

# 2023★SUMMIT

ARMY AVIATION MISSION SOLUTIONS SUMMIT

April 26-28 | Nashville, TN



[quad-a.org/23SUMMIT](http://quad-a.org/23SUMMIT) - #23SUMMIT  
Sponsored by AAAA

# EXHIBITOR KIT



rpm | EXCEEDING YOUR  
X P O | EXPECTATIONS



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## Exhibitor Information

Dear Exhibitor,  
 RPMXPO is pleased to have been chosen as the Official General Service Contractor for the **2023 Army Aviation Mission Solutions Summit**. 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:

The Army Aviation  
 Association of America, Inc. (AAAA)  
 593 Main Street  
 Monroe, CT 06468-2806  
 Phone: (203) 268-2450  
 Fax: (203) 268-5870  
 Email: [exhibits@quad-a.org](mailto: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](mailto:info@rpmxpo.com)  
 Web: <https://rpmxpo.boomerecommerce.com>

Included in this service kit are order forms for various furnishings and services you may require for your booth. RPMXPO forms are to be returned to our office via fax, email or mail.

Order forms for products/services provided by official supplies other than RPM should be sent to the specific contractor providing the service. Please do not send utility, A/V, internet service, etc. forms to RPMXPO. Please review these forms and submit your orders as early as possible.

### Your 10 ft. X 10 ft. Booth Includes:

- 8 ft. high Blue/Gold Draped Back Wall with
- 3 ft. high Blue Draped Side Dividers
- 7 in. by 44 in. Booth Identification Sign displaying the exhibiting company's name and booth number.

**Note:**

Corner booths only come with one side drape  
*(unless requested)*  
 Island booths do not come with backwall, sidewall or ID Sign  
*(unless ordered at exhibitors' expense)*  
 The Exhibit floor is NOT Carpeted. The Aisle Carpet will be Blue Jay.

**CARPET IS MANDATORY!!**

### Important Deadlines

Advance Price Discount Deadline for all RPMXPO orders:.....Friday, March 24, 2023  
 First day for warehouse deliveries WITHOUT a surcharge:.....Friday, March 31, 2023  
 Last day for warehouse deliveries WITHOUT a surcharge:.....Friday, April 7, 2023  
 Last day for warehouse deliveries WITH a surcharge:.....Friday, April 14, 2023  
 First day freight can arrive at show site: ..... 8:00am on Monday, April 24, 2023



## Exhibitor Information - continued

### SHOW HOURS SUBJECT TO CHANGE

#### Exhibit Installation and Dismantle Schedule

<b>Targeted Set-Up:</b>	Saturday, April 22, 2023 Sunday, April 23, 2023 Monday, April 24, 2023	PLEASE CONTACT: <b>Ken Zinkand</b> The Association Group, Inc. Email: kzinkand@comcast.net
<b>Exhibitor Set-Up:</b>	Tuesday, April 25, 2023 Wednesday, April 26, 2023	8:00 am - 6:00 pm 8:00 am - 12:00 pm
<p><b>Important:</b> Exhibits MUST be assembled and fully operational by <b>12:00 pm on Wednesday, April 26, 2023</b>. In the event an exhibit is not fully assembled and operational by <b>12:00 pm on Wednesday, April 26, 2023</b>, the AAAA reserves the right to remove all exhibit material and repossess all rights to the exhibit area. The Exhibitor will be considered in default of the signed contract and will not be entitled to any refund for such exhibit space.</p>		
<b>Reception for EXHIBITORS ONLY / President Reception / Early Bird Grand Opening</b>	Wednesday, April 26, 2023 Wednesday, April 26, 2023 Wednesday, April 26, 2023	<a href="https://www.quad-a.org/22Summit/Agenda/20Summit/Agenda.aspx?hkey=298013b3-d375-48a7-b103-2e1a758b7fb6">https://www.quad-a.org/22Summit/Agenda/20Summit/Agenda.aspx?hkey=298013b3-d375-48a7-b103-2e1a758b7fb6</a>
<b>Exhibit Hours:</b>	Thursday, April 27, 2023 Friday, April 28, 2023	<a href="https://www.quad-a.org/22Summit/Agenda/20Summit/Agenda.aspx?hkey=298013b3-d375-48a7-b103-2e1a758b7fb6">https://www.quad-a.org/22Summit/Agenda/20Summit/Agenda.aspx?hkey=298013b3-d375-48a7-b103-2e1a758b7fb6</a>
<b>Dismantle Hours:</b>	Friday, April 28, 2023 Saturday, April 29, 2023 Sunday, April 30, 2023	3:30 pm - 8:00 pm 8:00 am - 6:00 pm 8:00 am - 12:00 pm

**Important:** Exhibits may not be dismantled prior to 3:30 pm on Sunday, April 28th. All exhibits must be dismantled and removed by **Sunday, April 30th at 12:00pm**. Your Carrier must sign in for pick-up by **9:00am Sunday, April 30th** or freight may be re-consigned through the Official Show Carrier, ABF Freight. Re-consigned freight begins at 12:00pm

### Shipping Addresses

Shipments to Advance Warehouse:	Direct to Show Site:
To avoid an off target surcharge: Shipments must arrive no later than <b>04/07/23</b> . Shipments received after 04/07/23 are subject to a 25% surcharge, unless shipping via ABF Freight. Shipments will not be accepted if delivered after <b>04/14/23</b>	Shipments will not be accepted if delivered before <b>04/24/23</b>
<p>Army Aviation Mission Solutions Summit ABF Freight c/o RPMXPO 890 Visco Dr. Nashville, TN 37210 (Exhibiting Name and Booth Location)</p>	<p>Army Aviation Mission Solutions Summit Gaylord Opryland Convention Center c/o RPMXPO 2815 Opryland Drive - Ryman Halls Nashville, TN 37214 (Exhibiting Name and Booth Location)</p>





## 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 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 678-742-7310 or email us at [info@rpmxpo.com](mailto: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](mailto:info@rpmxpo.com) -OR- Fax: 770-679-8751**



## Payment Policies

### ● Payment Options

RPMXPO is the official general service contractor for **Army Aviation Mission Solutions Summit** and is pleased to offer you three convenient ways to pay for any and all show services provided by RPMXPO.

#### ● 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:
- WELLS FARGO - NC 112 S. Main Street Davidson, NC 28036  
Call the office to get wire transfer details

\*ANY ATTEMPTS TO SEND A WIRE TRANSFER TO ANY ACCOUNT OTHER THAN AS SPECIFICALLY STATED ABOVE WILL BE AT THE FULL RISK OF THE SENDER. RPMXPO ASSUMES NO RISK AND WILL NOT BE HELD LIABLE FOR ANY WIRE TRANSFER THAT DOES NOT CONFORM PRECISELY AS WRITTEN ABOVE.

- 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, March 24, 2023, 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: 03/24/23**

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:**

Corporate Credit Card  
 Personal Credit Card  
 Check  
 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:**

**Card Number:**  
 \_\_\_\_\_

**Expiration Date:**                      **CVV2 (Security) Code:**  
 \_\_\_\_ / \_\_\_\_                      \_\_\_\_\_

<b>ORDER RECAP</b>		
<b>Enter totals from each completed form</b>		
<small>* Note: Items taxable in the State of Tennessee*</small>		
* Custom Booth Options Order Form	\$	
* Standard & Pedestal Tables Order Form	\$	
* Shelving Units & Table Risers Order Form	\$	
* Chairs, Stools & Booth Accessories	\$	
* Specialty Equipment Order Form	\$	
* Booth Carpet & Padding Order Form	\$	
* Modular Hardwall Accessories Order Form	\$	
* Back Drape and Side Rail Order Form	\$	
* Column Wrap Order Form	\$	
* Signs, Banners and Accessories Order Form	\$	
Display Labor Order Form	\$	
Forklift Labor Order Form	\$	
Booth Cleaning, Porter & Sanitizing Order Form	\$	
Vehicle Spotting Order Form	\$	
Material Handling Order Form	\$	
Accessible Storage Order Form	\$	
<b>TOTAL AMOUNT DUE →</b>	<b>\$</b>	

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE**

Company Name:		Booth #:	
Cardholder's Name:			
Street Address:	City:	State:	Zip:
Phone #:	Fax #:		
Ordered By:	Email:		
Signature:	Date:		





## **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: 03/24/23**

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 March 24, 2023.**

Event Name:			
Exhibiting Company Name:			Booth#:
Address:	City:	State:	Zip:
Authorized On-Site Representative:			
Name of Service Firm:			
Address:	City:	State:	Zip:
Telephone:	On-Site Supervisor:		
Signature:	Date:		



## Standard Booth Rental

**Deadline: 03/24/23**

**CHOOSE YOUR RENTAL MODEL:**

**DEADLINE FOR DISCOUNT RATES (as priced below):**

DEADLINE for prices below + 15%: Up to 7 days after Deadline

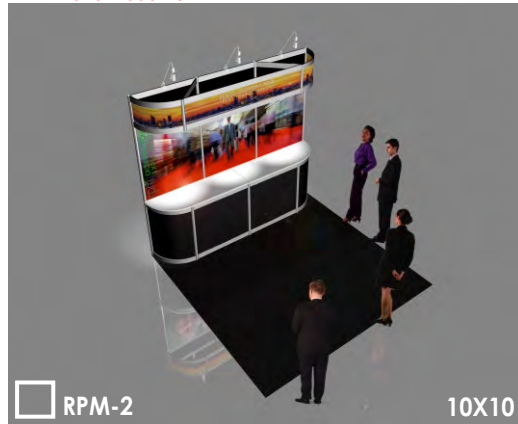
DEADLINE for prices below + 35%: From the 8th - 14 days after Deadline

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



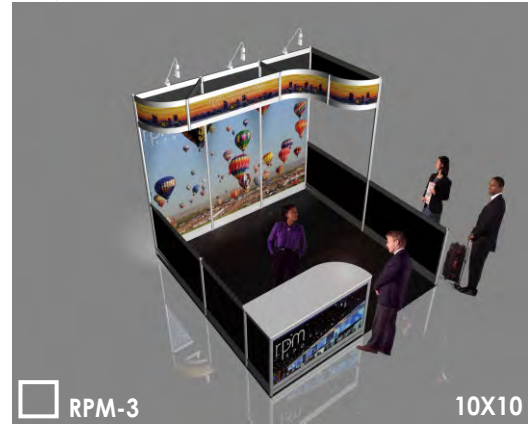
RPM-1 10X10

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



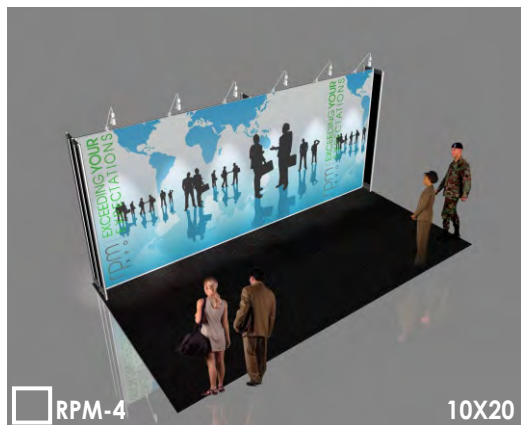
RPM-2 10X10

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



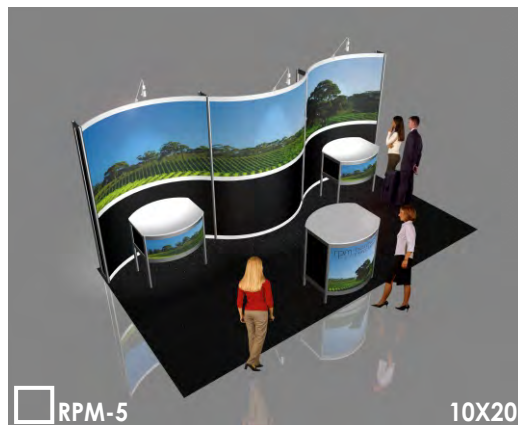
RPM-3 10X10

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



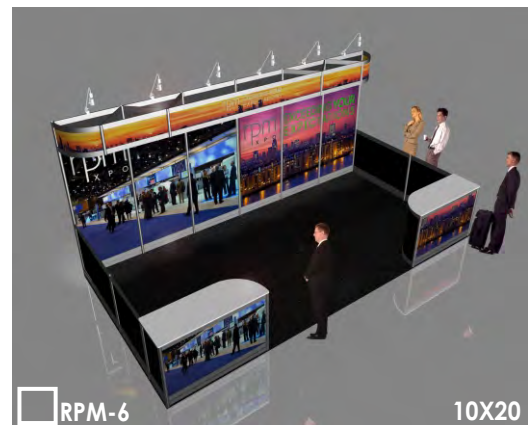
RPM-4 10X20

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



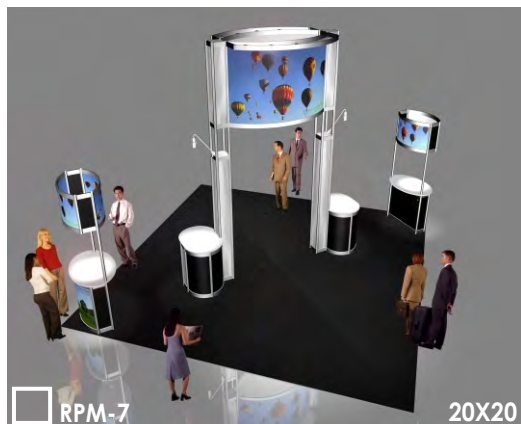
RPM-5 10X20

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



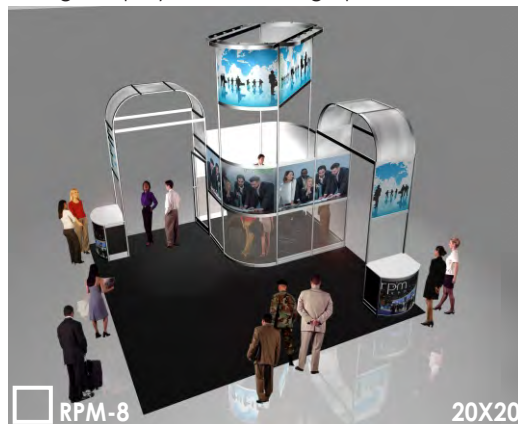
RPM-6 10X20

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



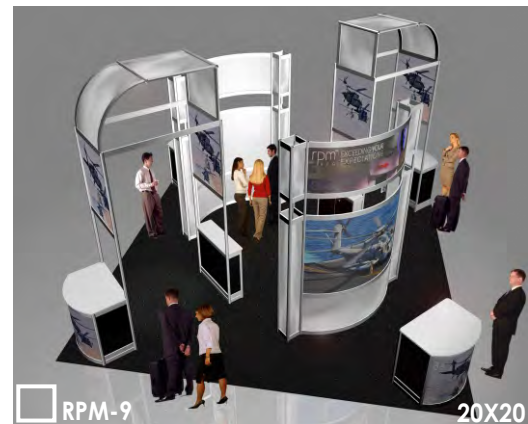
RPM-7 20X20

\$7,235 - includes 15' lighted graphic tower 2, lighted display counters, and 2 storage/display cabinets with graphics, lighted counter tops and graphic headers



RPM-8 20X20

\$11,340 - includes 15' high lighted graphic header over 10'x10' meeting room with graphics, all sides, plus 2 storage/display cabinets with graphics and graphic headers



RPM-9 20X20

\$13,590 - includes 10' high graphic walls, central meeting space with 2 coffee/literature display cabinets and graphic headers, plus 4 storage/display cabinets with graphics, at booth corners

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 inquire regarding the numerous accessories available for all Models.**





**Tables Order Form** **Deadline: 03/24/23**

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	\$ 152.57	\$ 190.71	\$
	2' X 6' X 30" High	\$ 178.15	\$ 222.69	\$
	2' X 8' X 30" High	\$ 220.29	\$ 275.36	\$
	2' X 4' X 42" High	\$ 168.65	\$ 210.81	\$
	2' X 6' X 42" High	\$ 220.29	\$ 275.36	\$
	2' X 8' X 42" High	\$ 254.09	\$ 317.61	\$
UNDRAPED DISPLAY TABLES				
	2' X 4' X 30" High	\$ 84.20	\$ 105.25	\$
	2' X 6' X 30" High	\$ 98.27	\$ 122.84	\$
	2' X 8' X 30" High	\$ 118.24	\$ 147.80	\$
	2' X 4' X 42" High	\$ 94.56	\$ 118.20	\$
	2' X 6' X 42" High	\$ 118.24	\$ 147.80	\$
	2' X 8' X 42" High	\$ 133.06	\$ 166.32	\$
TABLE DRAPING - 4TH SIDE				
COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White				
	For 30" High Table	\$ 81.38	\$ 101.72	\$
	For 42" High Table	\$ 81.38	\$ 101.72	\$

ROUND PEDESTAL TABLES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Round Pedestal Table (30" H X 30" D)	\$ 275.45	\$ 344.31	\$
	Round Pedestal Table (42" H X 30" D)	\$ 289.11	\$ 361.38	\$
<b>Sub-Total</b>				<b>\$</b>
<b>9.25% TN Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>



**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.

**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. Refer to Payment Policies for full description.

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



**Shelving Units & Table Risers Order Form** **Deadline: 03/24/23**

*All shelves and feet will be delivered to your booth; however, it is the exhibitor's responsibility to install and dismantle them. (Note: There is a 12" space between shelves.)*

MULTI-SHELF SHELVING UNITS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	2-Shelf Unit	\$ 67.71	\$ 84.64	\$
	4-Shelf Unit	\$ 89.37	\$ 111.71	\$
6' LONG	2-Shelf Unit	\$ 153.14	\$ 191.43	\$
	4-Shelf Unit	\$ 178.67	\$ 223.34	\$
<b>Sub-Total</b>				<b>\$</b>
<b>9.25% TN Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>



4' 2-Shelf Unit  
4'L x 32"H x 11"D



4' 4-Shelf Unit  
4'L x 49"H x 11"D



6' 2-Shelf Unit  
6'L x 32"H x 11"D



6' 4-Shelf Unit  
6'L x 49"H x 11"D

TABLE RISERS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	8" H - Table Riser	\$ 50.86	\$ 63.58	\$
	12" H - Table Riser	\$ 50.86	\$ 63.58	\$
	18" H - Table Riser	\$ 50.86	\$ 63.58	\$
6' LONG	8" H - Table Riser	\$ 64.75	\$ 80.94	\$
	12" H - Table Riser	\$ 64.75	\$ 80.94	\$
	18" H - Table Riser	\$ 64.75	\$ 80.94	\$
<b>Sub-Total</b>				<b>\$</b>
<b>9.25% TN Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>



4' L x 8" H Table Riser



6' L x 8" H Table Riser



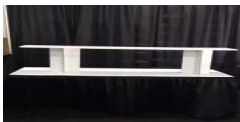
4' L x 12" H Table Riser



6' L x 12" H Table Riser



4' L x 18" H Table Riser



6' L x 18" H Table Riser

**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. Refer to Payment Policies for full description.

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



**Booth Accessories Order Form** **Deadline: 03/24/23**

BOOTH ACCESSORIES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Side Chair	\$ 75.30	\$ 94.12	\$
	Padded Stool	\$ 97.86	\$ 122.33	\$
	Wastebasket	\$ 23.44	\$ 29.30	\$
	Floor Easel	\$ 42.29	\$ 52.87	\$
	Sign Holder	\$ 77.44	\$ 96.80	\$
	Waterfall Rack	\$ 84.43	\$ 105.54	\$
	Z Rack	\$ 84.43	\$ 105.54	\$
	Bag Rack	\$ 170.69	\$ 213.36	\$
	Literature Rack	\$ 237.59	\$ 296.99	\$
	8' Upright and base	\$ 22.62	\$ 28.27	\$
	Crossbar	\$ 15.15	\$ 18.94	\$
	Stem Light	\$ 88.12	\$ 110.15	\$
<b>Sub-Total</b>				<b>\$</b>
<b>9.25% TN Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>



Side Chair



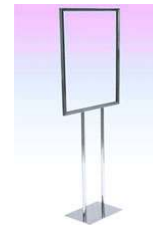
Padded Stool



Wastebasket



Floor Easel



Sign Holder



Waterfall Rack



Z Rack



Bag Rack



Literature Rack



8' Upright and base



Crossbar



Stem Light

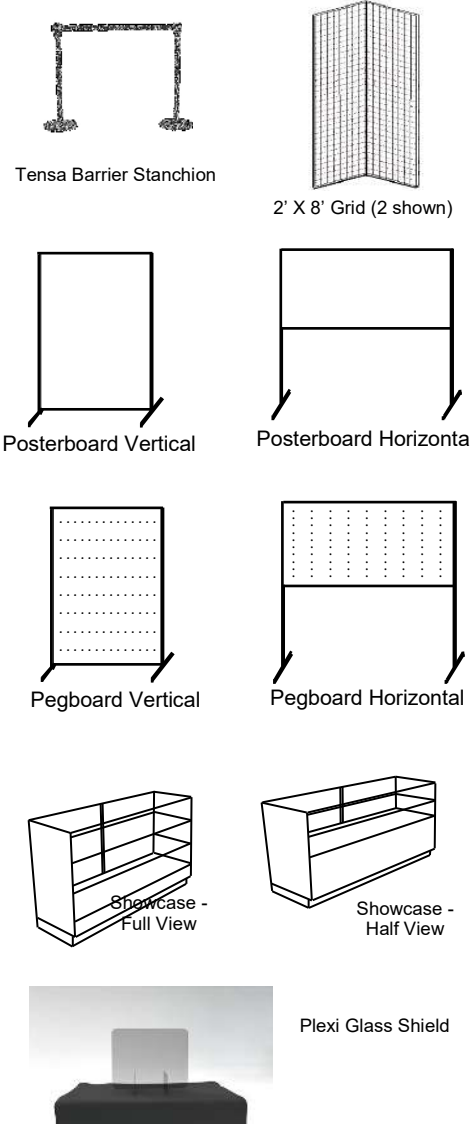
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Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**Specialty Equipment Order Form** **Deadline: 03/24/23**

SPECIALTY EQUIPMENT				
Qty	Description	Discount Rate	Standard Rate	Amount
	Tensa Barrier Stanchion	\$ 82.69	\$ 103.36	\$
	2' X 8' Grid (Minimum order of 2)	\$ 131.09	\$ 163.87	\$
	Posterboard: 8ft. X 4ft. Black Panel - Vertical	\$ 233.02	\$ 291.27	\$
	Posterboard: 4ft. X 8ft. Black Panel - Horizontal	\$ 233.02	\$ 291.27	\$
	Pegboard in Frame: 8ft. X 4ft. White Panel - Vertical	\$ 233.02	\$ 291.27	\$
	Pegboard in Frame: 4ft. X 8ft. White Panel - Horizontal	\$ 233.02	\$ 291.27	\$
	Showcase - 6' Full View	\$ 843.96	\$ 1,054.95	\$
	Showcase - 6' Half View	\$ 843.96	\$ 1,054.95	\$
	Plexi Glass Shield 23"x18" plexi- feet included	\$155.00	\$255.00	
<b>Sub-Total</b>				<b>\$</b>
<b>9.25% TN Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>



**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. Refer to Payment Policies for full description.

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





2023  
**TRADE SHOW  
FURNISHINGS**  
.....  
**KIT CATALOG**



## BLANC



**Blanc Sofa**  
Bright White Leather  
75"W x 35"D x 35"H



**Blanc Loveseat**  
Bright White Leather  
54"W x 35"D x 35"H



**Blanc Chair**  
Bright White Leather  
33"W x 35"D x 35"H



**Blanc Bench Ottoman**  
Bright White Leather  
48"W x 24"D x 18"H



**Blanc Cube Ottoman**  
Bright White Leather  
17"Square x 17"H

## WHISPER



**Whisper Sofa**  
White Leather  
87"W x 37"D x 35"H



**Whisper Loveseat**  
White Leather  
61"W x 37"D x 35"H



**Whisper Chair**  
White Leather  
35"W x 37"D x 35"H

## WHISPER



### Whisper Bench Ottoman

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



### Whisper Square Ottoman

White Leather  
40"Square x 17"H



### Whisper Round Ottoman

White Leather  
46"Round x 17"H

## FUNCTION

Modular Seating Collection



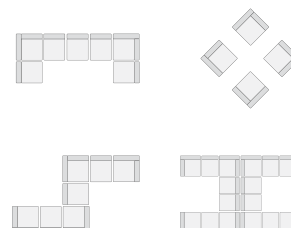
### Function Armless Chair

White Leather  
28"Square x 29"H



### Function Corner

White Leather  
28"Square x 29"H



## CONTINENTAL

Modular Seating Collection



### Continental Curved Loveseat

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



### Continental Reverse Curved Loveseat

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



### Continental Wedge Ottoman

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



## CONTINENTAL

Modular Seating Collection



### Continental Curved Bench

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



### Continental Half Moon Ottoman

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

## SOPHISTICATION

Modular Seating Collection



### Sophistication Sofa

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



### Sophistication Loveseat

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



### Sophistication Chair

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



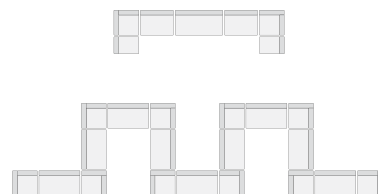
### Sophistication Corner

White Leather  
31"Square x 48"H



### Sophistication Ottoman

White Leather  
31"Square x 19"H



# BOCA

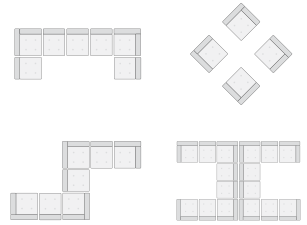
Modular Seating Collection



**Boca Corner**  
Black Leather  
22"W x 27"D x 30"H



**Boca Armless**  
Black Leather  
27"Square x 30"H



# METRO



**Metro Sofa**  
Black Leather  
85"W x 35"D x 35"H



**Metro Loveseat**  
Black Leather  
60"W x 35"D x 35"H



**Metro Chair**  
Black Leather  
35"Square x 35"H



**Metro Square Ottoman**  
Black Leather  
40"Square x 17"H



**Metro Bench Ottoman**  
Black Leather  
60"W x 24"D x 17"H

## SUAVE MIDNIGHT



### Suave Midnight Sofa

Midnight Suede  
77"W x 36"D x 33"H



### Suave Midnight Loveseat

Midnight Suede  
54"W x 36"D x 33"H



### Suave Midnight Chair

Midnight Suede  
32"W x 36"D x 33"H

## GRAMMERCY

Modular Seating Collection



### Grammercy Sofa

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



### Grammercy Loveseat

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



### Grammercy Chair

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



### Grammercy Corner

Charcoal Leather  
36"Square x 36"H



### Grammercy Round Ottoman

Charcoal Leather  
46"Round x 17"H



### Grammercy Square Ottoman

Charcoal Leather  
40"Square x 17"H  
Also Available in Bench Ottoman  
60"W x 24"D x 17"H

## PARMA



**Parma Sofa**  
Brown Leather  
79"W x 37"D x 36"H



**Parma Loveseat**  
Brown Leather  
56"W x 37"D x 36"H



**Parma Chair**  
Brown Leather  
33"W x 37"D x 36"H



**Parma Bench Ottoman**  
Brown Leather  
60"W x 24"D x 17"H

## MONTANA MOCHA



**Montana Mocha Sofa**  
Mocha Tan Fabric  
79"W x 35"D x 34"H



**Montana Mocha Loveseat**  
Mocha Tan Fabric  
57"W x 35"D x 34"H



**Montana Mocha Chair**  
Mocha Tan Fabric  
35"Square x 34"H

## MADISON



### **Madison Sofa**

Tan Fabric  
86"W x 34"D x 34"H



### **Madison Chair**

Tan Fabric  
33"W x 34"D x 34"H



### **Madison Sky Bench**

Teal Fabric  
48"W x 24"D x 17"H



### **Madison Ottoman - Willow**

Green Fabric  
24"Square x 17"H



### **Madison Ottoman - Sand Dollar**

Tan Fabric  
24"Square x 17"H



### **Madison Ottoman - Apricot**

Orange Fabric  
24"Square x 17"H



### **Madison Ottoman - Sunflower**

Yellow Fabric  
24"Square x 17"H



## CHANDLER



### Chandler Sofa

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



### Chandler Loveseat

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



### Chandler Chair

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



### Chandler Bench Ottoman

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

## EVOKE



### Evoke Sofa

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



### Evoke Chair

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



### Evoke Cocktail Table

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

## EVOKE



### **Evoke End Table**

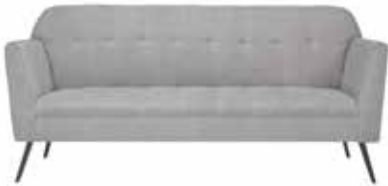
Coffee Resin Frame  
24"W x 28"D x 25"H



### **Evoke Cube Table**

Coffee Resin Frame  
18"Square x 18"H

## NIKO



### **Niko Sofa**

Grey Microfiber  
81"W x 30"D x 38"H



### **Niko Loveseat**

Grey Microfiber  
58"W x 30"D x 38"H



### **Niko Chair**

Grey Microfiber  
31"W x 30"D x 38"H

## STAGE CHAIRS



### **Midnight Stage Chair**

Midnight Microfiber  
25"W x 26"D x 37"H



### **Chamois Stage Chair**

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



### **Buckskin Stage Chair**

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

## STAGE CHAIRS



### Empire Chair

- Black Leather
  - White Leather
- 28"W x 32"D x 32"H



### Tulip Chair

- Black Fabric/Tilt Back/Caster Feet  
27"W x 26"D x 35"H



### Monarch Chair

- Bright White Leather  
28"Square x 30"H

## OTTOMANS & BENCHES



### Curved Bench

- Continental White Leather  
70"W x 26"D x 19"H



### Square Ottoman

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



### Bench Ottoman

- Metro Black Leather
  - Whisper White Leather
  - Chandler Red Leather
  - Grammercy Charcoal Leather
  - Parma Brown Leather
- 60"W x 24"D x 17"H



### Essentials Storage Ottoman

- White Leather with Locking Mechanism  
48"W x 24"D x 20"H  
Lock Not Included



### Round Ottoman

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



### 1/4 Round Ottoman

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

## OTTOMANS & BENCHES



### **Madison Sky Bench**

Teal Fabric  
48"W x 24"D x 17"H



### **Madison Ottomans**

Left to Right: Willow, Sand Dollar, Apricot, Sunflower  
24"Square x 17"H

## BANQUETTES



### **Essentials Banquette**

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



### **Whisper Banquette**

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



### **Grammercy Banquette**

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

## TURNING BEDS



### **Essentials Turning Bed**

White Leather  
96"W x 48"D x 36"H

## CUBE OTTOMANS



### Cube Ottomans

From left to right: Blanc Bright White Leather (17" Square x 17"H), Whisper White Leather, Metro Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl  
18" Square x 18"H



### Essentials Turning Bed - Charged

White Leather  
96"W x 48"D x 25"H

*\*White slip cover available for black charging unit.  
\*Maximum of 1 bed per power source.*



### Boca Corner - Charged

Bright White Leather  
27" Square x 30"H

*\*Maximum of 4 daisy linked together per power source.*



### Boca Chair - Charged

Bright White Leather  
22"W x 27"D x 30"H

*\*Maximum of 4 daisy linked together per power source.*



### Aspen Bar Table - Charged

White / Brushed Steel  
72"W x 26"D x 42"H

*\*Maximum of 1 table per power source.*



### Aspen Cocktail Table - Charged

White / Brushed Steel  
48"W x 24"D x 18"H

*\*Maximum of 1 table per power source.*



### White Conference Table - Charged

White  
96"W x 43"D x 30"H

*\*Maximum of 1 table per power source.*





**Patrice Table Chair - Charged**

Bright White Leather  
28"W x 31"D x 31"H

*\*Maximum of 6 daisy linked together per power source.*



**Lincoln Bench - Charged**

Bright White Leather  
59"W x 39"D x 17"H

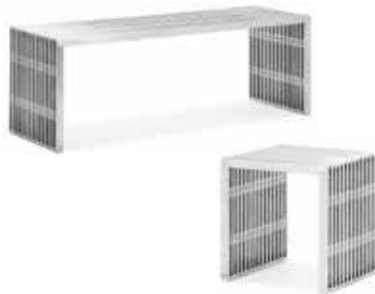
*\*Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES



**Tribeca Tables**

End Table Wood/Black  
24"W x 28"D x 22"H  
Console Table Wood/Black  
48"W x 18"D x 30"H  
Cocktail Table Wood/Black  
48"W x 28"D x 19"H



**Novel Tables**

End Table Satin Steel  
15" Square x 16"H  
Cocktail Table Satin Steel  
46"W x 15"D x 16"H



**Aria Tables Red**

End Table Red/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Red/Brushed Steel  
44"W x 20"D x 18"H



**Aria Tables Green**

End Table Green/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Green/Brushed Steel  
44"W x 20"D x 18"H



**Aria Tables Blue**

End Table Blue/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Blue/Brushed Steel  
44"W x 20"D x 18"H

## OCCASIONAL TABLES



### Aria Tables Purple

End Table Purple/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Purple/Brushed Steel  
44"W x 20"D x 18"H



### Aria Tables White

End Table White/Brushed Steel  
24"W x 20"D x 22"H  
Console Table White/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table White/Brushed Steel  
44"W x 20"D x 18"H



### Aria Tables Charcoal

End Table Storm Grey/Brushed Steel  
24"W x 20"H x 22"H  
Console Table Storm Grey/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table Storm Grey/Brushed Steel  
44"W x 20"D x 18"H



### Fuze Tables

End Table Chrome/Zebra wood Laminate  
24"Square x 23"H  
Console Table Chrome/Zebra wood Laminate  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Zebra wood Laminate  
40"Square x 16"H



### London Tables

End Table Chrome/Marble  
24"Square x 23"H  
Console Table Chrome/Marble  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Marble  
40"Square x 16"H



### Brooklyn Tables

End Table Square - Chrome  
22"Square x 20"H  
End Table Round - Chrome  
20"Round x 20"H  
Cocktail Table Rectangle - Chrome  
42"W x 24"D x 16"H  
Cocktail Table Round - Chrome  
30"Round x 16"H



### Vivid Tables

End Table - Smoked Powder Coat Finish  
26"Square x 21"H  
Console Table - Smoked Powder Coat Finish  
50"W x 24"D x 30"H  
Cocktail Table - Smoked Powder Coat Finish  
50"W x 24"D x 16"H



### Club Tables

End Table  
44"W x 22"D x 18"H  
Cocktail Table  
22"Square x 18"H  
(Includes built in Wireless LED Lighting)



### Rose Table

17"Round x 17"H

## OCCASIONAL TABLES



**Zanzibar Table**

17"Square



**Cube End Tables**

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



**Cube Cocktail Tables**

■ Black 24"  
□ White 24"  
24"Square x 16"H



**Phoebe Tables**

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



**Hylton Tablet Table**

White/Brushed Steel  
18"W x 12"D x 28"H

## BARS & BAR BACKS



### VIP Glow Bar 6'

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



### VIP Glow Bar 4'

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



### Bar

■ Black with 2 shelves in back  
 □ White with 2 shelves in back  
 48"W x 16"D x 42"H



### Blox Bar Back

Walnut/Brushed Metal  
 30"W x 16"D x 86"H  
 Please Inquire About Shelf Dimensions



### Piazza Bar Back

■ Black  
 □ White  
 44"W x 12"D x 79"H  
 13"W x 14"H (Inside Shelf)

## BAR STOOLS



### Vienna Stool

- Gray Acrylic
  - Orange Acrylic
  - Teal Acrylic
- 17" Square x 39"H



### Cris Cross Bar Stool

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



### Escape Stool

- Natural Maple
- 20"W x 19"D x 46"H



### Silk Back Bar Stool

- Black
- White
- Blue
- Green
- Purple
- Red

17"W x 18"D x 42"H



### Euro Bar Stool

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



### Hourglass Bar Stool

- Black
  - White
- 18"W x 20"D x 43"H



### Equino Stool

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



## BAR STOOLS



**Clara Stool**  
White  
17"W x 21"D x 41"H



**Marcus Bar Stool**  
Steel  
17"Square (at footbase) x 29"H



**Regal Stool**  
Brown Leather  
19"W x 24"D x 45"H



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



**Sonic Stool**  
Black  
22"W x 23"D x 42"H



**Nexus Stool**  
White  
19"W x 20"D x 44"H

## CAFE CHAIRS



**Vienna Chair**  
 ■ Gray Acrylic  
 ■ Orange Acrylic  
 ■ Teal Acrylic  
 21"Square x 32"H



**Silk Back Chair**  
 ■ Black ■ Green  
 ■ White ■ Purple  
 ■ Blue ■ Red  
 17"W x 18"D x 34"H

## CAFE CHAIRS



**Clara Chair**  
White  
18"W x 21"D x 34"H



**Leslie Chair**  
White  
17"W x 21"D x 31"H



**Criss Cross Chair**  
 Espresso Leather  
 White Leather  
 17"W x 21"D x 35"H



**Elio Chair**  
Steel  
17"Square x 33"H



**Caprice Chair**  
Black  
25"W x 24"D x 32"H



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



**Regal Dining Chair**  
Brown Leather  
19"W x 23"D x 38"H



**Sonic Chair**  
Black  
20"W x 21"D x 32"H



**Nexus Chair**  
White  
19"W x 22"D x 32"H

## CAFE CHAIRS



**Colin Chair**  
Natural Maple  
22"W x 19"D x 33"H

## BAR TABLES



**Euro Bar Table**  
Black/Black 30"  
30"Round x 42"H  
Black/Black 36"  
36"Round x 42"H



**Silk Bar Table**  
Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



**City Bar Table**  
Maple/Black 30"  
30"Round x 42"H  
Maple/Black 36"  
36"Round x 42"H



**Park Ave Bar Table**  
Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



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



**Blanco Round Bar Table**  
White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H

## BAR TABLES



**Fuze Bar Table**  
Zebrawood Laminate/Chrome  
36"Square x 42"H



**Blanco Square Bar Table**  
White/Chrome  
24"Square x 42"H



**Blanco Rectangle Bar Table**  
White/Chrome  
72"W x 24"D x 42"H



**Spectrum Bar Table Red**  
Red/Chrome  
24"Square x 42"H



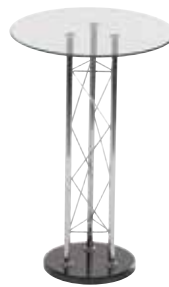
**Spectrum Bar Table Blue**  
Blue/Chrome  
24"Square x 42"H



**Spectrum Bar Table Purple**  
Purple/Chrome  
24"Square x 42"H



**Spectrum Bar Table Green**  
Green/Chrome  
24"Square x 42"H



**Chardonnay Bar Table**  
Clear Glass/Chrome  
31"Round x 42"H



**Zinc Bar Table**  
Chrome  
24"Round x 42"H

## BAR TABLES



**Aspen Bar Table**  
White/Brushed Steel  
72"W x 26"D x 42"H

## CAFÉ TABLES



**Euro Café Table**  
Black/Black 30"  
30"Round x 30"H  
Black/Black 36"  
36"Round x 30"H



**Silk Café Table**  
Black/Chrome 30"  
30"Round x 30"H  
Black/Chrome 36"  
36"Round x 30"H



**Park Ave Café Table**  
Maple/Chrome 30"  
30"Round x 30"H  
Maple/Chrome 36"  
36"Round x 30"H



**City Café Table**  
Maple/Black 30"  
30"Round x 30"H  
Maple/Black 36"  
36"Round x 30"H



**Summit Café Table**  
White/Black 30"  
30"Round x 30"H  
White/Black 36"  
36"Round x 30"H



**Blanco Café Table**  
White/Chrome 30"  
30"Round x 30"H  
White/Chrome 36"  
36"Round x 30"H

## CAFÉ TABLES



**Fuze Café Table**  
Zebrawood Laminate/Chrome  
36" Square x 30"H



**Blanco Square Café Table**  
White/Chrome Rectangle  
24" Square x 30"H



**Blanco Rectangle Café Table**  
White/Chrome Rectangle  
72"W x 24"D x 30"H



**Spectrum Café Table Red**  
Red/Chrome  
24" Square x 30"H



**Spectrum Café Table Blue**  
Blue/Chrome  
24" Square x 30"H



**Spectrum Café Table Purple**  
Purple/Chrome  
24" Square x 30"H



**Spectrum Café Table Green**  
Green/Chrome  
24" Square x 30"H



**Aspen Dining Table**  
White/Brushed Steel  
72"W x 30"D x 30"H



**Brio Dining Table**  
Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H



## OFFICE SEATING



**Tamiri High Back Chair**

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



**Tamiri Mid Back Chair**

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



**Tamiri Guest Chair**

Black Leather  
25"W x 27"D x 37"H



**Accord Chair**

■ Black  
□ White  
25"Square x 44"H



**Goal Task Chair**

Black  
25"W x 24"D x 39"H



**Goal Task Chair Armless**

Black  
21"W x 24"D x 39"H

## OFFICE SEATING



**Enterprise High Back Conference Chair**

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



**Enterprise Mid Back Conference Chair**

Black Fabric  
24"W x 26"D x 39"H



**Enterprise Guest Chair**

Black Fabric  
25"W x 27"D x 37"H



**Goal Drafting Stool**

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



**Goal Drafting Stool Armless**

Black  
21"W x 24"D x 48"H

## CONFERENCE TABLES



**Conference Table Round**

■ Black  
■ Mahogany  
42"Round x 29"H



**Conference Table Rectangle**

■ Black 6'      ■ Black 8'  
■ Mahogany 6'      ■ Mahogany 8'  
□ White 6'      □ White 8'  
72"W x 36"D x 30"H      96"W x 48"D x 30"H

## OFFICE FURNITURE



### Computer Kiosk

■ Black  
□ White  
24" Square x 42"H



### Black Credenza

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



### Black Double Pedestal Desk

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



### 5 Shelf Bookcase

■ Black  
■ Mahogany  
36"W x 12"D x 72"H



### Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers  
66"W x 20"D x 29"H



### Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers  
72"W x 36"D x 29"H



### Genoa Storage Credenza

Mahogany 2 Filing Cabinets  
2-Drawers-Inside Shelves  
66"W x 20"D x 29"H

## OFFICE FURNITURE



### **Vivid Café Table Square**

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



### **Vivid Café Table Rectangle**

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



### **Brooklyn Rectangle Dining Table**

Clear Glass/Chrome  
60"W x 36"D x 30"H



### **Brooklyn Round Dining Table**

Clear Glass/Chrome  
42" Round x 30"H



### **Aspen Dining Table**

White/Brushed Steel  
72"W x 30"D x 30"H



### **Brio Dining Table**

Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

## METAL FILE & STORAGE CABINETS



### 2-Drawer File

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



### 4-Drawer File

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



### 2-Drawer Lateral File

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



### 4-Drawer Lateral File

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



### Storage Cabinet

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

# PEDESTALS



## Display Pedestals 42"

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



## Display Pedestals 36"

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



## Display Pedestals 30"

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



## Locking Pedestal

- Black
  - White
- 24" Square x 42"H



## Fuze Pedestal

- Zebra wood Laminate/Chrome  
16" Square x 44"H



## London Pedestal

- Marble/Chrome  
16" Square x 44"H



## MISCELLANEOUS ITEMS



**Stanchion**  
Chrome  
41"H  
**Stanchion Rope**  
Red Velour  
6'L



**Nero Literature Rack**  
Black  
15"W x 12"D x 54"H



**Argento Literature Rack**  
Aluminum  
15"W x 12"D x 54"H



**Alto Literature Rack**  
Black/Metal  
11"W x 10"D x 57"H



**Compact Refrigerator**  
Black 4 Cu Ft  
21"W x 22"D x 32"H

## LIGHTING



### **Brushed Steel Lamps**

Table Lamp White/Steel  
26"H

Floor Lamp White/Steel  
66"H



### **Brushed Nickel Lamps**

Table Lamp White/Nickel  
29"H

Floor Lamp White/Nickel  
60"H



### **Rubbed Bronze Lamps**

Table Lamp White/Bronze  
28"H

Floor Lamp White/Bronze  
60"H



### **Neutrino Floor Lamp**

Steel  
67"H

# DESIGN YOUR BOOTH SPACE **YOUR WAY**



## **10x20 Booth Footprint**

Boca Chair - Charged • Brooklyn Round Cocktail Table • Phoebe Table - Lime Green  
Aspen Bar Table - Charged • Silk Back Stool - Green



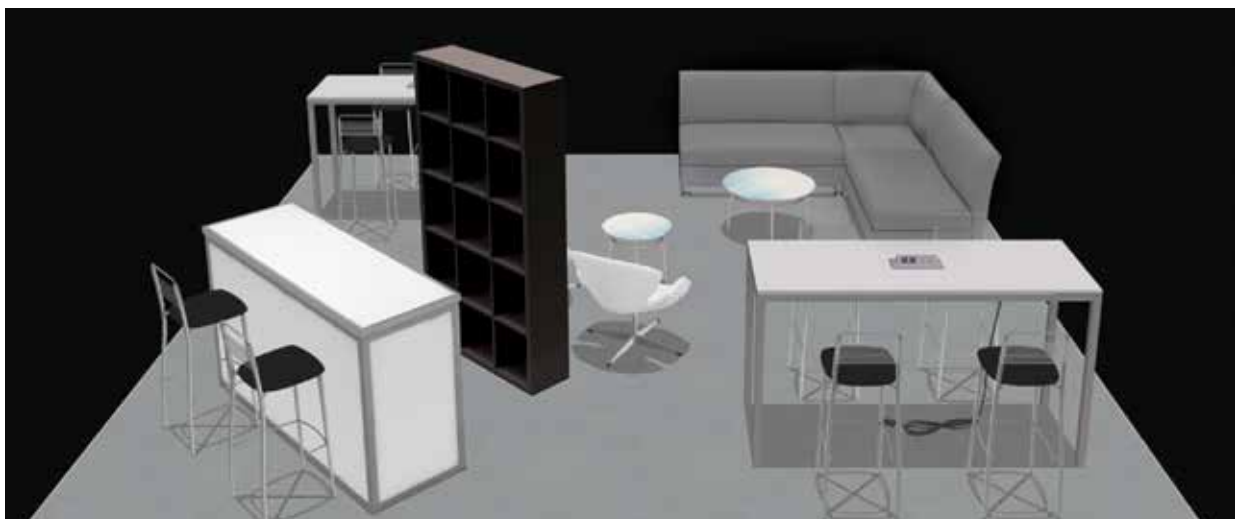
## **10x10 Booth Footprint**

Madison Chair • Madison Bench - Apricot  
Phoebe Table - Hazelnut • Blox Bar Back



## **10x10 Booth Footprint**

Patrice Tablet Chair - Charged • Brooklyn Round End Table  
Equino Stool - Black • Chardonnay Bar Table



## **20x20 Booth Footprint**

Grammercy Loveseats • Grammercy Corner • Brooklyn Round Cocktail Table • Monarch Chairs • Brooklyn Round End Table  
Piazza Bar Back - Espresso • Silk Back Stools - Black • Aspen Bar Tables - Charged • 6' VIP Bar





# 2022 Trade Show Order Form

Email/Fax: [info@rpmxpo.com](mailto:info@rpmxpo.com) 770.679-8751

## TRADE SHOW INFORMATION

Show Name		Company Name	
Show Dates		Onsite Contact Name	
Venue Name		Onsite Contact Cell #	
Venue Address		Delivery Date	Time
		Pickup Date	Time
Booth # and Name		Show Contractor	

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

<b>Terms &amp; Conditions:</b>	<b>Payments:</b>	Payment terms - 100% Payment due prior to delivery to secure the order.
	<b>Cancellation Fee:</b>	If cancelled within 3 days prior to delivery, a 100% charge will be applied.
	<b>Late Fee:</b>	All orders received after the discount deadline will receive at 25% Late Fee. Show Site orders will be based on availability and charged a 30% Late Fee.

Item Number	Weight		Dimensions	Standard	Qty.	Total
<b>Blanc (Pg. 3)</b>						
18228-0847	100 lbs.	Blanc Sofa	75"W x 35"D x 35"H	\$740.00		\$ -
18167-0614	90 lbs.	Blanc Loveseat	54"W x 35"D x 35"H	\$706.00		\$ -
18284-0834	75 lbs.	Blanc Chair	33"W x 35"D x 35"H	\$590.00		\$ -
18024-0072	40 lbs.	Blanc Bench Ottoman	48"W x 24"D x 18"H	\$354.00		\$ -
18184-0274	15 lbs.	Blanc Cube	17"Square	\$123.00		\$ -
<b>Whisper (Pg. 3 &amp; 4)</b>						
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$706.00		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$677.00		\$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$561.00		\$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$313.00		\$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$313.00		\$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$313.00		\$ -
<b>Function (Pg. 4)</b>						
18284-0554	38 lbs.	Function White Leather Armless Chair	28"Square x 29"H	\$377.00		\$ -
18066-0016	27 lbs.	Function White Leather Corner	28"Square x 29"H	\$405.00		\$ -
<b>Continental (Pg. 4 &amp; 5)</b>						
18303-0006	105 lbs.	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	\$729.00		\$ -
18304-0002	105 lbs.	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	\$706.00		\$ -
18296-0006	35 lbs.	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$313.00		\$ -
18184-0283	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$370.00		\$ -
18184-0284	30 lbs.	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$313.00		\$ -
<b>Sophistication (Pg. 5)</b>						
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$729.00		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$492.00		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$370.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$370.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$278.00		\$ -
<b>Boca (Pg. 6)</b>						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$405.00		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$377.00		\$ -
<b>Metro (Pg. 6)</b>						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$608.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$585.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$457.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$313.00		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$313.00		\$ -
<b>Suave Midnight (Pg. 7)</b>						
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$532.00		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$462.00		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$347.00		\$ -
<b>Grammercy (Pg. 7)</b>						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$677.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$590.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$377.00		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$434.00		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$313.00		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$313.00		\$ -
<b>Parma (Pg. 8)</b>						
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$608.00		\$ -



18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$585.00	\$	-
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$457.00	\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$313.00	\$	-
<b>Montana Mocha (Pg. 8)</b>						
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$572.00	\$	-
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$503.00	\$	-
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$388.00	\$	-
<b>Madison (Pg. 9)</b>						
18228-0823	100 lbs.	Madison Sofa	86"W x 34"D x 34"H	\$706.00	\$	-
18284-0794	75 lbs.	Madison Chair	33"W x 34"D x 34"H	\$411.00	\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$290.00	\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$185.00	\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$185.00	\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$185.00	\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$185.00	\$	-
<b>Chandler (Pg. 10)</b>						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$608.00	\$	-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$585.00	\$	-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$457.00	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$313.00	\$	-
<b>Evoke (Pg. 10 &amp; 11)</b>						
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$919.00	\$	-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$492.00	\$	-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$313.00	\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$278.00	\$	-
13110-0008	10 lbs.	Evoke Cube	18"Square	\$197.00	\$	-
<b>Niko (Pg. 11)</b>						
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$752.00	\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$688.00	\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$572.00	\$	-
<b>Stage Chairs (Pg. 11 &amp; 12)</b>						
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$226.00	\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$226.00	\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$226.00	\$	-
18284-0621	80 lbs.	Empire Chair Black Leather	28"W x 32"D x 32"H	\$405.00	\$	-
18284-0564	80 lbs.	Empire Chair White Leather	28"W x 32"D x 32"H	\$405.00	\$	-
05035-0028	45 lbs.	Tulip Black Fabric Chair	26"W x 27"D x 35"H	\$244.00	\$	-
18284-0785	24 lbs.	Monarch Chair - Bright White	28"Square x 30"H	\$259.00	\$	-
<b>Ottomans &amp; Benches (Pg. 12 &amp; 13)</b>						
18184-0283	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$370.00	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$313.00	\$	-
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$313.00	\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$313.00	\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$313.00	\$	-
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$313.00	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$313.00	\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$313.00	\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$313.00	\$	-
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$434.00	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$313.00	\$	-
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$313.00	\$	-
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	\$192.00	\$	-
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$192.00	\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$290.00	\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$185.00	\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$185.00	\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$185.00	\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$185.00	\$	-
<b>Banquettes &amp; Turning Beds (Pg. 13)</b>						
18011-0011	185 lbs.	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$919.00	\$	-
18011-0001	130 lbs.	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	\$919.00	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$919.00	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,104.00	\$	-
<b>Cube Ottomans (Pg. 14)</b>						
18184-0274	15 lbs.	Blanc Cube	17"Square	\$123.00	\$	-
18184-0129	15 lbs.	Cube Ottoman - White	18"Square	\$123.00	\$	-
18184-0128	15 lbs.	Cube Ottoman - Black	18"Square	\$123.00	\$	-
18200-0001	15 lbs.	Cube Ottoman - Red	18"Square	\$123.00	\$	-
18200-0002	15 lbs.	Cube Ottoman - Green	18"Square	\$123.00	\$	-
18200-0003	15 lbs.	Cube Ottoman - Blue	18"Square	\$123.00	\$	-
18200-0004	15 lbs.	Cube Ottoman - Purple	18"Square	\$123.00	\$	-
<b>Charged (Pg. 14 &amp; 15)</b>						
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,225.00	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$462.00	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$428.00	\$	-



22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$717.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$405.00	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$965.00	\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$446.00	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$677.00	\$	-
<b>Occasional Tables (Pg. 15, 16, &amp; 17)</b>						
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$220.00	\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$244.00	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$231.00	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$278.00	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$313.00	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$220.00	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$231.00	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$220.00	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$231.00	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$220.00	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$231.00	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$220.00	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$231.00	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$220.00	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$244.00	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$231.00	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$220.00	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$244.00	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$231.00	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$238.00	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$267.00	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$290.00	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$238.00	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$290.00	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$267.00	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$203.00	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$203.00	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$226.00	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$226.00	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$220.00	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$244.00	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$231.00	\$	-
12107-0331	35 lbs.	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	\$278.00	\$	-
12055-0318	55 lbs.	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	\$313.00	\$	-
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$244.00	\$	-
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$244.00	\$	-
12107-0296	50 lbs.	Cube, Black 24" End Table	24"Square x 21"H	\$226.00	\$	-
12107-0297	55 lbs.	Cube, White 24" End Table	24"Square x 21"H	\$226.00	\$	-
12055-0285	40 lbs.	Cube, Black 24" Cocktail Table	24"Square x 16"H	\$220.00	\$	-
12055-0286	40 lbs.	Cube, White 24" Cocktail Table	24"Square x 16"H	\$220.00	\$	-
12003-0056	11 lbs.	Phoebe Table - Yellow	17"Round x 22"H	\$146.00	\$	-
12003-0052	11 lbs.	Phoebe Table - Lime Green	17"Round x 22"H	\$146.00	\$	-
12003-0053	11 lbs.	Phoebe Table - Rose	17"Round x 22"H	\$146.00	\$	-
12003-0051	11 lbs.	Phoebe Table - Gold	17"Round x 22"H	\$146.00	\$	-
12003-0074	11 lbs.	Phoebe Table - Teal	17"Round x 22"H	\$146.00	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$197.00	\$	-
<b>Bars &amp; Bar Backs (Pg. 18)</b>						
05012-0076	185 lbs.	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	\$803.00	\$	-
05012-0075	130 lbs.	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	\$677.00	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$370.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$370.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$462.00	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$434.00	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$434.00	\$	-
<b>Bar Stools (Pg. 19 &amp; 20)</b>						
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$231.00	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$231.00	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$231.00	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$208.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$208.00	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$174.00	\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$197.00	\$	-
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$197.00	\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$197.00	\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$197.00	\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$197.00	\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$197.00	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$197.00	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$215.00	\$	-

05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$215.00		\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$215.00		\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$215.00		\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$208.00		\$	-
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$157.00		\$	-
05237-0156	20 lbs.	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$215.00		\$	-
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$215.00		\$	-
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$174.00		\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$180.00		\$	-
<b>Café Chairs (Pg. 20, 21 &amp; 22)</b>							
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$146.00		\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$146.00		\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$146.00		\$	-
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$123.00		\$	-
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$123.00		\$	-
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$123.00		\$	-
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$123.00		\$	-
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$123.00		\$	-
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$123.00		\$	-
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	\$110.00		\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$139.00		\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$139.00		\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$123.00		\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$123.00		\$	-
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$169.00		\$	-
14233-0006	15 lbs.	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$157.00		\$	-
05221-0039	20 lbs.	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$174.00		\$	-
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	\$123.00		\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$146.00		\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$139.00		\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$123.00		\$	-
<b>Bar Tables (Pg. 22, 23, &amp; 24)</b>							
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$220.00		\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$226.00		\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$220.00		\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$226.00		\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$220.00		\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$226.00		\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$220.00		\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$226.00		\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$220.00		\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$226.00		\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$220.00		\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$226.00		\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$249.00		\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$220.00		\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$341.00		\$	-
99-05245-20	28 lbs.	Spectrum Bar Table Red	24"Square x 42"H	\$238.00		\$	-
99-05245-21	28 lbs.	Spectrum Bar Table Blue	24"Square x 42"H	\$238.00		\$	-
99-05245-18	28 lbs.	Spectrum Bar Table Purple	24"Square x 42"H	\$238.00		\$	-
99-05245-19	28 lbs.	Spectrum Bar Table Green	24"Square x 42"H	\$238.00		\$	-
05012-0002	35 lbs.	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	\$313.00		\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$330.00		\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$613.00		\$	-
<b>Café Tables (Pg. 24 &amp; 25)</b>							
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$220.00		\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$226.00		\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$220.00		\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$226.00		\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$220.00		\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$226.00		\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$220.00		\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$226.00		\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$220.00		\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$226.00		\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$220.00		\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$226.00		\$	-
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30"	\$249.00		\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$220.00		\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$341.00		\$	-
99-05036-20	25 lbs.	Spectrum Café Table Red	24"Square x 29"H	\$238.00		\$	-
99-05036-21	25 lbs.	Spectrum Café Table Blue	24"Square x 29"H	\$238.00		\$	-
99-05036-18	25 lbs.	Spectrum Café Table Purple	24"Square x 29"H	\$238.00		\$	-
99-05036-19	25 lbs.	Spectrum Café Table Green	24"Square x 29"H	\$238.00		\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$526.00		\$	-

05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$706.00	\$	-
<b>Office Seating (Pg. 26 &amp; 27)</b>						
14136-0002	38 lbs.	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$278.00	\$	-
14176-0007	37 lbs.	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$244.00	\$	-
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$226.00	\$	-
14136-0081	40 lbs.	Accord Black Leather High Back	25"Square x 44"H	\$347.00	\$	-
14136-0010	40 lbs.	Accord White Leather High Back	25"Square x 44"H	\$347.00	\$	-
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25"Square x 39"H	\$185.00	\$	-
14250-0014	38 lbs.	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$169.00	\$	-
14136-0080	40 lbs.	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	\$244.00	\$	-
14176-0046	35 lbs.	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	\$226.00	\$	-
14128-0096	30 lbs.	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	\$208.00	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$197.00	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$185.00	\$	-
<b>Conference Tables (Pg. 27)</b>						
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$307.00	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$307.00	\$	-
14062-0224	175 lbs.	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	\$521.00	\$	-
14062-0220	175 lbs.	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	\$521.00	\$	-
14062-0281	175 lbs.	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	\$549.00	\$	-
14062-0225	220 lbs.	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	\$561.00	\$	-
14062-0226	220 lbs.	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	\$561.00	\$	-
14062-0282	220 lbs.	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	\$590.00	\$	-
<b>Office Furniture (Pg. 28 &amp; 29)</b>						
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$451.00	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$451.00	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$434.00	\$	-
14029-0091	55 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$434.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$405.00	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$462.00	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$405.00	\$	-
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$405.00	\$	-
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$480.00	\$	-
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42"Square x 30"H	\$377.00	\$	-
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$434.00	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$451.00	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$354.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$526.00	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$706.00	\$	-
<b>Metal File &amp; Storage Cabinets (Pg. 30)</b>						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$151.00	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$197.00	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$203.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$226.00	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$203.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$203.00	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$249.00	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$249.00	\$	-
<b>Pedestals (Pg. 31)</b>						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$301.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$365.00	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$336.00	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$301.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$255.00	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$365.00	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$255.00	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$365.00	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$238.00	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$347.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$244.00	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$238.00	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$451.00	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$451.00	\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$249.00	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$249.00	\$	-
<b>Miscellaneous Items (Pg. 32)</b>						
14189-0066	50 lbs.	Stanchion Chrome	41"H	\$70.00	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$36.00	\$	-
14308-0009	8 lbs.	Literature Stand - Black	15"W x 12"D x 53.5"H	\$169.00	\$	-
14308-0010	8 lbs.	Literature Stand - Aluminum	15"W x 12"D x 53.5"H	\$169.00	\$	-
14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$174.00	\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$313.00	\$	-
<b>Lighting (Pg. 33)</b>						
09417-0001	4 lbs.	Brushed Steel Table Lamp - White	26"H	\$123.00	\$	-
09392-0001	8 lbs.	Brushed Steel Floor Lamp - White	66"H	\$169.00	\$	-

09417-0001	7 lbs.	Brushed Nickel Table Lamp - White	29"H	\$123.00		\$	-
09392-0001	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	\$169.00		\$	-
09417-0001	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	\$123.00		\$	-
09392-0001	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	\$169.00		\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$157.00		\$	-

**DO NOT MAIL ORDER FORM - Email / Fax Form ONLY**

Please make payments payable to: RPMXPO  
 242 Westfork Court Suite A  
 Lithia Springs GA 30122

<b>Total Product</b>		\$	-
<b>Late Fee %</b>		\$	-
<b>Sub Total</b>		\$	-
<b>Sales Tax %</b>		\$	-
<b>Total Amount Due</b>		\$	-

<b>Company Name</b>	-			
<b>Street Address</b>				
<b>City</b>				
<b>State</b>				
<b>Zip Code</b>		<b>Signature</b>		
<b>Name / Date of Show</b>				
<b>Booth Number</b>	-	<b>Date</b>		
<b>Contact Name</b>		<b>Email Address</b>		
<b>Contact Cell</b>		<b>Fax #</b>		
<b>Special Instructions:</b>				



**Booth Carpet & Padding Order Form** **Deadline: 03/24/23**

<b>STANDARD CARPET</b>					
Price includes installation. Please select your color from those at right under "Standard Carpet Colors." <i>No guarantee of color match when ordering multiple carpets.</i>					
Color	Quantity	Size	Advance Rate	Standard Rate	Amount
		10' X 10'	\$ 201.47	\$ 251.84	\$
		10' X 20'	\$ 385.72	\$ 482.15	\$
		10' X 30'	\$ 584.01	\$ 730.01	\$
<b>CUSTOM SIZE CARPET</b>					
Includes poly covering for protection and installation to fit booth space. <i>Note: 100 Square Foot Minimum Order</i> Please select your color from those at right under "Custom Size Carpet Colors."					
Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 3.80 / sq. ft.	\$ 4.75 / sq. ft.	\$
<b>26 OZ. PLUSH CUSTOM-SIZE CARPET</b>					
Includes poly covering for protection and installation to fit booth space. <i>Note: 100 Square Foot Minimum Order</i> 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 '			\$ 4.22 / sq. ft.	\$ 5.28 / sq. ft.	\$
<b>CUSTOM PADDING</b>					
<i>Note: 100 Square Foot Minimum Order</i>					
Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount	
' X '		\$ .82 / sq. ft.	\$ 1.02 / sq. ft.	\$	
<b>VISQUEEN</b>					
<i>Note: 100 Square Foot Minimum Order</i>					
Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount	
' X '		\$ .48 / sq. ft.	\$ .60 / sq. ft.	\$	
<b>Sub-Total</b>				<b>\$</b>	
<b>9.25% TN Sales Tax</b>				<b>\$</b>	
<b>TOTAL AMOUNT →</b>				<b>\$</b>	

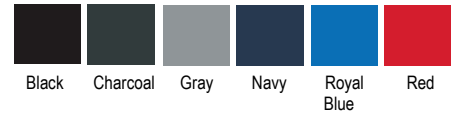
**CARPET IS MANDATORY!!**

**Standard Carpet Colors**



Black Gray Blue Red

**Custom Size Carpet Colors**



Black Charcoal Gray Navy Royal Blue Red

**26 oz. Plush Carpet Colors**



Black Lt Gray Lt Beige Dark Beige Berry  
Navy White Red Forest Green Purple

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.

**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. Refer to Payment Policies for full description.

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



<b>Back &amp; Side Drape Order Form</b>	<b>Deadline: 03/24/23</b>
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<b>BACK AND SIDE DRAPE</b>				
Price is per linear foot and includes required hardware (uprights, crossbars, etc.). Drape must be ordered in increments of 10' with a minimum of 10'. AVAILABLE COLORS: Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal and White				
Drape Height	Color	# of Linear Feet Required	Rate per Linear Foot	Amount
<b>3 FEET HIGH</b>			\$ 4.27 / linear foot	\$
<b>8 FEET HIGH</b>			\$ 11.28 / linear foot	\$
<b>Sub-Total</b>				<b>\$</b>
<b>9.25% TN Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>

**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. Refer to Payment Policies for full description.

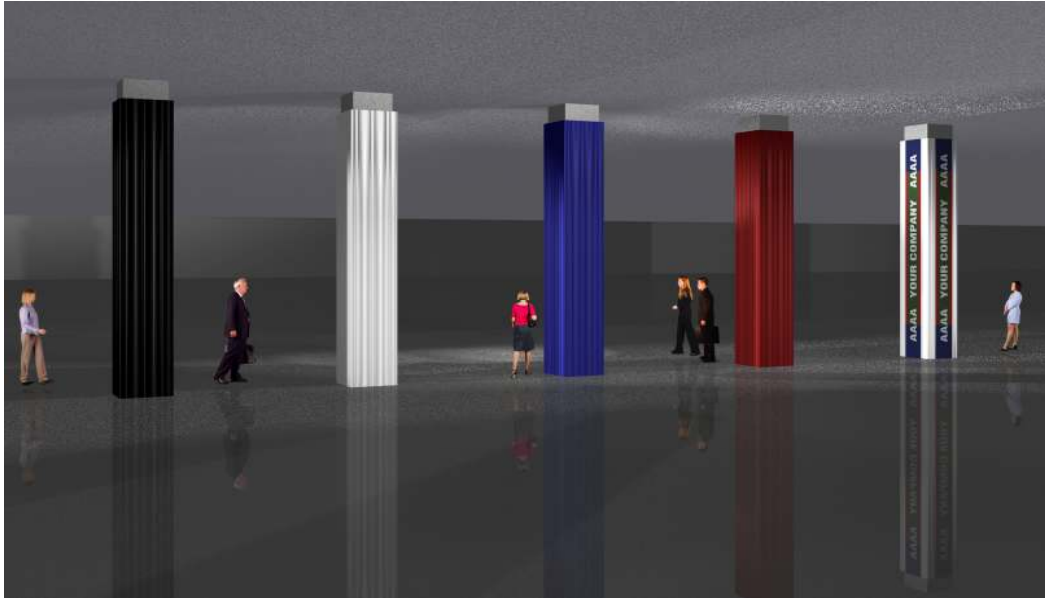
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:





**Column Wrap Order Form** **Deadline: 03/24/23**

<b>COLUMN WRAP OPTIONS</b>									
The rate of the wrap includes the cost of the vinyl and the labor to install and dismantle									
AVAILABLE COLORS: Black, White, Blue and Red									
<b>15' H x 24" W Wrap (Hall B)</b>	<b>Color of Wrap</b>	<b>Total Sq Ft</b>	<b>X</b>	<b>Rate per Sq Ft</b>	<b>X</b>	<b># of Graphics (Max 4)</b>	<b>+</b>	<b>Rate of Wrap</b>	<b>Amount</b>
		30 sq. ft.	X	\$ 15.00 / sq. ft.	X		+	\$ 603.75	\$
<b>18' H x 24" W Wrap (Hall C)</b>	<b>Color of Wrap</b>	<b>Total Sq Ft</b>	<b>X</b>	<b>Rate per Sq Ft</b>	<b>X</b>	<b># of Graphics (Max 4)</b>	<b>+</b>	<b>Rate of Wrap</b>	<b>Amount</b>
		36 sq. ft.	X	\$ 15.00 / sq. ft.	X		+	\$ 603.75	\$
<b>Sub-Total</b>									<b>\$</b>
<b>9.25% TN Sales Tax</b>									<b>\$</b>
<b>TOTAL AMOUNT</b>									<b>\$</b>



**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. Refer to Payment Policies for full description.

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: 03/24/23**

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 **03/24/23**.

Qty	Description	Discount Rate	Standard Rate	Amount
<b>STANDARD FOAMCORE SIGNS, SINGLE-SIDED</b>				
	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	\$ 343.88	\$
<b>ACCESSORIES</b>				
	Foamcore 4' X 8'	\$ 69.30	\$ 86.63	\$
	Velcro	\$ 15.75	\$ 19.69	\$
Qty	Description	Discount Rate	Standard Rate	Amount
<b>REPLACEMENT ID SIGN - CARDSTOCK</b>				
	7" x 44" Horizontal	\$ 33.60	\$ 42.00	\$
Total Sq. Ft.	Description	Discount Rate	Standard Rate	Amount
<b>VINYL BANNERS WITH DIGITAL PRINTING</b> 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
<b>WHITE SHOWCARD with EASEL BACK</b> Price Based on Block Letters, Black Lettering				
	8 1/2" X 11"	\$ 40.00	\$ 50.00	\$
<b>Orientation:</b> <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.)</li> <li>• All advance order signs will be available for customer pick-up at the show site service desk.</li> <li>• NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK.</li> </ul>				

<b>Sub-Total</b>	<b>\$</b>
<b>9.25% TN Sales Tax</b>	<b>\$</b>
<b>TOTAL AMOUNT →</b>	<b>\$</b>

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

**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:



## Union Regulations

**THE FOLLOWING GUIDELINES APPLY IN THE NASHVILLE AREA.** We are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have, we ask that you read the following:

**ELECTRICAL LABOR & PLUMBING** Responsible for assembly, installation, and dismantling of anything that uses electricity as a source of power to the building electrical system. This includes: • Electrical wiring • Electrical signs • Multiple TV and VCR connections • Videotaping using multiple video cameras, including camera operation, audio and lighting. Responsible for all plumbing supplies. This includes: • Air • Water • Gas Lines • Tanks and Venting

**LABOR — IATSE UNION LOCAL 46** The IATSE Union Local 46 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers. Exhibitors may unload their own vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.) For the efficiency of the trade show as a whole, an area will be set aside for these self-unloading exhibitors.

**INSTALLATION & DISMANTLE LABOR — IATSE UNION LOCAL 46** All hired labor must belong to Local 46. Labor can be ordered in advance by returning the enclosed form, or on show site, at the RPMXPO Service Desk. Three options for installation and dismantle labor exist in Nashville. Labor may be • performed by full-time employees of the exhibiting company; or • hired through RPMXPO Services, the official general service contractor; or • hired through an exhibitor-appointed contractor that complies with the local union jurisdiction.

**PLEASE NOTE:** • Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to RPMXPO and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier. • If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of RPMXPO Services. Please refrain from voicing complaints directly to craft personnel. • The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge prior to leaving show site.





**Display Labor Order Form** **Deadline: 03/24/23**

<b>Display Labor for Installation and Dismantling of Exhibits</b> — Power Tools Are Not Supplied —		
<b>Straight Time</b> 8:00 am to 5:00 pm Monday through Friday.	<b>Overtime</b> After 5:00 pm until 8:00 am Monday through Friday, all day Saturday.	<b>Double Time</b> All day Sunday, holidays and any time a worker works more than ten (10) hours in the same day
\$ 105.91 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 158.87 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 211.83 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%		

**Labor Details**  
 Outside equipment such as Forklifts, Boom Lifts, Pallet Jacks or Scissor Lifts must be ordered through the General Service Contractor

**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.

**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
<b>TARGET</b>	Saturday, April 22nd (OT)				\$
	Sunday, April 23rd (DT)				\$
	Monday, April 24th (ST)				\$
<b>SET-UP</b>	Tuesday, April 25th (ST)				\$
	Wednesday, April 26th (ST)				\$
<b>DISMANTLE</b>	Friday, April 28th(ST)&(OT)				\$
	Saturday, April 29th (OT)				\$
	Sunday, April 30th (DT)				
<b>TOTAL AMOUNT →</b>					<b>\$</b>

**Cancellation Policy:** Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

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



**Forklift Order Form** **Deadline: 03/24/23**

**Order Forklift Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.**

**PLEASE NOTE:** Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order forklift labor for this function; however, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

**Forklift Labor Rates**

Forklift Crew Consists of One Ground Man and One Forklift Operator			
	<b>Straight Time</b> 8:00 am to 4:30 pm Monday through Friday	<b>Overtime</b> After 4:30 pm until 8:00 am Monday through Friday, all day Saturday	<b>Double Time</b> All day Sunday, holidays and any time a worker works more than ten (10) hours in the same day
<b>Additional Worker</b>	\$ 105.91 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 158.87 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 211.83 per hour, one hour minimum, per worker, thereafter ½ hr. increments
<b>Fork Lift with Operator Up to 5,000 lbs. Capacity</b>	\$ 167.55 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 251.32 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 335.10 per hour, one hour minimum, per worker, thereafter ½ hr. increments
<b>Over 5,000 lbs. / 4 Stage</b>	Quoted Upon Request		
<b>Standard Operating Procedure</b>	All Labor orders received after the return deadline date will be charged an additional 25% Anything that requires straps, shackles, and a 4 Stage Forklift, will come with an additional worker. (See additional worker prices above)		

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
<b>TARGET</b>	Saturday, April 22nd (OT)				\$
	Sunday, April 23rd (DT)				\$
	Monday, April 24th (ST)				\$
<b>SET-UP</b>	Tuesday, April 25th (ST)				\$
	Wednesday, April 26th (ST)				\$
<b>DISMANTLE</b>	Friday, April 28th(ST)&(OT)				\$
	Saturday, April 29th (OT)				\$
	Sunday, April 30th (DT)				\$
<b>TOTAL AMOUNT →</b>					<b>\$</b>

**Payment Policy:** Credit Card information must be on file for all rigging 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:** Forklift labor service orders cancelled 48 hours prior to move in will be refunded at 50% of original price. Forklift 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 Form Deadline: 03/24/23**

**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) **Vacuuming** or **Daily Vacuuming** below.

**VACUUMING - Once Before Initial Opening**

Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
ft.    ft.	ft.	X	\$ .39 / sq. ft.	or	\$ .49 / sq. ft.	X	1	\$

Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.    ft.	ft.	X	\$ .88 / sq. ft.	or	\$ 1.10 / sq. ft.	3	\$

**VACUUMING - Daily**  
 (Rate is all 3 days - not per ft/per day)

**MINIMUM CHARGE - 100 Sq. ft.**

**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- First Day**

Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
ft.    ft.	ft.	X	\$ .26 / sq. ft.	or	\$ .33 / sq. ft.	X	1	\$

Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.    ft.	ft.	X	\$ .57 / sq. ft.	or	\$ .71 / sq. ft.	3	\$

**PORTER SERVICE - Daily**  
 (Rate is all 3 days - not per ft/per day)

**MINIMUM CHARGE - 100 Sq. ft.**

**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 48 hours before move-in will be refunded at 50%. Booth cleaning and Porter Service orders cancelled less than 48 hours before move-in will not be eligible for refund.

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



**Vehicle Spotting Order Form** **Deadline: 03/24/23**

<b>VEHICLES ON DISPLAY</b>		
All vehicles entering the exhibit floor for booth display purposes will be "Spotted" by RPMXPO.  A Spotting Fee of \$95.00 (round trip) applies.  Only self-propelled vehicles that can be driven on to and off the show floor, escorted by an RPM Employee, will be considered for our spotting rate.		
Quantity of Vehicles to be Spotted	Rate per Round Trip	Total
	\$ 95.00	\$
<b>TOTAL AMOUNT →</b>		<b>\$</b>

**All vehicles must take the following safety precautions:**

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one quarter of a tank of gas
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, on the premises is prohibited
- Vehicles may not be moved during show hours

**Payment Policy:** Credit Card information must be on file for all 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.

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 RPM 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 RPM Bill of Lading must be turned in at the RPM Service Desk. DO NOT leave the bill of lading 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 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" or "Special Handling"

- 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 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

### \*Standard Time:

- Monday-Friday 8:00 am to 5:00 pm

### \*Overtime:

- Monday-Friday prior to 8:00 am and after 5:00 pm  
All day Saturday

### \*Double Time:

- All day Sunday, holidays and any time a worker works more than ten (10) hours in the same day

## 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 an RPM Bill of Lading from the RPM Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the RPM 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 RPM 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-consigned 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.**
- **RPMXPO reserves the right to charge all exhibitors \$40 per trailer/truck that checks in at the Marshalling Yard. To avoid this fee, please ship your booth materials to the advance warehouse.**

### 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
	STANDARD RATES	STANDARD RATES	STANDARD RATES
<b>WAREHOUSE ADVANCE RECEIVING</b>	<b>ST Rate: \$ 113.96 / cwt.</b> Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will <b>not</b> be received at the warehouse. They must be shipped directly to the show site.	<b>25% Surcharge</b> See Special Handling Information below.
<b>DIRECT SHIPMENT TO SHOW SITE</b>	<b>ST Rate: \$ 106.96 / cwt.</b> Receive shipments at show site on move-in dates only.	<b>25% Surcharge</b> Receive shipments at show site on move-in dates only.	<b>25% Surcharge</b> 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.
- RPMXPO reserves the right to charge all exhibitors \$45 per trailer/truck that checks in at the Marshalling Yard. To avoid this fee, please ship your booth materials to the advance warehouse.
- 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 & RPM bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in an RPM 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: 03/24/23**

To avoid an off target surcharge, shipments consigned to the warehouse must arrive by **04/07/23**  
 Shipments received after **04/07/23** are subject to a 25% surcharge, unless shipping via ABF Freight.  
 Shipments consigned to the warehouse will not be accepted if delivered after **04/14/23**  
 Shipments consigned to show site will not be accepted if delivered before **04/24/23**

**WHERE TO SHIP:**

**WAREHOUSE:**

Army Aviation Mission Solutions Summit  
 ABF Freight  
 c/o RPMXPO  
 890 Visco Dr.  
 Nashville, TN 37210  
 (Exhibiting Company and Booth Location)

**SHOW SITE:**

Army Aviation Mission Solutions Summit  
 Gaylord Opryland Convention Center  
 c/o RPMXPO  
 2815 Opryland Drive - Ryman Halls  
 Nashville, TN 37214  
 (Exhibiting Company and Booth Location)

**• 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 reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side 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			\$ 113.96	\$	\$
Warehouse Advance Receiving - Special Handling			25% Surcharge - \$142.45	\$	\$
Direct Shipment to Show Site - Crated			\$ 106.96	\$	\$
Direct Shipment to Show Site - Uncrated / Special Handling			25% Surcharge—\$133.70	\$	\$
Specialized Carrier Shipment (Small package shipments under 50 lbs.)			\$ 54.29 each carton \$ 108.57min per shipment	\$	\$

**NOTE: 200 LB. Minimum Charge Per Shipment**

**TOTAL AMOUNT →**

**\$**

**Loading / Unloading Overtime:**  
 Saturday & Sunday: All day  
 Monday-Friday: After 5:00pm until 8:00am

**Any shipments received, and/or loaded, during overtime hours will be charged an additional 25%**

Direct to Show Site Only	Truck Count	Per Truck	Estimated Amount
Marshalling Yard Fee		\$ 45.00	\$
<b>TOTAL AMOUNT →</b>			<b>\$</b>

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, or 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  
890 Visco Dr.  
Nashville, TN 37210**



Army Aviation Mission Solutions Summit  
Gaylord Opryland Convention Center  
Nashville, Tennessee  
April 26-28, 2023

Exhibitor

Booth #

*On target shipments, without surcharge, must arrive by:*

**April 7, 2023**

*Off target shipments, with surcharge, must arrive no later than:*

**April 14, 2023**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

***Rush to:***

**ABF Freight  
c/o RPMXPO  
890 Visco Dr.  
Nashville, TN 37210**



Army Aviation Mission Solutions Summit  
Gaylord Opryland Convention Center  
Nashville, Tennessee  
April 26-28, 2023

Exhibitor

Booth #

*On target shipments, without surcharge, must arrive by:*

**April 7, 2023**

*Off target shipments, with surcharge, must arrive no later than:*

**April 14, 2023**

- 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:*

**Gaylord Opryland Convention Center  
c/o RPMXPO  
2815 Opryland Drive – Ryman C  
Nashville, TN 37214**



Exhibitor \_\_\_\_\_

Booth # \_\_\_\_\_

*Exhibitor move-in begins:  
April 24, 2023*



**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

*Rush to:*

**Gaylord Opryland Convention Center  
c/o RPMXPO  
2815 Opryland Drive – Ryman C  
Nashville, TN 37214**



Exhibitor \_\_\_\_\_

Booth # \_\_\_\_\_

*Exhibitor move-in begins:  
April 24, 2023*



- 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.

**IMPORTANT: These labels are for Direct to Show Site Shipments ONLY.**

HANGING SIGN

**EXHIBIT MATERIAL**

*Rush to:*

**ABF Freight  
c/o RPMXPO  
890 Visco Dr.  
Nashville, TN 37210**

**rpm** | EXCEEDING YOUR  
X P O | EXPECTATIONS  
Army Aviation Mission Solutions Summit  
Gaylord Opryland Convention Center  
Nashville, Tennessee  
April 26-28, 2023

Exhibitor

Booth #

*On target shipments, without surcharge, must arrive by:*

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**April 14, 2023**



HANGING SIGN

**EXHIBIT MATERIAL**

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**rpm** | EXCEEDING YOUR  
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Exhibitor

Booth #

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**April 14, 2023**



- 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.

**IMPORTANT: These labels are for Advance Warehouse Shipments ONLY.**



# Accessible Storage Order Form

## 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" (\$ 105.91 per hour ST, \$ 158.87 per hour OT, \$211.83 per hour DT)

### Please complete all sections below:

1. We will require \_\_\_\_\_ square feet of space in Accessible Storage for:
  - a. # of boxes \_\_\_\_\_
  - b. # of cases \_\_\_\_\_
  - c. # of cartons \_\_\_\_\_
  - d. # of crates \_\_\_\_\_
  - e. # of skids \_\_\_\_\_
2. Description of product we are storing: \_\_\_\_\_
3. We will need access to this product: \_\_\_\_\_  
 \_\_\_\_\_ times a day at \_\_\_\_\_ a.m. and/or \_\_\_\_\_ times a day at \_\_\_\_\_ p.m.

<b>STORAGE CHARGE</b> (\$ 75.00 per 16 sq ft increment)	<b>X</b>	<b>Qty of Sq. Ft. Required</b> (16 sq ft increments)	<b>X</b>	<b>Total # of Days You Will Need Access</b>	=	<b>Storage Charge — Est. Amount Due</b>
<b>\$ 75.00</b>	<b>X</b>		<b>X</b>		=	\$
<b>LABOR CHARGE — ST</b> (1/2 hr. min. labor charge — \$ 105.91hr ST — per move.)	<b>X</b>	<b># of Times per Day You Will Need Access</b>	<b>X</b>	<b>Total # of Days You Will Need Access</b>	=	<b>ST Labor Charge — Est. Amount Due</b>
<b>\$ 105.91 ST</b> (min. 1/2 hr)	<b>X</b>		<b>X</b>		=	\$
<b>LABOR CHARGE — OT</b> (1/2 hr. min. labor charge — \$ 158.87hr OT — per move.)	<b>X</b>	<b># of Times per Day You Will Need Access</b>	<b>X</b>	<b># of Days Required</b>	=	<b>OT Labor Charge — Est. Amount Due</b>
<b>\$ 158.87hr OT</b> (min. 1/2 hr)	<b>X</b>		<b>X</b>		=	\$

**TOTAL AMOUNT → \$**

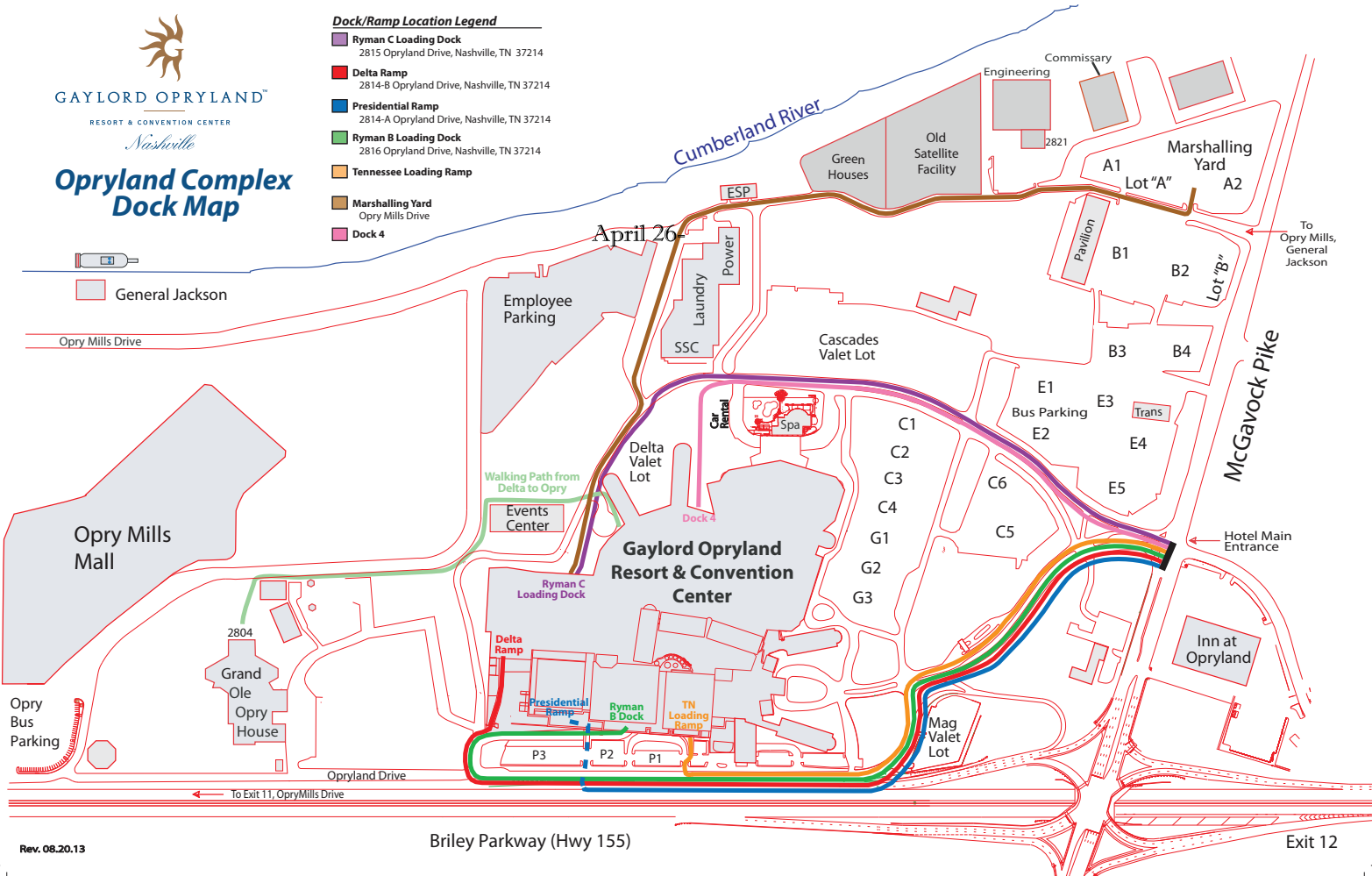
**Payment Policy:** Payment in full of all charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service 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:



**GAYLORD OPRYLAND**  
RESORT & CONVENTION CENTER  
*Nashville*  
**Opryland Complex Dock Map**

- Dock/Ramp Location Legend**
- Ryman C Loading Dock**  
2815 Opryland Drive, Nashville, TN 37214
  - Delta Ramp**  
2814-B Opryland Drive, Nashville, TN 37214
  - Presidential Ramp**  
2814-A Opryland Drive, Nashville, TN 37214
  - Ryman B Loading Dock**  
2816 Opryland Drive, Nashville, TN 37214
  - Tennessee Loading Ramp**
  - Marshalling Yard**  
Opry Mills Drive
  - Dock 4**



Rev. 08.20.13



# Your official air freight and ground freight carrier ABF Freight<sup>SM</sup>

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

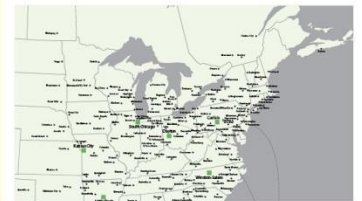
### Our Services Include:

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 FREIGHT<sup>SM</sup> • 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 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 show site. 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.



# Professional Photography



\$100 per image as an 8x10 print

\$250 per image high resolution  
digital file w/ copyright release

Order by calling the Studio at  
770-461-4410  
or my cell at 404-312-7628

Professional Photography

Photography by Rene' Victor Bidez, Inc.



email: [bidezphoto@bellsouth.net](mailto:bidezphoto@bellsouth.net)



**encore**<sup>SM</sup>

EVENTS THAT TRANSFORM



**GAYLORD OPRYLAND**<sup>®</sup>

RESORT & CONVENTION CENTER

*Nashville*

## Exhibitor Kit

## Easy Ordering

As the exclusive Technology Provider of the Gaylord Opryland, Encore is committed to making your experience as easy and stress-free as possible.



**Self-service option available through our online store – EventNow**

### Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

### Step 2

Browse our technology catalog

### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

\* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

# EventNow<sup>SM</sup>

**offers a range of solutions for any exhibitor:**

As the exclusive Technology Provider of Gaylord Opryland Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- LED Lighting
- Flipchart Packages

## NEED RIGGING or BANNER HANGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

**Encore representative will be in touch with you.**

## We make it easy



**Easy ordering options**



**Confirmation email is sent with your order details**



**We regularly maintain and service all equipment**



**Encore delivers, installs, and tests equipment**



**After the show, Encore picks up your rental equipment**



**Need assistance or products/solutions not offered in EventNow?**

**Call your Encore on-site contact directly:**

**615.458.2646**



# What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!



## BOOMER Online Instructions

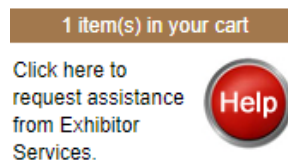
- Go to <https://gaylordopryland.boomerecommerce.com>.
- Register through the website to be able to order all electrical, IT and booth catering services.
- Once logged-in, you can locate your show under the “My Events” section.
- Select the appropriate services department on the left side of the page: Electrical Services, Internet & Phone Services, or Booth Catering.



- To view more details about the product & to add to cart, click on the specific product.
- To add something to your cart, simply hit the “Add to Cart” button. Please note, you will have to approve the Terms and Conditions section before it will allow you to place the item in your cart.

I agree to the above terms and conditions.

- To review your shopping cart, click on the “Items in Your Cart” tab at the right hand corner of your page.



- After all your selections are made and verified continue through the “Secure Checkout” icon.
- Fill out the appropriate tabs and continue until completed.

### THINGS TO KNOW...

- If you choose to “OPT OUT” of emails, you will not receive your username and password, receipts, invoices or any other communication from the website.
- When registering on Boomer, if you are unable to find your company name in our search feature, select the “Create a New Company” Button.



Richards Convention Florist, LLC d/b/a

# TEASLEY'S CONVENTION FLORIST

Taxpayer ID # 20-8142614

1813 Golf Club Road | Old Hickory, TN 37138

P: (615) 876-3695 F: (615) 876-9378

leigh@conventionflorist.com

www.conventionflorist.com

Like us on Facebook: facebook.com/leigh.convention

## FLORAL ORDER FORM

Show Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Show Date: \_\_\_\_\_ Show Location: \_\_\_\_\_ Booth Representative: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Credit Card #: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (Visa, MC, AMEX) CVV #: \_\_\_\_\_

Billing Name: \_\_\_\_\_ Name on CC: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_

If you would like to specify color, size, type of flowers, please do so below. Prices start at \$60.

Qty \_\_\_\_\_ Tropical flowers Price \$ \_\_\_\_\_ each

Qty \_\_\_\_\_ Spring flowers Price \$ \_\_\_\_\_ each

Color: \_\_\_\_\_

Width: \_\_\_\_\_ Height: \_\_\_\_\_

Additional request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Not sure what you want? Just want a splash of color? Let Teasley's designers choose your fresh seasonal flowers!

Qty \_\_\_\_\_ Teasley's chooses colors, size, flower type - \$60 each

For free design assistance, please call 615-876-3695 or email us at leigh@conventionflorist.com



Bromeliads - 12" to 18" H  
\$35 each  
Pair (x2) = \$70

Qty: \_\_\_\_\_

Purple: \_\_\_\_\_

Yellow: \_\_\_\_\_

Red: \_\_\_\_\_

Orange: \_\_\_\_\_

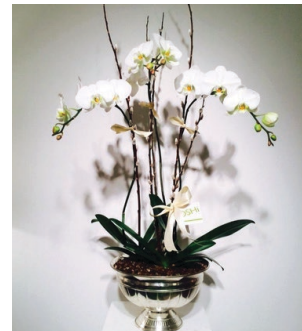
### ORCHIDS



Single Phalaenopsis Plant Composition \$60



Double Phalaenopsis Plant Composition \$90



Triple Phalaenopsis Plant Composition \$125



# TEASLEY'S CONVENTION FLORIST

1813 Golf Club Road  
Old Hickory, TN 37138

P: (615) 876-3695 F: (615) 876-9378

leigh@conventionflorist.com

www.conventionflorist.com

Like us on Facebook:

facebook.com/leigh.convention

Small Fern



12" H x 12" W

\$25 each - \$50 pair

Qty: \_\_\_\_\_

Large Fern



24" H x 24" W

\$35 each - \$70 pair

Qty: \_\_\_\_\_

Ivy



10" H x 10" W

\$35 each - \$70 pair

Qty: \_\_\_\_\_

Pathos



12" H x 12" W

\$35 each - \$70 pair

Qty: \_\_\_\_\_

2' Green Plants



\$39.95 each - \$79.90 pair

Qty: \_\_\_\_\_

3' Green Plants



\$49.95 each - \$99.90 pair

Qty: \_\_\_\_\_

Standard 4' to 6'  
Green Plants



4' @ \$59.95 each Qty: \_\_\_\_\_  
@ \$119.90 pair

5' @ \$69.95 each Qty: \_\_\_\_\_  
@ \$139.90 pair

6' @ \$79.95 each Qty: \_\_\_\_\_  
@ \$159.90 pair

Top-dressed with azalea (pictured)  
Also available with mum

Choose flower color/flower choice:

Top-dressing with fern & azalea

white  pink  red

Top-dressing with fern & mum

white  yellow  bronze  lavender



4' @ \$125 each Qty: \_\_\_\_\_  
@ \$250 pair

5' @ \$135 each Qty: \_\_\_\_\_  
@ \$270 pair

6' @ \$145 each Qty: \_\_\_\_\_  
@ \$290 pair

## Order Cost Summary

Select Container (Included in rental Cost)

black  white  wicker

(Chrome, brass, terra cotta and other containers available. Call 615-876-3695 for pricing and availability.)

Item(s) \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Subtotal \_\_\_\_\_

Delivery Fee +\$10

9.25% Sales Tax \_\_\_\_\_

Total \_\_\_\_\_

Rental price includes: Decorative container, top-dressing, professional maintenance, installation and pickup.

There is a one-time \$10 delivery charge.

**\*\*ALL ORDERS MUST BE PAID-IN-FULL PRIOR TO SHOW CLOSING\*\***

We accept cash, company check, Visa, Mastercard, American Express.

Adjustments cannot be made after the close of the show.

All rental items remain property of Teasley's.

There is a restocking fee for ordered cancelled less than 2 weeks prior to show opening.

*Gaylord Opryland Resort & Convention Center*

# EXHIBITOR/SPONSOR CATERING & SERVICES MENU



GAYLORD  
OPRYLAND®

RESORT & CONVENTION CENTER



# EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

**In today's economy and hyper-competitive market, the pressure is on to make every dollar produce results. As an exhibitor, you want to stand out head and shoulders above the crowd to draw in your target audience. Gaylord Opryland's Catering Managers can help you attract qualified traffic and meet your goals by creating custom and unique experiences for your booth.**

- Out Exhibit your competitors
- Create more networking opportunities
- Increase face time with prospective customers
- Generate more leads
- Gain the competitive edge

For additional information, please contact your Catering Manager!

## Dietary Legend

- (D) - Contains Dairy
- (G) - Contains Gluten
- (N) - Contains Nuts
- (S) - Contains Shellfish
- (V) - *Vegetarian*
- (VV) - *Vegan*



## CONTACT INFORMATION

Contact Name	Title	Phone Number	Fax Number
Company Name		Company Mailing Address	
On-Site Contact Name	On-Site Phone Number	On-Site Email Address	

## ORDER INFORMATION

Exhibit Hall Day/Date	Booth Number	Phone Number	Fax Number

**Notes:**



# EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

## STATIONS

Item	Max. Avail.	Description	Price	Start Time	End Time
Coffee Stop Express – Delta Junior	1	Pricing includes 2 Baristas & Electrical Power	\$1000++ per hour rental 2-Hour Minimum Estimated capability: 120-150 drinks / hour		
VIP Latte/ Espresso Machine	2	Pricing includes 1 Attendant & Electrical Power	\$350++ per hour rental 2-Hour Minimum Estimated capability: 45 drinks / hour		
• <b>Table Top</b> Ice Cream Freezer • Assorted Ice Cream Novelties	4	Number of Ice Cream Bars must be guaranteed in advance & Electrical Power	Minimum of 25 *Bars: \$6.50++ each		
• <b>Roll-In</b> Ice Cream Freezer • Assorted Ice Cream Novelties	2	Number of Ice Cream Bars must be guaranteed in advance & Electrical Power	Minimum of 75 *Bars: \$6.50++ each		
Popcorn Machine with Seasonings Table-Top Display	3	Pricing includes 1 Attendant & Electrical Power	\$275++ per hour* 2-Hour Minimum Estimated capability: 100 bags / hour *\$5.50++ per bag		

*\*Supplies are additional  
++ Service Charge (25%) and Tax (9.25%) are additional*

\*Custom/Theme Reception Menus – Please let your Catering Manager know if you would like to customize a menu to more closely fit the vision of your event.

## DESSERT RECEPTION STATIONS

Package	Description	Price	Start Time	End Time
Southern Sweets	• Mason Jar Parfaits (D) (G) – Southern Caramel Cake, Blackberry and Peach Custard • Cobblers (D) (G) – Blueberry, Chocolate Pecan (N) and Cherry	\$26.00++ per person		
S'mores Station	• Toast Your Own S'mores with House Made Marshmallows, Chocolate Bar, Nutella and Graham Crackers (D) (G) • S'mores Cupcakes – Chocolate Cupcake with Marshmallow Filling and Chocolate Buttercream (D) (G) • S'mores Cheesecake Bites (D) (G)	\$25.00++ per person		

*++ Service Charge (25%) and Tax (9.25%) are additional*

# EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

## NON-ALCOHOLIC BEVERAGE SERVICE

Item	Price	Start Time	End Time	Starting Quantity	Refresh? Check for Yes	Maximum Quantity
Freshly Brewed Coffee Regular*	\$115.00++ per gallon			Gallons		Gallons
Freshly Brewed Coffee Decaffeinated*	\$115.00++ per gallon			Gallons		Gallons
Selection of Hot Teas Assorted White Lion*	\$115.00++ per gallon			Gallons		Gallons
Fresh Iced Tea or Lemonade*	\$115.00++ per gallon			Gallons		Gallons
Assorted Bottled Soft Drinks**	\$7.00++ each					
Still & Sparkling Bottled Water**	\$7.00++ each					
5 gallon Water Cooler	\$250.00++ each					
Bottled Sobe Life Water**	\$8.00++ each					
Bottled Fruit Juices**	\$7.00++ each					
Bottled Energy Drinks**	\$8.00++ each					
Starbucks Frappuccino® **	\$8.00++ each					

\*(1) Gallon generally serves 12 - 16 cups.

++ Service Charge (25%) and Tax (9.25%) are additional

\*\*Bottled drinks are charged on actual consumption.

## ALCOHOLIC BEVERAGE SERVICE

Item on Consumption	Price	Start Time	End Time	
Resort Brand Liquor Drinks	\$15.00+++ per drink			<b>Resort Brand Liquors</b> Grey Goose, Bacardi Superior, Mt. Gay Eclipse Gold, Bombay Sapphire, Johnnie Walker Black Label, Knob Creek, Jack Daniel's, Crown Royal, Patron Silver Tequila, Hennessy Privilege VSOP  <b>Deluxe Brands Liquors</b> Absolut, Bacardi Superior, Johnnie Walker Red Label, Maker's Mark, Captain Morgan Original Spiced Rum, Tanqueray, Jack Daniel's, Canadian Club, 1800 Silver, Courvoisier VS  <b>House Wine</b> Sycamore Lane Cabernet Sauvignon & Chardonnay  <b>Craft/Imported Beer</b> Heineken, Corona, Samuel Adams, Yazoo Local Brew  <b>Domestic Beer</b> Budweiser, Bud Light, Miller Lite, Omission (GF)
Deluxe Brand Liquor Drinks	\$13.00+++ per drink			
Resort Wine	\$15.00+++ per drink			
Deluxe Wine	\$13.00++ per drink			
Craft/Imported Beer	\$9.50++ per drink			
Domestic Beer	\$8.50++ per drink			

Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00 per event/4 hours.

\*\* Hand-Crafted Cocktails can be customized to reflect company name/logo colors.

++ Service Charge (25%) and Tax (9.25%) are additional.

+++ Liquor and Wine incur a beverage Tax of 15%.

# EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

## A LA CARTE

Item	Price	Start Time	End Time	Quantity
Breakfast Bakeries & Muffins (D) (G)	\$70.00++ per dozen			Dozen
Bagel Station with Philadelphia Cream Cheese, Sweet Butter, Wild Flower Honey and Preserves with a Toaster (D) (G)	\$70.00++ per dozen			Dozen
Cinnamon Buns (D) (G) (V)	\$70.00++ per dozen			Dozen
Mascarpone Marble Brownies (D) (G) (N)	\$70.00++ per dozen			Dozen
Assorted Cookies (D) (G)	\$70.00++ per dozen			Dozen
Assorted Cupcakes (D) (G)	\$75.00++ per dozen			Dozen
Deluxe Mixed Nuts	\$50.00++ per lb			Lb(s)
Seasonal Whole Fruit	\$4.00++ each			Pieces
Candy Bars (charged on consumption)	\$6.00++ each			
Cliff Bars and Kind Bars (Charged on Consumption)	\$6.50++ each			
Assorted Chips, Pretzels, Popcorn Bags (Charged on Consumption)	\$5.50++ each			
Market Style Fresh Fruit Display with honey walnut dipping sauce	\$18.00++ per person			
Market Vegetable Crudité with Buttermilk Green Goddess Dressing (D) and Hummus (V) and Pita Chips	\$20.00++ per person			
Artisanal Cheese Display to include selection of Domestic and Imported Cheese Garnished with Seasonal Fruit, Sliced Breads, Preserves and Gourmet Crackers (D) (G)	\$25.00++ per person			
Warm Bavarian Pretzel Sticks with Choice of One Dip (Yazoo Beer Cheese or Warm Pimento Fondue Cheese) (D) (G)	\$72.00++ per dozen			

**++ Service Charge (25%) and Tax (9.25%) are additional**

# EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

## COLD HORS D'OEUVRES

**Minimum 25 Pieces per Selection**

Item	Price	Start Time	End Time	Quantity
<b>Jack Daniel's Whiskey-Soaked Fig</b> (D) (G) (V) <i>Whipped Blue Cheese, Brioche</i>	\$10.00++ each			
<b>Jewel Tomato with Mozzarella Mousse</b> (D) (G) (V) <i>Basil Pesto, Melba Toast, Sea Salt</i>	\$10.00++ each			
<b>Mini Antipasto Skewers</b> (D) <i>Soppressata, Mozzarella, Olive, Cherry Tomato</i>	\$10.00++ each			
<b>Smoked Salmon on Grilled Baguette</b> (D) (G) <i>Dill, Capers, Crème Fraiche</i>	\$10.00++ each			
<b>Mini BLT on Brioche</b> (G) <i>Opryland Honey, Nueske's Bacon, Tomato, Beer-Mustard Aioli</i>	\$10.00++ each			

++ Service Charge (25%) and Tax (9.25%) are additional

# EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

## HOT HORS D'OEUVRES

### Minimum 25 Pieces per Selection

Item	Price	Start Time	End Time	Quantity
<b>Tennessee Hot Chicken &amp; Waffle Satay</b> (D) (G) <i>Bourbon Barrel Maple Syrup</i>	\$9.00++ each			
<b>Chicken Samosa</b> (G)	\$9.00++ each			
<b>Fried Pimento Mac and Cheese Fritter</b>	\$9.00++ each			
<b>Maple and Peppercorn Pork Belly Skewers</b>	\$9.00++ each			
<b>Vegetarian Spring Rolls</b> (G) (VV) <i>Blue Ginger Sauce</i>	\$9.00++ each			
<b>Beef Satay</b> (G) <i>Chimichurri</i>	\$9.00++ each			
<b>Thai Chicken Satay</b> <i>Peanut Sauce</i> (N)	\$9.00++ each			
<b>Mini Beef Wellington</b> <i>Bearnaise Sauce</i> (D) (G)	\$9.00++ each			
<b>Andouille Sausage Puff</b> (D) (G)	\$9.00++ each			
<b>Low Country Boil Kabob with Shrimp</b> (S)	\$9.00++ each			
<b>Mini Crab Cake</b> (D) (G) (S) <i>Spiked Aioli and Tennessee Chow Chow</i>	\$9.00++ each			

++ Service Charge (25%) and Tax (9.25%) are additional

# EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

## Guidelines/Operational Policies

### *Service Charge and Tax (++)*

All prices are subject to 25% service charge and applicable 9.25% Tennessee State Tax. An additional 15% Tennessee State Beverage Tax will be added to all liquor, wine, and high gravity beers. Prices are subject to change.

### *Guarantees*

Guarantees are due by 10:00 AM three working days prior to the event.

### *Food and Beverage Restrictions*

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Resort by the customers, guests, exhibitors or other suppliers. Any food and beverage ordered on site will be limited to resources we have available and staffing. There will be an \$85 pop-up fee for food and beverage ordered within 72 hours as per Gaylord Opryland's Catering Guidelines.

### *Booth Delivery Fee*

All booths deliveries/set-ups are subject to a \$50+ fee.

### *Attendance Estimates & Guarantees*

**1.** Ten (10) business days prior to all food and beverage functions the Hotel requires the customer to submit an updated estimated attendance count. Your catering manager must be notified of the updated estimate of attendance

by 8 a.m. Central Standard Time, on the specified days. In the event an updated estimate of attendance is not received by 8 a.m., the original or most recent estimated attendance count will be utilized. The 10-day estimated attendance numbers can be increased or decreased by a maximum of 10% when submitting the 72-hour final guarantee. Increases above 10% will be accommodated based upon product availability from suppliers and cannot be guaranteed. Your catering manager will provide you with a schedule of dates the updated estimates are due.

**2.** A 72-hour (3 working days) guarantee is required on all meal functions.

Prior to each event, your catering manager must be notified of the exact number of attendees from whom you wish to guarantee payment by 8 a.m. Central Standard Time on the specified days. In the event a guarantee is not received by 8 a.m. Central Standard Time, the most recent estimated attendance count will be prepared and billed. For functions scheduled on Tuesday, the guarantee must be received by 8 a.m. Central Standard Time on the preceding Friday. On plated food and beverage functions, the Hotel will set seating for 3% over the guarantee for all group events with a maximum over set of 50. Food will only be prepared for the guarantee, not the overset.

### *Additional Fees, Taxes, Pricing & Payment*

**1.** All food and beverage functions are subject to the current Hotel service charge and applicable taxes.

**2.** All bars are subject to a \$250.00 +tax bartender charge.

**3.** Pop-Up Fees. The hotel reserves the right to add an \$85 fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested for the hotel within 72 business hours of the group arrival.

**4.** Seating arrangements are 72" round tables set up for 10 persons per table. Requests for seating arrangements with fewer than 10 persons per table will incur additional labor fees.

**5.** When entertainment is contracted, the client will be responsible for any costs incurred for additional audio/visual and electrical hook-ups. Client should be aware and inform Hotel of setup times for contracted entertainment.

**6.** Any meal functions requiring complete table setup by more than one half-hour prior to serving time or a delay of one half-hour over the planned starting time is subject to a labor charge.

**7.** Prices – Prices herein are subject to increase in the event costs of food, beverages or other costs of operations increase at the time of the function. Patron grants the right to the Hotel to increase such prices or to make reasonable substitutions on the menu with prior written notice to the patron, providing, however, patron shall have the right to terminate this agreement within 7 days after such written notice from Gaylord Opryland Resort and Convention Center Nashville.

**8.** Payment must be made in advance of the function. Events estimated at over \$10,000 may apply for credit to be established at least 30 days prior to the function. One credit has been established to the satisfaction of the Hotel, an event deposit shall be paid at the time of signing. The balance of the account is due and payable 30 days after the date of the function. A deposit of 25 percent of the total balance of social functions is required.

### *General Information & Policies*

**1.** The Hotel does not allow any food or beverages to be brought in from the outside by guests, due to city, state, health and liquor laws. The Hotel will purchase any special items requested from a licensed purveyor.

**2.** Carved menu items can be set out a maximum of 2 hours per state health codes. After a 2-hour period has elapsed, the carved item must be removed and/or replaced if additional quantities were ordered and still available.

**3.** Outdoor Functions – Our highest priority is the well-being and safety of our guests and our STARS. The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space due to inclement weather or extreme temperatures. Extreme temperatures are defined as when the "feels like" temperature is below 42 degrees or above 85 degrees. You will be advised of all options for your function at a minimum of 8 hours in advance of the event. The Hotel's decision is final.

**4.** Gaylord Opryland Resort and Convention Center, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Tennessee Alcoholic Beverage Control Board's regulations. It is our policy, therefore, that all liquor must be supplied by the Hotel and sold by the drink. The Hotel will purchase specific items requested from licensed vendors.

**5.** The Hotel, according to the guaranteed minimum number of people anticipated, assigns function rooms. Room rental fees are applicable, and additional set-up fees could be applied for room sets changed on the day of the event. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion, if attendance decreases or increases.



# EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

## BILLING INFORMATION & OPTIONS

### 1. *Company Check*

You may remit payment via company check made to the order of: Gaylord Opryland. The check must be made for 100% of the anticipated charges, estimating any consumption items as well. Your Catering Manager will provide this estimate to you. The check must be received no less than (5) five business days prior to your event date. Any balance left will be billed to the credit card on file (all affiliate accounts must additionally have credit cards on file). Any remaining funds will be promptly returned upon the final account being reconciled.

### 1. *Credit Card Authorization Form*

Upon creation of your Account in our system we will automatically send you a secure connection to complete an online Credit Card Authorization. Do NOT send any physical credit card authorization forms directly to the property.

A Deposit of 100% of the estimated amount will be applied to the card 3-5 days prior to the event and the balance at the end of the event. All charges will be applied to card prior to bill being mailed.

### **\*\*\*No Terms Given\*\*\***

Please provide tax exempt forms if applicable. Tax Exempt must be federal form 501(C)(3) or Tennessee Tax exempt form, In order to comply with government policies the Hotel must receive a copy of one of the above mentioned forms and payment must be from the tax exempt organization. Taxes will be charged if no form is received and/or credit card does not have exact company name on it.

<b>From:</b>	
<b>Phone:</b>	
<b>Email:</b>	