - 20"l x 20"d x 32"h	\$ 105.00	\$ 140.00	\$ _____
_____	MARCBK	Marina Chair, Black Vinyl, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 215.00	\$ 275.00	\$ _____
_____	MARCBR	Marina Chair, Brown Fabric, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 215.00	\$ 275.00	\$ _____
_____	MARCBE	Marina Chair, Ocean Blue Fabric, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 215.00	\$ 275.00	\$ _____
_____	MARCRD	Marina Chair, Red Fabric, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 215.00	\$ 275.00	\$ _____
_____	MARCWH	Marina Chair, White Vinyl, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 215.00	\$ 275.00	\$ _____
_____	PASCHR	Pasadena Chair, White Molded Plastic w/ Chrome Base - 27"l x 25"d x 26"h	\$ 425.00	\$ 550.00	\$ _____
_____	SC10	Razor Armless Chair, White - 15.5"l x 23.5"d x 30.5"h	\$ 105.00	\$ 140.00	\$ _____
_____	RSTDIN	Rustique Chair w/ Arms Gunmetal - 20"l x 18"d x 31"h	\$ 180.00	\$ 235.00	\$ _____
_____	CS4	Syntax Chair, Black, Chrome - 23"l x 19"d x 32.25"h	\$ 255.00	\$ 330.00	\$ _____
_____	ZENCHR	Zenith Chair, White, Chrome - 18.25"l x 22"d x 32"h	\$ 180.00	\$ 235.00	\$ _____
Ottomans					
_____	BVLYBK	Beverly Bench Ottoman, Black Vinyl - 60"l x 20"d x 18"h	\$ 455.00	\$ 595.00	\$ _____
_____	BVLYBN	Beverly Bench Ottoman, Brown Fabric - 60"l x 20"d x 18"h	\$ 455.00	\$ 595.00	\$ _____
_____	BVLYGR	Beverly Bench Ottoman, Gray Fabric - 60"l x 20"d x 18"h	\$ 455.00	\$ 595.00	\$ _____
_____	BVLYLN	Beverly Bench Ottoman, Linen Fabric - 60"l x 20"d x 18"h	\$ 455.00	\$ 595.00	\$ _____
_____	BVLYOB	Beverly Bench Ottoman, Ocean Blue Fabric - 60"l x 20"d x 18"h	\$ 455.00	\$ 595.00	\$ _____
_____	BVLYRD	Beverly Bench Ottoman, Red Fabric - 60"l x 20"d x 18"h	\$ 455.00	\$ 595.00	\$ _____
_____	BVLYWH	Beverly Bench Ottoman, White Vinyl - 60"l x 20"d x 18"h	\$ 455.00	\$ 595.00	\$ _____
_____	BVSMBK	Beverly Small Bench Ottoman, Black Vinyl - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSMBL	Beverly Small Bench Ottoman, Ocean Blue Fabric - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSMBN	Beverly Small Bench Ottoman, Brown Fabric - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSMGN	Beverly Small Bench Ottoman, Olive Green Fabric - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSMGY	Beverly Small Bench Ottoman, Gray Fabric - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSM LN	Beverly Small Bench Ottoman, Linen Fabric - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSM LV	Beverly Small Bench Ottoman, Lavender Fabric - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSMOR	Beverly Small Bench Ottoman, Orange Fabric - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSMRD	Beverly Small Bench Ottoman, Red Fabric - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSMWH	Beverly Small Bench Ottoman, White Vinyl - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____
_____	BVSMYL	Beverly Small Bench Ottoman, Yellow Fabric - 30"l x 20"d x 18"h	\$ 385.00	\$ 495.00	\$ _____

Custom Furniture

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Custom Furniture Options (Page 4 of 10)

Qty	Item #	Description	Advance	Standard	Subtotal
Ottomans (cont.)					
_____	END01B	Endless Curved Ottoman, Black Vinyl, Chrome - 60.5"l x 37.5"d x 15"h	\$ 590.00	\$ 770.00	\$ _____
_____	END01W	Endless Curved Ottoman, White Vinyl, Chrome - 60.5"l x 37.5"d x 15"h	\$ 590.00	\$ 770.00	\$ _____
_____	END02B	Endless Square Ottoman, Black Vinyl, Chrome - 34"l x 34"d x 15"h	\$ 570.00	\$ 740.00	\$ _____
_____	END02W	Endless Square Ottoman, White Vinyl, Chrome - 34"l x 34"d x 15"h	\$ 570.00	\$ 740.00	\$ _____
_____	MAR001	Marche Swivel Ottoman, White Vinyl - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR002	Marche Swivel Ottoman, Gray Fabric - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR003	Marche Swivel Ottoman, Linen Fabric - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR004	Marche Swivel Ottoman, Raspberry Fabric - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR005	Marche Swivel Ottoman, Red Fabric - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR006	Marche Swivel Ottoman, Rose Quartz Fabric - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR007	Marche Swivel Ottoman, Plum Fabric - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR008	Marche Swivel Ottoman, Meadow Green - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR009	Marche Swivel Ottoman, Pear Yellow Fabric - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR010	Marche Swivel Ottoman, Blue Fabric - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR011	Marche Swivel Ottoman, Orange Fabric - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR012	Marche Swivel Ottoman, Forest Green Vinyl - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR013	Marche Swivel Ottoman, Teal Velvet - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR014	Marche Swivel Ottoman, Distressed Brown Vinyl - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR015	Marche Swivel Ottoman, Black Vinyl - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR016	Marche Swivel Ottoman, Ivory Faux Sheep Fur - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR020	Marche Swivel Ottoman, Olive Faux Sheep Fur - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	MAR021	Marche Swivel Ottoman, Terracotta Faux Sheep Fur - 17"Rnd x 18"h	\$ 275.00	\$ 355.00	\$ _____
_____	VIB01	Vibe Cube Ottoman, Green Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB02	Vibe Cube Ottoman, Blue Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB04	Vibe Cube Ottoman, Red Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB05	Vibe Cube Ottoman, Bright Yellow Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB08	Vibe Cube Ottoman, Orange Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB09	Vibe Cube Ottoman, White Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB10	Vibe Cube Ottoman, Black Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB11	Vibe Cube Ottoman, Steel Blue Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB12	Vibe Cube Ottoman, Silver Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB13	Vibe Cube Ottoman, Purple Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB14	Vibe Cube Ottoman, Citrus Green Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB15	Vibe Cube Ottoman, Taupe Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB16	Vibe Cube Ottoman, Spice Orange Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB17	Vibe Cube Ottoman, Desert Rose Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB21	Vibe Cube Ottoman, Caramel Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____
_____	VIB22	Vibe Cube Ottoman, Navy Vinyl - 18"l x 18"d x 18"h	\$ 150.00	\$ 190.00	\$ _____

Custom Furniture

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Custom Furniture Options (Page 5 of 10)

Qty	Item #	Description	Advance	Standard	Subtotal
Accent Tables					
_____	ADCTBK	Adelaide Cocktail Table, Black Top Silver - 48.875"l x 25.375d x 18"h	\$ 350.00	\$ 455.00	\$ _____
_____	ADCTGL	Adelaide Cocktail Table, Glass Top Silver - 48.875"l x 25.375d x 18"h	\$ 350.00	\$ 455.00	\$ _____
_____	ADCTWH	Adelaide Cocktail Table, White Top Silver - 48.875"l x 25.375d x 18"h	\$ 350.00	\$ 455.00	\$ _____
_____	ADETBK	Adelaide End Table, Black Top Silver - 21.5"l x 21.5"d x 17.75"h	\$ 340.00	\$ 440.00	\$ _____
_____	ADETGL	Adelaide End Table, Glass Top Silver - 21.5"l x 21.5"d x 17.75"h	\$ 340.00	\$ 440.00	\$ _____
_____	ADETWH	Adelaide End Table, White Top Silver - 21.5"l x 21.5"d x 17.75"h	\$ 340.00	\$ 440.00	\$ _____
_____	ALC100	Alondra Cocktail Table, Glass Top, Chrome - 47"l x 24"d x 16"h	\$ 425.00	\$ 550.00	\$ _____
_____	ALC200	Alondra Cocktail Table, Brandy Maple Top, Chrome - 47"l x 24"d x 16"h	\$ 425.00	\$ 550.00	\$ _____
_____	ALE100	Alondra End Table, Glass Top, Chrome - 20"l x 20"d x 20"h	\$ 340.00	\$ 440.00	\$ _____
_____	ALE200	Alondra End Table, Brandy Maple Top, Chrome - 20"l x 20"d x 20"h	\$ 340.00	\$ 440.00	\$ _____
_____	AURA	Aura Round Table, White Metal - 15"Rnd x 22"h	\$ 190.00	\$ 245.00	\$ _____
_____	C1C	Geo Cocktail Table, Glass Top, Chrome - 50"l x 22"d x 16"h	\$ 350.00	\$ 455.00	\$ _____
_____	C1FWB	Geo Cocktail Table, Brandy Maple Top, Black - 50"l x 22"d x 16"h	\$ 350.00	\$ 455.00	\$ _____
_____	E1C	Geo End Table, Glass Top, Chrome - 26"l x 26"d x 20"h	\$ 275.00	\$ 355.00	\$ _____
_____	E1FWB	Geo End Table, Brandy Maple Top, Black - 26"l x 26"d x 20"h	\$ 275.00	\$ 355.00	\$ _____
_____	MESCTB	Mesa Cocktail Table, Black Top, Bronze - 32.25"Rnd x 17.25"h	\$ 350.00	\$ 455.00	\$ _____
_____	MESCTG	Mesa Cocktail Table, Glass Top, Bronze - 36"Rnd x 17.25"h	\$ 350.00	\$ 455.00	\$ _____
_____	MESCTW	Mesa Cocktail Table, Barnwood Top, Bronze - 32.25"Rnd x 17.25"h	\$ 350.00	\$ 455.00	\$ _____
_____	MESETB	Mesa End Table, Black Top, Bronze - 20.50"Rnd x 21.25"h	\$ 275.00	\$ 355.00	\$ _____
_____	MESETG	Mesa End Table, Glass Top, Bronze - 24"Rnd x 21.25"h	\$ 275.00	\$ 355.00	\$ _____
_____	MESETW	Mesa End Table, Barnwood Top, Bronze - 20.50"Rnd x 21.25"h	\$ 275.00	\$ 355.00	\$ _____
_____	REGBEN	Regis Bench/Table, Brushed Metal - 47"l x 15.5"d x 16"h	\$ 385.00	\$ 495.00	\$ _____
_____	REGOTT	Regis End Table, Brushed Metal - 16"l x 15.5"d x 16.5"h	\$ 340.00	\$ 440.00	\$ _____
_____	SEDBBK	Sedona Side Table, Black Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 190.00	\$ 245.00	\$ _____
_____	SEDBWH	Sedona Side Table, White Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 190.00	\$ 245.00	\$ _____
_____	SEDBWD	Sedona Side Table, Wood Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 190.00	\$ 245.00	\$ _____
_____	C1E	Silverado Cocktail, Table Glass Top, Chrome - 36"Rnd x 17"h	\$ 350.00	\$ 455.00	\$ _____
_____	E1E	Silverado End Table, Glass, Chrome - 24"Rnd x 22"h	\$ 275.00	\$ 355.00	\$ _____
_____	TAOBBK	Taos Side Table, Black Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 190.00	\$ 245.00	\$ _____
_____	TAOBWH	Taos Side Table, White Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 190.00	\$ 245.00	\$ _____
_____	TAOBWD	Taos Side Table, Wood Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 190.00	\$ 245.00	\$ _____
_____	TMBTBL	Timber Table, Wood - 16"Rnd x 17"h	\$ 190.00	\$ 245.00	\$ _____
Café Table w/ Standard Black Base					
_____	30BKSC	30" Round Café Table, Black Top - 30"Rnd x 29"h	\$ 310.00	\$ 400.00	\$ _____
_____	30BEBE	30" Round Café Table, Blue Top - 30"Rnd x 29"h	\$ 310.00	\$ 400.00	\$ _____
_____	30AGBC	30" Round Café Table, Brushed Gunmetal Top - 30"Rnd x 29"h	\$ 310.00	\$ 400.00	\$ _____
_____	30YSBC	30" Round Café Table, Brushed Yellow Top - 30"Rnd x 29"h	\$ 310.00	\$ 400.00	\$ _____
_____	ZTJ	30" Round Café Table, Graphite Nebula Top - 30"Rnd x 29"h	\$ 310.00	\$ 400.00	\$ _____

Custom Furniture

Exhibiting Company: _____

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Table with columns: Qty, Item #, Description, Advance, Standard, Subtotal. Rows include Café Table w/ Standard Black Base (cont.), Café Table w/ Hydraulic Chrome Base, and Bar Table w/ Standard Black Base.

Custom Furniture

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Custom Furniture Options (Page 7 of 10)

Qty	Item #	Description	Advance	Standard	Subtotal
Bar Table w/ Standard Black Base (cont.)					
_____	30WH42	30" Round Bar Table, White Top - 30"Rnd x 42"h	\$ 310.00	\$ 400.00	\$ _____
_____	30WDBB	30" Round Bar Table, Barnwood Top - 30"Rnd x 42"h	\$ 310.00	\$ 400.00	\$ _____
_____	36BKSB	36" Round Bar Table, Black Top - 36"Rnd x 42"h	\$ 320.00	\$ 415.00	\$ _____
_____	VTN	36" Round Bar Table, Graphite Nebula Top - 36"Rnd x 42"h	\$ 320.00	\$ 415.00	\$ _____
_____	VTP	36" Round Bar Table, Maple Top - 36"Rnd x 42"h	\$ 320.00	\$ 415.00	\$ _____
_____	VTW	36" Round Bar Table, White Top - 36"Rnd x 42"h	\$ 320.00	\$ 415.00	\$ _____
Bar Table w/ Hydraulic Chrome Base					
_____	30BKHB	30" Round Bar Table, Black Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30BEHB	30" Round Bar Table, Blue Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30AGHB	30" Round Bar Table, Brushed Gunmetal Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30YSHB	30" Round Bar Table, Brushed Yellow Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30GRHB	30" Round Bar Table, Graphite Nebula Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30GSHB	30" Round Bar Table, Green Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30MTHB	30" Round Bar Table, Maple Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30OSHB	30" Round Bar Table, Orange Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30BRHB	30" Round Bar Table, Red Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30WHHB	30" Round Bar Table, White Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30WDHB	30" Round Bar Table, Barnwood Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	30MAHB	30" Round Bar Table, Gray Acajou Top - 30"Rnd x 45"h	\$ 380.00	\$ 495.00	\$ _____
_____	36BKHB	36" Round Bar Table, Black - Top 36"Rnd x 45"h	\$ 445.00	\$ 580.00	\$ _____
_____	36GRHB	36" Round Bar Table, Graphite Nebula Top - Top 36"Rnd x 45"h	\$ 445.00	\$ 580.00	\$ _____
_____	36MTHB	36" Round Bar Table, Maple Top - Top 36"Rnd x 45"h	\$ 445.00	\$ 580.00	\$ _____
_____	36WTHB	36" Round Bar Table, White Top - Top 36"Rnd x 45"h	\$ 445.00	\$ 580.00	\$ _____
Bar Table					
_____	RSTSQT	Rustique Square Metal Bar Table, Gunmetal - 23.75"l x 23.75"d x 41.25"h	\$ 410.00	\$ 535.00	\$ _____
Barstools					
_____	BSS	Banana Barstool, Black, Chrome - 21"l x 22"d x 41"h	\$ 350.00	\$ 455.00	\$ _____
_____	BST	Banana Barstool, White, Chrome - 21"l x 22"d x 41"h	\$ 350.00	\$ 455.00	\$ _____
_____	BLDBBK	Blade Barstool, Black - 20.5"l x 20"d x 40.5"h	\$ 160.00	\$ 210.00	\$ _____
_____	BLDBRD	Blade Barstool, Red - 20.5"l x 20"d x 40.5"h	\$ 160.00	\$ 210.00	\$ _____
_____	BLDBSB	Blade Barstool, Sky Blue - 20.5"l x 20"d x 40.5"h	\$ 160.00	\$ 210.00	\$ _____
_____	CBSBAZ	Chelsea Barstool, Azure Blue, Black Tower Base - 18.5"l x 22"d x 46"h	\$ 245.00	\$ 320.00	\$ _____
_____	CBSBBK	Chelsea Barstool, Black, Black Tower Base - 18.5"l x 22"d x 46"h	\$ 245.00	\$ 320.00	\$ _____
_____	CBSBYL	Chelsea Barstool, Goldenrod Yellow, Black Tower Base - 18.5"l x 22"d x 46"h	\$ 245.00	\$ 320.00	\$ _____
_____	CBSBGY	Chelsea Barstool, Gray, Black Tower Base - 18.5"l x 22"d x 46"h	\$ 245.00	\$ 320.00	\$ _____

Custom Furniture

Exhibiting Company: _____

Booth #: _____



Submit this form to rent custom furniture from Innovative. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2024

Custom Furniture Options (Page 8 of 10)

Qty	Item #	Description	Advance	Standard	Subtotal
Barstools (cont.)					
	CBSBOR	Chelsea Barstool, Orange, Black Tower Base - 18.5"l x 22"d x 46"h	\$ 245.00	\$ 320.00	\$
	CBSBWL	Chelsea Barstool, Walnut-look, Black Tower Base - 18.5"l x 22"d x 46"h	\$ 245.00	\$ 320.00	\$
	XBAR	Christopher Barstool, White Vinyl, Chrome - 19"l x 19"d x 41"h	\$ 275.00	\$ 355.00	\$
	KABSWH	Kamden Barstool, Chrome Base, White Vinyl, Chrome Base - 16.5"l x 20"d x 25"-33.5"h	\$ 325.00	\$ 420.00	\$
	LMBAR	Laguna Barstool, Maple, Chrome - 18"l x 20"d x 47"h	\$ 245.00	\$ 320.00	\$
	ROLLBL	Lift Barstool, Black Vinyl, Chrome - 15"Rnd x 23-33.5"h	\$ 275.00	\$ 355.00	\$
	ROLLGY	Lift Barstool, Gray Vinyl, Chrome - 15"Rnd x 23-33.5"h	\$ 275.00	\$ 355.00	\$
	ROLLRD	Lift Barstool, Red Vinyl, Chrome - 15"Rnd x 23-33.5"h	\$ 275.00	\$ 355.00	\$
	ROLLWH	Lift Barstool, White Vinyl, Chrome - 15"Rnd x 23-33.5"h	\$ 275.00	\$ 355.00	\$
	LUBSCL	Lucent Barstool, Frosted Acrylic, Chrome - 22"l x 22.5"d x 45.5"h	\$ 350.00	\$ 455.00	\$
	MARBBE	Marina Barstool, Ocean Blue Fabric, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 350.00	\$ 455.00	\$
	MARBBK	Marina Barstool, Black Vinyl, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 350.00	\$ 455.00	\$
	MARBBR	Marina Barstool, Brown Fabric, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 350.00	\$ 455.00	\$
	MARBRD	Marina Barstool, Red Fabric, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 350.00	\$ 455.00	\$
	MARBWH	Marina Barstool, White Vinyl, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 350.00	\$ 455.00	\$
	RSTSTL	Rustique Barstool, Gunmetal - 13"l x 13"d x 30"h	\$ 160.00	\$ 210.00	\$
	BS001	Shark Barstool, White, Chrome - 22"l x 19"d x 34-44"h	\$ 380.00	\$ 495.00	\$
	BSR	Syntax Barstool, Black, Chrome - 23"l x 19"d x 43.25"h	\$ 275.00	\$ 355.00	\$
	ZENBAR	Zenith Barstool, White, Chrome - 19"l x 20"d x 44"h	\$ 245.00	\$ 320.00	\$
	BS002	Zoey Barstool, White. Chrome - 15"l x 16"d x 30-34.75"h	\$ 350.00	\$ 455.00	\$
Communal Tables w/ Solid Tops & Silver Frame					
	VNTBNP	Ventura Communal Bar Table, Black Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 985.00	\$ 1,280.00	\$
	VNTMNP	Ventura Communal Bar Table, Maple Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 985.00	\$ 1,280.00	\$
	VNTWNP	Ventura Communal Bar Table, White Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 985.00	\$ 1,280.00	\$
	VNTCBN	Ventura Communal Café Table, Black Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 740.00	\$ 960.00	\$
	VNTCMN	Ventura Communal Café Table, Maple Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 740.00	\$ 960.00	\$
	VNTCWN	Ventura Communal Café Table, White Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 740.00	\$ 960.00	\$
Communal Tables w/ Grommet Holes & Silver Frame					
	VNTBMW	Ventura Communal Bar Table, w/ Grommet Holes Maple Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 985.00	\$ 1,280.00	\$
	VNTBWW	Ventura Communal Bar Table, w/ Grommet Holes White Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 985.00	\$ 1,280.00	\$
	VNTCMW	Ventura Communal Café Table, w/ Grommet Holes Maple Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 740.00	\$ 960.00	\$
	VNTCWW	Ventura Communal Café Table, w/ Grommet Holes White Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 740.00	\$ 960.00	\$

Custom Furniture

Exhibiting Company: _____

Booth #: _____



Submit this form to rent custom furniture from Innovative. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2024

Custom Furniture Options (Page 9 of 10)

Table with columns: Qty, Item #, Description, Advance, Standard, Subtotal. Sections include Conference Tables, Executive Chairs, and Office & Product Displays.

Custom Furniture

Exhibiting Company: _____

Booth #: _____



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Submit this form to rent custom furniture from Innovative. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2024

Custom Furniture Options (Page 10 of 10)

Qty	Item #	Description	Advance	Standard	Subtotal
Office & Product Displays (cont.)					
	PDL36B	Powered Locking Pedestal 36" Black - 24"l x 24"d x 36"h	\$ 675.00	\$ 880.00	\$ _____
	PDL36W	Powered Locking Pedestal 36" White - 24"l x 24"d x 36"h	\$ 675.00	\$ 880.00	\$ _____
	PDL42B	Powered Locking Pedestal 42" Black - 24"l x 24"d x 42"h	\$ 795.00	\$ 1,035.00	\$ _____
	PDL42W	Powered Locking Pedestal 42" White - 24"l x 24"d x 42"h	\$ 795.00	\$ 1,035.00	\$ _____
Lamps					
	LA15	Mason Floor Lamp, Brushed Silver - 18"Rnd x 55"h	\$ 340.00	\$ 440.00	\$ _____
	LA14	Mason Table Lamp, Brushed Silver - 16"Rnd x 26"h	\$ 180.00	\$ 235.00	\$ _____
Bars & Counters					
	MTBLP1	Midtown Bar, Lighted w/ Plug In Taupe Glass Top, Pewter - 60"l x 18"d x 42"h	\$ 1,905.00	\$ 2,475.00	\$ _____
	MTBUUL	Midtown Bar, Unlighted Taupe Glass Top, Pewter - 60"l x 18"d x 42"h	\$ 1,610.00	\$ 2,090.00	\$ _____
	MTCLP1	Midtown Powered Counter, Lighted w/ Plug In Taupe Glass Top, Pewter - 60"l x 18"d x 42"h	\$ 1,905.00	\$ 2,475.00	\$ _____
	MTCPUL	Midtown Powered Counter, Unlighted Taupe Glass Top, Pewter - 60"l x 18"d x 42"h	\$ 1,795.00	\$ 2,335.00	\$ _____
Greenery					
	HDG4FT	Boxwood Hedge, 4' Green, Black - 46"l x 9"d x 47"h	\$ 740.00	\$ 960.00	\$ _____
	HDG7FT	Boxwood Hedge, 7' Green, Black - 36.5"l x 12"d x 84"h	\$ 1,165.00	\$ 1,510.00	\$ _____
Dividers					
	DIVBAR	Clear Divider, Bar/Counter Clear, Black - 48-70"l x 12"d x 31.5"h	\$ 255.00	\$ 330.00	\$ _____
	DIVFRE	Clear Divider, Freestanding Silver, Clear - 39"l x 1.5"d x 72"h	\$ 435.00	\$ 570.00	\$ _____
	DIVFCR	Clear Divider, Freestanding Corner Silver, Clear - 39"l x 39"d x 72"h	\$ 870.00	\$ 1,135.00	\$ _____
	DIVFWL	Clear Divider, Freestanding Wall Silver, Clear - 40"l x 1.5"d x 72"h	\$ 435.00	\$ 570.00	\$ _____
	DIVFST	Clear Divider, Sofa/Table Silver, Clear - 34"l x 11"d x 47-74"h	\$ 395.00	\$ 510.00	\$ _____
	DIVFWB	Divider, Freestanding Whiteboard Silver, White - 39"l x 1.5"d x 72"h	\$ 575.00	\$ 750.00	\$ _____
	MIRWHT	Miramar Divider, White Silver, Clear - 63"l x 23"d x 83"h	\$ 615.00	\$ 800.00	\$ _____
	STNSGN	Stanchion Sign Holder, Chrome - 10"l x 13"h	\$ 85.00	\$ 110.00	\$ _____
	STNCH1	Stanchion w/ Retractable Belt Black, Chrome - 96"l x 37"h	\$ 95.00	\$ 125.00	\$ _____

Custom Furniture

Terms / Order Estimate

- All rates are for the duration of the show and are on a rental basis only.
- Any discrepancies in items ordered and received or questions must be reported to Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____
From all 10 Custom Furniture Pages

Exhibiting Company: _____

Booth #: _____



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Submit this form to rent a hardwall exhibit from Innovative Expo. Custom graphic design and printing available.

Orders received without full payment or credit card information will not be processed.

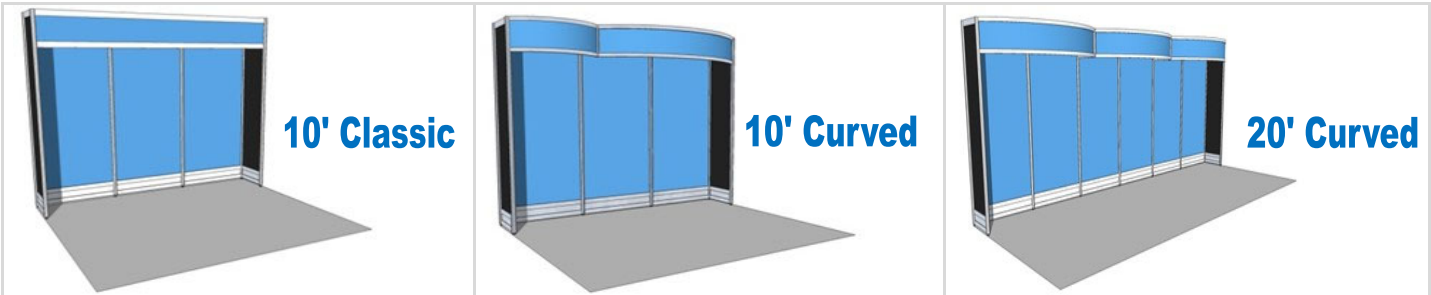
Print ready artwork needs to be received by posted advance order discount deadline to ensure advance pricing.

Advance Order Discount Deadline: September 3, 2024

Rental Exhibits

Exhibits Include: Carpet / Lighting / Labor to install & dismantle / Daily Vacuuming (Select colors for Filler Panel and Carpet below under *Color Options*)

Electrical service is not included must be ordered and paid directly to the electrical provider.

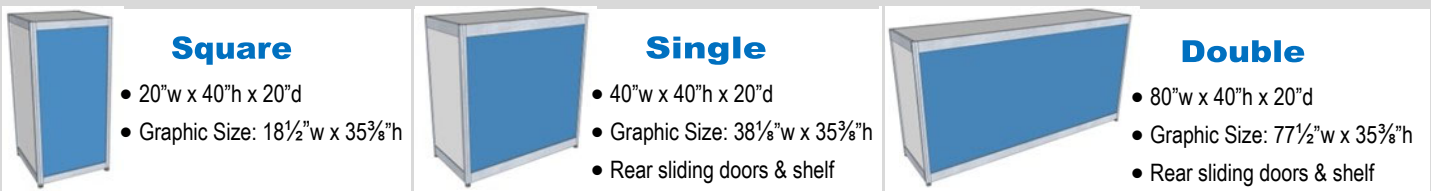


Qty	Item	Advance	Standard	Subtotal
_____	10' Classic - Header graphic only	\$ 4,200.00	\$ 5,475.00	\$ _____
_____	10' Classic - Header & 3 graphic panels	\$ 6,700.00	\$ 8,675.00	\$ _____
_____	10' Curved - Header graphic only	\$ 4,800.00	\$ 6,225.00	\$ _____
_____	10' Curved - Headers & 3 graphic panels	\$ 7,100.00	\$ 9,250.00	\$ _____
_____	20' Curved - Header graphic only	\$ 8,600.00	\$ 11,125.00	\$ _____
_____	20' Curved - Headers & 6 graphic panels	\$ 13,350.00	\$ 17,350.00	\$ _____
_____	Velcro Compatible Fabric - per panel	\$ 385.00	\$ 500.00	\$ _____
_____	Adjustable Shelves	\$ 61.00	\$ 80.00	\$ _____

Color Options

Filler Panel Color: Black White **Carpet Color:** Black Blue Burgundy Gray Hunter Green Red Teal

Counters



Qty	Item	Advance	Standard	Subtotal
_____	Square - without front graphic	\$ 550.00	\$ 710.00	\$ _____
_____	Square - with front graphic	\$ 670.00	\$ 875.00	\$ _____
_____	Single - without front graphic	\$ 760.00	\$ 980.00	\$ _____
_____	Single - with front graphic	\$ 1,050.00	\$ 1,365.00	\$ _____
_____	Double - without front graphic	\$ 1,260.00	\$ 1,635.00	\$ _____
_____	Double - with front graphic	\$ 2,020.00	\$ 2,625.00	\$ _____

Terms / Order Estimate

- All rates are for the duration of the show and are on a rental basis only.
- Cancelled orders will be charged 100% of the original price.
- Any discrepancies in items ordered and received or questions must be reported to the Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Submit this form to rent a hardwall exhibit Overlay Panels with Custom Artwork from Innovative Expo.

Orders received without full payment or credit card information will not be processed.

Print ready artwork needs to be received by posted advance order discount deadline to ensure advance pricing.

Advance Order Discount Deadline: September 3, 2024

Overlay Panels with Custom Artwork


Exhibits Include: Carpet / Labor to install & dismantle / Daily Vacuuming

Electrical service is not included must be ordered and paid directly to the electrical provider.



10' Overlay Exhibit

- (3) Graphic Panels



20' Overlay Exhibit

- (6) Graphic Panels

Qty	Item	Advance	Standard	Subtotal
_____	10' Overlay Exhibit with Custom Artwork	\$ 5,500.00	\$ 7,150.00	\$ _____
_____	20' Overlay Exhibit with Custom Artwork	\$ 11,050.00	\$ 14,350.00	\$ _____

Carpet Color Options

Carpet Colors: Black Blue Burgundy Gray Hunter Green Red Teal

Terms / Order Estimate

- All rates are for the duration of the show and are on a rental basis only.
- Cancelled orders will be charged 100% of the original price.
- Any discrepancies in items ordered and received or questions must be reported to Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____

Innovative Expo: **phone:** 760.343.2555 **fax:** 760.343.2533 **e-mail:** service@innovativeexpo.com

Rental Exhibits - Overlay Panels with Custom Artwork



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Custom Exhibits

- Exhibitors will have full access to the design expertise of Innovative Expo.
- Using sturdy aluminum framed construction, we can create a customized exhibit in an almost limitless variety of configurations. Walls, counters, dividers, archways.....
- An attractive and functional exhibit will complement your marketing strategy, maximize booth space, and enhance your presence on the show floor.
- All panels and countertops can be given graphic treatments expanding your message and increasing your brand recognition.
- We will work with you to create a customized exhibit to showcase your company.



Custom Rental Exhibits



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Submit this form to order signage from Innovative Expo.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2024

Color Easel Signs

	Qty	Size*	Advance	Standard	Subtotal
Premium Easel Sign	_____	11" w x 17" h	\$89.00	\$133.00	\$ _____
<i>Photo quality prints mounted on foam board.</i>	_____	17" w x 11" h	_____	_____	\$ _____
<i>Your artwork may have full bleeds (printed to edge of panel).</i>	_____	22" w x 28" h	\$139.00	\$208.00	\$ _____
<i>* Contact us if you are in need of other sizes.</i>	_____	28" w x 22" h	_____	_____	\$ _____

Lamination Service	_____	Any size	Add 50%	\$ _____
<i>Recommended if you plan to reuse your sign.</i>				

Tabletops Signs with Easel Back

	Qty	Size	Advance	Standard	Subtotal
Tabletop Signs w/ Easel Back	_____	8½" w x 11" h	\$75.00	\$112.00	\$ _____
<i>Mounted on foam board.</i>	_____	11" w x 8½" h	_____	_____	\$ _____
<i>Your artwork may have full bleeds (printed to edge of panel).</i>	_____	11" w x 17" h	\$100.00	\$150.00	\$ _____
<i>You can also send us a preprinted flyer or datasheet to mount.</i>	_____	17" w x 11" h	_____	_____	\$ _____
<i>Self-supporting with folding easel back.</i>					

Lamination Service	_____	Any size	Add 50%	\$ _____
<i>Recommended if you plan to reuse your sign.</i>				

Custom Sizes

Length	Width	Square footage <small>10 sq. ft. minimum</small>	Advance <small>per sq. ft.</small>	Standard <small>per sq. ft.</small>	Subtotal
_____ x _____	= _____ x _____		\$27.00	\$40.00	= \$ _____
Material: <input type="checkbox"/> Foamcore <input type="checkbox"/> Masonite <input type="checkbox"/> PVC <input type="checkbox"/> Plexi <input type="checkbox"/> Gatorfoam	Select One: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal				

Don't see exactly what you need? More sizes & designs of graphics are available by custom order. Contact us to discuss specific needs.
Need help with your artwork? Our in-house Graphic Designer is at your service. Regardless of what shape your artwork is in, we can turn it into an eye-catching graphic.
Ordering Furniture? Add full-color graphics to your Pedestal or Counter. Contact us for details.

Special Instructions for Signs Ordered: _____

Terms / Order Estimate

- Orders cancelled will be charged 100% of the original price.
 - Any discrepancies in items ordered and received or questions must be reported to the Innovative Expo Service Desk immediately upon noting
 - Transfer this total to the *Payment Authorization/Order Summary form*.
- Total \$** _____

Exhibiting Company: _____ **Booth #:** _____

Sign Order



Innovative Expo liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Innovative Expo Liability and Responsibility

1. Innovative Expo shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Innovative Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Innovative Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are tendered to Innovative Expo by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Innovative Expo and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppage of any kind.
5. The consignment or delivery of a shipment to Innovative Expo by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Innovative Expo shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. We shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Our liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Innovative Expo is limited to \$.25 per pound per article, with a maximum of \$50.00 per item, and maximum of \$1,000.00 per shipment. This applies while these goods are in Innovative Expo warehouse, in vehicles for delivery, or at show site.
7. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Innovative Expo for such shipments.
8. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Innovative Expo assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Innovative Expo labels, improper information on empty labels, or valuables stored in containers with empty labels.
9. Exhibitors should arrange outgoing shipments. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
10. In order to expedite removal of materials, Innovative Expo has authority, without further clearance with exhibitors, to change designated carriers.
11. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
12. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Innovative Expo relative to any loss or damage to any materials or equipment, that they will not withhold payment of any amount due to Innovative Expo for drayage or any other services provided by Innovative Expo as an offset against the amount of the alleged loss or damage. Instead, agree to pay Innovative Expo at the close of the show for all such charges, and they further agree that any claim they have against Innovative Expo shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
15. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time the shipments are made prior to the show until shipments are received back after the show. This can be done by adding riders to existing insurance policies, often at no additional cost. It is understood that Innovative Expo is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Innovative Expo hereunder are based on the value of the material handling services and the scope of Innovative Expo liability as set forth above.

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916





Advance Shipments

Exhibitors may choose to ship freight to the advance warehouse. Innovative Expo will receive and manage your materials shipped in advance.

Please make your show site representative aware of the following information.

Material handling fees are paid to Innovative Expo, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as ABF, FedEx, TForce, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding advance material handling services provided by Innovative Expo and the associated charges, please see below.

Shipments to the Warehouse

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments must arrive at the warehouse by: **September 16, 2024.**
- Ship pre-paid; collect shipments will be refused.
- Uncrated, pad wrapped, specialized equipment or hazardous materials will not be accepted at the warehouse.

Advantages:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget.

Rates Include:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site, unloading and delivery to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Innovative Expo Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

Common Carrier Rate

Shipments that arrive via Common Carrier (regular route LTL carriers) such as ABF, TForce etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling.

Special Handling / Late Shipment Rate

Shipments that are uncrated shipments, or are packed in such a manner as to require special handling, such as ground unloading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Small Package Rate

Cartons/envelopes weighing less than 40 lbs. per shipment without documentation.



Direct Shipments

Exhibitors may choose to ship freight direct to show site. Innovative Expo will receive and manage your materials shipped to show site.

Please make your show site representative aware of the following information.

Material handling fees are paid to Innovative Expo, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as ABF, FedEx, TForce or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding direct material handling services provided by Innovative Expo and the associated charges, please see below.

Direct Shipments to Show Site

- Shipments to the facility must not arrive prior to: **September 21, 2024**. Early shipments to show site may be refused.
- Innovative Expo will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget.

Rates Include:

- Receiving exhibitor shipment, unloading at loading dock and delivery to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Innovative Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

Common Carrier Rate

Shipments that arrive via Common Carrier (regular route LTL carriers) such as ABF, TForce etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling.

Special Handling / Late Shipment Rate

Shipments that are uncrated shipments, or are packed in such a manner as to require special handling, such as ground unloading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Small Package Rate

Cartons/envelopes weighing less than 40 lbs. per shipment without documentation.



Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight.

Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition.

Billed weight is based on incoming weight, whether outbound services are used completely or in part.

The weight is rounded up to the next one hundred pounds (100 lbs.) and is taken from the inbound Bill of Lading and/or the certified weight ticket.

Separate shipments will not be combined.

Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: IES Street & Area Lighting Conference

Innovative Expo
c/o ABF Freight
1265 Blairs Bridge Road
Lithia Springs, GA 30122

- Use this address and information on your inbound bill of lading for shipping freight to the warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 am to 4:00 pm.
- All shipments must be prepaid: collect shipments will be refused.
- We do not accept shipments that are not consigned to Innovative Expo. Such shipments will be refused.
- **Shipments must arrive at the warehouse by: September 16, 2024**

Direct to Show Site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: IES Street & Area Lighting Conference

c/o Innovative Expo
Marriott Marquis Atlanta - Marquis Ballroom
265 Peachtree Center Ave NE
Atlanta, GA 30303

- Use this address and information on your inbound bill of lading for shipping freight to Show Site.
- Please use the freight labels provided in this service manual.
- Receiving hours are during show move-in hours.
- All shipments must be prepaid: collect shipments will be refused.
- We do not accept shipments that are not consigned to Innovative Expo. Such shipments will be refused.
- **Shipments must not arrive prior to: September 21, 2024**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack booth equipment at end of the show must affix empty labels on containers as soon as they are empty. Empty labels are available at the Innovative Service Desk. Affixing labels is the sole responsibility of the exhibitor. We assume no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. There is no access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is considered a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Innovative Service Desk: *do not leave outbound Bills of Lading in your booth.*

Exhibitors who choose to ship outbound materials via any carrier other than the official show carrier must advise carrier to be checked in at the Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk.

Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, we reserve the right to re-route the shipment via the official show carrier as necessary.



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Submit this form if you will be shipping material to the warehouse. Use the rates below to estimate your material handling charges. Orders received without full payment or credit card information will not be processed and freight will not be delivered until payment received.

Material Handling

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on type of shipment, amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below.

Advance to Warehouse Rates

200 lb. minimum charge per shipment applies if over 40 lbs. total

	Rate per 100 lbs.	200 lb. min per shipment
Common Carrier (regular route LTL carriers)	\$225.00	\$450.00
Special Handling / Late Shipments (FedEx, UPS and any shipment requiring additional labor or equipment to unload and reload)	\$258.00	\$516.00

Direct to Show Site Rates

200 lb. minimum charge per shipment applies if over 40 lbs. total

	Rate per 100 lbs.	200 lb. min per shipment
Common Carrier (regular route LTL carriers)	\$247.00	\$494.00
Special Handling / Late Shipments (FedEx, UPS and any shipment requiring additional labor or equipment to unload and reload)	\$283.00	\$566.00

Small Packages Rates

Per shipment.

	Small Packages Per Shipment
Small Packages (total weight under 40 lbs.)	\$95.00

Material Handling Schedule

We plan to ship our materials:

Advance: Common Carrier Special Handling **Direct:** Common Carrier Special Handling

Carrier	Tracking # or Shipped From	Date of Planned Arrival	# of Pieces			Est. Weight	Rate	Estimated Cost <small>200 lb. minimum</small>
			Crates	Cartons	Cases			

Return To Warehouse

- Shipments returned to warehouse will incur additional fees. Rate will be charged \$25.00 per 100 lbs. with a \$350.00 minimum

Terms / Order Estimate

- All freight received will be billed 100%.
- Transfer this total to the *Payment Authorization/Order Summary* form.

Total \$ _____

Exhibiting Company: _____

Booth #: _____



Material Handling Tips

Shipping Inbound:

- **Advance to Warehouse:**
 - Ensure your shipment arrives by the deadline date of **September 16, 2024** to avoid additional surcharges.
 - Your shipment can arrive up to 30 days prior to move in.
- **Direct to Show Site:**
 - Shipments will be received starting **September 21, 2024** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **IES Street & Area Lighting Conference** on all labels.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

Shipping Outbound:

- Innovative Expo uses the designated show carrier exclusively for re-shipping material at the close of show.
- If you are not shipping via the show carrier, you must schedule your carrier for pickup at the appropriate time.
- Each individual shipment destination must have a completed Bill of Lading. Each piece must be individually labeled.
- When materials are packed, labeled and ready to be shipped, bring the completed Bill of Lading to the Service Desk.
- Be aware of the time deadline for clearing the show floor to avoid your shipments being rerouted via the show carrier.

Storing Empty Containers:

- Pick up Empty Labels at the Innovative Service Desk.
- Place a label on each container with your company name & booth number.
- Labeled containers will be picked up periodically and stored during the show.
- Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to your booth.

Consolidate Your Shipment:

- Separate shipments received will not be combined. The minimum 200 lb. charge applies to each shipment received.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

TOTAL cost of three shipments arriving separately: \$600.00

OR

3 pieces totaling 152 lbs. @ 200 lb minimum x \$100.00 per CWT = \$200.00

TOTAL cost of one consolidated shipment: \$200.00 Savings of \$400.00

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

IES Street & Area Lighting Conference

Innovative Expo

c/o ABF Freight

1265 Blairs Bridge Road

Lithia Springs, GA 30122



IES Street & Area Lighting Conference
Marriott Marquis Atlanta
Atlanta, GA
September 22-24, 2024

To: _____
Exhibitor Name

Booth #: _____

Shipment must arrive by:
September 16, 2024

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

IES Street & Area Lighting Conference

Innovative Expo

c/o ABF Freight

1265 Blairs Bridge Road

Lithia Springs, GA 30122



IES Street & Area Lighting Conference
Marriott Marquis Atlanta
Atlanta, GA
September 22-24, 2024

To: _____
Exhibitor Name

Booth #: _____

Shipment must arrive by:
September 16, 2024

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**IES Street & Area Lighting Conference
c/o Innovative Expo
Marriott Marquis Atlanta - Marquis Ballroom
265 Peachtree Center Ave NE
Atlanta, GA 30303**



**IES Street & Area Lighting Conference
Marriott Marquis Atlanta
Atlanta, GA
September 22-24, 2024**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must not arrive prior to:
September 21, 2024**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**IES Street & Area Lighting Conference
c/o Innovative Expo
Marriott Marquis Atlanta - Marquis Ballroom
265 Peachtree Center Ave NE
Atlanta, GA 30303**



**IES Street & Area Lighting Conference
Marriott Marquis Atlanta
Atlanta, GA
September 22-24, 2024**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must not arrive prior to:
September 21, 2024**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Innovative Expo.

Material Handling

Innovative Expo has the responsibility of receiving and handling all the exhibit materials and empty containers. It is our responsibility to manage the docks and schedule vehicles for a smooth and efficient move in/move-out of the trade show. Innovative Expo will not be responsible for any material it does not handle. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense. The fire marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Innovative Expo to store empty containers.

Booth Labor

Since Georgia is a "right-to-work" state; exhibitor personnel may set up their own exhibits if so desired. Union Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight, and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

Union exhibit labor claims jurisdiction for the installation, dismantling, and initial cleaning of prefabricated exhibits and displays when this work is done by persons other than the company personnel. They may be employed by submitting the Labor/Forklift order form enclosed in this manual. They are not required to put your products on display, to open cartons containing your products, or to perform testing maintenance or repairs on your products. If, however you hire any labor to assist you, it must be through the Official Contractor or a contractor that meets all of the regulations as an Exhibitor Appointed Contractor.

Safety

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

Gratuities

Innovative Expo requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a 15 minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Innovative Expo management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Innovative Expo.

Labor Guidelines: Georgia



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Submit this form to order labor from Innovative Expo. Labor is available for installation/dismantling of exhibits, and for shrink wrapping and banding of materials. Orders received without full payment or credit card information will not be processed.

Labor Options

Innovative Supervised

- All work is performed and supervised by Innovative personnel.
- Charge for supervisory service is 25% of hourly rate.
- An outbound Bill of Lading must be completed and turned in at the Service Desk for supervised labor.
- Labor is billed on a 1 hour minimum per laborer and then billed in 1/2 hour increments.

Exhibitor Supervised

- All work is performed under the direction of the exhibitor.
- Exhibitors are required to check in at the Service Desk before labor is dispatched.
- Labor is billed on a 1 hour minimum per laborer and then billed in 1/2 hour increments.

- All labor is billed on a 1 hour minimum per laborer.
- *For Dismantle:* Exhibitor agrees that Innovative Expo is not responsible for any loss or damage to booth properties, graphics or related components resulting from this service.

Labor Information

Shipped to: Warehouse Show Site Blueprints/Instructions: Attached w/Display
 Carpet if not shipped: From Innovative None Electrical under carpet: Yes No
 Show Site Contact: _____ Cell: _____

Labor Rates

<u>Hours</u>	<u>Laborer</u> per person per hour
<u>Straight Time</u> Monday - Friday 8:00 am - 4:30 pm	\$182.00
<u>Overtime</u> Monday - Friday 4:30 pm - 8:00 am All day Saturday, Sunday	\$248.00
<u>Double Time</u> All observed union holidays	\$336.00

Labor

Labor Estimate Costs

Innovative Supervised Exhibitor Supervised

	Date	Time	# Laborers	Est. Hrs. per laborer	Total Hrs.	Rate per laborer per hour	Subtotal	Innovative Supervised Subtotal x 25%	Estimated Cost
Installation			x	=	x	=	+	=	
Dismantle			x	=	x	=	+	=	

Shrink Wrap / Banding

<u>Item</u>	<u>Amount</u>	<u>Price</u>	<u>Subtotal</u>
Shrink Wrap (per skid)	# of skids _____	x \$70.00	\$ _____
Banding (per foot)	# of feet _____	x \$3.75	\$ _____

Terms / Order Estimate

- Labor ordered and cancelled will be charged a one hour minimum per laborer.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total Estimate \$ _____

Exhibiting Company: _____

Booth #: _____



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Cleaning services are available for your booth in order to maintain booth cleanliness post set-up and throughout the show. This service is not included in your rental. To ensure your booth is show ready please order cleaning services.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2024

Cleaning

Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
Daily vacuuming of carpets, sweeping of booths and emptying of wastebasket	X	X	\$0.70	\$0.90	\$ _____

- If special cleaning services are required, please contact Innovative Expo.
- Carpets that are ordered or provided through Innovative Expo are installed in clean condition. Additional pre-show opening cleaning must be ordered if needed.
- Carpets that are subject to excessive wear and tear (wood/metal shaving generated by demonstrations, food sampling) will have an additional charge of \$0.35 per sq.ft.

Booth Cleaning

Terms / Order Estimate

- Any discrepancies in items ordered and received or questions must be reported to Innovative Service Desk immediately upon noting
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____



Please be sure to inform your show site representative of the following fire regulations to ensure safety throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department and State Fire Marshal. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Electrical Extension Cords

All extension cords shall be ground fault interrupter protected and/or over current protected and shall be of 12/3 gauge wire. No additional taps are to be in any device. All spliced wires are prohibited.

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials **must be flame-retardant** unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be locked or sealed with tape and batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



IES Street & Area Lighting Conference

Marriott Marquis Atlanta - Marquis Ballroom

Atlanta, GA

September 22-24, 2024

Submit this form if the exhibiting company intends to use a contractor other than Innovative Expo. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Innovative Expo must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Order Deadline: September 3, 2024

Contractor Requirements

Non-Official, exhibitor appointed contractors must use labor supplied by Innovative Expo unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Innovative Expo at least thirty (21) days prior to the show.
- Non-official (EAC) contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Innovative Expo as an additional insured, furnished by their broker to our office no later than thirty (21) days in advance of actual installation dates. **Coverage to include \$2,000,000 Liability, \$1,000,000 for Workers Compensation and \$1,000,000 for Auto Coverage.** This must include a copy of your Worker's Compensation Insurance.
- Non-official (EAC) contractors must furnish the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official (EAC) contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Non-Official (EAC) Contractor Information

Non-Official (EAC) Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

EAC contact at show: _____ Cell: _____

Type of work to be performed: _____

Exhibiting Company: _____

Booth #: _____

Non-Official (EAC) Contractor



To request:

Audio Visual

please refer to the link below.

[Order Services](#)



APPLICATION FOR SERVICES

(For your Exhibit Booth Phone, Internet & Power Needs)

Booth Number: _____

Name of Event Attending: **Illuminating Engineering Society Street & Area Lighting Conference (Sept/2024)**

Name of Person Ordering: _____ On-Site Contact _____

Company/Firm Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

POWER	Quantity	Install Date/time	Uninstall Date/time	Comments
120V Dedicated / 2000 Watts / 20 Amps \$150 each (Included: quad box with (4) outlets.)				
Power Strip and/or Extension Cord \$150 each (specify which or both)				
100 amps 1 phase - \$600				
100 amps 3 phase - \$800				
200 amps 1 phase - \$1,000				
200 amps 3 phase - \$1,250				
Special Order, specify:				
INTERNET	Quantity	Install Date/Time	Uninstall Date/Time	Comments
Wireless Internet Connections - \$25 (per connection, per day)				
Wired Internet Line* - \$360 (per device, per day)				
(*) - Requests for Wired Internet Needs to be Communicated to Event Manager a Minimum of 72 Hours Prior to Start of Event				
PHONE	Quantity	Install Date/Time	Uninstall Date/Time	Comments
(DID) line only* - \$200/ Line/ Day				
(DID) line with Standard Phone* - \$250/ Line/ Day				
Polycom Speaker Phone (Line included)* - \$650/ Phone/ Day				
(*) - There will be a \$300 charge for each phone not returned to the Hotel Technology Department. - Phone call charges are additional				

Any/All service(s) order must be received 14 business days prior to the install date to avoid additional charges.
All pricing increases by a fee of \$100 for orders received 72 hours prior to the event date.
Tax (8.9%) and service charge (26%) will apply.

BILLING

____ Group Master Account; Group name _____

____ Credit Card (request for credit sent via a separate email; then provided thru a secured link)

____ Guest Room; Name of guest or confirmation number _____

Signature: _____

Return form to:

Christina Wallace - Sr. Admin/Event Management – Email: christina.wallace@marriott.com