Table of Contents

RSSI Schedule at a Glance & Deadlines Checklist
RSSI Introduction Letter

Section 1 - General Information
  RSSI On-Site Schedule
  General Exhibit Information & Official Show Contractors
  Exhibitor Liability Insurance Information
  Sample Certificate of Liability Insurance Form

Section 2 - Registration, Lodging & Transportation
  Registration Form
  Registration Information
  Transportation & Hotel Information

Section 3 - RSSI Annual Meeting & Opening Event
  Meetings and Other Functions
  RSSI Policy on Entertainment

Section 4 - Exhibit Information
  Exhibit Move-in, Booth Inspection & Exhibitor Access
  Rules & Regulations
  Guidelines for Display Booths
  Glossary of Trade Show Terms

Section 5 - Official Contractor Information
  Genesis Show Information
  Genesis Payment Authorization
  Exhibit Rental
  Accessories Rental
  Exhibit & Accessories Order Form
  Furniture
  Accessories
  Accessories & Furniture Order Form
  Custom Furniture
  Custom Furniture Form
  Custom Graphics Form
  Floral Order Form

Section 6 - Carpet/Flooring & Cleaning
  Carpet Colors
  Carpet Order Form
  Cleaning Services Form

Section 7 - Exhibitor Appointed Contractors
  EAC Form
  EAC Rules & Regulations

Section 8 - Display Labor/Union Regulations
  Install/Dismantle Display Form
  Supervised Labor Information Factsheet
  Forklift w/Operator Form
  Additional Labor Request Form

Section 9 - Shipping & Material Handling
  Material Handling Form
  Material Handling Information
  Shipping Labels

Section 10 - Other Services & Forms
  CenturyLink Center Facility Rules and Regulations
  CenturyLink Center Exhibitor Rules and Regulations
  CenturyLink Center Exhibitor Packet Info
  CenturyLink Center Exhibitor Order Form
  Temporary Technology Computer & AV Rental Order Form
  RCS Lead Retrieval
## 58th Annual RSSI C&S Exhibition

### CenturyLink Convention Center • Omaha, NE

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### 2018 Deadlines Checklist

- ☐ April 20: Exhibitor Appointed Contractor (EAC) Notification Form
- ☐ April 20: Proof of Insurance
- ☐ April 20: Exhibitors Discount Rate Expires
- ☐ April 29: Hotel Reservation Cut-Off Date
- ☐ May 3-17: Receipt of Advance Shipments
- ☐ May 19: Advance Registration Cut-Off Date
- ☐ May 19: On-Site Shipments Accepted
Dear RSSI 2018 Exhibitor,

Enclosed is your Exhibitor Service Manual. It contains information you will need to plan a successful exhibit of your company’s products and services. Included you will find all the forms necessary to obtain exhibit related services such as electrical, telephone, booth cleaning, lead retrieval, shipping/material handling, furniture and carpet rental. The manual also contains general information such as rules and regulations as well as hotel and registration information.

Note that again this year all registrations must be handled either via on-line registration at the RSSI website or on-site at the RSSI Registration Desk.

We are requesting that all employees of exhibiting companies pick up their own badge at registration rather than have a designated person pick up badges for a large group. This has caused confusion and delay in the past. It has also caused RSSI to print multiple badges and issue multiple lanyards to the same person. If you need to have a designated person register a group of exhibitor employees please contact the RSSI office at 904-379-3366 prior to May 15, 2018.

RSSI requests that no work, labor or services of any kind, including electrical, etc., be ordered without using the proper work order forms included in this manual. Genesis Exposition Services has been selected by RSSI as the official service contractor for the 2018 RSSI C&S Exhibition. Additional forms can be obtained from Genesis Exposition Services (whose address appears on each form). Please complete the appropriate forms as soon as possible in order that the many details involved in our exhibition, and your exhibit in particular, can be arranged prior to the arrival of your exhibit in Omaha, NE.

If your company plans to use the services of an Exhibitor Appointed Contractor (EAC), please read the instructions regarding EAC’s carefully. Also be sure to return the EAC notification form, proof of insurance, and diagram (if required) by the specified date. If notification and proof of insurance are not provided, the EAC will not be permitted on the exhibit floor.

Genesis Exposition Services will have a service desk at the convention center. Additional work orders may be placed with them during the move-in period of Saturday, May 19, 2018 through Monday, May 21, 2018.

We look forward to another successful exhibition and to seeing you in May. In the meantime, if we can be of any assistance, please feel free to contact the RSSI office.

Sincerely,

Franklin Brown
RSSI President

Michael Drudy
RSSI Executive Director

Dot Frenette
RSSI Executive Asistant
SECTION 1

GENERAL INFORMATION
IMPORTANT DEADLINES

April 20    Exhibitor Appointed Contractor (EAC) Notification Form
April 20    Proof of Insurance
April 20    Exhibitors Discount Rate Expires
April 29    Hotel Reservation Cut-Off Date
May 3-17    Receipt of Advance Shipments
May 19     Advance Registration Cut-Off Date
May 19     On-Site Shipments Accepted

ON-SITE SCHEDULE / DEADLINES

Saturday, May 19th:
  8:00 AM – 4:30 PM  Genesis Exposition Services Move-In (Official Show Decorator)
  1:00 PM – 5:00 PM  Large Exhibit Move-In (with permission from RSSI Exhibition Manager)

Sunday, May 20th:
  8:00 AM – 5:00 PM  Genesis Exposition Services Desk Open
  8:00 AM – 5:00 PM  Large Exhibit Move-In (with written permission from RSSI Exhibition Manager)
  1:00 PM – 5:00 PM  Registration Desk Open

Monday, May 21st:
  7:00 AM – 5:00 PM  Registration Desk Open
  8:00 AM – 5:00 PM  RSSI Information Desk Open
  8:00 AM – 5:00 PM  Genesis Exposition Services Desk Open
  8:00 AM – 4:30 PM  Exhibitor Move-In
  9:00 AM – 3:00 PM  PTC Regulation Seminar - CC Meeting Rooms 202 - 204 (Includes Lunch)
  3:30 PM – 5:30 PM  IRSE Annual Meeting - CC Meeting Rooms 202 - 204
  7:00 PM – 10:00 PM RSSI Hospitality Suite – Hilton Omaha Hotel

Tuesday, May 22nd:
  7:00 AM – 5:00 PM  Registration Desk Open
  8:00 AM – 5:00 PM  RSSI Information Desk Open
  8:00 AM – 5:00 PM  Genesis Exposition Services Desk Open
  9:00 AM – 5:00 PM  Exhibits Open
  11:30 AM – 1:00 PM  Lunch – exhibit hall food courts
  2:00 PM – 3:00 PM  RSSI Annual Meeting – CC Meeting Room 210
  3:00 PM – 5:00 PM  Beer and Wine Reception – exhibit hall food courts
  5:00 PM – 7:30 PM  Reception & Dinner – CC Grand Ballroom
  7:30 PM – 10:30 PM  Casino Event – CC Grand Ballroom

Wednesday, May 23rd:
  7:00 AM – 3:00 PM  Registration Desk Open
  8:00 AM – 4:00 PM  RSSI Information Desk Open
  8:00 AM – 10:30 PM Genesis Exposition Services Desk Open
  8:00 AM – 9:30 AM  Breakfast – exhibit hall food courts
  8:00 AM – 4:00 PM  Exhibits Open
  11:30 AM – 1:00 PM  Lunch – exhibit hall food courts
  4:30 PM – 10:30 PM  Booth Tear Down

Thursday, May 24th:
  8:00 AM – 11:00 AM  Booth Tear Down
GENERAL INFORMATION

Booth Furnishings: Each booth will be set with 8-foot high navy, white and dove gray drapes and 36 inch high navy, white and dove gray dividers. A booth identification sign 7” x 44” will also be provided.

Aisle Carpet: “Blue Jay”

Shipping: Advance Receiving at Genesis Omaha, NE warehouse: (See Section 9). Materials should be shipped to arrive at Genesis Omaha, NE warehouse between May 3rd and May 17th.

Shipping Show Site: (See Section 9) - Target arrival for Saturday May 19th.

OFFICIAL SHOW CONTRACTORS

Decorating & Drayage Contractor: GENESIS Exposition Services
(Carpeting, Drayage, Labor, Furniture Rental, Booth Cleaning & Floral Services)
11001 Decimal Drive
Louisville, KY 40299
Phone: 502.266.5101
Fax: 502.266.5102
Jeff Hall

Sign Hanging and Rigging, CenturyLink Convention Center
Utility Service,
455 North 10th Street
Omaha, NE 68102
Phone: 402.599.6703
Fax: 402.599.6725

Computer Rental & Audio Visual Service: Temporary Technology
Phone: 513.360.0031
Fax: 513.360.2912

Floral Service: GENESIS Exposition Services
11001 Decimal Drive
Louisville, KY 40299
Phone: 502.266.5101
Fax: 502.266.5102
Jeff Hall

Loss Prevention: Contact RSSI Information Desk
Inside Halls B & C
Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurrence and $2,000,000 aggregate.

Railway Systems Suppliers, Inc. must be named as the certificate holder and Railway Systems Suppliers, Inc., Omaha CenturyLink Center and Genesis Exposition Services shall be named as additional insured. This insurance must be in force during the lease dates of the event, May 18 - 24, 2018.

**A SAMPLE CERTIFICATE OF INSURANCE IS ATTACHED ON THE NEXT PAGE.**

All certificates must be sent the RSSI office via email at rssi@rssi.org no later than April 20, 2018.

**RainProtection**

Call 800-528-7975 or use the link below to purchase your liability insurance.

https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=f69bf2ed08d6

**NON-USA EXHIBITORS:** If using RainProtection, when filling out company information you will be asked for a phone number and address. Please use the following: 455 N 10th Street, Omaha, NE 68101 Phone: (800)528-7975

*Information provided on RainProtection from RSSI is for your convenience; you may already have insurance or you may choose any qualified insurance provider.*
**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**
Rainprotection Insurance
39 Ryder Avenue
Dix Hills, NY 11746
www.Rainprotection.net

**INSURED**
SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:

**Exhibitor Name**
Street
City, State, Zip Code

**COVERAGES**

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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**


**CERTIFICATE HOLDER**
Railway Systems Suppliers, Inc.
13133 Professional Drive, Suite 100
Jacksonville, FL 32225

**AUTHORIZED REPRESENTATIVE**
Rainprotection Insurance
SECTION 2

REGISTRATION, LODGING
& TRANSPORTATION
**May 21 - 24, 2018**  
**CenturyLink Omaha Convention Center**  
**Omaha, NE**  
Register online at [www.rssi.org](http://www.rssi.org)

If you are unable to register online, please mail or fax your completed form to:

**MAIL**
58th RSSI C&S Exhibition  
c/o RSSI, 13133 Professional Drive, Suite 100  
Jacksonville, FL 32225

**FAX**
904-379-3941  
Fax Registration requires credit card payment.

---

### Check box to opt out of exhibitor mailing lists

**Emergency Contact Name:**  
**Emergency Contact Phone:**

(Emergency Contact information will not be printed or distributed; this information is for emergency use only during the time of the Conference & Exhibition)

Do you have any dietary restrictions or disabilities requiring special needs or equipment? Please describe below:

---

**RSSI Policy on Entertainment:** As part of the Registration process, I understand that I have agreed to observe and abide by the RSSI Policy on Entertainment as stated in the on-line registration process.

---

### PTC SEMINAR REGISTRATION

<table>
<thead>
<tr>
<th></th>
<th>Advance</th>
<th>On-Site</th>
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<tbody>
<tr>
<td>PTC Seminar - Railroad/Transit and Government $0.00 - All Others $25.00</td>
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### EXHIBITOR REGISTRATION

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<td>Additional Exhibitor One Day Pass - WEDNESDAY</td>
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### ATTENDEE REGISTRATION

Attendee Registration fees include entrance into the exhibit hall during show hours & all food and beverage served in the Exhibit Hall, as well as entrance to all RSSI social functions.

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<tr>
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<th>Spouse Name on Badge</th>
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### RAILROAD / TRANSIT and OTHER REGISTRATION

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<td>Press*</td>
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<tr>
<td>Academia/Student*</td>
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<tr>
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<table>
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<th>Spouse First Name</th>
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### PAYMENT INFORMATION

Full payment is required for registration to be processed.

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<td>MASTERCARD</td>
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<td>AMERICAN EXPRESS</td>
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**Cardholder Name:**  
**Card Holder Signature:**

**CANCELLATION POLICY:** Cancellations must be received in writing on or before April 21, 2018 to obtain a refund. A $25 processing fee will be charged for all cancellations. Refunds may not be processed until after RSSI 2018. No refunds will be issued for cancellations made after April 21, 2018. Substitutions may be made and must be received in writing.
REGISTRATION

On-line registration for the 58th Annual RSSI C&S Exhibition will open February 1, 2018 on the RSSI website (www.rssi.org). A quick link to “2018 C&S Exhibition Portal” is located on the home page. This link will take you to links for registration and housing. Although on-site registration will be available, we urge all member companies to pre-register all representatives who plan to attend the 2018 RSSI Exhibition in advance.

Remember – On-Line Registration saves you time and your company money! There will be a $50 per attendee surcharge for on-site registration.

On-site registration will be located in the Lobby (outside of Exhibit Halls B&C) at the CenturyLink Convention Center.

Exhibition Registration Desk hours will be as follows:

- Sunday, May 20th: 1:00 AM – 5:00 PM
- Monday, May 21st: 7:00 AM – 5:00 PM
- Tuesday, May 22nd: 7:00 AM – 5:00 PM
- Wednesday, May 23rd: 7:00 AM – 3:00 PM

A. Registration

1. Exhibiting RSSI member company attendees must register at the RSSI registration desk. Each registrant will be issued an “Exhibitor” badge that will permit entry to the exhibit area. The Exhibitor badge is also required to attend the RSSI social functions.

2. Exhibitor Registration Cost:
   - Each exhibiting company will be given two complimentary registrations for each 10x10 booth space up to 20 attendees.
   - Additional registrations for exhibiting company attendees will be:
     - $300.00 per attendee in advance
     - $350.00 per attendee on-site

3. All member companies are urged to pre-register their attending representatives to the greatest extent possible in order to avoid confusion and delay at the on-site registration desk.

B. Exhibitor Badges

1. Representatives of companies exhibiting at the 2018 RSSI C&S Exhibition must wear their Exhibitor badge while on the exhibit floor. An Exhibitor badge allows access to the exhibit area two hours before the exhibits open and one-half hour after the exhibits close each day.
TRANSPORTATION INFORMATION

Airport
Complimentary shuttle service is available from the airport to the downtown hotels.

Convention Center
- The Omaha Hilton (RSSI headquarter hotel) is connected via skywalk directly to the CenturyLink Convention Center.
- The Hilton Garden Inn, Marriott and Courtyard Marriott are all within walking distance of the convention center.
- RSSI is working with the Doubletree to provide shuttle service to the convention center.

HOTEL RESERVATIONS

Hotel reservations for the 58th Annual RSSI C&S Exhibition will open on the RSSI website rssi@rssi.org on February 1, 2018. A quick link to “2018 C&S Exhibition” is located on the home page which will take you to links for reservations. We urge all member companies to use the RSSI link to reserve your hotel to ensure the best rate.

The Hilton Omaha has been designated the headquarter hotel for the 2018 RSSI C&S Exhibition. Please note that ALL hotel reservations must be made through the official housing coordinator (Conference Direct). Visit the RSSI website (www.rssi.org) for a direct link.

Headquarters Hotel: Hilton Omaha
1001 Cass Street
Omaha, NE 68102
Double and Single Rate - $179.00

Overflow Hotels:
Doubletree by Hilton
1616 Dodge Street
Omaha, NE 68102
Double and Single Rate - $169.00

Hilton Garden Inn
1005 Dodge Street
Omaha, NE 68102
Double and Single Rate - $169.00

No individual reservations or company sub-block of rooms will be accepted by the hotels.

Please note, all RSSI attendees are expected to stay at one of the above hotels. Not only does this allow you to be with your customers in a relaxed atmosphere for one-on-one conversations, it also benefits your customers and RSSI by expanding our room count.

Your assistance and cooperation in these matters is appreciated.

HOTEL PARKING PRICES

Overnight garage parking is available at all three hotels. Following prices were in effect January 4, 2018:
- Hilton Omaha - $15.47 per 24 hours
- Doubletree by Hilton - $10.00 per 24 hours
- Hilton Garden Inn - $12.00 per 24 hours
SECTION 3

RSSI ANNUAL MEETING & OPENING EVENT
MEETINGS AND SOCIAL FUNCTIONS

1. RSSI Annual Membership Meeting - **Tuesday, May 22, 2018 2:00pm to 3:00pm (CC Meeting Room 210)**
   
a. The Railway Systems Suppliers, Inc. Annual Membership Meeting will be held in meeting room 210 of the CenturyLink Convention Center on Tuesday, May 22, 2018 from 2:00 PM to 3:00 PM. Signage will be posted throughout the exhibit halls with the time and location of the meeting. Additional information regarding this meeting will be sent to each Contact Officer in mid-April.
   
b. All Contact officers are urged to attend and participate in this annual meeting. Visitors are also welcome and invited to attend. In addition to the election of representatives to the Board of Directors, other items of interest such as future RSSI exhibits will be on the agenda. The floor will be open for any item that any member might wish to discuss.

2. RSSI Hospitality Suite - **Monday, May 21, 2018 7:00pm to 10:00pm**
   
The hospitality suite will be at the Omaha Hilton Hotel and include heavy Hors D’oeuvres, sports zone, open bars and a quiet area. Additional information will be sent to all exhibitor Contact Officers and posted on the RSSI website.

3. Reception, Buffet Dinner & Casino Event - **Tuesday, May 22, 2018 5:00pm to 10:30pm (CC Grand Ballroom)**
   
The Casino event will be from 7:30pm to 10:30pm in the Grand Ballroom of the Convention Center and will include a quiet area where guests can socialize with friends and business associates away from the Casino.

We encourage all RSSI members to participate in the social events. It has proven to be an effective way to build both personal and business relationships with other members and customers.

GENERAL EXHIBIT AND SOCIAL ACTIVITY RULES

- NO children under the age of 18 are permitted on the exhibition floor during move-in or move-out.
- NO children under the age of 18 are permitted to attend the RSSI sponsored social events.
- Children ages twelve to eighteen (12-18) are permitted to visit the exhibition during show hours if accompanied by an adult at all times. Children under 12 are NOT permitted on the exhibition floor at any time.
- No open toed shoes are allowed on the exhibit floor during move in and move out.
Railway Systems Suppliers, Inc.
RSSI Policy on Entertainment
(Adopted for use at the 2018 RSSI 58th Annual C&S Exhibition)

Dear RSSI Member,

Beginning in the year 2000, RSSI made a number of changes in the operation of the annual exhibit. The results since then have been outstanding for both the exhibitors as well as our guests.

The key element to this success has been to completely focus on the exhibits and to maximize the opportunity for our members to showcase their products, services and technology to our attendees. With the revised policy on entertainment, the focus continues to be providing all RSSI member companies, large and small, an equal opportunity to participate in the entertainment of our railroad, transit and government customers.

The RSSI Board of Directors revised the entertainment policy for the combined Railway Interchange exhibits in order to provide a common entertainment venue for RSSI members and customers. The hospitality events sponsored by RSSI at the Railway Interchange Minneapolis & Indianapolis exhibitions have proven to be a success.

Building on the success of past entertainment events, the RSSI Board of Directors has adopted an entertainment policy for the 2018 Omaha Exhibition which will provide Common Hospitality Events for RSSI member companies and customers. These events will include a Hospitality Event on Monday, May 21st and a dinner and Casino Event on Tuesday, May 22nd. Details will be available on the RSSI website at www.rssi.org.

RSSI entertainment rules will apply from Monday, May 21 through Wednesday, May 23, 2018. Private member hospitality rooms are not permitted and no organized private entertainment is permitted. Members are expected to participate in the common hospitality events.

NOTE: RSSI member private hospitality rooms are strictly forbidden.

All RSSI members are expected to comply with this policy.

By signing the exhibitor contract you are certifying that all representatives and associates of your organization have been notified of the RSSI revised policy on entertainment and will observe and abide by this policy.
SECTION 4

EXHIBIT INFORMATION
EXHIBIT MOVE-IN & BOOTH INSPECTION

- Set-up of exhibits must be completed by **4:30 PM on Monday, May 21, 2018**. A member of the RSSI exhibit staff will conduct the booth inspections as the move-in and set-up progresses. Please sign out at the RSSI information desk to notify the Show Manager that you have completed your booth set-up. You will be notified by RSSI if your booth does NOT pass inspection. If you don’t receive a call from RSSI, your booth was approved.

- All exhibitors are required to follow the Exhibit Rules and Regulations contained herein. If the exhibitor’s booth does not conform to the rules and guidelines contained in this manual, the show manager will contact the booth representative to discuss what changes will be required to be made prior to the opening of the Exhibition.

- Any booth that is deemed to be out of compliance will be brought into compliance by the Show Decorator and the Exhibitor will be held responsible for the charges. To avoid this surprise Tuesday morning, you are responsible for signing out with the Show Manager prior to leaving for the afternoon.

EXHIBITOR ACCESS

- Beginning at **8:00 AM on Monday, May 21, 2018** representatives of companies exhibiting in the 2018 RSSI C&S Exhibition must wear Exhibitor badges while on the exhibit floor. Exhibitor badges will be admitted to the exhibit hall two hours before the exhibits open (7:00 AM Tuesday, May 22 and 6:00am Wednesday, May 23, 2018) and one-half hour after exhibit closing for the purpose of preparing and maintaining their exhibits.

- No one under the age of 18 is permitted on the exhibit floor during move-in and move-out. Children age 12-18 must be accompanied by a parent or guardian at all times during exhibition hours. No children under the age of 12 will be permitted on the Exhibit floor at any time, this includes children/infants in strollers.

- Badge check will begin at 8:00 AM Monday, May 21st for all exhibitors and at 9:00 AM Tuesday, May 22nd for all show attendees.

- Set-up personnel who will NOT be attending the exhibition must wear an EAC approved identification badge or shirt or they will be given an identification wrist band to allow access for set-up.

- Opened toed shoes are not allowed on the exhibit floor during setup and tear down.

- Booth tear down cannot begin until notification has been received from a member of the RSSI exhibit staff. Tear down is scheduled to begin at 4:30 PM on Wednesday, May 23, 2018 but we must insure that all customers have exited the exhibit hall before tear down can start.
RULES AND REGULATIONS

Arrangement of Exhibits – Standard booth background of navy, white & dove gray drape, and side rails of navy draped aluminum frames with 8-foot high background and side rails 36” in height are provided without charge. For further detailed information regarding rules and regulations for various types of display arrangements see Guidelines for Display Rules and Regulations later in this section. Exhibits not conforming to this specification, or which, in design, operation, or otherwise are objectionable in the opinion of the management, will be prohibited.

Badges: Move-In/Set-Up Identification – Enhanced security requirements now dictate that all move-in and set-up personnel must display identification in order to have access to the exhibit area on Saturday, May 19th, Sunday, May 20th, and Monday, May 21st. Exhibitor setup personnel who are not registered to attend the exhibition will be issued wrist bands. These wrist bands can be obtained at the registration desk or from an RSSI security staff member located at the door to the exhibit hall. Representatives of companies exhibiting in the 2018 RSSI C&S Exhibition who are involved in booth setup and are registered to attend the exhibition can obtain their Exhibitor badges from the registration desk and must wear their badge while on the exhibit floor.

Badges: Exhibitor Identification – All booth personnel must wear an exhibitor identification badge, issued by the “RSSI Registration desk”. All exhibitor attendees may register in advance using the On-Line Registration section of the RSSI website (www.rssi.org). Badges will be available at the RSSI Registration desk beginning 1:00pm on Sunday, May 20th.

Booth Furniture – All decorating, exhibit furniture, labor and other requirements must be handled on requisition to Genesis Exposition Services, 1101 Decimal Drive, Louisville, KY 40299. Phone: 502-266-5101 Fax: 502-266-5102. Complete information is included in this manual.

Demonstrations and Booth Activities – Exhibitors may not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings, or crowd gathering activities of any type must confine such activity to their specific booth area. No signs, literature, or posters may be distributed or posted outside your booth (e.g., convention center or hotel halls, aisles or registration areas).

Dismantling of Exhibits – Exhibitors may begin dismantle and removal of exhibits starting at 4:30 p.m. Wednesday, May 23, 2018 and not before. Early dismantle during show hours exposes the exhibitor and RSSI to increased liability risk and will not be tolerated. Any exhibitor observed dismantling before 4:30 p.m. will be subject to disciplinary action by the RSSI Board of Directors.

Exclusive Services – The following services: Electrical, Gas/Water/Drain/Compressed Air, Telephone, Internet/Network Service, Cable Television and Sign & Banner Hanging are provided exclusively by the Omaha CenturyLink Convention Center (or their designated representative). Forms for these services are included in the “Other Services and Forms” section of this manual.

Exhibit Hours – Exhibit hours, subject to change by the management, are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Tuesday, May 22nd</td>
<td>9:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Wednesday, May 23rd</td>
<td>8:00 AM – 4:00 PM</td>
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Exhibitor Appointed Contractors (EAC) – Exhibitors using exhibitor appointed contractors must notify Genesis Exposition Services and the RSSI office in writing by April 23, 2018. Exhibitors must also supply each a copy of the insurance certificate carried by the EAC. EAC’s not complying with these requirements will be barred from the exhibit floor. EAC’s must comply with labor regulations and may not solicit business from the show floor. For more information regarding EAC’s see Section 7 and Section 8.

Exposed Walls – All exposed parts of constructed displays, including back and side walls, must be finished to present an attractive appearance when viewed from aisles or other adjoining booths. Exposed back and side-walls may not display copy, logos, graphics or other advertising if they adjoin a neighboring booth. Exhibitors using curved pop-up backdrops/displays may be required to provide side masking drape at their expense if the curvature exposes the back scaffolding.

Fire & Safety Regulations – All exhibitors must comply with the State of Nebraska, and Omaha CenturyLink Convention Center's Department of Safety rules and regulations.

Hazardous Materials: If your exhibit includes the use/display of hazardous materials, contact show management (RSSI – phone: 904-379-3366) for reference to the Fire Marshall rules and regulations.

Vehicles:
A. Vehicles are not permitted inside the CenturyLink Convention Center for loading and unloading without the prior authorization from the RSSI Exhibit Manager.

B. Vehicles which are part of a display will be allowed in the CenturyLink Convention Center after written permission is obtained from the RSSI Exhibit Manager.

Please note the following information is provided to assist you:
1. Written request is to be provided to RSSI no less than 45 days prior to the vehicle move in date. All vehicles will be turned away without prior written authorization. A fully executed copy of the authorization document should be kept in the vehicle at all times while on the property of the CenturyLink Convention Center.

2. Gasoline fueled vehicle must have less than 1/8 of a tank of gas on the gauge reading.

3. The electrical circuit of the vehicle must be disabled to the extent that the vehicle starter motor will not operate. This can be accomplished by disconnecting the positive battery post, the removal of a master electrical breaker, or by the disconnecting of a master switch installed for this purpose.

4. The fuel tank filler cap shall be secured to such an extent that it has been made difficult to remove by the use of duct tape or other means. A locking gas lid on the vehicle is an acceptable means of securing the filler cap.

Flame Retardant Materials – All parts of constructed displays must be made from non-combustible material or material treated by an approved flame retarding solution or process. No Combustible decorations, such as crepe paper, cardboard or corrugated paper shall be used at any time.

Food and Beverage – All food and beverages handed out by an exhibitor (except small wrapped candies) must be ordered through the approved caterer. To order food items, please refer to the Official Show Contractor Listing.

Handouts – Literature, samples or other promotional material may only be distributed within your contracted booth space.

Hazardous Materials – Hazardous operations including the use of flammable, explosive or toxic materials is not permitted. The convention center restricts the use of hazardous materials including, but not limited to, compressed flammable gasses, flammable gasses, and aerosol cans with flammable propellants.

Installation of Exhibits – Exhibitors may have access to the exhibit hall for exhibit set-up beginning at 8:00 AM Monday, May 21, 2018. The RSSI Exhibit Manager (Michael Drudy) must approve any exception to this rule.

Limitation of Liability – Railway Systems Suppliers, Inc. will provide loss prevention service throughout the official period of installation, exhibition and dismantling, and provide reasonable care for the protection of the exhibitor's materials and displays. Beyond this, Railway Systems Suppliers, Inc., The Omaha CenturyLink Convention Center and its employees and agents will not be responsible for the safety or property of the exhibitor, his agents, or employees, from theft, damage by fire, accident or any other causes. Additional liability clauses are included in the contract form.
Official Service Contractor – Genesis Exposition Services is the official general contractor for the 2018 RSSI C&S Exhibition. They are responsible for efficient operation of the show including scheduling freight at the loading dock, keeping aisles clean and delivering freight to booths. Genesis Exposition Services will handle all loading and unloading of materials at the show.

Other General Restrictions
1. Exhibitors must confine their activities to the space they have contracted to occupy.
2. Exhibitors shall not use strolling entertainment or distribute samples or souvenirs except from within their booth space.
3. Exhibitors who use costumed models or mannequins must ensure that their manner of appearance and dress is such as not to offend even the most critical.
4. No direct selling, or taking of orders, is permitted in the aisles.
5. Exhibits bridging aisles will not be permitted. Also, carpeting may not bridge the aisle.
6. The exhibit area aisles will be carpeted. Booth carpeting may be ordered from the Genesis Exposition Services.

Photography – Taking of pictures or recordings within the exhibit area or meeting rooms is prohibited. Show management, the official photographer, and accredited members of the press are exempt from this rule.

Shipping Instructions – The Official Drayer for the handling of all material for the exhibition is Genesis Exposition Services (Phone: 502-266-5101 or Fax: 502-266-5102). A requisition form is included in this binder. Shipments, whether by freight, motor freight or air, must be prepaid and a copy of the Bill of Lading forwarded to the Official Drayer prior to the arrival of the shipment. Shipments should be scheduled to arrive as close to show time as possible. Please note shipping address on forms. Do not ship any material to the Louisville office of Genesis Exposition Services.

Show Hours – All exhibits must be open and staffed during show hours. For security reasons, the hall will be cleared and locked thirty (30) minutes after the close of the show each day. Exhibitors possessing exhibitor badges will be allowed into the exhibit halls two hours before and one-half hour after official show hours to prepare and maintain their booth. No one will be allowed into the exhibit hall after show closing without permission from the Exhibit Manager.

Smoking – The Omaha CenturyLink Convention Center is a smoke-free facility.

Sound Systems/Presentations/Demos – Show management reserves the right to restrict exhibits that because of noise, method of operation, or materials becomes objectionable. The sound level from an exhibitor’s booth shall not intrude nor violate the rights of any adjacent areas. Sound, to whatever degree possible, should be confined to the exhibitor’s booth.

Special Decorations – Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in the Convention Center. Tape and adhesive-backed materials are not allowed on Omaha CenturyLink Convention Center carpeted surfaces. Use of tape on any wall surface, glass, or equipment is prohibited.

Storage – Due to fire regulations, storage of any kind, including empty packing materials, is not allowed behind exhibits. Please tag all your empties and Genesis Exposition Services will store them until move-out.

Tipping – Please do not tip labor. It is a destructive practice leading to a lack of rapport between management and labor. Please see Genesis Exposition Services (Jeff Hall) or the Exhibit Manager (Michael Drudy) immediately if you have a problem.
Linear Booth

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.
Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space
All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).
End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

Dimensions
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) depth on the two side aisles. Within 5’ of the 2 side aisles, the maximum height for any display materials is 4’.
Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

Dimensions
A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft (4.88m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10’) (3.05m) from adjacent booths.
Island Booth

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

Dimensions
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space
The entire cubic content of the space may be used up to the maximum allowable height, which is 16ft (4.88m), including signage.
Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10’) (3.05m) from adjacent booths.
HANGING SIGNS

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

Height
Hanging identification signs and graphics will be permitted to a maximum height of 160" (4.88m), provided written approval is received from exposition management at least 60 days prior to the show.

Intent
Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. All signs, whether suspended or attached to the exhibit fixture, will be permitted to a maximum height that corresponds to the appropriate exhibit configuration.

Depth
All hanging signs must be set back at least 25% of the booth's width dimension from the back line of the booth.

Intent
Hanging signs, whether double-faced or not, should be set back within the exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent.

Size
Hanging signs and graphics will be permitted to a total length on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth.

Intent
The size and number of hanging signs must be limited in order to minimize the stress to the facility ceiling structure on the part of any one exhibitor.

Structural Integrity
All hanging signs must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the component is being hung, suspended and removed at the show site that include a signature or stamp of a reviewing structural engineer indicating that the stress points for hanging the sign have been properly engineered, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. (Note: exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

Intent
Exhibitors adjoining booths with hanging signs are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.
BE A GOOD NEIGHBOR

Other Important Guidelines:

Demonstrations

When sampling, demonstrating and/or entertaining the attendees, booths must be arranged so that attendees coming into your exhibit do not block aisles or overlap into neighboring exhibits.

If you expect many attendees to congregate in one area at a time, you must leave space within your own exhibit area to absorb the majority of the crowd.

Intent

The aisles are the property of all exhibitors; therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire exposition. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles, or create excessive crowds in neighboring booths, this is an infringement on the other exhibitors' rights. Aisles must not be obstructed at any time.

Sound

Police your own booth so the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with other exhibits and must be discontinued.

Gadgets and Gimmicks

The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are restricted to within the booth. Balloons, horns, odors, or congestion are subject to the individual exposition's rules. Show Management reserves the right to determine when such items become objectionable.

Intent

The exposition is an amalgamation of many diverse selling and promotional activities. To be fair to all exhibitors, the use of sound, gadgets and gimmicks where permitted by exposition rules must not interfere with other exhibitors.
## Issues Common To All Booth Types

### Americans with Disabilities Act (ADA)

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

Some examples of how to design an exhibit for ADA compliance:

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

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

### Structural Integrity

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

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show’s general service contractor.

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

### Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

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

### Storage

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

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

• All 110-volt wiring should be grounded three-wire.
• Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
• Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
• Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
• Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

• No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
• Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
• Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
• Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
• LED lights can be very bright yet generally generate less heat.
• Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
• Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.
ADVANCED ORDER – An order for show services sent to the contractor before move-in.
AIR FREIGHT – Materials shipped via airplane.
AIR WALLS – Movable barriers that partition large areas. May be sound-resistant, but not necessarily sound-proof.
AILSE SIGNS – Signs, usually suspended, indicating aisle numbers of letters.
AUDIO/VISUAL – Equipment, materials and teaching aids used in sound and visual. (also AV)
BACKLOADER – Truck which loads from back opening door.
BACKWALL – Panel arrangement at rear of booth area.
BACKWALL BOOTH – Perimeter booth.
BAFFLE – Partition to control light, air, sound, or traffic flow.
BILL OF LADING (BL) – Document or form listing goods to be shipped.
BLANKET WRAP – Non-crated freight shipped via van line covered with protective blankets or padding.
BLISTER WRAP – Vacuum formed transparent plastic cover.
BONE YARD – Equipment storage area at show site.
BOOTH NUMBER – Number designated to identify each exhibitor's space.
CAD – Computer-Aided Design.
CANOPY – Drapery, awning, or other roof-like covering.
CAPACITY – Maximum number of people allowed in any given area.
CARPENTER – Union that is responsible for uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc., laying of floor tile and carpet, and re-crating of exhibits and machinery.
CHERRY PICKER – Equipment capable of lifting a person(s) to a given height. (also HIGH JACKER< SCISSOR LIFT)
CHEVRON – Type of cloth used for backdrops.
C.O.D. – Cash on delivery; collection on delivery.
COLUMN – A pillar in an exposition facility which supports the roof or other structures.
COMMON CARRIER – Transportation company which handles crated materials.
CONSIGNEE – Person to whom goods are shipped.
CONTRACTOR – One who contracts to supply certain services or materials.
CORKAGE – The charge placed on beer, liquor, and wine brought into the facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.
CROSS BAR – Rod used in draping or as a support brace.
CUT & LAY – Installation of carpet other than normal booth or aisle size.
CWT – Hundred weight. A weight measurement for exhibit freight. Usually 100 pounds.
DECORATING – Dressing up exhibition with carpet, draping, plants, etc.
DECORATOR – Union that is responsible for hanging all signs except electrical signs, drape and cloth installation, and tacked fabric panels.
DIRECT BILLING – Accounts receivable mailed to individuals or firms with established credit.
DISMANTLE – Take down and removal of exhibit.
DISPLAY BUILDER – Company which fabricates displays.
DOCK – A place where freight is loaded onto and taken from vehicles. (also see LOADING DOCK)
DOLLY – Low, flat, usually two feet square, platform on four wheels used for carrying heavy loads.
DRAYAGE – The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons, and reloading your shipment at the close of show.
DRAYAGE CHARGE – The dollar cost based on weight. Drayage is calculated by 100 pound units; or hundredweight, abbreviated CWT. There is usually a minimum charge.
DUPLEX OUTLET – Double electrical outlet.
ELECTRICAL CONTRACTOR – Company contracted by Show Management to provide electrical services to the exhibitors.
ELECTRICIAN – Union that handles installation of all electrical equipment.
EMPTY CRATE – Reusable packing container in which exhibit materials were shipped. When properly marked with "EMPTY CRATE" labels complete with booth number and company name, they are removed, stored and returned at no charge.
EMPTY CRATE LABELS – Special stickers are available at the Service Center. Special crews pick-up empties during set-up and return them during tear-down. (That’s why the correct booth number is so important).
EXCLUSIVE CONTRACTOR – Contractor appointed by show or building management as the sole agent to provide services. (also OFFICIAL).
EXHIBIT BOOTH – Individual display area constructed to exhibit products or convey a message.
EXHIBIT DIRECTORY – Program book for attendees listing exhibitors and exhibit booth location. (also SHOW GUIDE).
EXHIBIT MANAGER – Person in charge of individual exhibit booth.
FIRE EXIT – Door, clear of obstructions, designated by local authorities to egress.
FIRE RETARDANT – Term used to describe a finish (usually liquid) which coats materials with a fire-resistant cover.
FLAME PROOF – Term used to describe material which is, or has been treated to be, fire-retardant.
FLOOR CONTRACTOR – Person retained by show management to supervise exhibit area and assist exhibitors.
FLOOR MARKING – Method of marking booth space.
FLOOR ORDER – Goods and/or services ordered on-site.
FLOOR PLAN - A map showing layout of exhibit spaces.
FOAM CORE – Lightweight material with a Styrofoam center used for signs, decorating and exhibit construction.
FORK LIFT – Vehicle with power-operated pronged platform for lifting and carrying loads.
FOUR HOUR CALL – Minimum work period for which union labor must be paid.
FREIGHT – Exhibit properties, products and other materials shipped for an exhibit.
FREIGHT FORWARDER – Shipping company.
FULL BOOTH COVERAGE – Carpet covering entire area of booth.
GARMENT RACK – Frame which holds apparel.
GENERAL CONTRACTOR – Company which provides all services to exhibition management and exhibitors.
GUARANTEE – the number of servings to be paid for, whether or not they are actually consumed; usually required forty-eight hours in advance.
HAND-CARRYABLE – Items that one person can carry unaided (meaning, no hand trucks or dollies).
HAND TRUCK – Small hand-propelled implement with two wheels and two handles for transporting small loads.
HARDWALL BOOTH – Booth constructed with plywood or similar material as opposed to a booth formed by drapery only.
HEADER – 1. Fascia 2. Overhead illuminated display sign.
HOSPITALITY SUITE – Room or suite of rooms used to entertain guests.
I & D – Install and dismantle.
ID SIGN – Booth identification sign.
ILLUMINATIONS – Lighting available in hall, built into exhibit, or available on a rental basis.
INFRINGEMENT – Use of floor space outside exclusive booth area.
INHERENT FLAME PROOF – Material that is permanently flame resistant without chemical treatment.
INSTALLATION – Setting up exhibit booth and materials according to instructions and drawings.
ISLAND BOOTH - An exhibit space with aisles on all four sides.
JOB FOREMAN – One who is in charge of specific projects.
KIOSK – Freestanding pavilion or light structure.
LABOR – Refers to contracted workers who perform services.
LABOR CALL – Method of securing union employees
LABOR DESK – On-site area from which service personnel are dispatched.
LIGHT BOX – Enclosure with lighting and translucent face of plastic or glass.
LOADING DOCK – Area on premises where goods are received.
LOBBY – Public area which serves as an entrance or waiting area.
LOCK-UP – Storage area which can be locked up.
MARSHALLING YARD – Check-in area for trucks delivering exhibit material.
MODULAR EXHIBIT – Exhibit constructed with interchangeable components.
MOVE-IN – Date set for installation. Process of setting up exhibits.
MYLAR – Trade name for plastic material.
NET SQUARE FEET – The amount of space occupied by exhibits in a facility, not including aisles, columns, registration area, etc.
NO FREIGHT AISLE – Aisle that must be left clear at all times during set-up and dismantle. Used to deliver freight, remove empty boxes and trash, and in case of emergency.
OFFICIAL CONTRACTOR – General contractor or decorator.
ON-SITE ORDER - Floor order placed at show site.
ON-SITE REGISTRATION – Process of signing up for an event on the day of, or at the site of, the event.
O.T. LABOR – Work performed on overtime, before 8:00 am and after 4:30 pm Monday-Friday, and all hours Saturday, Sunday and holidays.
PACKAGE PLAN – Management providing furniture and/or services to exhibitors for a single fee.
PADDLED VAN SHIPMENT – Shipment of goods such as product or display materials (also Van Shipment, Air Ride).
PALLET – Wooden platform used to carry goods. (also SKID).
PEGBOARD PANEL – Framed panel of perforated hardboard.
PENDULUM BOOTH – Exhibit space located on an outside wall.
PERIMETER BOOTH – Exhibit space located on an outside wall.
PIPE & DRAPE – Tubing with drapes which separate exhibit booths.
PLANTING – Floral décor to enhance the appearance of exhibit.
PRE-REGISTERED – Reservation which has been made in advance with necessary paperwork.
PRESS ROOM – Space reserved for media representatives.
POV – A privately owned vehicle, such as a passenger car, van, or small company vehicle, as distinguished from trucks, tractor-trailers, and other over-the-road vehicles. A POV left unattended will almost certainly be towed away. If you must unload a POV, use the POV line. (see the following).
POV LINE – Special loading dock reserved for POV’s where materials unloading at prevailing drayage rates. To get on a POV line, driver reports first to marshalling yard.
PRIVATE SECURITY – Security personnel hired from a privately operated company. (also BOOTH SECURITY)
PRO-NUMBER – Number designated by the freight forwarders to a single shipment, used in all cases where the shipment must be referred to.
QUAD BOX – Four electrical outlets in one box.
RAIL – Low drape divider between exhibit booths. (also SIDE RAIL)
REAR-LIT – Method of lighting transparency from behind.
REGISTRATION – Process by which an individual indicates their intent to attend a trade show.
RENTAL BOOTH – Complete booth package offered to exhibitors on a rental basis.
RIGGER – Union that is responsible for uncrating, unskidding, positioning, and reskidding of all machinery.
RISER – A platform for people or product.
SECURITY CAGES – Cages rented by exhibitors to lock up materials.
SERVICE CHARGE – Charge for the services of technicians, waiters/waitresses, housemen, and other food function personnel.
SHOP – Service contractor’s main office and warehouse.
SHOWCARD – Material used for signs.
SHOWCASE – Glass-enclosed case to display articles.
SHOW MANAGER – Person responsible for all aspects of exhibition.
SHOW OFFICE – Management office at exhibition.
SHRINK WRAP – Process of wrapping loose items on pallet with transparent plastic wrapping.
SIDE RAIL – Low divider wall in exhibit area.
SKIRTING – Decorative covering around tables & risers.
SMOKER – Ash stand.
SPACE ASSIGNMENT – Booth space assigned to exhibiting companies.
SPACE RATE – Cost per square foot for exhibit area.
SPECIAL HANDLING – Applies to display and/or product shipment requiring extra labor, equipment or time in delivery to booth area.
STAGING AREA – Area adjacent to main event area for setup, dismantling and temporary storage.
STANCHIONS – Decorative posts which hold markers or flags to define traffic areas. Robes or chains may be attached.
STOP JOB – When an exhibitor is doing some type of work in booth which is claimed by a union, that unions’ steward will request that you to go the service desk so that the contractor can supply the exhibitor union labor.
S.T. Labor – Work performed on straight-time, 8:00 am to 4:30 pm, Monday-Friday.
STRIKE – Dismantle exhibits.
TARGET DATE – Move-in date assigned to exhibitors over 300 square feet by the general contractor and show management.
TEAMSTER – Union that handles all material in and out of the hall, except machinery. Exhibitors are permitted to carry small packages into hall.
TENT – Portable canvas shelter for outside.
TIME & MATERIALS – Method for charging services on a cost-plus basis. (also T&M)
TRAFFIC FLOW – Movement of people throughout an area.
UNION – An organization of workers formed for mutual protection and for the purpose of dealing collectively with their employer in wages, hours, working conditions, and other matters pertaining to their employment.
UNION STEWARD – On-site union official.
VELCRO – Material used for fastening.
WASTE REMOVAL – Removal of trash from the building.
SECTION 5

OFFICIAL CONTRACTOR INFORMATION
The 58th Annual RSSI C&S Exhibition
May 21 - 24, 2018

Show Management:
Railway Systems Suppliers, Inc.
13133 Professional Drive,
Suite 100
Jacksonville, FL  32225
904-379-3366
904-379-3941 Fax
rssi@rssi.org

Booth Equipment:
Each 10’ X 10’ Booth to include:
8’ high draped back wall drape
3’ high draped sidetall drape
1 - 11” X 17” Booth ID Sign

Show Colors:
Booth Drape -
Navy, White & Dove Gray

Aisle Carpet - Blue Jay

Discount Order Deadline:
Friday, April 20, 2018

Show Location:
CenturyLink Convention Center
Halls B & C
Omaha, NE

Move-in Dates & Hours:
Saturday, May 19, 2018  1:00 PM - 5:00 PM
20 x 20 Booths or Larger - with prior written approval from RSSI
Sunday, May 20, 2018  8:00 AM - 5:00 PM
20 x 20 Booths or Larger - with prior written approval from RSSI
Monday, May 21, 2018  8:00 AM - 4:30 PM
ALL Exhibition Booths Move In - Must be complete by 5 PM.

Show Dates & Hours:
Tuesday, May 22, 2018  9:00 AM - 5:00 PM
Wednesday, May 23, 2018  8:00 AM - 4:00 PM

Move-out Dates & Hours:
Wednesday, May 23, 2018  4:30 PM - 10:30 PM
Thursday, May 24, 2018  8:00 AM - 11:00 AM

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the Genesis Exposition Services forms, you may find forms enclosed for services performed by the Convention facility or other suppliers. Please give special attention to see that forms and payments are directed to 11001 Decimal Drive, Louisville, KY 40299. Some services may not be provided by Genesis Exposition Services, LLC.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at (502) 266-5101. We look forward to serving you.

Genesis Exposition Services, LLC

WAYS TO ORDER:

Mail Forms To:
Genesis Exposition Services
11001 Decimal Drive
Louisville, Kentucky  40299

Fax Forms To:
(502) 266-5102

Email Forms To:
orders@gen-expo.com

Call:
(502) 266-5101
RSSI #7774-2018

Payment Authorization Form
THIS FORM MUST BE COMPLETED & RECEIVED WITH YOUR ORDER AND PAYMENT BY DEADLINE DATE

Discount Deadline Date: Friday, April 20, 2018

Exhibiting Company Information:

Booth Number________________________ Booth Size_____________________

Company Name______________________________________________________

Street Address_________________________________________________________

City, State & Zip________________________ Phone_________________________

Fax________________________ E-Mail_______________________________________

Print Name___________________________________________________________

Signature_____________________________________________________________

Third Party Billing:

(If note that the Exhibiting company is ultimately responsible for all charges)

Company Name______________________________________________________

Street Address_________________________________________________________

City, State & Zip________________________ Phone_________________________

Fax________________________ E-Mail_______________________________________

Print Name___________________________________________________________

Signature_____________________________________________________________

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and the payment for all services, we will agree to this third party payment if they supply the appropriate credit card information below. Advance payment in full must accompany order including estimated labor and drayage charges. Additionally, both exhibiting company and third party representative must sign acceptance of the following statement: All unpaid balances will be collected from third party representative in advance with order or at show site before services can be rendered. We understand and agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event the named third party fails to pay, all charges will be paid by the exhibiting company on demand.

Order Summary:

RENTALS:
Rental Displays & Accessories Order Form (3 total pages w/brochure) Subtotal $________
Furniture & Accessories Rental Order Form (3 total pages w/brochure) Subtotal $________
Carpet Rental Order Form (2 total pages w/brochure) Subtotal $________
Custom Furniture Rental Order Forms (33 total pages w/brochure, subtotal of all 3 order forms combined) Subtotal $________
Custom Graphics Order Form Subtotal $________
Floral Rental Order Form Subtotal $________

Add NE State Sales Tax at 7% $________

SERVICES:
Cleaning Service Order Form (Not taxable) Total $________
Install / Dismantle Display Labor Order Form (Pay Estimated Cost - Not taxable) Total $________
In-Booth Forklift w/Operator Order Form (Pay Estimated Cost - Not taxable) Total $________
Additional Labor Request Order Form (Pay Estimated Cost - Not taxable) Total $________
Material Handling Order Form (2 total pages Pay Estimated Cost - Not taxable) Total $________

Order Grand Total $________

Payment Policy, Authorization & Terms:

PAYMENT POLICY: Advance charges may be paid by company check but credit card information is required for hassle-free ordering of additional services on-site. All outstanding balances will be charged to your credit card. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received. Any issues you may have with any equipment or services ordered need to be addressed on-site at the Genesis Exposition Services exhibitor services center prior to show closing. No checks drawn on a foreign bank will be accepted, nor will checks marked “Payable in U.S. Funds”. Please issue on a U.S. Bank or a U.S. Money Order or American Express International Money Order. We will also accept Visa, Mastercard and American Express charges for orders under $10,000.00. For orders over $10,000.00, we request that payment be made via company check or bank transfer. If you must pay for an order over $10,000.00 via credit card, a 3% (Visa or Mastercard) to 3.5% (American Express) convenience fee will be applied to your order for processing. Please indicate the appropriate charge account number and sign below. By providing your credit card #, you are authorizing Genesis to charge your card for all outstanding balances. A $20.00 declined charge fee will be added to your account for any attempted credit card processed that are declined. If any checks are returned for insufficient funds, a $40.00 returned check fee will be added to your account. PAYMENT TERMS: We require 100% payment with order for service, tax, and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to Genesis Exposition Services, LLC in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. ALL orders received after deadline (indicated on each form) will be charged at standard rates. A $40.00 surcharge will be added to your account if any credit charges for services rendered are disputed by the cardholder and/or denied by the merchant. COLLECTION TERMS: Due upon receipt. Unpaid balance at the close of the show will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees, including attorney’s fees, connected with the collection of your accounts. By signing this form you are accepting the terms, conditions, and limits of liability as stated on various forms and agreements pertaining to services rendered by Genesis Exposition Services, LLC.

Please note: Incorrect or incomplete cardmember address information could result in the credit card being declined. All declined credit cards will result in a $20.00 surcharge being added to your invoice.

Remit to: 11001 Decimal Drive, Louisville, Kentucky 40299-2419
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

Print Cardmember Billing Address ____________________________

Print Cardmember Name ____________________________
Card Holder Signature ____________________________

Card # ____________________________ Expiration Date ____________________________
Type of Card: Visa □ Mastercard □ American Express □
Amount $ ____________________________ Date: ____________________________
(3 digits on reverse side of card, 4 digits on front of AMEX only)

Print Cardmember Billing Address ____________________________
With several Genesis standard displays to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the panels and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom displays, hanging signs, or graphics, please call your Genesis Customer Service Representative at 502.266.5101.

**20x20 Display**

**4010 - 10'x20' Curved Display includes:**
- three digitally printed header signs (117” x 12”)
- one locking office
- four 1M x 12” deep shelves
- one curved counter
- two 1M counters
- ten arm lights (order electrical separately)
- one standard 20’ x 20’ carpet w/o padding

**4012 - 20'x20' Island Display includes:**
- one digitally printed header sign (117” x 12”)
- one 2M counter
- six arm lights (order electrical separately)
- five 1M x 12” deep shelves
- one standard 10’ x 20’ carpet w/o padding

**10x20 Display**

**10x10 Displays**

**4004 - 10’ Backwall Display includes:**
- one digitally printed header sign (117” x 12”)
- two arm lights (order electrical separately)
- one standard 10’ x 10’ carpet w/o padding

**4006 - 10’ Deluxe Display includes:**
- one digitally printed header sign (117” x 12”)
- three arm lights (order electrical separately)
- five 1M x 12” deep shelves
- one 1M counter
- one standard 10’ x 10’ carpet w/o padding

**8ft Table Display**

**4002 - 8’ Tabletop Display includes:**
- one digitally printed header sign (77 1/8” x 12”)
- three arm lights (order electrical separately)
- two 1M x 12” deep shelves
- one 8’ skirted table
- one standard 10’ x 10’ carpet w/o padding

---

Colors may vary due to printing limitations.
4031 - 1M x 8' Freestanding Panel (graphics sold separately)

4041 - 1M x 40" Curved Counter (open back)

4043 - 1M x 1/2M x 40" Cabinet w/locking doors

4044 - 2M x 1/2M x 40" Cabinet w/locking doors

1/2M x 1/2M Pedestal (available in 30", 36" or 40" ht.)

Panel Choices

Standard Panel Choices:
- Black PVC
- White PVC

Upgraded Panel Choices:
- Gray Fabric
- Special Color PVC (call for available colors)
- Special Color Slatwall / Pegboard
- Full Panel Digital Graphics panels (call for pricing)

Colors may vary due to printing limitations.
## Payment Policy:

**Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

### Rental Displays & Accessories

**Order Form**

### Discount Deadline Date: Friday, April 20, 2018

Cancellation: Cancellation after deadline will be at 100% of prevailing rate.

Late Request: Requests after deadline will be filled as available.

---

### 20’ x 20’ Displays

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4012</td>
<td>20’ x 20’ Island Display</td>
<td></td>
<td>$10,598.75</td>
<td>$15,898.25</td>
<td></td>
</tr>
</tbody>
</table>

### 10’ x 20’ Displays

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010</td>
<td>10’ x 20’ Curved Display</td>
<td></td>
<td>$ 7,138.00</td>
<td>$10,707.00</td>
<td></td>
</tr>
</tbody>
</table>

### 10’ x 10’ Displays

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4004</td>
<td>10’ Backwall Display</td>
<td></td>
<td>$ 1,720.00</td>
<td>$ 2,580.00</td>
<td></td>
</tr>
<tr>
<td>4006</td>
<td>10’ Deluxe Display</td>
<td></td>
<td>$ 3,244.50</td>
<td>$ 4,866.75</td>
<td></td>
</tr>
<tr>
<td>4002</td>
<td>8’ Table Top Display</td>
<td></td>
<td>$ 1,617.00</td>
<td>$ 2,425.50</td>
<td></td>
</tr>
</tbody>
</table>

---

### Indicate Carpet / Skirt Choice

Please select desired standard carpet color. Gray will be provided if no carpet color is indicated below:

- [ ] Black (04)
- [ ] Royal Blue (06)
- [ ] Blue Jay (92)
- [ ] Burgundy (11)
- [ ] Cayenne (93)
- [ ] Gray (09)
- [ ] Pepper (91)
- [ ] Red (14)

Please select desired skirt color (for 4002 - 8’ Table Top Display). Black will be provided if no skirt color is indicated below:

- [ ] Lt. Beige (03)
- [ ] Black (04)
- [ ] Royal Blue (06)
- [ ] Navy (07)
- [ ] Burgundy (11)
- [ ] Yellow Gold (08)
- [ ] Expo Green (10)
- [ ] Plum (19)
- [ ] Seafoam (18)
- [ ] Red (14)
- [ ] Silver (15)
- [ ] White (16)

---

### Electrical or Utilities Under Carpet?

- [ ] Yes
- [ ] No

If yes, please submit a diagram indicating adjacent booth numbers to show orientation to insure proper placement before installing your exhibit. If a diagram is not submitted and services are installed in the improper location, Genesis will not be held responsible and labor fees will be applied to dismantle/move the structure.

---

### Indicate Standard PVC Panel Color Choice

Please select desired standard panel color for your requested display, cabinet(s), counter(s) and/or pedestal(s). White PVC will be provided if no panel type/color is indicated below:

- [ ] Black PVC
- [ ] White PVC

---

### Display Panel / Accessory Upgrades

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4093</td>
<td>Spec. Color PVC Display Panel</td>
<td></td>
<td>$ 50.00</td>
<td>$ 67.50</td>
<td></td>
</tr>
<tr>
<td>4097</td>
<td>Spec. Color Cabinet/Counter/Ped.</td>
<td></td>
<td>$ 50.00</td>
<td>$ 67.50</td>
<td></td>
</tr>
<tr>
<td>4090</td>
<td>Gray Fabric Display Panel</td>
<td></td>
<td>$ 75.00</td>
<td>$101.25</td>
<td></td>
</tr>
<tr>
<td>4094</td>
<td>Slatwall Display Panel - White</td>
<td></td>
<td>$125.00</td>
<td>$168.75</td>
<td></td>
</tr>
<tr>
<td>4091</td>
<td>Pegboard Display Panel - White</td>
<td></td>
<td>$ 75.00</td>
<td>$101.25</td>
<td></td>
</tr>
<tr>
<td>4095</td>
<td>Spec. Color Slatwall Panel</td>
<td></td>
<td>$ 50.00</td>
<td>$ 67.50</td>
<td></td>
</tr>
<tr>
<td>4092</td>
<td>Spec. Color Pegboard Panel</td>
<td></td>
<td>$ 50.00</td>
<td>$ 67.50</td>
<td></td>
</tr>
</tbody>
</table>

Prices are in addition to the price of the requested standard display/accessory and are figured per display panel and/or cabinet/counter/pedestal. Call for available colors.

---

### Digital or Standard Vinyl ID Sign Copy

Digital ID Signage is included with each display rental. Please email your artwork to graphics@genexpo.com. If a Digital ID is not required, your company name in standard black vinyl lettering on a white background will be provided.

---

### Full Panel Graphics

Full Panel Digital Graphics are available at an additional cost. Please submit your artwork to graphics@genexpo.com for pricing. An EPS Vector format file, with all fonts converted to outline, is required as well as a hard copy with the order to receive custom graphics.

---

Subtotal This Form: $______

Copy this subtotal to the Payment Authorization Form where 7% SALES TAX will be calculated.

---

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form.
**Chairs**

105 - Walnut Arm Chair  
103 - Padded Side Chair  
101 - Plastic Side Chair  
131 - Stool, Padded

**Tables**

239 - 6’ x 40” ht. Skirted Table  
Your choice of skirt color from available colors below

253 - 8’ x 30” ht. Skirted Table  
Your choice of skirt color from available colors below

216 - Pedestal Table,  
30” Diameter x 40” High

210 - Pedestal Table,  
36” Diameter x 30” High

**Table Skirt Colors**

- Lt. Beige (03)  
- Black (04)  
- Royal Blue (06)  
- Navy Blue (07)

- Burgundy (11)  
- Yellow Gold (08)  
- Expo Green (10)  
- Plum (19)

- Seafoam (18)  
- Red (14)  
- Silver (15)  
- White (16)

Colors may vary due to printing limitations and dye lot differences. Some items may differ in style than those pictured. See order form for additional offerings not pictured.
435 - Chrome Stanchion (chain not included)

437 - Stanchion Chain White Plastic, Per ln/ft

407 - Easel, Tripod (Sign not included)

401 - Wastebasket w/liner

439 - Retractable Stanchion

413 - Coat Rack

408 - Waterfall Stand

409 - Bag Stand

425 - Sign Frame, Chrome, 22”x28”

Ticket Tumbler,
2615 - Small, Table Top
2617 - Medium, Table Top
(Call for availability & pricing)

603 - Bulletin Board, 4’x8’
Horizontal or Vertical

Colors may vary due to printing limitations and dye lot differences.
Some items may differ in style than those pictured.
See order form for additional offerings not pictured.
### 2' wide x 30” high Display Tables

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>223</td>
<td>4’ x 30” ht. Skirted table (4 sides)</td>
<td>1</td>
<td>$ 79.00</td>
<td>$106.75</td>
<td></td>
</tr>
<tr>
<td>224</td>
<td>6’ x 30” ht. Skirted table</td>
<td>1</td>
<td>$ 97.00</td>
<td>$131.00</td>
<td></td>
</tr>
<tr>
<td>225</td>
<td>8’ x 30” ht. Skirted table</td>
<td>1</td>
<td>$115.00</td>
<td>$155.25</td>
<td></td>
</tr>
<tr>
<td>252</td>
<td>4th Side Skirting for 6’ &amp; 8’ table</td>
<td>1</td>
<td>$ 49.00</td>
<td>$ 66.25</td>
<td></td>
</tr>
<tr>
<td>222</td>
<td>4’ x 30” ht. Non-skirted table</td>
<td>1</td>
<td>$ 35.50</td>
<td>$ 48.00</td>
<td></td>
</tr>
<tr>
<td>223</td>
<td>6’ x 30” ht. Non-skirted table</td>
<td>1</td>
<td>$ 46.50</td>
<td>$ 62.75</td>
<td></td>
</tr>
<tr>
<td>225</td>
<td>8’ x 30” ht. Non-skirted table</td>
<td>1</td>
<td>$ 51.50</td>
<td>$ 69.50</td>
<td></td>
</tr>
</tbody>
</table>

**Circle Color:**
- Lt. Beige (03)
- Black (04)
- Royal Blue (06)
- Navy (07)
- Burgundy (11)
- Yellow Gold (08)
- Expo Green (10)
- Plum (19)
- Seafoam (18)
- Red (14)
- Silver (15)
- White (16)

**Choices not indicated will be selected by Genesis Exposition Services.**

#### Additional Tables

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>206</td>
<td>Pedestal Table - 24” dia. - 30” ht.</td>
<td>1</td>
<td>$ 82.50</td>
<td>$111.50</td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>Pedestal Table - 24” dia. - 40” ht.</td>
<td>1</td>
<td>$ 93.00</td>
<td>$125.75</td>
<td></td>
</tr>
<tr>
<td>215</td>
<td>Pedestal Table - 30” dia. - 30” ht.</td>
<td>1</td>
<td>$ 93.00</td>
<td>$125.75</td>
<td></td>
</tr>
<tr>
<td>216</td>
<td>Pedestal Table - 30” dia. - 40” ht.</td>
<td>1</td>
<td>$105.00</td>
<td>$141.75</td>
<td></td>
</tr>
<tr>
<td>210</td>
<td>Pedestal Table - 36” dia. - 30” ht.</td>
<td>1</td>
<td>$105.00</td>
<td>$141.75</td>
<td></td>
</tr>
<tr>
<td>225</td>
<td>Pedestal Table - 36” dia. - 40” ht.</td>
<td>1</td>
<td>$115.25</td>
<td>$155.50</td>
<td></td>
</tr>
</tbody>
</table>

### Chairs

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>Walnut Arm Chair - Padded</td>
<td>1</td>
<td>$ 62.75</td>
<td>$ 84.75</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>Padded Side Chair - Armless</td>
<td>1</td>
<td>$ 46.00</td>
<td>$ 62.25</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>Plastic Side Chair - Armless</td>
<td>1</td>
<td>$ 42.50</td>
<td>$ 57.50</td>
<td></td>
</tr>
<tr>
<td>131</td>
<td>Padded Stool with Back</td>
<td>1</td>
<td>$ 55.00</td>
<td>$ 74.25</td>
<td></td>
</tr>
</tbody>
</table>

### Table Top Risers

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>270</td>
<td>4’ Single Step Riser, 12” ht.</td>
<td>1</td>
<td>$ 20.75</td>
<td>$ 28.00</td>
<td></td>
</tr>
<tr>
<td>272</td>
<td>6’ Single Step Riser, 12” ht.</td>
<td>1</td>
<td>$ 32.75</td>
<td>$ 44.25</td>
<td></td>
</tr>
<tr>
<td>274</td>
<td>8’ Single Step Riser, 12” ht.</td>
<td>1</td>
<td>$ 46.50</td>
<td>$ 62.75</td>
<td></td>
</tr>
</tbody>
</table>

### Tackboard

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>603</td>
<td>4’ x 8’ Bulletin Board - Gray</td>
<td>1</td>
<td>$ 90.00</td>
<td>$117.00</td>
<td></td>
</tr>
</tbody>
</table>

**Circle Orientation:**
- Horizontal
- Vertical

---

### 2’ wide x 40” high Display Counters

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>229</td>
<td>4’ x 40” ht. Skirted counter (4 sides)</td>
<td>1</td>
<td>$ 96.00</td>
<td>$129.75</td>
<td></td>
</tr>
<tr>
<td>239</td>
<td>6’ x 40” ht. Skirted counter</td>
<td>1</td>
<td>$108.00</td>
<td>$146.00</td>
<td></td>
</tr>
<tr>
<td>259</td>
<td>8’ x 40” ht. Skirted counter</td>
<td>1</td>
<td>$120.00</td>
<td>$162.00</td>
<td></td>
</tr>
<tr>
<td>522</td>
<td>4th Side Skirting for 6’ &amp; 8’ Counter</td>
<td>1</td>
<td>$ 64.50</td>
<td>$ 87.00</td>
<td></td>
</tr>
<tr>
<td>228</td>
<td>4’ x 40” ht. Non-skirted counter</td>
<td>1</td>
<td>$ 46.25</td>
<td>$ 62.50</td>
<td></td>
</tr>
<tr>
<td>238</td>
<td>6’ x 40” ht. Non-skirted counter</td>
<td>1</td>
<td>$ 59.50</td>
<td>$ 80.25</td>
<td></td>
</tr>
<tr>
<td>258</td>
<td>8’ x 40” ht. Non-skirted counter</td>
<td>1</td>
<td>$ 64.50</td>
<td>$ 87.00</td>
<td></td>
</tr>
</tbody>
</table>

**Circle Color:**
- Lt. Beige (03)
- Black (04)
- Royal Blue (06)
- Navy (07)
- Burgundy (11)
- Yellow Gold (08)
- Expo Green (10)
- Plum (19)
- Seafoam (18)
- Red (14)
- Silver (15)
- White (16)

**Choices not indicated will be selected by Genesis Exposition Services.**

### Accessories

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>401</td>
<td>Wastebasket w/liner</td>
<td>1</td>
<td>$ 17.00</td>
<td>$ 23.00</td>
<td></td>
</tr>
<tr>
<td>407</td>
<td>Easel, tripod</td>
<td>1</td>
<td>$ 27.00</td>
<td>$ 36.50</td>
<td></td>
</tr>
<tr>
<td>413</td>
<td>Coat Rack</td>
<td>1</td>
<td>$ 40.50</td>
<td>$ 54.75</td>
<td></td>
</tr>
<tr>
<td>435</td>
<td>Chrome Stanchion</td>
<td>1</td>
<td>$ 50.50</td>
<td>$ 68.50</td>
<td></td>
</tr>
<tr>
<td>437</td>
<td>Stanchion Chain per ln./ft.</td>
<td>1</td>
<td>$ 2.93</td>
<td>$ 3.95</td>
<td></td>
</tr>
<tr>
<td>439</td>
<td>Retractable Stanchion</td>
<td>1</td>
<td>$ 79.50</td>
<td>$107.25</td>
<td></td>
</tr>
<tr>
<td>409</td>
<td>Bag Stand</td>
<td>1</td>
<td>$ 87.50</td>
<td>$118.25</td>
<td></td>
</tr>
<tr>
<td>408</td>
<td>Waterfall Stand</td>
<td>1</td>
<td>$ 97.75</td>
<td>$132.00</td>
<td></td>
</tr>
<tr>
<td>425</td>
<td>Sign Frame, Chrome 22” x 28”</td>
<td>1</td>
<td>$ 97.75</td>
<td>$132.00</td>
<td></td>
</tr>
</tbody>
</table>

### Special Draping / Skirting

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>541</td>
<td>3’ ht. sidemural drapery per ln./ft.</td>
<td>1</td>
<td>$ 10.75</td>
<td>$ 14.50</td>
<td></td>
</tr>
<tr>
<td>543</td>
<td>8’ ht. backwall drapery per ln./ft.</td>
<td>1</td>
<td>$ 16.00</td>
<td>$ 21.50</td>
<td></td>
</tr>
<tr>
<td>545</td>
<td>12’ ht. backwall drapery per ln./ft.</td>
<td>1</td>
<td>$ 21.00</td>
<td>$ 28.25</td>
<td></td>
</tr>
<tr>
<td>507</td>
<td>30” ht. Skirt (Does not include labor to install)</td>
<td>1</td>
<td>$ 59.50</td>
<td>$ 80.25</td>
<td></td>
</tr>
<tr>
<td>509</td>
<td>40” ht. Skirt (Does not include labor to install)</td>
<td>1</td>
<td>$ 75.50</td>
<td>$102.00</td>
<td></td>
</tr>
</tbody>
</table>

**Circle Color:**
- Lt. Beige (03)
- Black (04)
- Royal Blue (06)
- Navy (07)
- Burgundy (11)
- Yellow Gold (08)
- Expo Green (10)
- Plum (19)
- Seafoam (18)
- Red (14)
- Silver (15)
- White (16)

**Choices not indicated will be selected by Genesis Exposition Services.**

---

**Payment Policy:**
- Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

- **Yes, I have reviewed the Payment Policy and enclosed the Payment Form.**

- **All orders are subject to the terms and conditions as outlined on the payment form.**

---

**Booth Number:** ____________

---

**Subtotal This Form:** $______________
**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”Square x 17”H

**Whisper Round Ottoman**
White Leather
46”Round x 17”H

**FUNCTION**

**Function Armless Chair**
White Leather
28”Square x 29”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 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

Continental Wedge Ottoman
White Leather
30"L x 34"D x 19"H

SOPHISTICATED

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

BOCA

Boca Corner
Black Leather
27”Square x 30”H

Boca Armless
Black Leather
22”L x 27”D x 30”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”Square x 35”H
**METRO**

- **Metro Square Ottoman**
  - Charcoal Leather
  - 40”Square x 17”H

- **Metro Bench Ottoman**
  - Charcoal Leather
  - 60”L x 24”D x 17”H

**SUAVE MIDNIGHT**

- **Suave Midnight Sofa**
  - Midnight Suede
  - 77”L x 36”D x 33”H

- **Suave Midnight Loveseat**
  - Midnight Suede
  - 54”L x 36”D x 33”H

- **Suave Midnight Chair**
  - Midnight Suede
  - 32”L x 36”D x 33”H

**GRAMMERCY**

*See page 9 & 10 for additional Grammercy product available*

- **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
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

MONTANA MOCHA

Montana Mocha Sofa
Mocha Tan Fabric
79”L x 35”D x 34”H

Montana Mocha Loveseat
Mocha Tan Fabric
57”L x 35”D x 34”H

Montana Mocha Chair
Mocha Tan Fabric
35”Square 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 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 32”D x 32”H

**Ibizia Chair**
- Black Leather
- White Leather
- 31”L x 35”D x 32”H

**Tulip Chair**
- Black Fabric/Tilt Back/Caster Feet
- 27”L x 26”D x 35”H

**Monarch Chair**
- Bright White Leather
- 28” Square x 30”H
OTTOMANS & BENCHES

Square Ottoman
- Grammercy Charcoal Leather
- 40" Square x 17"H

Bench Ottoman
- Grammercy Charcoal 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 Ottoman
- Grammercy Charcoal Leather
- 46" Round x 17"H

1/4 Round Ottoman
- Grammercy Charcoal Leather
- Whisper White Leather
- 34"L x 19"D x 17"H
BANQUETTES

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

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

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

TURNING BEDS

Essentials Turning Bed
White Leather
96"L x 48"D x 34"H

CUBE OTTOMANS

Regency Cube Ottomans
From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric
18"Square
CUBE OTTOMANS

Cube Ottomans
From left to right: White Leather, Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
18”Square

CHARGED

Essentials Turning Bed - Charged
White Leather
96”L x 48”D x 25”H
*White slip cover available for black charging unit.

Boca Corner - Charged
Bright White Leather
27”Square x 30”H

Boca Chair - Charged
Bright White Leather
22”L x 27”D x 30”H

Aspen Pub Table - Charged
White / Brushed Steel
72”L x 26”D x 42”H

Aspen Cocktail Table - Charged
White / Brushed Steel
48”L x 24”D x 18”H

White Conference Table - Charged
White
96”L x 43”D x 30”H
**OCCASIONAL TABLES**

**Tribeca Tables**
- End Table Wood/Black
  - 24"L x 28"D x 22"H
- Console Table Wood/Black
  - 48"L x 18"D x 30"H
- Cocktail Table Wood/Black
  - 48"L x 28"D x 19"H

**Harmony Tables**
- End Table Wood/Espresso
  - 24"Round x 22"H
- Console Table Wood/Espresso
  - 52"L x 18"D x 30"H
- Cocktail Table Wood/Espresso
  - 51"L x 28"D x 18"H

**Novel Tables**
- End Table Satin Steel
  - 15"Square x 16"H
- Cocktail Table Satin Steel
  - 46"L x 15"D x 16"H

**Aria Tables Red**
- End Table Red/Brushed Steel
  - 24"L x 20"D x 22"H
- Cocktail Table Red/Brushed Steel
  - 44"L x 20"D x 18"H

**Aria Tables Green**
- End Table Green/Brushed Steel
  - 24"L x 20"D x 22"H
- Cocktail Table Green/Brushed Steel
  - 44"L x 20"D x 18"H

**Aria Tables Blue**
- End Table Blue/Brushed Steel
  - 24"L x 20"D x 22"H
- Cocktail Table Blue/Brushed Steel
  - 44"L x 20"D x 18"H

**Aria Tables Purple**
- End Table Purple/Brushed Steel
  - 24"L x 20"D x 22"H
- Cocktail Table Purple/Brushed Steel
  - 44"L x 20"D x 18"H

**Aria Tables White**
- 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

**Aria Tables Charcoal**
- End Table Storm Grey/Brushed Steel
  - 24"L x 20"H x 22"H
- Console Table Storm Grey/Brushed Steel
  - 44"L x 20"D x 30"H
- Cocktail Table Storm Grey/Brushed Steel
  - 44"L x 20"D x 18"H
### OCCASIONAL TABLES

<table>
<thead>
<tr>
<th><strong>Reno Tables</strong></th>
<th><strong>Vivid Tables</strong></th>
<th><strong>Club Cocktail Table</strong></th>
</tr>
</thead>
</table>
| *End Table Chrome*  
25”Round x 21”H  
Console Table Chrome  
46”L x 17”D x 29”H  
Cocktail Table Chrome  
45”L x 32”D x 18”H | *End Table Smoked Powder Coat Finish*  
26”Square x 21”H  
Console Table Smoked Powder Coat Finish  
50”L x 24”D x 30”H  
Cocktail Table Smoked Powder Coat Finish  
50”L x 24”D x 16”H | 44”L x 22”D x 18”H  
(Includes built in Wireless LED Lighting) |

<table>
<thead>
<tr>
<th><strong>Club End Table</strong></th>
<th><strong>Rose Table</strong></th>
<th><strong>Zanzibar Table</strong></th>
</tr>
</thead>
</table>
| 22”Square x 18”H  
(Includes built in Wireless LED Lighting) | 17”Round x 17”H | 17”Square |

<table>
<thead>
<tr>
<th><strong>Cube End Tables</strong></th>
<th><strong>Cube Cocktail Tables</strong></th>
<th><strong>Hylton Tablet Table</strong></th>
</tr>
</thead>
</table>
| Black 24”  
24”Square x 21”H | Black 30”  
White 30”  
30”Square x 16”H  
Black 24”  
White 24”  
24”Square x 16”H | White/Brushed Steel  
18”L x 12”D x 28”H |
OCCASIONAL TABLES

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
72”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
48”L x 24”D x 42”H (Bar)
13”D x 18”H (Shelf)
*Includes remote control

Bar
- Black with 2 shelves in back
  48”L x 16”D x 42”H

Blox Bar Back
Walnut/Brushed Metal
30”L x 16”D x 86”H
Please Inquire About Shelf Dimensions

Piazza Bar Back
- Black
  44”L x 12”D x 80”H
- White
  13”W x 14.25”H (Inside Shelf)
BAR STOOLS

Vienna Stool
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic
- 17"W x 17"D x 39"H

Criss Cross Bar Stool
- Espresso Leather
- White Leather
- 15"W x 19"D x 41"H

Escape Stool
- Natural Maple
- 16"Square x 41"H

Silk Back Bar Stool
- Black
- White
- Blue
- Green
- Purple
- Red
- 17"L x 18"D x 42"H

Euro Bar Stool
- Black
- 21"W x 23"D x 43"H

Hourglass Bar Stool
- Black
- White
- 18"W x 20"D x 43"H

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

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

Sonic Stool
- Black
- 22"W x 23"D x 42"H
BAR STOOLS

Marcus Bar Stool
Brown Leather
18”W (at footbase) x 29”H

Regal Stool
19”W x 24”D x 45”H

CAFE CHAIRS

Vienna Chair
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic
21”Square x 32”H

Silk Back Chair
- Black
- White
- Blue
- Green
- Purple
- Red
17”W x 18”D x 34”H
(Also Available With Arms)

Escape Chair
Natural Maple
17”W x 16”D x 32”H

Leslie Chair
White
17”W x 21”D x 31”H

Criss Cross Chair
- Espresso Leather
- White Leather
17”W x 21”D x 35”H

Sonic Chair
Black
20”W x 21”D x 32”H
Cafe Chairs

Elio Chair
17” Square x 33”H

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

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

Regal Dining Chair
Brown Leather
19” W x 23” D x 38”H
## BAR TABLES

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Color/Finish</th>
<th>Size</th>
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</thead>
<tbody>
<tr>
<td><strong>Euro Bar Table</strong></td>
<td>Black/Black 30&quot;</td>
<td>30&quot;Round x 42&quot;H</td>
</tr>
<tr>
<td><strong>Silk Bar Table</strong></td>
<td>Black/Chrome 30&quot;</td>
<td>30&quot;Round x 42&quot;H</td>
</tr>
<tr>
<td><strong>Park Ave Bar Table</strong></td>
<td>Maple/Chrome 30&quot;</td>
<td>30&quot;Round x 42&quot;H</td>
</tr>
<tr>
<td><strong>Chardonnay Bar Table</strong></td>
<td>Clear Glass/Chrome</td>
<td>31&quot;Round x 42&quot;H</td>
</tr>
<tr>
<td><strong>Aspen Pub Table</strong></td>
<td>White/Brushed Steel</td>
<td>72&quot;L x 26&quot;D x 42&quot;H</td>
</tr>
<tr>
<td><strong>Blanco Round Bar Table</strong></td>
<td>White/Chrome 30&quot;</td>
<td>30&quot;Round x 42&quot;H</td>
</tr>
<tr>
<td><strong>Blanco Square Bar Table</strong></td>
<td>White/Chrome</td>
<td>24&quot;Square x 42&quot;H</td>
</tr>
<tr>
<td><strong>Blanco Rectangle Bar Table</strong></td>
<td>White/Chrome</td>
<td>72&quot;L x 24&quot;D x 42&quot;H</td>
</tr>
<tr>
<td><strong>City Bar Table</strong></td>
<td>Maple/Black 30&quot;</td>
<td>30&quot;Round x 42&quot;H</td>
</tr>
<tr>
<td><strong>City Bar Table</strong></td>
<td>Maple/Black 36&quot;</td>
<td>36&quot;Round x 42&quot;H</td>
</tr>
</tbody>
</table>
BAR TABLES

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

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

Spectrum Bar Table - Green
Green/Chrome
24”Square x 42”H

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

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

CAFÉ TABLES

Euro Café Table
Black/Black 30”
30”Round x 30”H
Black/Black 36”
36”Round x 30”H

Silk Café Table
Black/Chrome 30”
30”Round x 30”H
Black/Chrome 36”
36”Round x 30”H

Park Ave Café Table
Maple/Chrome 30”
30”Round x 30”H
Maple/Chrome 36”
36”Round x 30”H
CAFÉ TABLES

City Café Table
Maple/Black 30”
30”Round x 30”H
Maple/Black 36”
36”Round x 30”H

Summit Café Table
White/Black 30”
30”Round x 30”H
White/Black 36”
36”Round x 30”H

Blanco Café Table
White/Chrome 30”
30”Round x 30”H
White/Chrome 36”
36”Round x 30”H

Blanco Café Table
White/Chrome Rectangle
72”L x 24”D x 30”H
White/Chrome Square
24”Square x 30”H

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

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

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

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

Aspen Dining Table
White/Brushed Steel
72”L x 30”D x 30”H
<table>
<thead>
<tr>
<th>Chair Type</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamiri High Back Chair</td>
<td>Black Leather</td>
<td>25&quot;W x 27&quot;D x 45&quot;H</td>
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<tr>
<td>Tamiri Mid Back Chair</td>
<td>Black Leather</td>
<td>25&quot;W x 27&quot;D x 41&quot;H</td>
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<tr>
<td>Tamiri Guest Chair</td>
<td>Black Leather</td>
<td>25&quot;W x 27&quot;D x 37&quot;H</td>
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<tr>
<td>Accord Chair</td>
<td>Black/White</td>
<td>25&quot;Square x 44&quot;H</td>
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<tr>
<td>Goal Task Chair</td>
<td>Black</td>
<td>25&quot;Square x 39&quot;H</td>
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<tr>
<td>Goal Task Chair Armless</td>
<td>Black</td>
<td>21&quot;W x 24&quot;D x 39&quot;H</td>
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<tr>
<td>Enterprise High Back</td>
<td>Black Fabric</td>
<td>25&quot;W x 27&quot;D x 45&quot;H</td>
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<tr>
<td>Enterprise Mid Back</td>
<td>Black Fabric</td>
<td>25&quot;W x 27&quot;D x 39&quot;H</td>
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<tr>
<td>Enterprise Guest Chair</td>
<td>Black Fabric</td>
<td>25&quot;W x 27&quot;D x 37&quot;H</td>
</tr>
</tbody>
</table>
OFFICE SEATING

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

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

CONFERENCE TABLES

Conference Table Rectangle

- Black 6'
- Mahogany 6'
- Maple 6'
- White 6'
- 72"L x 36"D x 30"H

Conference Table Round

- Mahogany
- 42"Round x 29"H

Conference Table Rectangle

- Black 8'
- Mahogany 8'
- Maple 8'
- White 8'
- 96"L x 48"D x 30"H
OFFICE FURNITURE

Computer Kiosk
- Black
- White
- 24" Square 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
- Black
- Mahogany
- 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

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
OFFICE FURNITURE

**Genoa Storage Credenza**
Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66"L x 20"D x 29"H

**Genoa Kneespace Credenza**
Mahogany 2 Filing Cabinets/2-Drawers
66"L x 20"D x 29"H

**Genoa Executive Desk**
Mahogany Double Pedestal-Locking Drawers
72"L x 36"D x 29"H

**Presidential Kneespace Credenza**
Mahogany
24"L x 66"L x 29"H

**Presidential Executive Desk**
Mahogany
36"L x 72"L x 29"H

**Presidential File Cabinet**
Mahogany
24"L x 36"L x 29"H

**Hayden Table**
Black Wood
78"L x 36"D x 30"H

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

**Vivid Café Table Rectangle**
Clear Glass/Smoked Powder Coat Finish
60"L x 36"D x 30"H
METAL FILE & STORAGE CABINETS

2-Drawer File
- Black Letter
  - 15"L x 25"D x 29"H
- Black Legal
  - 18"L x 25"D x 29"H

4-Drawer File
- Black Letter
  - 15"L x 25"D x 52"H
- Black Legal
  - 18"L x 25"D x 52"H

2-Drawer Lateral File
- Black (Pictured)
  - 36"L x 18"D x 27"H
- Black (Not Pictured)
  - 36"L x 20"D x 29"H

4-Drawer Lateral File
- Black
  - 36"L x 18"D x 54"H

Storage Cabinet
- Black
  - 36"W x 18"D x 72"H
PEDESTALS

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

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

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

Locking Pedestal
- Black
  - 24" Square x 42" H
- White
  - 24" Square x 42" H
MISCELLANEOUS ITEMS

Stanchion
Chrome
41”H

Stanchion Rope
Red Velour
6’L

Literature Stand
- Black
- Aluminum
14.75”W x 12”D x 53.5”H

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)

iPad® Stand
- Black
- Silver
14.25”W x 41.75”H
(Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

*Apple® and iPad® are registered trademarks of Apple Inc.
**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
  - 66"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

10x10 Booth Footprint
Chamois Stage Chairs • Phoebe Table • Equino Stools
Chardonnay Bar Table

10x10 Booth Footprint
Metro Sofa & Chair • Novel End Tables
Equino Stools • Silk Bar Table

10x20 Booth Footprint
Grammercy Loveseat & Corner • Novel Cocktail & End Table • 4FT VIP Bar • Criss Cross Chairs • Café Table

20x20 Booth Footprint
Whisper Sofa & Chairs • Reno Cocktail & End Tables • Criss Cross Stools • Blanco Bar Table
**Custom Furniture Rental Order Form** - Page 1 of 3

**Cancellation:** Cancellation after the deadline will be at 75% of prevailing rate. Late Request: Requests after deadline will be filled as available.

**Discount Deadline Date:** Friday, April 20, 2018

### Brochure Pages 2 - 8

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
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<tbody>
<tr>
<td>(4641)</td>
<td>Whisper Sofa - White Leather</td>
<td>$750.00</td>
<td>$1012.50</td>
</tr>
<tr>
<td>(4642)</td>
<td>Whisper Loveseat - White Leather</td>
<td>$718.75</td>
<td>$970.25</td>
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<tr>
<td>(4643)</td>
<td>Whisper Chair - White Leather</td>
<td>$587.50</td>
<td>$793.25</td>
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<tr>
<td>(4644)</td>
<td>Whisper Bench Ottoman - White Leather</td>
<td>$325.00</td>
<td>$438.75</td>
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<td>(4645)</td>
<td>Whisper Square Ottoman - White Leather</td>
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### Brochure Pages 8 - 12

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### Payment Policy:

**Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

**Yes,** I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

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**Booth Number:**

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</table>

**Copy this subtotal to the Payment Authorization Form where 7% SALES TAX will be calculated.**

---

**Subtotal This Form:** $
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<td>(4718) Zanzibar Table</td>
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<td>$303.75</td>
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<td>$303.75</td>
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Yes, I have reviewed the Payment Policy and enclosed the Payment Form.

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Copy this subtotal to the Payment Authorization Form where 7% SALES TAX will be calculated.
## Brochure Pages 19 - 23

<table>
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<td>(4753)</td>
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## Circle Color: Purple, Red, Green, Blue

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## Brochure Pages 23 - 27

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<td>(4613)</td>
<td>Genoa Kneehole Credenza - Mahogany</td>
<td>$ 393.75</td>
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<td>(4614)</td>
<td>Genoa Executive Desk - Mahogany - Double Pedestals</td>
<td>$ 456.25</td>
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<td>(4620)</td>
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<td>$ 456.25</td>
<td>$ 616.00</td>
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</tbody>
</table>

## Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date with partial payment will be charged at the standard rates.

# Payment Policy

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

### Booth Number:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>Signature</td>
</tr>
<tr>
<td>Email</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal This Form:** $__________

Copy this subtotal to the Payment Authorization Form where 7% SALES TAX will be calculated.
Prices indicated below are based on preparation of sign from customer copy or, if digital, computerized artwork supplied. Additional charges for simple signs in one, two, or three solid colors. Digital graphics are for more elaborate artwork with color gradients, process color logos, etc.

Quotations can be provided upon submission of copy. Costs depending on size and amount of work involved in production. Advance may apply for artwork design and layout.

Vinyl Graphics
Vinyl Graphics prices are based upon 10 words per card and one color copy on white background. Costs for additional colors and copy are listed and will be assessed. Please contact us for quotes for non-standard sized signs.

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<th>Standard Rate</th>
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<td>(803)</td>
<td>11” x 14” Card</td>
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<tr>
<td>(805)</td>
<td>14” x 22” Card</td>
<td>$ 45.00...... $ 67.50</td>
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<tr>
<td>(807)</td>
<td>7” x 44” Card</td>
<td>$ 45.00...... $ 67.50</td>
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<tr>
<td>(811)</td>
<td>14” x 44” Card</td>
<td>$ 65.00...... $ 97.50</td>
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<tr>
<td>(813)</td>
<td>22” x 28” Card</td>
<td>$ 70.00...... $105.00</td>
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<tr>
<td>(815)</td>
<td>28” x 44” Card</td>
<td>$ 90.00...... $135.00</td>
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<tr>
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<td>(899)</td>
<td>Other _____ x _____</td>
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Additional color lettering $ 7.50...... $11.25

Emblems, trademarks, logos, special style lettering, etc., can be prepared at extra cost depending on size and amount of work involved in production. Advance quotations can be provided upon submission of copy.

Digital Graphics
Digital Graphics prices include printing, mounting, and laminating (from your artwork) on showcard or foamcore. Signs other than sizes listed below will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft.

Minimum order - $ 45.00.

<table>
<thead>
<tr>
<th>Qty. Code</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(861)</td>
<td>7” x 11” Card</td>
<td>$ 45.00...... $ 67.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(863)</td>
<td>11” x 14” Card</td>
<td>$ 50.00...... $ 75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(865)</td>
<td>14” x 22” Card</td>
<td>$ 60.00...... $ 90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(867)</td>
<td>7” x 44” Card</td>
<td>$ 60.00...... $ 90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(871)</td>
<td>14” x 44” Card</td>
<td>$ 85.00...... $127.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(873)</td>
<td>22” x 28” Card</td>
<td>$ 90.00...... $135.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(875)</td>
<td>28” x 44” Card</td>
<td>$ 105.00...... $157.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(879)</td>
<td>24” x 96” Foamcore</td>
<td>$264.00...... $396.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(881)</td>
<td>48” x 96” Foamcore</td>
<td>$576.00...... $864.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(882)</td>
<td>Other _____ x _____</td>
<td>$16.50 sq. ft.</td>
<td>$24.75 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>(883) Sentra</td>
<td>_____ x _____</td>
<td>$18.00 sq. ft.</td>
<td>$27.00 sq. ft.</td>
<td></td>
</tr>
</tbody>
</table>

Easel back for card signs $ 10.00...... $ 15.00

Emblems, trademarks, logos, special style lettering, etc., are inclusive of the above prices, if provided to us in digital format. Please provide in a PC vector format if available, or PC Raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please call.

Sign Copy
Enter desired sign copy in box to the left. Please print. Attach a separate form if necessary.

Background Color:___________ Lettering Color:___________

Select Orientation:
☐ Vertical
☒ Horizontal

Subtotal This Form: $___________
Copy this subtotal to the Payment Authorization Form
where 7% SALES TAX will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ Yes, I have reviewed the Payment Policy and enclosed the Payment Form.
All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____________

Company Name ______________________ Phone ______________________
Street Address ______________________ Fax ______________________
City / State / Zip _________________ Print Name ______________________
Email ______________________ Signature ______________________ Date ________
Payment Policy:

Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: ________________

Company Name ____________________________________________________________

Phone ______________________________________________________________________

Street Address ____________________________________________________________________

Fax ______________________________________________________________________

City / State / Zip __________________________________________________________________

Print Name ______________________________________________________________________

Email ______________________________________________________________________

Signature Date

YES

Payment Form

Discount Deadline Date: Friday, April 20, 2018

Cancellation: Cancellation after the deadline will be at 75% of prevailing rate.

Late Request: Requests after deadline will be filled as available.

POTTED PLANTS - Indicate Color Selection

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1501) Azaleas - Live available in season</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50.00 ........................................</td>
<td>$67.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1502) Bromeliads - Live, available in season</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50.00 ........................................</td>
<td>$67.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1503) Chrysanthemums - Live, White / Yellow</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$45.00 ........................................</td>
<td>$60.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1505) Ferns - Live, Floor / Hanging</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50.00 ........................................</td>
<td>$67.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TROPICAL GREEN PLANTS

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1507) 3 ft. ht. Tropical - Slim / Full</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$65.00 ........................................</td>
<td>$87.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1509) 4 ft. ht. Tropical - Slim / Full</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75.00 ........................................</td>
<td>$101.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1511) 5 ft. ht. Tropical - Slim / Full</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$85.00 ........................................</td>
<td>$114.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1513) 6 ft. ht. Tropical - Slim / Full</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$120.00 ......................................</td>
<td>$162.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1515) 7 ft. ht. Tropical - Slim / Full</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150.00 ......................................</td>
<td>$202.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FLOWER ARRANGEMENTS - Indicate Color Selection

<table>
<thead>
<tr>
<th>Qty.</th>
<th>(1545) Table Top, 10” Baskets of cut flowers</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$100.00 ......................................</td>
<td>$135.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Style: or Center Piece - Tall, Low, One Sided

Please Circle Style: Tall, Low, One Sided

Please Circle Color(s) requested: White, Yellow, Rust, Lavender, Blue, Pastels

SPECIAL REQUIREMENTS AND LANDSCAPING - other than items listed above

Prices on bark, moss, fencing, fountains, (1573) hedge plants, (1599) general landscaping are available when submitting “To Scale Layout of Desired”. Feel free to phone us to discuss or fax your layout to the number indicated on the letterhead above. If you wish, we can have a representative visit your exhibit space.

COMPLETE THE FOLLOWING ONLY IF YOU HAVE REQUIREMENTS OTHER THAN THOSE LISTED ABOVE:

* (1599) Please have florist come to our Booth No. _______ at A.M. / P.M. on _______ and see our Representative for instructions.

Please provide telephone # _______ where representative can be reached in advance.

Copy this subtotal to the Payment Authorization Form where 7% SALES TAX will be calculated.
SECTION 6

CARPET/FLOORING & CLEANING
### Premium

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onyx Black</td>
<td>47</td>
</tr>
<tr>
<td>Electric Blue</td>
<td>45</td>
</tr>
<tr>
<td>Flannel</td>
<td>78</td>
</tr>
<tr>
<td>Graphite</td>
<td>74</td>
</tr>
<tr>
<td>Hunter Green</td>
<td>42</td>
</tr>
<tr>
<td>Deep Navy</td>
<td>72</td>
</tr>
<tr>
<td>Crimson</td>
<td>46</td>
</tr>
<tr>
<td>Sand</td>
<td>49</td>
</tr>
<tr>
<td>Silver Cloud</td>
<td>70</td>
</tr>
</tbody>
</table>

### Standard

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>04</td>
</tr>
<tr>
<td>Royal Blue</td>
<td>06</td>
</tr>
<tr>
<td>Blue Jay</td>
<td>92</td>
</tr>
<tr>
<td>Burgundy</td>
<td>11</td>
</tr>
<tr>
<td>Cayenne</td>
<td>93</td>
</tr>
<tr>
<td>Gray</td>
<td>09</td>
</tr>
<tr>
<td>Pepper</td>
<td>91</td>
</tr>
<tr>
<td>Red</td>
<td>14</td>
</tr>
</tbody>
</table>

Colors may vary due to printing limitations and dye lot differences.
## Premium Carpet & Padding Packages

Premium carpet is a 34-ounce carpet that is more luxurious than standard exposition grade carpet. Cut carpet is designed for installation in standard exhibit booths, not for bulk area booths. If complete area carpet is desired, please use the Area Carpet section below to place your order. Multiples of premium carpet packages will not be provided.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Select</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>331</td>
<td>10' x 10' Premium Carpet only</td>
<td>☐</td>
<td>$250.00</td>
<td>$337.50</td>
<td></td>
</tr>
<tr>
<td>332</td>
<td>10' x 20' Premium Carpet only</td>
<td>☐</td>
<td>$500.00</td>
<td>$675.00</td>
<td></td>
</tr>
<tr>
<td>333</td>
<td>10' x 30' Premium Carpet only</td>
<td>☐</td>
<td>$750.00</td>
<td>$1012.50</td>
<td></td>
</tr>
<tr>
<td>334</td>
<td>10' x 40' Premium Carpet only</td>
<td>☐</td>
<td>$1000.00</td>
<td>$1350.00</td>
<td></td>
</tr>
</tbody>
</table>

### Standard Carpet Only

Cut carpet is designed for installation in standard exhibit booths, not for bulk area booths. If complete area carpet is desired, please use the Area Carpet section below to place your order. Multiples of standard carpet packages will not be provided.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Select</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>10' x 10' Standard Carpet only</td>
<td>☐</td>
<td>$183.50</td>
<td>$247.75</td>
<td></td>
</tr>
<tr>
<td>302</td>
<td>10' x 20' Standard Carpet only</td>
<td>☐</td>
<td>$367.00</td>
<td>$495.50</td>
<td></td>
</tr>
<tr>
<td>303</td>
<td>10' x 30' Standard Carpet only</td>
<td>☐</td>
<td>$550.00</td>
<td>$743.25</td>
<td></td>
</tr>
<tr>
<td>304</td>
<td>10' x 40' Standard Carpet only</td>
<td>☐</td>
<td>$734.00</td>
<td>$991.00</td>
<td></td>
</tr>
</tbody>
</table>

## Area Carpet, Padding & Visqueen

Area carpet is custom cut and designed for bulk area spaces. Simply order the total square footage of carpet using the square footage calculation section and select your color. If you desire additional items, such as borders or inlaid designs, please contact Genesis Exposition Services directly for a detailed quote.

The custom cut carpet price includes trimming, seaming, all necessary taping, drayage, installation and removal.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Square Footage Calculation</th>
<th>Multiply</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>328</td>
<td>Premium Area Carpet</td>
<td>ft. wide x ft. long = sq/ft. total</td>
<td>multiply by rate</td>
<td>$3.15</td>
<td>$4.26</td>
<td></td>
</tr>
<tr>
<td>314</td>
<td>Standard Area Carpet</td>
<td>ft. wide x ft. long = sq/ft. total</td>
<td>multiply by rate</td>
<td>$2.65</td>
<td>$3.58</td>
<td></td>
</tr>
<tr>
<td>350</td>
<td>Padded Area</td>
<td>ft. wide x ft. long = sq/ft. total</td>
<td>multiply by rate</td>
<td>$0.88</td>
<td>$1.19</td>
<td></td>
</tr>
<tr>
<td>360</td>
<td>Plastic Covering Area</td>
<td>ft. wide x ft. long = sq/ft. total</td>
<td>multiply by rate</td>
<td>$0.25</td>
<td>$0.34</td>
<td></td>
</tr>
</tbody>
</table>

### Subtotal This Form: $______________

Copy this subtotal to the Payment Authorization Form where 7% SALES TAX will be calculated.

---

### Payment Policy

**Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

**Yes,** I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

**Booth Number:** ______________

---

_7% SALES TAX_
Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: ________________

Company Name ____________________________ Phone ____________________________
Street Address ____________________________ Fax ____________________________
City / State / Zip ____________________________ Print Name ____________________________
Email ____________________________ Signature ____________________________ Date ________

Remit to:
Booth Vacuuming
All rates are based on the total square footage of your exhibit space. (100 square foot minimum)

Please check preference below:

☐ (903) DAILY - Vacuum carpet and empty wastebaskets before initial opening of exhibit and DAILY thereafter ................................................................. $ .30 per sq. ft. per day
☐ (931) DAILY - Over 1000 Sq. Ft. ................................................................. $ .25 per sq. ft. per day
☐ (901) ONCE Vacuum carpet and empty wastebaskets ONCE before opening of exhibit ................................................................. $ .33 per sq. ft.

There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, food sampling, landscape, etc.

Additional Services

☐ (905) Shampoo Carpet - ONCE before initial opening of exhibit ................................................................. $ 0.55 per sq. ft.
☐ (919) Display Cleaning / wipe down Once before initial opening (4-Hour minimum per day) ................................................................. $ 72.00 per hr S/T
or ........................................................................................................ $ 144.00 per hr O/T
☐ (920) Display Cleaning / wipe down Daily (4-Hour minimum per day) ................................................................. $ 72.00 per hr S/T
or ........................................................................................................ $ 144.00 per hr O/T
☐ (915) Periodical Porter Service, includes emptying wastebaskets and policing exhibit space at 2-hour intervals during show hours ................................................................. $ 288.00 Per day

Please check preference below:

☐ DAILY
☐ ONCE --- Specify Day: ____________________________ Date: ____________________________
☐ OTHER --- Specify Day(s) Date(s) ________________________________________________________

Calculation of Cleaning Services Costs

* Vacuuming: ______ ft. x ______ ft. ______ = ______ sq. ft. (100 sq. ft. min.) x ______ per sq. ft. x _______ days = $ ______
* Shampooing: _______ ft. x ______ ft. ______ = _______ sq. ft. (100 sq. ft. min.) x ______ per sq. ft. x _______ days = $ ______
* Display Cleaning: ______ hours (4-Hour minimum per day) x ______ day(s) x $ 72.00 per hr. S/T or $144.00 per hr. O/T = $ ______
* Porter Service: ______ days x $288.00 per day __________________________________________________________________________ = $ ______

Subtotal This Form: $ __________

Please copy this subtotal to the Payment Authorization Form

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: ________________

Company Name ____________________________ Phone ____________________________
Street Address ____________________________ Fax ____________________________
City / State / Zip ____________________________ Print Name ____________________________
Email ____________________________ Signature ____________________________ Date ________
SECTION 7

EXHIBITOR APPOINTED CONTRACTORS
An Exhibitor Appointed Contractor (EAC) is a contractor hired by an exhibitor to perform trade show services independently of the show management appointed Official Contractor (Genesis Exposition Services), or the facility.

Exhibitors who choose to use EAC’s must complete this form and comply with the EAC responsibilities and the show regulations. You are required to use this form ONLY if you are planning to have an Independent Exhibitor Appointed Contractor install and/or dismantle your exhibit. Please refer to the following page for Rules and Regulations.

For insurance and security reasons, the Official Contractor (Genesis) and the facility must be used for the following services: drayage & booth cleaning (Genesis); rigging, electrical, telephone, plumbing and security (Facility).

<table>
<thead>
<tr>
<th>Exhibiting Company:</th>
<th>Booth Number:</th>
<th>Booth Size:</th>
</tr>
</thead>
</table>

Name of Exhibitor Appointed Contractor: 

Contact Name: 

Address: 

City, State, Zip: 

Telephone:  
Fax:  
Email:  

Outline of Services to be provided by EAC:  

I have read the Rules & Regulations that accompany this form and have notified our EAC of the same. By signing below, we the exhibiting company, as well as our EAC, agree to adhere to the Rules and Regulations. We further understand that our EAC is required to submit a certificate of insurance to the Official Contractor, Genesis Exposition Services, by the deadline date shown above. Failure to submit the required insurance certificate may result in the EAC from being permitted to service my exhibit. A copy of this form and the Certificate of Insurance must also be sent to Show Management: Railway Systems Suppliers, Inc., Attention Mike Drudy or Dot Frenette, 13133 Professional Drive, Suite 100, Jacksonville, FL 32225. Phone: 904-379-3366 Fax: 904-379-3941. Email: rssi@rssi.org.

Print Name of Exhibiting Company Representative  
Signature  
Date
Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Genesis Exposition Services as the Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

• Insure the orderly and efficient installation and removal of the overall exposition,
• Assure the distribution of labor to all Exhibitors according to the need,
• Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
• See that the proper type and limits and insurance are in force, and
• Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor (or facility) will provide all usual trade show service, including labor. Exceptions are:

• Supervision may be provided by the Exhibitor,
• The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor’s display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantle of their display, providing that the Exhibitor and the Exhibitor Appointed Contractor (EAC) comply with the following Rules and Regulations:

1. The Exhibitor, in writing, must notify Show Management and Genesis Exposition Services of their intention to utilize an independent contractor no later than the given deadline date, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.

2. Only the exhibitor named independent contractor’s employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.

3. The independent contractor must furnish Show Management and Genesis Exposition Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor company name, plus wear an exhibitor work pass supplied by Show Management.

4. The independent contractor must have all business licenses, permits and Worker’s Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work and shall provide Show Management and Genesis Exposition Services with evidence of compliance.

5. The independent contractor must carry a minimum of $1,000,000.00 in Commercial General Liability Insurance and shall provide Show Management and Genesis Exposition Services with a certificate of insurance showing coverage’s and amounts and naming the sponsor, Genesis Exposition Services and Convention Center as coinsured.

6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.

7. The independent contractors may not solicit business on the exhibit floor.

8. The independent contractors must confine their operation to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor’s booth space.

9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.

10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Genesis Exposition Services. The independent contractors must coordinate all of their activities with Genesis.

11. For services such as electrical, plumbing, telephone, booth cleaning and drayage, and hanging signs, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of 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.
SECTION 8

DISPLAY LABOR/UNION REGULATIONS
Remit to:

RSSI #7774-2018
Install / Dismantle
Display Labor Order Form

Discount Deadline Date: Friday, April 20, 2018
Cancellation: Cancellation within 48 hours of scheduled start will be charged a 1-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing.
Late Request: Requests after deadline will be filled as available.

Labor Policies, Terms & Conditions
Exhibitors can save time by electing to have Genesis Exposition Services supervise the installation of exhibits prior to the exhibitor’s arrival and/or after the exhibitor’s departure by completing the Supervision Information Fact Sheet. All Genesis supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared, after the close of the show.

This form is not intended for the ordering of unloading/loading services. For information and cost relative to unloading and reloading your display, please see the Material Handling/Drayage Information and Service Order Form enclosed in this Service Manual.

NOTE: Your company is encouraged to carry insurance covering potential damages or loss associated with your display. Genesis Exposition Services assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor’s property by Genesis-provided labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by Genesis labor under Exhibitor’s supervision. In any case, the liability of Genesis Exposition Services will be limited to a maximum of 50% of the total labor bill, not to exceed $1000.

[Table with labor rates and calculation of costs]

Labor Rates

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date Requested</th>
<th>Day of Week</th>
<th># of Men Requested</th>
<th>Est. S/T hrs. per man</th>
<th>Est. O/T hrs. per man</th>
<th>Total Hours x Rate</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1017</td>
<td>1/2 Fri.</td>
<td>3</td>
<td>AM</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>144.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PM</td>
<td></td>
<td></td>
<td>AM x 72.00</td>
<td>888.00</td>
</tr>
<tr>
<td>1018</td>
<td></td>
<td></td>
<td>AM</td>
<td></td>
<td></td>
<td>PM x 72.00</td>
<td>888.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AM</td>
<td></td>
<td></td>
<td>PM x 144.00</td>
<td>1392.00</td>
</tr>
</tbody>
</table>

(If you have more than four labor orders, please use the “Additional Labor Request Form” attached.)

Subtotal = $___

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: __________

Company Name __________________________ Phone __________________________
Street Address __________________________ Fax __________________________
City / State / Zip ________________________ Print Name ______________________
Email __________________________ Signature ________________________ Date ________
Remit to:

Genesis Supervised Labor
Information Factsheet

*Please note that completion of this form is not necessary if someone from your company will be present to supervise your requested labor.

Only when provided the complete information requested below will we be able to install/dismantle your booth in a timely fashion. Lack of this information may result in costly delays and/or damages to your booth due to improper installation or packing, for which we will not be held responsible. Failure to provide the information requested will result in this order being processed as a customer supervised installation/dismantle. (Copies of this form are acceptable if you have multiple inbound/outbound shipments.)

Inbound Freight Information

☐ Copy of Bill of Lading Attached
Ship Date: ____________________

Carrier: ____________________

Shipped By: ____________________

City & State: ____________________

Weight: ____________________

Tracking Number: ____________________

Number if Pieces: ____________________

Estimated Arrival Date: ____________________

Description/Color of Case(s)/Crate(s): ____________________

Required Installation / Dismantle Information

☐ Packing List of all materials shipped including crate/case numbers. Also include copies of inbound Bill(s) of Lading if possible.

☐ Complete set-up instructions.

☐ Set-up drawings/pictures, including front view, top view, and side view. If your booth is a bulk area, please provide an overview showing the location of neighboring booths. Also, please include a listing of all graphics and their placement on these diagrams.

☐ Packing instructions for the proper re-packing of all booth properties.

☐ Contact name and 24-hour emergency phone number:

☐ All of the above requested Installation / Dismantle information is included within the exhibit shipment.

Outbound Freight Information

You may use the carrier of your choice, however you will need to schedule the pick-up.

All freight carriers (other than the official carrier, UPS Freight) must be checked in no later than:

8:30 PM on Wednesday, May 23rd OR 9:00 AM on Thursday, May 24th

CARRIER SCHEDULED: ____________________

SCHEDULED PICK-UP DATE & TIME: ____________________

Ship To:

Company Name: ____________________

Address 1: ____________________

Address 2: ____________________

City: ____________________ St: ________ Zip: ________

Attn: ____________________ Phone: ____________________

Bill Freight Charges To: (Complete only if different than ship to address)

Company Name: ____________________

Address 1: ____________________

Address 2: ____________________

City: ____________________ St: ________ Zip: ________

Attn: ____________________ Phone: ____________________

If any of your outbound shipping information changes, please notify us as soon as possible. Genesis Exposition Services will not be responsible for shipments shipped out incorrectly.
### Labor Policies, Terms & Conditions

If your exhibit includes large headers, overhanging structures, heavy machinery or display components (in excess of 70 pounds per person) which cannot be lifted in place by display labor, you will require a forklift w/ operator for your installation and dismantle. The forklift comes with one operator. If additional labor is required, they may be ordered with the Install and Dismantle Display Labor Order Form and will be billed at the published rates on that form. This form is not intended for the ordering of unloading/loading services. For information and cost relative to unloading and reloading your display, please see the Drayage Information and Service Order Form enclosed.

**NOTE:** Your company is encouraged to carry insurance covering potential damages or loss associated with your display. Genesis Exposition Services assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor’s property by Genesis-provided labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by Genesis labor under Exhibitor’s supervision. In any case, the liability of Genesis Exposition Services will be limited to a maximum of 50% of the total labor bill, not to exceed $1000.

### Labor Rates

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date Requested</th>
<th>Day of Week</th>
<th>Time Requested</th>
<th># of Men Requested</th>
<th>Est. S/T hrs. per man</th>
<th>Est. O/T hrs. per man</th>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005</td>
<td>1/2</td>
<td>Fri.</td>
<td>AM</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>$177.00 per hr.</td>
<td>$249.00 per hr.</td>
</tr>
<tr>
<td>1007</td>
<td></td>
<td></td>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td>$177.00 per hr.</td>
<td>$249.00 per hr.</td>
</tr>
<tr>
<td>1008</td>
<td></td>
<td></td>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1009</td>
<td></td>
<td></td>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Labor Order & Calculation of Costs

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date Requested</th>
<th>Day of Week</th>
<th>Time Requested</th>
<th># of Men Requested</th>
<th>Est. S/T hrs. per man</th>
<th>Est. O/T hrs. per man</th>
<th>Total Hours x Rate</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005</td>
<td>1/2</td>
<td>Fri.</td>
<td>AM</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>$177.00 per hr. x 2 = $354.00</td>
<td>$354.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td>$249.00 per hr. x 1 = $249.00</td>
<td>$249.00</td>
</tr>
</tbody>
</table>

(If you have more than two labor orders, please use the "Additional Labor Request Form" attached.)

### Payment Policy:
- **Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.
- **Payment Form:** Orders subject to the terms and conditions as outlined on the payment form.

**Booth Number:** ____________________

**Subtotal = $_______________**

---

Remit to:

Genesis Exposition Services

1101 Decimal Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

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RSSI #7774-2018

In-Booth Forklift w/Operator

Labor Order Form

Discount Deadline Date: Friday, April 20, 2018

Cancellation: Cancellation within 48 hours of scheduled start will be charged a 1-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing.

Late Request: Requests after deadline will be filled as available.

---

### Cell Phone:

______________________________

Supervisor will be:______________________________

---

**Company Name:** ____________________

**Street Address:** ____________________

**City / State / Zip:** ____________________

**Email:** ____________________

**Phone:** ____________________

**Fax:** ____________________

**Print Name:** ____________________

**Signature:** ____________________

**Date:** ____________________

---

Yes, I have reviewed the Payment Policy and enclosed the Payment Form.

All orders are subject to the terms and conditions as outlined on the payment form.
Payment Policy:

Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: ______________________

Company Name ______________________ Phone ______________________
Street Address ______________________ Fax ______________________
City / State / Zip ______________________ Print Name ______________________
Email ______________________ Signature ______________________ Date __________
SECTION 9

SHIPPING & MATERIAL HANDLING
### Payment Policy:

**Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

### RSSI #7774-2018

**Material Handling Order Form**

**Discount Deadline Date:** Friday, April 20, 2018

---

**Advance Warehouse**

<table>
<thead>
<tr>
<th>Ship To:</th>
<th>Class</th>
<th>Description</th>
<th>Price Per CWT</th>
<th>200# Min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(YOUR COMPANY NAME) Genesis c/o UPS Freight 10330 F Street Omaha, NE 68127 RSSI 2018 (YOUR BOOTH NUMBER) Must Arrive Between: May 3 - 17, 2018 Monday thru Friday, 8AM - 4PM</td>
<td>A</td>
<td>Crated or skidded shipments via Common Carriers with certified weight tickets.</td>
<td>$65.00</td>
<td>$130.00</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Shipments via Van Lines or Specialized Carriers such as FedEx, UPS, US Mail, etc.</td>
<td>$65.00</td>
<td>$130.00</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Shipments requiring Special Handling, i.e. loose, uncrated or late to warehouse</td>
<td>$65.00</td>
<td>$130.00</td>
</tr>
</tbody>
</table>

**Direct to Show-Site**

<table>
<thead>
<tr>
<th>Ship To:</th>
<th>Class</th>
<th>Description</th>
<th>Price Per CWT</th>
<th>200# Min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CenturyLink Center Omaha 2018 Annual RSSI C &amp; S Exhibition, May 21 - 24, 2018 (Your Company name, booth number &amp; Phone number) c/o Genesis Exposition Services 455 North 10th Street Omaha, NE 68102 MUST NOT ARRIVE BEFORE Saturday, May 19, 2018</td>
<td>D</td>
<td>Crated or skidded shipments via Common Carriers with certified weight tickets.</td>
<td>$62.00</td>
<td>$124.00</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>Shipments via Van Lines or Specialized Carriers such as FedEx, UPS, US Mail, etc.</td>
<td>$62.00</td>
<td>$124.00</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Shipments requiring Special Handling, i.e. loose, uncrated or late to warehouse</td>
<td>$62.00</td>
<td>$124.00</td>
</tr>
</tbody>
</table>

---

**Material Handling Costs Calculation**

<table>
<thead>
<tr>
<th>Shipment</th>
<th>Class</th>
<th>No. of Pieces</th>
<th>Estimated CWT’s</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE</td>
<td>D</td>
<td>3</td>
<td>575 lbs. = 6 CWT’s x $62.00 each =</td>
<td>$372.00</td>
</tr>
</tbody>
</table>

(If you have more than two shipments, copies of this form are accepted.)

Subtotal This Form: $____________________

Copy this subtotal to the Payment Authorization Form

---

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: ____________________________

---

Company Name ____________________________

Phone ____________________________

Street Address ____________________________

Fax ____________________________

City / State / Zip ____________________________

Print Name ____________________________

Email ____________________________

Signature ____________________________ Date ____________________________
in the booth at the time of pick-up and shipment. Genesis Exposition Services and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to Genesis Exposition Services or its subcontractors to conform to the actual count of such items in the booth. Genesis Exposition Services and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

COLLECT SHIPMENTS may be refused or accepted at the option of Genesis Exposition Services. In cases where Genesis Exposition Services elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be made to Genesis Exposition Services within 24 hours. A twenty-five (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A $100.00 MINIMUM fee will apply to this service.

HAULING TO OR FROM LOCAL FACILITIES - (706) Local delivery/pick-up will be charged at prevailing rates; In addition to appropriate cwt. charges for drayage services rendered.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Genesis Exposition Services / the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a co-ordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements all shipments be channeled through the Official Drayage Contractor.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the Genesis Exposition Services at the Service desk during the Exposition or Immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to Genesis Exposition Services. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to $0.10 per pound/ per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

EXHIBITS LOSS OR DISAPPEARANCE Genesis Exposition Services and its subcontractors are not, and cannot be, responsible for loss or disappearance of the material of the exhibitor after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by Genesis Exposition Services or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time the shipment(s) will be left unattended in the booth. Genesis Exposition Services and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, Genesis Exposition Services Company and its subcontractors cannot be responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills-of-lading covering outgoing shipments that are given to Genesis Exposition Services by the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of the packing and the pick up of material from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. Genesis Exposition Services and its subcontractors shall not be responsible of any loss or damage that may occur during such period. Genesis Exposition Services and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to Genesis Exposition Services or its subcontractors to conform to the actual count of such items in the booth at the time of pick-up and shipment.

DISPUTES In the event of any dispute between an Exhibitor and Genesis Exposition Services relative to any loss of or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to Genesis Exposition Services for any services provided by Genesis Exposition Services as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay Genesis Exposition Services within thirty days from the close of the exhibition to which Exhibitor's shipment(s) relates(s) for all service, and such Exhibitor shall pursue any claim against Genesis Exposition Services independently as a completely separate transaction to be resolved on its own merits. No claims for loss or damage will be considered until payment in full for all services performed by Genesis Exposition Services has been received.

INSURANCE Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, theft and all hazards from the time shipment is made prior to the show until shipments are returned after the show.

**Payment Policy:** Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

| Booth Number: ____________________________ |
| Company Name ____________________________ | Phone ____________________________ |
| Street Address ____________________________ | Fax ____________________________ |
| City / State / Zip ____________________________ | Print Name ____________________________ |
| Email ____________________________ | Signature ____________________________ | Date ____________________________ |
RUSH
CONVENTION EXHIBIT MATERIAL
FROM:  
________________________________________
________________________________________
________________________________________
________________________________________
ADVANCED WAREHOUSE ONLY
Must Arrive Between: May 3 - 17, 2018

To:  _____________________________
Genesis Exposition Services c/o UPS Freight
10330 F Street
Omaha, NE  68127
Attn:  RSSI 2018
Booth #__________________                     #_____ of _____ total pieces

RUSH
CONVENTION EXHIBIT MATERIAL
FROM:  
________________________________________
________________________________________
________________________________________
________________________________________
ADVANCED WAREHOUSE ONLY
Must Arrive Between: May 3 - 17, 2018

To:  _____________________________
Genesis Exposition Services c/o UPS Freight
10330 F Street
Omaha, NE  68127
Attn:  RSSI 2018
Booth #__________________                     #_____ of _____ total pieces
RUSH
CONVENTION EXHIBIT MATERIAL

FROM: __________________________________________
________________________________________
________________________________________
________________________________________

To: __________________________________________
Genesis Exposition Services
 c/o CenturyLink Center Omaha
    B & C Docks
    455 North 10th Street
    Omaha, NE 68102
    Attn: RSSI 2018

Booth #__________________                     #_____ of _____ total pieces

Direct to Show-Site
Target Arrival for: Saturday, May 19, 2018

RUSH
CONVENTION EXHIBIT MATERIAL

FROM: __________________________________________
________________________________________
________________________________________
________________________________________

To: __________________________________________
Genesis Exposition Services
 c/o CenturyLink Center Omaha
    B & C Docks
    455 North 10th Street
    Omaha, NE 68102
    Attn: RSSI 2018

Booth #__________________                     #_____ of _____ total pieces

Direct to Show-Site
Target Arrival for: Saturday, May 19, 2018
SECTION 10

OTHER SERVICES & FORMS
FACILITY RULES & REGULATIONS

GENERAL POLICY STATEMENT

It is the responsibility of the Metropolitan Entertainment & Convention Authority (MECA) to operate CenturyLink Center Omaha (the “Facility”) in a sound business manner in an effort to maximize both social and economic benefit to the community, and financial stability of the Facility. MECA will promote, solicit, develop, and make reservations for any activity deemed appropriate to the Facility’s objectives, and to qualify all activities requesting utilization of the Facilities. All specific policies, procedures, rules and regulations will be conditioned on, and subject to, these overriding considerations. MECA reserves the right to add to, modify, delete, or otherwise change these policies and procedures from time to time. Such changes will become effective immediately upon their issuance by MECA Management. MECA will make these updated policies and procedures reasonably available and accessible. Licensees may obtain updated versions, upon request, at any time.

1. ALCOHOLIC BEVERAGES
   a) Bringing alcoholic beverages into the Facility, and on the surrounding property, is prohibited other than through MECA’s exclusive Catering and Concession Operators.
   b) MECA reserves the right to confiscate any outside alcoholic beverages brought into the facility for consumption.
   c) MECA reserves the right, at its sole discretion, to suspend alcoholic beverage sales at any time during a licensed event.
   d) Intoxicated patrons will not be admitted into the Facility at any time and are subject to ejection.
   e) Patrons may not exit the Facility with alcoholic beverages.

2. AMERICANS WITH DISABILITIES ACT
   a) The Facility is a public Facility and is subject to Title II of the Americans with Disabilities Act (ADA). The Facility is accessible to disabled patrons, as required by the ADA and applicable regulations.
   b) The Licensee is responsible for making aisles, exhibits, displays, meetings, etc., accessible to qualified individuals with a disability attending the event with respect to setup, location of exhibits on the exhibit floor, paths of travel, and other aspects of the event within the Licensee or one of the Licensee’s exhibitors’ control.
   c) The Licensee must include a notice in the Licensee’s event advertising, and/or publicity releases, stating that disabled patrons should notify the Licensee and MECA at least one week prior to the Licensee’s event should a reasonable accommodation be needed.
   d) MECA will use its best efforts to assist the Licensee in identifying local providers of temporary auxiliary aids and services, although the Licensee will remain ultimately responsible for identifying and contracting with such providers.
e) If the Licensee fails to arrange for a reasonably requested temporary auxiliary aid or service, MECA management shall have the right, but not the obligation, to provide or arrange for such temporary auxiliary aid or service and the Licensee must reimburse MECA the cost of providing and arranging for such temporary auxiliary aid or service as determined by MECA.

3. ANIMALS OR PETS

a) Except for service animals and animals used as part of a MECA approved exhibit or activity, no animals or pets are permitted in the Facility.

b) Approved animals in the Facility must be on a leash, within a pen, or under similar control. The Licensee assumes full responsibility for any approved animal.

c) Additional cleaning required within the Facility or the surrounding areas due to an animal exhibit will be at the expense of the Licensee.

4. AUDIO / VISUAL

MECA provides a preferred audio/visual contractor for your audio/visual equipment and operator needs. Audio/visual equipment rates are available upon request.

5. CONCESSIONS, CATERING, AND MERCHANDISE

MECA's recognized Catering and Concession Operators shall be the exclusive provider of food and beverage service in the Facilities and on the surrounding property. MECA's Catering and Concession Operators shall retain all revenues received. Any deviation from these exclusive services must be approved in writing by MECA management.

Food and beverage service includes, but is not limited to, the sale of beverages (alcoholic or otherwise), food items, and non-event related souvenirs, programs, and novelties.

The Licensee will not be allowed to sell, give away, or distribute samples of any food or beverage items without written permission from the Catering and Concession Operators. Upon agreement of both parties, the Catering and Concession Operators shall issue a Sample Food and Beverage Distribution Authorization Agreement. If an agreement is issued and the approved location for the sampling is within a carpeted area of the facility, the Licensee is responsible for ensuring that the facility carpet is protected (for example, plastic or remnant carpet under the vendor). Additionally, Licensee is responsible for ensuring that all cooking devices meet the regulations outlined below in the HAZARDOUS MATERIALS section.

The Licensee will not be allowed to sell the rights for food and beverage service or authorize samples within the Facility to a third party without the prior written permission from the Catering and Concession Operators. Food and beverage service includes the sale or sampling of any food or beverage items that, by their nature, lend themselves to consumption on property. If such sales or sampling by a third party is approved, such third party will be required to sign an agreement with the Catering and Concession Operators and provide the required insurance coverage no later than thirty (30) days prior to the start of the event. If permission is given and the approved location for the service and/or sampling is within a carpeted area of the facility, the Licensee is responsible for ensuring that the facility carpet is protected (for example, plastic or remnant carpet under the vendor). Additionally, Licensee is responsible for ensuring that all cooking devices meet the regulations outlined below in the Hazardous Materials section.
No food or beverage will be allowed to be brought into the Facility by any individuals, including attendees, participants, exhibitors, or employees, subcontractors, or representatives of Licensee, without written permission from MECA. This still applies when the show promoter/Licensee does not provide food and beverage during their move-in/move-out or event.

6. ELEVATORS / ESCALATORS
   a) All equipment shall be transported utilizing the freight elevators (carts, pallets, etc.). Freight elevators are to be operated by MECA staff. (12,000 lbs. maximum)
   b) No equipment may be transported on escalators. This includes easels, chairs, tables, wheelchairs, strollers, coolers, and other similar items.
   c) Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials.

7. EQUIPMENT RENTAL
   a) Rental equipment and rates are available upon request.
   b) All MECA equipment will be operated and set up by authorized MECA personnel.
   c) Tables, chairs, risers, etc., in excess of rental agreement will be made available at applicable rates and inventory limits.
   d) A labor charge will be assessed for any room or area changeover after the initial room or area set-up.

8. EVENT PERSONNEL
   a) All event personnel, such as show and services contractor staff, exhibitor appointed contractors, temporary help, exhibitors, and other workers affiliated with an event held within the Facility, must enter and exit by way of the security entrance or by way of the MECA designated “show entrance”.
   b) All event personnel working in the Facility must display MECA-approved identifying credentials or badge.
   c) Restricted areas of the Facility labeled “Authorized Personnel Only” are restricted to all persons except those authorized by MECA.
   d) Show managers and service contractors are responsible for the conduct of their personnel, exhibitors and subcontractors, and for any damages caused by such personnel while in the Facility. Loud or profane language and disorderly conduct is not permitted at any time. MECA reserves the right, at its sole discretion, to remove individuals who create a nuisance or violate established policies or procedures.
9. EXCLUSIVE SERVICES

MECA will be the exclusive provider of the following services within the Facility. Rates for exclusive services and labor are available upon request.

- Food and beverage
- Telecommunications service (telephone, internet, etc.)
- Event staff (ushers, badge checkers, crowd managers, uniformed police officers, ticket sellers, and ticket takers, overnight security staff)
- Utility services (including house electric, water, HVAC, compressed air, and natural gas.)
  - On the meeting room level of CenturyLink Center Omaha, electrical and telecommunications are the only available utility services and connections are limited in type, location, and quantity.
- Maintenance (for the set-up/tear-down of MECA equipment and general facility housekeeping; charges will apply for change-overs, additional requested housekeeping, etc.)
- Medical/first aid
- Rigging services
- Parking
- Stagehands (see your Event Coordinator regarding stagehand needs.)

10. EXTERIOR DOORS

Under no circumstances may exterior door(s) be propped open or altered in any way.

11. FIRE and SAFETY REGULATIONS

a) Floor plans must be submitted to MECA for review in accordance with the date set forth in Exhibit A of the License Agreement. MECA will have them approved by the City of Omaha Fire Inspections Department, if applicable.

b) All floor plans/facility description must clearly indicate a minimum of two (2) freight-free aisles, one running North to South and one running East to West. Freight-free aisles in exhibit hall(s) must be clearly designated.

c) All floor plans must have the following information clearly indicated:
   - Name and date(s) of event
   - Name of area(s) to be used
   - Location of all exits
   - Aisle widths with number and dimensions of booths
   - Areas that will be carpeted
   - Location and dimensions of entrance headers or kiosks
   - Registration location and set-up
   - Location of booths utilizing natural gas
d) Guidelines for acceptable floor plans are as follows:
- Aisles must be a minimum of ten (10) feet in width
- All fire hoses and extinguisher cabinets must be visible at all times
- All electrical panels must be accessible at all times
- All permanent concession stand areas in the exhibit halls must have a minimum 30’ x 25’ clearance at all times
- All points of ingress and egress must have a minimum of twenty (20) feet clear space on all sides
- Any booths requesting the use of natural gas should be located next to a column where a natural gas hook-up is available.
  - Such sites are subject to inspection by the Omaha Fire Marshal prior to show opening (also see HAZARDOUS MATERIALS section below).
  - MECA reserves the right to deny natural gas connection to booths that are not located next to columns, requiring public aisles to be crossed to make the connection, or displays that are deemed unsafe.

e) No portion of the sidewalks, entries, passageways, doors, aisles, elevators, vestibules, or ways of access to the public utilities of the Facility will be permitted to be obstructed or used for any purpose other than ingress and egress, nor will any windows, ventilators, or lighting fixtures be obstructed.

f) The use of public areas (lobbies, hallways, etc.) for event activities or displays must be approved by MECA. If approved, floor plans of those areas must be submitted for review in accordance with the date set forth in Exhibit A of the License Agreement.

g) MECA personnel will review the proposed plan for general conformance to the License Agreement and MECA Rules and Regulations. Licensee will provide any additional planning information MECA requests for its review of plans. MECA may be required to make changes in Licensee’s proposed plans to attain the safe and orderly operation of the Facility, compliance with the License Agreement and MECA Rules and Regulations, and coordination of the use of common areas by Licensee and other users. The Licensee may not make material changes to its proposed plans submitted to MECA without MECA’s prior written consent. The Licensee shall conduct its event in the Facility in substantial compliance with the plans approved by MECA.

12. FREIGHT OR SHIPMENT OF MATERIALS

a) MECA will not accept any freight shipments prior to the License Agreement move-in/setup date(s), unless approved in writing by MECA. If any freight arrives at MECA managed facilities prior to the show move-in day, the shipment may be refused or transferred to MECA’s preferred shipping company and the shipper will incur storage and delivery fees at their standard charge rates. Contact information for package(s) must be clearly labeled on the exterior of the package(s) as follows:

CenturyLink Center Omaha
Name of event, date of event
Phone Number
C/o Name of Show Manager, Licensee, Service Contractor or Drayage Company
455 North 10th Street
Omaha, NE 68102
If this information is not clearly visible, the package(s) may be refused rather than transferred to MECA’s preferred shipping company, even if the package(s) has arrived within the dates of the License Agreement.

b) To avoid potential shipment refusal, prior arrangements are to be made with a service contractor or drayage company to handle freight requirements. Any freight arriving at MECA managed facilities on the show move-in day without a service contractor or drayage company specified, will be handled by MECA’s preferred shipping company. The shipper will incur handling fees at their standard charge rates.

c) All materials, equipment or freight, sent to the Facility during contracted move-in must be clearly marked to indicate the intended receiver and the name of the event (as shown above in bullet “a”).

d) Registration materials, handout literature, or event-related equipment such as furniture rental, plants, special decorations, etc., should be directed to the attention of the show manager or official service contractor.

e) MECA will not accept C.O.D. deliveries.

f) All materials, equipment and/or freight are to be delivered and removed at the loading dock or event-related entrance, as designated by MECA.

13. GRATUITIES

MECA prohibits its employees from accepting gifts, gratuities, or other favors from parties doing business with MECA. The Licensee and its exhibitors should be aware of this rule and refrain from any such activities.

14. HAZARDOUS MATERIALS

a) Before, during, and after the Licensee’s event, the Licensee and its exhibitors must handle, transport, remove, and dispose of all hazardous materials (including, but not limited to, open flames, gasoline, hazardous waste, medical waste, hazardous, toxic, and/or regulated substances) in a safe, proper, and lawful manner.

b) The Licensee must notify MECA at least 90 days prior to the first day of the License Period if the Licensee, one of its exhibitors, or one of its service contractors intends to bring hazardous materials in, on, or about the Facility during the License Period. The Licensee must also provide to MECA a copy of the applicable Material Safety Data Sheet (MSDS) for such hazardous material. MECA may also require the Licensee to implement a plan for handling any releases or threats of release of such hazardous material in, on, under, or about the Facility.

c) MECA and the City of Omaha Fire Inspections Office must approve the use of any hazardous materials. Examples of these include welding materials, saws (wet and dry), lasers, cooking grease, natural gas, combustible materials such as hay bales, and all heat sources used for cooking and heater demonstrations. Liquid propane is not allowed in the building. The use of butane must be approved in advance by MECA. Appropriate safety shields and/or other protection must be utilized in all cases where sparks, splashes, etc. could cause injury to bystanders. Material-specific fire extinguishers must be present for all hazardous materials.

d) Exhibits with an open flame (fireplace, fire pit, tiki torch, etc.) must order natural gas directly through MECA’s exhibitor services in advance of the show move-in. Exhibits requiring natural gas should be placed at or very near to columns within the exhibit hall (see also Fire and Safety Regulations section above). Exhibitors will be required to have noncombustible, rigid, safety guards in order to isolate the open
flame from other combustible materials and maintain a minimum of a 30” separation between the open flame and the public/bystanders.

e) All cooking devices will be required to have noncombustible, rigid, splash guards in order to isolate the cooking devices from other combustible materials and the public. These splash guards shall be of a noncombustible material approved by MECA in accordance with the Bureau of Fire Prevention. All splash guards shall be strategically placed to protect all draperies, other combustibles, flammable exposures, and the public.

f) All deep-fat fryers, grills and other cooking devices shall be U.L. or F.M. approved and of good commercial quality. All electrical cords to power these devices shall be of commercial grade and in good repair.

g) All exhibitors using the larger style, commercial grade grills and deep-fat fryers shall be equipped with fixed automatic fire protection equipment. These systems shall have been installed, serviced, and tagged as well as maintained by a recognized fire equipment dealer. Examples of equipment requiring this protection: all deep-fat fryers, donut fryers, funnel cake fryers, etc. Failure of any exhibitor to meet the above criteria will result in immediate discontinuation of all cooking operations in that particular exhibitor’s booth.

h) Exhibitors shall be allowed to have a maximum of two 12” X 12” electric skillets for cooking at the back of their booths. Oil depth shall be limited to one eighth of an inch. This type of cooking shall be limited to heating of food products and stir fry type cooking. Each booth with this type of cooking shall be equipped with a highly visible 2A10BC portable fire extinguisher near these cooking devices.

i) It shall be the responsibility of the licensee to meet with the MECA Event Coordinator at a minimum of thirty days (30) prior to the move-in of the event to establish these requirements. The intent of this matter is to strategically locate the higher hazard items in a part of the building that in the event of a fire, fire suppression forces would have easy access to this equipment. This meeting will also identify any necessary permits associated with the use/presence of the hazardous materials to ensure compliance with the City of Omaha Fire Inspections Office.

j) Sites with hazardous materials are subject to inspection by the Omaha Fire Marshal prior to the show opening. Passing inspection is required for the show to open. Any items failing inspection will need to be adjusted to obtain Omaha Fire Marshal approval or be removed from the premises before the show will be allowed to open.

In applicable cases, the non-passing item(s) may be allowed to remain on the show floor, but shut off during the open show hours. Arrangements to make adjustments during non-show hours to achieve Omaha Fire Marshal approval or remove the item from the premises must be made with the MECA Event Coordinator.

k) All required permits and related fees are the responsibility of the Licensee to obtain by working with their MECA Event Coordinator.

15. INFORMATION TECHNOLOGY SERVICES

   a) Telephone Service

      1. All lines provide for unlimited local calling.

      2. Domestic (US) long distance calls will be billed at the prevailing per minute rate. International calling is available by contacting the MECA Information
Technology Department unless otherwise negotiated. International calls will also be billed at the prevailing per minute rate.

3. A non-refundable deposit will be required in advance for long distance access.

4. Exhibitors requesting long distance service must have a credit card on file with the Service Desk prior to service being activated. Any long distance charges incurred in excess of the deposit will be charged to this credit card at the end of the show.

5. MECA is not responsible for incompatibility issues with customer or third party equipment.

b) Internet Service

1. Due to the shared nature of the Facility’s broadband internet service, MECA will not be responsible for the security or loss of data, nor does MECA provide any kind of Anti-Virus solution on a private or shared network/VLAN. Private connections such as dedicated VLANs are available and listed on the order form.

2. An Intrusion Detection System (IDS) is utilized to monitor the Facility network. Any Exhibitor found attempting to gain access to unauthorized network resources will be disconnected immediately and subject to removal from the building.

3. Wireless networks are strictly forbidden without the express written permission of MECA. If an unauthorized wireless network is found, MECA reserves the right to disconnect the device in order to prevent service disruption to customers utilizing the Facility.

4. MECA is not responsible for incompatibility issues with customer or third party equipment.

High-Speed Internet connectivity provided at the Facility includes web browsing and internet e-mail. Other services (i.e. VPN, Video/Audio Conferencing, Corporate E-Mail access, etc.) must be requested, configured, and tested at least two (2) business days prior to the date that the event moves in. Please contact the Information Technology Department with any questions or to request additional services.

16. INSURANCE REQUIREMENTS

For all events, Licensees shall provide and maintain in full force and effect, insurance coverage, as listed in the License Agreement. A Certificate of Insurance must be received no later than 14 days prior to the first day of move in.

17. KEYS AND LOCK CHANGES

a) Requests for keys or lock changes should be made through the Event Coordinator. All keys must be returned on the final day of the event/move-out.

b) The number of keys issued, number of lock changes, and locks eligible for change are at the sole discretion of MECA.

c) Under no circumstances are keys to be duplicated.

d) A fee will be charged for unreturned keys.
18. **LOADING DOCKS**

Loading dock bays or areas will be allocated according to event need. MECA personnel assigned to your event will determine assigned space.

19. **MOTORIZED EQUIPMENT AND VEHICLES**

a) Authorized MECA personnel will operate all MECA equipment. No persons may authorize the use or transportation of any equipment, furnishing, or other article which is the inventoried property of MECA, for any group, organization, or party of any description or type whatever, to any place or places outside the immediate confines of the Facility.

b) Service contractors are required to provide all equipment needed for the handling of freight.

c) The Licensee or Licensee’s service contractor is required to ensure that all equipment operated in the Facility does not drip oil or any other staining solutions. Any vehicle that drips oil or staining solutions will be removed immediately from the Facility.

d) No one, other than designated persons of the official service contractor(s) for the Licensee’s event, are authorized to operate any motorized cart, lift equipment, etc., of such service contractor in the Facility.

e) Any person(s) operating motorized equipment must have a valid driver’s license.

f) Excavators, dozers, tractors or similar equipment with steel and/or metal tracks or wheels are prohibited inside the facility. Also prohibited is the use of loader buckets with teeth and/or grapple attachments.

The sole exception to this policy is the display of such items within an exhibit (such as antique tractors with steel, iron, or similar metal wheels) and in those occasions, MECA approval is required a minimum of 30 days prior to the show.

g) Licensee will be charged for any and all costs incurred for cleaning and/or repairs due to damages caused by the Licensee’s staff, Licensee’s service contractors, vendors, and/or exhibitors’ equipment being operated within the Facility and on the MECA grounds (including loading docks and parking lots). Licensee shall reimburse MECA for any replacement costs of property that is damage beyond repair.

h) Under no circumstances is motorized equipment or vehicles to be operated on any areas in the Facility, other than the exhibit halls, without written approval from MECA Management.

i) Exhibitor/Vendor vehicles are not permitted inside the Facility for loading/unloading without the prior authorization of MECA management.

j) Motorized equipment and/or Vehicles which are part of a display will be allowed in the Facility, after conforming with all fire/safety and regulations which include:

- Specific area for vehicles is identified on the floor plan.
- The engine will not be operated when the building is occupied.
- A maximum of 5 gallons of fuel per vehicle or piece of motorized equipment when entering the building.
- The fuel fill cap is secured with a lock-type or securely taped with a material that is non-petroleum soluble.
- The battery cables are disconnected from the battery and the battery terminal will be securely covered.
- The motorized equipment and/or vehicle will be securely locked when unattended.
- An approved fire extinguisher will be located in the immediate vicinity.
- The Fire Marshal’s Office may inspect motorized equipment and/or vehicles prior to the building being opened to the general public.

k) Motorized equipment and/or Vehicles displayed on MECA’s carpeted areas must have a protective barrier under the vehicle (plastic or something similar), including beneath the tires.

l) All required precautionary measures, permits, and related fees are the responsibility of the Licensee to obtain by working with their MECA Event Coordinator.

m) Licensee will be charged for any and all costs incurred for cleaning and/or repairs due to damages caused by displays. Licensee shall reimburse MECA for any replacement costs of property that is damage beyond repair.

n) Use of hover boards, segways, and drones is prohibited in the Facility unless approved by MECA prior to the event.

20. NO SMOKING POLICY

CenturyLink Center Omaha is a smoke-free facility, including but not limited to, electronic cigarettes. Any person who refuses to comply with the policy shall be subject to ejection from the Facility. Designated outdoor smoking areas are available.

21. OBJECTIONABLE CONDUCT

Any performer, visitor, invitee, team member, school representative, exhibitor, vendor, or other person whose conduct is objectionable, disorderly or disruptive to the use of the Facility, as determined by MECA in its sole discretion, may be refused entrance or may be ejected from the Facility.

22. PYROTECHNICS

No pyrotechnics shall be used unless a proper permit is obtained from the Omaha Fire Department, and written authorization from MECA management is obtained. All required permits and related fees are the responsibility of the Licensee to obtain by working with their MECA Event Coordinator. The Licensee may incur an additional cleaning charge.

23. RIGGING

All rigging within the Facility must be approved in advance by MECA. A plan showing location, weight, and intent of rigging must be provided. Rigging services are exclusive based on the location within the Facility. Specific rigging information for all areas of the Facility is available upon request.

24. SEARCH AND SEIZURE

To ensure a safe environment for all patrons, all packages brought into the Facility are subject to search and seizure.
25. **SPECIAL DECORATIONS, SIGNS AND THEMED MATERIALS**

a) The location and method of installation of any special decorations or signs must be approved by MECA prior to installation.

b) Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in the Facility.

c) Tabletop Décor – All candles must be enclosed in a non-combustible, leak-proof container that does not transfer heat. The container must be 3" above the flame.

d) Cut trees are not permitted unless they have a root ball at the base of the tree and are specifically approved by MECA.

e) Hay bales or other similar combustible décor must be sprayed with fire retardant and inspected by the Fire Marshall prior to the building opening to the public.

f) The use of glitter is prohibited in the Facility. The use of confetti or streamers must be approved in advance by MECA. If approved, Licensee will be charged for cleaning directly resulting from the use of such decorations.

g) Cotton candy machine use is prohibited in the CenturyLink Center Omaha Convention Center. Snow cone makers and the use of dry ice shall require a protective floor covering in the working area of these machines and/or products (Also see CONCESSIONS, CATERING, AND MERCHANDISE).

h) Game themed activities may require precautionary measures to protect the Facility and its patrons.

i) Banners or signage may not be attached, adhered or displayed by other methods to the exterior of the Facility or anywhere on MECA grounds (including parking lot fencing, light poles, etc.) without prior approval from MECA Management.

j) Interior banners and signage must have MECA management approval 30 days prior to first contracted move-in day of the event.

  - Banners and signage that require attachment to "I-beams" or other structural areas of the facility and/or signage requiring use of a lift must be hung by MECA staff. Depending on the type of signage, MECA may defer to our exclusive rigging services provider.
  
  - The Licensee will be invoiced for materials, equipment, and labor.

k) All special decorations or signs left in the Facility at the conclusion of an event will be considered refuse. All special decorations or signs that the Licensee wants to save must be removed at the conclusion of the event.

l) Any costs incurred by MECA because of the use or removal of these items, will be charged to the Licensee.

m) All moveable walls in the Facility will be installed and removed by MECA personnel.

n) MECA personnel will operate the marquees. MECA will have final approval of all marquee messages. Any expenses incurred will be invoiced to the Licensee.

26. **TAPE / ADHESIVE-BACKED MATERIAL**

a) Tape and adhesive-backed materials are not allowed on the Facility’s carpeted surfaces without prior approval by MECA.

b) Use of tape on any wall surface, glass, carpet, or equipment is prohibited (including but not limited to podiums, staging, tables, and chairs).

c) If MECA approval is obtained, the Licensee and Licensee’s service contractor(s) are responsible for the removal of all tape and tape residue from any surface area,
including but not limited to the exhibit hall floor, wall surfaces, glass and service equipment. If the Licensee fails to remove tape and tape residue, the Licensee shall reimburse MECA for the costs incurred to remove such tape or residue. If residue is unable to be removed, Licensee shall reimburse MECA for any replacement costs of damaged property.

27. WEAPONS

Weapons, of any type, are prohibited from being brought into the Facility. MECA prohibits permit holders from possessing or carrying lawfully concealed weapons in or around the Facility. Unless authorized by law, violation of this prohibition is a criminal offense. Weapons cannot be checked into the Security or Guest Service offices.

The sole exception to this policy is the display of such items within an exhibit – and in those occasions, MECA approval is required 30 days prior to the event.

28. PARKING LOT GUIDELINES

- Parking is on a first-come, first-serve basis in designated lots.
- Tailgating is permitted in all MECA controlled parking lots. Tailgate festivities cannot extend into additional parking spaces.
- Holding or saving parking spaces is not permitted.
- Drive lanes in the parking lots must be kept clear at all times.
- No overnight parking in any MECA controlled parking lot unless approved in advance by MECA management.
- ADA parking is available in all MECA controlled parking lots.
- Staking of tents is NOT permitted in the parking lots or lawn areas of the parking lots. Tents may be anchored with weights.
- Consumption of alcohol or open containers of alcohol is prohibited.
- Commercial advertising banners or signs are prohibited.
- Distribution of promotional items or other forms of solicitation are not permitted.
- Any equipment (chairs, tents, grills, etc.) left overnight will be disposed of.
- All cooking equipment must be situated away from crowds, buildings, or combustible material. A minimum clearance distance of 3 feet from cooking equipment is required. No grills are to be left unattended at any time.
- Personal golf carts, segways, skateboards, scooters, hover boards, and drones are not allowed in MECA controlled parking lots.
- MECA reserves the right to revoke any parking pass of those who do not comply with any parking guidelines.
Welcome to CenturyLink Center Omaha. Following is information you will need as an exhibitor at a convention, tradeshow, or consumer show in our facility. Please read this information thoroughly and abide by all rules and regulations as set forth by MECA.

1. **IN-BOUND FREIGHT**

CenturyLink Center Omaha will not accept any freight shipments prior to the scheduled exhibitor move-in date unless pre-approved in writing by MECA. If any freight arrives at MECA managed facilities prior to the show move-in day, it will be transferred to MECA’s preferred shipping company and the shipper will incur storage and delivery fees at their standard charge rates or the shipment may be refused.

Any freight arriving at MECA managed facilities on the show move-in day without a service contractor or drayage company specified, will be handled by MECA’s preferred shipping company. The shipper will incur handling fees at their standard charge rates.

To avoid potential shipment refusal, prior arrangements are to be made with a service contractor or drayage company to handle freight requirements. Freight shipped to arrive prior to the day of exhibitor move-in should be forwarded according to the instructions in your exhibitor service kit provided by the official show decorator. If no official show decorator has been identified, freight should be forwarded to CenturyLink Center Omaha’s preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992.

Please call Target Logistic Services and Tradeshow Services at (402)457-7992 for available freight services and fees.

Contact information for the package(s) shall be clearly labeled on the exterior of the package(s). If this information is not clearly visible, the package(s) may be refused. All materials, equipment, or freight sent to arrive during scheduled move-in must be clearly labeled as follows:

- CenturyLink Center Omaha
- Name of event, date of event
- Exhibiting company name, booth number
- Phone Number
- c/o Name of Service Contractor or Drayage Company
- 455 North 10th Street
- Omaha, NE 68102

No COD deliveries will be accepted.

2. **OUT-BOUND FREIGHT**

Out-bound shipments should be arranged according to the instructions in your exhibitor service kit provided by the official show decorator. If no official show decorator has been identified, out-bound shipments can be arranged through CenturyLink Center Omaha’s preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992. All materials must be removed from CenturyLink Center Omaha at the conclusion of the event. Any materials remaining after scheduled move-out will be considered refuse. Costs incurred for removal of such refuse may be charged accordingly.
3. EXHIBITOR MOVE-IN / MOVE-OUT

Exhibitor move-in and move-out is allowed only during designated exhibitor move-in and move-out hours. Exhibitors are not allowed to move in or out through the main entrances on the west, south, or north sides of the building. All exhibitors must unload and load on the east side of the building at the designated ramp/docks for the show. All exhibitors must check in with the traffic manager at the dock. To access the dock area, turn east off of 10th Street onto Meca Drive, which is on the north side of CenturyLink Center Omaha. Turn right on the east side of the building into the dock area.

**No vehicle parking is allowed at the dock.** Vehicles must be unloaded in a timely manner then moved to an assigned exhibitor parking lot. No overnight parking is allowed in any CenturyLink Center Omaha parking lots. Exhibitors will pay the prevailing parking rate per vehicle, per day, with no in and out privileges, except as may have been specifically arranged by the show promoter through MECA.

CenturyLink Center Omaha does not have available dollies, ladders, or other equipment needed for move-in and set-up. All such equipment must be brought with you or services must be acquired from the official show decorator. Standing on chairs or tables to hang display materials is prohibited.

4. STORAGE

There is no on-site storage or empty case storage available to exhibitors. All arrangements for storage must be made through the official show decorator. If no official show decorator has been identified, storage can be arranged through CenturyLink Center Omaha’s preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992.

5. FIRE AND SAFETY REGULATIONS

All exhibitors must comply with Omaha Fire Marshal rules and regulations.

**HAZARDOUS MATERIALS** – If your exhibit includes the use/display of hazardous materials (including, but not limited to, open flames, gasoline, welding materials, lasers, cooking grease, natural gas, combustible materials such as hay bales, all heat sources used for cooking and heater demonstrations, hazardous waste, medical waste, hazardous, toxic, and/or regulated substances), contact show management for reference to the CENTURYLEINK CENTER OMAHA’S FACILITY RULES & REGULATIONS. Liquid propane is not allowed in the building. Any displays with a fire component require that the exhibitor supply a fire extinguisher in the booth.

**WEAPONS** – Weapons, of any type, are prohibited from being brought into CenturyLink Center Omaha. The sole exception to this policy is the display of such items within an exhibit – and in those occasions, MECA approval is required.
EXHIBITOR RULES & REGULATIONS

FIRE AND SAFETY REGULATIONS (cont.)

VEHICLES

- Vehicles are not permitted inside CenturyLink Center Omaha for loading/unloading without the prior authorization of MECA management.
- Vehicles which are part of a display will be allowed in CenturyLink Center Omaha after conforming with all fire/safety rules and regulations which include:
  1. Specific area for vehicles is identified on the floor plan.
  2. The vehicle engine will not be operated when the building is occupied.
  3. A maximum of 5 gallons of fuel per vehicle when entering the building.
  4. The fuel fill cap is secured with a lock or securely taped with a material that is non-petroleum soluble.
  5. The battery cables are disconnected from the battery and the battery terminal will be securely covered.
  6. The vehicle will be securely locked when unattended.
  7. An approved fire extinguisher will be located in the immediate vicinity.
  8. The Fire Marshal’s office may inspect the vehicles prior to the building being opened to the general public.

6. IN BOOTH FOOD DISTRIBUTION

Any distribution of food as part of an exhibit must be pre-approved by Levy Restaurants, CenturyLink Center Omaha’s exclusive food and beverage service provider. Please refer to the document listed below, which must be completed at least two (2) weeks prior to the show date. This document is included in the exhibitor service kit or is available on-line at www.centurylinkcenteromaha.com. For additional information, please contact Levy Restaurants, (402)341-1500.

“Sample Food & Beverage Rules & Regulations Authorization Form”

7. GARDENING / LANDSCAPING EXHIBITS

The following apply to gardening and landscaping exhibits:

- Plastic must be used on the exhibit hall floor under dirt, rocks, mulch, ponds, etc.
- Considerable care must be taken when using dump trucks, skid loaders, etc., to unload and load dirt, rocks, mulch, etc. Any damage incurred will be the responsibility of the exhibitor.
- At the close of the show, all dirt, rocks, mulch, etc., must be removed completely and the exhibit hall floor must be swept clean.
- Ponds and water displays must be filled and emptied only by CenturyLink Center Omaha staff and a charge will be incurred based on the fill/drain tank rates on the CenturyLink Center Omaha Exhibitor Utilities/Technical Services Order Form.
- Any damage incurred due to water leakage will be the responsibility of the exhibitor.
8. AUDIO VISUAL

J&S Audio Visual, Inc. is the preferred in-house audiovisual services provider and rigger at CenturyLink Center Omaha. Please refer to the “Audio Visual Exhibitor Order Form” and the “Audio Visual Rules & Regulations” for available equipment. These forms are included in the exhibitor service kit or are available on-line at www.centurylinkcenteromaha.com.

9. UTILITY AND TECHNICAL SERVICES

Electrical, air, gas, water, telephone and internet services are provided by MECA. Please refer to the “CenturyLink Center Omaha Exhibitor Utilities/Technical Services Order Form” and the “Exhibitor Utility/Technical Services Rules & Regulations” for available services. These forms are included in the exhibitor service kit or are available on-line at www.centurylinkcenteromaha.com. Advance rates require that order forms and full payment must be postmarked or received a minimum of seven (7) calendar days PRIOR to the first move-in day of the show. Floor rates will apply after the deadline.

10. GRATUITIES

CenturyLink Center Omaha prohibits its employees from accepting gifts, gratuities, or other favors from parties doing business with CenturyLink Center Omaha.

11. NO SMOKING POLICY

CenturyLink Center Omaha is a smoke-free facility.

12. SPECIAL DECORATIONS, SIGNS AND THEMED MATERIALS

- Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in CenturyLink Center Omaha.
- Tape and adhesive-backed materials are not allowed on CenturyLink Center Omaha carpeted surfaces.
- Use of tape on any wall surface, glass, or equipment is prohibited.
- Cut trees are not permitted, unless they have a root ball at the base of the tree and are specifically approved by MECA.
- Hay bales must be sprayed with fire retardant and inspected by the Fire Marshal prior to the building opening to the public.
- Use of glitter, confetti or streamers must be approved in advance by MECA. If approved, Licensee will be charged for any extra cleaning required due to use of such decorations.
- Cotton candy machine use is prohibited in the Convention Center. Snow cone makers and the use of dry ice shall require a protective floor covering in the working area of these machines and/or products.
- Game themed activities may require precautionary measures to protect the facility and its patrons.
Navigating our site....
Once you are on our website, select “Convention Center” from the menu bar at the top of the page. This will take you to the convention center home page. While there, you will see a tab on the left side of the screen for “EXHIBITORS”. Click on that tab to reveal the list of exhibitor information. From that list, select “Online Ordering” and begin the ordering process which starts by selecting your event from the event list.

All exhibitors are responsible for reading and complying with the Exhibitor Rules & Regulations and the Exhibitor Technical Rules & Regulations. These documents cover topics such as shipping/receiving (the facility does not accept exhibitor shipments), fire & safety regulations, and policies regarding special decorations….just to name a few. They are located on our website within the list of exhibitor information when you select “Downloadable Order Forms.”

Order Deadline: All orders must be received or post marked seven (7) calendar days prior to the designated exhibitor move-in date to qualify for the advance rates otherwise standard rates will apply.
## Information Technology

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Adv. Rate</th>
<th>Std. Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Wired Broadband Internet Up to 5 MB (1st PC)</td>
<td></td>
<td>$140.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td>-Additional PCs Up to 5 MB</td>
<td></td>
<td>87.00</td>
<td>102.50</td>
<td></td>
</tr>
<tr>
<td>Dedicated Wired VLAN Up to 5 MB</td>
<td></td>
<td>320.00</td>
<td>375.00</td>
<td></td>
</tr>
<tr>
<td>-Additional PCs on Dedicated VLAN Up to 5 MB</td>
<td></td>
<td>165.00</td>
<td>215.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Information Technology:**

### Mechanical

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Adv. Rate</th>
<th>Std. Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressed Air</td>
<td></td>
<td>$160.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>-Additional Air Lines</td>
<td></td>
<td>45.50</td>
<td>57.00</td>
<td></td>
</tr>
<tr>
<td>Natural Gas Line w/1/2&quot; connection</td>
<td></td>
<td>160.00</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>-Additional Gas Lines</td>
<td></td>
<td>45.50</td>
<td>57.00</td>
<td></td>
</tr>
<tr>
<td>Sink Connection/drain (continuous)</td>
<td></td>
<td>252.00</td>
<td>315.00</td>
<td></td>
</tr>
<tr>
<td>Fill/drain tank/spa 500g max (1 fill / 1 drain)</td>
<td></td>
<td>116.00</td>
<td>145.00</td>
<td></td>
</tr>
<tr>
<td>Fill/drain tank/spa 500-1,000g max (1 fill / 1 drain)</td>
<td></td>
<td>164.00</td>
<td>205.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Mechanical:**

### Electrical

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Adv. Rate</th>
<th>Std. Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>120V, 20 Amp (standard outlet)</td>
<td></td>
<td>$77.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>208V, 30 Amp, Single Phase</td>
<td></td>
<td>121.00</td>
<td>173.00</td>
<td></td>
</tr>
<tr>
<td>208V, 50 Amp, Single Phase</td>
<td></td>
<td>150.50</td>
<td>215.00</td>
<td></td>
</tr>
<tr>
<td>208V, 20 Amp, 3 Phase</td>
<td></td>
<td>138.25</td>
<td>197.50</td>
<td></td>
</tr>
<tr>
<td>208V, 30 Amp, 3 Phase</td>
<td></td>
<td>207.50</td>
<td>296.50</td>
<td></td>
</tr>
<tr>
<td>208V, 40 Amp, 3 Phase</td>
<td></td>
<td>276.50</td>
<td>395.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Electrical:**

### Payment Information

**FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY THIS FORM**

- **NO PERSONAL CHECKS ACCEPTED**

**CREDIT CARD INFORMATION:**
- Visa
- MasterCard
- American Express
- Discover

**Company/Cardholder’s Name:**

**Cardholder’s Billing Address:**

**Are You The Cardholder ( ) Yes ( ) No**

**Is This a Corporate Card ( ) Yes ( ) No**

**This Card will be used to pay for charges by the following authorized users:**

1. ____________________________  2. ____________________________

**Signature:** ____________________________  **Date:** ____________________________

---

**MECA Contact Information:**

455 N 10th Street, Omaha, NE 68102
Phone: (402) 599-6703  Fax: (402) 599-6725
Website: www.centurylinkcenteromaha.com
E-mail: exhibitorservices@omahameca.com

25% additional charge per day over 4 days. Please use the 5 Day Event order form.
### LCD, LED and Plasma Displays:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Ten day advance rate</th>
<th>Floor order show rate</th>
<th>Extended Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>22” Wide Screen LED display (1920X1080) VGA / HDMI</strong></td>
<td>$140.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>27” Wide Screen LED display (1920X1080) VGA / HDMI</strong></td>
<td>$195.00</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>32” HDTV 1080p LED display (1920X1080) w/ built in speakers</strong></td>
<td>$250.00</td>
<td>$290.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>40” HDTV 1080p LED display (1920X1080) w/ built in speakers</strong></td>
<td>$360.00</td>
<td>$420.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>48” HDTV 1080p LED display (1920X1080) w/ built in speakers</strong></td>
<td>$460.00</td>
<td>$550.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>55” HDTV 1080p LED display (1920X1080) w/ built in speakers</strong></td>
<td>$525.00</td>
<td>$595.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>60” HDTV 1080p LED display (1920X1080) w/ built in speakers</strong></td>
<td>$595.00</td>
<td>$695.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>70” HDTV 1080p LED display (1920X1080) w/ built in speakers</strong></td>
<td>$700.00</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>80” HDTV 1080p LED display (1920X1080) w/ built in speakers</strong></td>
<td>$995.00</td>
<td>$1,195.00</td>
<td></td>
</tr>
</tbody>
</table>

### Display Floor Stands & Accessories:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Ten day advance rate</th>
<th>Floor order show rate</th>
<th>Extended Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Digital Media Player (seamless playback of USB drive content)</strong></td>
<td>$25.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>72” Dual Pole Stand for LED when rented w/ above displays</strong></td>
<td>$80.00</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>72” Dual Pole Stand alone (exhibitor provides LED display)</strong></td>
<td>$210.00</td>
<td>$275.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Shelf for Dual Pole Stand</strong></td>
<td>$25.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Spandex Cover for Dual Pole Stand (black)</strong></td>
<td>$30.00</td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>

### Computer Kiosks (call for branding options):

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Ten day advance rate</th>
<th>Floor order show rate</th>
<th>Extended Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Friendlyway interactive kiosk PC (w/ 15” touchscreen display)</strong></td>
<td>$475.00</td>
<td>$650.00</td>
<td></td>
</tr>
</tbody>
</table>

### Laptop and Desktop Computers:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Ten day advance rate</th>
<th>Floor order show rate</th>
<th>Extended Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>HP Desktop Core 2 Duo 3GHz 4GB/100GB/DVD &amp; 19” LCD</strong></td>
<td>$150.00</td>
<td>$180.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>i5 Laptop 2.4GHz 4GB/160GB/DVD-RW/15.1” widescreen</strong></td>
<td>$175.00</td>
<td>$200.00</td>
<td></td>
</tr>
</tbody>
</table>

### DVD Players, Projectors & Screens:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Ten day advance rate</th>
<th>Floor order show rate</th>
<th>Extended Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Blue Ray Player with remote and HDMI cable</strong></td>
<td>$40.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>LCD or DLP Projector 3000+ lumen w/ stand &amp; cables</strong></td>
<td>$295.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Tripod Projection Screen (6’X6’) or (8’X8’) w/ skirt</strong></td>
<td>$75.00</td>
<td>$90.00</td>
<td></td>
</tr>
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</table>

### Audio & Lighting:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Ten day advance rate</th>
<th>Floor order show rate</th>
<th>Extended Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Booth Sound Package - 2 JBL 10” 175 watt powered speakers, 1 wireless mic (Lav or HH), 1 wired HH mic &amp; 4 channel mixer</strong></td>
<td>$375.00</td>
<td>$425.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>JBL EON-10 175 watt powered speaker w/ stand</strong></td>
<td>$120.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Anchor AN-1000X 50 watt powered speaker w/ laptop audio cable</strong></td>
<td>$65.00</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Wired Handheld microphone with stand &amp; cables</strong></td>
<td>$40.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Wireless UHF microphone - Headset, Lavaliere or Hand Held</strong></td>
<td>$170.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>4 channel audio mixer w/ cables</strong></td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Desktop Computer Speakers</strong></td>
<td>$15.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Par 56 LED Color Up-light w/ floor stand (add controller for $20)</strong></td>
<td>$65.00</td>
<td>$85.00</td>
<td></td>
</tr>
</tbody>
</table>
Lead Management Services

Lead Retrieval Descriptions
All device options provide leads on a cloud server with a secure personalized exhibitor portal for lead follow-up and download. Leads can be downloaded in Excel or tab delimited file as many times as you want by anyone with the login information. Leads will be available on the cloud server for up to 3 months after the event.

YOUR DEVICE
The ExpoSmart lead retrieval app for your phone; it is compatible with Android and iOS smart phones. By scanning the QR code on the attendee badge you can quickly capture leads without the need to rent hardware. With ExpoSmart, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud in real time for immediate access. With the ExpoSmart application on your own smartphone you can extend the opportunities to capture leads, you do not have to be in your booth to scan a badge anymore. Perfect for social functions, networking lounges etc.

OUR DEVICE
Android device loaded with the ExpoSmart lead retrieval app, perfect for those that don’t want to use their own device. By scanning the QR code on the attendee badge you can quickly capture leads and add notes. Leads are uploaded to the cloud at the end of the event once the unit is returned. Add on options are available to enhance device capabilities.

Upgrade/Add On Options to Devices:

ExpoAction: Automatically send a simple text based email to the attendees that you have scanned thanking them for visiting your booth. emails will be sent immediately as you scan the badge.

BELOW OPTIONS ONLY AVAILABLE WITH OUR DEVICE

High Speed Pistol Grip Scanner: Linked to tablet or smart phone via Bluetooth. Instantly capture leads with this high speed scanner by rapidly scanning the QR code on the attendee badge. Capable of scanning 50 leads per minute.

Printer: Linked to tablet or smart phone via Bluetooth. Portable battery powered printer connected via Bluetooth to phone or tablet. Notes can be hand written directly on the paper.

Custom Qualifiers: Company specific questions can be added to each lead for enhanced follow up. Up to 20 questions with 20 answers each can be included. By going to your personnel rcsreg.com/myleads portal you can easily enter your questions/answers that will automatically appear on your lead retrieval device or smart phone.

Real-Time Leads: Leads are automatically uploaded to the cloud in real time for immediate access. Follow-up with those valuable leads instantly or send portal login back to main office for follow-up.

Delivery and Pick-Up: We will deliver and pick up the unit in your booth. No need to go back to the desk and wait in line.

For Additional Information and to Save Order Online Now: www.rcsreg.com/leads/rssi2018
# Lead Retrieval Order Form

**ITEM** | **UNIT PRICE** | **QUANTITY** | **TOTAL**
---|---|---|---
**EXPOSMART LEAD RETRIEVAL**

**SMART PHONE APPLICATION:**

**Your Device**
- ExpoSmart App - Single Device
  - Early Bird Thru 3/30: $225.00
  - Advance 3/31-5/4: $295.00
  - On-Site 5/5-5/24: $360.00

**ExpoSmart App - Up to 5 Devices**
  - Early Bird Thru 3/30: $400.00
  - Advance 3/31-5/4: $520.00
  - On-Site 5/5-5/24: $640.00

**Our Device**
- Android Phone - loaded with ExpoSmart app
  - Early Bird Thru 3/30: $325.00
  - Advance 3/31-5/4: $425.00
  - On-Site 5/5-5/24: $520.00

**OPTIONAL SERVICES:**

- ExpoAction email
  - Early Bird Thru 3/30: $250.00
  - Advance 3/31-5/4: $325.00
  - On-Site 5/5-5/24: $400.00

- High Speed Scanner
  - Must order above
  - Early Bird Thru 3/30: $50.00
  - Advance 3/31-5/4: $70.00
  - On-Site 5/5-5/24: $90.00

- Printer + High Speed Scanner
  - Must order above
  - Early Bird Thru 3/30: $205.00
  - Advance 3/31-5/4: $275.00
  - On-Site 5/5-5/24: $345.00

- Custom Qualifier Questions
  - Early Bird Thru 3/30: $125.00
  - Advance 3/31-5/4: $165.00
  - On-Site 5/5-5/24: $200.00

- Real-Time Leads
  - Early Bird Thru 3/30: $50.00
  - Advance 3/31-5/4: $65.00
  - On-Site 5/5-5/24: $80.00

- Delivery & pick-up
  - Early Bird Thru 3/30: $150.00

**Processing Fee** $10.00

**TOTAL**

**ORDER ONLINE FOR SECURE INSTANT PROCESSING OF YOUR ORDER**

www.rcsreg.com/leads/rssi2018

---

**CONTACT INFORMATION**

Name__________________________

Company__________________________

Address__________________________

City, ST, Zip__________________________

Country__________________________

eaial______________

(email receipt will be sent once order is processed)

(email confirmation will be sent once order is processed)

---

**PAYMENT:**

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

  **Credit Card** - Orders must be processed online or sign and fax this form to 805-477-0592, then call 805-654-0171 to complete your payment.

  **Check** (US funds drawn on a US bank) - Make payable to REGISTRATION CONTROL SYSTEMS.

Mail completed form with check to:

EXHIBITOR SERVICES DESK

Phone: 805-654-0171

REGISTRATION CONTROL SYSTEMS

email: exhibitorserv@rcsreg.com

1833 Portola Rd., Suite D

Orders must be pre-paid.

Ventura, CA 93003

No purchase orders will be accepted.

---

To ensure availability, order early.

No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.

Please return units within one hour of the close of the event.

Non-returned units recovered by RCS will be charged a full delivery charge.

Lost or damaged units will be charged a replacement fee of $1,800.00.

I agree to the above terms and conditions _____________________________

( signature required for faxed or mailed in orders)

---

PLEASE RETAIN A COPY FOR YOUR RECORDS