

COBB TRADESHOW

EXHIBITOR MANUAL

March 11-12 | Cobb Galleria

rpm | EXCEEDING YOUR
X P O EXPECTATIONS

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Quick Facts

Dear Exhibitor,

RPMXPO Services is pleased to have been chosen as the Official General Service Contractor for the **2018 COBB Tradeshow**. 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 770-686-6512.

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

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

Atlanta Apparel Exhibition Group
P.O. Box 670807
Marietta, GA 30066
Phone: (800) 841-8891
Email: contracts@cobbtradeshow.com
Web: <http://cobbtradeshow.com>

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

RPMXPO Services
1490 Westfork Drive, Suite G
Lithia Springs, GA 30122
Phone: (770) 686-6512
Fax: (770) 679-8751
E-Mail: info@rpmxpo.com
Web: <https://rpmxpo.boomerecommerce.com>

Important Deadlines

First day on target shipments to arrive at the warehouse without a surcharge Friday, February 9, 2018
Advance Price Discount Deadline for all RPMXPO orders..... Friday, February 16, 2018
Last day on target shipments to arrive at the warehouse without a surcharge..... Friday, February 23, 2018
Last day off target shipments to arrive at the warehouse WITH a surcharge Friday, March 2, 2018
First day freight can arrive at show site 8:00 am on Saturday, March 10, 2018

PLEASE NOTE:

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

Quick Facts - continued

Standard Booth Package

Per 10'x10' exhibit space to include:

- 8' High Standard Pipe & Drape White Back Wall
- 3' High Standard Pipe & Drape White Side Rail
- (1) 7" x 44" one-line identification sign with company name and booth number

***NOTE:** Carpet is not included in your package

You will be provided the furnishings package you ordered from Atlanta Apparel Exhibition Group (AAEG)

Exhibit Show Schedule

Exhibitor Move-in:	Saturday, March 10, 2018	9:00 am - 9:00 pm
Exhibit Hours:	Sunday, March 11, 2018 Monday, March 12, 2018	8:30 am - 7:00 pm 8:30 am - 5:00 pm
Exhibitor Move-out:	Monday, March 12, 2018	5:00 pm - 9:00 pm

PLEASE NOTE:

Exhibits may not be dismantled prior to 5:00 pm on Monday, March 12th. All exhibits must be dismantled and removed by Monday, March 12th at 9:00 pm. Truck drivers must sign in for pick-up before 7:00 pm or freight may be re-consigned through ABF Freight, the official carrier.

Shipping Addresses

Shipments to Advance Warehouse:	Direct to Show Site:
<p>*On target Warehouse shipments, without a surcharge, must arrive NO LATER THAN Friday, February 23rd*</p> <p>*Off target Warehouse shipments, with a surcharge, must arrive NO LATER THAN Friday, March 2nd*</p> <p>*Off target warehouse shipments are subject to 25% surcharge, unless shipping via the Official Show Carrier, ABF Freight.</p>	<p>Show Site Shipments Should be Timed To Arrive NO EARLIER THAN 8:00 am on <u>Saturday, March 10, 2018</u></p>
<p>COBB Tradeshow RPMXPO Services 1490 Westfork Drive; Suite G Lithia Springs, GA 30122</p> <p>Booth # _____</p>	<p>COBB Tradeshow Cobb Galleria Centre c/o RPMXPO Services 2 Galleria Pkwy Atlanta, GA 30339</p> <p>Booth # _____</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 770-686-6512 or email us at info@rpmxpo.com.

User Login Request

RPMXPO Online Ordering

Please complete this form if you:

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

Check an option

In order to receive the User Login Link, the following information needs to be completed

Company Name:		Booth #:	
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:		E-Mail:	
Signature:		Date:	

Return completed form to RPMXPO via:

Email: info@rpmxpo.com -OR- Fax: 770-679-8751

Payment Policies

• Payment Options

RPMXPO, the official general service contractor for the **2018 COBB Tradeshow**, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping, and other provided services.

• 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. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Payment and Credit Card Authorization Form** to be on file with RPMXPO, in advance, to guarantee payment. Please make all checks payable to: **RPMXPO Services**.

• Wire Transfer in U.S. Funds

- Address to: WELLS FARGO - NC 112 S. Main Street Davidson, NC 28036
Routing # 121000248 Account # 6250567150 SWIFT Code: WFBIUS6S-US / WFBIUS6SWFFX-Foreign Currency
- 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**

• Credit Card

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

• 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, February 16, 2018, 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 by cash, traveler's check, credit card or check upon presentation. All payment disputes should be resolved before leaving the show site.

Invoices will be distributed on the last day of the show. If you have any questions or concerns in regard to your charges for inbound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

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 only. **No telephone orders will be accepted.**

• Cancellation Policy

- Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.
- Executive Furnishings cancelled 72 hours *prior* to delivery will be refunded at 100% of original price. No refunds will be issued for rental orders cancelled less than 72 hours prior to move-in.
- Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

- **Note:** All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of RPMXPO.

Payment & Credit Card Authorization Form

Return Deadline: February 16, 2018

Please complete the information requested and return 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 Services. 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.

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:

____/____/____

ORDER RECAP

Enter totals from each completed form

* Note: Items taxable in the State of Georgia

* Shelving Units and Table Risers Order Form	\$	
* Standard Draped and Pedestal Tables Order Form	\$	
* Chairs and Booth Accessories Order Form	\$	
* Specialty Equipment Order Form	\$	
* Custom Furniture Order Form	\$	
* Booth Carpet/Padding Order Form	\$	
* Signs, Banners & Accessories Order Form	\$	
Display Labor Order Form	\$	
Forklift Order Form	\$	
Suspended Sign Hanging Labor Order Form	\$	
Booth Cleaning / Periodic Porter Service Order Form	\$	
Material Handling Service Order Form	\$	
Accessible Storage Order Form	\$	
TOTAL AMOUNT DUE →	\$	

Cardholder's Name (print or type):			
Cardholder's Billing Address:			
City:	State:	ZIP:	
Cardholder's Signature:		Date:	
ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE			
Company Name:		Booth #:	
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:		E-Mail:	
Signature:		Date:	

Limits of Liability and Responsibility

1. RPMXPO Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMXPO Services 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 Services 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 Services, to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMXPO Services 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. 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.
6. RPMXPO Services 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 Services 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.

Third Party Authorization Form

Return Deadline: February 16, 2018

You may arrange for a third party to handle your display and be billed for the services. RPMXPO Services will agree to this arrangement if the third party has a satisfactory payment record with us. Both firms must complete this form, and return this form by the Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred.

Should the third party fail to present payment at show site, the exhibitor will assume responsibility for payment.

Exhibiting Company Name: Booth #

Contact Person (print or type): _____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

☐ ALL SERVICES ☐ Booth Cleaning ☐ Material Handling ☐ Labor ☐ Forklift

☐ Signs ☐ Booth Furnishings ☐ Other (please specify) _____

PAYMENT METHOD: ☐ Credit Card ☐ Check ☐ Wire

CARD TYPE: ☐  ☐  ☐  ☐ 

CARD NUMBER

EXP_DATE

[illegible]

Please enter the CVV2 (security) Code listed on your card:

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Third Party Information

Cardholder's Name as Listed on Credit Card:

Cardholder's Billing Address:

City: _____ State: _____ ZIP: _____

Cardholder's Signature:

Name of Service Firm/Third Party:

Authorized On-Site Representative:	Title:
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Address:	City:	State:	ZIP:
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Telephone:	On-Site Supervisor:
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Signature:	Email:	Date:
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Non-Official Contractor Request Form

Return Deadline: February 16, 2018

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 Services, 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 Services that they have contracted with a 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 RPM 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 Services 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 RPM. 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 Services.

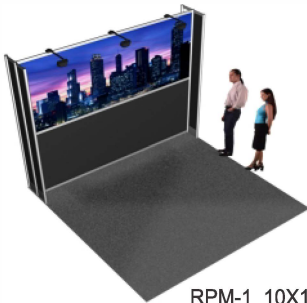
PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use the EAC's services.

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.

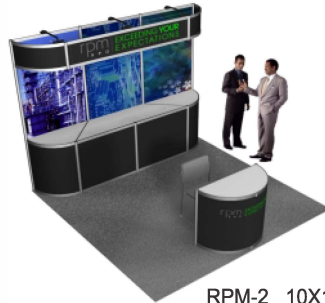
Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by February 16, 2018.

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:

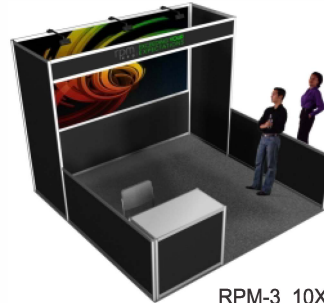
Custom Booth Options



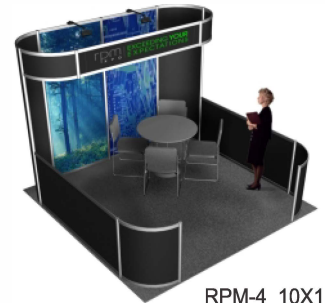
RPM-1 10X10



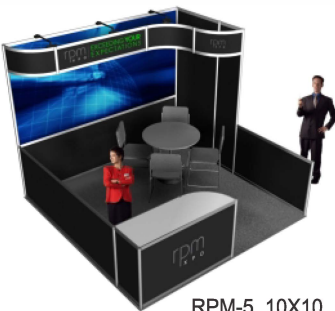
RPM-2 10X10



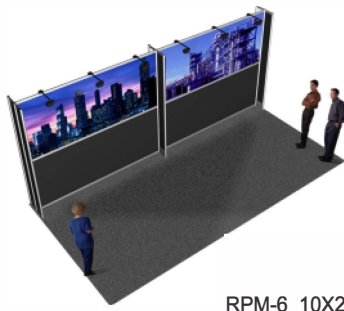
RPM-3 10X10



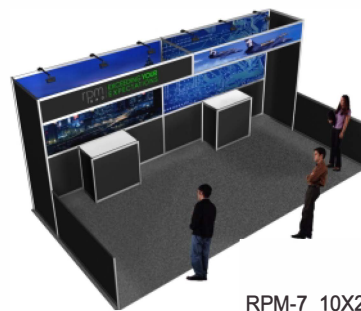
RPM-4 10X10



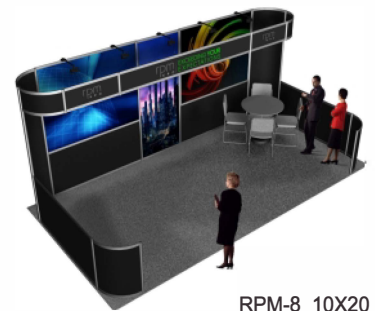
RPM-5 10X10



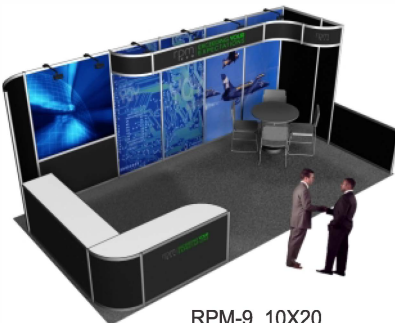
RPM-6 10X20



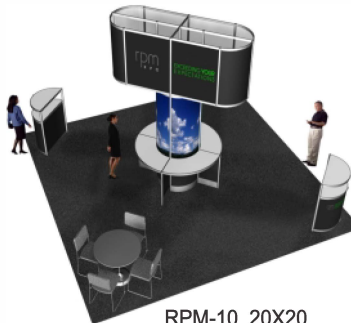
RPM-7 10X20



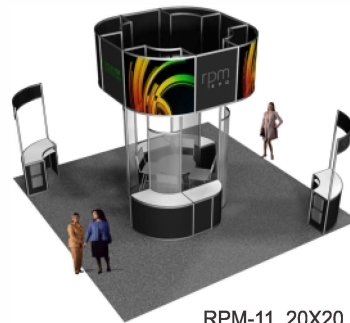
RPM-8 10X20



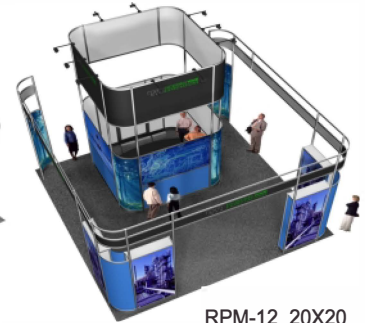
RPM-9 10X20



RPM-10 20X20



RPM-11 20X20



RPM-12 20X20

every rental exhibit includes:

- YOUR CHOICE OF BLACK, GRAY, OR WHITE SINTRA WALL PANELS
- YOUR CHOICE OF BLACK OR GRAY VELCRO WALL PANELS
- YOUR CHOICE OF SIX CARPET COLORS
- COLOR GRAPHICS, WHEREVER SHOWN
- FURNISHINGS, AS SHOWN
- STEM LIGHTS, AS SHOWN
- ELECTRICAL DIAGRAM
- SET-UP DRAWINGS, FOR SHOW SITE
- DELIVERY TO SHOW SITE
- DRAYAGE, TO BOOTH LOCATION
- INSTALLATION/DISMANTLE LABOR

and you can add these options:

- WALL PANELS IN PLACE OF GRAPHIC PANELS
- ADDITIONAL GRAPHICS
- ADDITIONAL RECEPTION/STORAGE COUNTERS
- COMPUTER WORK STATIONS
- LITERATURE HOLDERS
- DISPLAY SHELVES
- BACK-LIGHTED PANELS AND HEADERS
- FURNISHINGS FROM EXHIBITOR KIT

These are just some of the designs available - just tell us what you need. RPM CompleteXPO Services can build you a booth that will be remembered long after the show. Your booth package will include all services, so you can arrive, enjoy the show, and leave at closing.

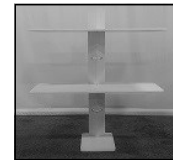
for your rental quote, contact John Meyering:
phone: 540-504-7604 mobile: 571-435-2805
email: john@rpmxpo.com

Shelving Units/Table Risers Order Form

Return Deadline: February 16, 2018

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	Advance Rate	Standard Rate	Amount
4' LONG		2-Shelf Unit	\$ 59.60	\$ 74.50	\$
		4-Shelf Unit	\$ 118.50	\$ 148.10	\$
6' LONG		2-Shelf Unit	\$ 70.05	\$ 87.55	\$
		4-Shelf Unit	\$ 139.65	\$ 174.55	\$
Sub-Total					\$
6% GA Sales Tax					\$
TOTAL AMOUNT →					\$



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



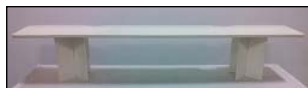
4' L x 8" H
Table Riser



4' L x 12" H
Table Riser



6' L x 8" H
Table Riser



6' L x 12" H
Table Riser

4' LONG

6' LONG

TABLE RISERS					
	Quantity	Description	Advance Rate	Standard Rate	Amount
4' LONG		8" H - Table Riser	\$ 17.00	\$ 61.60	\$
		12" H - Table Riser	\$ 17.00	\$ 21.25	\$
6' LONG		8" H - Table Riser	\$ 18.00	\$ 61.60	\$
		12" H - Table Riser	\$ 18.00	\$ 22.50	\$
Sub-Total					\$
6% GA Sales Tax					\$
TOTAL AMOUNT →					\$

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

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

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

Standard Draped/Pedestal Tables Order Form

Return Deadline: February 16, 2018

DRAPED DISPLAY TABLES				
COLORS: Black, Blue, Gold, Grey, Peach, Purple, Red and White Price includes white vinyl top & 3 sides draping				
Qty	Description	Advance Rate	Standard Rate	Amount
	2' X 4' X 30" High	\$ 20.00	\$ 25.00	\$
	2' X 6' X 30" High	\$ 20.00	\$ 25.00	\$
	2' X 8' X 30" High	\$ 20.00	\$ 25.00	\$
	2' X 4' X 42" High	\$ 133.95	\$ 174.15	\$
	2' X 6' X 42" High	\$ 171.55	\$ 223.20	\$
	2' X 8' X 42" High	\$ 201.75	\$ 262.30	\$
UNDRAPED DISPLAY TABLES				
	2' X 4' X 30" High	\$ 78.50	\$ 102.05	\$
	2' X 6' X 30" High	\$ 93.70	\$ 121.80	\$
	2' X 8' X 30" High	\$ 110.45	\$ 143.60	\$
	2' X 4' X 42" High	\$ 88.45	\$ 115.00	\$
	2' X 6' X 42" High	\$ 110.45	\$ 143.60	\$
	2' X 8' X 42" High	\$ 123.25	\$ 160.25	\$
TABLE DRAPING - 4TH SIDE				
COLORS: Black, Blue, Gold, Grey, Peach, Purple, Red and White				
	For 30" High Table	\$ 67.00	\$ 87.10	\$
	For 42" High Table	\$ 67.00	\$ 87.10	\$



30" H
Pedestal Table



42" H
Pedestal Table

ROUND PEDESTAL TABLES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Round Pedestal Table (30" H X 30" D)	\$ 199.65	\$ 249.60	\$
	Round Pedestal Table (42" H X 30" D)	\$ 232.25	\$ 290.35	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$

Choose Your Table Draping Colors



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

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

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

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



Chairs, Stools & Booth Accessories Order Form

Return Deadline: February 16, 2018

CHAIRS, STOOLS and BOOTH ACCESSORIES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Side Chair	\$ 6.50	\$ 93.10	\$
	Padded Stool w/ Back	\$ 118.95	\$ 154.65	\$
	Wastebasket	\$ 8.00	\$ 25.35	\$
	8' Upright	\$ 25.60	\$ 33.30	\$
	Garment Rack	\$ 193.70	\$ 251.80	\$
	Z Rack	\$ 44.00	\$ 85.00	\$
	Bag Rack	\$ 193.70	\$ 251.80	\$
	Literature Rack	\$ 146.25	\$ 190.15	\$
	Floor Easel	\$ 12.00	\$ 51.50	\$
	Sign Holder	\$ 100.00	\$ 124.90	\$
	Stem Light	\$ 60.00	\$ 75.00	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$

Side Chair



Padded Stool w/Back



8' Upright



Wastebasket

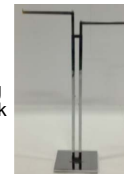
Z Rack



Garment Rack



Bag Rack



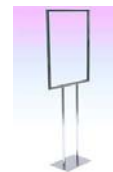
Floor Easel



Literature Rack



Sign Holder



Stem Light



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

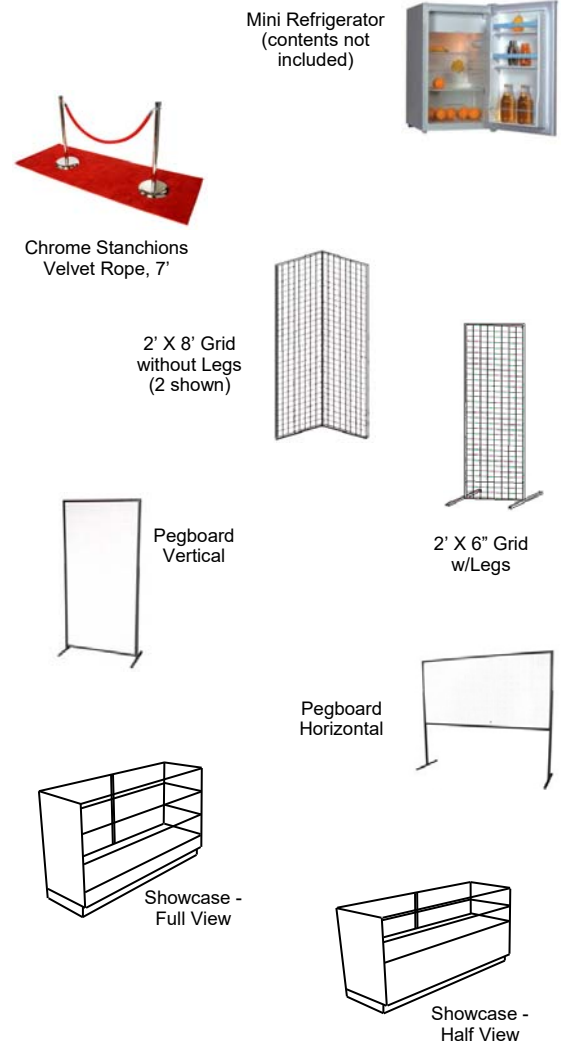
Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

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

Specialty Equipment Order Form

Return Deadline: February 16, 2018

SPECIALTY EQUIPMENT				
Qty	Description	Advance Rate	Standard Rate	Amount
	Chrome Stanchion	\$ 36.95	\$ 46.15	\$
	Velvet Rope, 7'	\$ 70.90	\$ 88.65	\$
	Mini Refrigerator	\$ 339.95	\$ 424.95	\$
	2' X 8' Grid w/o Legs	\$ 130.80	\$ 170.05	\$
	2' X 8' Grid w/ Legs	\$ 174.55	\$ 226.90	\$
	Pegboard: 1 m X 8 ft. White Panel - Vert.	\$ 75.00	\$ 93.75	\$
	Pegboard: 4 ft. X 2 m White Panel - Horiz.	\$ 75.00	\$ 93.75	\$
	Tackboard: 4 ft. X 8 ft. Gray Velcro - Horiz.	\$ 75.00	\$ 93.75	\$
	Showcase - 6' Full View	\$ 498.15	\$ 622.70	\$
	Showcase - 6' Half View	\$ 498.15	\$ 622.70	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



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

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

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

TRADE SHOW FURNISHINGS

Product Guide



Power Up In Style.

Denotes Powered Products



ROMA 
CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H



ROMA 
SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H



Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



Powered Seating

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



A) NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

B) NPLSOP
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H

C) NPLLOP
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H

Powered Tables



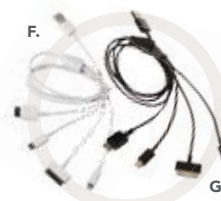
C.



B.



D.



Ventura Powered Tables
A) VNTWHT Bar
(white top)
72.25"L 26.25"D 42"H

B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables
(white top)
C) G30DWP Café
72"L 26"D 30"H

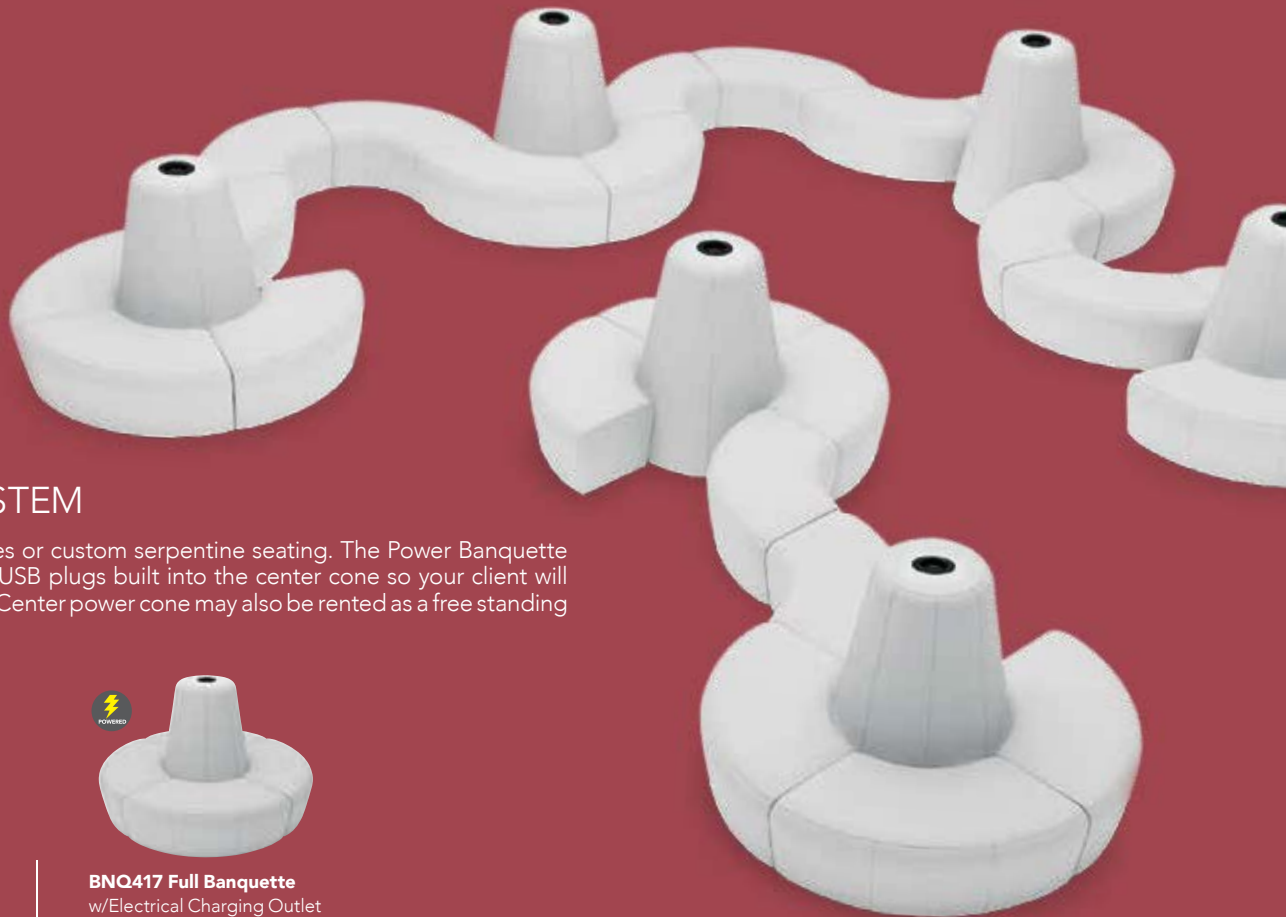
Sydney Powered Cocktail Tables
D) C1WP
(white, brushed steel)
48"L 26"D 18"H
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTW (white)
G) ADAPTB (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51"H



BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72" RND 51"H



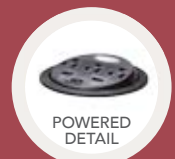
BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H



BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H




WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H



Detail of Electrical
Charging Outlet

Powered Pedestals

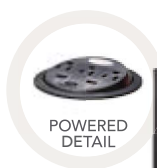
 Denotes AC and USB charging outlets

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



POWERED
DETAIL

A. | B. 



POWERED
DETAIL

C. | D. 



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

Powered Locking Pedestal

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

24"L 24"D 42"H

Charging Adapters

E) ADAPTW (white)

F) ADAPT B (black)


Charging adapters are available to rent for all powered products.



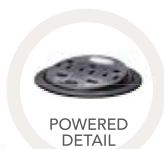
E.

F.

Powered Tech Desk

 Denotes AC and USB charging outlets

A. 



POWERED
DETAIL

B. 



C.



A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

Charging Adapter

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



D.

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H

Soft Seating Collections

Available in Power 

A.



B.



BAJA

A) BCHWHT Chair

(white vinyl)

36"L 30.5"D 28"H

B) BLVWHT Loveseat

(white vinyl)

61"L 30.5"D 28"H

A.



B.



FAIRFAX

A) FAIRSW Sofa

(white vinyl, brushed metal)

62"L 26"D 30"H

B) FAIRCW Chair

(white vinyl, brushed metal)

27"L 26"D 30"H

A.



B.



C.



NAPLES

A) NPLCHR Chair

(black vinyl)

36"L 30"D 33.25"H

NPLCHP (Powered)

B) NPLSOF Sofa

(black vinyl)

87"L 30"D 33.25"H

NPLSOP (Powered)

C) NPLLOV Loveseat

(black vinyl)

62"L 30"D 33.25"H

NPLLOP (Powered)

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

C1E Cocktail Table
(glass, chrome)
36" Round 17" H



MNCHCH Munich Armless Chair
(gray fabric)
22.5" L 27" D 28.5" H



MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H



MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

ALLEGRO

A) CHR002 Chair

(blue fabric)
36"L 34.5"D 30"H

B) SFA002 Sofa

(blue fabric)
73"L 34.5"D 30"H

TANGIERS

A) TANSOF Sofa

(beige textured)
78"L 37"D 36"H

B) TANCHR Chair

(beige textured)
34"L 37"D 36"H

C) TANLOV Loveseat

(beige textured)
57.5"L 37"D 37"H

KEY LARGO

A) KEYCHR Chair

(black fabric)
35"L 35"D 34"H

B) KEYLOV Loveseat

(black fabric)
57"L 35"D 34"H

C) KEYSOF Sofa

(black fabric)
79"L 35"D 34"H

SOUTH BEACH

A) SO1 Sofa

(platinum suede)
69"L 29"D 33"H

B) OTS Ottoman

(platinum suede)
25"L 31"D 18"H

C) SO2

Sofa Sectional 3pc.

(platinum suede)
152"L 40"D 33"H

Accent Chairs



SWANSON

SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H

KEY WEST

OCB Chair
(black)
31"L 31"D 31"H



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



Accent Chairs



A.



B.



C.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

C) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

**D) LABREA
La Brea Swivel Chair**
(charcoal gray, fabric)
35"L 27"D 40"H

**E) MNCHCH
Munich Armless Chair**
(gray fabric)
22.5"L 27"D 28.5"H

F) HOPCH, Chair
(gray linen)
21"L 25"D 34"H



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)

ZENITH

A) ZENCHR Chair
(white, chrome)
18.25"L 22"D 32"H

**B) 30MAHC
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

C) LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

**D) 30WHHC
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" Round 29"H



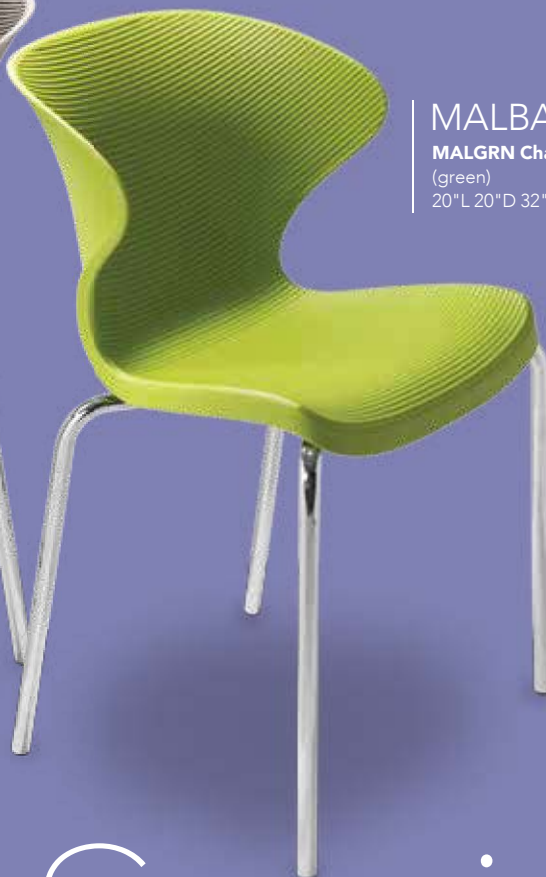
MALBA

MALGRY Chair
(gray)
20"L 20"D 32"H



MALBA

MALGRN Chair
(green)
20"L 20"D 32"H



Group Seating

Styles & Shapes



Berlin Chair
18"L 22"D 32"H
A) CS8 (black, white)
B) CS9 (red, white)

C) CS4
Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

D) XCHR
Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H

E) CH002
Wendy Chair
(clear acrylic)
15"L 20"D 36"H

F) SC10
Razor Armless Chair
(white)
15.38"L 15.5"D 30.5"H

G) SC3
Brewer Chair
(onyx, black)
20"L 20"D 32"H

H) XC6
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

Ottomans

Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

Beverly Bench

60"L 20"D 18"H

- A) BVLYWH (white vinyl)
- B) BVLYBK (black vinyl)
- C) BVLYGR (gray fabric)
- D) BVLYRD (red fabric)
- E) BVLYOB (ocean blue fabric)
- F) BVLYLN (linen fabric)
- G) BVLYBN (brown fabric)

H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

O) SAL Sally Stool

(white)

12" Round 17"H

P) CUBL20 Edge LED Cube

(white plastic)

20"L 20"D 20"H

A/C power only

Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

- A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)



C.

D.



ALONDRA

End Table

20"L 20"D 20"H

- C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

- A) C1C (glass, chrome)
B) C1FWB (wood, black)



C.

D.




GEO

End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) AURA

Aura Round Table

(white metal)

15" Round 22"H

N) CUBTBL Edge LED

Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Café Tables



A) 30MAHC Madison Hydraulic Café Table

(chrome base, gray acajou top)
30" RND 29"H

B) MALGRN Malba Chair

(green)
20"L 20"D 32"H



30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

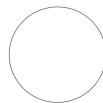


Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



MAPLE



WHITE LAMINATE



SILVER TEXTURED



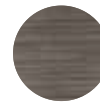
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base
30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white laminate)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTQ (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" Round 29"H

- I) 30SBHC (liquid steel blue)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



A) 30WHHB
30" Round Bar Table
 (white laminate top, chrome hydraulic base)
 30"RND 45"H
B) APS12
Apex Barstools
 (blue ultra suede)
 21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
 (liquid steel blue top, chrome hydraulic base)
 30"RND 45"H

D) LMBAR
Laguna Barstool (maple, chrome)
 18"L 20"D 47"H



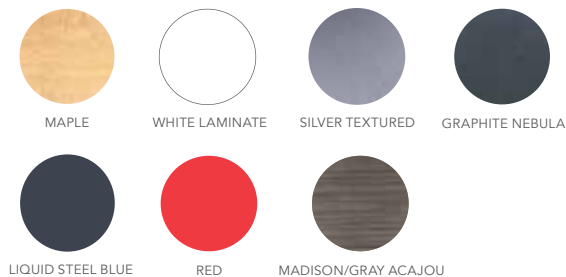
E) RSTSQT
Rustique Square Metal Bar Table
 (gunmetal)
 23.75"L 23.75"D 41.25"H

F) RSTSTL
Rustique Barstool
 (gunmetal)
 13"L 13"D 30"H



Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables

Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/gray acajou)

36" Round 42"H
H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36" Round 45"H
O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)



Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H
S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H



Barstools



LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)



E.



F.



G.



H.

Banana Barstools

21"L 22"D 41.75"

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 45"H

I) BSD (blue)

J) BSC (white)



I.



J.



K.



L.

K) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

L) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

M) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H



M.



N.

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

O) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H

P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



O.



P.

Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42"RND 30"H

(not shown)

36ATO 36"RND 30"H

Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

D) CE2 (glass, chrome)

G) MERLIN Merlin

Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.

N.



O.



Executive Seating



Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)



PROMDB Pro Executive Mid Back Chair
 (black vinyl)
 24"L 22"D 40"H Adjustable



PROMID Pro Executive Mid White Chair
 (white vinyl)
 24"L 22"D 40"H Adjustable



PROGB Pro Executive Guest Chair
 (black vinyl)
 24"L 22"D 36"H



SY1 Altura Steno Chair
 (black crepe)
 25"L 26"D 21"H

Communal and Powered Tables

Denotes AC and USB
charging outlets



Charging adapters
are available to rent
for all Powered
Table Products.

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



POWERED
DETAIL

Ventura Powered Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)
White Top
C) VNTBWW (grommets)
VNTWNP (solid)
Black Top
VNTBNP (solid)

Table Top Options

Colors not available in all table options.
Please check options listed to the right.



BLACK



WHITE



MAPLE

G30 CAFÉ TABLES



POWERED
DETAIL

G30 Powered Café Tables

72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables

(silver frame)
72"L 26"D 30"

Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)
White Top
D) G30DWS (solid)
E) G30DWW (grommets)

Office Essentials

MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) PROMDB Pro Executive Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable

D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable

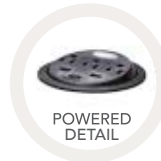


TECH COLLECTION



Denotes AC and USB charging outlets

A. 



A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

B. 



C.



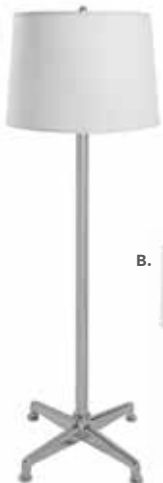
Charging Adapters

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS

(brushed silver)

A) LA15 Floor Lamp

18" Round 55"H

B) LA14 Table Lamp

16" Round 26"H

SHELVING

C) PSHCCS

Posh Shelving

(Chrome, Acrylic)

36"L 18"D 72"H

D) BC8

Madison Bookcase

(gray acajou)

36"L 12"D 72"H

Show Essentials



MARTINI BAR

A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar

(gray metal, frosted glass top)
67"L 22"D 45"H

REFRIGERATORS

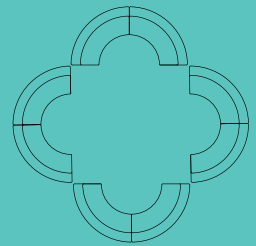


C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.


A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBCHHR
Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF
Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR
Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H



SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN



SERVICE

SHOW NAME:						BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL
OTTOMANS (continued)						BARSTOOLS					
SAL		Sally Stool/Ottoman	White	\$	74	APS08		Apex Barstool	Black Vinyl	\$	177
OTS		South Beach Wedge Ottoman	Platinum Suede	\$	252	APS12		Apex Barstool	Blue Ultra Suede	\$	177
VIB07		Vibe Cube Ottoman	Beige Vinyl	\$	108	APS59		Apex Barstool	Red Vinyl	\$	177
VIB10		Vibe Cube Ottoman	Black Vinyl	\$	108	APST75		Apex Barstool	White Vinyl	\$	177
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$	108	BSS		Banana Barstool	Black, Chrome	\$	197
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	\$	108	BST		Banana Barstool	White, Chrome	\$	197
VIB01		Vibe Cube Ottoman	Green Vinyl	\$	108	XBAR		Christopher Barstool	White Vinyl, Chrome	\$	153
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$	108	LMBAR		Laguna Barstool	Maple, Chrome	\$	140
VIB03		Vibe Cube Ottoman	Pink Vinyl	\$	108	ROLLBL		Lift Barstool	Black Vinyl	\$	170
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$	108	ROLLGY		Lift Barstool	Gray Vinyl	\$	170
VIB04		Vibe Cube Ottoman	Red Vinyl	\$	108	ROLLRD		Lift Barstool	Red Vinyl	\$	170
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$	108	ROLLWH		Lift Barstool	White Vinyl	\$	170
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$	108	BSD		Oslo Barstool	Blue	\$	209
VIB09		Vibe Cube Ottoman	White Vinyl	\$	108	BSC		Oslo Barstool	White	\$	209
VIB05		Vibe Cube Ottoman	Yellow Vinyl	\$	108	RSTSTL		Rustique Barstool	Gunmetal	\$	106
ACCENT TABLES						BS001		Shark Barstool	White, Chrome	\$	253
ALC100		Alondra Cocktail Table	Glass, Chrome	\$	259	BSR		Syntax Barstool	Black, Chrome	\$	174
ALC200		Alondra Cocktail Table	Wood, Chrome	\$	259	ZENBAR		Zenith Barstool	White, Chrome	\$	128
ALE100		Alondra End Table	Glass, Chrome	\$	186	BS003		Zoey Barstool	Black, Chrome	\$	233
ALE200		Alondra End Table	Wood, Chrome	\$	186	BS002		Zoey Barstool	White, Chrome	\$	233
AURA		Aura Round Table	White Metal	\$	115	CONFERENCE TABLES					
ETBL		E Table	Wood	\$	142	36ATO		Atomic 36" Round Table	Glass	\$	239
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi Top	\$	145	42ATO		Atomic 42" Round Table	Glass	\$	239
C1C		Geo Cocktail Table	Glass, Chrome	\$	201	MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$	275
C1FWB		Geo Cocktail Table	Wood, Black	\$	227	WD3		Work Table	White Laminate, White	\$	264
E1C		Geo End Table	Glass, Chrome	\$	197	CB8		42" Round Madison Conference Table	Gray Acajou	\$	306
E1FWB		Geo End Table	Wood, Black	\$	197	CB1		42" Round Table	Graphite Nebula	\$	306
COLI		Oliver Cocktail Table	Walnut Finish	\$	191	CONF42		42" Round Table	White Laminate	\$	306
EOLI		Oliver End Table	Walnut Finish	\$	165	CB2		6' Conference Table	Graphite Nebula	\$	366
REGBEN		Regis Bench/Table	Brushed Metal	\$	229	CT06GR		6' Table	Granite	\$	375
REGOTT		Regis End Table	Brushed Metal	\$	164	CB3		8' Conference Table	Graphite Nebula	\$	432
C1E		Silverado Cocktail Table	Glass, Chrome	\$	224	C508GR		8' Table	Granite	\$	432
E1E		Silverado End Table	Glass, Chrome	\$	205	CT10GR		10' Table	Granite	\$	648
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$	225	CF2		Geo Table, Rectangle	Glass, Black	\$	359
C1W		Sydney Cocktail Table	White, Brushed Steel	\$	225	CE2		Geo Table, Rectangle	Glass, Chrome	\$	359
E1Y		Sydney End Table	Black, Brushed Steel	\$	197	CF1		Geo Table, Rounded Square	Glass, Black	\$	253
E1W		Sydney End Table	White, Brushed Steel	\$	197	CE1		Geo Table, Rounded Square	Glass, Chrome	\$	253
TMBTBL		Timber Table	Wood	\$	137	MADC05		Madison 5' Table	Gray Acajou	\$	361
CAFÉ TABLES W/ STANDARD BLACK BASE						MADC08		Madison 8' Table	Gray Acajou	\$	721
ZTJ		30" Round Café Table	Graphite Nebula Top	\$	179	MADC10		Madison 10' Table	Gray Acajou	\$	721
ZTH		30" Round Café Table	Liquid Steel Blue Top	\$	179	EXECUTIVE CHAIRS					
ZTK		30" Round Café Table	Maple Top	\$	179	SY1		Altura Steno Chair	Black Crepe	\$	160
ZTB		30" Round Café Table	Red Top	\$	179	PROGB		Pro Executive Guest Chair	Black Vinyl	\$	201
ZTG		30" Round Café Table	Silver Textured Top	\$	179	PROEXB		Pro Executive High Back Chair	Black Vinyl	\$	287
30WH29		30" Round Café Table	White Laminate Top	\$	173	PROEXH		Pro Executive High Back Chair	White Classic Vinyl	\$	287
ZTA		30" Round Madison Café Table	Gray Acajou	\$	171	PROMDO		Pro Executive Mid Back Chair	Black Vinyl	\$	187
ZTN		36" Round Café Table	Graphite Nebula Top	\$	193	PROMID		Pro Executive Mid Back Chair	White Classic Vinyl	\$	187
ZTP		36" Round Café Table	Maple Top	\$	193	COMMUNAL TABLES W/ SOLID TOPS					
ZTQ		36" Round Café Table	White Laminate Top	\$	193	VNTBNP		Ventura Communal Bar Table	Black Top, Silver Frame	\$	515
CAFÉ TABLES W/ HYDRAULIC BASE						VNTMNP		Ventura Communal Bar Table	Maple Top, Silver Frame	\$	515
30GRHC		30" Round Café Table	Graphite Nebula Top	\$	244	G30DMS		G30 Communal Café Table	Maple Top	\$	412
30SBHC		30" Round Café Table	Liquid Steel Blue Top	\$	211	G30DWS		G30 Communal Café Table	White Top	\$	412
30MTHC		30" Round Café Table	Maple Top	\$	244	VNTWNP		Ventura Communal Bar Table	White Top, Silver Frame	\$	515
30BRHC		30" Round Café Table	Red Top	\$	244	COMMUNAL TABLES W/ GROMMET HOLES					
30STHC		30" Round Café Table	Silver Textured Top	\$	244	VNTBMW		Ventura Communal Bar Table	Maple Top, Silver Frame	\$	515
30WHHC		30" Round Café Table	White Laminate Top	\$	244	VNTBWW		Ventura Communal Bar Table	White Top, Silver Frame	\$	515
30MAHC		30" Round Madison Café Table	Gray Acajou	\$	232	G30DMW		G30 Communal Café Table	Maple Top	\$	412
36GRHC		36" Round Café Table	Graphite Nebula Top	\$	262	G30DWW		G30 Communal Café Table	White Top	\$	412
36MTHC		36" Round Café Table	Maple Top	\$	262	OFFICE & PRODUCT DISPLAY					
36WTHC		36" Round Café Table	White Laminate Top	\$	262	TECH3		3 Drawer File Cabinet on Castors	Black Metal, Laminate	\$	115
BAR TABLES						CR8		Madison Credenza	Gray Acajou	\$	397
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$	206	JD8		Madison Executive Desk	Gray Acajou	\$	455
BAR TABLES W/ STANDARD BLACK BASE						TECH		Tech Desk, Powered	Black Metal, Laminate	\$	363
VTJ		30" Round Bar Table	Graphite Nebula Top	\$	196	TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate	\$	444
VTH		30" Round Bar Table	Liquid Steel Blue Top	\$	196	BC8		Madison Bookcase	Gray Acajou	\$	339
VTK		30" Round Bar Table	Maple Top	\$	196	PSHCCS		Posh Shelving	Chrome, Acrylic	\$	387
VTB		30" Round Bar Table	Red Top	\$	196	PDL36B		Powered Locking Pedestal, 36"	Black	\$	401
VTG		30" Round Bar Table	Silver Textured Top	\$	196	PDL36W		Powered Locking Pedestal, 36"	White	\$	401
30WH42		30" Round Bar Table	White Laminate Top	\$	191	PDL42B		Powered Locking Pedestal, 42"	Black	\$	477
VTA		30" Round Madison Bar Table	Gray Acajou	\$	191	PDL42W		Powered Locking Pedestal, 42"	White	\$	477
VTN		36" Round Bar Table	Graphite Nebula Top	\$	212	LAMPS					
VTP		36" Round Bar Table	Maple Top	\$	212	LA15		Mason Floor Lamp	Brushed Silver	\$	175
VTW		36" Round Bar Table	White Laminate Top	\$	212	LA14		Mason Table Lamp	Brushed Silver	\$	114
BAR TABLES W/ HYDRAULIC BASE						MOBILE TABLET STANDS					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	244	TBSTND		Mobile Tablet Stand	Black	\$	108
30SBHB		30" Round Bar Table	Liquid Steel Blue Top	\$	211	TBSTDW		Mobile Tablet Stand	White	\$	108
30MTHB		30" Round Bar Table	Maple Top	\$	244	TBBCHR		Brochure Holder	Black	\$	50
30BRHB		30" Round Bar Table	Red Top	\$	244	TBSHLF		Charging Shelf	Black	\$	50
30STHB		30" Round Bar Table	Silver Textured Top	\$	244	TBPNTR		Wireless Printer Holder	Black	\$	50
30WHHB		30" Round Bar Table	White Laminate Top	\$	244	REFRIGERATORS					
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	232	R1R		Refrigerator, Large	White, 14.0 cubic feet	\$	692
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	262	R1Q		Refrigerator, Small	White, 4.0 cubic feet	\$	243
36MTHB		36" Round Bar Table	Maple Top	\$	262	BARS					
36WTHB		36" Round Bar Table	White Laminate Top	\$	262	BR1		Martini Bar	Gray Metal, Frosted Glass Top	\$	1,041
						BRC		Martini Bar Circle	3 Martini Bars	\$	2,998

Booth Carpet/Padding Order Form

Return Deadline: February 16, 2018

STANDARD CARPET

Price includes installation.

Please select your color from those at right under "Standard Carpet Colors."

No guarantee of color match when ordering multiple carpets.

Color	Quantity	Size	Advance Rate	Standard Rate	Amount
		10' X 10'	\$ 197.65	\$ 256.95	\$
		10' X 20'	\$ 368.85	\$ 479.50	\$
		10' X 30'	\$ 550.15	\$ 715.20	\$

CUSTOM SIZE CARPET

Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "Custom Size Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 3.60 / sq. ft.	\$ 4.70 / sq. ft.	\$

26 OZ. PLUSH CUSTOM-SIZE CARPET

Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "26 oz. Plush Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 5.65 / sq. ft.	\$ 7.35 / sq. ft.	\$

CUSTOM PADDING

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$ 1.00 / sq. ft.	\$ 1.30 / sq. ft.	\$

VISQUEEN

Note: 100 Square Foot Minimum Order

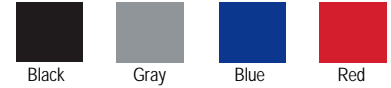
Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$.30 / sq. ft.	\$.40 / sq. ft.	\$

Sub-Total \$

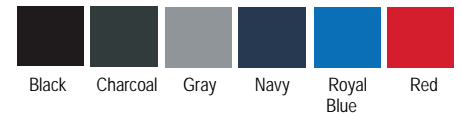
6% GA Sales Tax \$

TOTAL AMOUNT → \$

Standard Carpet Colors



Custom Size Carpet Colors



26 oz. Plush Carpet Colors



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

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

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

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

Art Submission Guidelines

Please follow these requirements so that RPMXPO Services can provide the highest quality signs for your exhibit.

Please Provide the Following When Submitting Art	Acceptable File Types
<p>Minimum requirements for original artwork, such as logos, when RPMXPO is providing design and layout:</p> <ul style="list-style-type: none"> 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product) <p>Minimum requirements for final artwork that RPMXPO will reproduce exactly as provided:</p> <ul style="list-style-type: none"> 150 dpi resolution at full size of actual finished product <p>Minimum requirements for both:</p> <ul style="list-style-type: none"> All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.) Accurate color proof print of artwork Contact name, phone number and email address of art creator if applicable If submitting a "vector" type file, include all fonts, or convert fonts to outlines or paths 	<p>Files that RPMXPO can use, in order of preference, include:</p> <p>EPS and AI (especially when submitting logos)</p> <p>TIF (especially when submitting photos)</p> <p>JPG (provided resolution is high enough for photo images, not recommended for logos)</p> <p>PSD (all layers must be editable)</p> <p>PDF (please save with illustrator editing enabled, convert all fonts to outlines, or you may also send rasterized PDF files at full scale)</p> <p>File types that RPM cannot use to reproduce high quality graphics include:</p> <p>GIF files</p> <p>Microsoft Office software files such as Word (.doc) or PowerPoint (.ppt) file types</p> <p>Self-extracting files, such as ESE or SEA files</p> <p>Files pulled from websites: (logos, images, etc.) will not be accepted.</p>
Acceptable Software File Formats	Ways to Send Artwork
<p>We are capable of working with both PC and MAC based software, and can accept art created with the following software (listed in order of preference). Email attachment (4 mgs or smaller only)</p> <p>Ai Ps Id Adobe PDF</p> <p>When sending disks, please label them with the following: Exhibitor Co. Name, Booth #, Show Name, Show Date.</p>	<p>Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.</p>
<p>If you have any additional questions concerning file make-up, logos, resolution, etc. you may contact our graphics department at 770-686-6512 or info@rpmxpo.com</p>	

**Now Available
ON-SITE ORDERING**

**If you have last minute graphics or
signage needs, REMEMBER, WE OFFER...**

Full Service Graphics and Signage Capabilities

**Any type —
from simple to complex**

**Inquire at the RPM Service Desk
For Quotation & Same Day Delivery**

Signs, Banners & Accessories Order Form

Return Deadline: February 16, 2018

Qty	Description	Advance Rate	Standard Rate	Amount
STANDARD FOAMCORE SIGNS, SINGLE-SIDED				
	Vertical, 22" X 28"	\$ 42.00	\$ 192.15	\$
	Horiz., 22" X 28"	\$ 42.00	\$ 147.80	\$
	Vertical, 28" X 44"	\$ 225.20	\$ 292.75	\$
	Horiz., 28" X 44"	\$ 225.20	\$ 292.75	\$
	Meterboard, 39" X 90.75"	\$ 455.80	\$ 592.55	\$
ACCESSORIES				
	Blank Foam Core 4' X 8'	\$ 40.70	\$ 50.85	\$
	Velcro, per ft. min. 5 ft.	\$ 2.67	\$ 3.34	\$
VINYL BANNERS WITH DIGITAL PRINTING				
	Grommets, per sq. ft., Vertical	\$ 19.05	\$ 23.80	\$
	Grommets, per sq. ft., Horizontal	\$ 19.05	\$ 23.80	\$
	Pockets, per sq. ft., Vertical	\$ 20.35	\$ 25.40	\$
	Pockets, per sq. ft., Horizontal	\$ 20.35	\$ 25.40	\$
REPLACEMENT ID SIGN - CARDSTOCK				
	7" x 44" Horiz.	\$ 44.20	\$ 57.45	\$

Qty	Easel Back	Size	Advance Rate	Standard Rate	Amount
WHITE SHOWCARD					
Price Based on Block Letters, Black Lettering					
		7" X 11"	\$ 23.65	\$ 29.55	\$
		7" X 44"	\$ 29.60	\$ 37.00	\$
		11" X 14"	\$ 35.50	\$ 44.35	\$
		14" X 22"	\$ 47.30	\$ 59.15	\$
		22" X 28"	\$ 70.90	\$ 88.65	\$
		28" X 44"	\$ 94.55	\$ 118.20	\$

Orientation: ☐ Horizontal ☐ Vertical

Please type desired copy below or attach a separate sheet:

- Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Advance Rates.
- Over 10 words add \$2.50 per word
- Colored show card and each change in color copy will be quoted upon request.
- Easel back applied to sign add \$8.00
- Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.)
- All advance order signs will be available for customer pick-up at the show site service desk.
- NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK.

Sub-Total	\$
6% GA Sales Tax	\$
TOTAL AMOUNT →	\$

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

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

Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 100%. Sign orders cancelled after the return deadline will not be eligible for refund.

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

Labor Jurisdictions — Georgia

LABOR

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

EXHIBIT LABOR JURISDICTION

Exhibit labor claims jurisdiction for the installation, dismantling and first cleaning of prefabricated exhibits and displays when this work is done by RPM personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION

RPMXPO Services has the responsibility of receiving and handling all exhibit materials and empty crates that come in via over-the-road carriers. It is RPM's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. RPM will not be responsible, however, for any materials they do not handle

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with RPMXPO Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES/BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon when the union has a 15-minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to RPMXPO Services.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to RPMXPO Services management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. RPMXPO Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.

Display Labor Order Form

Return Deadline: February 16, 2018

Labor Rates

Display Labor for Installation and Dismantling of Exhibits — Power Tools Are Not Supplied —		
Straight Time 8:00 am to 5:00 pm Monday through Friday.	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.	Double Time All holidays and any time a worker works more than ten (10) hours in the same day
\$ 73.75 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 110.60 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 151.50 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%		

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

PLEASE INDICATE SERVICE REQUIRED:

- ☐ EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- ☐ RPMXPO SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Saturday, March 10th				\$
DISMANTLE	Monday, March 12th				\$
TOTAL AMOUNT →					\$

Name of Carrier: _____ # of Crates: _____ # Cartons: _____ # of Skids: _____

Display shipped to:	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet	<input type="checkbox"/> Will Rent Carpet
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PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

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

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

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

Forklift Order Form

Return Deadline: February 16, 2018

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	
	Straight Time 8:00 am to 5:00 pm Monday through Friday	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday
Additional Worker	\$ 73.75 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 110.60 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Fork Lift with Operator Up to 5,000 lbs. Capacity	\$ 246.20 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 295.35 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Over 5,000 lbs.	Quoted Upon Request	
Standard Operating Procedure	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)	
4 Stage Forklift	\$197.05 per hour, one hour minimum, per worker, thereafter ½ hr. increments.	

	Dates Required	Service Required	Time Requested	Estimated # of Hours Per Crew	Estimated Amount
SET-UP	Saturday, March 10th				\$
DISMANTLE	Monday, March 12th				\$

of Pieces to be Spotted: _____ Heaviest Pieces: _____

TOTAL AMOUNT → \$

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 100% 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:

Hanging Sign Information

**RPMXPO Services is responsible
for supervision, assembly, installation, and removal
of all hanging signs.**

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the Suspended Sign Hanging Order Form.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. All signs to be hung from the ceiling should be sent in a separate container on a separate bill of lading marked "Hanging Sign." This container should be shipped in advance to the RPMXPO Warehouse, arriving no later than **Friday, February 23, 2018**.
5. Include exhibitor contact information with the order.
6. Include engineer-stamped assembly and hanging instructions with the order. RPMXPO accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend RPMXPO and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.
7. Installation and removal times will be established per the availability of the hall and access to the area under the sign.

Suspended Sign Hanging Order

Return Deadline: February 16, 2018

RPMXPO Services reserves the right to assemble, install, and dismantle "Hanging Signs" with approved devices and type of cable to safely hang sign.

- All signs must be approved by Show Management prior to hanging.
- All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
- A full set of plans must be provided and forwarded to RPMXPO Services together with the completed Suspended Sign Hanging Order Form.

Sign Hanging Rates

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a **Time and Material** basis.

Straight Time
8:00 am to 5:00 pm
Monday through Friday

Overtime
After 5:00 pm until 8:00 am
Monday through Friday,
all day Saturday and Sunday.

High Lift and Crew
Three Worker
Crew Required

\$ 447.70 per hour, per crew,
one hour minimum on installation,
one hour minimum on dismantle
thereafter ½ hr. increments

\$ 523.95 per hour, per crew,
one hour minimum on installation,
one hour minimum on dismantle
thereafter ½ hr. increments

PLEASE TELL US ABOUT YOUR SIGN

1. TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Electrical ☐ Other: _____
2. SIZE OF SIGN: Height: _____ Length: _____ Width: _____ Weight: _____ lbs.
3. # OF STRUCTURAL PICK POINTS: _____ LBS. AT EACH POINT: _____ lbs.
4. SHAPE OF SIGN: ☐ Square ☐ Rectangular ☐ Circular ☐ Triangular ☐ Other: _____
5. IS YOUR SIGN ELECTRICAL? ☐ Yes ☐ No
If yes, order requirements on Electrical Services Order Form and notate "For Hanging Sign."
6. DOES YOUR SIGN REQUIRE ASSEMBLY? ☐ Yes ☐ No
If yes, RPMXPO will assemble your sign prior to hanging. See Hanging Sign/Truss Information on previous page.

PLEASE COMPLETE YOUR SIGN HANGING LABOR REQUIREMENTS BELOW:

	Dates Required	Time Requested	# of Crews Required	Estimated # of Hours Per Crew	Estimated Amount
ERECT	Saturday, March 10th				\$
DISMANTLE	Monday, March 12th				\$
TOTAL AMOUNT →					\$

Payment Policy: Credit Card information must be on file for all suspended sign hanging 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: Suspended sign hanging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Suspended sign hanging 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/Periodic Porter Service Order Form

Return Deadline: February 16, 2018

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	\$.45 / sq. ft.	or	\$.60 / sq. ft.	X	1	\$

VACUUMING -
Daily
(Rate is both
2 days - not
per ft/per day)

Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft. ft.	ft.	X	\$.90 / sq. ft.	or	\$ 1.15 / sq. ft.		\$

MINIMUM CHARGE - 100 Sq. ft. per day

TOTAL AMOUNT → \$

PERIODIC PORTER SERVICE

Porter Service includes emptying wastebaskets within the booth every two hours during the show.
It may be ordered once for the first day of the show only or daily.

Please choose either **Once** (before initial opening) or **Daily Porter Service** below.

PORTER SERVICE--
First Day

Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
ft. ft.	ft.	X	\$.40 / sq. ft.	or	\$.50 / sq. ft.	X	1	\$

PORTER SERVICE -
Daily
(Rate is both
2 days - not
per ft/per day)

Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft. ft.	ft.	X	\$.80 / sq. ft.	or	\$ 1.05 / sq. ft.		\$

MINIMUM CHARGE - 100 Sq. ft. per day

TOTAL AMOUNT → \$

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

Cancellation Policy: Booth Cleaning and Porter Service orders cancelled 48 hours before move-in will be refunded at 100%. Booth cleaning orders cancelled less than 48 hours before move-in will not be eligible for refund.

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

F.A.Q.

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

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

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

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed 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.

*Overtime:

- is Monday-Friday prior to 8:00 a.m. and after 4:30 p.m. Also, all day Saturday, Sunday and observed union holidays.

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-routed through ABF Freight and assessed additional shipping charges.

Material Handling Rate Schedule

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

MATERIAL HANDLING RATES 200 lb. Minimum

The following services, whether used complete or in part, are offered as a roundtrip 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
WAREHOUSE ADVANCE RECEIVING	ST Rate: \$ 50.00 / cwt. Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will <u>not</u> be received at the warehouse. They must be shipped directly to the show site.	ST Rate: \$ 62.50 / cwt. See below*.
DIRECT SHIPMENT TO SHOW SITE	ST Rate: \$ 50.00 / cwt. Receive shipments at show site on move-in dates only.	\$ 62.50 / cwt. Receive shipments at show site on move-in dates only.	\$ 62.50 / cwt. Receive shipments at show site on move-in dates only.

*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 that, due to the height of the truck bed, cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment, the whole shipment will be charged at the Uncrated and Loose Material Rate, plus Special Handling Rate if applicable.

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

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPMXPO Services 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 Services 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 Services 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 Services.

Material Handling Order Form

Return Deadline: February 16, 2018

*On target shipments delivered to the Warehouse, **without** surcharge, MUST ARRIVE NO LATER THAN **February 23rd***

*Off target shipments delivered to the Warehouse, **with surcharge**, MUST ARRIVE NO LATER THAN **March 2nd***

Off target shipments are subject to 25% surcharge, unless shipping via the Official Show Carrier, ABF Freight

*Shipments to Show Site should be timed to arrive NO EARLIER THAN **Saturday, March 10th***

WHERE TO SHIP:

Shipments consigned to WAREHOUSE:

COBB Tradeshow
RPMXPO Services
1490 Westfork Drive; Suite G
Lithia Springs, GA 30122

Booth # _____

Shipments consigned to SHOW SITE:

COBB Tradeshow
Cobb Galleria Centre
ATTN: RPMXPO Services
2 Galleria Pkwy
Atlanta, GA 30339

Booth # _____

HANGING SIGNS - Ship to:

COBB Tradeshow
RPMXPO Services
1490 Westfork Drive; Suite G
Lithia Springs, GA 30122

Booth # _____

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

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPMXPO Services 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 Services will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMXPO Services 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 Services 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 Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPMXPO Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMXPO Services 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			\$ 50.00	\$	\$
Direct Shipment to Show Site - Crated			\$ 50.00	\$	\$
Direct Shipment to Show Site - Uncrated			\$ 62.50	\$	\$
Direct and Advance - Special Handling			\$ 62.50	\$	\$
Direct and Advance - Specialized Carrier Shipment (Small package shipments under 30 lbs.)			\$ 30.00 per shipment	\$	\$

NOTE: 200 LB MINIMUM PER SHIPMENT

TOTAL AMOUNT → \$

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 Services/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 Services and their employees, officer, agents, and assigns including any subcontractors that RPM may appoint. The term EXHIBITOR refers to any party who contracts for services with RPM.

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

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

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

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

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

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

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

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

8. **PAYMENT FOR SERVICES MAY NOT BE WITHELD.** 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) 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:

**RPMXPO Services
1490 Westfork Drive
Suite G
Lithia Springs, GA 30122**



COBB Tradeshow
Cobb Galleria Centre
Atlanta, GA
March 11-12, 2018

Exhibitor _____

Booth # _____

On target shipments, without surcharge, must arrive by:

February 23, 2018

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

March 2, 2018

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**RPMXPO Services
1490 Westfork Drive
Suite G
Lithia Springs, GA 30122**



COBB Tradeshow
Cobb Galleria Centre
Atlanta, GA
March 11-12, 2018

Exhibitor _____

Booth # _____

On target shipments, without surcharge, must arrive by:

February 23, 2018

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

March 2, 2018

- 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:

**Cobb Galleria Centre
c/o RPMXPO
2 Galleria Pkwy
Atlanta, GA 30339**



**COBB Tradeshow
Cobb Galleria Centre
Atlanta, GA
March 11-12, 2018**

Exhibitor

Booth #

***Exhibitor move-in begins:
March 10, 2018***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Cobb Galleria Centre
c/o RPMXPO
2 Galleria Pkwy
Atlanta, GA 30339**



**COBB Tradeshow
Cobb Galleria Centre
Atlanta, GA
March 11-12, 2018**

Exhibitor

Booth #

***Exhibitor move-in begins:
March 10, 2018***

- 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:

RPMXPO Services
1490 Westfork Drive
Suite G
Lithia Springs, GA 30122



COBB Tradeshow
Cobb Galleria Centre
Atlanta, GA
March 11-12, 2018

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HANGING SIGN

EXHIBIT MATERIAL

Rush to:

RPMXPO Services
1490 Westfork Drive
Suite G
Lithia Springs, GA 30122



COBB Tradeshow
Cobb Galleria Centre
Atlanta, GA
March 11-12, 2018

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:

February 23, 2018

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

March 2, 2018

- 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 Suspended Sign Shipments ONLY.

Accessible Storage Order Form

Return Deadline: February 16, 2018

ACCESSIBLE STORAGE ORDER FORM

RPMXPO Services 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 — \$79.55 per 16 square feet per day
- 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" (\$73.75 per hour ST, \$110.60 per hour OT)

Please complete all sections below:

1. We will require _____ square feet of space in Accessible Storage for:

- a. # of boxes _____ c. # of cartons _____ e. # of skids _____
b. # of cases _____ d. # of crates _____

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.

STORAGE CHARGE (\$79.55 per 16 sq ft increment)	X	# of Square Feet Required (16 sq ft increments)	X	Total # of Days You Will Need Access	=	Storage Charge — Estimated Amount Due
\$79.55 per Day	X		X		=	\$
LABOR CHARGE — ST (1/2 hr. min. labor charge — \$73.75/hr ST — per move.)	X	# of Times per Day You Will Need Access	X	# of Days Required	=	ST Labor Charge — Estimated Amount Due
\$73.75/hr ST (min. 1/2 hr)	X		X		=	\$
LABOR CHARGE — OT (1/2 hr. min. labor charge — \$110.60/hr OT — per move.)	X	# of Times per Day You Will Need Access	X	# of Days Required	=	OT Labor Charge — Estimated Amount Due
\$110.60/hr OT (min. 1/2 hr)	X		X		=	\$

TOTAL AMOUNT → \$

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

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

Your official air freight and ground freight carrier ABF FreightSM

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

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

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

For personalized quotes, please call our Trade Show Division

800.654.7019
Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



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



REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Dates _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

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

Phone _____ Fax _____ Email _____

Estimated Exhibit Weight _____ Number of Shows Per Year _____

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

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

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

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

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



800-654-7019

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903



SAFETY FIRST



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

RPMXPO Services 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 Services 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 Exhibitor Safety 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 SAFETY 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. RPMXPO Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.
- 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.



Dear Exhibitor,

Thank you for exhibiting at the Cobb Galleria Centre. We offer an on-line ordering system for utility services and booth catering, so you can pre-order services and avoid service desk lines and save money.

The system is easy to use. Just create a username and password that is unique to you, and use this information to access the ordering system at the link below to order services.

<https://cobbgallery.boomerecommerce.com>

If you have any questions or problems logging in, please contact us at services@cobbgallery.com or 770-989-5051.

Thank you!

Nancy Stoeppelwerth
Operations Assistant
Cobb Galleria Centre
Two Galleria Parkway
Atlanta, GA 30339

Direct: 770-989-5051

Fax: 770-989-5222

services@cobbgallery.com

Visit us on the web at www.cobbgallery.com

Cobb Galleria Centre – Online Ordering

(The easy way to power your booth!)

Exhibitor Instructions

Cobb Galleria Centre offers online ordering for utility and booth catering services. Please follow the instructions below to place your order.

First Time User (Returning User- Log in, insert password, and proceed to Step 10)

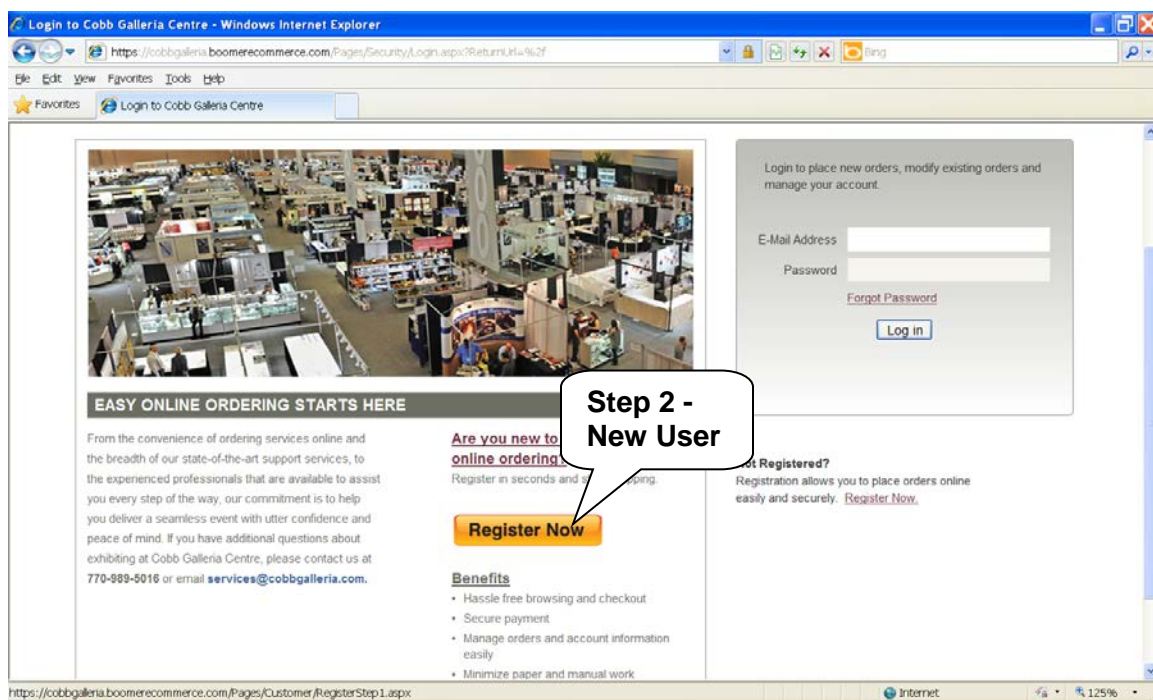
Step 1. Log in

Please click the link below to create a user id and password.

<https://cobbgallery.boomerecommerce.com>

Step 2. Create User Account

Click on **Register Now**



Step 3. Create New Company

Click **Create a New Company** (Step 3) on the bottom of the screen. Then, **scroll down** to input company information as depicted below. When complete, click **Next** (Step 4) and provide contact information on next screen.

Welcome to Cobb Galleria Centre - Windows Internet Explorer

https://cobb Galleria boomercommerce.com/Pages/Custom/RegistrarStep1.aspx

File Edit View Favorites Tools Help

★ Favorites Welcome to Cobb Galleria Centre

Ana Struzzien, Cobb Galleria Centre | Log out
My Account | My Orders | Upload Images

Click here to request a call from Exhibitor Services. **Call Me**

Ready to shop? Select an event from ["My Events"](#) or [search](#) for one now

Three Simple Steps Between You and Online Ordering

Find Your Company → Enter Contact Details → Confirm Registration

Your Company Name
Postal Code
Country

This is your company's location. This is not necessarily the exhibiting company's location. If you are unable to locate your company, please contact Exhibitor Services via telephone or e-mail for assistance.

Done

Internet 125%

https://cobb Galleria boomercommerce.com/Pages/Custom/RegistrarStep1.aspx

File Edit View Favorites Tools Help

★ Favorites ADP estabornManager - Login https://cobb Galleria boomercommerce.com/Pages/Custom/RegistrarStep1.aspx

Country

If you are unable to locate your company, please contact Exhibitor Services via telephone or e-mail for assistance.

Create a New Company

Name:
Address:
City: State/Province:
Postal: Country:
Web Site: Fax:
Phone:

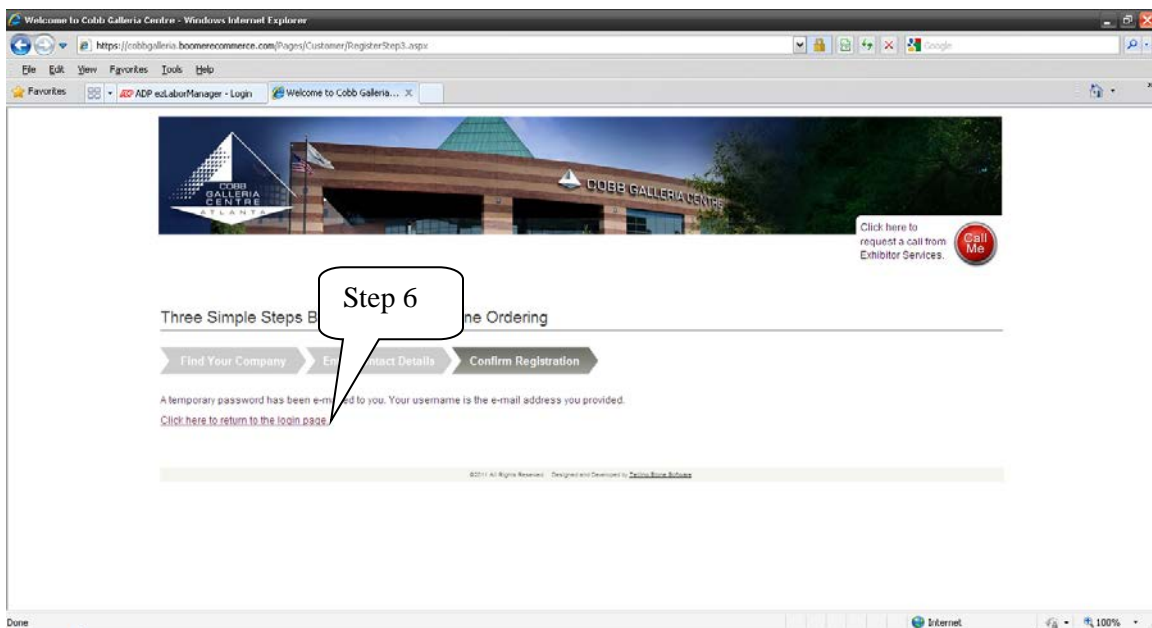
40111 All Rights Reserved. Designed and Developed by [Creative Source Software](#)

Done

Internet 100%

Fill in all required fields and click (Step 5)

Step 5



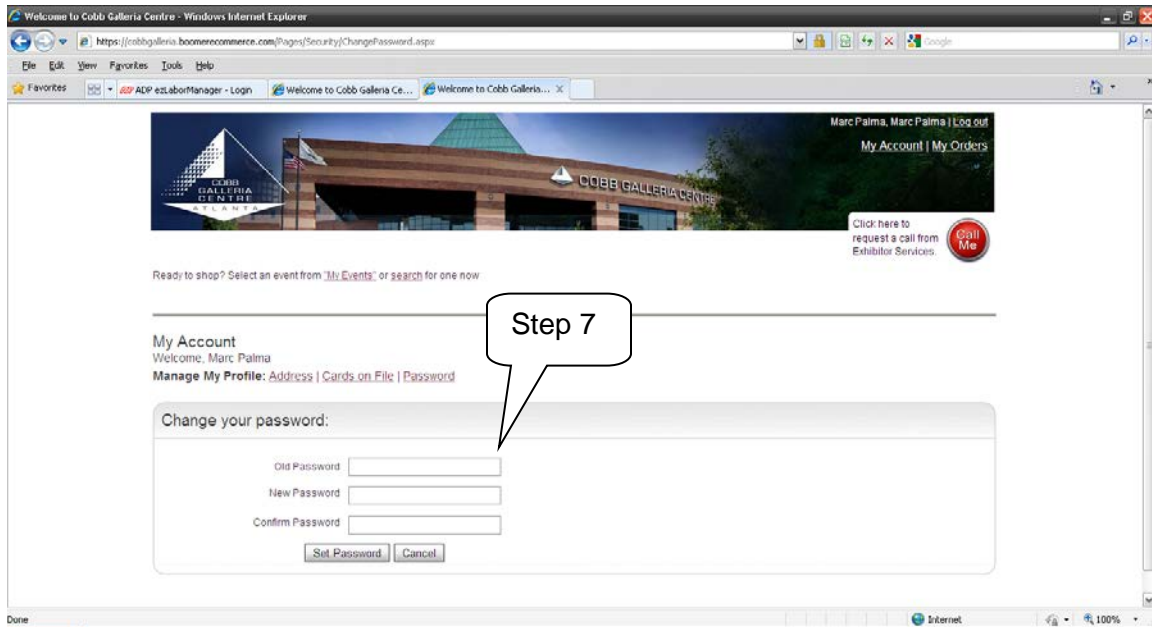
After completing registration, you will receive an email from “Engineering Services” containing a temporary password. Upon receiving temporary password in your email inbox, click the link noted in **Step 6** or the link in the email for <https://cobbgallery.boomerecommerce.com>

Initial Login

Login in with temporary password

Step 7. Copy and Paste the temporary password you were emailed earlier in the “**Old Password**” field. Choose a new password and enter it in the following two fields. Next, click

 proceed to **Step 8**




Windows Internet Explorer

https://cobb Galleria boomercommerce.com/Pages/Security/ChangePassword.aspx

File Edit View Favorites Tools Help

ADP estabornManager - Login Welcome to Cobb Galleria Ce... Welcome to Cobb Galleria... X

Marc Palma, Marc Palma | Log out
My Account | My Orders

Click here to request a call from Exhibitor Services. 

Ready to shop? Select an event from ["My Events"](#) or search for one now

My Account
Welcome, Marc Palma
Manage My Profile: [Address](#) | [Cards on File](#) | [Password](#)

Change your password:

Old Password

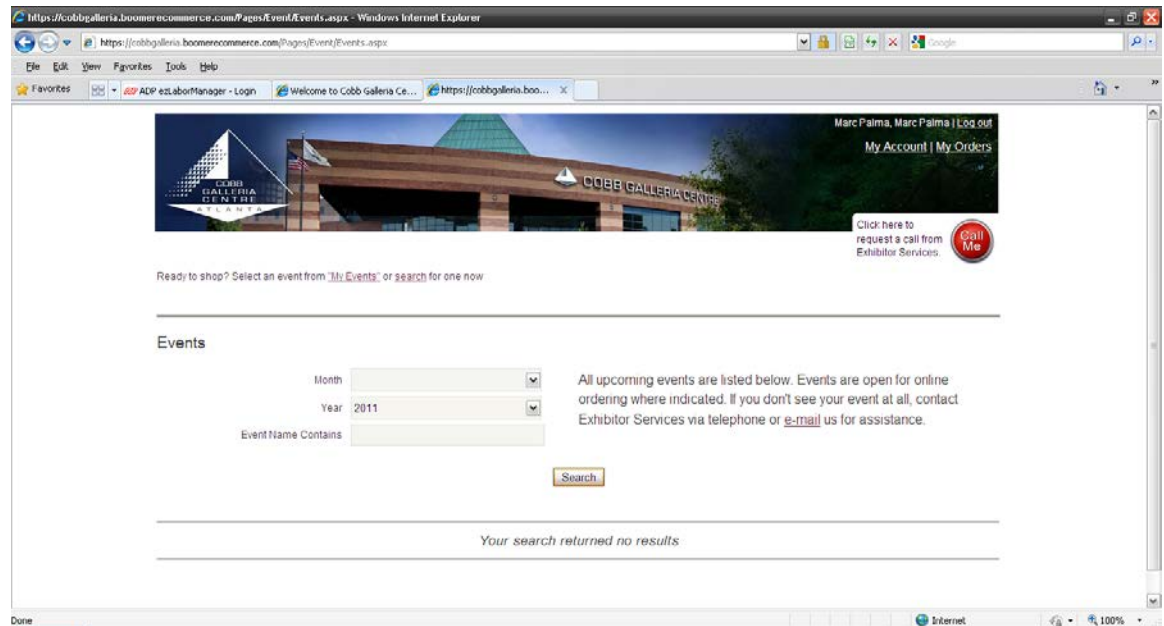
New Password

Confirm Password

Done

Step 8. Locate your Event

Locate your event within the page below. Search by “**Month**”, “**Year**” or “**Event Name Contains**”.




https://cobb Galleria boomercommerce.com/Pages/Event/Events.aspx - Windows Internet Explorer

https://cobb Galleria boomercommerce.com/Pages/Event/Events.aspx

File Edit View Favorites Tools Help

ADP estabornManager - Login Welcome to Cobb Galleria Ce... https://cobb Galleria boo... X

Marc Palma, Marc Palma | Log out
My Account | My Orders

Click here to request a call from Exhibitor Services. 

Ready to shop? Select an event from ["My Events"](#) or search for one now

Events

Month

Year 2011

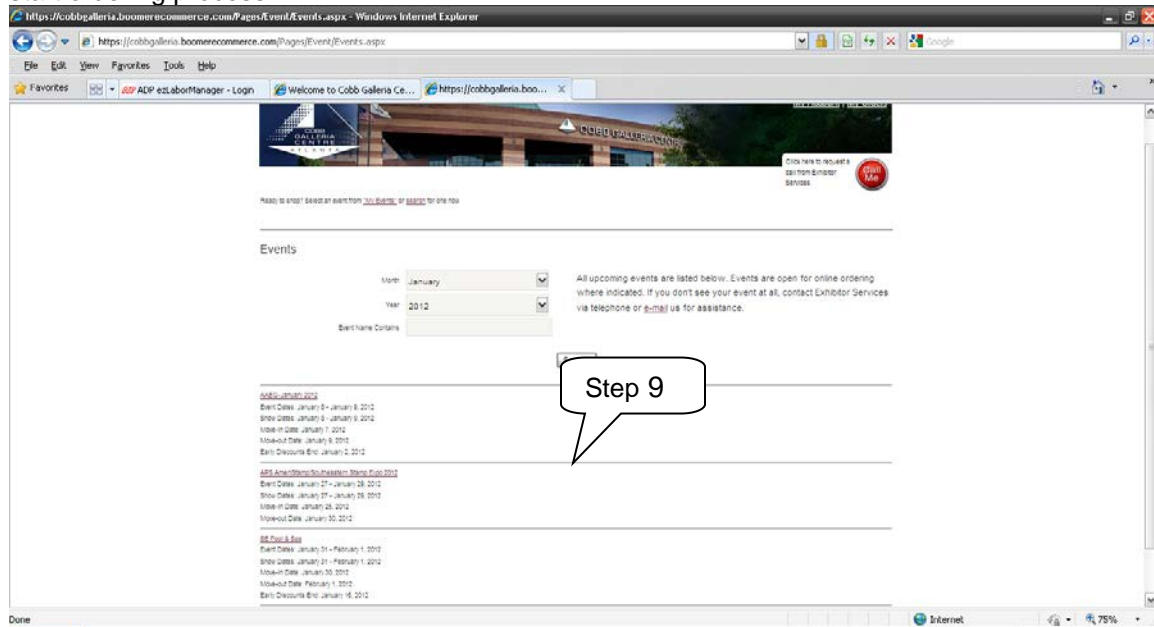
Event Name Contains

All upcoming events are listed below. Events are open for online ordering where indicated. If you don't see your event at all, contact Exhibitor Services via telephone or [e-mail](#) us for assistance.

Your search returned no results

Done

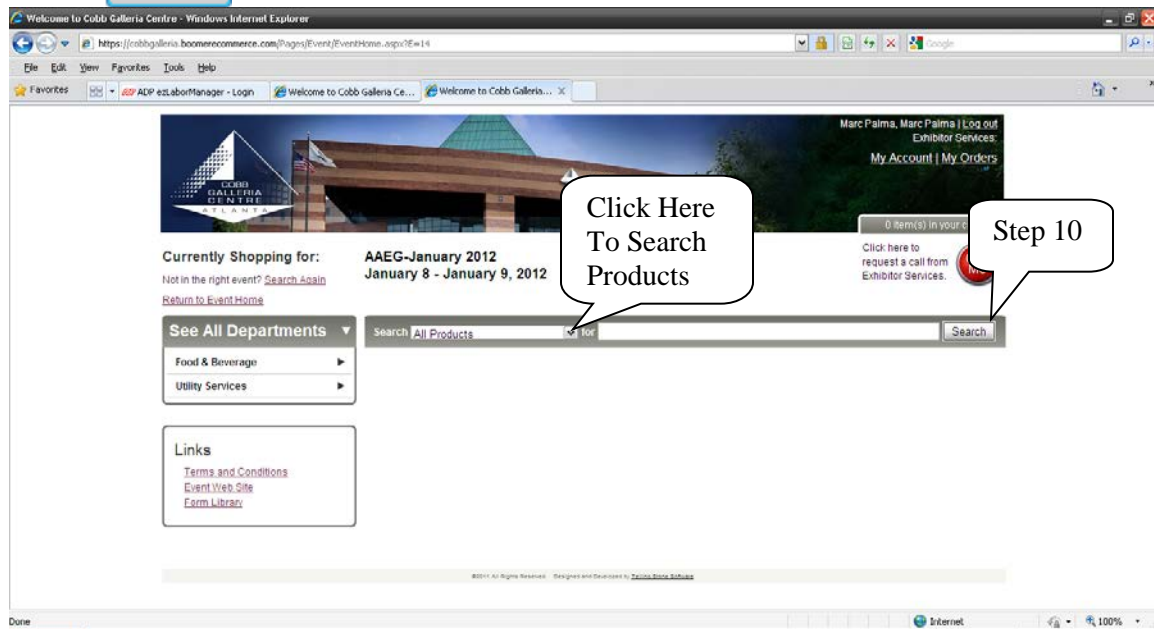
Step 9. Next, click **Search** and scroll down to view upcoming events. Click on event name to start ordering process.



Step 10. Search Products

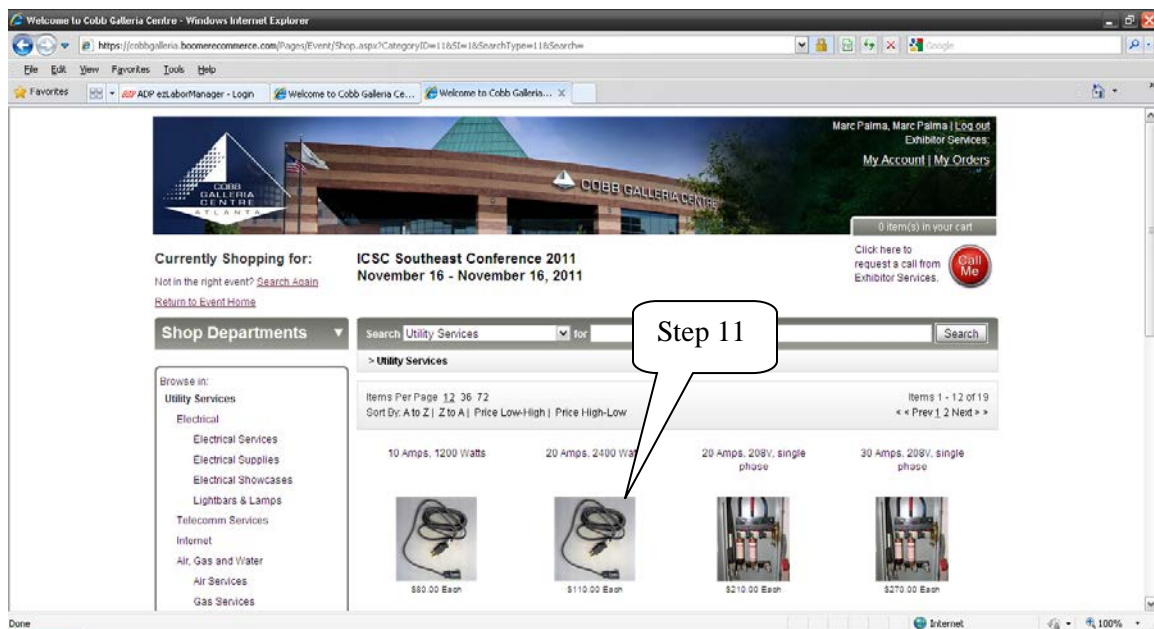
Click scroll down menu labeled “All Products” to select services needed. Next, click

Search



Step 11. Ordering Product

After searching for products needed, the next screen will show clickable, detailed information for products available.



Step 12. Next, click Add to Cart or Add and Pick More.

Step 13. Click “Secure Checkout”.

Step 14. Enter Booth Number (if unknown, leave blank). Click next.

Step 15. Click box “I Accept Terms & Conditions” and next.

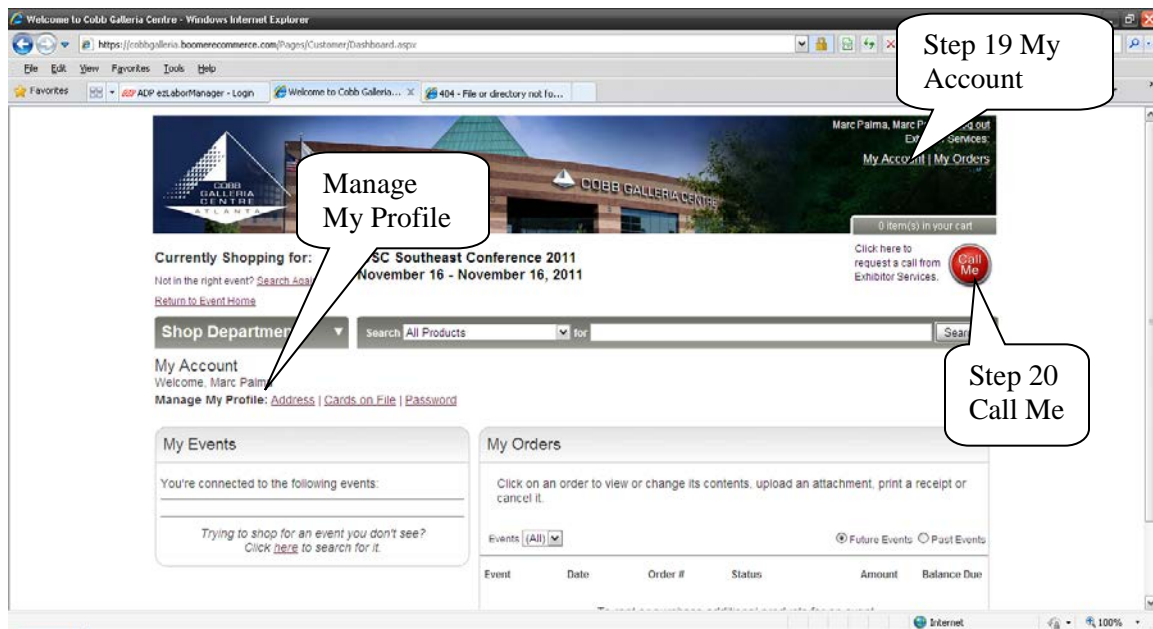
Step 16. Enter payment method.

Step 17. Enter payment information and Apply Payment.

Step 18. Click “Next” until the end so an order will be created.


Step 19. Customer Dashboard

You can view your events and your products / services ordered on this page. You can also manage your addresses, cards on file and your password in the **Manage My Profile** area. Access this page by clicking **My Account** located in upper right hand corner of screen on any screen while logged in.



Step 20. Contact Us

If you have any questions or problems logging in, please contact us at

services@cobb Galleria Centre.com, 770-989-5016 or by clicking on the  button on the upper right corner of the screen at any time.

Thank you,
Cobb Galleria Centre



COBB GALLERIA CENTRE

COBB Tradeshow

Electrical Services Order Form

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051

See Terms and Conditions on the Second Page

Company Name		Phone #		Fax #	
Address		City		State	Zip Code
		Email Address (required for receipt)			Booth #
Payment Method AmEx Visa MasterCard Check	Acct. #		Exp Date		CC V-Code
Name on Card		Authorized Signature			Date

SERVICES REQUESTED

ELECTRICAL						
QTY	Description	14 Day Advance		Floor Rates		Total
	10 Amps	1200 Watts	120 Volts	\$85	\$101	
	20 Amps	2400 Watts	120 Volts	\$115	\$137	
					Sub Total	\$

UTILITY SERVICES				
QTY	Description	14 Day Advance	Floor Rates	Total
	Clip-on Lamp	\$55	\$66	
	100 Watt Track Lamp (track included)	\$65	\$78	
	PAR-64 Stage Light	\$225	\$270	
	Extension Cord	\$15	\$15	
	Outlets: Power strip (6)	\$20	\$20	
	Outlets: Quad Box (4)	\$20	\$20	
	Outlets: Cube Tab (3)	\$20	\$20	
	Labor-additional electrical work other than installation of above	\$50	\$50	
	Phone Line	\$235	\$280	
			Sub Total	\$
			Total	\$
			Tax (6%)	\$
			TOTAL	\$

INSTRUCTIONS

- Fax form to (770) 989-5222 OR e-mail to services@cobbgalleria.com.
- For questions or for additional power requirements, please call (770) 989-5051 or email services@cobbgalleria.com.
- In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. Dollars) must be received at least **14 DAYS** prior to scheduled show opening day.
- Full payment must be rendered prior to delivery of service.
- Prices do not include sales tax.
- Wireless Internet is complimentary.
- Exhibit Booths in Fashion Collection include crossbars, uprights and track light.
- If paying by check, make checks payable to: Cobb Galleria Centre & mail to: Two Galleria Parkway, Atlanta, GA 30339.

COBB GALLERIA CENTRE
ELECTRICAL, LIGHTS, & OTHER ELECTRICAL EQUIPMENT SERVICES ORDER FORM
TERMS AND CONDITIONS

1. Credit will not be given for electrical service installed and not used.
2. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**
3. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
4. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
5. All equipment, regardless of power, must comply with all federal, state and local codes.
6. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
7. Claims will not be considered unless filed by the exhibitor prior to close of show.
8. Prices for service are based upon current wage rates and are subject to change without notice.
9. Under no circumstance should anyone other than a "house electrician" make electrical connections.
10. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a "house electrician". However, a "house electrician" must make all service connections and overload protection to such equipment only.
11. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
12. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
13. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
14. Work required to tie-in and connect to customer's equipment will be charged in a time and material basis. Call for a quote.

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____
Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)
City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card
Show Decorator: RPM Expo
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX
Please return overnight shipment with payments to: 121 Pine Dr., Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: _____ Time: _____

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—**prices start at \$60.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!

Qty _____ TLC pick my colors, size, type flowers \$50.00 ea

Visit www.tlc-florist.com for additional sample pictures.

For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"-18"H

\$20.00 each

Qty _____

White _____

Yellow _____

Lavender _____



Azaleas—12"H

\$35.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$35.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

*See next
page for
green plants.*

FLORAL ORDER FORM

Ferns



Ferns
\$35.00 each

Qty ____

Ivy



Ivy—10"H x 10"W
\$35.00 each

Qty ____

Pothos



Pothos—12"H x 12"W
\$35.00 each

Qty ____



770) 507-6777
plant@tlic-florist.com
www.tlic-florist.com

2' Green Plants



\$29.95 each Qty ____

3' Green Plants



\$39.95 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$49.95 each Qty ____

5' @ \$59.95 each Qty ____

6' @ \$69.95 each Qty ____

7' H & Taller plants & Planters
are available
Call 770-507-6777 for price/
availability

Top-dressed with azalea (pictured)
Also available with mum
Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__ white, __ yellow, __ lavender

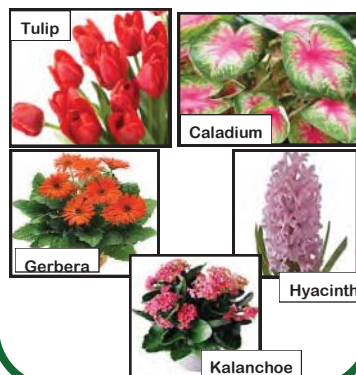


4' @ \$125.00 each, Qty ____

5' @ \$135.00 each, Qty ____

6' @ \$145.00 each, Qty ____

Seasonal Flowering Plants
Call for Price & Availability



Planters are 2 1/2' long.

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **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 TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **There is a 1.5% energy surcharge added to each order.** **Orders placed after the open of an event may be subject to a delivery fee.**

Order Cost Summary

Select Container (Included in rental cost)

__ Black __ White __ Wicker

Chrome, Brass, Terra Cotta, & Other
Containers are available. Please call
770-507-6777 for pricing.

Subtotal ____

6% Sales Tax ____

Total ____

FLORAL ORDER FORM