



Dear **NEWH Chicago Regional Tradeshow 2015** Exhibitor:

This Exhibitor Service Kit details important information to allow Valley Expo & Displays, Show Decorator, to help ensure your success at the **NEWH Chicago Regional Tradeshow 2015**, at the Navy Pier, **April 23, 2015**.

### VALLEY ONLINE ORDERING

For your convenience Valley Expo & Displays offers online ordering.

You can order your Valley services, view show schedule, and review your account information.

To place online orders you will be required to register with Valley Online.

If you received this Exhibitor Service Kit in an email, a direct link and your temporary password to online ordering were also included. Click on the link to be directed to our website and begin ordering. (<https://valleyexpodisplays.boomerecommerce.com>)

If you did not receive an email, visit, [www.valleyexpodisplays.com](http://www.valleyexpodisplays.com). Click on "Register and get your Password Here" to request your online credentials. Fill out the required information and submit.

Once your request is processed you will receive an email with your login information. It may take up to two hours to generate your credentials. We appreciate your patience in advance.

### HELPFUL HINTS

Order early and take advantage of the advance pricing to receive discounted rates.

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business.

Please read each form carefully, and return them to the address shown on each form. Other suppliers may be used for some services (i.e. electrical) and orders with payment should be sent separately to them for those services.

Valley Expo & Displays does not take orders over the phone. All orders must be entered online (<https://valleyexpodisplays.boomerecommerce.com>) faxed (815-873-1544) or, emailed ([events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)) by **April 18, 2015**.

Valley Expo & Displays will accept no orders without payment in full.

**Please contact our *Exhibitor Services Department* at 877.332.4292, with any questions you may have.**

Thank you for your business and we look forward to seeing you at the show!





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
 FAX: 815.873.1544

## GENERAL SHOW INFORMATION

**NEWH Chicago Regional Tradeshow 2015**  
 Navy Pier, April 23, 2015

ADVANCED PRICE DEADLINE:  
 April 1, 2015

**Valley Expo & Displays** is the official general service contractor for this event. We will have clearly identifiable representatives on the show floor during set up to answer your questions. Prior to set up, please direct your questions to our exhibitor services department in our main office listed below. Our goal is to help you make your participation in this event a success!

This **Exhibitor Information Packet** contains shipping instructions for this event. **You can guarantee a smooth installation by completing these forms and sending them with payment to Valley Expo & Displays as soon as possible.**

Please read each form carefully, and return them to the address shown on **each** form. Sometimes other suppliers are used for some services (i.e.: electrical), and orders with payment should be sent separately to them for those services.

***Please note:*** We strongly recommend that you pay for your services in advance using a credit card. This allows your representative at the show site to order additional needed furniture and equipment without having to arrange for payment on the show floor. Valley Expo & Displays will accept no orders without payment in full.

<b>Official Contractor:</b>	Valley Expo & Displays 4950 American Road Rockford, IL 61109	phone: (877) 332-4292 fax: (815) 873-1544 e-mail: <a href="mailto:events@valleyexpodisplays.com">events@valleyexpodisplays.com</a>
-----------------------------	--	--

**Booth Package:** A standard 6' x 6' booth will include:

- Black 8' Back Drape and 3' Side Drape
- (1) 4' or 6' Skirted Table
- (1) Chair
- (1) Wastebasket
- (1) 7" x 44" Identification Sign

Your exhibit area and aisles are carpeted with grey speckle carpet. Additional equipment and services may be ordered using the attached forms.

### Important Schedule Information:

Advance Price Deadline:	Wednesday	April 1, 2015	
Exhibitor Move In:	Wednesday	April 22, 2015	1:00PM - 4:00PM
	Thursday	April 23, 2015	8:00AM - 12:00PM
Show Hours:	Thursday	April 23, 2015	1:00PM - 7:00PM
Exhibitor Move Out:	Thursday	April 23, 2015	7:00PM - *9:00PM

\*Carriers must check in by 9:00PM

**All the information you need is contained on the attached forms. If at any time you have questions, please call our Exhibitor Services Department at (877) 332-4292.**



**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
 valleyexpodisplays.com



Register Here for Online Ordering...

www.valleyexpodisplays.com

EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM

FAX: 815.873.1544

**RECAP OF  
 COST &  
 PAYMENT**

**NEWH Chicago Regional Tradeshow 2015**

**Navy Pier, April 23, 2015**

ADVANCED PRICE DEADLINE:  
 April 1, 2015

One copy of this form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays at the address below. Advance prices apply only to orders received with payment in full by the advance price deadline date listed on the General Show Information sheet. All orders received afterward, or at the show site will be subject to floor rates. **We cannot accept phone orders**, however, you may fax your order to us, provided we have your complete, valid credit card information. No invoice or statement will be issued.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received.

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney's fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays. **50% Surcharge on all refunds. No refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS!**

Please complete all the blanks below:

**SERVICES AND EQUIPMENT ORDERED**

\$ _____	Booth Furniture Order Form
\$ _____	Grid Wall Order Form
\$ _____	Freight Handling Order Form
\$ _____	Portable/Modular Display Rental Order Form
\$ _____	Event Labor Order Form
\$ _____	Forklift Service Order Form
\$ _____	Booth & Exhibit Porter Service Order Form
\$ _____	Sign & Banner Order Form

\$ \_\_\_\_\_ **Total Now Due**

Please provide the following information so we may credit your account properly.

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_ Date \_\_\_\_\_

Billing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Check No. (if paying by check) \_\_\_\_\_

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex Card Number \_\_\_\_\_ Exp. Date \_\_\_/\_\_\_ CVC2 \_\_\_\_\_  
3 digit or 4 digit code

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

X \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_ Cardholder's Name (please print) \_\_\_\_\_

**Please retain copies of all paperwork...Final invoices will be emailed after the show.**

BOOTH NUMBER:

COMPANY NAME:



**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
 valleyexpodisplays.com



**Register Here** for Online Ordering...  
 www.valleyexpodisplays.com  
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
 FAX: 815.873.1544

**THIRD  
 PARTY  
 BILLING**

## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

This form is to be used if you wish to have a Third Party handle your display, and be billed for services.

The Recap of Costs Payment Form should be completed by the Third Party to be billed for services, **however, we must also be provided with the Exhibiting Company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the Third Party.

It should be understood that by signing this form or placing an order the Exhibiting Company agrees it is ultimately responsible for payment of charges. **If your Third Party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

**All information below must be completed by the respective parties:**

### Third Party Information

\_\_\_\_\_  
 Third Party

\_\_\_\_\_  
 Billing Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Phone Fax

**X**  
 \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Print Authorized Name

\_\_\_\_\_  
 EMAIL ADDRESS

### Exhibiting Company Information

\_\_\_\_\_  
 Exhibiting Company

\_\_\_\_\_  
 Billing Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Phone Fax

**X**  
 \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Print Authorized Signature

\_\_\_\_\_  
 EMAIL ADDRESS

Please indicate any services that should **not** be billed to the Third Party:

\_\_\_\_\_

### Exhibiting Company's credit card information:

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_ / \_\_\_ Exp. Date \_\_\_ CVC2  
Last 3 digits on back of card, 4 digits on front of AMX

Account #: \_\_\_\_\_

**X**  
 \_\_\_\_\_  
 Cardholder's Signature

\_\_\_\_\_  
 Print Cardholder's Name

\_\_\_\_\_  
 Cardholder's Billing Address City State Zip



**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
 valleyexpodisplays.com



**Register Here** for Online Ordering...  
 www.valleyexpodisplays.com  
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
 FAX: 815.873.1544

**EXHIBITOR  
 APPOINTED  
 CONTRACTOR**

**NEWH Chicago Regional Tradeshow 2015**  
**Navy Pier, April 23, 2015**

**AUTHORIZATION FORM**

NAME OF SHOW \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

(STREET)

(CITY)

(STATE)

(ZIP)

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

ORDERED BY \_\_\_\_\_ TITLE \_\_\_\_\_

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

E-MAIL ADDRESS \_\_\_\_\_

If your company plans to use a contractor, which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: \_\_\_\_\_ Booth No: \_\_\_\_\_

Contact At Show: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Phone Number of Contractor: \_\_\_\_\_

Email Address of Contractor: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

Inform your **Exhibitor Appointed Contractor** that they **must** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulation of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_





## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

### EXHIBITOR APPOINTED CONTRACTORS

*Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:*

1. The exhibitor must notify Show Management and Valley Expo & Displays of the intention to utilize an independent contractor no later than 30 days prior to the first day of move-in, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless Show Management requires more.
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. **Valley Expo & Displays and Show Management must be named as additional insureds.**
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley Expo & Displays.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
  - b. Will share with Valley Expo & Displays all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - c. Must furnish Show Management and Valley Expo & Displays with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - d. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
  - f. Shall provide, if requested, evidence to Valley Expo & Displays that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
  - g. Must coordinate all of its activities with Valley Expo & Displays.
  - h. Must comply with all reasonable rules and regulations of the venue, Show Management and Official Service Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. All information must be received by Valley Expo & Displays' office no later than 30 days prior to the first day of move-in.



**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
 valleyexpodisplays.com



Register Here for Online Ordering...

www.valleyexpodisplays.com

EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM

FAX: 815.873.1544

**BOOTH  
 FURNITURE**

## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

ADVANCED PRICE DEADLINE:  
 April 1, 2015

Orders with payment in full must be received by **April 1, 2015**, for Advance Prices.

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

**4' or 6' Skirted Table and (1) chair included per booth, per request to NEWH.**

Be sure to indicate skirting color. Orders received without color indicated will receive Foreman's choice.

Skirting Color Selection: Blue White Gold Green Black Burgundy Red Teal Silver Purple

Skirted Tables	Quantity	Advance	Floor	Total
4' L x 30" H		\$ 134.15	\$ 174.40	
6' L x 30" H		\$ 172.30	\$ 224.00	
8' L x 30" H		\$ 208.55	\$ 271.15	
4' L x 42" H		\$ 167.70	\$ 218.05	
6' L x 42" H		\$ 207.25	\$ 269.45	
8' L x 42" H		\$ 240.10	\$ 312.15	

Plain Tables	Quantity	Advance	Floor	Total
4' L x 30" H		\$ 45.15	\$ 58.70	
6' L x 30" H		\$ 59.95	\$ 77.95	
8' L x 30" H		\$ 71.15	\$ 92.50	
4' L x 42" H		\$ 76.70	\$ 99.75	
6' L x 42" H		\$ 90.50	\$ 117.65	
8' L x 42" H		\$ 102.60	\$ 133.40	
30" x 13' Skirting Only (4th Side)		\$ 42.75	\$ 94.60	
42" x 13' Skirting Only (4th Side)		\$ 56.80	\$ 73.85	
White Vinyl, 8' Long (tabletop covering)		\$ 22.50	\$ 29.25	

Cocktail Tables	Quantity	Advance	Floor	Total
30" Round, 30" High		\$ 213.15	\$ 277.10	
30" Round, 42" High		\$ 219.20	\$ 285.00	

Chairs	Quantity	Advance	Floor	Total
Folding Chair		\$ 103.50	\$ 134.55	
Black Contour Chair		\$ 216.65	\$ 281.65	
Padded Chair		\$ 145.20	\$ 188.80	
Bar Stool with Back		\$ 231.55	\$ 301.05	

Miscellaneous	Quantity	Advance	Floor	Total
Tripod Adjustable Easel		\$ 47.90	\$ 62.30	
Wastebasket		\$ 13.95	\$ 18.15	
Garment Rack		\$ 125.45	\$ 163.10	
Bag Stand		\$ 90.45	\$ 117.60	
3' Drape (Side) per LnFt		\$ 21.75	\$ 28.30	
8' Drape (Back) per LnFt		\$ 29.60	\$ 38.50	
Literature Stand		\$ 220.20	\$ 286.30	
Table Riser 1' x 1' x 4 White Skirted		\$ 54.40	\$ 70.75	
Posterboard 4' x 8' Horizontal/Vertical (circle one)		\$ 258.70	\$ 336.35	

**Subtotal**

8% Rental Tax

**Total** \$

BOOTH NUMBER:

COMPANY NAME:

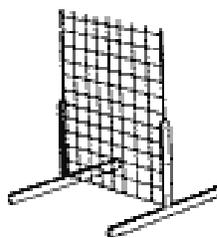
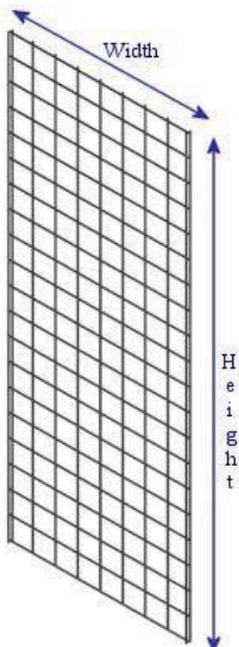



**NEWH Chicago Regional Tradeshow 2015**
**Navy Pier, April 23, 2015**

 ADVANCED PRICE DEADLINE:  
 April 1, 2015

Orders with payment in full must be received by **April 1, 2015**, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

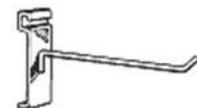
Item Description	Quantity	Advanced Pricing	Floor Pricing	Total
<b>PANELS</b>				
2' w x 4' h Panel		\$ 69.10	\$ 89.85	
2' w x 6" h Panel		\$ 82.50	\$ 107.25	
2' w x 8' h Panel		\$ 103.10	\$ 134.05	
<b>BASES</b>				
"T" Base, per set		\$ 44.00	\$ 57.20	
<b>SHELVES</b>				
24" w/shelf brackets		\$ 19.10	\$ 24.85	
48" w/shelf brackets		\$ 38.20	\$ 49.70	
<b>MOUNTING</b>				
6 Ball Waterfall		\$ 32.30	\$ 42.00	
Hang Rail		\$ 13.95	\$ 18.15	
Picture Hanger		\$ 2.70	\$ 3.55	
Hat Display		\$ 6.75	\$ 8.80	
Peg Hook (4", 6", 12")		\$ 3.40	\$ 4.45	
Subtotal				
8% Rental Tax				
Order Total				\$



"T" Base



Picture Hanger



Peg Hook



Hat Display



6 Ball Waterfall



Hang Rail



Shelf





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
 FAX: 815.873.1544

## SHIPPING INFORMATION

### NEWH Chicago Regional Tradeshow 2015 Navy Pier, April 23, 2015

**Please read this information carefully, and call us if you have questions.**

**Freight Handling Charges:** Valley Expo & Displays is prepared to receive your freight in advance at one of our warehouse locations, or directly at the show site. **All shipments must be sent prepaid; collect freight shipments will be refused.** Valley Expo freight handling charges are based on incoming weight, rounded up to the nearest 100 lbs. For rates and schedule information that apply to this convention, please refer to the **Freight Handling Order Form**.

**Exhibitors are responsible for crating and uncrating of their own product.**

**Advance Shipments:**

- A. Receiving at our warehouse up to 30 days prior to the first day of move in
- B. Delivery to your exhibit booth
- C. Storage of empty containers, and return of empty containers to your booth
- D. Reloading freight for outbound shipping

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME BOOTH NUMBER <b>NEWH Regional Tradeshow 2015</b> YRC FREIGHT C/O VALLEY EXPO & DISPLAYS 2000 LINCOLN HIGHWAY CHICAGO HEIGHTS, IL 60411
--

First day freight will be accepted at advance location: **3/23/15**

Last day freight will be accepted: **4/20/15**

**Direct Shipments to the Show Site:**

- A. Receiving at the show site, and delivery to your exhibit booth
- B. Storage of empty containers
- C. Return of empty containers to your booth
- D. Reloading for outbound shipment

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME BOOTH NUMBER <b>NEWH Regional Tradeshow 2015</b> NAVY PIER C/O VALLEY EXPO & DISPLAYS 600 E. GRAND AVE CHICAGO, IL 60611
--

**Do not send shipments to arrive in advance of 4/22/15 to the show site.** The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **4/22/15; 1:00PM - \*4:00PM**  
**4/23/15; 8:00AM - \*12:00PM**

*\*Drivers must check in by 3:00PM on 4/22 and by 11:00AM on 4/23*

**Authorization To Provide Freight Services:** By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.

Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

**The Freight Handling Order Form must be completed and returned with payment to  
 Valley Expo & Displays before exhibit freight will be handled!**



# RUSH

EXHIBITOR MATERIAL

FROM:

## ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

NEWH Regional Tradeshow 2015

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC TRANSPORTATION  
2000 LINCOLN HIGHWAY  
CHICAGO HEIGHTS, IL 60411

**Shipment Should Arrive Between:  
March 23, 2015 thru April 20, 2015**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH

EXHIBITOR MATERIAL

FROM:

## ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

NEWH Regional Tradeshow 2015

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC TRANSPORTATION  
2000 LINCOLN HIGHWAY  
CHICAGO HEIGHTS, IL 60411

**Shipment Should Arrive Between:  
March 23, 2015 thru April 20, 2015**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

<h1>RUSH</h1>
EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

\_\_\_\_\_  
*EXHIBITING COMPANY*

\_\_\_\_\_  
**NEWH Regional Tradeshow 2015**

\_\_\_\_\_  
*SHOW NAME*

\_\_\_\_\_  
*BOOTH NUMBER*

C/O VALLEY EXPO & DISPLAYS  
NAVY PIER  
FESTIVAL HALL B  
600 E. GRAND AVENUE  
CHICAGO, IL 60611

**Shipment Should Arrive:**

**April 22, 2015; 1:00PM – 4:00PM**

**April 23, 2015; 8:00AM – 12:00PM**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

<h1>RUSH</h1>
EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

\_\_\_\_\_  
*EXHIBITING COMPANY*

\_\_\_\_\_  
**NEWH Regional Tradeshow 2015**

\_\_\_\_\_  
*SHOW NAME*

\_\_\_\_\_  
*BOOTH NUMBER*

C/O VALLEY EXPO & DISPLAYS  
NAVY PIER  
FESTIVAL HALL B  
600 E. GRAND AVENUE  
CHICAGO, IL 60611

**Shipment Should Arrive:**

**April 22, 2015; 1:00PM – 4:00PM**

**April 23, 2015; 8:00AM – 12:00PM**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



# Exhibit Services

## Simply reliable success





YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on [my.yrc.com](http://my.yrc.com), and gain online control of your shipment from start to finish.

**Be Confident. It's a YRC Delivery.™**

## The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.\*** Be confident your booth will arrive on time with YRC.

## Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

## Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

\* Subject to applicable tariffs and Rules and Conditions publications.

[yrc.com](http://yrc.com) | 800.531.EXPO (3976)  
[exhibit.services@yrcw.com](mailto:exhibit.services@yrcw.com)



**VALLEY**  
**EXPO & DISPLAYS**  
BETTER IDEAS. BETTER RESULTS.  
[valleyexpodisplays.com](http://valleyexpodisplays.com)



**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
FAX: 815.873.1544

**INBOUND  
SHIPPING TIPS**

**NEWH Chicago Regional Tradeshow 2015**  
Navy Pier, April 23, 2015

**Valley recommends that exhibit materials be shipped to the warehouse address published in this kit rather than directly to the Convention Center.**

**Storage space is limited at the Convention Center and current union jurisdictions prevent hotel personnel from delivering material to exhibit booths.**

**Freight arriving directly at the Convention Center will either be diverted to the warehouse, or held for Valley to deliver to the appropriate exhibit booth on the first day of set up. Published rates will apply for this service.**

**Any questions regarding shipping or pre-planning can be directed to Valley Customer Service at 815.873.1500.**

**Thank You,**

**Valley Expo & Displays**



## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

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

### Shipping to the Advanced Warehouse

- We may accept freight up to 30 days prior to show move-in. Please check the Freight Handling page for specific dates.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Shipping Information page. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 877.332.4292 if you want to ship oversized material that requires special equipment to the warehouse.

### Shipping to Show Site

- Please refer to the Shipping Information page for the specific dates and times direct freight will be accepted.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

### Prepaid or Collect Shipping Charges

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

### Labeling Your Freight

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the advance warehouse or show site is located on the Shipping Information page.

### Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh.
- On the Freight Handling order form, select whether the freight will arrive at the warehouse or be sent directly to show site (if applicable).
- Next, select the category that best describes your shipment. There are three categories of freight:
  - Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground loading, stacked or constricted space, unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet or labor to unload. **Federal Express, UPS Ground, and DHL** are included in this category due to their delivery procedures.
  - Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period. This includes both warehouse and show-site shipment.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if the shipment is accepted at the warehouse or at show site after the deadline date.
- Shipments received without receipts or freight bills, such as UPS and Federal express, will be delivered to the booth without guarantee of piece count or condition.

### Empty Containers

- Pick up "Empty Labels" at the Valley Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in a non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

### Protecting Materials

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

### Shipping Materials After the Close of Show

- Each shipment must have a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. Bill of Ladings are available at the Valley Service Desk at show site.
- After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at Exhibitor Services. Do not leave this in your booth with your shipment.
- Call your designated carrier with pick-up information. Please refer to the General Information page for specific dates and times. In the event your carrier fails to show on final move-out day, your shipment will be rerouted to Valley Expo & Displays' carrier of choice at exhibitor's expense.
- For your convenience, the show-recommended carrier may be on site to handle outbound transportation.

**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
[valleyexpodisplays.com](http://valleyexpodisplays.com)



**Register Here** for Online Ordering . . .

[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
 FAX: 815.873.1544

**SPECIAL  
HANDLING**

## NEWH Chicago Regional Tradeshow 2015

**Navy Pier, April 23, 2015**

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground loading, constricted space loaded, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver.

### **Ground Loading/Unloading**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

### **Constricted Space Loading/Unloading**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer—top to bottom, side to side. One example of this is freight loaded down one side of a trailer that must be by-passed to reach target freight.

### **Designated Piece Loading/Unloading**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit the trailer that must be loaded in a sequence to ensure all items fit.

### **Stacked Shipments**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### **Shipment Integrity**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

### **Alternate Delivery Location**

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

### **Mixed Shipments**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Valley defines special handling for mixed loads as having less than 50% of the volume as uncrated.

### **No Documentation**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS Ground, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

### **Carpet Only Shipments**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

### **Crated vs. Uncrated Shipments**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly stacked skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**FREIGHT HANDLING**

**NEWH Chicago Regional Tradeshow 2015**  
**Navy Pier, April 23, 2015**

This Freight Handling Form must be completed and returned with payment to Valley Expo & Displays before your freight will be handled. Immediately upon shipping, please forward a copy of your freight bill of lading to us. Exhibitor shipments by carriers not giving delivery receipts or bill of lading, such as UPS, FedEx or US Postal Service, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event.

**FREIGHT HANDLING SERVICES**

**Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.  
**Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload.  
**Uncrated:** Material that is shipped loose or pad-wrapped, and/or skidded machinery without proper lifting bars or hooks.  
**Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.  
**Straight Time :** 8:00 AM to 4:30 PM Monday through Friday  
**Overtime:** 4:30 PM to 8:00 AM Monday through Friday; All day Saturday  
**Double Time:** All day Sunday and Holidays  
 (Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times)

**WAREHOUSE SHIPMENT (200lbs. Minimum Per Shipment)**

Valley is unable to receive flatbed shipments or any single piece weighting over 5,000 pounds at the Advance Warehouse.

Crated or Skidded Shipment			Special Handling Shipment		
Rate Classification	Per CWT	200lbs Min.	Rate Classification	Per CWT	200lbs Min.
Standard Rate	\$131.55	\$263.10	Standard Rate	\$171.05	\$342.10

Shipments delivered to the Warehouse after deadline date of 4/20/2015 will incur a \$33.15 surcharge per CWT

**SHOWSITE SHIPMENT (200lbs. Minimum Per Shipment)**

Crated or Skidded Shipment			Special Handling Shipment			Uncrated or Pad Wrapped Shipment		
Rate Classification	Per CWT	200lbs Min	Rate Classification	Per CWT	200lbs Min	Rate Classification	Per CWT	200lbs Min
Standard Rate	\$119.70	\$239.40	Standard Rate	\$155.65	\$311.30	Standard Rate	\$186.80	\$373.60

Shipments delivered to the Show Site after deadline date of 4/23/2015 will incur a \$34.65 surcharge per CWT

**ADDITIONAL SURCHARGES (In addition to the above rates)**

Crated or Skidded Shipment			Special Handling Shipment			Uncrated or Pad Wrapped Shipment		
Surcharge Classification	Per CWT	200Lbs Min	Surcharge Classification	Per CWT	200Lbs Min	Surcharge Classification	Per CWT	200Lbs Min
Overtime Inbound and/or Outbound	\$34.65	\$69.30	Overtime Inbound and/or Outbound	\$45.00	\$90.00	Overtime Inbound and/or Outbound	\$51.95	\$103.90
Double Time Inbound and/or Outbound	\$69.25	\$138.50	Double Time Inbound and/or Outbound	\$90.05	\$180.10	Double Time Inbound and/or Outbound	\$103.90	\$207.80

**SMALL PACKAGE ( Maximum weight is 50lbs. Per Shipment)**

First Carton	Each Additional Carton
\$46.35	\$11.30

Shipments delivered after deadline date listed above, will incur a \$12.40 surcharge for the first carton and \$2.55 for each additional carton

Please understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

**SMALL PACKAGE - ESTIMATE OF FREIGHT HANDLING CHARGES**

Total # of Carton in Shipment	TOTAL ESTIMATE
_____ First Carton + _____ # of Additional Cartons = _____	\$ _____

**ESTIMATE OF FREIGHT HANDLING CHARGES (200LBS MINIMUM PER SHIPMENT)**

Shipment Will Be Sent To	Approximate Weight of Shipment (rounded to the nearest 100)	X CWT (Weight of Shipment ÷ 100 = CWT)	+ Additional Surcharges	TOTAL ESTIMATE
<input type="checkbox"/> Warehouse <input type="checkbox"/> Show site	LBS.			\$ _____

Consolidate shipments when total weight is less than 200 lbs. It can save you money! For example:  
 3 Separate Shipments: 60 lbs. charged @ 200 lbs. \$ 263.10  
 52 lbs. charged @ 200 lbs. \$ 263.10  
 65 lbs. charged @ 200 lbs. \$ 263.10 = \$789.30  
 1 Consolidated Shipment: 3 pieces (1 shipment) 177 lbs. charged @ 200 lbs. = \$263.10  
**Added benefit** - your shipments are less likely to get misplaced if they are packaged together w/larger items

**Outbound shipments from your booth:** Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. If you prefer to assign your own carrier to handle outbound shipping, you must have your carrier check-in by the designated time. Copies of any outbound shipping forms should be left at our service desk. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Valley Expo & Displays. Specified (freight force) time can be obtained at the Valley Service Desk or by calling customer service.

**\*\* In any event, do not simply abandon your freight! Our representative on site must be given the appropriate paperwork and outbound shipping instructions\*\***

**Register Here for Online Ordering...[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)**



4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544

\*\*This show moves out on Overtime and is subject to Additional Surcharges for shipments

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_



**Register Here** for Online Ordering...  
 www.valleyexpodisplays.com  
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM  
 FAX: 815.873.1544

**FREIGHT SERVICE QUESTIONNAIRE**

**NEWH Chicago Regional Tradeshow 2015**  
**Navy Pier, April 23, 2015**

**ALL EXHIBITORS SHIPPING FREIGHT  
 MUST RETURN THIS FORM**

1. Estimate total number of pieces being shipped:

- \_\_\_\_\_ Crated
- \_\_\_\_\_ Uncrated
- \_\_\_\_\_ Machinery
- \_\_\_\_\_ Total

2. Indicate total number of trucks in each category that you will use:

- \_\_\_\_\_ Van Line
- \_\_\_\_\_ Common Carrier
- \_\_\_\_\_ Flatbed
- \_\_\_\_\_ Company Truck
- \_\_\_\_\_ Overseas Container

3. List carrier name(s):

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

4. If using a Customs Broker, please print name:

\_\_\_\_\_

Phone \_\_\_\_\_

5. Print the name of person in charge of your move-in:

\_\_\_\_\_

Phone \_\_\_\_\_

6. What is the minimum number of days required to set your displays?

\_\_\_\_\_

7. What is the weight of the single heaviest piece that must be lifted?

\_\_\_\_\_ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

\_\_\_\_\_ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

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

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

**DIRECT SHIPMENTS ONLY:**

1. What date and time are you scheduling your shipment(s) to arrive on-site?

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

BOOTH NUMBER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_



**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
 valleyexpodisplays.com



**Register Here** for Online Ordering...

www.valleyexpodisplays.com

EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM

FAX: 815.873.1544

**PORTABLE  
 MODULAR  
 DISPLAY RENTAL**

**NEWH Chicago Regional Tradeshow 2015**

**Navy Pier, April 23, 2015**

ADVANCED PRICE DEADLINE:  
 April 1, 2015

**Orders with payment in full must be received by April 1, 2015, for Advance Prices.** All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

**Graphics:** Headers do not include graphics. Headers can be one color or full four color digital process. There are several graphic options. Headers, Small panels, Backlit panels, Full length panels. Design is available and all proofing can be done via Email. Call (877) 332-4292 for all services available.

Item #	Description	Hardware Advanced Rental Price*	Hardware Regular Rental Price*	Hardware Sale Price*	Qty	Total
115	Capsule Counter	\$398.00	\$517.00	\$1592.00		
129	Fan Counter	\$701.00	\$911.00	\$2804.00		
135	Rectangle Counter	\$462.00	\$600.00	\$1848.00		
137	Rectangle Counter w/Display	\$550.00	\$715.00	\$2200.00		
138	Full View Display Counter	\$650.00	\$845.00	\$2600.00		
139	Pedestal	\$360.00	\$468.00	\$1440.00		
LIT	Literature Rack	\$115.00	\$173.00	\$460.00		
IPAD	iPad Stand	\$175.00	\$228.00	\$700.00		
1160	Inline Table Top Pop-Up	\$525.00	\$683.00	\$2100.00		
1000	Inline Floor Standing Pop-Up	\$973.00	\$1265.00	\$3892.00		
1001	Inline Floor Standing Pop-Up w/Counter	\$1259.00	\$1637.00	\$5036.00		
2184	Inline 20 Ft Fabric Display	\$4632.00	\$6022.00	\$18,528.00		
2192	Inline 20 Ft Serpentine Pop-Up Display	\$1607.00	\$2089.00	\$6428.00		
2193	Inline 20 Ft Hybrid Display	\$3683.00	\$4788.00	\$14,732.00		
4087	Island 20 Ft x 20 Ft Display	\$6617.00	\$8602.00	\$26,468.00		
4541	Island 20 Ft x 20 Ft Display	\$7366.00	\$9576.00	\$29,464.00		
4744	Island 20 Ft x 20 Ft Display	\$6209.00	\$8072.00	\$24,836.00		

\*Graphics, taxes and shipping are not included.

Rental Units Include:

Material handling, installation & dismantle of exhibit.

1-150 watt Arm Light/Table Top Unit

2-150 watt Arm Light/Floor Unit

(Electrical Service and Labor to Install Lights is Not Included)

Total Items Ordered: \_\_\_\_\_  
 Add 8% Rental Tax: \_\_\_\_\_  
 Total Due This Page: \$ \_\_\_\_\_

Item # 1160, 1000, 1001, 2184, 2192, 2193, 4087, 4541, and 4744 includes a Standard Carpet (circle color)

Blue Red Grey Green Burgundy Black

Item # 1160 includes draped table (circle color) Blue White Gold Green Black Burgundy Red Teal Silver Purple

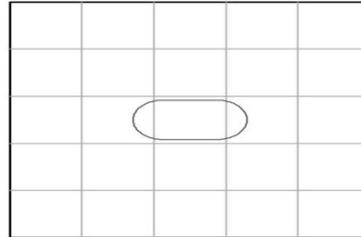
BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

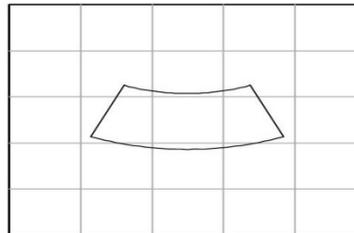



**NEWH Chicago Regional Tradeshow 2015**
**Navy Pier, April 23, 2015**
**Counter Kit 115 Capsule counter \$398.00**

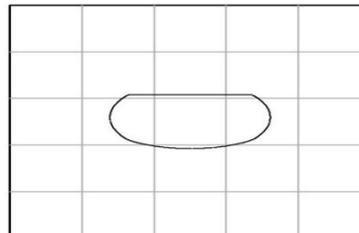
- Freestanding counter constructed of lower Velcro compatible black fabric panels, black laminate top and locking storage.
- Dimensions approximately: 38.11"wide x 20"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 20"wide x 30"high. Additional cost \$90.00


**Counter Kit 129 Fan counter \$701.00**

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75"wide x 33.407"deep x 40" high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 60.75"wide x 36.25"high. Additional cost \$379.00


**Counter Kit 135 Rectangle counter \$462.00**

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48"wide x 24" deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25"wide x 32.25"high. Additional cost \$212.00



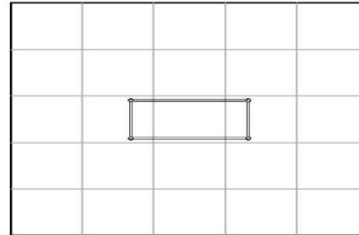


## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

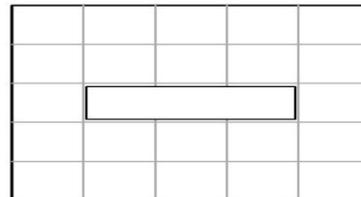
### Counter Kit 137 Rectangle counter with display case top \$550.00

- Freestanding counter constructed of aluminum extrusion gray base panels and a clear plex top section and locking storage.
- Dimensions: 38.25"wide x 18.875"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25"wide x 25.75"high. Additional cost \$169.00



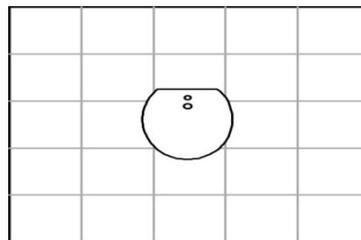
### Counter Kit 138 Full View display case \$650.00

- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions approximately: 72"wide x 24"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



### Pedestal Kit 139 \$360.00

- Freestanding counter constructed of white laminate base, black laminate top and locking storage.
- Dimensions approximately: 30"wide x 36"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



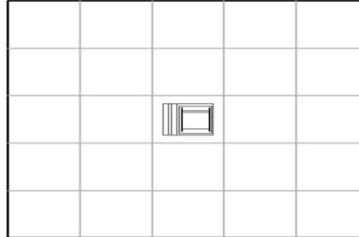


## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

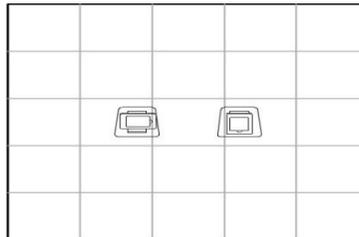
### Literature Rack \$115.00

- Freestanding silver finish accordion style literature rack with 6 pockets 12 1/8" x 9" x 1" each.
- Dimensions approximately: 11"wide x 15"deep x 60"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



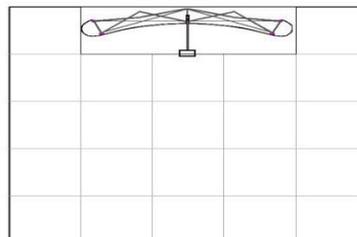
### iPad Stand \$175.00

- Freestanding silver finish iPad stand with lock and power cord access. iPad NOT included.
- Dimensions approximately: 15.3"wide x 15.5"deep x 54.3"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



### Inline Kit 1160 Table Top Pop-up Display \$525.00

- Classic expandable frame covered with black (Velcro compatible) fabric panels, one halogen stem light and one 6ft skirted table included.
- Dimensions approximately: 60" x 60"
- Standard table skirt color selection
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



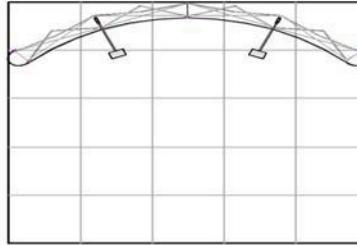
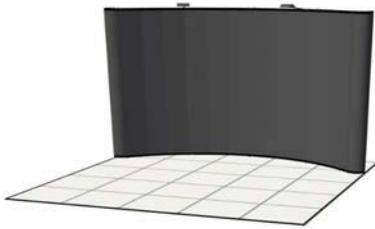


## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

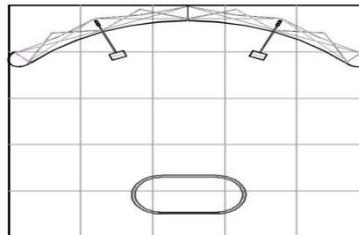
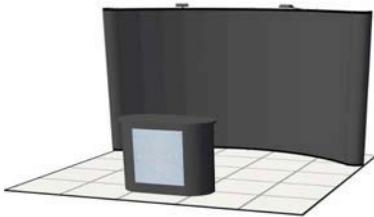
### Inline Kit 1000 Floor Standing Pop-up Display \$973.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



### Inline Kit 1001 Floor Standing Pop-up Display \$1,259.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights. Includes counter.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



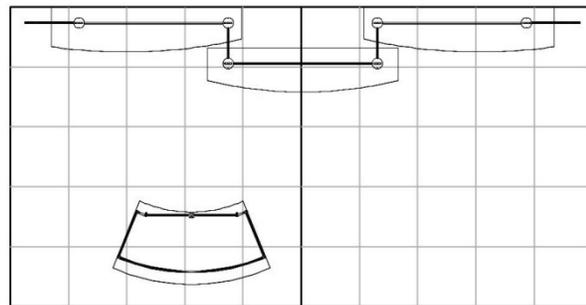


## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

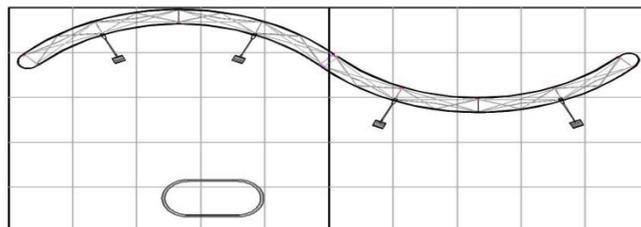
### Inline Kit 2184 20ft Valley Fabric Display \$4,632.00

- Brushed aluminum extrusion with a rigid two piece center graphic, two side fabric graphics, three black canopies with lighting and black side wings. Includes counter kit 129.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$2,689.00



### Inline Kit 2192 20ft Serpentine Pop-up Display \$1,607.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, set in a serpentine configuration with four halogen stem lights. Includes counter kit 115.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Call for quote.



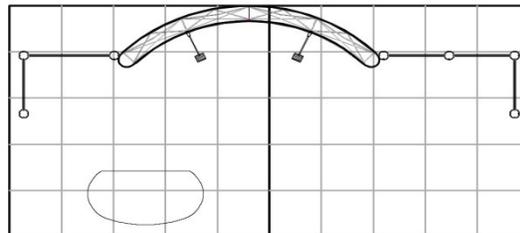


## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

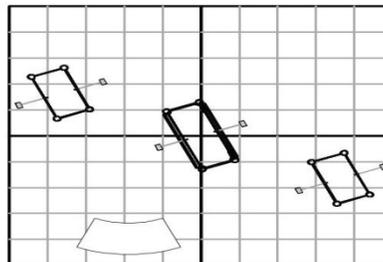
### Inline Kit 2193 20ft Hybrid Display \$3,683.00

- Expandable frame covered with black (Velcro compatible) fabric panels, two halogen stem lights in the center flanked by aluminum structure and rigid infill panels. Includes counter kit 135.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$5,641.00



### Island Kit 4087 20ft x 20ft Island Display \$6,617.00 (Innovative Control Solutions)

- Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, one counter kit 129, one standard 36" x 30" café table and four standard side chairs.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Graphic package as shows \$4,627.



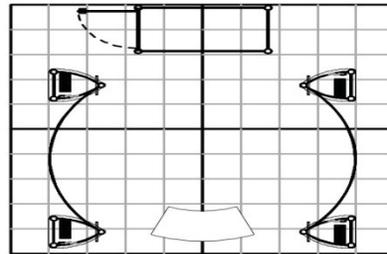


## NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

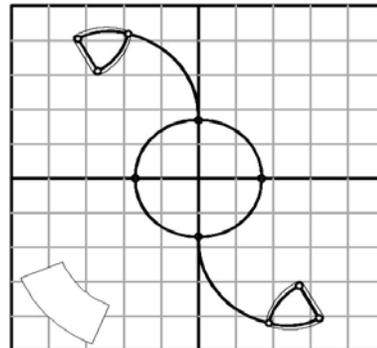
### Island Kit 4541 20ft x 20ft Island Display \$7,366.00

- Brushed aluminum extrusion creating a corner storage closet, with four stem lights. A aluminum curved header, four workstations gray base panels, black laminate top with monitor mounting brackets and storage. One counter kit 129.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$5,958.00



### Island Kit 4744 20ft x 20ft Island Display \$6,209.00

- Brushed aluminum extrusion creating a round center tower. Two curved side wings with one workstation, gray base panels, black laminated top, on each end with storage. Includes four stem lights and one counter kit 129,
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$7,279.00





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
 FAX: 815.873.1544

## EVENT LABOR

### NEWH Chicago Regional Tradeshow 2015

Navy Pier, April 23, 2015

ADVANCED PRICE DEADLINE:  
April 1, 2015

**Display Installation:** To ensure prompt and efficient processing of your labor request for installation and dismantling of displays, please review the information on this page carefully, and contact us if you have any questions.

All installation and dismantling will be performed by qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to perform this work, please complete this form, and return it with payment to Valley Expo.

**Orders with payment in full must be received by April 1, 2015, for Advance Prices.** All floor orders subject to availability of labor at the show site.

**A minimum charge** of one hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. **IT IS IMPORTANT, THEREFORE, THAT YOU CHECK IN AT THE VALLEY EXPO & DISPLAYS SERVICE DESK TO PICK UP THE LABOR YOU HAVE ORDERED, AND TO RETURN THOSE PEOPLE TO THE SERVICE DESK UPON COMPLETION. IF YOU FAIL TO PICK UP LABOR YOU HAVE ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL APPLY.**

**Straight Time, Overtime, Double Time:** Straight Time rates apply between 8:00 AM and 4:30 PM on weekdays. Overtime rates apply before 8:00 am and after 4:30 pm on weekdays and all day Saturday. Double time is all day Sunday and holidays. We will attempt whenever possible to perform the work on straight time, however, the schedules of the show producer or convention facility may make this impossible.

**Supervision:** If Valley Expo personnel are to perform work without your supervision, please forward all necessary instructions, drawings or diagrams in advance with this order. We add a 25% supervision fee. Supervised Labor Form must be completed.

**Requested Starting Time** can only be guaranteed at the start of the working day (8:00AM), or the official beginning of set up, if later in the day. We will make every attempt to provide labor at times subsequent to 8:00 AM (or start of official set up), however such starting time must be approximate since labor is assigned to jobs at the start of the day, and it is impossible to gauge completion times of the first job assignments.

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy.

Installation & Dismantling	Straight Time Rate	Overtime Rate	Double Time Rate
Advance	\$ 132.70	\$ 199.05	\$ 265.40
Floor	\$ 172.55	\$ 258.82	\$ 345.10
Supervision Installation & Dismantling			
Advance	\$ 165.87	\$ 248.80	\$ 331.74
Floor	\$ 215.69	\$ 323.53	\$ 461.38

Computation of Labor Charges	# of Workers x	# Hours x	Labor Rate	Total
Installation				
Dismantling				
Total Due				\$

Requesting Date & Time	Date Labor Requested	Time Labor Requested
Installation		AM or PM
Dismantling		AM or PM

Requested starting times cannot be guaranteed, however, every effort is made to meet all requests.

Please provide brief description of labor requested:

BOOTH NUMBER:

COMPANY NAME:





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
FAX: 815.873.1544

**SUPERVISED LABOR  
INSTALLATION &  
DISMANTLE**

**NEWH Chicago Regional Tradeshow 2015**  
**Navy Pier, April 23, 2015**

**PLEASE COMPLETE THE FOLLOWING INFORMATION ONLY IF VALLEY IS SETTING UP AND/OR DISMANTLING YOUR DISPLAY . THIS INFORMATION WILL HELP US BETTER SERVE YOU.**

Company \_\_\_\_\_ Booth No \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total # of Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Special Handling \_\_\_\_\_

Setup Plans/Photo: Attached \_\_\_\_\_ To be sent with Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Valley \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Please attach diagram with placement

Graphic: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Special Tools/Hardware Required \_\_\_\_\_

\_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

COMMON CARRIER(NAME) \_\_\_\_\_ UPS \_\_\_\_\_ FED EX \_\_\_\_\_

SHOW CARRIER \_\_\_\_\_

IF LABELS ARE PROVIDED WHERE WILL THEY BE \_\_\_\_\_

FREIGHT CHARGES: Prepaid \_\_\_\_\_ Collect \_\_\_\_\_

Bill to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In the event a selected carrier fails to show on the final move out time and day, Valley will force shipment accordingly via show carrier**

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
 FAX: 815.873.1544

**FORKLIFT SERVICE**

ADVANCED PRICE DEADLINE:  
 April 1, 2015

**NEWH Chicago Regional Tradeshow 2015**  
**Navy Pier, April 23, 2015**

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift with an operator.

**IMPORTANT INFORMATION AND RATES**

All exhibitors requesting labor must go to the Valley Service Desk to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to the Valley Service Desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per work and equipment ordered.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY VALLEY.** Valley requires the highest standards of integrity from all employees. Please call us to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**ADVANCE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:**

Straight Time	Monday through Friday 8:00 AM to 4:30 PM
Overtime	Monday through Friday 4:30 PM to 8:00 AM and Saturday
Double Time	Sundays & Holidays

**FORKLIFT CREW**

\$275.15 per hour
\$412.72 per hour
\$550.24 per hour

**ONSITE LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:**

Straight Time	Monday through Friday 8:00 AM to 4:30 PM
Overtime	Monday through Friday 4:30 PM to 8:00 AM and Saturday
Double Time	Sundays & Holidays

\$357.60 per hour
\$536.40 per hour
\$715.20 per hour

**PLEASE INDICATE SERVICE**

Valley is responsible for the Following:

- Uncrating
- Leveling
- Reskidding
- Unskidding
- Dismantling
- Positioning
- Recrating

**PLACE ORDER HERE**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
						\$
						\$
						\$
						\$

I agree in placing this order that I have accepted Valley Payment Policy and Valley Terms & Conditions of Contract.

1. Total Labor Ordered	\$
2. 8% Rental Tax	\$
3. Total Due	\$

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required on the Event Labor Form. Invoice will be calculated according to actual hours worked.

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_



**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
 valleyexpodisplays.com



**Register Here** for Online Ordering...  
 www.valleyexpodisplays.com  
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
 FAX: 815.873.1544

**BOOTH & EXHIBIT  
 PORTER SERVICE**

**NEWH Chicago Regional Tradeshow 2015**  
 Navy Pier, April 23, 2015

ADVANCED PRICE DEADLINE:  
 April 1, 2015

**Carpet Vacuuming:** Booth carpeting is clean upon installation, however vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet, so we recommend at least ordering vacuuming once prior to show opening.

**Orders received with payment in full must be received by April 1, 2015, to qualify for Advance prices.**

**Porter Service:** Includes wipedown & dusting of all display surfaces and furnishings, emptying of wastebaskets.

**Standard Booth Size ( 6' x 6' ) = Square Footage ( 36 square feet per booth )**

Vacuuming Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.41	\$ 0.53	N/A	

Carpet Shampooing Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.95	\$ 1.25	N/A	

Porter Service Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.35	\$ 0.45	N/A	

**Total Due**

\$

BOOTH NUMBER:

COMPANY NAME:





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**SIGN &  
BANNER**

**NEWH Chicago Regional Tradeshow 2015**  
 Navy Pier, April 23, 2015

ADVANCED PRICE DEADLINE:  
 April 1, 2015

This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **April 1, 2015**, to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Display Installation Order Form for assistance in installing your signs if it will be needed.

All signs are printed on white background. 10 word limit per sign. Additional words and logos are extra. **Attach your sign copy to a separate page.** Please provide us with a contact name, E-mail address and phone number in case we have questions.

Contact for sign questions: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Foamcore Signs - White Background/One Color	Quantity	Price	Total
11" x 14"		\$ 46.85	
14" x 22"		\$ 65.90	
22" x 28"		\$ 131.75	
28" x 44"		\$ 266.05	

Foamcore Signs - White Background/Two Color	Quantity	Price	Total
22" x 28"		\$ 197.60	
28" x 44"		\$ 372.50	

Vinyl Banners - White Background Only	Quantity	Price	Total
2' x 4'		\$ 126.00	
2' x 6'		\$ 185.30	
2' x 8'		\$ 246.85	

Grommets for hanging are included

Miscellaneous	Quantity	Price	Total
Easel Back		\$ 9.90	
Logos		Call for Price	
Sign Grommets		\$ 3.75	
Color Background		Add 25%	
<b>Subtotal</b>			\$
<b>8% Rental Tax</b>			\$
<b>Total</b>			\$

Sign copy to be arranged:  Horizontally  Vertically

Color of Printing (one color only): \_\_\_\_\_

**Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or feature you want is not listed on this form, please call us for a special quote.**

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**SHOW SITE  
WORK RULES**

**NEWH Chicago Regional Tradeshow 2015**  
**Navy Pier, April 23, 2015**

### Union Information

To assist you in planning your participation in your Chicago show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

There are six major unions which have jurisdiction over trade shows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction. Adherence to these guidelines can save you a substantial amount of money.

#### **Teamsters**

Handle all material in and out of the hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and/or dollies.

#### **Riggers**

Uncrating, unskidding, positioning and leveling of all machinery and reskidding of all machinery.

#### **Carpenters**

Uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, recrating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs. Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in 1/2 hour or less, without the use of tools. Pop-up displays larger than 10 feet will require labor.

#### **Decorators**

Hanging all non-electrical signs, drape and cloth installation and tacked fabric panels.

#### **Electricians**

Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

#### **Plumbers**

Handle all plumbing work such as compressed air, water, drain or natural gas.

### **Helpful Hints**

Exhibitors may perform the following functions as long as they are a fulltime employee of the exhibiting company:

- Hand carry small items and pop-up displays. No hand trucks or carts are permitted.
- Install and dismantle displays in booths that are 10' x 10' or less and that can be set-up by one person in 1/2 hour or less without the use of tools.
- Install graphics and small signs, and logos and graphics that are attached with pre-cut velcro strips.
- Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed 10' in length.
- Perform simple electrical requirements, such as installing light bulbs.

**If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of Valley Expo & Display. Please refrain from voicing complaints directly to labor.**

### Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts of any kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

### Always Ethical

Valley Expo & Display requires the highest standards of integrity from all employees. Please give us a call to report fraudulent or unethical behavior.





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
FAX: 815.873.1544

**NEWH Chicago Regional Tradeshow 2015**  
**Navy Pier, April 23, 2015**

## Electrical Service

Please order your electrical service through  
your NEWH contact.

Thank you





AFR TRADE SHOW FURNISHINGS KIT CATALOG

**afir**<sup>®</sup>  
TRADE SHOW  
FURNISHINGS

## WHISPER



### Whisper Sofa

White Leather  
 87"L x 37"D x 35"H



### Whisper Loveseat

White Leather  
 61"L x 37"D x 35"H



### Whisper Chair

White Leather  
 35"L x 37"D x 35"H



### Whisper Bench Ottoman

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



### Whisper Square Ottoman

White Leather  
 40"L x 40"D x 17"H



### Whisper Round Ottoman

White Leather  
 46"Round x 17"H

## FUNCTION



### Function Armless Chair

White Leather  
 28"Square x 19"H



### Function Corner

White Leather  
 28"Square x 29"H

## CONTINENTAL



### Continental Curved Loveseat

White Leather  
 82"L x 34"D x 31"H



### Continental Reverse Curved Loveseat

White Leather  
 72"L x 34"D x 31"H



### Continental Wedge Ottoman

White Leather  
 30"L x 34"D x 19"H



### Continental Curved Bench Ottoman

White Leather  
 70"L x 26"D x 19"H



### Continental Half Moon Ottoman

White Leather  
 33"L x 19"D x 19"H

## SOPHISTICATION



### Sophistication Sofa

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



### Sophistication Loveseat

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



### Sophistication Chair

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

## SOPHISTICATION



### **Sophistication Corner**

White Leather  
31"Square x 48"H



### **Sophistication Ottoman**

White Leather  
31"Square x 19"H

## METRO



### **Metro Sofa**

Black Leather  
85"L x 35"D x 35"H



### **Metro Loveseat**

Black Leather  
60"L x 35"D x 35"H



### **Metro Chair**

Black Leather  
35"L x 35"D x 35"H



### **Metro Square Ottoman**

Black Leather  
40"Square x 17"H



### **Metro Bench Ottoman**

Black Leather  
60"L x 24"D x 17"H

## SAUSALITO



### Sausalito Sofa

Black Microfiber  
 83"L x 32"D x 32"H



### Sausalito Loveseat

Black Microfiber  
 59"L x 32"D x 32"H



### Sausalito Club Chair

Black Microfiber  
 39"L x 32"D x 32"H

## GRAMMERCY



### Grammercy Sofa

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



### Grammercy Loveseat

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



### Grammercy Chair

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



### Grammercy Corner

Charcoal Leather  
 36"L x 36"D x 36"H



### Grammercy Round Ottoman

Charcoal Leather  
 46"Round x 17"H



### Grammercy Square Ottoman

Charcoal Leather  
 40"SQ x 17"H  
 Also Available in Bench Ottoman  
 60"L x 24"D x 17"H

## PARMA



### Parma Sofa

Brown Leather  
 79"L x 37"D x 36"H



### Parma Loveseat

Brown Leather  
 56"L x 37"D x 36"H



### Parma Chair

Brown Leather  
 33"L x 37"D x 38"H



### Parma Bench Ottoman

Brown Leather  
 60"L x 24"D x 17"H

## BELLA CHOCOLATE



### Bella Chocolate Sofa

Brown Microfiber  
 84"L x 38"D x 34"H



### Bella Chocolate Loveseat

Brown Microfiber  
 61"L x 38"D x 34"H



### Bella Chocolate Chair

Brown Microfiber  
 38"L x 38"D x 34"H

## CHANDLER



### Chandler Sofa

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



### Chandler Loveseat

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



### Chandler Chair

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



### Chandler Bench Ottoman

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

## IMPERIAL



### Imperial Sofa

Purple Microfiber  
 82"L x 36"D x 36"H



### Imperial Chair

Purple Microfiber  
 28"L x 36"D x 36"H



### Imperial Bench Ottoman

Purple Microfiber  
 48"L x 21"D x 18"H

## TANGERINE



### Tangerine Sofa

Orange Microfiber  
 84"L x 36"D x 33"H



### Tangerine Chair

Orange Microfiber  
 40"L x 36"D x 33"H



### Tangerine Bench Ottoman

Orange Microfiber  
 62"L x 24"D x 18"H

## EVOKE



### Evoke Sofa

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



### Evoke Chair

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



### Evoke Cocktail Table

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



### Evoke End Table

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



### Evoke Cube

Coffee Resin Frame  
 18"Square

## STAGE CHAIRS



### Midnight Stage Chair

Midnight Blue Microfiber  
25"L x 26"D x 37"H



### Chamois Stage Chair

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



### Buckskin Stage Chair

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



### Empire Chair

Black Leather  
White Leather  
28"L x 31.5"D x 32"H



### Madrid Chair

■ White Leather  
□ Black Leather  
30.5"L x 35"D x 32"H



### Tulip Chair

□ Black Fabric/Tilt Back/Caster Feet  
■ 27"L x 26"D x 35"H

## OTTOMANS & BENCHES



**Curved Bench**  
Continental White Leather  
70"L x 26"D x 19"H



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



**Bench Ottoman**  
Grammercy Charcoal Leather  
Whisper White Leather  
Metro Black Leather  
Chandler Red Leather  
Parma Brown Leather  
60"L x 24"D x 17"H



**Hayden Bench**  
Black Wood  
67"L x 16"D x 17"H



**Essentials Storage Ottoman**  
White Leather with Locking Mechanism  
48"L x 24"D x 20"H  
Lock Not Included

## ROUND OTTOMANS & BANQUETTES



**Essentials Banquette**  
White Leather  
60"Round x 48"H



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



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

## ROUND OTTOMANS & BANQUETTES



### 1/4 Round Ottoman

Whisper White Leather  
Grammercy Charcoal Leather  
34"L x 19"D x 17"H



### Round Ottoman

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



### Essentials Turning Bed

White Leather  
96"L x 48"D x 35"H

## CUBE OTTOMANS



### Cube Ottomans

From left to right: Cinnamon Microfiber, Chocolate Microfiber, Cobalt Microfiber, Grape Microfiber, White Vinyl, Black Microfiber  
17"L x 17"D x 17"H



### Cube Ottomans

From left to right: Lime Microfiber, Red Microfiber, Tangerine Microfiber, Sunflower Microfiber, Black Vinyl, Platinum Metallic Vinyl  
17"L x 17"D x 17"H

## OCCASIONAL TABLES



### Sterling Tables

End Table Clear Glass/Silver  
25"Round x 21"H

Cocktail Table Clear Glass/Silver  
36"Round x 16"H



### Hampton Tables

End Table Natural/Silver  
24"Round x 21"H

Cocktail Table Natural/Silver  
48"L x 24"D x 17"H



### Princeton Tables

End Table Clear Glass/Black  
21"L x 22"D x 21"H

Cocktail Table Clear Glass/Black  
45"L x 21"D x 16"H



### Tribeca Tables

End Table Wood/Black  
24"L x 28"D x 22"H

Cocktail Table Wood/Black  
48"L x 28"D x 19"H

Sofa Table Wood/Black  
48"L x 18"D x 30"H

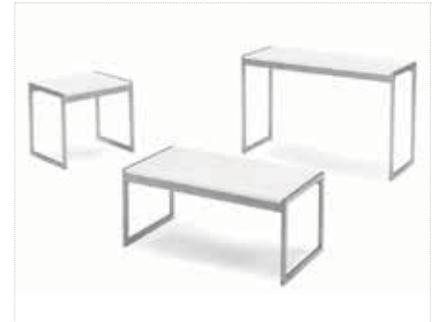


### Vivid Tables

End Table Smoked Powder Coat Finish  
26"Square x 21"H

Cocktail Table Smoked Powder Coat Finish  
50"L x 24"D x 16"H

Sofa Table Smoked Powder Coat Finish  
50"L x 24"D x 30"H



### Quad Tables

End Table White/Brushed Steel  
24"L x 20"D x 22"H

Cocktail Table White/Brushed Steel  
44"L x 20"D x 18"H

Sofa Table White/Brushed Steel  
48"L x 20"D x 30"H



### Tetrad Tables

End Table Storm Grey/Brushed Steel  
24"L x 20"H x 22"H

Cocktail Table Storm Grey/Brushed Steel  
44"L x 20"D x 18"H

Sofa Table Storm Grey/Brushed Steel  
48"L x 20"D x 30"H



### Novel Tables

End Table Satin Steel  
15"Square x 16"H

Cocktail Table Satin Steel  
46"L x 15"D x 16"H



### Harmony Tables

End Table Wood/Esspresso  
24"Round x 22"H

Cocktail Table Wood/Esspresso  
51"L x 28"D x 18"H

Sofa Table Wood/Esspresso  
52"L x 29"D x 30"H

## OCCASIONAL TABLES



### Cube End Tables

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



### Cube Cocktail Tables

Black 30"  
 White 30"  
 30"Square x 16"H  
 Black 24"  
 White 24"  
 24"Square x 16"H



### Zanzibar Table

16"Square



### Rose Table

16"Round x 16"H



### Club Cocktail Table

44"L x 22"D x 18"H  
 (Includes built in Wireless LED Lighting)



### Club End Table

22"Square x 18"H  
 (Includes built in Wireless LED Lighting)



### Phoebe Tables

From left to right: Yellow, Lime Green, Rose, Gold, Teal  
 17"Round x 22"H

## BARS & BAR BACKS



### Manhattan Bar

Black/Chrome  
63"L x 29"D x 42"H



### VIP Glow Bar 6'

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



### VIP Glow Bar 4'

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



### Bar

White with 2 shelves in back  
Black with 2 shelves in back  
48"L x 16"D x 42"H



### Shanti Bar Back White

White  
43.5"W x 12"D x 77.625"H  
13"W x 14.25"H (Inside Shelf)



### Shanti Bar Back Espresso

Espresso  
43.5"W x 12"D x 77.625"H  
13"W x 14.25"H (Inside Shelf)

## BAR STOOLS



### Park Avenue Bar Stool

Maple/Chrome  
16"L x 19"D x 43"H



### Criss Cross Bar Stool

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



### Escape Stool

Natural Maple  
16"Square x 41"H



## BAR STOOLS



### Silk Back Bar Stool

Cobalt  
Red  
Grape  
Lime

■ Tangerine  
■ White  
■ Black  
■

17"W x 18"D x 41.5"H



### Euro Bar Stool

Black  
21"L x 23"D x 43"H

■  
■  
■



### Hourglass Bar Stool

White  
Black  
18"L x 20"D x 24" - 25.9"H

■  
■



### Equino Stool

White  
Black  
16"L x 17"D x 35"H

■  
■



### Regal Stool

Black/Brown  
19"W x 24"D x 39"H

■  
■



### Caprice Stool

Black  
25"W x 26"D x 44"H



### Sonic Stool

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



### Marcus Bar Stool

18"W (at footbase) x 30"H

## CAFE CHAIRS



### Silk Chair

Black  
Cobalt  
Red  
Grape  
Lime  
Tangerine  
White  
20.5"W x 18"D x 34"H



### Silk Chair Armless

Black  
Cobalt  
Red  
Grape  
Lime  
Tangerine  
White  
17"W x 18"D x 34"H



### Park Avenue Chair

Maple  
16"L x 18"D x 31"H



### Leslie Chair

White  
17"L x 21"D x 31"H



### Comet Chair

Black  
23"L x 22"D x 32"H  
Available With or Without Arms



### Regal Dining Chair

Brown Leather  
19"L x 23"D x 38"H



### Escape Chair

Natural Maple  
17"L x 17"D x 32"H



### Sonic Chair

Black  
20"L x 21"D x 32"H



### Caprice Chair

Black  
22"L x 21"D x 32"H

## CAFÉ CHAIRS



### Criss Cross Chair

White Leather  
Espresso Leather  
17"L x 21"D x 35"H



### Trend Chair

Black  
White  
Lime  
Orange  
Natural  
19"L x 18"D x 32.25"H



### Elio Chair

17"Square x 33"H

## BAR TABLES



### Euro Bar Table

Black/Black 30"  
30"Round x 42"H  
Black/Black 36"  
36"Round x 42"H



### Silk Bar Table

Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



### Park Ave Bar Table

Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



### Chardonnay Bar Table

Clear Glass/Chrome  
28"Round x 42"H



### Blanco Round Bar Table

White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H



### Blanco Bar Table

White/Chrome Square  
24"Square x 42"H  
White/Chrome Rectangle  
72"L x 24"D x 42"H

## BAR TABLES



### City Bar Table

Maple/Black 30"  
 30"Round x 42"H  
 Maple/Black 36"  
 36"Round x 42"H



### Summit Bar Table

White/Black 30"  
 30"Round x 42"H  
 White/Black 36"  
 36"Round x 42"H

## CAFÉ TABLES



### Euro Café Table

Black/Black 30"  
 30"Round x 29"H  
 Black/Black 36"  
 36"Round x 29"H



### Silk Café Table

Black/Chrome 30"  
 30"Round x 29"H  
 Black/Chrome 36"  
 36"Round x 29"H



### Park Ave Café Table

Maple/Chrome 30"  
 30"Round x 29"H  
 Maple/Chrome 36"  
 36"Round x 29"H



### City Café Table

Maple/Black 30"  
 30"Round x 29"H  
 Maple/Black 36"  
 36"Round x 29"H



### Summit Café Table

White/Black 30"  
 30"Round x 29"H  
 White/Black 36"  
 36"Round x 29"H



### Blanco Café Table

White/Chrome Square  
 24"Square x 29"H  
 White/Chrome Rectangle  
 72"L x 24"D x 29"H  
 White/Chrome 30"  
 30"Round x 29"H  
 White/Chrome 36"  
 36"Round x 29"H

## OFFICE SEATING



**Tamiri High Back Chair**

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



**Tamiri Mid Back Chair**

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



**Tamiri Guest Chair**

Black Leather  
25"L x 26"D x 37"H



**Accord Chair**

White  
Black  
25"L x 25"D x 37"H



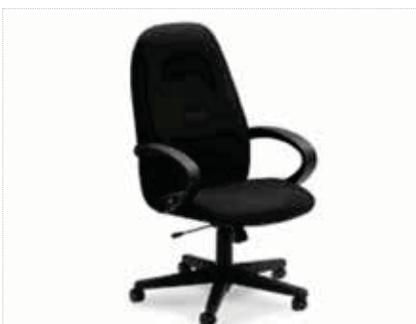
**Goal Task Chair**

Black  
 Black  
24"L x 24"D x 36"H



**Goal Task Chair Armless**

Black  
22"L x 24"D x 36"H



**High Back Conference Chair**

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



**Mid Back Conference Chair**

Black Fabric  
25"L x 27"D x 39"H



**Guest Chair**

Black Fabric  
25"L x 22"D x 36"H

## OFFICE SEATING



### Goal Drafting Stool

Black  
25"L x 24"D x 48"H



### Goal Drafting Stool Armless

Black  
20.5"L x 24"D x 48"H

## CONFERENCE TABLES



### Conference Table Rectangle

Maple 6'  
Black 6'  
Mahogany 6'  
72"L x 36"H  
Maple 8'  
Black 8'  
Mahogany 8'  
96"L x 48"H



### Conference Table Racetrack

Black 8'  
Mahogany 8'  
96"L x 48"H  
Black 6'  
Mahogany 6'  
72"L x 36"H



### Conference Table Round

Mahogany  
42"Round x 29"H



### Chrome & Glass Table Rectangle

Clear Glass/Chrome  
60"L x 36"D x 29"H



### Chrome & Glass Table Round

Clear Glass/Chrome  
42"Round x 29"H



### Chrome & Glass Table Square

Clear Glass/Chrome  
32"L x 32"D x 29"H

## CONFERENCE TABLES



### Chrome & Glass Trestle Table

Clear Glass/Chrome  
48"L x 32"D x 29"H

## OFFICE FURNITURE



### Computer Kiosk

Black  
White  
24"L x 24"D x 42"H



### Computer Counter

Graphite  
48"L x 24"D x 42"H



### Computer Desk

Graphite  
48"L x 24"D x 29"H



### 5 Shelf Bookcase

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



### Black Credenza

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



### Black Double Pedestal

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

## OFFICE FURNITURE

**Credenza Maple**

Maple  
 72"L x 20"D x 29"H

**Desk Maple**

Double Pedestal  
 60"L x 30"D x 29"H

**Lateral File Maple**

2 Drawer with Lock  
 36"L x 20"D x 29"H

**Genoa Storage Credenza**

Mahogany 2 Filing Cabinets  
 2-Drawers-Inside Shelves  
 20"W x 66"L

**Genoa Kneespace Credenza**

Mahogany 2 Filing Cabinets/2-Drawers  
 20"W x 66"L

**Genoa Executive Desk**

Mahogany Double Pedestal-Locking Drawers  
 36"W x 72"L

**Presidential Kneespace Credenza**

Mahogany  
 24"W x 66"L x 29"H

**Presidential Executive Desk**

Mahogany  
 36"W x 72"L x 29"H

**Presidential File Cabinet**

Mahogany  
 24"W x 36"L x 29"H

## OFFICE FURNITURE



### Hayden Table

Black Wood  
 78"L x 36"D x 30"H



### Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish  
 42"L x 42"D x 30"H



### Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish  
 60"L x 36"D x 30"H

## METAL FILE & STORAGE CABINETS



### 2-Drawer File

Black Letter  
 29"H x 25"D x 15"W  
 Black Legal  
 29"H x 25"D x 18"W



### 4-Drawer File

Black Letter  
 52"H x 25"D x 15"W  
 Black Legal  
 52"H x 25"D x 18"W



### 2-Drawer Lateral File

Black (Pictured)  
 27"H x 18"D x 36"W  
 Black (Not Pictured)  
 29"H x 20"D x 36"W



### 4-Drawer Lateral File

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



### Storage Cabinet

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

## PEDESTALS



### Display Pedestals 42"

- Black  
14"W x 14"D x 42"H
- Black  
24"W x 24"D x 42"H
- Black  
18"W x 18"D x 42"H
- White  
14"W x 14"D x 42"H



### Display Pedestals 36"

- Black  
14"W x 14"D x 36"H
- Black  
24"W x 24"D x 36"H
- White  
14"W x 14"D x 36"H
- White  
24"W x 24"D x 36"H



### Display Pedestals 30"

- Black  
14"W x 14"D x 30"H
- Black  
24"W x 24"D x 30"H
- Black  
18"W x 18"D x 30"H
- White  
14"W x 14"D x 30"H



### Locking Pedestal

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

- 
-

## MISCELLANEOUS ITEMS



### Stanchion

Chrome  
36"H

### Stanchion Rope

Red Velour  
6"W



### Literature Stand Small

Aluminum  
9"W x 14"D x 54.5"H

*\*Available in Limited Quantities*



### Literature Rack

Black/Metal  
10.5"W x 9.5"D x 57"H



### Refrigerator Compact

White 4 Cu Ft  
19"W x 21"D x 33.5"H



### Plexi Display Unit

18"Square x 68"H  
(Height Includes Top Piece)

## LIGHTING



### Brushed Steel Lamps

Table Lamp White/Steel  
26"H  
Floor Lamp White/Steel  
66"H



### Brushed Nickel Lamps

Table Lamp White/Nickel  
29"H  
Floor Lamp White/Nickel  
60"H



### Rubbed Bronze Lamps

Table Lamp White/Bronze  
28"H  
Floor Lamp White/Bronze  
60"H



### Brushed Steel Lamps

Table Lamp Red/Steel  
26"H  
Floor Lamp Red/Steel  
66"H



### Neutrino Floor Lamp

Steel  
67"H

# DESIGN YOUR BOOTH SPACE YOUR WAY



## 10x20 Booth Footprint

Grammercy Loveseat & Corner • Novel Cocktail & End Table • 4FT VIP Bar • Criss Cross Chairs • Café Table • Literature Stand



## 10x10 Booth Footprint

Whisper Sofa & Chair • Reno Cocktail & End Tables  
Equino Stools • Chardonnay Bar Table



## 10x10 Booth Footprint

Metro Sofa & Chair • Novel End Tables  
Equino Stools • Bar Table



## 10x20 Booth Footprint

Bella Chocolate Sofa • Harmony Cocktail & End Tables • Stage Chairs • Escape Chairs • Café Tables • Literature Rack





## Trade Show Order Form

Diana Gonzalez / Janet Anderson  
 dgonzalez@rentfurniture.com  
 janderson@rentfurniture.com  
 Fax: 630-783-8561

## TRADE SHOW INFORMATION

Show Name		Company Name	
Show Dates		Contact Name	
Venue Name		Contact Cell #	
Venue Address		Delivery Date	Time:
City, State, Zip		Pickup Date	Time:
Booth # and Name		Show Contractor	

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

**Terms & Conditions:**

Payments: Payment terms - 100% Payment due prior to delivery to secure the order unless Credit Approved with AFR  
 You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space, please check your Exhibitor Manual.

Cancellation Fee: If cancelled within 3 days prior to delivery, a 100% charge will be applied.

Late Fee: All orders received within 14 days of the show opening will receive at 25% Late Fee. Show Site orders will be based on availability and charged a 30% Late Fee.

Item Number	Weight	Description	Dimensions	Standard	Qty.	Total
<b>Whisper (Pg. 2)</b>						
18228-0607	100 lbs.	Whisper White Leather Sofa	87"L x 37"D x 35"H	\$575.00		\$0.00
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"L x 37"D x 35"H	\$550.00		\$0.00
18284-0487	75 lbs.	Whisper White Leather Chair	35"L x 37"D x 35"H	\$450.00		\$0.00
18024-0003	30 lbs.	Whisper White Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		\$0.00
18184-0034	30 lbs.	Whisper White Leather Square Ottoman	40"L x 40"D x 17"H	\$250.00		\$0.00
18184-0038	30 lbs.	Whisper White Leather Round Ottoman	46" Round x 17"H	\$250.00		\$0.00
<b>Function (Pg. 2)</b>						
18284-0554	80 lbs.	Function Madras White Leather Armless Chair	28"L x 28"D x 29"H	\$300.00		\$0.00
18066-0016	80 lbs.	Function Madras White Leather Corner	28"L x 28"D x 29"H	\$325.00		\$0.00
<b>Continental (Pg. 3)</b>						
18303-0001	90 lbs.	Continental White Leather Curved Loveseat	82"L x 34"D x 31"H	\$595.00		\$0.00
18304-0001	100 lbs.	Continental White Leather Reverse Loveseat	72"L x 34"D x 31"H	\$575.00		\$0.00
18296-0005	50 lbs.	Continental White Leather Wedge Ottoman	30"L x 34"D x 19"H	\$250.00		\$0.00
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$295.00		\$0.00
18184-0132	50 lbs.	Continental White Leather Half Moon Ottoman	33"L x 19"D x 19"H	\$250.00		\$0.00
<b>Sophistication (Pg. 3 &amp; 4)</b>						
18228-0674	110 lbs.	Sophistication White Leather Sofa	72"L x 31"D x 48"H	\$595.00		\$0.00
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"L x 31"D x 48"H	\$395.00		\$0.00
18284-0563	75 lbs.	Sophistication White Leather Chair	27"L x 31"D x 48"H	\$295.00		\$0.00
18066-0017	80 lbs.	Sophistication White Leather Corner	31"L x 31"D x 48"H	\$295.00		\$0.00
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31" Square x 19"H	\$225.00		\$0.00
<b>Metro (Pg. 4)</b>						
18228-0602	100 lbs.	Metro Black Leather Sofa	85"L x 35"D x 35"H	\$495.00		\$0.00
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"L x 35"D x 35"H	\$470.00		\$0.00
18284-0482	75 lbs.	Metro Black Leather Chair	35"L x 35"D x 35"H	\$370.00		\$0.00
18184-0179	30 lbs.	Metro Black Leather Square Ottoman	40" Square x 17"H	\$250.00		\$0.00
18024-0008	30 lbs.	Metro Black Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		\$0.00
<b>Sausalito (Pg. 5)</b>						
18228-0753	100 lbs.	Sausalito Black Sofa	83"L x 32"D x 32"H	\$425.00		\$0.00
18167-0562	90 lbs.	Sausalito Black Loveseat	59"L x 32"D x 32"H	\$375.00		\$0.00
18284-0656	75 lbs.	Sausalito Black Chair	39"L x 32"D x 32"H	\$275.00		\$0.00
<b>Grammercy (Pg. 5)</b>						
18228-0605	100 lbs.	Grammercy Charcoal Leather Sofa	82"L x 36"D x 36"H	\$550.00		\$0.00
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"L x 36"D x 36"H	\$475.00		\$0.00
18284-0485	50 lbs.	Grammercy Charcoal Leather Chair	28"L x 36"D x 36"H	\$300.00		\$0.00
18066-0015	50 lbs.	Grammercy Charcoal Leather Corner	36"L x 36"D x 36"H	\$350.00		\$0.00
18184-0135	30 lbs.	Grammercy Charcoal Leather Round Ottoman	46" Round x 17"H	\$250.00		\$0.00
18184-0033	30 lbs.	Grammercy Charcoal Leather Square Ottoman	40" Square x 17"H	\$250.00		\$0.00
18024-0002	30 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		\$0.00
<b>Parma (Pg. 6)</b>						
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"L x 37"D x 36"H	\$495.00		\$0.00
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"L x 37"D x 36"H	\$470.00		\$0.00
18284-0710	75 lbs.	Parma Brown Leather Chair	33"L x 37"D x 36"H	\$370.00		\$0.00
18024-0061	30 lbs.	Parma Brown Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		\$0.00
<b>Bella Chocolate (Pg. 6)</b>						
18228-0071	140 lbs.	Bella Chocolate Sofa	84"L x 38"D x 34"H	\$425.00		\$0.00
18167-0058	110 lbs.	Bella Chocolate Loveseat	61"L x 38"D x 34"H	\$375.00		\$0.00
18284-0125	90 lbs.	Bella Chocolate Chair	38"L x 38"D x 34"H	\$275.00		\$0.00
<b>Chandler (Pg. 7)</b>						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"L x 37"D x 35"H	\$495.00		\$0.00
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"L x 37"D x 35"H	\$470.00		\$0.00
18284-0717	75 lbs.	Chandler Red Leather Chair	31"L x 37"D x 35"H	\$370.00		\$0.00
18024-0062	30 lbs.	Chandler Red Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		\$0.00
<b>Imperial (Pg. 7)</b>						

18228-0604	100 lbs.	Imperial Purple Sofa	82"L x 36"D x 36"H	\$425.00	\$0.00
18284-0484	50 lbs.	Imperial Purple Chair	28"L x 36"D x 36"H	\$250.00	\$0.00
18184-0134	30 lbs.	Imperial Purple Bench Ottoman	48"L x 21"D x 18"H	\$195.00	\$0.00
<b>Tangerine (Pg. 8)</b>					
18228-0084	100 lbs.	Tangerine Orange Sofa	84"L x 36"D x 33"H	\$425.00	\$0.00
18284-0150	75 lbs.	Tangerine Orange Chair	40"L x 36"D x 33"H	\$300.00	\$0.00
18184-0032	35 lbs.	Tangerine Orange Bench Ottoman	62"L x 24"D x 18"H	\$195.00	\$0.00
<b>Evoke (Pg. 8)</b>					
13229-0007	94 lbs.	Evoke Sofa	81"L x 35"D x 27"H	\$750.00	\$0.00
13041-0015	48 lbs.	Evoke Chair	33"L x 35"D x 27"H	\$395.00	\$0.00
13054-0011	32 lbs.	Evoke Cocktail Table	48"L x 24"D x 18"H	\$250.00	\$0.00
13110-0009	23 lbs.	Evoke End Table	24"L x 28"D x 25"H	\$225.00	\$0.00
13110-0008	15 lbs.	Evoke Cube	18" Square	\$150.00	\$0.00
<b>Stage Chairs (Pg. 9)</b>					
18284-0478	75 lbs.	Midnight Suede Stage Chair	25"L x 26"D x 37"H	\$175.00	\$0.00
18284-0477	75 lbs.	Chamois Suede Stage Chair	25"L x 26"D x 37"H	\$175.00	\$0.00
18284-0476	75 lbs.	Buckskin Suede Stage Chair	25"L x 26"D x 37"H	\$175.00	\$0.00
18284-0564	80 lbs.	Empire Chair White Leather	28"L x 32"D x 32"H	\$325.00	\$0.00
18284-0621	80 lbs.	Empire Chair Black Leather	28"L x 32"D x 32"H	\$325.00	\$0.00
18284-0658	75 lbs.	Madrid White Leather Chair	30.5"L x 35"D x 32"H	\$450.00	\$0.00
18284-0659	75 lbs.	Madrid Black Leather Chair	30.5"L x 35"D x 32"H	\$450.00	\$0.00
05035-0028	65 lbs.	Tulip Black Fabric Chair	26"L x 27"D x 35"H	\$195.00	\$0.00
<b>Ottomans &amp; Benches (Pg. 10)</b>					
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$295.00	\$0.00
18184-0034	30 lbs.	Whisper White Leather Square Ottoman	40"L x 40"D x 17"H	\$250.00	\$0.00
18184-0033	30 lbs.	Grammercy Charcoal Leather Square Ottoman	40"L x 40"D x 17"H	\$250.00	\$0.00
18184-0179	30 lbs.	Metro Black Leather Square Ottoman	40"L x 40"D x 17"H	\$250.00	\$0.00
18024-0002	30 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$0.00
18024-0003	30 lbs.	Whisper White Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$0.00
18024-0008	30 lbs.	Metro Black Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$0.00
18024-0062	30 lbs.	Chandler Red Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$0.00
18024-0061	30 lbs.	Parma Brown Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$0.00
05026-0005	40 lbs.	Hayden Black Wood Bench	67"L x 16"D x 17"H	\$125.00	\$0.00
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"L x 24"D x 20"H	\$350.00	\$0.00
<b>Round Ottomans &amp; Banquettes (Pg. 10 &amp; 11)</b>					
18011-0011	150 lbs.	Essentials White Banquette (2 pcs)	60" Round x 48"H	\$750.00	\$0.00
18011-0001	130 lbs.	Whisper White Leather Banquette, Tufted (2 pcs)	59" Round x 38"H	\$750.00	\$0.00
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59" Round x 38"H	\$750.00	\$0.00
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"L x 19"D x 17"H	\$145.00	\$0.00
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"L x 19"D x 17"H	\$145.00	\$0.00
18184-0038	30 lbs.	Whisper White Leather Round Ottoman	46" Round x 17"H	\$250.00	\$0.00
18184-0036	30 lbs.	Grammercy Charcoal Leather Round Ottoman	46" Round x 17"H	\$250.00	\$0.00
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"L x 48"D x 34"H	\$895.00	\$0.00
<b>Cube Ottomans (Pg. 11)</b>					
18184-0213-CN	7 lbs.	Cube Ottoman - Cinnamon	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-CH	7 lbs.	Cube Ottoman - Chocolate	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-CB	7 lbs.	Cube Ottoman - Cobalt	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-G	7 lbs.	Cube Ottoman - Grape	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-L	7 lbs.	Cube Ottoman - Lime	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-R	7 lbs.	Cube Ottoman - Red	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-T	7 lbs.	Cube Ottoman - Tangerine	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-S	7 lbs.	Cube Ottoman - Sunflower	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-WV	7 lbs.	Cube Ottoman - White Vinyl	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-BM	7 lbs.	Cube Ottoman - Black	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-BV	7 lbs.	Cube Ottoman - Black Vinyl	17"D x 17"W x 17"H	\$95.00	\$0.00
18184-0213-PM	7 lbs.	Cube Ottoman - Platinum Metallic	17"D x 17"W x 17"H	\$95.00	\$0.00
<b>Occasional Tables (Pg. 12 &amp; 13)</b>					
12107-0441	20 lbs.	Sterling Clear Glass/Silver End Table	25" Round x 21"H	\$180.00	\$0.00
12055-0381	30 lbs.	Sterling Clear Glass/Silver Cocktail Table	36" Round x 16"H	\$190.00	\$0.00
12107-0447	15 lbs.	Hampton Natural/Silver End Table	24" Round x 21"H	\$165.00	\$0.00
12055-0379	25 lbs.	Hampton Natural/Silver Cocktail Table	48"L x 24"D x 17"H	\$170.00	\$0.00
12107-0437	20 lbs.	Princeton Clear Glass/Black End Table	21"L x 22"D x 21"H	\$165.00	\$0.00
12055-0376	30 lbs.	Princeton Clear Glass/Black Cocktail Table	45"L x 21"D x 16"H	\$170.00	\$0.00
12107-0008	36 lbs.	Tribeca Wood/Black End Table	25"L x 29"D x 24"H	\$170.00	\$0.00
12055-0008	55 lbs.	Tribeca Wood/Black Cocktail Table	50"L x 30"D x 19"H	\$180.00	\$0.00
12230-0005	46 lbs.	Tribeca Wood/Black Sofa Table	48"L x 18"D x 30"H	\$190.00	\$0.00
12107-0282	42 lbs.	Vivid Glass End Table	26"L x 26"D x 21"H	\$170.00	\$0.00
12055-0273	56 lbs.	Vivid Glass Cocktail Table	50"L x 24"D x 16"H	\$180.00	\$0.00
12230-0081	62 lbs.	Vivid Glass Sofa Table	50"L x 24"D x 30"H	\$190.00	\$0.00
99-12304-01	40 lbs.	Quad White/Brushed Steel End Table	24"L x 20"D x 22"H	\$170.00	\$0.00
99-12050-01	50 lbs.	Quad White/Brushed Steel Cocktail Table	44"L x 20"D x 18"H	\$180.00	\$0.00
99-12305-01	62 lbs.	Quad White/Brushed Steel Sofa/Console Table	44"L x 20"D x 30"H	\$190.00	\$0.00
99-12034-01	40 lbs.	Tetrad Storm Grey/Brushed Steel End Table	24"L x 20"D x 22"H	\$170.00	\$0.00
99-12050-02	50 lbs.	Tetrad Storm Grey/Brushed Steel Cocktail Table	44"L x 20"D x 18"H	\$180.00	\$0.00
99-12305-02	62 lbs.	Tetrad Storm Grey/Brushed Steel Sofa Table	44"L x 20"D x 30"H	\$190.00	\$0.00
18024-0011	60 lbs.	Novel Satin Steel Cocktail Table	46"L x 15"D x 16"H	\$250.00	\$0.00
18024-0010	36 lbs.	Novel Satin Steel End Table	15"L x 15"D x 16"H	\$225.00	\$0.00
12107-0281	33 lbs.	Harmony Wood/Espresso End Table	24" Round x 22"H	\$170.00	\$0.00

12055-0272	75 lbs.	Harmony Wood/Espresso Cocktail Table	51"L x 28"D x 18"H	\$180.00	\$0.00
12230-0080	66 lbs.	Harmony Wood/Espresso Sofa Table	52"L x 18"D x 30"H	\$190.00	\$0.00
12078-0012	50 lbs.	Cube, White 30" Cocktail Table	30"L x 30"D x 16"H	\$175.00	\$0.00
12078-0011	50 lbs.	Cube, Black 30" Cocktail Table	30"L x 30"D x 16"H	\$175.00	\$0.00
12078-0010	40 lbs.	Cube, White 24" Cocktail Table	24"L x 24"D x 16"H	\$170.00	\$0.00
12078-0009	40 lbs.	Cube, Black 24" Cocktail Table	24"L x 24"D x 16"H	\$170.00	\$0.00
12078-0014	40 lbs.	Cube, White 24" End Table	24"L x 24"D x 21"H	\$165.00	\$0.00
12078-0013	40 lbs.	Cube, Black 24" End Table	24"L x 24"D x 21"H	\$165.00	\$0.00
12003-0039	22 lbs.	Zanzibar Table	16" Square	\$195.00	\$0.00
12003-0038	17 lbs.	Rose Table	16" Round x 16"H	\$195.00	\$0.00
12055-0318	75 lbs.	Club Cocktail Table w/ built in LED Lighting	44"L x 22"D x 18"H	\$250.00	\$0.00
12107-0331	60 lbs.	Club End Table w/ built in LED Lighting	22"L x 22"D x 18"H	\$225.00	\$0.00
12003-0051	15 lbs.	Phoebe Table - Gold	17" Round x 22"H	\$115.00	\$0.00
12003-0052	15 lbs.	Phoebe Table - Lime Green	17" Round x 22"H	\$115.00	\$0.00
12003-0056	15 lbs.	Phoebe Table - Yellow	17" Round x 22"H	\$115.00	\$0.00
12003-0053	15 lbs.	Phoebe Table - Rose	17" Round x 22"H	\$115.00	\$0.00
12003-0074	15 lbs.	Phoebe Table - Teal	17" Round x 22"H	\$115.00	\$0.00
<b>Bars &amp; Bar Backs (Pg. 14)</b>					
05012-0001	256 lbs.	Manhattan Martini Bar	63"L x 29"D x 42"H	\$650.00	\$0.00
05012-0026	120 lbs.	VIP Frosted Plexi Glow Bar 6'	72"L x 24"D x 42"H	\$650.00	\$0.00
05012-0024	100 lbs.	VIP Frosted Plexi Glow Bar 4'	48"L x 24"D x 42"H	\$550.00	\$0.00
05012-0054	70 lbs.	White Bar - 2 Shelf	48"L x 16"D x 42"H	\$295.00	\$0.00
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"L x 16"D x 42"H	\$295.00	\$0.00
05001-0007	125 lbs.	Shanti Bar Back - White	43.5"L x 12"D x 77.625"H	\$350.00	\$0.00
05001-0006	125 lbs.	Shanti Bar Back - Espresso	43.5"L x 12"D x 77.625"H	\$350.00	\$0.00
<b>Bar Stools (Pg. 14 &amp; 15)</b>					
05237-0223	25 lbs.	Park Avenue Bar Stool - Maple	16"L x 19"D x 43"H	\$150.00	\$0.00
05237-0039	20 lbs.	Criss Cross Bar Stool - White	15"L x 19"D x 41"H	\$160.00	\$0.00
05237-0038	20 lbs.	Criss Cross Bar Stool - Espresso	15"L x 19"D x 41"H	\$160.00	\$0.00
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16"L x 16"D x 41"H	\$135.00	\$0.00
05237-0219-CB	20 lbs.	Silk Back Bar Stool - Cobalt	17"L x 18"D x 41.5H	\$150.00	\$0.00
05237-0219-R	20 lbs.	Silk Back Bar Stool - Red	17"L x 18"D x 41.5H	\$150.00	\$0.00
05237-0219-G	20 lbs.	Silk Back Bar Stool - Grape	17"L x 18"D x 41.5H	\$150.00	\$0.00
05237-0219-L	20 lbs.	Silk Back Bar Stool - Lime	17"L x 18"D x 41.5H	\$150.00	\$0.00
05237-0219-T	20 lbs.	Silk Back Bar Stool - Tangerine	17"L x 18"D x 41.5H	\$150.00	\$0.00
05237-0219-W	20 lbs.	Silk Back Bar Stool - White	17"L x 18"D x 41.5H	\$150.00	\$0.00
05237-0219-B	20 lbs.	Silk Back Bar Stool - Black	17"L x 18"D x 41.5H	\$150.00	\$0.00
05237-0221	20 lbs.	Euro Bar Stool - Black	22"L x 24"D x 41.75"H	\$150.00	\$0.00
05237-0231	40 lbs.	Hourglass Bar Stool - White	18"L x 20"D x 24"-25.9"H	\$165.00	\$0.00
05237-0230	40 lbs.	Hourglass Bar Stool - Black	18"L x 20"D x 24"-25.9"H	\$165.00	\$0.00
05237-0160	35 lbs.	Equino Bar Stool - Black	15"L x 13"D x 35"H	\$165.00	\$0.00
05237-0041	35 lbs.	Equino Bar Stool - White	15"L x 13"D x 35"H	\$165.00	\$0.00
05237-0156	30 lbs.	Regal (Parson) Bar Stool - Brown	19"L x 24"D x 39"H	\$165.00	\$0.00
05237-0168	25 lbs.	Caprice Bar Stool - Black	25"L x 24"D x 32"H	\$165.00	\$0.00
05237-0042	18 lbs.	Sonic Bar Stool - Black	22"L x 22"D x 42"H	\$135.00	\$0.00
05237-0215	13 lbs.	Marcus Bar Stool - Gunmetal	18"L x 18"D x 29.5H	\$125.00	\$0.00
<b>Café Chairs (Pg. 16 &amp; 17)</b>					
05035-0025-B	20 lbs.	Silk Back Arm Chair - Black	20.5"L x 18"D x 34"H	\$100.00	\$0.00
05035-0025-CB	20 lbs.	Silk Back Arm Chair - Cobalt	20.5"L x 18"D x 34"H	\$100.00	\$0.00
05035-0025-R	20 lbs.	Silk Back Arm Chair - Red	20.5"L x 18"D x 34"H	\$100.00	\$0.00
05035-0025-G	20 lbs.	Silk Back Arm Chair - Grape	20.5"L x 18"D x 34"H	\$100.00	\$0.00
05035-0025-L	20 lbs.	Silk Back Arm Chair - Lime	20.5"L x 18"D x 34"H	\$100.00	\$0.00
05035-0025-T	20 lbs.	Silk Back Arm Chair - Tangerine	20.5"L x 18"D x 34"H	\$100.00	\$0.00
05035-0025-W	20 lbs.	Silk Back Arm Chair - White	20.5"L x 18"D x 34"H	\$100.00	\$0.00
05035-0024-B	18 lbs.	Silk Back Armless Chair - Black	17"L x 18"D x 34"H	\$95.00	\$0.00
05035-0024-CB	18 lbs.	Silk Back Armless Chair - Cobalt	17"L x 18"D x 34"H	\$95.00	\$0.00
05035-0024-R	18 lbs.	Silk Back Armless Chair - Red	17"L x 18"D x 34"H	\$95.00	\$0.00
05035-0024-G	18 lbs.	Silk Back Armless Chair - Grape	17"L x 18"D x 34"H	\$95.00	\$0.00
05035-0024-L	18 lbs.	Silk Back Armless Chair - Lime	17"L x 18"D x 34"H	\$95.00	\$0.00
05035-0024-T	18 lbs.	Silk Back Armless Chair - Tangerine	17"L x 18"D x 34"H	\$95.00	\$0.00
05035-0024-W	18 lbs.	Silk Back Armless Chair - White	17"L x 18"D x 34"H	\$95.00	\$0.00
05035-0026	21 lbs.	Park Avenue Chair - Maple	16"L x 18"D x 31"H	\$135.00	\$0.00
05035-0008	15 lbs.	Leslie Chair - White	20"L x 20"D x 39"H	\$85.00	\$0.00
14233-0005	17 lbs.	Comet Stack Arm Chair - Black	23"L x 22"D x 32"H	\$130.00	\$0.00
14233-0006	15 lbs.	Comet Stack Chair - Black	23"L x 22"D x 32"H	\$125.00	\$0.00
05221-0039	45 lbs.	Regal (Parson) Chair - Brown	19"L x 23"D x 38"H	\$135.00	\$0.00
05035-0009	10 lbs.	Escape Chair - Natural Maple	17"L x 17"D x 32"H	\$95.00	\$0.00
14233-0016	13 lbs.	Sonic Chair - Black	20"L x 21"D x 32"H	\$95.00	\$0.00
14233-0025	22 lbs.	Caprice Chair - Black	22"L x 21"D x 32"H	\$95.00	\$0.00
05035-0011	12 lbs.	Criss Cross Chair - White	17"L x 21"D x 32"H	\$110.00	\$0.00
05035-0010	12 lbs.	Criss Cross Chair - Espresso	17"L x 21"D x 32"H	\$110.00	\$0.00
14233-0034	10 lbs.	Trend Chair - Black	19"L x 18"D x 32.25"H	\$125.00	\$0.00
14233-0038	10 lbs.	Trend Chair - White	19"L x 18"D x 32.25"H	\$125.00	\$0.00
14233-0035	10 lbs.	Trend Chair - Lime	19"L x 18"D x 32.25"H	\$125.00	\$0.00
14233-0037	10 lbs.	Trend Chair - Orange	19"L x 18"D x 32.25"H	\$125.00	\$0.00
14233-0036	10 lbs.	Trend Chair - Natural	19"L x 18"D x 32.25"H	\$125.00	\$0.00
05035-0023	14 lbs.	Elio Chair	17"L x 17"D x 33"H	\$95.00	\$0.00
<b>Bar Tables (Pg. 17 &amp; 18)</b>					

99-05245-01	42 lbs.	Euro 30" Round Bar Table - Black/Black	30" Round x 42"H	\$170.00	\$0.00
99-05245-02	51 lbs.	Euro 36" Round Bar Table - Black/Black	36" Round x 42"H	\$175.00	\$0.00
99-05245-04	42 lbs.	Silk 30" Round Bar Table - Black/Chrome	30" Round x 42"H	\$170.00	\$0.00
99-05245-05	51 lbs.	Silk 36" Round Bar Table - Black/Chrome	36" Round x 42"H	\$175.00	\$0.00
99-05245-07	42 lbs.	Park Ave 30" Round Bar Table - Maple/Chrome	30" Round x 42"H	\$170.00	\$0.00
99-05245-08	51 lbs.	Park Ave 36" Round Bar Table - Maple/Chrome	36" Round x 42"H	\$175.00	\$0.00
05012-0002	50 lbs.	Chardonnay Glass & Chrome Bar Table	28" Round x 42"H	\$250.00	\$0.00
99-05245-10	42 lbs.	Blanco 30" Round Bar Table - White/Chrome	30" Round x 42"H	\$170.00	\$0.00
99-05245-11	51 lbs.	Blanco 36" Round Bar Table - White/Chrome	36" Round x 42"H	\$175.00	\$0.00
99-05245-12	46 lbs.	Blanco Square Bar Table - White/Chrome	24" Square x 42"H	\$170.00	\$0.00
99-05245-13	40 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"L x 24"D x 42"H	\$270.00	\$0.00
99-05245-14	37 lbs.	City 30" Round Bar Table - Maple/Black	30" Round x 42"H	\$170.00	\$0.00
99-05245-15	46 lbs.	City 36" Round Bar Table - Maple/Black	36" Round x 42"H	\$175.00	\$0.00
99-05245-16	37 lbs.	Summit 30" Round Bar Table - White/Black	30" Round x 42"H	\$170.00	\$0.00
99-05245-17	46 lbs.	Summit 36" Round Bar Table - White/Black	36" Round x 42"H	\$175.00	\$0.00
<b>Café Tables (Pg. 18)</b>					
99-05036-01	37 lbs.	Euro 30" Round Cafe Table - Black/Black	30" Round x 29"H	\$170.00	\$0.00
99-05036-02	46 lbs.	Euro 36" Round Cafe Table - Black/Black	36" Round x 29"H	\$175.00	\$0.00
99-05036-04	37 lbs.	Silk 30" Round Cafe Table - Black/Chrome	30" Round x 29"H	\$170.00	\$0.00
99-05036-05	46 lbs.	Silk 36" Round Cafe Table - Black/Chrome	36" Round x 29"H	\$175.00	\$0.00
99-05036-07	37 lbs.	Park Ave 30" Round Cafe Table - Maple/Chrome	30" Round x 29"H	\$170.00	\$0.00
99-05036-08	46 lbs.	Park Ave 36" Round Cafe Table - Maple/Chrome	36" Round x 29"H	\$175.00	\$0.00
99-05036-10	37 lbs.	Blanco 30" Round Cafe Table - White/Chrome	30" Round x 30"H	\$170.00	\$0.00
99-05036-11	46 lbs.	Blanco 36" Round Cafe Table - White/Chrome	36" Round x 30"H	\$175.00	\$0.00
99-05036-12	46 lbs.	Blanco Square Cafe Table - White/Chrome	24" Square x 29"H	\$170.00	\$0.00
99-05036-13	84 lbs.	Blanco Rectangle Cafe Table - White/Chrome	72"L x 24"D x 29"H	\$270.00	\$0.00
99-05036-14	42 lbs.	City 30" Round Cafe Table - Maple/Black	30" Round x 29"H	\$170.00	\$0.00
99-05036-15	51 lbs.	City 36" Round Cafe Table - Maple/Black	36" Round x 29"H	\$175.00	\$0.00
99-05036-16	42 lbs.	Summit 30" Round Cafe Table - White/Black	30" Round x 30"H	\$170.00	\$0.00
99-05036-17	51 lbs.	Summit 36" Round Cafe Table - White/Black	36" Round x 30"H	\$175.00	\$0.00
<b>Office Seating (Pg. 19-20)</b>					
14136-0002	45 lbs.	Tamiri Black Leather High Back	25"L x 27"D x 45"H	\$225.00	\$0.00
14176-0007	42 lbs.	Tamiri Black Leather Mid Back	25"L x 26"D x 39"H	\$190.00	\$0.00
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"L x 26"D x 37"H	\$175.00	\$0.00
14136-0010	43 lbs.	Accord White Leather High Back	25"L x 25"D x 37"H	\$275.00	\$0.00
14136-0081	43 lbs.	Accord Black Leather High Back	25"L x 25"D x 37"H	\$275.00	\$0.00
14250-0013	38 lbs.	Goal Black Task Chair With Arms	24"L x 24.5"D x 36"H	\$140.00	\$0.00
14250-0043	38 lbs.	Goal Black Task Chair Armless	22"L x 24"D x 36"H	\$130.00	\$0.00
14136-0016	40 lbs.	High Back Black Fabric Conference Chair	25"L x 27"D x 45"H	\$195.00	\$0.00
14176-0008	35 lbs.	Mid Back Black Fabric Conference Chair	25"L x 27"D x 39"H	\$175.00	\$0.00
14128-0023	30 lbs.	Guest Black Fabric Conference Chair	25"L x 22"D x 36"H	\$160.00	\$0.00
14307-0003	42 lbs.	Goal Black Drafting Stool - Arms	25"L x 24"D x 48"H	\$150.00	\$0.00
14307-0005	42 lbs.	Goal Black Drafting Stool - Armless	20.5"L x 24"D x 48"H	\$140.00	\$0.00
<b>Conference Tables (Pg. 20-21)</b>					
14062-0256	100 lbs.	Conference Rectangle Table 6' - Maple	72"L x 36"D x 30"H	\$415.00	\$0.00
14062-0257	125 lbs.	Conference Rectangle Table 8' - Maple	96"L x 42"D x 30"H	\$450.00	\$0.00
14062-0109	100 lbs.	Conference Rectangle Table 6' - Black	72"L x 36"D x 30"H	\$415.00	\$0.00
14062-0113	125 lbs.	Conference Rectangle Table 8' - Black	96"L x 42"D x 30"H	\$450.00	\$0.00
14062-0110	100 lbs.	Conference Rectangle Table 6' - Mahogany	72"L x 36"D x 30"H	\$415.00	\$0.00
14062-0114	125 lbs.	Conference Rectangle Table 8' - Mahogany	96"L x 42"D x 30"H	\$450.00	\$0.00
14062-0252	125 lbs.	Conference Oval Racetrack Table 8' - Black	96"L x 48"D x 30"H	\$450.00	\$0.00
14062-0260	125 lbs.	Conference Oval Racetrack Table 8' - Mahogany	96"L x 48"D x 30"H	\$450.00	\$0.00
14062-0259	100 lbs.	Conference Oval Racetrack Table 6' - Black	72"L x 36"D x 30"H	\$415.00	\$0.00
14062-0254	100 lbs.	Conference Oval Racetrack Table 6' - Mahogany	72"L x 36"D x 30"H	\$415.00	\$0.00
14062-0250	97 lbs.	Conference Table Round - Mahogany	42" Round x 29"H	\$395.00	\$0.00
05244-0022	70 lbs.	Conference Table Rectangle Glass/Chrome	60"L x 36"D x 29"H	\$395.00	\$0.00
05244-0025	50 lbs.	Conference Table Round Glass/Chrome	42" Round x 29"H	\$295.00	\$0.00
05244-0024	60 lbs.	Conference Table Square Glass/Chrome	32"L x 32"D x 29"H	\$275.00	\$0.00
05244-0023	60 lbs.	Conference Trestle Glass/Chrome	48"L x 32"D x 29"H	\$380.00	\$0.00
<b>Office Furniture (Pg. 21-23)</b>					
14309-0001	125 lbs.	Computer Kiosk - Black	24"L x 24"D x 42"H	\$365.00	\$0.00
14179-0005	125 lbs.	Computer Kiosk - White	24"L x 24"D x 42"H	\$365.00	\$0.00
14061-0002	20 lbs.	Computer Counter - Graphite	48"L x 24"D x 42"H	\$175.00	\$0.00
14076-0014	20 lbs.	Computer Desk - Graphite	48"L x 24"D x 29"H	\$165.00	\$0.00
14029-0096	56 lbs.	5 Shelf Bookcase - Mahogany	36"L x 12"D x 72"H	\$350.00	\$0.00
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"L x 12"D x 72"H	\$350.00	\$0.00
14072-0108	225 lbs.	Contemporary Credenza - Black	60"L x 20"D x 29"H	\$375.00	\$0.00
14083-0105	286 lbs.	Contemporary Double Pedestal Desk - Black	60"L x 30"D x 29"H	\$375.00	\$0.00
14072-0122	175 lbs.	Credenza Maple	72"L x 20"D x 29"H	\$475.00	\$0.00
14083-0293	286 lbs.	Desk Maple - Double Pedestal	60"L x 30"D x 29"H	\$450.00	\$0.00
14143-0140	125 lbs.	Lateral File Maple - 2 Drawer w/ Lock	36"L x 20"D x 29"H	\$315.00	\$0.00
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"L x 20"D x 29"H	\$325.00	\$0.00
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"L x 20"D x 29"H	\$300.00	\$0.00
14083-0117	286 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"L x 36"D x 29"H	\$350.00	\$0.00
14072-0042	250 lbs.	Presidential Kneespace Credenza - Mahogany	66"L x 24"D x 29"H	\$395.00	\$0.00
14083-0125	250 lbs.	Presidential Executive Desk - Mahogany	72"L x 36"D x 29"H	\$495.00	\$0.00
14143-0060	220 lbs.	Presidential Lateral File - Mahogany	36"L x 24"D x 29"H	\$310.00	\$0.00
05088-0366	175 lbs.	Hayden Table - Black Wood	78"L x 36"D x 30"H	\$400.00	\$0.00

05088-0365	58 lbs.	Vivid Café - Square Table Glass	42"L x 42"D x 30"H	\$300.00	\$0.00
05088-0364	68 lbs.	Vivid Café - Rectangle Table Glass	60"L x 36"D x 30"H	\$350.00	\$0.00
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Locking Black	29"H x 25"D x 15"W	\$120.00	\$0.00
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Locking Black	29"H x 25"D x 18"W	\$150.00	\$0.00
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Locking Black	52"H x 25"D x 15"W	\$155.00	\$0.00
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Locking Black	52"H x 25"D x 18"W	\$175.00	\$0.00
14143-0006	125 lbs.	2 Drawer Lateral File - Locking Black	27"H x 18"D x 36"W	\$155.00	\$0.00
14143-0144	125 lbs.	2 Drawer Lateral File - Locking Black	29"H x 20"D x 36"W	\$185.00	\$0.00
14143-0008	197 lbs.	4 Drawer Lateral File - Locking Black	54"H x 18"D x 36"W	\$200.00	\$0.00
14034-0015	133 lbs.	Storage Cabinet - Locking Black	72"H x 18"D x 36"W	\$200.00	\$0.00

## Pedestals (Pg. 24)

12091-0023	50 lbs.	Display Pedestal 14x42 Black	14"L x 14"D x 42"H	\$240.00	\$0.00
12091-0004	120 lbs.	Display Pedestal 24x42 Black	24"L x 24"D x 42"H	\$290.00	\$0.00
12091-0002	55 lbs.	Display Pedestal 18x42 Black	18"L x 18"D x 42"H	\$265.00	\$0.00
12091-0030	50 lbs.	Display Pedestal 14x42 White	14"L x 14"D x 42"H	\$240.00	\$0.00
12091-0024	45 lbs.	Display Pedestal 14x36 Black	14"L x 14"D x 36"H	\$205.00	\$0.00
12091-0034	75 lbs.	Display Pedestal 24x36 Black	24"L x 24"D x 36"H	\$290.00	\$0.00
12091-0031	45 lbs.	Display Pedestal 14x36 White	14"L x 14"D x 36"H	\$205.00	\$0.00
12091-0033	75 lbs.	Display Pedestal 24x36 White	24"L x 24"D x 36"H	\$290.00	\$0.00
12091-0025	40 lbs.	Display Pedestal 14x30 Black	14"L x 14"D x 30"H	\$185.00	\$0.00
12091-0003	80 lbs.	Display Pedestal 24x30 Black	24"L x 24"D x 30"H	\$275.00	\$0.00
12091-0001	45 lbs.	Display Pedestal 18x30 Black	18"L x 18"D x 30"H	\$195.00	\$0.00
12091-0032	40 lbs.	Display Pedestal 14x30 White	14"L x 14"D x 30"H	\$185.00	\$0.00
14309-0001	125 lbs.	Locking Pedestal Black	24"L x 24"D x 42"H	\$365.00	\$0.00
14179-0005	125 lbs.	Locking Pedestal White	24"L x 24"D x 42"H	\$365.00	\$0.00

## Miscellaneous Items (Pg. 25)

14189-0077	50 lbs.	Stanchion Chrome	36"H	\$50.00	\$0.00
11-517	2 lbs.	Stanchion Rope - Red Velour	6' Length	\$25.00	\$0.00
14308-0006	7 lbs.	Literature Stand - Small Aluminum	9"L x 14"D x 54.5"H	\$130.00	\$0.00
14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"L x 9.5"D x 57"H	\$135.00	\$0.00
01209-0003	50 lbs.	Compact Refrigerator White - 4.0 Cu Ft	19"L x 21"D x 33.5"H	\$250.00	\$0.00
99-12091-01	78 lbs.	Plexi Display Unit	18" Square x 68"H	\$300.00	\$0.00

## Lighting (Pg. 26)

09417-0001 BSW	4 lbs.	Brushed Steel Table Lamp - White	26"H	\$85.00	\$0.00
09392-0001 BSW	8 lbs.	Brushed Steel Floor Lamp - White	66"H	\$125.00	\$0.00
09417-0001 BN	7 lbs.	Brushed Nickel Table Lamp - White	29"H	\$85.00	\$0.00
09392-0001 BN	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	\$125.00	\$0.00
09417-0001 RB	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	\$85.00	\$0.00
09392-0001 RB	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	\$125.00	\$0.00
09417-0001 BSR	4 lbs.	Brushed Steel Table Lamp - Red	29"H	\$85.00	\$0.00
09392-0001 BSR	8 lbs.	Brushed Steel Floor Lamp - Red	66"H	\$125.00	\$0.00
50013	71 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$125.00	\$0.00



Please make payments payable to: American Furniture Rental  
PO Box 821014  
Philadelphia, PA 19182

Total of Pages Above		\$0.00
Late Fee		\$0.00
Sub Total		\$0.00
Sales Tax		\$0.00
<b>TOTAL Amount Due</b>		<b>\$0.00</b>

Company Name	0	Credit Card Type	
Address		Credit Card #	
City		Card Holder	
State		Expiration Date	
Zip Code		Security Code	
Name / Date of Show	-	Signature	
Booth Number	0	Date	
Contact Name	0		
Contact Phone		E-Mail Address	
Contact Cell	-	Fax	
Special Instructions			

# Navy Pier

## Exhibitor and Utility Ordering Guide

### NEWH Regional Tradeshow

**Utility Deadline Date**

April 8, 2015

**Need Help Completing The Forms?**

**CONTACT US:**

Phone (312) 595-5266

Fax (312) 595-5050

Email: [navypierutilities@navypier.com](mailto:navypierutilities@navypier.com)



An  Managed Facility

## Table of Contents

Welcome .....	2	<b>Facility Regulations</b>	
<i>Saving Tips</i> .....	2	<i>Animals &amp; Pet</i> .....	14
<i>Placing a Conventional Order</i> .....	3	<i>Balloons &amp; Radio-Operated</i>	
<i>Hanging Items</i> .....	3	<i>Air Devices</i> .....	14
<i>Telephone Services</i> .....	4	<i>Exhibits in Meeting Rooms</i> .....	14
<i>Internet Services</i> .....	5	<i>Fire Hose Cabinets, Pull Stations,</i>	
<i>Description of Services</i> .....	5	<i>Aisles and Exits</i> .....	14
<i>Terms &amp; Conditions</i> .....	6-7	<i>Smoking</i> .....	14
<i>Plumbing Services</i> .....	8	<i>Vehicle Displays</i> .....	14
<b>Navy Pier Utilities Order Forms</b>		<b>Safety Regulations</b>	
<i>Payment &amp; Cancellation Policy</i> .....	9	<i>Fire and Safety Regulations</i> .....	15
<i>Limitation of Liability</i> .....	9	<i>Booth Storage</i> .....	15
<i>Submitting Your Order</i> .....	9	<i>Fire Retardancy</i> .....	15
<i>Order &amp; Payment Summary</i> .....	11	<i>Hazardous Demonstrations</i> .....	15
<i>Utility Order Forms</i> .....	11-12	<i>Display Materials/Pyrotechnics</i> .....	15
<i>Floor Plan Template</i> .....	13	<i>Prohibited Materials</i> .....	16
		<i>Cooking and Heat-Generating</i>	
		<i>Devices</i> .....	16
		<i>Multiple Levels or Ceilings</i>	
		<i>(Including Tents)</i> .....	16-17
		<i>Fire Code Items</i> .....	17



An  Managed Facility

# Welcome!

Navy Pier has built a reputation as one of the country's premier destination for meetings and conventions. We have offered our customers the very best in location, marketing and service amenities. We have dedicated ourselves to continually making the Chicago experience - better.

On behalf of all Navy Pier employees, we look forward to welcoming you to our facilities. Our Navy Pier Utilities Department is your utilities supplier. Our services include plumbing, telecommunications and internet. From the time you place your order, through the move out of your event, we are here to serve you in a professional, efficient, and customer friendly manner.

## CONTACT US

Phone: (312) 595-5266 Fax: (312) 595-5050

Email: [navypierutilities@navypier.com](mailto:navypierutilities@navypier.com)

Order utility services on-line at [www.navypier.com](http://www.navypier.com)

## SAVING TIPS

Following are some of the most important tips that will help contribute to a successful event and save you money.

- Save time by ordering your utility services via our Online Ordering System.  
Visit us at [www.navypier.com](http://www.navypier.com).
- Provide floor plans with all utility service orders.
- If you are ordering Internet services, please call (312) 595-5266 to ensure that the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your conventional order, floor plans and full payment submitted by your Utility DEADLINE DATE will save you approximately 20% on your utility order.
- Bottled gases normally require a two-week advanced order, as gases are not stocked on our premises. Refer to page 9 for additional information.

## **PLACING A CONVENTIONAL ORDER**

When placing an order, pay particular attention to the utility **deadline date**. If you place your order by the deadline date, **you may save up to 20%**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us to plan effectively, place your order by the deadline date.

### **A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:**

- The completed Utility Service Order Form (SO1)
- The completed Floor Plan Template (FT1)
- Full and proper payment

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

**Utility Services can be ordered online via: [www.navy pier.com](http://www.navy pier.com)**

**Please include your company name and booth number on all order forms.**

## **HANGING ITEMS**

Any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

Hanging items must not be hung from electrical fixtures, raceways, water, gas, air, fire protection, communication lines, piping, supports or hangers.

## **HANGING ITEMS APPROVAL REQUIREMENTS**

All requests for hanging items must be reviewed and approved by Show Management **PRIOR TO MOVE-IN**.

Requests that are submitted to Navy Pier Utilities Department must be received 30 days prior to the first move-in date.

Fax: (312) 595-5050  
 E-mail: [navypierutilities@navypier.com](mailto:navypierutilities@navypier.com)  
 U.S. Mail: Navy Pier / SMG Sales and Services,  
 600 East Grand Avenue, Chicago, IL 60611

**FAILURE TO SECURE ALL LISTED APPROVALS MAY RESULT IN A SERVICE DELAY AT THE EVENT OR REFUSAL TO HANG REQUESTED ITEMS.**

## TELEPHONE SERVICES

**Order Form on page 11**

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact the Navy Pier Utilities Service Desk. Reactivating fees apply if service needs to be reestablished.
2. The cost of our telephone service **does not include telephone usage**. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, please be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event.
3. Telecommunications Tax: In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice.
4. **There is a charge of \$0.50 per 800 number dialed.**

## DESCRIPTION OF TELEPHONE SERVICES

Telephone usage is billed after the close of the event and billed to your credit card.

**Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument.

**Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to eight appearances of the telephone line. Voicemail is included along with fixed features such as hold, conference and transfer.

**Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.

**Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

## INTERNET SERVICES

**Order Form on page 11**

***Navy Pier is pleased to announce the availability of complimentary Wi-Fi for visitors, exhibitors, attendees & show management. This Service is provided for general web browsing and email access. Navy Pier is committed to delivering the highest quality of internet and networking services in the industry. However, experience has shown that wireless service is inherently vulnerable to interferences from other devices. It is for this reason that we highly recommend that if you plan to use the Internet to demonstrate or present products that are mission critical to your exhibit, a hard-wired service is the best way to go.***

We offer a full menu of Internet connectivity solutions that provide continuous, dedicated access to the internet at a variety of speeds. Once connected, you have access to the Internet 24 hours a day for the entire length of the event. If you have internet questions, contact the Navy Pier Utilities Department at (312) 595-5266 or [navypierutilities@navypier.com](mailto:navypierutilities@navypier.com)

**Please note:** The State of Illinois and the City of Chicago require a telecommunications tax for all Internet Services.

### DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each service. All services are digital and delivered by Ethernet based connectivity using Category 5 wiring with RJ45 terminated ends. You must supply a computer with an Ethernet NIC (Network Interface Card), have TCP/IP installed, and an Internet browser. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall. All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	Limit of Additional Addresses	Recommended Uses
Shared Ethernet	256 kbps minimum	Includes 1 IP address, up to 6 additional can be ordered.	For up to 7 computers with low bandwidth needs (e-mail, simple websites, small downloads).
Ethernet 512	512 kbps minimum	Includes 5 IP addresses, up to 6 additional can be ordered.	For up to 11 computers with medium bandwidth needs.
Ethernet 768	768 kbps dedicated	Includes 11 IP addresses, up to 12 additional can be added.	Half T1 speed for larger numbers of computers or higher bandwidth applications.
Ethernet 1.55	1.55 mbps dedicated	Includes 29 IP addresses	Full T1 speed for high bandwidth applications or large numbers of computers.
VLAN connection (Virtual Local Area Network)	10mbps (default) 100 mbps (additional charges may apply)	Please call for assistance	To create networks to link location through the Navy Pier complex.
Dedicated Ethernet 5mbps	5mbps dedicated	Includes 29 IP addresses	5 million bits per second.
Dedicated Ethernet 10mbps	10mbps dedicated	Includes 29 IP addresses	10 million bits per second.

**Save time by ordering your utility services Online.  
Visit us at [www.navypier.com](http://www.navypier.com)**

## NAVY PIER TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

- 1. Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes will be included in your final bill.
- 2. Additional costs.** NP reserves the right to bill the customer for any additional cost NP incurs in: 1) assisting in trouble diagnosis or problem resolution found not to be the fault of Navy Pier Inc. or 2) collecting information required to complete the installation that customer fails to provide.
- 3. Use of Internet Services.**

  - A.** Customer agrees that the network attachment to be provided by Navy Pier shall be limited for use by the directors, officers and employees of the Customer, its guests, and its agents and consultants while performing service for the customer and cannot be resold or distributed to other companies. The services being provided by Navy Pier will facilitate communications between the customer's authorized users and the entities reachable through the national internet. Users of the NP's services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
  - B.** Customer is solely responsible for the content of any transmissions of and by any customer and any third party utilizing customer's facilities or NP's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Navy Pier or other associated network.
  - C.** Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the Internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the Internet; interfere with or disrupt any of the NPI's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of NP's or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
  - D.** Customer agrees not to use the NP's services to transmit any communication where the meaning the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- 4. Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
- 5. Performance Disclaimer.** NP does not warrant that the services provided hereunder will meet customer's requirements or that customer's access to and use of the services will be uninterrupted or free of errors or omissions. NP cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. NP shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond NP's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

## TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

*(Cont.)*

6. **Internet Security Disclaimer.** NP does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold NP, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** NP makes no warranty of any kind with respect to services and products provided under this Agreement. NP disclaims all warranties, express and implied, including the warranties of merchantability and fitness for a particular purpose.
8. **Limitation on Liability.** NP will not be liable for any damages customer may suffer arising out of acts of God, use or inability to use NP's Internet services or related products unless such damages are caused by an intentional and willful act of NP. NP will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not NP or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of NP exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold NP, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that NP reserves the right to terminate this Agreement for convenience.
11. **Changes.** NP reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and by visiting: [www.navy pier.com](http://www.navy pier.com).
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

## PLUMBING SERVICES

Order Form on page 12

**Anchoring** - All anchoring is done by the Navy Pier Utilities Department Plumbers. The exhibitor must submit a copy of their floor plans a minimum of 60 days prior to the event move-in date. Your floor plans and request must be faxed to the Navy Pier Utilities at (312) 595-5050.

**Removal of Hazardous Chemicals** - Our Plumbers will pump these liquids into 55-gallon drums for disposal by your licensed waste hauler. **UNDER NO CIRCUMSTANCE SHOULD DISPOSAL OF HAZARDOUS CHEMICALS BE HANDLED IN ANY OTHER MANNER.**

### FACILITY PRESSURES TO KNOW

- **Compressed Air** - Constant pressure of 100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.
- **Hose Pressure** - All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure, and any hoses brought in by clients must also have this rating.
- **Natural Gas** - A one-inch gas line provides a constant one pound pressure per square inch.
- **Water Pressure** - Constant pressure of 60 pounds per square inch (psi).
- **Drain** - Four inch drainage is available in the floor.

### BOTTLED GASES

We do not stock any bottled gases on premise. Please call the Navy Pier Utilities Department at (312) 595-5266 for a list of our available gases. Many of our gases require a minimum of two weeks advance notice, so please plan accordingly.

In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane, and any red tagged gases, must be removed from the event floor at the close of each day. If you order any flammable gas from us, we will remove, safely store, and return the tanks each morning at no additional cost to you. If you bring your own flammable gases, you must contact the Navy Pier Utilities Services Department to make arrangements to remove, store, and return the tanks on a daily basis. **No Propane, MAPP, or Butane in any size are permitted in Navy Pier.**

**Plumbing Utility Services are as follows:**

	Water*	Drain	Air	Gas
<b>Festival Hall A</b>	Floor Ports	Floor Ports	<b>Columns</b>	<b>North and West Walls</b>
<b>Festival Hall B</b>	Floor Ports	Floor Ports	<b>Columns</b>	<b>North Wall</b>
* All of our water is cold. If you need hot water, you will need to bring a hot water heater or you may rent one from us. Please contact us to identify the correct required electrical service for the water heater.				

### PAYMENT POLICY

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of our utility or Internet service(s). **Payment must be made by credit card, company check, travelers check or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form (Op1). Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

### CANCELLATION POLICY

For full cancellation of all utility or Internet services ordered, a cancellation fee in the amount of 30% of the value of the utility service ordered will be charged.

For partial cancellation of utility or Internet services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of utility services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 30% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged. For cancellation of utility or Internet service that has been installed and used, the full cost will be charged.

### LIMITATION OF LIABILITY

Any liability of Navy Pier for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

### SUBMITTING YOUR ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO:  
"NAVY PIER AN SMG MANAGED FACILITY"**

To Send Overnight Express and US mail (please allow ten days for mail) :

**Navy Pier / SMG**

Attn: Sales & Services

600 East Grand Avenue, Chicago IL 60611.

You may fax your complete order information. The Navy Pier Utilities Department will return a confirmation notice of receipt of your faxed order. Fax to (312) 595-5050

**Wire Transfer:** JPMorgan Chase Bank, Chicago, IL 60603

ABA # 021-000-021

Account # 117198780(wire)

ACH ABA# 071-000-013 (ACH & Electronic Checks)

Attn: Navy Pier, Merchant Account with SMG as Agent

**All transfers should include the following information:**

- Your company name
- The event/show name
- Your booth/space number



## Navy Pier Utilities Department

### Order and Payment Summary Form (OP1)

<b>COMPANY NAME:</b>		<b>BOOTH#:</b>	<b>SQ FT:</b>
<b>ADDRESS:</b>		<b>CITY:</b>	<b>STATE: ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>CELL:</b>	
<b>EMAIL:</b>		<b>TODAY'S DATE:</b>	
<b>ON-SITE CONTACT NAME:</b>		<b>SUBMITTED BY:</b>	
<b>EVENT NAME:</b>		<b>DATE RECEIVED: <i>FOR OFFICE USE ONLY</i></b>	
<b>EVENT CODE:</b>		<b>ORDER #:</b>	
<b>DEADLINE DATE:</b>		<b>CUST #:</b>	<b>CK AMT \$:</b>
<b>EVENT DATES:</b>		<b>BATCH #:</b>	<b>CK#:</b>

WHEN ORDERING ANY UTILITY SERVICES, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOOR PLAN TEMPLATE (FT1) AND THE UTILITY SERVICE ORDER FORM (SO1). PLEASE INDICATE BELOW THE METHOD OF PAYMENT FOR SERVICES PROVIDED. MAILING INSTRUCTIONS ARE FOUND ON PAGE 9. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.

PLEASE MARK ALL APPROPRIATE BOXES BELOW.

**COMPANY CHECK NUMBER** \_\_\_\_\_  **WIRE TRANSFER**  **CREDIT CARD**  
**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, PAYABLE TO: "NAVY PIER"**

THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

**OR**

FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

**FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:**

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

#### THIRD PARTY AUTHORIZATION

<b>CREDIT CARD NO.:</b>	
<b>EXPIRATION DATE:</b>	
<input type="checkbox"/> <b>PERSONAL CREDIT CARD</b>	<input type="checkbox"/> <b>COMPANY CREDIT CARD</b>
<b>CARDHOLDER'S NAME (PRINT):</b>	
<b>CARDHOLDER'S SIGNATURE:</b>	
<b>BILLING ADDRESS:</b>	
<b>CITY/STATE/PROVINCE/ZIP:</b>	
<b>PHONE (EXT):</b>	<b>FAX:</b>

#### EXHIBITOR AUTHORIZATION

<b>CREDIT CARD NO.:</b>	
<b>EXPIRATION DATE:</b>	
<input type="checkbox"/> <b>PERSONAL CREDIT CARD</b>	<input type="checkbox"/> <b>COMPANY CREDIT CARD</b>
<b>CARDHOLDER'S NAME (PRINT):</b>	
<b>CARDHOLDER'S SIGNATURE:</b>	
<b>BILLING ADDRESS:</b>	
<b>CITY/STATE/PROVINCE/ZIP:</b>	
<b>PHONE (EXT):</b>	<b>FAX:</b>
<b>PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION</b>	

<i>TELEPHONE</i>	<i>PG.11</i>	\$
<i>INTERNET</i>	<i>PG.11</i>	\$
<i>*TEL/INT TAX</i>	<i>PG.11</i>	\$
<i>PLUMBING</i>	<i>PG.12</i>	\$
<b>GRAND TOTAL</b>		<b>\$</b>

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE  
Order and Full Payment Must Be Received By Deadline Date For Advance Rate  
Labor Not Included

#### CONTACT US:

(312) 595-5266 (Office)

(312) 595-5050(Fax)

navypierutilities@navypier.com (email)

www.navypier.com (Web)

**Your Signature Indicates That You Have Read And Fully Understand Our Payment Policy Terms And Conditions.**

Signature: \_\_\_\_\_



## Navy Pier Utilities Department Utility Service Order Form (SO1)

**ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE**

<b>EVENT NAME:</b>		<b>EVENT DATE:</b>	
<b>COMPANY NAME:</b>		<b>BOOTH:</b>	<b>DATE:</b>
<b>ADDRESS:</b>		<b>CITY:</b>	<b>STATE:      ZIP:</b>
<b>PHONE:</b>		<b>FAX:</b>	<b>CELL:</b>
<b>EMAIL ADDRESS:</b>		<b>ON-SITE CONTACT:</b>	
<b>SUBMITTED BY:</b>			

TELEPHONE SERVICES					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN – includes the use of our telephone instruments.	\$265.00	\$398.00	
3315		MULTI-LINE MAIN – Includes voicemail and the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$580.00	\$870.00	
3322		MULTI-LINE EXTENSION – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$290.00	\$435.00	
3311		AUDIX (Voice Mail) Per Telephone Line	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
<b>SUB-TOTAL HERE</b>					

DIGITAL INTERNET SERVICES					
All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by Telecommunications Department labor on a time and materials basis. You must supply all necessary hardware and software.					
COD E	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STAND-ARD RATE PER UNIT	TOTAL
3351		SHARED ETHERNET	\$400.00	\$500.00	
3369		ETHERNET 512	\$1500.00*	\$1800.00*	
3352		ETHERNET 768	Please call for		
3353		DEDICATED Ethernet 1.55 MBPS	pricing information		
ADDITIONAL SERVICES					
3368		ADDITIONAL BANDWIDTH	Call for assistance		
3366		VLAN CONNECTION	Call for assistance		
3354		ADDITIONAL TCP/IP ADDRESS	\$125.00*	\$150.00*	
3358		HUB RENTAL – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	8- \$125		
3376			16- \$200		
3377					
3367		Firewall rental – We offer Cisco Pix @ firewalls (basic Programming).	\$500.00		
3378		WIRELESS ACCESS POINT RENTAL – We offer Cisco 1200 @ Series Wireless Access Points for rent. This is a device rental and <b>does not provide Internet connectivity.</b> Please order an Internet service from above.	\$300.00		

### TAX BREAKDOWN:

7% State Excise, 0.50% State Infrastructure, 7% City Excise

\*\* See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

\* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.



## Navy Pier Utilities Department

### Utility Service Order Form (SO1) Continued

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

<b>EVENT NAME:</b>		<b>ORDER NUMBER:</b>	
<b>COMPANY NAME:</b>		<b>EVENT DATES:</b>	
<b>COMPANY NUMBER:</b>		<b>BOOTH/SPACE #:</b>	

PLUMBING SERVICES					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
2200		Water Line Number of connections _____ Size of connections _____	\$449.00	\$674.00	
2201		Drain Line Number of connections _____ Size of connection _____	\$449.00	\$672.00	
2202		Compressed Air Number of connections _____ Size of Connections _____	\$502.00	\$753.00	
2203		NATURAL GAS 1" = 1 LB. Number of Connections _____ Size of Connections _____	\$461.00	\$693.00	

WATER FILLING AND DRAINING					
		Subject to time and materials *			
2298		Water fill and Drain* Gallons			
A 2-WEEK NOTICE IS REQUIRED FOR THE FOLLOWING RENTAL ITEMS:					
2000		SINK RENTAL DOUBLE	\$125.00	N/A	
2001		SINK RENTAL SINGLE	\$65.00	N/A	
2102		WATER HEATERS (52 gallons) **	\$148.00	N/A	
2003		FIRE EXTINGUISHERS (ABC)*** Recharge fire extinguishers	\$36.00 \$25.00	N/A	
2004		BALLOON BLOWERS	\$36.00	N/A	
2005		AIR BLOW GUN	\$36.00	N/A	
2006		AIR REGULATOR	\$36.00	N/A	
2007		WATER REGULATOR	\$62.00	N/A	
2008		GAS REGULATOR	\$36.00	N/A	
2010		WATER FILTER	\$36.00	N/A	
2013		TANK STANDS	\$36.00	N/A	
2014		SUMP PUMPS	\$36.00	N/A	
2015		GASOLINE OR ELECTRIC WELDER	\$64.00	N/A	
2018		FAUCET	\$36.00	N/A	
2019		BASKET STRAINER	\$16.00	N/A	
<b>SUB-TOTAL HERE</b>					

BOTTLED GASES					
WE CAN SUPPLY A COMPLETE LINE OF ANY 2, 3 OR 4 MIXTURES AND QUANTITY WITH ADVANCE NOTICE. WE DO NOT STOCK ANY BOTTLED GASES ON PREMISES. MANY OF OUR GASES REQUIRE A MINIMUM OF 2-WEEKS NOTICE					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
2026		ARGON – 336 CU. FT.	\$170.00	\$254.00	
2131		CO2 TANK G SIZE 50 LBS.	\$146.00	\$220.00	
2052		HELIUM 0 244 CU. FT.	\$175.00	\$263.00	
2135		HELIUM "T" TANK 291 CU. FT.	\$183.00	\$276.00	
2073		NITROGEN – 230 CU. FT.	\$139.00	\$209.00	
2075		NITROGEN ULTRA HIGH PURITY GRADE 5 230 CU. FT.	\$197.00	\$295.00	
2159		NITROGEN PRE-PURIFIED "T" TANK GRADE 4.8 -304 CU. FT.	\$176.00	\$264.00	
2078		NITROGEN CRADLES (12 TANKS) W/ DEMMURAGE – 3584 CU. FT.	\$697.00	\$1046.00	
<b>SUB-TOTAL HERE</b>					
Bottled Gases and Medical Grade Gases can be ordered online at <a href="http://www.navy pier.com">www.navy pier.com</a> .					
For more information please call (312) 595-5266					
<b>IMPORTANT:</b>					
Please submit a separate floor plan template for plumbing services..					
UTILITIES MAY BE DRAWN FROM YOUR BOOTH FOR A NEIGHBORING EXHIBIT EVEN THOUGH YOU HAVE NOT ORDERED PLUMBING CONNECTIONS FOR YOUR BOOTH.					

\*\*ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION\*\*

## Navy Pier Utilities Department Floor Plan Template (FT1)

**Event Name:** \_\_\_\_\_ **Event Dates:** \_\_\_\_\_  
**Deadline Date:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_  
**Booth #:** \_\_\_\_\_ **Cell#:** \_\_\_\_\_  
**On-Site Contact Name:** \_\_\_\_\_ **Arrival Date:** \_\_\_\_\_  
**Equipment Deliver Date:** \_\_\_\_\_ **Carpet Installation Date:** \_\_\_\_\_

Using the legend below, please complete this utility form for all utility services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your cell number of your on-site contact and their expected arrival date, your equipment delivery date and your carpet or flooring installation date.
- Be sure to check in a the Service Desk upon your arrival to notify our staff when you are ready for your service.

**TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.**

**1 square = 1 square foot (Unless otherwise noted)**

**BOOTH DIMENSIONS:**

Back of Booth

Adjacent Booth #

Adjacent Booth #


**Telecom**

**Plumbing**



- TELEPHONE JACKS

**COMPRESSED:**

CAL – AIR LINE (DIAMETER IN INCHES)



- INTERNET ACCESS

WL – WATER LINE (DIAMETER IN INCHES)

DL - DRAIN LINE DIAMETER IN INCHES)

**BOOTH DIMENSIONS:**

NG – NATURAL GAS

\_\_\_\_\_ (L) X \_\_\_\_\_ (W)



## FACILITY REGULATIONS

### Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the Navy Pier Utilities Department. Non-domestic, endangered or exotic animals: Again, use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact the City of Chicago Animal Care and Control Office at (312) 747-1406.

### Balloons and Radio-Operated Air Devices

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their affect on the fire detection systems.

### Exhibits in Meeting Rooms

- if a meeting room has been assigned to your company for exhibit or meeting use, please contact the Navy Pier Event Manager at (312) 595-5300 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

### Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Contact your Show Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.
- Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

### Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in Navy Pier. Smoking stations are located outside of the facility.

### Vehicle Displays

- Any vehicle or other apparatus which has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during event hours.
- Refueling must be done off property.

## **FIRE AND SAFETY REGULATIONS**

The fire prevention and safety regulations enforced at Navy Pier are taken from the Chicago Fire Prevention Code, the National Fire Protection Association (NFPA) and the Navy Pier Utilities Department. You must comply with section 1 (2-36-220) of the Municipal Code of Chicago on Fire Prevention. The Chicago Fire Department Bureau of Fire Prevention reserves the right to make any final decisions. Adjustments for non-compliance can be costly.

### **Booth Storage**

- A one-day supply of advertising materials, product or literature may be kept in your booth, but not behind your booth backwall.
- You may not store empty cartons in or behind your booth backwall.
- The event's official service contractor will temporarily remove your empty crates, cartons, containers (including plastic) and packed materials if you label them with stickers marked "empty" which are found at the Service Desk. Empty items will be returned to you during move-out.

### **Fire Retardancy**

Your exhibit's construction and decoration materials must be fire retardant. It is suggested that you have a certificate of retardancy at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code as well as the UL-1975 test.

- Backdrops, dust and table covers, drapes and similar fabrics.
- Corrugated cardboard/display boxes.
- Wood and wood by-products.
- Polyurethane form, plastic and similar products.

### **Hazardous Demonstration/Display Materials/Pyrotechnics**

When designing your demonstrations and displays, note that the following devices require pre-approval by Navy Pier:

- Up to 2 aerosol cans may be used for demonstration purposes only.
- Lasers, open flames (including candles).
- Smoke-producing devices.
- Indoor pyrotechnics have special permitting procedures through the City of Chicago. Contact our Fire Safety Office for details.
- Heating appliances.
- Welding, brazing or cutting equipment.
- Radioactive materials.
- Compressed gas or compressed liquid cylinders used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene, or other flammable, toxic liquid, solid or gas. These materials cannot be stored overnight.
- All fuel transfers must utilize safety cans.

Approval requests must be sent in 60 days before move-in of the event. In your request, state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. required pre-approval and must be accompanied with the appropriate M.S.D.S. the Navy Pier Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

## Prohibited Materials

The following items are prohibited in Navy Pier:

- All L.P. gases, Hay and straw, Charcoal, Untreated Christmas Trees, cut evergreens or similar trees, Propane, MAPP gases, Wood fireplace logs and similar materials.
- Untreated mulch and Spanish moss trees

## Cooking and Heat-Generating Devices

If you plan to use a cooking or heating appliance, it must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL-approved, 2-1/2 lb. ABC-type fire extinguisher is required in such exhibits.

## Multiple Levels or Ceilings (Including Tents)

Before discussing Navy Pier requirements, make sure that your event allows these booths. Give your show manager the planned height of your exhibit and ask if the exhibit hall ceiling is high enough to accommodate it.

“Double Decker” booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment which would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Your booth will fall into one of the five following booth formats:

- *Format 1: Exhibits with two stories under 225 sq. ft.*
- *Format 2: Exhibits with two stories at or over 225 sq. ft.*
- *Format 3: Exhibits with ceilings under 225 sq. ft.*
- *Format 4: Exhibits with ceilings at or over 225 sq. ft.*
- *Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. You will need to follow separate fire code items.*

The Chicago Fire Department requires that if your exhibit booth falls into either Format 2, 4, or 5, as defined, you must inform your show manager at the time you buy your exhibit space.

	FIRE CODE ITEM	BOOTH FORMAT			
		1	2	3	4
1	Max Dimensions	Yes	Yes	No	Yes
2	Second Level	Yes	Yes	No	No
3	Exit Stairways	Yes	Yes	No	No
4	Smoke Detectors	Yes	Yes	Yes	Yes
5	Fire Extinguishers	Yes	Yes	Yes	Yes
6	Fire Guards	No	Yes	No	Yes
7	Posted Certificate of Fire Retardancy	No	Yes	No	Yes
8	Certified Approval	Yes	Yes	No	No
9	Fire Marshall Review	Yes	Yes	Yes	Yes

For booth formats 1 and 4, you will need to comply with the fire code items marked “yes” in the table. Details are presented in the following “Fire Code Items” section.

**For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your booth specifications. If you would prefer automatic sprinklers, or are required to do so, contact our Fire Safety Office to discuss your options.**

## Fire Code Items for Multiple Level Booths:

**Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30' elevation) or 5000 sq. ft. of enclosed area.

**Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.

**Staircases:** Staircases between levels must meet the following requirements, as well as ADA compliance guidelines.

- Minimum of 3 feet in width.
- Provide a handrail on at least one side.
- Provide handrails a maximum of 1-1/2" in circumference and turned into walls.
- Not be spiral or winding.

If the top deck is designed to hold over 10 people, or exceeds 1200 sq. ft. in area, a second stair case is required which must be remote from the main staircase and meet the same construction requirements.

**Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL- approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

**Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 sq. ft. enclosure.

**Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or event is closed for business, special fire watch coverage is required. Use of individuals designated as Fire Guards is subject to prior approval by Navy Pier's Assistant Director of Fire Safety.

**Certified Approval:** After your exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints must include dimensions and an isometric rendering.

**Fire Marshal Review:** Send your stamped blueprints to Navy Pier for review at least 60 days before your event opens to allow sufficient time for any needed corrections. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your booth to occur during the pre-event fire inspection.

*All exhibits must comply with the Americans with Disabilities Act.*

# Sampling Policy

For additional services or information, please contact Chicago Signature Services:

600 East Grand Avenue, Chicago, IL 60611 • Main Telephone: (312)595-5130 • Fax: (312)595-5079 • [www.navypiercatering.com](http://www.navypiercatering.com)

## Sampling and Serving of Food and Non-Alcoholic Beverages

Chicago Signature Services retains the exclusive right to provide and control all food and beverage services throughout the Navy Pier Festival Hall, Grand Ballroom and related spaces for events, including concessions and the sale of alcoholic and non-alcoholic beverages, and to provide, control, and retain any revenues therefore.

Sponsoring organizations and/or their exhibitors may distribute packaged sample food and/or beverage product **only upon express written authorization from Chicago Signature Services management using the attached Authorization Request Form.** Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show.

**Free samples are limited to 1 oz. portions served in 2 oz. portion cups for food and beverage.**

Exhibitors and Show Managers are not permitted to bring food, beverage and/or alcoholic beverages for use in hospitality or backstage areas.

Any exhibitor giving away packaged or unpackaged food or beverage products will be fully responsible for any and all liabilities that may result from consumption of their products.

## Sampling of Alcoholic Beverages

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board of the State of Illinois, or employ the services of Chicago Signature Services bartenders in order to be covered under our liquor license. Samples dispensed are limited to those products which are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show.

**Samples are limited to one ounce of beer or wine and ½ ounce of spirituous liquors.**

Persons dispensing alcoholic beverages must be 21 years of age or older. Samples are only to be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D. is required."

Vendors **must** submit proof of holding \$1,000,000.00 in liability insurance naming Chicago Signature Services, LLC and Metropolitan Pier and Exposition Authority as additional insured.

All products that are to be samples must be delivered and stored through the show contractor.

**All Food and Beverage that is not part of a sampling must be contracted through Chicago Signature Services. Please see your Catering Manager for menus and ordering procedures.**



Navy Pier Catering

Menu Offerings as of March 1, 2011 - All pricing subject to change without notice. All listed prices are subject to applicable sales tax (currently 11%) and gratuity (currently 21.5%). All bottled sodas and carbonated waters are subject to City of Chicago soda tax (currently 3%).

# Authorization Request Form

For additional services or information, please contact Chicago Signature Services:  
600 East Grand Avenue, Chicago, IL 60611 • Main Telephone: (312)595-5130 • Fax: (312)595-5079 • www.navypiercatering.com

Chicago Signature Services holds the exclusive rights to all food and beverage service within the Festival Hall Complex at Navy Pier. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food or beverage into Navy Pier without the written approval of Chicago Signature Services. ***This policy is strictly enforced. Violations will result in products being removed from the show floor.***

Please complete this form to receive authorization to distribute food or beverages not purchased through Chicago Signature Services.

Name of Show/Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

On-Site Contact (if different from above): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Products you wish to distribute: \_\_\_\_\_

\_\_\_\_\_

Size of portion to be dispensed: \_\_\_\_\_ Anticipated Quantity: \_\_\_\_\_

Reason for offering samples: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

If you do not meet the conditions required for sample distribution, corkage or service fees will be quoted. Any such fees must be paid in advance of the show. All food and beverage distribution must receive advance approval from Chicago Signature Services.

***This policy is strictly enforced. Exhibitors who do not comply will be asked to remove items from the facility. Please return to Chicago Signature Services at least two weeks prior to the start of the show.***

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_

Catering Manager

General Manager



Navy Pier Catering

Menu Offerings as of March 1, 2011 - All pricing subject to change without notice. All listed prices are subject to applicable sales tax (currently 11%) and gratuity (currently 21.5%). All bottled sodas and carbonated waters are subject to City of Chicago soda tax (currently 3%).