



ARMY BEST DRONE WARFIGHTER COMPETITION

AGILE, ADAPTIVE, LETHAL

February 17-19, 2026

Marriott Space & Rocket Center, Huntsville, AL

quad-a.org/26Drone | [#26Drone](https://twitter.com/26Drone) | Sponsored by AAAA

Exhibitor Kit



rpm | EXCEEDING YOUR
X P O | EXPECTATIONS



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Quick Facts

Dear Exhibitor,
 RPMXPO is pleased to have been chosen as the Official General Service Contractor for the upcoming **2026 Army Best Drone Warfighter Competition**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance, please contact our Customer Service Department at 678-742-7310.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

**AAAA Army Aviation
 Association of America, Inc.**
 593 Main Street
 Monroe, CT 06468-2830
 Phone: (203) 268-2450
 Fax: (203) 268-5870
Email: exhibits@quad-a.org

All questions regarding shipping, storage, furniture rental, labor and other services, should be directed to:

RPMXPO
 242 Westfork Court,
 Suite A
 Lithia Springs, GA 30122
 Phone: (678) 742-7310
 Fax: (770) 679-8751
E-Mail: info@rpmxpo.com

All questions regarding AudioVisual Exhibitor Services should be directed to:
ENCORE
 Robert Helmke
Robert.helmke@encoreglobal.com
 504.335.0815

All questions regarding electrical services should be directed to:
 Huntsville Marriott Space & Rocket Center
Rodney B. Powell
rodney.powell@encoreglobal.com
 256-468-4353

Included in this Service KIT are order forms for various items that you may require. These RPMXPO forms are to be returned to our office and the other forms to the *specific contractor who is providing the service*. Please review these forms and **submit your orders as early as possible**.

Important Deadlines

- Advance Price Discount Deadline for all RPMXPO orders:..... Friday, January 23, 2026
- First day for warehouse deliveries without a surcharge: Friday, January 23, 2026
- Last day for warehouse deliveries without a surcharge:.....Friday, February 6, 2026
- Last day for warehouse deliveries with a surcharge:Friday, February 13, 2026
- First day freight can arrive at show site:..... 1:00pm on Monday, February 16, 2026

PLEASE NOTE:

All order forms for utility, A/V, floral, etc. services NOT provided by the General Service Contractor, RPMXPO, should be faxed to the number listed on the respective form.



Quick Facts - continued

Your 10' X 10' Booth Includes:

- | | |
|--|--|
| <ul style="list-style-type: none"> • 1 - 8' high Black Backwall Drape • 2 - 3' high Black Sidewall Drape • 1 - 6' x 30" Draped Table (Substitutions are prohibited) | <ul style="list-style-type: none"> • 2 - Side Chairs • 7" by 44" Booth Identification Sign • Wastebasket (Substitutions are prohibited) |
|--|--|

Note:

The Exhibit Floor is carpeted.
Basic Package – Hotel Exhibit Only
Premium Package – Hotel Exhibit + 10x10 Pop-up on the Range

Show Hours Subject to Change

Exhibit Show Schedule

| | | |
|---|---|---|
| Exhibitor Move-in: | Monday, February 16, 2026 Tuesday, February 17, 2026 | 2:00 pm - 5:00 pm 8:00 am - 3:00 pm |
| Important: Exhibits MUST be set up by 3:00 pm | | |
| Exhibit Hours: | Tuesday, February 17, 2026 Wednesday, February 18, 2026 Thursday, February 19, 2026 | For Show Hours : https://www.quad-a.org/ |
| Exhibitor Move-out: | Thursday, February 19, 2026 Friday, February 20, 2026 | 6:00 pm - 8:00 pm 8:00 am - 12:00 pm |
| <ul style="list-style-type: none"> • Exhibits may not be dismantled prior to 6:00 pm on Thursday, February 19th. • All exhibits must be dismantled and removed by 12:00pm on Friday, February 20th. • Your carrier must be signed in for pick-up before 10:00am or freight may be re-consigned through the Official Show Carrier, ABF Freight. | | |

Shipping Addresses

| Shipments to Advance Warehouse: | Direct to Show Site: |
|--|---|
| To avoid an off target surcharge: Shipments must arrive no later than 2/6/26 . Shipments received after 2/6/26 are subject to a 25% surcharge, unless shipping via ABF Freight. Shipments will not be accepted if delivered after 2/13/26 | Shipments will not be accepted if delivered before 2/17/26 |
| Army Best Drone Warfighter Competition ABF Freight c/o RPMXPO 810 19th Ave SE Decatur, AL 35601 Phone: (256) 355-8920 (Exhibiting Name and Booth Location) | Army Best Drone Warfighter Competition Huntsville Marriott Space & Rocket Center c/o RPMXPO 5 Tranquility Base Huntsville, AL 35805 (Exhibiting Name and Booth Location) |



Ordering Options

PLACING YOUR ORDER

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

Online Ordering — Follow these easy steps to place your order online.

1. You will receive an email containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPM within one business day and you will then receive your paid invoice via email.

Faxed / Emailed Orders — For your convenience, we also have a printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.
 - A. RPM Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPMXPO by fax, email or mail. Orders will not be processed without a method of payment.
 - B. Other Providers' Forms — Order forms for other Official Providers such as those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send these forms to RPMXPO Services.

We suggest that you copy or download the RPM PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

Important — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, please feel free to call us at 770-686-6512 or email us at info@rpmxpo.com.



User Login Request

RPMXPO Online Ordering
 Please complete this form if you:

- Have not received the User Login Link
- Need password reset
- Had the User Login Link sent to the incorrect Representative

Check an option

| | | | |
|--|----------|--------|------|
| In order to receive the User Login Link, the following information needs to be completed | | | |
| Company Name: | Booth #: | | |
| Street Address: | City: | State: | ZIP: |
| Phone #: | Fax #: | | |
| Ordered By: | E-Mail: | | |
| Signature: | Date: | | |

Return completed form to RPMXPO via:
Email: info@rpmxpo.com -OR- Fax: 770-679-8751



Payment Policies

• Payment Options

RPMXPO, the official general service contractor for the **2026 Army Best Drone Warfighter Competition**, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping, and other provided services.

• Credit Card

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMXPO to charge your credit card for any and all charges incurred.

• Wire Transfer in U.S. Funds

- To avoid fraudulent activity, wire transfers must only be sent to the account listed below:
- **Please contact the office to facilitate a wire transfer. (770) 642-7310**
- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMXPO will charge the following fees:
 - **Domestic incoming wire transfer fee: \$25.00**
 - **International incoming wire transfer fee: \$50.00**

• Checks

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. All check payments must be received and cleared prior to show move in. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Credit Card Authorization Form** to be on file with RPMXPO, in advance, to guarantee payment. Please make all checks payable to: **RPMXPO**. Absolutely no check payments will be taken on site.

• Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date of Friday, January 23, 2026 and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

• Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with RPMXPO to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full upon receipt. If payment is left unpaid after the close of the event, a monthly recurring late fee of 2.5% will be applied. All payment disputes must be resolved prior to leaving the event.

Invoices will be distributed on the last day of the event. If you have any questions or concerns in regard to any of your charges, please stop by the Exhibitor Service Desk. No charges will be disputed after the close of the event.

Additionally, **exhibitors will be charged for the equipment they use in their booth.** RPMXPO is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPMXPO will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds drawn on a U.S. Bank. **No telephone orders will be accepted.**

• Cancellation Policy

- Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued.
 - Any and all Custom and Executive Furnishings cancelled before the discount deadline will be refunded at 100% of the original price. Any and all Custom and Executive Furnishings cancelled prior to 48 hours of the event move in will be refunded at 50% of the original price. No refunds will be issued for orders cancelled less than 48 hours prior to move in.
 - Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order.
- **Note:** All materials are on a rental basis for the duration of the event, and must be returned in good working order and remain the property of RPMXPO.



Credit Card Authorization Form **Deadline: 1/23/26**

Please complete the information requested and return the payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMXPO. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

NOTE: Tax exemption certificate will need to be submitted in order to have the tax withheld.

| | |
|---|------------------------------|
| Payment Method: | |
| <input type="checkbox"/> | Corporate Credit Card |
| <input type="checkbox"/> | Personal Credit Card |
| <input type="checkbox"/> | Check |
| <input type="checkbox"/> | Wire Transfer (fee applies)* |
| *Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment. | |
| Card Type: | |
| <input type="checkbox"/> | |
| Card Number: | |
| _____ | |
| Expiration Date: | |
| ____/____ | CVV2 (Security) Code: |
| ____ | ____ |

| ORDER RECAP | | |
|--|-----------|--|
| Enter totals from each completed form | | |
| <i>* Note: Items taxable in the State of Alabama</i> | | |
| *Tables Order Form | \$ | |
| *Booth Accessories Order Form | \$ | |
| *Specialty Equipment Order Form | \$ | |
| *Booth Carpet & Padding Order Form | \$ | |
| *Modular Hardwall Accessories Order Form | \$ | |
| *Back & Side Drrape Order Form | \$ | |
| *Signs & Banners Order Form | \$ | |
| Vehicle Spotting Order Form | \$ | |
| Display Labor Order Form | \$ | |
| Forklift Order Form | \$ | |
| Booth Cleaning & Porter Service Order Form | \$ | |
| Material Handling Order Form | \$ | |
| TOTAL AMOUNT DUE → | \$ | |

| | | | |
|---|--------|----------|--|
| Company Name: | | Booth #: | |
| Cardholder's Name: | | | |
| Cardholder's Billing Address: | | | |
| City: | State: | ZIP: | |
| Cardholder's Signature: | | Date: | |
| Email: | | | |
| <i>ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE</i> | | | |



Limits of Liability and Responsibility

1. RPMXPO shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMXPO to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMXPO shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. RPMXPO liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event RPMXPO maximum liability shall be limited to \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less.
6. RPMXPO shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to RPMXPO by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



Non-Official Contractor Request Form **Deadline: 1/23/26**

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMXPO, please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering

If an exhibitor wishes to use an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◆ Exhibitor must inform RPMXPO that they have contracted with an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◆ The EAC hired by the exhibitor must, by the deadline date show above, provide RPMXPO with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming RPMXPO as additionally insured for the time period of the show (including move-in and move-out days).
- ◆ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◆ EAC employees are required to check in at the EAC Check in desk located at the Service Center each day prior to work to obtain the proper wrist band for the day.
- ◆ If the EAC is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPMXPO. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◆ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◆ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◆ The EAC may not solicit business on the exhibit floor.
- ◆ The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◆ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ◆ EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMXPO.

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use the EAC's services.

Complete this form ONLY if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by January 10, 2026.

| | |
|------------------------------------|---------|
| Name of Service Firm: | |
| Exhibiting Company Name: | Booth#: |
| Authorized On-Site Representative: | |
| Email: | |
| Signature: | Date: |



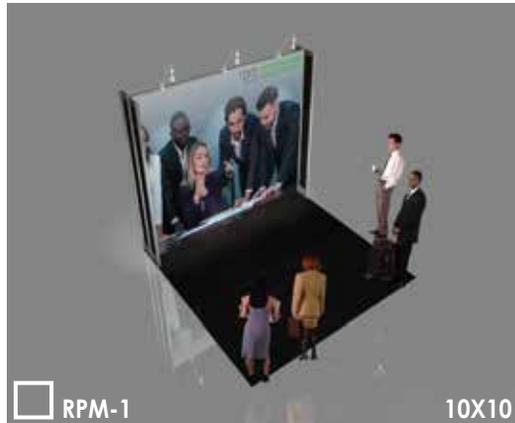
Standard Booth Rental

Deadline: 1/23/26

CHOOSE YOUR RENTAL MODEL:

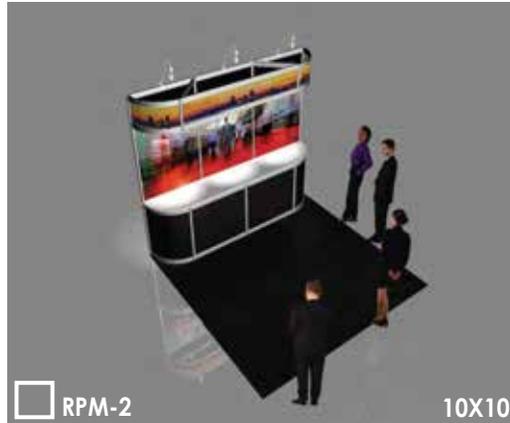
DEADLINE FOR DISCOUNT RATES (as priced below):
DEADLINE for prices below + 15%: Up to 7 days after Deadline

DEADLINE for prices below + 35%: From the 8th - 14 days after Deadline
DEADLINE for prices below + 50%: From the 15th - 21 days after Deadline



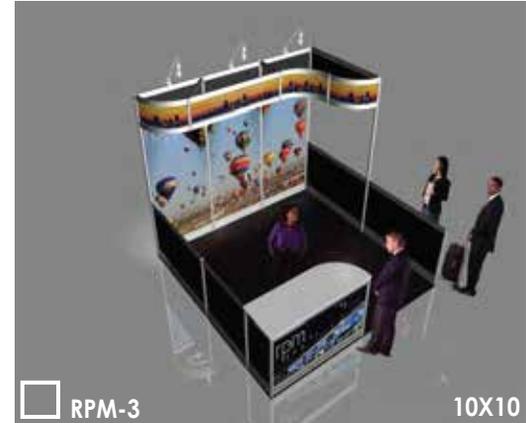
RPM-1 10X10

\$2,520 - includes full-wall lighted banner graphic



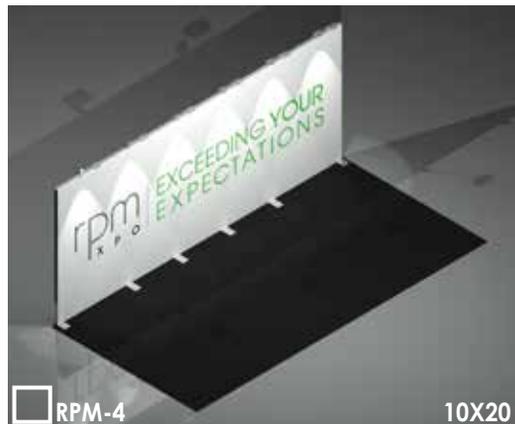
RPM-2 10X10

\$3,450 - includes 3 lighted graphic panels, graphic header, and storage/display cabinet



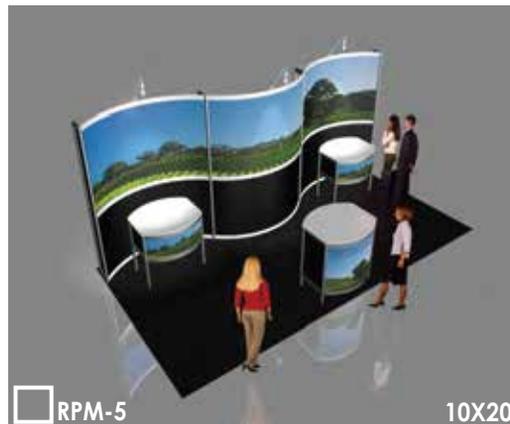
RPM-3 10X10

\$3,875 - includes 3 lighted graphic panels, graphic header, storage/display cabinet with graphic, and side rails



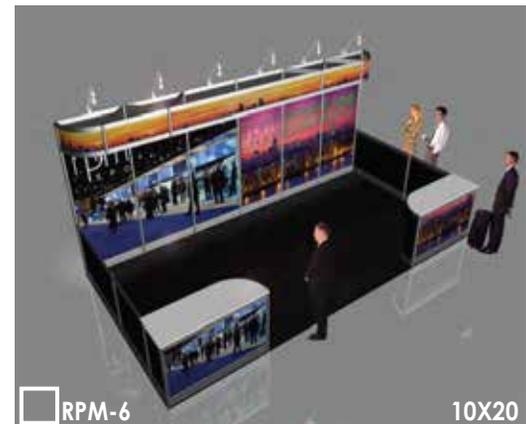
RPM-4 10X20

\$4,985 - includes full-wall lighted banner graphic



RPM-5 10X20

\$5,975 - includes 3 curved, lighted graphic panels, 2 display counters with graphics, and reception storage/display counter with graphic



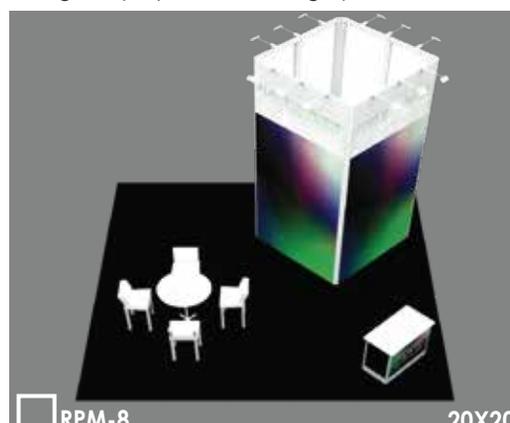
RPM-6 10X20

\$7,654 - includes 6 lighted graphic panels, graphic header, 2 storage/display cabinets with graphics, and side rails



RPM-7 10X10

\$3,945 - includes full-wall lighted banner graphic



RPM-8 20X20

\$17,750 - includes 16' high lighted Tower, 1 storage cabinet, 42" high pedestal table, 4 padded stools

In-line Models include standard carpet (choice of 4 colors); 20'x20' Models include custom carpet (choice of 6 colors). All models include daily carpet cleaning, delivery to show site, drayage (material handling) from loading dock to your booth space, and installation/dismantle labor. All Models include your choice of black, white, or gray for your blank (non-graphic) panels.

PLEASE BE SURE TO REACH OUT TO **CARLOS FRANCOS** @ carlos@rpmxpo.com

THANK YOU FOR CHOOSING

FOR YOUR EXHIBIT NEEDS!



Tables Order Form

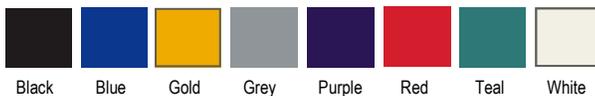
Deadline: 1/23/26

| DRAPED DISPLAY TABLES | | | | |
|--|--------------------|--------------|---------------|--------|
| COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White Price includes white vinyl top & 3 sides draping | | | | |
| Qty | Description | Advance Rate | Standard Rate | Amount |
| | 2' X 4' X 30" High | \$ 146.82 | \$ 183.53 | \$ |
| | 2' X 6' X 30" High | \$ 171.35 | \$ 214.19 | \$ |
| | 2' X 8' X 30" High | \$ 212.00 | \$ 265.00 | \$ |
| | 2' X 4' X 42" High | \$ 162.27 | \$ 202.83 | \$ |
| | 2' X 6' X 42" High | \$ 212.00 | \$ 265.00 | \$ |
| | 2' X 8' X 42" High | \$ 244.48 | \$ 305.60 | \$ |
| UNDRAPED DISPLAY TABLES | | | | |
| | 2' X 4' X 30" High | \$ 81.07 | \$ 101.34 | \$ |
| | 2' X 6' X 30" High | \$ 94.58 | \$ 118.23 | \$ |
| | 2' X 8' X 30" High | \$ 113.77 | \$ 142.22 | \$ |
| | 2' X 4' X 42" High | \$ 91.00 | \$ 113.76 | \$ |
| | 2' X 6' X 42" High | \$ 113.79 | \$ 142.22 | \$ |
| | 2' X 8' X 42" High | \$ 127.96 | \$ 159.96 | \$ |
| TABLE DRAPING - 4TH SIDE | | | | |
| COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White | | | | |
| | For 30" High Table | \$ 78.29 | \$ 97.86 | \$ |
| | For 42" High Table | \$ 78.29 | \$ 97.86 | \$ |

| ROUND PEDESTAL TABLES | | | | |
|-----------------------|--------------------------------------|--------------|---------------|-----------|
| Qty | Description | Advance Rate | Standard Rate | Amount |
| | Round Pedestal Table (30" H X 30" D) | \$ 265.04 | \$ 331.30 | \$ |
| | Round Pedestal Table (42" H X 30" D) | \$ 283.14 | \$ 347.68 | \$ |
| Sub-Total | | | | \$ |
| 9% Sales Tax | | | | \$ |
| TOTAL AMOUNT → | | | | \$ |



Choose Your Table Draping Colors



Please note: The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.



Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |



Booth Accessories Order Form

Deadline: 1/23/26

| BOOTH ACCESSORIES | | | | |
|-----------------------|---------------------|--------------|---------------|-----------|
| Qty | Description | Advance Rate | Standard Rate | Amount |
| | Side Chair | \$ 72.44 | \$ 90.55 | \$ |
| | Padded Stool | \$ 94.13 | \$ 117.66 | \$ |
| | Wastebasket | \$ 22.53 | \$ 28.18 | \$ |
| | Floor Easel | \$ 40.69 | \$ 50.88 | \$ |
| | Sign Holder | \$ 110.14 | \$ 137.68 | \$ |
| | Waterfall Rack | \$ 81.24 | \$ 101.54 | \$ |
| | Z Rack | \$ 164.19 | \$ 205.25 | \$ |
| | Bag Rack | \$ 164.19 | \$ 205.25 | \$ |
| | Literature Rack | \$ 228.58 | \$ 285.72 | \$ |
| | 8' Upright and base | \$ 21.73 | \$ 27.16 | \$ |
| | Crossbar | \$ 18.16 | \$ 22.71 | \$ |
| | Stem Light | \$ 85.55 | \$ 106.94 | \$ |
| Sub-Total | | | | \$ |
| 9% Sales Tax | | | | \$ |
| TOTAL AMOUNT → | | | | \$ |



Side Chair



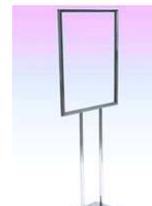
Padded Stool



Wastebasket



Floor Easel



Sign Holder



Waterfall Rack



Z Rack



Bag Rack



Literature Rack



8' Upright and base



Crossbar



Stem Light

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |



Modular Hardwall Accessories Order Form Deadline: 1/23/26

| MODULAR HARDWALL ACCESSORIES | | | | |
|------------------------------|---|--------------|---------------|-----------|
| Quantity | Description | Advance Rate | Standard Rate | Amount |
| | Velcro Panel Insert (replaces PVC panel) | \$ 201.10 | \$ 251.38 | \$ |
| | Pegboard Panel Insert (1 m x 8' high) (replaces PVC panel) | \$ 170.67 | \$ 213.34 | \$ |
| | Hanging Rod Attachment | \$ 184.34 | \$ 230.42 | \$ |
| | Cascading Waterfall Attachment | \$ 48.76 | \$ 60.95 | \$ |
| | Extra White PVC Panel | \$ 335.15 | \$ 418.94 | \$ |
| | Extra Velcro Panel | \$ 385.92 | \$ 482.40 | \$ |
| | 1 Meter Counter (36"x42"x18") | \$ 355.43 | \$ 444.29 | \$ |
| | 2 Meter Counter (72"x36"x18") | \$ 609.34 | \$ 761.68 | \$ |
| | Locks for Counters | \$ 50.45 | \$ 63.07 | \$ |
| | 1 Straight Shelf & 2 Brackets | \$ 95.43 | \$ 120.51 | \$ |
| | 1 Angled Shelf & 2 Brackets | \$ 115.76 | \$ 144.70 | \$ |
| | Side Rail (each) | \$ 303.65 | \$ 379.56 | \$ |
| Sub-Total | | | | \$ |
| 9% Sales Tax | | | | \$ |
| TOTAL AMOUNT → | | | | \$ |

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |

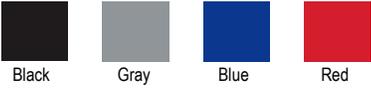


Booth Carpet & Padding Order Form **Deadline: 1/23/26**

STANDARD CARPET
 Price includes installation.
 Please select your color from those at right under "Standard Carpet Colors."
 No guarantee of color match when ordering multiple carpets.

| Color | Quantity | Size | Advance Rate | Standard Rate | Amount |
|-------|----------|-----------|--------------|---------------|--------|
| | | 10' X 10' | \$ 193.83 | \$ 242.29 | \$ |
| | | 10' X 20' | \$ 377.85 | \$ 472.31 | \$ |
| | | 10' X 30' | \$ 561.93 | \$ 702.42 | \$ |

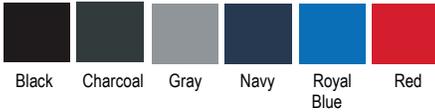
Standard Carpet Colors



CUSTOM SIZE CARPET
 Includes poly covering for protection and installation to fit booth space.
 Note: 100 Square Foot Minimum Order
 Please select your color from those at right under "Custom Size Carpet Colors."

| Dimensions | Total Sq. Ft. | Color | Advance Rate | Standard Rate | Amount |
|------------|---------------|-------|-------------------|-------------------|--------|
| ' X ' | | | \$ 3.93 / sq. ft. | \$ 4.92 / sq. ft. | \$ |

Custom Size Carpet Colors



26 OZ. PLUSH CUSTOM-SIZE CARPET
 Includes poly covering for protection and installation to fit booth space.
 Note: 100 Square Foot Minimum Order
 Please select your color from those at right under "26 oz. Plush Carpet Colors."

| Dimensions | Total Sq. Ft. | Color | Advance Rate | Standard Rate | Amount |
|------------|---------------|-------|-------------------|-------------------|--------|
| ' X ' | | | \$ 5.93 / sq. ft. | \$ 7.62 / sq. ft. | \$ |

26 oz. Plush Carpet Colors



CUSTOM PADDING
 Note: 100 Square Foot Minimum Order

| Dimensions | Total Sq. Ft. | Advance Rate | Standard Rate | Amount |
|------------|---------------|------------------|------------------|--------|
| ' X ' | | \$.79 / sq. ft. | \$.97 / sq. ft. | \$ |

VISQUEEN
 Note: 100 Square Foot Minimum Order

| Dimensions | Total Sq. Ft. | Advance Rate | Standard Rate | Amount |
|------------|---------------|------------------|------------------|--------|
| ' X ' | | \$.46 / sq. ft. | \$.58 / sq. ft. | \$ |

Sub-Total \$

9% Sales Tax \$

TOTAL AMOUNT → \$

Please note: The carpet colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours prior to delivery will be refunded at 50% of original price. Rental orders cancelled after delivery are non-refundable.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |



| | |
|---|--------------------------|
| Back & Side Drape Order Form | Deadline: 1/23/26 |
|---|--------------------------|

| BACK & SIDE DRAPE Price is per linear foot and includes required hardware (uprights, crossbars, etc.). AVAILABLE COLORS: Berry, Black, Blue, Burgundy, Gold, Grey, Peach, Plum, Purple, Red, Teal and White | | | | |
|--|-------|---------------------------|------------------------|--------|
| Drape Height | Color | # of Linear Feet Required | Rate per Linear Foot | Amount |
| 3 FEET HIGH | | | \$ 4.08 / linear foot | \$ |
| 8 FEET HIGH | | | \$ 10.60 / linear foot | \$ |
| Sub-Total | | | | \$ |
| 9% Sales Tax | | | | \$ |
| TOTAL AMOUNT → | | | | \$ |

Choose Your Drape Colors



Please note: The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |

rpmXPO GUIDELINES FOR PRINTED ARTWORK

So that we can provide for you our best possible image results, please observe the following when setting up your graphic files for print:

- 150 dpi minimum resolution - 300 dpi is preferred
- CMYK color format
- .PDF file format, only
- 100% file size (full print size)*
- Exact image size and name as shown in our extracts
- Minimum 1/8" (.125") bleed all sides, with crop marks
- Or, *for single-sided images, only*, you have the option of surrounding the image with cut lines in any spot color named "Thru_cut". No bleed is then required.

*For very large images, half-size or quarter-size files may be submitted. In such cases, please indicate '1/2 size file' or '1/4 size file.' Your images will be printed full size.

Thank you.



Signs & Banners Order Form **Deadline: 1/23/26**

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).
 In order to receive the discount rate, graphics must be received by Friday, January 23, 2026.

| Qty | Description | Discount Rate | Standard Rate | Amount |
|---|---------------------------------------|-------------------------|-------------------------|--------|
| STANDARD FOAMCORE SIGNS, SINGLE-SIDED | | | | |
| | Vertical 22" X 28" | \$ 67.20 | \$ 84.00 | \$ |
| | Horizontal 28" X 28" | \$ 67.20 | \$ 84.00 | \$ |
| | Vertical 28" X 44" | \$ 134.40 | \$ 168.00 | \$ |
| | Horizontal 44" X 28" | \$ 134.40 | \$ 168.00 | \$ |
| | Meterboard 34" X 74" | \$ 275.10 | \$ 343.35 | \$ |
| ACCESSORIES | | | | |
| | Foamcore 4' X 8' | \$ 69.30 | \$ 86.10 | \$ |
| | Velcro | \$ 15.75 | \$ 18.90 | \$ |
| Qty | Description | Discount Rate | Standard Rate | Amount |
| REPLACEMENT ID SIGN - CARDSTOCK | | | | |
| | 7" x 44" Horizontal | \$ 33.60 | \$ 42.00 | \$ |
| Total Sq. Ft. | Description | Discount Rate | Standard Rate | Amount |
| VINYL BANNERS WITH DIGITAL PRINTING Grommets Included | | | | |
| | Vertical / sq. ft. _____ x _____ | \$ 16.80 per sq. ft. | \$ 21.00 per sq. ft. | \$ |
| | Horizontal / sq. ft. _____ x _____ | \$ 16.80 per sq. ft. | \$ 21.00 per sq. ft. | \$ |

| Qty | Size | Discount Rate | Standard Rate | Amount |
|---|--------------|---------------|---------------|--------|
| WHITE SHOWCARD with EASEL BACK Price Based on Block Letters, Black Lettering | | | | |
| | 8 1/2" X 11" | \$ 42.00 | \$ 52.50 | \$ |
| Orientation: <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical | | | | |
| <ul style="list-style-type: none"> • Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Standard Rates. • Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.) • All advance order signs will be available for customer pick-up at the show site service desk. • NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK. | | | | |

| | |
|-----------------------|-----------|
| Sub-Total | \$ |
| 9% Sales Tax | \$ |
| TOTAL AMOUNT → | \$ |

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).

Payment Policy: Payment in full for sign order charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 50%. Sign orders cancelled after the return deadline will not be eligible for refund.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |



| | |
|---------------------------------|--------------------------|
| Display Labor Order Form | Deadline: 1/23/26 |
|---------------------------------|--------------------------|

| Display Labor for Installation and Dismantling of Exhibits — Power Tools Are Not Supplied — | | |
|---|--|--|
| Straight Time 8:00 am to 5:00 pm Monday through Friday. | Overtime After 5:00 pm until 8:00 am Monday through Friday and all day Saturday. | Double Time All day Sunday, holidays and any time a worker works more than ten (10) hours in the same day. |
| \$ 98.94 per hour, one hour minimum per worker, thereafter 1/2 hr. increments. | \$ 148.41 per hour, one hour minimum per worker, thereafter 1/2 hr. increments. | \$ 197.88 per hour, one hour minimum per worker, thereafter 1/2 hr. increments. |
| All Labor orders received after the return deadline date will be charged an additional 25% | | |

NOTE: 8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor

RPMXPO SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

— PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER —

Name of Carrier: _____ **# of Crates:** _____ **# of Carton:** _____ **# of Skids:** _____

Display shipped to: Warehouse Show Site Display includes Carpet Will Rent Carpet

After Dismantle Return Display to: _____

| | Dates Required | # of Workers Requested | Time of Day Requested | Estimated # of Hours Per Worker | Estimated Amount |
|-----------------------|------------------------------|------------------------|-----------------------|---------------------------------|------------------|
| SET-UP | Tuesday, February 17th (ST) | | | | \$ |
| DISMANTLE | Thursday, February 19th (ST) | | | | \$ |
| TOTAL AMOUNT → | | | | | \$ |

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover and American Express accepted.

Cancellation Policy: Display labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |



Booth Cleaning & Porter Service Order Deadline: 1/23/26

| BOOTH CLEANING RATES | | | | | | | | | | |
|---|------------------|-----|-------------------|---|-------------------|----|-------------------|---|--------------------|--------|
| All carpets ordered from RPMXPO are installed clean for your use; however, you may want to order cleaning services for debris created during set-up. Please choose either One-Time (before initial opening) Vacuumping or Daily Vacuumping below. | | | | | | | | | | |
| VACUUMPING - Once Before Initial Opening | Booth Dimensions | | Total Square Feet | X | Advance Rate | or | Standard Rate | X | # of Days Required | Amount |
| | ft. | ft. | ft. | X | \$ 0.37 / sq. ft. | or | \$.46 / sq. ft. | X | 1 | \$ |
| VACUUMPING - Daily (Rate is for duration of show - not per day) | Booth Dimensions | | Total Square Feet | X | Advance Rate | or | Standard Rate | | # of Days Required | Amount |
| | ft. | ft. | ft. | X | \$.82 / sq. ft. | or | \$ 1.02 / sq. ft. | | 2 | \$ |
| MINIMUM CHARGE - 100 Sq. ft. per day | | | | | | | | | | |
| TOTAL AMOUNT → | | | | | | | | | \$ | |

| PERIODIC PORTER SERVICE | | | | | | | | | | |
|--|------------------|-----|-------------------|---|------------------|----|------------------|---|--------------------|--------|
| Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily. Please choose either Once (before initial opening) or Daily Porter Service below. | | | | | | | | | | |
| PORTER SERVICE- Once | Booth Dimensions | | Total Square Feet | X | Advance Rate | or | Standard Rate | X | # of Days Required | Amount |
| | ft. | ft. | ft. | X | \$.25 / sq. ft. | or | \$.30 / sq. ft. | X | 1 | \$ |
| PORTER SERVICE - Daily (Rate is for duration of show - not per day) | Booth Dimensions | | Total Square Feet | X | Advance Rate | or | Standard Rate | | # of Days Required | Amount |
| | ft. | ft. | ft. | X | \$.54 / sq. ft. | or | \$.67 / sq. ft. | | 2 | \$ |
| MINIMUM CHARGE - 100 Sq. ft. per day | | | | | | | | | | |
| TOTAL AMOUNT → | | | | | | | | | \$ | |

Payment Policy: Payment in full for Booth Cleaning and Periodic Porter Service charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Cancellation Policy: Booth Cleaning and Porter Service orders cancelled before the return deadline will be refunded at 100%. Booth cleaning orders cancelled after the return deadline will not be eligible for refund.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |



F.A.Q.

HOW DO I SHIP TO WAREHOUSE? (i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the RPM Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

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

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

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

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMXPO Service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the RPM Service Desk. DO NOT leave the bill of landing in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment either will be rerouted through ABF Freight.
- You must notify your carrier of the dates & times of pick-up if you are not using ABF Freight.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.



Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPM labor to load/unload.

SMALL PACKAGE SERVICE - Referred to as packages, cartons or envelopes.

- Any **single shipment** that arrives at the warehouse or show site weighing less than 30 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

*Overtime:

- is Monday-Friday prior to 8:00 a.m. and after 5:00 p.m. Also, all day Saturday, Sunday and observed union holidays.

In addition:

- Advance shipments are subject to overtime if moved into show site during overtime hours due to scheduling conflicts beyond RPM's control.
- Shipments during "move-in" or "move-out" are subject to overtime charges if handled during overtime hours due to scheduling conflicts beyond RPM's control.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments. See example of savings below.

Before the show...

THE WRONG WAY



— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x \$88.00/cwt..... \$176.00
 59 lbs. charged @ 200 lbs. min x \$88.00/cwt..... \$176.00
 72 lbs. charged @ 200 lbs. min x \$88.00/cwt..... \$176.00

Total 185 lbs. Total Cost:..... \$528.00

THE MONEY SAVING WAY



— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. \$176.00

TOTAL SAVINGS... \$352.00!

- The Material Handling charge from RPM for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show...

- 1) Obtain a Bill of Lading from the RPM Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the Bill of Lading form to the Service Desk.
- 3) If not using ABF Freight, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow these steps could result in freight being re-routed through ABF Freight and assessed additional shipping charges.



Material Handling Rate Schedule

RPMXPO has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

| MATERIAL HANDLING RATES | | | |
|--|---|--|---|
| 200 lb. Minimum Charge | | | |
| The following services, whether used complete or in part, are offered as a package. Rates include: Unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. | | | |
| | Crated Materials | Uncrated and/or Loose Shipments | Special Handling |
| | <i>STANDARD RATES</i> | <i>STANDARD RATES</i> | <i>STANDARD RATES</i> |
| WAREHOUSE ADVANCE RECEIVING | ST Rate: \$ 106.44 / cwt. Receive crated materials only at our warehouse 30 days prior to show. | Shipments of loose or uncrated materials will <u>not</u> be received at the warehouse. They must be shipped directly to the show site. | ST Rate: \$ 133.04 / cwt. See Special Handling Information below. |
| DIRECT SHIPMENT TO SHOW SITE | ST Rate: \$ 99.94 / cwt. Receive shipments at show site on move-in dates only. | \$ 149.88 / cwt. Receive shipments at show site on move-in dates only. | ST Rate: \$124.92 / cwt See Special Handling Information below. |
| RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING (INCLUDING NON-SKIDDED, UNCRATED AND/OR LOOSE SHIPMENTS) RECEIVED AT THE EXHIBIT SITE will be subject to a 25% surcharge in addition to the above show site rates. This applies to all "van-line" shipments and trucks, due to the height of the truck bed, cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment, the whole shipment will be charged at the UNCRATED AND LOOSE MATERIAL RATE, PLUS SPECIAL HANDLING RATE IF APPLICABLE. | | | |

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will be charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPMXPO assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. RPMXPO will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPMXPO reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPMXPO.



Material Handling Order Form **Deadline: 1/23/26**

To avoid an off target surcharge, shipments consigned to the warehouse must arrive by 2/6/26
 Shipments received after 2/6/26 are subject to a 25% surcharge, unless shipping via ABF Freight.
 Shipments consigned to the warehouse will not be accepted if delivered after 2/13/26
 Shipments consigned to show site will not be accepted if delivered before 2/17/26

WHERE TO SHIP:

Shipments consigned to WAREHOUSE:

Shipments consigned to SHOW SITE:

Army Best Drone Warfighter Competition
 ABF Freight
 c/o RPMXPO
 810 19th Ave SE
 Decatur, AL 35601
 [Exhibiting Co. Name & Booth Number]

Army Best Drone Warfighter Competition
 Huntsville Marriott Space & Rocket Center
 c/o RPMXPO
 5 Tranquility Base
 Huntsville, AL 35805
 [Exhibiting Co. Name & Booth Number]

• The Show Name, Your Company Name and Booth Number MUST be referenced on all shipments.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPMXPO to handle our shipment(s) in accordance with the information above and on the following page, and have read this order and agree to the terms and provisions hereof, including the following page, and acknowledge receipt of a copy. We agree that RPMXPO will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMXPO shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with RPMXPO relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPMXPO as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPMXPO for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMXPO shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

| Please Complete | Piece Count | Estimated Weight | ST Rate Per CWT (100 lbs.) | ST Charges | Estimated Amount |
|---|-------------|------------------|--|------------|------------------|
| Warehouse Advance Receiving - Crated | | | \$ 106.44 | \$ | \$ |
| Warehouse Advance Receiving - Special Handling | | | \$ 133.04 | \$ | \$ |
| Direct Shipment to Show Site - Crated | | | \$ 99.94 | \$ | \$ |
| Direct Shipment to Show Site - Uncrated | | | \$ 149.88 | \$ | \$ |
| Direct Shipment to Show Site - Special Handling | | | \$ 124.92 | \$ | \$ |
| Small package shipments under 50 lbs. | | | \$ 50.72 each carton \$101.31 min. per shipment | \$ | \$ |

NOTE: 200 LB MINIMUM PER SHIPMENT **TOTAL AMOUNT → \$**

Description: _____

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |



Reverse Side of Material Handling Order Form

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPMXPO/ABF Freight, and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPM Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by RPM and/or RPM's Agent — no exceptions.

1. **DEFINITIONS.** The name RPM shall be construed within the meaning of this contract as ABF Freight and their employees, officer, agents, and assigns including any subcontractors that RPM may appoint. The term EXHIBITOR refers to any party who contracts for services with RPM.

2. **RPM RESPONSIBILITIES.** RPM shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPM assumes no responsibilities for any persons, parties, or other contracting firms not under RPM direct supervision and control. RPM shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond RPM reasonable control, of for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that RPM is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPM with a release of subrogation to the extent that any insurance settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPM prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against RPM more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend RPM and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through RPM or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPM equipment.
- EXHIBITOR'S violation of Federal, State, or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** RPM shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPM shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPM shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPM assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."

RPM'S LIABILITY LIMITS. If found liable for any loss or damage, RPM's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and RPM relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPM as an offset against the amount of the alleged loss or damage. Any claim against RPM shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. RPM is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. RPM shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to RPM by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPM assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. RPM loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPM assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPM shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**ABF Freight
c/o RPMXPO
810 19th Ave SE
Decatur, AL 35601**



Army Best Drone Warfighter Competition
Huntsville Marriott Space & Rocket Center
Huntsville, AL
February 17-19, 2026

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
February 6, 2026

Off target shipments, with surcharge, must arrive no later than:
February 13, 2026



ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**ABF Freight
c/o RPMXPO
810 19th Ave SE
Decatur, AL 35601**



Army Best Drone Warfighter Competition
Huntsville Marriott Space & Rocket Center
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February 17-19, 2026

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
February 6, 2026

Off target shipments, with surcharge, must arrive no later than:
February 13, 2026



- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.
- Important note: Warehouse is not temperature controlled.
- Hazardous materials will not be accepted at warehouse.

IMPORTANT: These labels are for Advance Warehouse Shipments ONLY.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Huntsville Marriott Space & Rocket Center
c/o RPMXPO
5 Tranquility Base
Huntsville, AL 35805**



Army Best Drone Warfighter Competition
Huntsville Marriott Space & Rocket Center
Huntsville, AL
February 17-19, 2026

Exhibitor

Booth #

*Exhibitor move-in begins:
February 17, 2026*



DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Huntsville Marriott Space & Rocket Center
c/o RPMXPO
5 Tranquility Base
Huntsville, AL 35805**



Army Best Drone Warfighter Competition
Huntsville Marriott Space & Rocket Center
Huntsville, AL
February 17-19, 2026

Exhibitor

Booth #

*Exhibitor move-in begins:
February 17, 2026*



- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.



Accessible Storage Order Form **Deadline: 1/23/26**

ACCESSIBLE STORAGE

RPMXPO will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.

THE CHARGES FOR ACCESSIBLE STORAGE ARE AS FOLLOWS:

- STORAGE CHARGE — \$75.00 per 16 square feet per day (size of a 4' x 4' pallet)
- LABOR CHARGE — 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Display Labor Order Form" (\$98.94 per hour ST, \$148.41 per hour OT)

Please complete all sections below:

- We will require _____ square feet of space in Accessible Storage for:
 - # of boxes _____
 - # of cases _____
 - # of cartons _____
 - # of crates _____
 - # of skids _____
- Description of product we are storing: _____
- We will need access to this product: _____ times a day at _____ a.m. and/or _____ times a day at _____ p.m.

| | | | | | | |
|---|-------------------------------------|---|-------------------------------------|---|---|--|
| STORAGE CHARGE (\$ 75.00 per 16 sq ft increment) | <input checked="" type="checkbox"/> | Qty of Sq. Ft. Required (16 sq ft increments) | <input checked="" type="checkbox"/> | Total # of Days You Will Need Access | = | Storage Charge — Est. Amount Due |
| \$ 75.00 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | = | \$ |
| LABOR CHARGE — ST (1/2 hr. min. labor charge — \$ 98.94/hr ST — per move.) | <input checked="" type="checkbox"/> | # of Times per Day You Will Need Access | <input checked="" type="checkbox"/> | Total # of Days You Will Need Access | = | ST Labor Charge — Est. Amount Due |
| \$ 98.94/hr ST (min. 1/2 hr) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | = | \$ |
| LABOR CHARGE — OT (1/2 hr. min. labor charge — \$ 148.41/hr OT — per move.) | <input checked="" type="checkbox"/> | # of Times per Day You Will Need Access | <input checked="" type="checkbox"/> | # of Days Required | = | OT Labor Charge — Est. Amount Due |
| \$ 148.41/hr OT (min. 1/2 hr) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | = | \$ |
| TOTAL AMOUNT → | | | | | | \$ |

Payment Policy: Payment in full of all charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |

Your official air freight and ground freight carrier ABF FreightSM

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

800.654.7019

Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Dates _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ Email _____

Estimated Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? Yes No

If you are faxing this form, please print a copy, complete the requested information, and then fax to **479.785.8701**.

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

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



800-654-7019

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPMXPO is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an RPMXPO supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
 - Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
 - Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight.
 - Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
 - Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
 - Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
 - Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
 - Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
 - If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
 - Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.



Electrical & AV Order Form



Order your Electrical and AV services online. Click

<https://eventnow.encoreglobal.com/>

Have a question or request about your EventNow order or other EventNow needs? Please contact our EventNow experts through the email or phone number below.

[800-966-4498](tel:800-966-4498)

eventnowsupport@encoreglobalmail.com

Exhibitor Internet Order Form

Event Name: _____

Event Dates: _____

Exhibitor / Company Name: _____

Booth Number: _____

On-Site Contact: _____

Phone: _____

Email: _____

Internet Service Options

(Please select desired service)

Standard Exhibitor Internet

- **Basic Wi-Fi – \$25 per device, per day**
Suitable for email, web browsing, and light usage.
- **Premium Wi-Fi – \$50 per device, per day**
Higher bandwidth for streaming, presentations, and multiple applications.

Hard-Wired Connections

- **Single Ethernet Line – \$150 per line, per day**
Dedicated wired connection for secure, stable service.
- **Additional Ethernet Line – \$150 per line, per day**
Quantity: _____

PAYMENT INFORMATION

Name on Card: _____

Card Type: Visa MC AmEx Discover

Card Number: _____

Expiration Date: _____

Billing Address: _____

Please charge my card upon receipt of this form.

AUTHORIZATION

I authorize **Marriott at the U.S. Space & Rocket Center** to provide the selected services and charge the payment method listed above.

Signature: _____

Printed Name: _____

Date: _____