

NASTT 2025 No-Dig Show



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<https://denvercc.ungerboeck.com/prod/app85.cshtml?AppCode=COE&CC=2&OrgCode=M4>

CONTACT INFORMATION

Viper Show Coordinator:

Jennifer Elhardt | m: 912.266.3173

jelhardt@vipertradeshow.com

NASTT Exhibitor Contact:

Jessie Clevenger | p: 440-534-9630

jclevenger@nastt.org

PRE-SHOW TIPS

- **Submit orders early to receive the discounted rate** – Please complete the necessary forms found in this kit or online at <https://order.vipertradeshow.com>. Standard pricing will apply to orders received after the published deadline.
- **Preparing freight shipments** – We strongly encourage you to send all show freight to the advance warehouse. Some cost-saving tips are to consolidate your freight to have it delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received on or before the Late to Warehouse Deadline to avoid late charges. **Material handling applies to every shipment received.**
- **Review Quick Reference Page** – Please review the show schedule outlined and make sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight containers can take at least an hour after the close of the show. **Please plan accordingly!**
- **Shipment tracking** – It is recommended you track your shipment prior to the show to confirm it has been delivered. You can send the tracking information to your Viper Show Coordinator as soon as your freight is shipped.

SHOW SITE TIPS

- **Viper Service Desk** – The service desk will be located on the show floor for assistance with questions or show site orders.
- **Booth orders & freight delivery** – Our team completes a rental order and advance freight check prior to exhibitor setup to ensure everything pre-ordered and/or sent to the Advance Warehouse is in your booth. A Viper representative will be at the Viper service desk for assistance. Please address discrepancies immediately because credits are not provided to claims made post show.
- **Empty Storage** – Material Handling (drayage) service includes the storage of empty containers for the duration of the show. “Empty” stickers will be available at the Viper service desk. Place one sticker on each empty item (crates/skids/boxes) you want Viper to store. All items are returned at the close of the show and can take at least an hour to be returned.
- **Labor orders** – All exhibitor supervised labor orders will need to check in at the Viper service desk once ready for the labor.

QUICK REFERENCE & DEADLINES

Thursday, February 27, 2025

First day of advance warehouse receiving

RECEIVING: M-F | 8AM – 4PM

Thursday, March 6, 2025

Advance order discount deadline/cancellation deadline

Payment must be made in full to receive discounted rates.

Refunds will NOT be made after this deadline.

Thursday, March 6, 2025, by 12 pm CST

Artwork submission deadline.

All electronic, print ready artwork for modular rentals are due.

Thursday, March 20, 2025

LATE to Warehouse Deadline

The warehouse must receive your freight by EOD to avoid added late fees.

Thursday, March 27, 2025

Last day of Advance Warehouse receiving

Last day Advance Warehouse will accept exhibit material.

(You will incur a late fee but your freight will be in your booth at the start of exhibitor move-in!)

Sunday, March 30, 2025 | 7:00 am – 6:00 pm

All show site deliveries are to be delivered on the listed dates above. Shipments received before these dates are at risk of being refused, and additional charges by the venue or Viper may apply.

SHOW INFO AT A GLANCE

EXHIBITOR INSTALL / MOVE-IN

Sunday, March 30, 2025 | 7:00 am – 6:00 pm

Monday, March 31, 2025 | 7:00 am – 10:00 am

EXHIBIT HALL HOURS

Monday, March 31, 2025 | 12:10 pm – 2:30 pm

Monday, March 31, 2025 | 4:00 pm – 6:30 pm

**5:30 - 6:30pm is a networking event in the hall

Tuesday, April 1, 2025 | 11:00 am – 1:30 pm

Tuesday, April 1, 2025 | 3:00 pm – 5:00 pm

Wednesday, April 2, 2025 | 9:00 am – 12:00 pm

EXHIBITOR DISMANTLE / MOVE-OUT

Wednesday, April 2, 2025 | 12:00 pm – 10:00 pm

*Freight Force 7:00 pm | All drivers must check in with Viper by this deadline.

ADVANCE WAREHOUSE

Receiving Hours: M-F | 8AM – 4PM:
2/27/25 – 3/27/25. Freight received
after 3/20/25 is subject to late fee.

NASTT 2025 NO-DIG

Viper Tradeshow Services
c/o Denver Air
6331 Beach Street
Denver, CO 80221

All shipments must include your
company name, booth number and
NASTT 2025 No-Dig on the freight.

SHOW SITE FACILITY

Receiving only during exhibitor
move-in times.

NASTT 2025 NO-DIG

Colorado Convention Center
Exhibit Hall A-D
c/o Viper Tradeshow Services
700 14th Street
Denver, CO 80202

All shipments must include your
company name, booth number and
NASTT 2025 No-Dig on the freight

BOOTH PACKAGE ITEMS:

10' x 10' exhibit spaces

8' tall black back drape

3' tall black side drape

6"x24" ID sign

*In a non-carpeted hall. All exhibitors must
provide flooring/rent carpet (page 20) for
their booth.



ONLINE ORDERING

<https://order.vipertradeshow.com>

Any questions, please email:

jelhardt@vipertradeshow.com

*Only the main contact will have access to place
online orders; if an additional contact or EAC
needs access to the Viper Tradeshow online
portal please notify me*

DISMANTLE/ MOVE OUT INFORMATION

FREIGHT FORCE: Wednesday, April 2 @ 7 PM | LABOR FORCE: Wednesday, April 2 @ 2 PM

Viper Transportation is the Official Carrier for this show. All carriers must check in at

Colorado Convention Center – Exhibit Hall A-D

no later than 7:00 PM on Wednesday, April 2, 2025 to avoid force.

MOVE OUT INFORMATION

This information will also be distributed before the start of the last day of show hours. Please read these instructions to know what to expect and plan accordingly; share this information with your show site staff.

Exhibit Hall Officially Closes: **Wednesday, April 2 at 12:00 PM**

Stored empty crates and containers estimated return: **Wednesday, April 2 by 2:00 PM**

Labor Force: all exhibitors should have started dismantle by now: **Wednesday, April 2 by 2:00 PM**
Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.

Freight Force - deadline for carriers to check in: **Wednesday, April 2 by 7:00 PM**

All outbound shipments loading onto a contracted carrier or personally owned vehicle require a Viper Tradeshow Services Bill of Lading (BOL). Please follow these instructions.

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to arrive by **7:00 PM**. We suggest telling them **6:00 PM**, giving them room to fail without failing you! Here is the address for your convenience:

Colorado Convention Center | Exhibit Hall A-D
700 14th Street, Denver, CO 80202

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
5. Once you have packed up all your materials, please hand in your BOL to the Viper Service Desk. (Do not leave it in your booth.) We will sign it and give you a copy, keep a copy and give the driver a copy. Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check in by the **7:00 PM** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of \$3.00/pound for shipments 1000 lbs. or more, \$3.50/pound for shipments 999 lbs. or less; with a **\$795.00 minimum**. Charges will be applied to the credit card on file. Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. *AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

Viper Transportation is the Official Carrier for this show. If you would like Viper to be your carrier, simply complete and send us the shipping order form. Your BOL and labels will be delivered to your booth before the last days' exhibit hours.

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **11:00 AM** (1 hour before show closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.

Jennifer Elhardt | jelhardt@vipertradeshow.com | mobile: 912.266.3173

TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT:

Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in US currency.

OUTSTANDING PAYMENTS:

Viper Tradeshow Services requires payment for all services upon presentation of an invoice statement at the exhibit site.

It is the responsibility of the Exhibitor to advise the Viper Tradeshow Services Service Center representative of any problems with any orders before the start of the show. No credits will be issued after the exhibition closing.

Government Agencies please note: If your firm or agency requires a purchase order be issued for any services rendered such purchase order must accompany the order forms.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services. Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition. Viper Tradeshow Services reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.

Viper Tradeshow Services will accept payment by company check, or Method of Payment for Visa, MasterCard or American Express. Viper Tradeshow Services reserves the right to check the credit available on any card presented. If the exhibitor fails to pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in US Funds or by credit card, cash, check, or bank wire transfer, when previously arranged by Viper Tradeshow Services.

Tax Exemption Status: If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers. Payment for all labor, equipment, and services, whether ordered by the exhibitor, display builder, non-official contractor, or other parties, shall be the responsibility of the exhibitor at the event. **A tax exemption certificate must be submitted prior to submitting orders.**

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 usually be done by "riders" to existing policies.

The exhibitor must report the damage or loss at the Viper service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived.

Viper shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, Viper shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

Material Handling Form (MHA) aka Bill of Lading (BOL): Your bill of lading must be turned in no later than the force times listed on the Quick Reference page. Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out.

All Material Handling Agreements submitted to Viper by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. Viper is not responsible for shipments left in booths by exhibitors. *Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier, Viper Transportation, at the expense of the exhibitor! Your bill of lading must be turned in no later than the force times listed on the Quick Reference Page.*

Small Package Shipments: Includes cartons received without documentation and delivered to the booth without guarantee of piece count and documentation, including but not limited to FedEx, UPS, Airborne, and DHL.

"Hand Carry": The ability for an exhibitor to "hand carry" their materials onto the exhibit hall through the front entrance without the use of wheels, including but not limited to, luggage carts, four wheel or two-wheel dollies, baggage carts.

Cancellation of orders: Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. All refunds for cancelled or adjusted orders before the deadline, will be processed at the close out of the show unless additional services/rental items are ordered. Any orders cancelled after the deadline will be charged at full. Credits will not be given for orders cancelled after this deadline or at show site. This is void for any full show cancellations at which point Viper will communicate policy. Refunds processed after 90 days of original payment will be paid via check or wire.

Final Show Audit: Viper Tradeshow Services reserves the right to perform a Final Audit of this event for up to 120 days after the move out date of the event. Also, an end of the year review in December. If additional charges for any service, labor or equipment are found, it will be added to the Exhibitor's invoice and the credit card on file will be charged. A Final Audit Invoice with explanation of any additional charges will be sent to the Exhibitor. If Viper does not have payment information, the invoice sent to the Exhibitor will be due upon receipt.

METHOD OF PAYMENT

Exhibitor Information

Company Name: _____ Booth #: _____ Booth Size: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Contact: _____ Phone: _____
 Fax #: _____ Email Address: _____
 Show Site Contact: _____ Cell Phone: _____

Ways to Order:

Online via Credit Card | Login & Place Orders | <https://order.vipertradeshow.com>
 Email: jelhardt@vipertradeshow.com
 Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Payment Terms

Full payment is due when order is placed

Payment must be received prior to the discount deadline to receive the discounted rates

ACH or Wire Transfer payments need to be received prior to the show. A Method of Payment form and credit card must be submitted for final balances

Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Booth Cleaning:	\$
Installation & Dismantle Labor:	\$
Standard Furniture/Accessories/Floral:	\$
Viper Custom Furnishings:	\$
Flooring/Padding/Visqueen:	\$
Modular Rental Displays:	\$

Estimated Total Viper Tradeshow Services Orders: \$ _____
**A receipt with actual totals will be emailed to contact on file.*

Method of Payment / Credit Card Charges*

****3.5% convenience fee will be applied to all orders paid via credit card***
All state and local taxes apply.

By signing this payment form, you are authorizing to charge your credit card account for your advance orders, and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative; including labor, material handling and shipping.

You can place your credit card on file through your online account at <https://order.vipertradeshow.com>. Or please email jelhardt@vipertradeshow.com to receive the Quick Bill Sign Up Link to place a credit card on file.

Cardholder Signature: _____

Name Printed: _____

Billing Address (if different from above): _____

Company Check # (Please note show name on check): _____ Date check mailed: _____

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (7-15 business days) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.50/lb. on shipments under 1,000 lbs. and \$3.00/lb. for shipments over 1,000 lbs. **Dimensional weight may apply** and a **\$795.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.50/lb. for shipments under 1,000 lbs. and \$4.00/lb. for shipments over 1,000 lbs.; a \$1,000.00 minimum applies. **Material Handling charges apply to all shipments. *3.5% convenience fee, state & local taxes apply.**

***If expedited shipping is required, please email your Show Coordinator for a quote: jelhardt@vipertradeshow.com**

Inbound shipping from:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Requested Pickup Date/Time: _____

Is this a residence: YES NO Do you have a dock: YES NO

Is this a Round Trip shipment: YES NO (if return address is different than above, please provide address below)

Special Instructions (inside pickup, liftgate required, receiving hours, etc): _____

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate (Wooden) Exhibit Material		
	Cardboard Carton		
	Fiber Case		
	Pallets		
	Carpets		
	Miscellaneous		

Outbound Shipping: _____ **I only need outbound shipping** (if this option is selected, please add your shipping address below)

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Special Instructions (inside delivery, liftgate required, receiving hours, etc): _____

Acceptance & Payment

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping, otherwise, I am purchasing only supplemental insurance (does not include AV or computer equipment) protection (up to \$5,000.00) at \$75.00 for every \$1,000.00 declared value.

***Please note Viper Tradeshow is not liable for shipping A/V, computer equipment and does not cover shipping containers*.**

Insurance Cost (each way) \$ _____ (\$75/\$1000 value) Declared value \$ _____

I am not purchasing supplemental insurance protection: _____ (please sign or initial)

AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment

Signature to officially place this order and acceptance of terms: _____

ADVANCE WAREHOUSE SHIPPING LABELS

For your convenience, labels are provided below for advance warehouse delivery.

We encourage you to make copies and fill in your specific information and tape two labels on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
NASTT 2025 NO-DIG SHOW Viper Tradeshow Services c/o Denver Air 6331 Beach Street Denver, CO 80221	*Deliver by 3/20/2025 to avoid late fees* **Last day of warehouse receiving is 3/27/2025** Weight ticket or BOL must be presented at the time of the delivery.
PIECE: _____	OF _____

SHOW SITE SHIPPING LABELS

For your convenience, labels are provided below for show site delivery.
We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
NASTT 2025 NO-DIG SHOW Colorado Convention Center Exhibit Hall A-D c/o Viper Tradeshow Services 700 14th Street Denver, CO 80202	*Deliver on Sunday, March 30, 2025 7:00 am – 6:00 pm ONLY Weight ticket or BOL must be presented at the time of the delivery.
	PIECE: _____ OF _____

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
NASTT 2025 NO-DIG SHOW Viper Tradeshow Services c/o Denver Air 6331 Beach Street Denver, CO 80221 Receiving Hours: M- F 8 AM – 4 PM	NASTT 2025 NO-DIG SHOW Colorado Convention Center Exhibit Hall A-D c/o Viper Tradeshow Services 700 14th Street Denver, CO 80202 Receiving: Sunday, March 30 7:00 am – 6:00 pm

A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- A weight ticket/bill of lading must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket/bill of lading is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
 Pounds Divided by 100, rounded up: _____ Your CWT (no less than 2)

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$148.10 / CWT
Boxed, crated, or skidded shipment via POV, Van Line or specialized carrier, FedEx, UPS, or USPS...	\$182.35 / CWT
Common carrier shipment received late, after 3/20/2025	\$182.35 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after 3/20/2025	\$216.37 / CWT
Off-target shipment - received before or after receiving dates (30% fee added to the above rates)	\$34.20 / CWT
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$182.35/ CWT
Boxed, crated, or skidded shipment via POV, Van Lines or specialized carrier, FedEx, UPS, or USPS.....	\$216.40/ CWT
Off-target shipment (before or after) 3/30/2025 at 7AM – 6PM via common carrier	\$216.50 / CWT
Off-target shipment (before or after) 3/30/2025 at 7AM – 6PM via POV, or specialized carrier	\$250.70 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$34.20/ CWT
Small Package shipments not exceeding 75 lbs. per shipment (not per box)	\$75.15
All machinery must ship directly to the Colorado Convention Center on Friday, March 28, 2025 1:00 pm – 4:00 pm	
Machinery – 2,000 lbs – 5,000 lbs.....	\$86.50/CWT
Machinery – 5,000 lbs +.....	\$71.00/CWT
Vehicle Spotting (each way)	\$613.80
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Exhibitor: _____ Booth #: _____



INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show.

**A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.
Some cost-saving tips are to have all freight delivered in a single shipment on an LTL freight carrier.**

Shipment 1

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 2

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 3

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Exhibitor: _____ Booth #: _____

MACHINERY- MATERIAL HANDLING QUESTIONNAIRE

ALL machinery MUST DELIVER to show site on Friday, March 24, 2025 between 1:00 PM – 4:00 PM with a certified weight ticket

*If machinery is delivered after DATE, additional fees (off-target) will be applied; machinery must deliver on DATE to the SHOW SITE FACILITY from TIME FRAME. We will accept exhibit freight at the same time machinery is delivered without off-target fees. All machinery freight MUST be visible to qualify for machinery material handling rates.

Please complete & submit this form to: jelhardt@vipertadeshow.com

Company Name: _____ Booth: _____

Contact Name: _____ Phone: _____

Name of carrier: _____

How many pieces total?: _____ How heavy is the largest piece?: _____

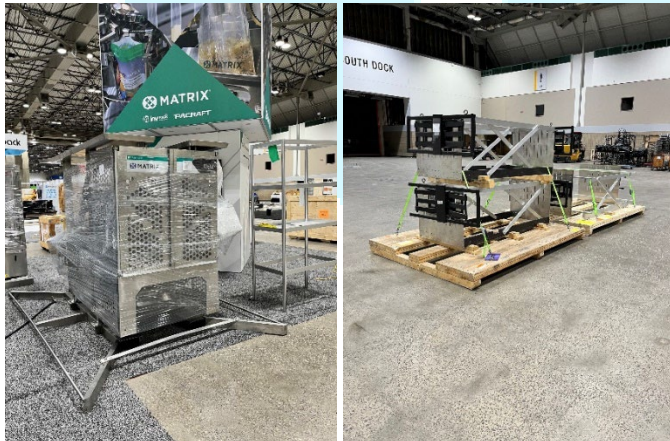
Do you require any special equipment other than 5K forklift to unload your freight? YES NO
If yes, what type? (i.e. crane, extended fork blades, rollers, slings, etc.): _____

Will you require a forklift in your booth to un-skid, assemble or spot machinery and/or display? YES NO
If yes, please complete the IN-BOOTH FORKLIFT order form

Are you ordering carpet from Viper? YES NO
If no, where are you shipping your flooring? ADVANCE WAREHOUSE _____ DIRECT TO SHOW SITE _____

	MACHINERY	WEIGHT (LBS.)	DIMENSIONS	SKIDDED (YES/NO)	# OF PIECES
	Type of machine		To nearest foot		
1					
2					
3					
4					

***FREIGHT CONSIDERED MACHINERY**



***FREIGHT NOT CONSIDERED MACHINERY**



VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 28 days free storage if delivered by the advance deadline receiving date listed below, and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to an exhibitor's booth, and turning in Bill of Lading to the service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

Special Handling 30% Surcharge

Special Handling rates shall be applied to the total standard charges, but are not limited to the following types of shipments. Multiple scenarios may incur multiple special handling charges.

Van Line Shipments	All Shipments delivered by a Van Line Carrier will be charged special handling due to additional labor/handling, designated unloading/loading, etc.
Loose Freight	Shipments packed in such a manner as to require special handling (i.e., loose display parts, loose carpet rolls unskidded, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
Mixed/Undetermined Description	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e., 1 lot 20 assorted pieces, etc.) Including any mixed lot/multiple shipments that are delivered together.
Must be Delivered by Hand	Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services' control (i.e., elevators, rooms forklifts cannot be used, etc.)
Small Package Carriers (SPC)	The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded or received at the warehouse/show site before 8 AM or after 4:30 PM on weekdays, anytime Saturday, Sunday or holidays or after ONE WEEK OUT. Additionally, when warehouse freight must be moved into the exhibit site on overtime, due to scheduling conflict beyond the control of Viper Tradeshow Services, or show move in or move out times are after 4:30 PM on weekdays, on Saturday, Sunday, or Holidays overtime charges will apply.

Material Handling / Special Handling Definitions

Material Handling: Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading.

CWT: 'Hundred weight' - a unit of measurement for weight, equal to 100 pounds.

Storage Terms: Exhibitors may hand deliver their own materials to the exhibit facility through the front doors. The use or rental of dollies, flat trucks or other mechanical equipment is not permitted. Viper Tradeshow Services must control access to the loading docks in order to provide a safe and orderly move-in/out. Material handling fees must be paid in full for any materials that require empty storage.

Multiple Shipments: Any shipments received from multiple locations or received at different times/dates are considered separate and will be assessed multiple Material Handling minimums. No cumulative weights will be allowed on minimums or split shipments.

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

Constricted Space Loading/Unloading: Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full car trailer – top to bottom, side to side.

Designated Piece Loading/Unloading: Drivers that require the crew to bring multiple pieces of the freight to the rear of the trailer to the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded sequence to ensure all items fit.

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

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

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

Mixed Shipments: Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for this shipment but does require special handling.

"No Documentation": Shipments arrive from a small package carrier (including, not limited to, FedEx, UPS, DHL) without an individual Bill of Lading or shipments without a certified weight ticket which requires additional time, labor and equipment to process.

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

BOOTH CLEANING

*Please contact your Viper Show Coordinator for a quote if you have specific cleaning requests.

Vacuuming

A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: _____ x \$150.00 Discount / \$180.00 Standard

Subtotal: \$ _____

Subtotal x Number of Days: _____ TOTAL: \$ _____

Porter Service

Emptying refuse from containers as necessary throughout the show hours. A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: _____ x \$120.00 Discount / \$150.00 Standard

Subtotal: \$ _____

Subtotal x Number of Days: _____ TOTAL: \$ _____

Exhibitor: _____ Booth #: _____

DISPLAY LABOR (Installation & Dismantle) INFO

Display Labor Hourly Rates

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm
 Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm
 Double Time (DT) | Any time Saturday, Sunday & Holidays

Exhibitor Supervised:

DISCOUNT

ST: \$149.00 per person, per hour
 OT: \$223.50 per person, per hour
 DT: \$298.00 per person, per hour

STANDARD

ST: \$223.50 per person, per hour
 OT: \$335.25 per person, per hour
 DT: \$447.00 per person, per hour

Viper Supervised (35% supervision included)**:

DISCOUNT

ST: \$201.15 per person, per hour
 OT: \$301.73 per person, per hour
 DT: \$402.30 per person, per hour

STANDARD

ST: \$301.73 per person, per hour
 OT: \$452.60 per person, per hour
 DT: \$603.46 per person, per hour

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below. Viper will not be responsible for any damage or loss of materials during installation, dismantle, unpacking or packing. There is a 1 hour minimum per worker at 1-hour increments thereafter.

Viper Tradeshow Services Supervised Labor: Exhibits are set up prior to exhibitor’s arrival under the direction of Viper Tradeshow Services I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. **Please provide complete booth plans, schematics, instructions and photos for this service along with inbound and outbound shipping information.**

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Services Center to pick up labor. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor. Start time guaranteed only where labor is requested for the start of the working day (8:00 am) unless the official set time begins later in the day.

Please provide supervisors name and cell number: _____

Installation Calculation & Order **CIRCLE ONE:** Exhibitor Supervision or Viper Supervision**

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. **TOTAL AMOUNT OF HOURS** _____ x _____ (RATE) \$ _____

Dismantle Calculation & Order **CIRCLE ONE:** Exhibitor Supervision or Viper Supervision**

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. **TOTAL AMOUNT OF HOURS** _____ x _____ (RATE) \$ _____

Services cancelled after the discount/cancellation date are charged at full value.

The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.

**** IF ORDERING VIPER SUPERVISED LABOR – PLEASE COMPLETE THE FOLLOWING PAGE AND EMAIL TO YOUR SHOW COORDINATOR.**

Exhibitor: _____ Booth #: _____

VIPER SUPERVISED LABOR INFORMATION FORM

****Please email this form to jelhardt@vipertradeshow.com**

Please confirm you have emailed your Exhibitor Service Coordinator complete booth plans, schematics, special instructions, and photos for this service: (circle one) YES NO

****If not, please email ASAP**

Whom may we contact if we have any questions or concerns during installation/dismantle of your booth?

NAME: _____ Phone: _____

INBOUND SHIPPING INFORMATION: (Please complete all areas). If you want Viper Transportation to ship your freight to the show, please also complete the Viper Shipping Order Form and Method of Payment Form found in the Kit.

Freight will be sent to: Warehouse: _____ Show Site: _____ Date Shipped: _____

Carrier: _____ Tracking #: _____

Total number of: Crates: _____ Cartons: _____ Fibercases: _____ Skids: _____

Do you want Viper to be your outbound carrier: YES* NO

****Please complete the Viper Shipping Order Form found in the Kit.***

NOTE: If you are not using Viper Transportation for outbound shipping, you are responsible for booking an outbound carrier to recover your freight during the published move-out. We do not call your carrier to confirm pick-up arrangements; if your carrier fails to recover your freight it will be re-consigned to the house carrier at freight force time indicated on the quick reference page. Please note we cannot supply pre-printed small package labels for FedEx, UPS, DHL and others alike – you must print those airbills.

OUTBOUND SHIPPING INFORMATION:

 (Please complete all areas).

This information will be used to complete a pre-printed Bill of Lading (BOL) on your behalf at the close of the show.

This info must be provided for a Viper Transportation shipment OR non-Viper Transportation shipment.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

CARRIER NAME: _____

Exhibitor: _____ Booth #: _____

EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

Please complete and return both EAC forms

Viper Tradeshow Services, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to: ensure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are: the exhibitor may provide supervision; exhibitor may appoint an exhibit installation contractor or display builder.

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

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address, and telephone number of the firm.
2. EAC agrees to comply with all the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
 - i. Commercial General Liability, including contractual liability, with a minimum limit of \$1,000,000, \$2,000,000 general aggregate and \$2,000,000 products and complete operations aggregate.
 - ii. Automobile Liability with a limit of not less than \$1,000,000 combined single limit, each accident. All owned, hired, and non-owned boxes marked.
 - iii. Workers Compensation, as required by law, with Employers Liability limits of not less than \$1,000,000.
 - iv. Umbrella/Excess Liability with a limit of not less than \$1,000,00 each occurrence/aggregate.
 - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear identification badges as determined by Show Management. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
11. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
12. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
13. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all its activities with Viper Tradeshow Services.
14. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
15. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set-up of the booth or force the setup into overtime.
16. The EAC/Exhibitor should arrange the protection of the product in the booth.
17. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
18. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

I have read the Exhibitor Appointed Contractors section of this manual and understand the terms and conditions. I understand that all the contractors listed above must be approved by Viper Tradeshow Services. I understand it is my responsibility to see that each representative from any EAC for my company abides by the rules and regulations of the event. I also understand that any EAC listed above that is not approved by Viper Tradeshow Services will not be permitted on the floor.

Name: _____ Date: _____
Company: _____ Booth #: _____
Signature: _____

USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

Please be sure to read the Official Services & Exhibitor Appointed Contractors (EAC) Guidelines. Exhibitors who plan to have an EAC unpack, install, assemble, dismantle and pack displays, equipment or materials must provide this form to Viper Tradeshow Services no later than 14 days before the start of the move-in and see that their EAC adheres to the guidelines outlined on the previous page.

Notification of EAC: To be received no later than 14 days in advance

For Exhibitor (Company Name):

Show Name:

NASTT 2025 NO-DIG SHOW

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form in this kit for additional requirements.
*Before submitting service order forms (including this one). Preferably before the early registration deadline.
2. Provide Viper Tradeshow Services the names of all exhibiting companies for whom they have orders on
*To be received no later than 14 days before move-in.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor
*Upon arrival at show site.

Viper Tradeshow Services reserves the right to refuse any Non-Official Service Contractor (EAC) access to the show floor if any of the above conditions are not met. If there is a problem providing the necessary information within the deadlines, Viper Tradeshow Services must be contacted in advance of the deadline.

STANDARD FURNITURE, ACCESSORIES & FLORAL

No credit will be given after close of event on items ordered but not received. Cancellation Policy: No refunds on orders cancelled after discount deadline.

30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Table
 Qty: _____ 6' Table
 Qty: _____ 8' Table
 Qty: _____ 4th Side Drape
 Qty: _____ Undraped Table

DISCOUNT:

\$245.00
 \$295.00
 \$345.00
 \$61.00
 \$60.00 Less than list price above

STANDARD:

\$295.00
 \$345.00
 \$395.00
 \$81.00

42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Counter
 Qty: _____ 6' Counter
 Qty: _____ 8' Counter
 Qty: _____ 4th Side Drape
 Qty: _____ Undraped Counter

DISCOUNT:

\$297.00
 \$347.00
 \$397.00
 \$74.00
 \$60.00 Less than price list above

STANDARD:

\$347.00
 \$397.00
 \$447.00
 \$94.00

Accessories

ITEM:

Qty: _____ Wastebasket
 Qty: _____ Tripod Easel
 Qty: _____ Plastic Folding Chair
 Qty: _____ 4' Single Tier Table Riser
 Qty: _____ 6' Single Tier Table Riser
 Qty: _____ 8' Single Tier Table Riser
 Qty: _____ Bag Rack
 Qty: _____ Rope & Stanchions, ea.
 Qty: _____ 4' x 8' Poster Board

DISCOUNT:

\$55.00
 \$98.00
 \$100.00
 \$155.00
 \$195.00
 \$235.00
 \$160.00
 \$231.00
 \$475.00

STANDARD:

\$75.00
 \$118.00
 \$125.00
 \$200.00
 \$240.00
 \$280.00
 \$210.00
 \$291.00
 \$535.00

Floral

Fresh Floral Arrangements

Small Floral Arrangement: Qty: _____ \$275.00 Discount / \$380.00 Standard
 Medium Floral Arrangement: Qty: _____ \$390.00 Discount / \$505.00 Standard
 Large Floral Arrangement: Qty: _____ \$494.00 Discount / \$624.00 Standard

Artificial Plants

2 Foot Green Plant Qty: _____ \$181.00 Discount / \$212.00 Standard
 3 Foot Green Plant Qty: _____ \$212.00 Discount / \$253.00 Standard
 4 Foot Green Plant Qty: _____ \$253.00 Discount / \$300.00 Standard
 5 Foot Green Plant Qty: _____ \$300.00 Discount / \$361.00 Standard
 6 Foot Green Plant Qty: _____ \$361.00 Discount / \$427.00 Standard

Exhibitor: _____ Booth #: _____

All Standard, Custom, & Enhanced furniture options are available to order online at <https://order.vipertradeshow.com>

CUSTOM FURNISHINGS

No credit will be given after close of event on items ordered but not received. Cancellation Policy: No refunds on orders cancelled after discount deadline.



Black Leather Sofa (B1)
Qty: ____
\$1,167.75 Discount
\$1,518.00 Standard



Black Leather Loveseat (B2)
Qty: ____
\$1,083.50 Discount
\$1,408.75 Standard



Black Leather Chair
Qty: ____
\$913.50 Discount
\$1,188.00 Standard



Gray Sofa (A1)
Qty: ____
\$942.75 Discount
\$1,225.50 Standard



Gray Loveseat (A2)
Qty: ____
\$858.75 Discount
\$1,116.25 Standard



Gray Chair (A3)
Qty: ____
\$774.50 Discount
\$1,007.00 Standard



Cocktail Table (C4)
Qty: ____
\$520.50 Discount
\$676.00 Standard



End Table (C5)
Qty: ____
\$463.50 Discount
\$602.75 Standard



6' Conference Table
Qty: ____
\$862.25 Discount
\$1,121.00 Standard



8' Conference Table
Qty: ____
\$946.00 Discount
\$1,230.00 Standard



Black Executive Chair (I2)
Qty: ____
\$604.50 Discount
\$786.00 Standard



Accordion Lit Stand (K1)
Qty: ____
\$353.25 Discount
\$459.00 Standard



Coat Rack (K4)
Qty: ____
\$128.25 Discount
\$166.75 Standard



Refrigerator (K8)
Qty: ____
\$585.50 Discount
\$761.25 Standard



Oak Desk (I1)
Qty: ____
\$942.75 Discount
\$1,225.50 Standard



30" x 30" Table (L2)
Qty: ____
\$408.50 Discount
\$531.25 Standard



Side Chair (L1)
Qty: ____
\$154.25 Discount
\$200.75 Standard



Arm Chair (L3)
Qty: ____
\$183.25 Discount
\$238.00 Standard



42" x 30" Bar Table (M2)
Qty: ____
\$437.25 Discount
\$568.50 Standard



Euro Barstool (M1)
Qty: ____
\$380.00 Discount
\$495.00 Standard



Gray Bar Stool (M5)
Qty: ____
\$267.00 Discount
\$348.00 Standard

All Standard, Custom, & Enhanced furniture options are available to order online at <https://order.vipertradeshow.com>

Exhibitor: _____ Booth #: _____

CARPET SELECTIONS

No credit will be given after close of event on items ordered but not received. Cancellation Policy: No refunds on orders cancelled after discount deadline.

CIRCLE COLOR SELECTION BELOW



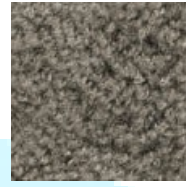
Red



Royal Blue



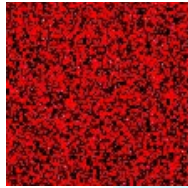
Green



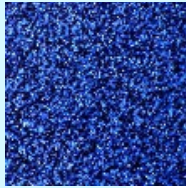
Charcoal Grey



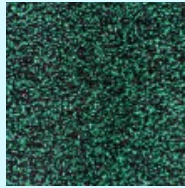
Navy Blue



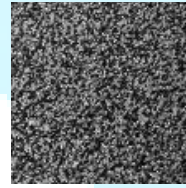
Speckled Red



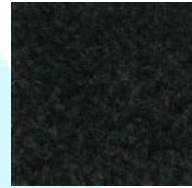
Speckled Blue



Speckled Green



Speckled Grey



Black

Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$420.00	\$520.00	
10' x 20 Carpet		\$840.00	\$1,040.00	
10' x 30' Carpet		\$1,260.00	\$1,560.00	
10' x 40' Carpet		\$1,680.00	\$2,080.00	
20' x 20' Carpet		\$1,680.00	\$2,080.00	
Custom Per Sq. Ft.		\$4.20	\$5.20	

Prestige Flooring Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Astroturf Per Sq. Ft		\$11.75	\$13.75	
White Vinyl Per Sq. Ft		\$11.75	\$13.75	
*Custom Vinyl/Astroturf padding Per Sq. Ft.		\$11.75	\$13.75	
Plush Per Sq. Ft		\$11.75	\$13.75	

*Padding is HIGHLY recommended for vinyl and astroturf flooring if electrical is to be laid underneath flooring.

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$4.50	\$5.25	
Double Padding Per Sq. Ft		\$7.50	\$8.25	
Visqueen Per Sq. Ft.		\$1.00	\$1.75	

Standard Carpet per sq. ft.: \$ _____

Prestige Flooring per sq. ft.: \$ _____

Padding/Visqueen per sq. ft.: \$ _____

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

All flooring, padding and visqueen options are available to order online at <https://order.vipertradeshow.com>

MODULAR RENTALS – Includes custom graphics!

Artwork and payment for Modular Rental Displays must be submitting **BY NOON** on the Discount Deadline Date.

10x10 Displays – Contact Viper for Additional Custom Exhibit Options!

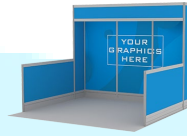
***All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines**



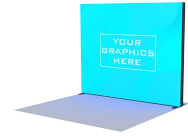
10' INLINE BOOTH 1
BTH039
Discount: \$5,689.50
Standard: \$7,203.50



10' INLINE BOOTH 2
BTH032
Discount: \$5,689.50
Standard: \$7,203.50



10' STANDARD BOOTH
BTH003
Discount: \$5,689.50
Standard: \$7,203.50



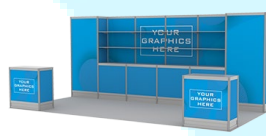
10' POPUP LIGHTBOX
RENTAL – 3 WEEKS LEAD TIME
Discount: \$5,775.00
Standard: \$7,507.50

10X20 Displays – Contact Viper for Additional Custom Exhibit Options!

***All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines**



20' INLINE BOOTH 1
BTH033
Discount: \$12,233.50
Standard: \$15,687.75



20' INLINE BOOTH 2
BTH016
Discount: \$12,233.50
Standard: \$15,687.75



20' STANDARD BOOTH
BTH013
Discount: \$12,233.50
Standard: \$15,687.75

A La Carte – white or black panels available on request.

***All prices include shipping, labor & custom graphics | Please contact your Viper Rep for Artwork Guidelines**



1M COUNTER
CNTR01
Discount: \$576.25
Standard: \$745.50



2M COUNTER
CNTR03
Discount: \$1,045.50
Standard: \$1,318.00



1M CURVED COUNTER
CNTR02
Discount: \$640.25
Standard: \$831.50



2M CURVED COUNTER
CNTR04
Discount: \$1,139.00
Standard: \$1,477.75



1M X 8' DISPLAY CASE
DSPC003
Discount: \$1,349.25
Standard: \$1,750.00



TOWER 1
TWR04
Discount: \$2,356.25
Standard: \$3,062.75



TOWER 2
TWR28
Discount: 2,356.25
Standard: \$3,062.75



TOWER 3
TWR29
Discount: \$3,531.00
Standard: \$4,590.25



COUNTER 1
CNTR24
Discount: \$3,919.50
Standard: \$5,094.00



COUNTER 2
CNTR25
Discount: \$4,045.00
Standard: \$5,258.50



COUNTER 3
CNTR26
Discount: \$3,898.50
Standard: \$5,067.00



6' CUSTOMIZABLE TABLE COVER*
3 WEEKS LEAD TIME*
Discount: \$625.00
Standard: \$812.50



22X28 SIGN W/HOLDER
Discount: \$206.00
Standard: \$267.75



10'W X 8'H BACKWALL BANNER
Discount: \$2,125.75
Standard: \$2,763.50
*BANNER IS YOURS TO KEEP

Exhibitor: _____ Booth #: _____

* Request for Pre-printed Bill of Lading (BOL) & Outbound Shipping Labels *

In order to have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth the morning of show close, we must receive this form prior to move out. Email this form to: jelhardt@vipetradeshow.com. Please fill out a form for each shipment.

Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL or others alike. The exhibiting company and/or EAC will need to supply these labels for their shipment. Any freight left on the show floor without a proper label and/or bill of lading (BOL), will be reconsigned to the house carrier, Viper Transportation, and the exhibitor will be responsible for shipping costs. Viper Transportation cannot guarantee delivery dates, nor compete with other shipping carrier's costs.

Show Location

Colorado Convention Center | 700 14th Street | Denver, CO 80202

****Please make sure your Carrier checks-in (at the freight desk) NLT than 7:00 PM on Wednesday, April 2, 2025**

Exhibitor Information

Company Name: _____ Booth #: _____

Contact: _____ Phone: _____

Email Address: _____

Shipping Destination 1

*Please let us know how many shipping labels you will require: _____
(Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL)

OUTBOUND CARRIER: _____

Delivering to (Company Name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Shipping Destination 2

*Please let us know how many shipping labels you will require: _____
(Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL)

OUTBOUND CARRIER: _____

Delivering to (Company Name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Show Site Instructions:

Once your shipment(s) is/are packed and ready to be picked up, **please return the outbound bill of lading (BOL) to the Viper service desk**. Verify the correct piece count, weight, and sign this legal document. Any shipments without paperwork turned in will be reconsigned onto the house carrier at the exhibitor's expense. Viper does not accept responsibility for any exhibitor property left on the show floor unattended at any time, for any reason. Do not leave the bill of lading (BOL) in your booth – you must bring to the Viper service desk. Thank you.

IN BOOTH FORKLIFT

If your exhibit includes large header signs, cantilever structures, heavy display and components or machinery which cannot be lifted in place by display laborers, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check-in at the service desk to pick up labor.

Important Information

All exhibitors requesting labor must go to the Viper Tradeshow service desk to confirm labor requests. All labor and equipment requests should be confirmed prior to the first day of move-in. **Requested starting times cannot be guaranteed; however, every effort is made to meet all requests.** Viper Tradeshow Services reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to the Viper service desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled after the cancellation deadline will be charged in full.

The minimum charge for labor and equipment is (1) hour per worker and forklift. Equipment and labor thereafter is charged in (1/2) hour increments. Gratuities in any form, including but not limited to: cash, gifts or labor hours for work not actually performed are prohibited by Viper Tradeshow Services. Viper requires the highest standard of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

In Booth Forklift Rates

**5,000 lb Forklift is included in the rates listed below.
Includes (1) forklift with an operator**

If you require a larger forklift or a forklift with a cage, additional cost for the cage & extra labor will be added to your invoice. Please call / email Jennifer Elhardt (jelhardt@vipertradeshow.com) for pricing.

ADVANCE RATES (if ordered by discount deadline 3/6/2025)

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	\$429.00 per hour
Overtime: Monday- Friday before 8:00 am or after 4:30 pm	\$643.50 per hour
Double Time: Anytime Saturday, Sunday and holidays	\$858.00 per hour

STANDARD RATES (if ordered after discount deadline 3/6/2025)

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	\$643.50 per hour
Overtime: Monday- Friday before 8:00 am or after 4:30 pm	\$965.25 per hour
Double Time: Anytime Saturday, Sunday and holidays	\$1,287.00 per hour

Services cancelled after the discount/cancellation date are charged at full value.

The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.

Please indicate service:

Uncrating Unskidding Positioning Leveling Dismantling Recrating Reskidding

INSTALLATION:

Schedule Date: _____
 Start Time: _____
 End Time: _____
 Number of Forklift(s): _____

DISMANTLE:

Schedule Date: _____
 Start Time: _____
 End Time: _____
 Number of Forklifts(s): _____

ESTIMATED COST: _____

ESTIMATED COST: _____

Exhibitor: _____ Booth #: _____

HANGING SIGN ASSEMBLY – LABOR ORDER FORM

ALL SIGNS MUST BE ASSEMBLED by Viper Tradeshow Services prior to your arrival.

You have the option of using your Exhibitor Appointed Contractor or Viper Labor to dismantle your hanging sign once the rigging team has removed the sign at the close of the show.

Important Information & Rates – ALL HANGING SIGNS MUST BE SENT TO Viper Tradeshow Services Advance Warehouse BY THURSDAY, MARCH 20, 2025

Starting time can be guaranteed only when labor is requested for the start of the working day. It is the responsibility of the exhibitor and/or the exhibitor appointed contractor to confirm labor and equipment by 2:30 PM the day before date requested. Any labor that is requested for the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and/or labor cancelled without a 24 hour notice shall be charged the full fee per worker and/or equipment. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and/or equipment will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments per worker and/or equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and/or material costs.

Exhibitor Supervised (dismantle only)

Exhibitor will supervise.

- Indicate workers needed for both installation and dismantling below. If not indicated, one (1) hour per worker will be added to the exhibitor's invoice.
- Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of exhibitor's property by Viper provided labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by labor under exhibitor's supervision. Exhibitors must stay clear during movement of freight.

1. Shape of Sign (circle one): Square Rectangle Triangle Circle Other: _____

2. Dimensions & Weight of Sign: Length _____ Width _____ Height _____ Weight _____ Lbs.
_____ Structural Pick Points: # of Pounds _____ at each point

3. Type of Sign (Circle one sign type per order): Banner Structural Signage Systems

Include engineer-stamped assembly and hanging instructions with the order. Viper 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 Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

Advance EXHIBITOR Supervised Labor Rates for installation/dismantle of sign:

Straight Time:	Discount: \$149.00 per man, per hour	Standard: \$223.50 per man, per hour
Overtime:	Discount: \$223.50 per man, per hour	Standard: \$335.25 per man, per hour
Double Time:	Discount: \$298.00 per man, per hour	Standard: \$447.00 per man, per hour

Advance VIPER Supervised Labor Rates for installation/dismantle of sign:

Straight Time:	Discount: \$201.15 per man, per hour	Standard: \$301.73 per man, per hour
Overtime:	Discount: \$301.73 per man, per hour	Standard: \$452.60 per man, per hour
Double Time:	Discount: \$402.30 per man, per hour	Standard: \$603.46 per man, per hour

Services cancelled after the cancellation/discount date are charged at full value.

Estimated Schedule & Service Required

INSTALLATION **Mandatory Viper Supervised* DISMANTLE (Circle One): Viper Supervised* Exhibitor Supervised

Schedule Date: **VIPER SUPERVISED** _____ Schedule Date: _____

Number of Hours: **2** _____ Number of Hours: _____

Number of Laborers Required: **2 minimum** _____ Number of Laborers Required: _____

ESTIMATED COST: \$ _____ ESTIMATED COST: \$ _____

Exhibitor: _____ Booth #: _____



HANGING SIGN RULES AND REGULATIONS

Hanging of signs, both electrical and non-electrical is permitted in this facility with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions. These rules and regulations are subject to change without notice based on the limits of the Convention Center and those of Viper Tradeshow Services. All of the rules and regulations as listed must be adhered to without fail.

1. The top of the sign may not exceed the 24' height limitation specific to your booth type and building. Please check with the association to determine your height limitation.
2. All hanging signs must be received at the following warehouse:
 - a. Viper Tradeshow Services, c/o Denver Air, 6331 Beach Street, Denver CO 80221. The hanging sign MUST be received by Thursday, March 20, 2025.
3. Any sign weighing in excess of 250 lbs. or more will require a structural integrity form with signature.
4. All signs regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all hanging signs shall be determined by Show Management, Viper Tradeshow Services and facility prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, water, gas, and air, fire protecting piping, supports or hangers.
7. All electrical and neon signs must conform to the local electrical codes. Viper Tradeshow Services reserves the right to deny any electrical hook-up and install if it is deemed that the electrical sign can potentially cause challenges once it has been raised.
8. Viper Tradeshow Services MUST assemble your sign to be flown prior to your arrival. Dismantling can also be done by Viper Tradeshow Services, the Exhibitor Appointed Contractor or the exhibitor's display house once the sign has been removed and brought to the floor.
9. Set up instructions must be included with the order form and with sign crates. Failure to provide and have all of the necessary instructions present with the sign could jeopardize the sign assembly and/or hanging of it.
10. Because of the structure of the ceiling and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
11. Exhibitor personnel or your display house may provide the labor to dismantle the sign at the close of the show. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Viper Tradeshow Services and/or the electrical contractor of the Convention Center.
12. You are required to make all arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. Viper Tradeshow Services cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the Viper Tradeshow Services service desk.
13. Signs must be shipped with HANGING SIGN LABELS and not combined with exhibiting freight.

*I have read, understand, agree and accept to the Rules and Regulations as outlined.

Name (printed): _____ Date: _____

Signature: _____

Exhibitor: _____ Booth #: _____

HANGING SIGN RIGGING ORDER FORM

A crew will be assigned consisting of a lift with 3 riggers for aerial work.

Important information & rates for signs weighing 250 lbs. or less / NO motor is needed

Starting time can be guaranteed only when labor is requested for the start of the working day. It is the responsibility of the exhibitor and/or the exhibitor appointed contractor to confirm labor and equipment by 2:30 PM the day before date requested. Any labor that is requested for the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and/or labor cancelled without a 24-hour notice shall be charged the full fee per worker and/or equipment. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and/or equipment will apply. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments per worker and/or equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and/or material costs.

STEP 1: ORDER LABOR

Advance Rigging Rates:

Straight Time: Discount: **\$748.00 per crew, per hour**
 Overtime: Discount: **\$1,122.00 per crew, per hour**
 Double Time: Discount: **\$1,496.00 per crew, per hour**

Standard Rigging Rates:

Standard: **\$1,122.00 per crew, per hour**
 Standard: **\$1,683.00 per crew, per hour**
 Standard: **\$2,244.00 per crew, per hour**

Estimated Schedule & Service Required

INSTALLATION

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Crew Required: _____

ESTIMATED COST: \$ _____

DISMANTLE

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Crew Required: _____

ESTIMATED COST: \$ _____

STEP 2: INDICATE HANGING SIGN OPTIONS

1. Shape of Sign (circle one): Square Rectangle Triangle Circle Other: _____

2. Dimensions (in.) & Weight of Sign: Length _____ Width _____ Height _____ Weight _____ lbs.

_____ Structural Pick Points: # of Pounds _____ at each point

3. Type of Sign (Circle one sign type per order): Banner Structural Signage Systems

Include engineer-stamped assembly and hanging instructions with the order. Viper 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 Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

Does your sign require assembly? YES NO

If yes, Viper will assemble your sign prior to hanging. See Hanging Sign Assembly Order Form.

Number of Feet from floor to TOP of sign: _____ Ft. (Must be compliant with show rules & regulations)

**The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.*

STANDARD SUPPLIES: Pear Ring \$28.00 each; Shackles \$29.00 each; Cabling, per foot \$10.00; Verlock \$109.00 each. Supplies will be added to the exhibitors' order once the work is completed.

Exhibitor: _____ Booth #: _____

ADVANCE WAREHOUSE SHIPPING LABELS – HANGING SIGN

For your convenience labels are provided below for advance warehouse delivery for your hanging sign-ONLY.

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION- HANGING SIGN ONLY	
TO (EXHIBITING CO. NAME): _____	BOOTH #: _____
NASTT 2025 NO-DIG SHOW Viper Tradeshow Services c/o Denver Air 6331 Beach Street Denver, CO 80221	<div style="border: 1px solid black; padding: 5px; text-align: center;"><p>Receiving Hours: Monday – Friday between 8:00 AM – 4:00 PM.</p><p>MUST BE RECEIVED BY THURSDAY, MARCH 20, 2025</p></div>
PIECE: _____	OF _____

CHAIN HOIST & TRUSS ORDER FORM

Important Information

Sign and/or truss points exceeding 250 lbs. will require a hoist. Order your chain hoists and truss through Viper Tradeshow Services. Hanging sign labor is NOT included in the prices of the hoist or truss. Please complete the 'Hanging Sign Labor Order Form'. Viper will not assume hanging sign labor is required.

Viper Tradeshow Services is responsible for assembling and hanging all truss; however, your company and/or EAC may have a representative available at the time of installation. If a representative from your company and/or EAC is not present at the time of installation, Viper will install the truss with Viper Supervision.

CANCELLATION POLICY: Items cancelled prior to the discount deadline, will be refunded in full. Items cancelled after the discount deadline will be removed from the order, but no refund will be provided.

****For any items ordered onsite or after Thursday, March 6, 2025, the standard rates will be applied.**

Items to Select From

ITEM DESCRIPTION	DISCOUNT	STANDARD	QUANTITY REQUIRED
Chain Hoists			
Hoist, Electric Chain, 1 TON	\$816.75	\$1,062.50	_____
Hoist, Electric Chain, ½ TON	\$681.50	\$891.00	_____
Rotating Motors			
Rotating Motor 100#	\$508.25	\$660.50	_____
Rotating Motor 250#	\$640.25	\$832.50	_____
Rotating Motor 500#	\$772.25	\$1,003.50	_____
Tomcat Aluminum Truss			
Truss, 12" Box, Black, Per Foot	\$66.75	\$86.50	_____
Truss, 12" Box, Silver, Per Foot	\$66.75	\$86.50	_____
Truss, 12" Corner Block, Black	\$199.00	\$258.00	_____
Truss, 12" Corner Block, Silver	\$199.00	\$258.00	_____

Please submit all hanging sign schematics and diagrams with truss/hoists included.

Estimated Items Required & Cost

Chain Hoists Estimated cost: _____

Rotating Motors Estimated cost: _____

Tomcat Aluminum Truss Estimated cost: _____

TOTAL ESTIMATED COST OF EQUIPMENT: \$ _____

Exhibitor: _____ **Booth #:** _____

STRUCTURAL INTEGRITY FORM

_____, the contracted exhibitor at the NASTT 2025 NO-DIG show and (if applicable), the display house or builder for the aforementioned exhibitor, located in booth, _____ do hereby certify and guarantee the stress points for the hanging structure have been properly engineered and tested.

We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify, and forever hold harmless the NASTT, Viper Tradeshow Services, and the Colorado Convention Center and its subsidiaries, their directors, officers, employees, representatives, agents, and contractors from and against all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250 lbs. may be verified (metered) on site at exhibitor’s expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____ Date: _____

Printed Name: _____

E-Mail: _____

Exhibit House/Builder (*if applicable*):

Authorized Signature: _____ Date: _____

Printed Name: _____

E-Mail: _____

Complete and return to jelhardt@vipertradeshow.com



Meeting/Conference Specialists

When you're searching for the best in audio visual needs for your event, look to Visual FX as your partner in success! We understand tradeshows and conferences and your need for quality products, attentive representatives, and superior services that reflect your vision.

No meeting is too large or small. At Visual FX, we have the staff necessary to partner in the production of your full scope convention visual and audio productions, or equipment available for simple rentals as you prefer. Our products are designed to present you and your company with a professional and confident look. Our design specialists are experienced in listening to your visions and ideas and transform them into reality.

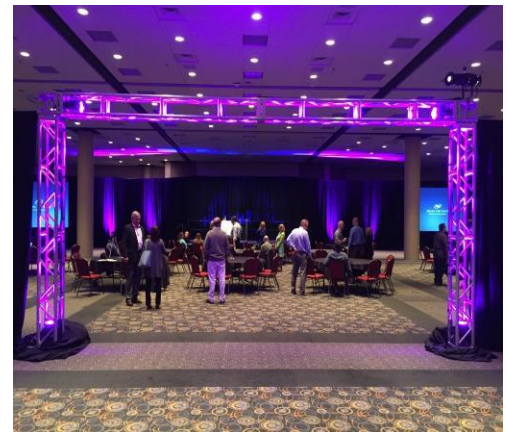
Creative Solutions

Anyone can provide a backdrop for your speakers. Visual FX works with you to create an environment and experience that highlights your speakers and their message in the best possible light. You don't share the same message year after year, why should your general session look the same? How can Visual FX help you showcase your speakers with a fresh look and energy? Let us find out together!



Products:

- Audio Sound Systems
- Microphones Wired/Wireless
- Video Projectors/Screens
- Video Monitors Rentals
- LCD Projector Packages
- Computers/ Laptops, Desktops
- Lighting/ Colored LED's, Stage Wash
- Scenic Stage Sets/ Velour Drape
- Audience Response Systems
- Printers/ Color & B/W, Radios



Customer Service Commitment

Visual FX was created with customer service in mind. We pride ourselves in ensuring your event runs to your liking, and we settle for nothing less than total satisfaction. With all the facets of a convention you have to manage, and multitudes people to consider, we make it our goal to provide an AV collaboration that is friendly and professional, but most importantly thorough and seamless. We're committed to your success; so you create the vision and we will create the Visual FX!



2575 Northwest Parkway, Elgin IL 60124 Ph. 847.426.3100

Exhibitor Order Form

Last updated [09/24]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			\$99.00	
Wireless Microphone- Handheld			\$220.00	
Wireless Microphone- Lavalier			\$220.00	
4-Channel Mixer			\$110.00	
8-Channel Mixer			\$195.00	
2 Powered Speakers w/ Stand			\$340.00	
XLR Cables (25ft)			\$40.00	
Video Equipment	Qty	Days	Daily Rate	Total
Micca Box			\$120.00	
19" Flat screen monitor			\$250.00	
23" Flat screen monitor			\$305.00	
32" LED monitor with table stand			\$450.00	
42" LED monitor with table stand			\$600.00	
50" LED monitor with table stand			\$735.00	
65" LED monitor with table stand			\$850.00	
LCD Data Projector 2500 Lumens			\$710.00	
LCD Data Projector 4000 Lumens			\$995.00	
Screens	Qty	Days	Daily Rate	Total
6' Tripod Screen			\$160.00	
8' Tripod Screen			\$175.00	
6' x 12' Fast-fold Screen			\$975.00	
7.6' x 14' Fast-fold Screen			\$1,500.00	
9' x 16' Fast-fold Screen			\$2,300.00	
Computer Systems	Qty	Days	Daily Rate	Total
Laptop Computer			\$350.00	
Wireless Mouse & Keyboard			\$95.00	
Mouse & Keyboard (wired)			\$85.00	
Ethernet Cables (25' to 50')			\$50.00	
VGA Cables (10ft)			\$40.00	
HDMI Cables (6ft)			\$50.00	
Multi-media Speakers			\$110.00	
Packages & Miscellaneous Accessories	Qty	Days	Daily Rate	Total
LCD Support Package (8ft easel screen, safelock table, advancer, cables)			\$275.00	
LCD Projector Package, 2500 Lumens			\$1150.00	
HP Black & White Printer			\$300.00	
Whiteboard Package			\$135.00	
Flipchart Package w/Easel			\$65.00	
Flipchart Pad			\$45.00	
Easel			\$40.00	
Black Velour Drape 16' high 10' Section			\$300.00	
Powerstrip			\$25.00	
Extension Cord 25'			\$35.00	
***Prices are based on a daily rate.				Equipment Total
				Delivery/Pickup
				\$150.00
				% sales tax
**Cancellation fee, 100% within 14days of Show Date.				Other fees
				Grand Total

Visual FX, Inc.
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Email: Rob@visualfxav.com



Exhibitor Information / Method of Payment

Show Name: _____
 Exhibitor: _____
 Booth Number: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Fax: _____
 Email: _____
 Show Site Contact if Different Than Above: _____
 Cell Phone: _____

For Use of an Exhibitor Appointed Contractor / Third Party

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this Service Kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Authorized Signature for Exhibiting Company _____

Visual FX Orders

Audio Equipment	\$	_____
Video Equipment	\$	_____
Screens	\$	_____
Computer Systems	\$	_____
Miscellaneous Accessories	\$	_____
Delivery/Pickup	\$150	_____
Total Visual FX Orders	\$	_____

Method of Payment / Credit Card Charges:

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.

Please circle appropriate credit card

Please provide credit card number ~

MasterCard **Visa** **American Express** Number: _____
 Expiration Date: _____ Security Code: _____
 Cardholder's Signature: _____
 Name Printed: _____
 Address (if different than above) _____

Company Check - Please note show name on check! _____ Date check being mailed: _____

Email orders to: rob@visualfxav.com

Mail to: 2575 Northwest Parkway, Elgin, IL 60124



2025 EXHIBITOR BOOTH SERVICES MENU



PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

As the Colorado Convention Center's exclusive caterer, Sodexo Live! is renowned for its impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, Sodexo Live!'s expert culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests.

In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated Catering Sales Professional to assist you in your pre-planning activities and communicate your goals.

EXCLUSIVITY

Sodexo Live! is the exclusive caterer for the Colorado Convention Center and the preferred caterer for the Denver Performing Arts Complex, Sodexo Live! holds the liquor license to the Colorado Convention Center and Denver Performing Arts Complex. All alcoholic beverages must be purchased through Sodexo Live! and served by Sodexo Live! staff. Please note that no food or beverages (including alcoholic beverages) of any kind may be brought into or out of the Colorado Convention Center.

FOOD AND BEVERAGE PRICING

A good faith estimate of Food and Beverage prices will be provided six (6) months in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases. Pricing for banquet meals are based on round tables of 10. Any change in the standard guest seating may result in additional labor charges.

ADMINISTRATIVE CHARGES AND TAX

A service charge shall apply to all food and beverage charges. Current 4% State of Colorado Sales Tax and 4% City and County of Denver Sales Tax apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations. The Service Charge is added to your bill for this catered event/function (or comparable service). A portion of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. The balance of the total amount of this Service Charge may be distributed to the Employees providing the service. *It is not purported to be a gratuity and no part of it will be distributed as gratuities to any employees providing services to the guests.*

TAX EXEMPTION POLICY

Sodexo Live! requires any entity claiming exemption from any form of taxation, provide satisfactory evidence of such exemption from such sales tax a minimum of (30) days prior to the Event in order to be relived of its obligation to pay such sales tax. Please see your Catering Sales Salesperson for additional information.

PAYMENT POLICY

A 90% deposit and signed Food and Beverage contract is due 30 days prior to your event, or upon receipt of the preliminary invoice. Sodexo Live! requires full payment (100%) of the total estimated charges 14 days in advance of the first scheduled service. A company check, ACH and credit card are all acceptable forms of payment. If paying by check or ACH, a credit card must be provided to make any changes on site. Any additional amounts due to Sodexo Live! will be based on the actual number of persons/items served and any on site servers requested and approved during the event. Onsite charges will be reconciled daily. You have withing (10) business days from the invoice date to advise Sodexo Live! in writing of any discrepancies in the invoice so that Sodexo Live! may review and, if necessary, make any proper adjustments.

CANCELATION POLICY

Cancelation by customer shall be in writing. If customer cancels five (5) or fewer days prior to the event, customer shall be responsible for 100% of the payment due hereunder. If customer cancels between six (6) days and thirty (30) days prior to the event, customer shall be responsible for fifty percent (50%) of the payment due hereunder and all amounts over and above this amount, if any, shall be refunded to customer. If customer cancels the Event outside of thirty (30) days, Customer shall be responsible for (i) any specialty items or perishable items that have been purchased or ordered by Sodexo Live! for the Event; (ii) any services that have been purchased or ordered by Sodexo Live! for the Event; (iii) any equipment that has been rented by Sodexo Live! for the event; and/or; (iv) a reasonable administrative fee calculated to compensate Sodexo Live! for its expense leading up to the event.

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 9.16.24

DEADLINES AND GUARANTEES

The customer shall provide Sodexo Live! with initial catering orders and specifications thirty (30) days prior to your event, in writing. Catering orders should be as detailed as possible and include: date, time, location of service, initial guest count and menu item(s).

The customer shall notify Sodexo Live!, no less than ten (10) business days (excluding holidays and weekends) for minimum number of persons the customer guarantees. Additionally, the customer shall notify Sodexo Live! no less than five (5) business days (excluding holidays and weekends) prior to the event, the final number of persons the customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance.

- If customer fails to notify Sodexo Live! of the "Guaranteed Attendance" within the time required, (a) Sodexo Live! shall prepare for and provide services to persons attending the event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the "Guaranteed Attendance".
- Sodexo Live! will be prepared to serve three percent (3%) above the "Guaranteed Attendance", up to a maximum of 30 meals (the overage). If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the "Guaranteed Attendance" plus the overage, Sodexo Live! will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
- Should the "Guaranteed Attendance" increase or decrease by twenty (20%) or more from the original contracted number of guests, an additional charge of twenty (20%) per guaranteed guest may apply, at Sodexo Live!'s discretion.
- The "Guaranteed Attendance" shall not exceed the maximum capacity of the areas within the facility in which the event will be held. Please see your Event Manager for maximum capacities within the Colorado Convention Center.

The customer shall review all final Banquet Event Orders (BEOs), final guarantees, and any other necessary changes or arrangements no later than (5) business days before the start of the event. All changes shall be provided to Sodexo Live! in writing.

GENERAL SERVICES

LABOR FEES

Unless indicated otherwise, charges for the staffing of your function are included in our menu prices, providing the guaranteed minimum sales requirements are met. For plated lunches and dinners, the provision of this labor at no added cost is based on a 1 to 30 staff to patron ratio and 10 persons per table. Please note any additional tables will require additional labor. When you request additional staffing—over and above what are normally provided—the following hourly rates will apply.

Please note that a four (4) hour minimum per staff member applies.

- Chef - \$40 per hour
- Carver - \$40 per hour
- Bartender - \$40 per hour
- Server - \$40 per hour

CATERING SERVICES SALES MINIMUM

Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

BEVERAGE (BAR) SERVICES SALES MINIMUM

A bartender is provided free of charge for each individual bar that posts sales of \$500 or more per four (4) hour period. A \$160 fee will be applied to each bar failing to meet the \$500 minimum sales figure for the 4-hour period.

Drink tickets must at least be the size of a business card (3.5 inches by 2 inches). A copy of the drink tickets must be submitted to your Sodexo Live! Catering Salesperson for approval before mass producing.

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

Rev 9.16.24

EXHIBITOR BOOTH CATERING

Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Should a "Drop Off" only service be requested, the fee will be \$50 per delivery.

ALLERGIES & DIETARY RESTRICTIONS

Sodexo Live! at the Colorado Convention Center does not operate as a dedicated allergens-free preparation or service space. Please notify us if you or your guests have food allergies or dietary restrictions. Dishes made on-site are prepared on shared equipment and may come into contact with other products containing allergens.

HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King, Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

DELAYED OR EXTENDED SERVICE

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge may apply. Should your event require extended pre or post service or stand by time, often necessitated by high-security functions, an additional labor charge may apply.

More Menu Items to Choose From!

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 9.16.24*

EXHIBITOR BOOTH SERVICES MENU 2025

Welcome to the Colorado Convention Center and Sodexo Live!
On this menu you'll find just a sampling of some of our most popular items,
available at your booth or for your hospitality suite.

Deadline for Ordering is 2 Weeks Prior to the Start of the Event

Please contact **Daniel Heigh** at Daniel.Heigh@sodexo.com or 667-203-7789

BEVERAGES

Freshly Brewed Starbucks Coffee	\$89.50 per gallon
Freshly Brewed House Blend Coffee,	\$77.00 per gallon
Decaffeinated Coffee and Herbal Tea	
Gourmet Coffee Station	\$100.00 per gallon

Starbucks Coffee featuring these specialty items:

*Three Varieties of Flavored Syrups, Sugar Cubes, Orange & Lemon Slices,
Whipped Cream, Cinnamon Sticks and Chocolate Shavings*

Lemonade or Iced tea	\$52.50 per gallon
Orange, Cranberry, & Grapefruit Juice	\$59.50 per gallon
Bottled Water	\$6.00 each
Assorted Soft Drinks	\$5.00 each
Water Cooler (Cold)*	\$125.00 each

**120 volt, 10 amps required*

Water Replenishments	\$35.00 each
Infused Water	\$55.00 per gallon

*Assorted Flavors to Include: Strawberry, Mint and Dragon Fruit, Mango and Orange,
Lemon and Pineapple Hibiscus, Orange and Black Berry Fruit Punch
(2 gallon minimum order per flavor, includes disposable cups)*

BOX LUNCH SELECTIONS

Boxed Sandwich	\$29.00 each
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*Served with Individual Bag of Potato Chips and a Gourmet
Chocolate Chip Cookie. Beverages sold separately*

Choice of the following:

- ~Turkey & Swiss
- ~Roast Beef & Cheddar
- ~Ham & Cheddar
- ~Garden Grilled Vegetable Wrap

(Minimum of 6 per type)

Boxed Salad	\$32.50 each
-------------	--------------

*Served with a freshly baked roll, gourmet chocolate chip cookie,
whole fruit, Andes mint, PC mustard, mayonnaise, salt and pepper -
beverage not included*

Choice of the following:

- ~Chicken Caesar Salad
- ~Greek Chicken Salad
- ~Quinoa Salad (GF, Vegan, DF)

(Minimum of 6 per type)

BAKE SHOP SPECIALTIES

Baked Bavarian Pretzel Rods	\$ 48.00 per dozen
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Served with Mustard and Hot Cheese Dip

Assorted Bagels with Cream Cheese	\$ 53.00 per dozen
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Accompanied by a Toaster – 120 volt, 10 amps required

Assorted Local Freshly Baked Danish	\$ 60.00 per dozen
-------------------------------------	--------------------

Assorted Local Freshly Made Donuts	\$ 62.00 per dozen
------------------------------------	--------------------

Local Freshly Baked Muffins	\$ 63.00 per dozen
-----------------------------	--------------------

Homemade Brownies or Blondies	\$ 48.00 per dozen
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Assorted Freshly Baked Cookies	\$ 56.50 per dozen
--------------------------------	--------------------

Chocolate Chip, Oatmeal Raisin, and Sugar

Assorted Homemade Cupcakes	\$ 59.00 per dozen
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Red Velvet, Oreo, Vanilla, and Lemon

SNACKS

Whole Fresh Fruit	\$ 5.50 each
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Nature Valley Granola Bar	\$ 6.50 each
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Assorted Candy Bars	\$ 4.50 each
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Assorted Lays Potato Chips	\$ 4.50 each
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Snack Mix	\$ 21.50 pound
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Mixed Nuts with Peanuts	\$ 35.50 pound
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Potato Chips & French Onion Dip	\$ 7.50 per person
---------------------------------	--------------------

Pretzel Twists	\$ 10.50 pound
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Sliced Seasonal Fresh Fruit Platter	\$ 8.50 per person
-------------------------------------	--------------------

Imported and Domestic Cheese Display	\$10.50 per person
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Signature Homemade Granola Bar	\$ 53.00 per dozen
--------------------------------	--------------------

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

Rev 9.16.24

TEMPTING TREATS THAT DRAW ATTENDEES TO YOUR BOOTH!

KEURIG MACHINE COFFEE KIT

\$ 195.00

- One time set up fee of \$195.00 includes 27 K-Cups (Assorted regular, decaf and hot tea)
- Disposable coffee cups, creamers, assorted sugar packets, stir sticks and paper napkins
- Additional beverages used will be charged \$3.25++ per K-Cup (*Please contact Catering Sales for additional flavors*)

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following:*

- (1) 120 volt, 20amps
- *Approximate cost for power will be an additional \$ 155.00*

ANTIQUE POPCORN CART

\$ 450.00

- Include (250) Individual Servings
- Additional Servings @ \$240.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- (1) Booth Attendants required at \$ 40.00++ per hour/(4) hour minimum per Attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following*

- (1) 120 volt, 20amps
- *Direct power source required (no extension cords or power strips allowed)*
- *Approximate cost for power will be an additional \$ 155.00*

HOT PRETZEL WARMER

\$ 430.00

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ \$ 53.00 per dozen
- Dimensions: 31 1/2" x 20" x 20"
- (1) Booth Attendants required @ \$ 40.00++ per hour/(4) hour minimum per Attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following*

- (1) 120 volt, 20 amps
- *Approximate cost for power will be an additional \$ 155.00*

ICE CREAM NOVELTIES

\$ 950.00

- Includes (100) Ice Cream Bars and Freezer:
Varieties to include: Haagen Dazs, Cookiewich, Drumstick , Strawberry Shortcake and Chocolate Éclair Bars
- Additional Servings @ \$ 9.50++ each
- Dimensions: 31" x 45" cart
- (1) Booth Attendants required at \$ 40.00++ per hour/(4) hour minimum per attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following:*

- (1) 120 volt, 10 amps
- *Approximate cost for power will be an additional \$ 115.00*

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

Rev 9.16.24

HOST ONE OF OUR SPECIALTY SUBCONTRACTORS AT YOUR BOOTH...

EXPRESS KAFEH COFFEE BAR ESSENTIAL PACKAGE

\$1,795.00

- Full-Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Cappuccino, Café Latte, Café Mocha
 - Includes 4 hours of service with 1 trained/professional barista
 - Includes (300) 8oz beverages
 - Includes Regular and Decaf Espresso
 - Includes Whole, Skim, Almond, Oat & Soy Milk
 - Additional Beverages @ \$4.95++ea
 - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table/counter from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following Power Needs:
- 110v-20 AMP

EXPRESS KAFEH COFFEE BAR DELUXE PACKAGE

\$2,895.00

- Full-Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Caramel Macchiato, Cappuccino, Café Latte, Café Mocha, Chai Latte, Cortado, Hot Chocolate, Tea
 - Includes unlimited 8oz beverages for 8 hours with 1 trained/professional barista
 - Includes Regular and Decaf Espresso
 - Includes Whole, Skim, Almond, Oat & Soy Milk
 - Includes 4 flavored syrups (Vanilla, Caramel, Hazelnut & Sugar Free)
 - Includes custom logo/branded coffee sleeves (logo is required 14 business days prior to service; rush orders are subject to a \$125 fee)
 - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following Power Needs:
- 110v-20 AMP

EXPRESS KAFEH COLD BREW STATION

\$1,795.00

- Includes (250) 10oz Cold Brew servings
 - Includes Whole, Skim, Almond & Soy Milk
 - Includes: Vanilla, Caramel, Hazelnut and Sugar Free Syrups
 - Includes 4 hours of service with 1 trained/professional server
 - Additional Beverages @ \$4.95++ea
 - Dimensions: 6'x4' Area required
- Please note that you will need to order a table from your Decorator.
- No Power required

EXPRESS KAFEH COFFEE BAR ADD-ONS

- Cold Brew* (in combo with espresso bar) **\$995.00**
- Nitro Bar* (250 cups) **\$1,995.00**
*Includes barista attendant for 4 hours
- Branded Cup Sleeves **\$250.00/day**
- Branded Beverage Toppers **\$250.00/day**
- Branded Bar **\$500.00/day**
- Ripple Maker (Custom Foam Branding) **\$500/day**

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

Rev 9.16.24

“MAD BERRY’S” SMOOTHIES TIKI BAR

\$700.00

- “Tiki” Style Smoothie Bar with Choice of (2) Flavors – Strawberry, Mango, Black Raspberry, Pina Colada or Peach
 - Includes (100) 12oz Tropical Fruit Smoothies
 - Additional 12oz Smoothies @ \$7.00++ each
 - Dimensions: 2’x2’ cart or 4’x8’ full size smoothie cart
 - (2) Booth Attendants required at \$40.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (2) 110 volt, 10amps
 - Approximate cost for power will be an additional \$155.00

SIMPLY NUTS

\$750.00

- Gourmet Flavored Nut Machine creating on site the following treats:
Cinnamon Roasted Walnuts, Almonds, and Cashews, Chocolate Almonds, Salted Mixed Nuts and Assorted Trail Mix.
 - Includes (100) 1/2 lb Individual Bags
 - Additional Servings @ \$7.50++ each
 - (2) Booth Attendants required at \$40.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (1) 120 volt, 20amps
 - Approximate cost for power will be an additional \$155.00

SIMPLY NUTS ADD-ONS

- Frozen Chocolate Dipped Cheesecake (Minimum Order of 100 each) **\$7.00 each**
- Frozen Cheesecake Bites on a stick (Minimum Order of 200 each) **\$7.00 each**

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

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HOSTED BAR SERVICES

DELUXE LIQUORS:

\$10.50 PER DRINK

Jim Beam Bourbon, New Amsterdam Vodka, Bacardi Rum,
Dewar's White Label Scotch, New Amsterdam Gin, Cuervo Blanco Tequila

PREMIUM LIQUORS:

\$11.50 PER DRINK

Bulleit Bourbon, Absolute Vodka, Captain Morgan Rum,
Glenlivet 12yr Scotch, Bombay Sapphire Gin, Familia Camarena Tequila

ULTRA-PREMIUM LIQUORS:

\$12.50 PER DRINK

Crown Royal Whiskey, Grey Goose Vodka, Bacardi 8 Rum,
Hendrick's Gin, Johnnie Walker Black, Altos Anejo Tequila

DELUXE WINE:

\$10.50 PER GLASS

14 Hands: Chardonnay, Cabernet Sauvignon, Merlot and Pinot Grigio

PREMIUM WINE:

\$11.50 PER GLASS

14 Hands Sauvignon Blanc, Mimi St Michelle Chardonnay,
Chateau St Michelle Cabernet Sauvignon, Alamos Malbec

ULTRA-PREMIUM WINE:

\$12.50 PER GLASS

Napa Cellars Chardonnay, Whitehaven Sauvignon Blanc,
Erath Resplendent Pinot Noir, Unshackled by Prisoner (Red Blend)
Lunetta Prosecco and Mumm Napa Brut

*DOMESTIC BEER (16 oz)

\$9.50 PER BOTTLE

Coors Banquet, Coors Light, Heineken 0.0 N/A and Topo Chico
**Please select (2) for your service*

*IMPORTED/CRAFT BEER (12 oz)

\$9.50 PER BOTTLE

Sam Adam's, Voodoo Ranger IPA, Blue Moon and Modelo
**Please select (2) for your service*

HOUSE COCKTAILS:

House Mimosa
\$ 13.00 CASH
\$ 12.50 HOSTED

House Bloody Mary
Celery Stick, Lime and Olive
\$ 12.00 CASH
\$ 11.00 HOSTED

House Margarita
\$ 12.00 CASH
\$ 11.00 HOSTED

Moscow Mule
(minimum order of 50)
\$ 12.00 CASH
\$ 11.50 HOSTED

DRAFT BEER – KEG

DOMESTIC Coors Banquet, Coors Light and Miller Light

\$680.00 PER KEG

LOCAL CRAFT Colorado Native, Titan IPA, Blue Moon, Fat Tire and Voodoo Ranger IPA

\$780.00 PER KEG

IMPORT/PREMIUM Corona, Heineken, Paulaner, Prost Brewery: Pilsner, Dunkel, Weissbier and Kolsch **\$1,020.00 PER KEG**

Customization of all liquor, beer, and wine available upon request.

A bartender is provided free of charge for each individual bar that posts sales of \$500 or more per 4-hour period. A \$160.00 Bartender Labor Fee will be applied to each bar failing to meet the \$500 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$40 per bartender, per hour, applies regardless of the sales achieved. **Sodexo Live! recommends and requires one bartender per 100 guests.**

We remind you that Colorado State law prohibits the serving of alcoholic beverages to patrons under the age of 21 and that no alcoholic beverages may be brought into the Colorado Convention Center and the Denver Performing Arts Complex for consumption.

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

Rev 9.16.24



Ordering is Simple...

Fill Out the Order Form Below and Email to Daniel.Heigh@sodexo.com

Deadline for Ordering is 2 Weeks Prior to Start of the Event

Event Name: _____	Booth Number: _____
Organization (Bill To): _____	Booth Name: _____
Contact Name: _____	Contact Phone Number: _____
On-site Contact Name: _____	On-site Contact Cell Number: _____
Street Address: _____	Fax Number: _____
City, State, Zip: _____	Email Address: _____

Would you like Sodexo Live! to provide a table your catering services? YES NO

*Minimum labor charges associated with booth delivery or catering services apply.
++ All items subject to a 24% service charge and 8% tax.*

Date of Service	Start Time	End Time	Quantity	Item

Full payment is required in advance of any service rendered. In order to ensure that products are ordered and staff is scheduled, help us to complete this contract, with payment, a minimum of one week in advance.

Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Colorado Convention Center • 700 14th St. Denver, CO. 80202 • 303-228-8050 (phone)

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 9.16.24



2025
TRADE SHOW
KIT CATALOG

BLANC



Blanc Sofa

Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat

Bright White Leather
54"W x 35"D x 35"H



Blanc Chair

Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman

Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

FUNCTION

Modular Seating Collection



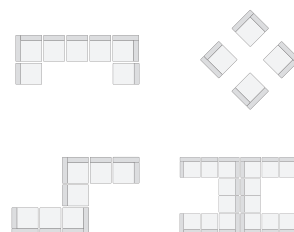
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

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



Continental Reverse Curved Loveseat

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



Continental Wedge Ottoman

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



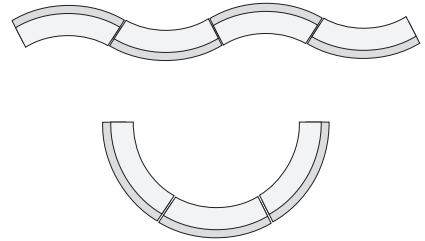
Continental Curved Bench

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



Continental Half Moon Ottoman

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



SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

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



Sophistication Loveseat

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



Sophistication Chair

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

SOPHISTICATION

Modular Seating Collection



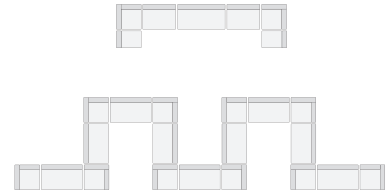
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

Modular Seating Collection



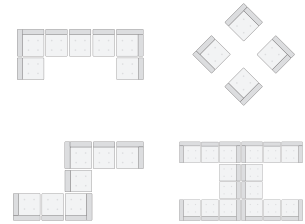
Boca Corner

Black Leather
22"W x 27"D x 30"H



Boca Armless

Black Leather
27"Square x 30"H



METRO



Metro Sofa

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



Metro Loveseat

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



Metro Chair

Black Leather
35"Square x 35"H

METRO



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



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

SUAVE MIDNIGHT



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



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



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

GRAMMERCY

Modular Seating Collection



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



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



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

GRAMMERCY



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H

MONTANA MOCHA



Montana Mocha Sofa

Mocha Tan Fabric
79"W x 35"D x 34"H



Montana Mocha Loveseat

Mocha Tan Fabric
57"W x 35"D x 34"H



Montana Mocha Chair

Mocha Tan Fabric
35"Square x 34"H

CHANDLER



Chandler Sofa

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



Chandler Loveseat

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



Chandler Chair

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

CHANDLER



Chandler Bench Ottoman

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

EVOKE



Evoke Sofa

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



Evoke Chair

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



Evoke Cocktail Table

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



Evoke End Table

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



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

NIKO



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



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



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

CROMWELL



Cromwell Sofa
Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair
Royal Blue Velvet
32"W x 32"D x 29"H

STAGE CHAIRS



Midnight Stage Chair

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



Chamois Stage Chair

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



Buckskin Stage Chair

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



Empire Chair

■ Black Leather
□ White Leather
28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
28"Square x 30"H

OTTOMANS & BENCHES



Curved Bench

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



Square Ottoman

■ Metro Black Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Metro Black Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
60"W x 24"D x 17"H



Essentials Storage Ottoman

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



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

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



Grammercy Banquette

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



Essentials Turning Bed

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

CUBE OTTOMANS



Rubix Cube Ottomans

- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango

18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H



Essentials Turning Bed - Charged

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

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



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

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



Boca Chair - Charged

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

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



Aspen Bar Table - Charged

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

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

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

**Maximum of 1 table per power source.*



White Conference Table - Charged

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

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

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

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



Lincoln Bench - Charged

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

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

OCCASIONAL TABLES



Aria Tables - Cosmo

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



Aria Tables - Emerald Tide

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



Aria Tables - Icebreaker

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



Aria Tables - Sirona

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



Aria Tables - Red

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



Aria Tables - Green

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



Aria Tables - Blue

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



Aria Tables - Purple

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



Aria Tables - White

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

OCCASIONAL TABLES



Aria Tables - Charcoal

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



Tribeca Tables

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



Novel Tables

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



Hylton Tablet Table

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



Fuze Tables

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



London Tables

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



Brooklyn Tables

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



Vivid Tables

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



Cube Tables

■ Black
□ White
Cocktail Table
24"Square x 16"H
End Table
24"Square x 21"H

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi With Built-in Wireless LED Kit
 72"W x 24"D x 42"H (Bar)
 13"D x 18"H (Shelf)
 Includes Remote Control



VIP Glow Bar 4'

Frosted Plexi With Built-in Wireless LED Kit
 48"W x 24"D x 42"H (Bar)
 13"D x 18"H (Shelf)
 Includes Remote Control



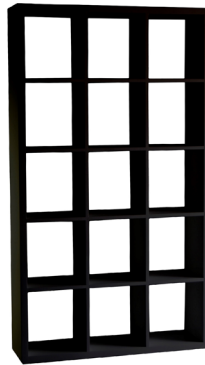
Bar

■ Black
 □ White
 48"W x 16"D x 42"H
 2 Shelves In Back



Blox Bar Back

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



Piazza Bar Back

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

STOOLS



Vienna Stool

- Smoke Grey
 - Orange Acrylic
 - Teal Acrylic
- 17"Square x 39"H



Criss Cross Bar Stool

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



Colin Stool

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



Milo Bar Stool

- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White

20"W x 21"D x 41"H



Euro Bar Stool

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



Hourglass Bar Stool

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



Equino Stool

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

STOOLS



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



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



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



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



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



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

CAFÉ CHAIRS



Vienna Chair
 ■ Smoke Grey Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 21"Square x 32"H



Milo Chair

- Black
- Jade
- California Wine
- Victory Blue
- Chartreuse
- White
- Chocolate

20"W x 21"D x 41"H

CAFÉ CHAIRS



Clara Chair

White
18"W x 21"D x 35"H



Leslie Chair

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



Criss Cross Chair

■ Espresso Leather
□ White Leather
17"W x 21"D x 35"H



Elio Chair

Steel
17"Square x 33"H



Caprice Chair

Black
25"W x 24"D x 32"H



Comet Chair

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



Regal Dining Chair

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



Sonic Chair

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



Nexus Chair

White
19"W x 22"D x 32"H

CAFÉ CHAIRS



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

BAR TABLES



24" Square Bar Table - Cosmo
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Icebreaker
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Sirona
Available in Black or Chrome Base
24"Square x 42"H



32" Round Bar Table - Cement
Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Yukon Gold
Available in Black or Chrome Base
32"Round x 42"H

BAR CHAIRS



Euro Bar Table

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



Silk Bar Table

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



City Bar Table

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



Park Ave Bar Table

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



Summit Bar Table

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



Blanco Bar Table

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



Fuze Bar Table

Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

White/Chrome
72"W x 24"D x 42"H

BAR TABLES



Spectrum Bar Table - Red

Red/Chrome
24"Square x 42"H



Spectrum Bar Table - Blue

Blue/Chrome
24"Square x 42"H



Spectrum Bar Table - Purple

Purple/Chrome
24"Square x 42"H



Spectrum Bar Table - Green

Green/Chrome
24"Square x 42"H



Zinc Bar Table

Chrome
24"Round x 42"H



Aspen Bar Table

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

CAFÉ TABLES



24" Square Café Table - Cosmo

Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Emerald Tide

Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Icebreaker

Available in Black or Chrome Base
24"Square x 30"H

CAFÉ TABLES



24" Square Café Table - Sirona

Available in Black or Chrome Base
24"Square x 30"H



32" Round Café Table - Cement

Available in Black or Chrome Base
32"Round x 30"H



32" Round Café Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 30"H



Euro Café Table

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



Silk Café Table

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



Park Ave Café Table

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



City Café Table

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



Summit Café Table

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



Blanco Café Table

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

CAFÉ TABLES



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



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



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



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



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



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



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



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



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

OFFICE SEATING



Tamiri High Back Chair

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



Tamiri Mid Back Chair

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



Tamiri Guest Chair

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



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

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



Goal Task Chair - Armless

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



Goal Drafting Stool

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



Goal Drafting Stool - Armless

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

CONFERENCE TABLES



Conference Table Round

- Black
 - Mahogany
- 42"Round x 29"H



Command 6' Conference Table

- Black
 - Sirona
 - White
- 72"W x 36"D x 31"H



Command 8' Conference Table

- Black
 - Sirona
 - White
- 96"W x 48"D x 31"H



Command 10' Conference Table

- Black
 - Sirona
 - White
- 120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk

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



Storage Credenza

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



Jr Executive Desk

- Black
 - Mahogany
- Double Pedestal/Locking Drawers
60"W x 30"D x 29"H

OFFICE FURNITURE



Executive Desk

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



5-Shelf Bookcase

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



Vivid Café Table - Square

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



Vivid Café Table - Rectangle

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



Brooklyn Rectangle Dining Table

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



Brooklyn Round Dining Table

Clear Glass/Chrome
 42"Round x 30"H



Aspen Dining Table

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



Brio Dining Table

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

METAL FILE & STORAGE CABINETS



2-Drawer File

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



4-Drawer File

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



2-Drawer Lateral File

Black
36"W x 18"D x 27"H



4-Drawer Lateral File

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



Storage Cabinet

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

PEDESTALS



42" Display Pedestals

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



36" Display Pedestals

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



30" Display Pedestals

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



Locking Pedestal

- Black
24"Square x 42"H
- White



Fuze Pedestal

- Zebrawood Laminate/Chrome
16"Square x 44"H



London Pedestal

- Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



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



Nero Literature Rack
 Black
 14.75"W x 12"D x 53.5"H



Argento Literature Rack
 Aluminum
 14.75"W x 12"D x 53.5"H



Alto Literature Rack
 Black/Metal
 10.5"W x 9.5"D x 57"H



Compact Refrigerator
 Black 4 Cubic Feet
 21"W x 22"D x 32"H

LIGHTING



Silo Grey Lamps
 Table Lamp
 25"H
 Floor Lamp
 70"H



Silo White Lamps
 Table Lamp
 25"H
 Floor Lamp
 70"H



Neutrino Floor Lamp
 Steel
 67"H

DESIGN YOUR BOOTH SPACE **YOUR WAY**



20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
 Brooklyn Round End Table • Brooklyn Round Cocktail Table
 Aspen Bar Table - Charged • Nexus Stool
 VIP Glow Bar 6' • Argento Literature Rack



20x20 Booth Footprint

Aspen Dining Table • Colin Chair
 Lincoln Bench - Charged • VIP Glow Bar 4'



10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal
 Blanco 30" Round Bar Table with Tulip Base • Vienna Stool - Teal



20x10 Booth Footprint

Chandler Loveseat • Continental Curved Loveseat • Rose Table
 Aria End Table - White • London Console Table

Terms & Conditions:

Payments: All orders must be paid in full upon receipt of invoice. The Method of Payment form must be submitted with order.

Discount/Cancellation: Payment must be received prior to the discount deadline to receive the discounted rates. Cancellations must be placed by the discount/cancellation deadline to receive a full refund. Order cancelled after this date will not receive a credit.

Late Fee: All orders placed after discount deadline will receive the standard rates.

Item Number	Weight		Dimensions	Discount	Standard	Qty.	Total
Blanc (Pg. 2)							
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1,525.00	\$1,983.25	\$	-
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$1,455.75	\$1,893.00	\$	-
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$1,216.25	\$1,581.00	\$	-
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$729.75	\$949.00	\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square x 18"H	\$253.00	\$330.00	\$	-
Function (Pg. 2)							
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$777.00	\$1,010.25	\$	-
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$834.50	\$1085.50	\$	-
Continental (Pg. 3)							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$1,503.00	\$1,954.25	\$	-
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$1,455.75	\$1,893.00	\$	-
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$645.00	\$839.25	\$	-
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$1386.75	\$992.00	\$	-
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$645.00	\$763.25	\$	-
Sophistication (Pg. 3 & 4)							
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$1,503.00	\$1,954.25	\$	-
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$1,455.75	\$1,893.00	\$	-
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$1,386.75	\$992.00	\$	-
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$1,386.75	\$992.00	\$	-
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$645.00	\$839.25	\$	-
Boca (Pg. 4)							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$834.50	\$1,085.50	\$	-
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$777.00	\$1,010.25	\$	-
Metro (Pg. 4 & 5)							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$1,254.00	\$1,630.00	\$	-
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$1,206.00	\$1,568.25	\$	-
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$942.00	\$1,225.25	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$645.00	\$839.25	\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$645.00	\$839.25	\$	-
Suave Midnight (Pg. 5)							
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$1,096.50	\$1,425.75	\$	-
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$952.25	\$1,238.25	\$	-
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$715.75	\$930.00	\$	-
Grammercy (Pg. 5 & 6)							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$1,395.00	\$1,815.50	\$	-
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$1,216.25	\$1,851.25	\$	-
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$854.00	\$1,111.25	\$	-
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$894.75	\$1,163.00	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$645.00	\$839.25	\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$645.00	\$839.25	\$	-
Montana Mocha (Pg. 6)							
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$1,179.50	\$1,533.25	\$	-
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$1,037.25	\$1,348.50	\$	-
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$799.50	\$1,039.75	\$	-
Chandler (Pg. 6 & 7)							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$1,254.00	\$1,630.00	\$	-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$1,206.00	\$1,568.25	\$	-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$942.00	\$1,225.25	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$645.00	\$839.25	\$	-
Evoke (Pg. 7)							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,895.25	\$2,464.25	\$	-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$1,014.50	\$1,318.25	\$	-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$645.00	\$839.25	\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$573.25	\$744.75	\$	-
13110-0008	10 lbs.	Evoke Cube	18"Square	\$366.50	\$476.50	\$	-
Niko (Pg. 8)							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,551.00	\$2,016.00	\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$1,419.00	\$1,844.00	\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$1,179.50	\$1,533.25	\$	-
Stage Chairs (Pg. 9)							
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$465.75	\$581.75	\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$465.75	\$581.75	\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$465.75	\$581.75	\$	-
18284-0621	80 lbs.	Empire Chair Black Leather	28"W x 32"D x 32"H	\$834.50	\$1,085.50	\$	-
18284-0564	80 lbs.	Empire Chair White Leather	28"W x 32"D x 32"H	\$834.50	\$1,085.50	\$	-
18284-0785	24 lbs.	Monarch Chair - Bright White	28"Square x 30"H	\$465.75	\$581.75	\$	-
Ottomans & Benches (Pg. 10)							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$1,386.75	\$992.00	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$645.00	\$839.25	\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$645.00	\$839.25	\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$645.00	\$839.25	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$645.00	\$839.25	\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$645.00	\$839.25	\$	-
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$716.00	\$894.75	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$645.00	\$839.25	\$	-
Banquettes & Turning Beds (Pg. 10)							
18011-0011	185 lbs.	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$1,895.25	\$2,464.25	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,895.25	\$2,464.25	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$2,277.00	\$2,960.00	\$	-

Cube Ottomans (Pg. 11)							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$253.00	\$330.00	\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$253.00	\$330.00	\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$253.00	\$330.00	\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$253.00	\$330.00	\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$253.00	\$330.00	\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$253.00	\$330.00	\$	-
18184-0274	15 lbs	Blanc Bright White Leather Cube Ottoman	17"Square x 18"H	\$253.00	\$330.00	\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$253.00	\$330.00	\$	-
Charged (Pg. 12)							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$2,526.00	\$3,284.25	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$952.25	\$1,238.25	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$882.50	\$1,147.25	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$1,478.50	\$1,922.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$834.00	\$1,668.75	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,989.50	\$2,587.50	\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$1,470.75	\$1,912.25	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$1,395.50	\$1,815.50	\$	-
Occasional Tables (Pg. 13 & 14)							
99-12304-05	10 lbs.	Aria Cosmo End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$	-
99-12050-05	20 lbs.	Aria Cosmo Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$	-
99-12304-03	10 lbs.	Aria Emerald Tide End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$	-
99-12050-03	20 lbs.	Aria Emerald Tide Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$	-
99-12304-06	10 lbs.	Aria Icebreaker End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$	-
99-12050-06	20 lbs.	Aria Icebreaker Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$522.00	\$673.00	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$522.00	\$673.00	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$	-
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$474.00	\$609.00	\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$522.00	\$673.00	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$496.00	\$639.00	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$573.00	\$744.00	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$645.00	\$839.00	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$324.50	\$405.50	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$510.25	\$658.25	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$597.75	\$777.00	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$550.75	\$716.25	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$510.25	\$658.25	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$597.75	\$777.00	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$550.75	\$716.25	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$438.00	\$564.00	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$438.00	\$564.00	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$485.00	\$626.00	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$485.00	\$626.00	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$474.00	\$609.00	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$522.00	\$673.00	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$496.00	\$639.00	\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$485.00	\$626.00	\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$485.00	\$626.00	\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$474.00	\$609.00	\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$474.00	\$609.00	\$	-
Bars & Bar Backs (Pg. 15)							
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,655.75	\$2,152.50	\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$1,395.50	\$1,815.75	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$762.75	\$992.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$762.75	\$992.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$952.25	\$1,238.25	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$894.75	\$1,163.00	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$894.75	\$1,163.00	\$	-
Bar Stools (Pg. 16 & 17)							
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$476.25	\$619.25	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$476.25	\$619.25	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$476.25	\$619.25	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$429.00	\$557.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$429.00	\$557.00	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$358.25	\$466.25	\$	-
99-05237-01	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$405.50	\$528.50	\$	-
99-05237-02	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$405.50	\$528.50	\$	-
99-05237-06	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$405.50	\$528.50	\$	-
99-05237-03	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$405.50	\$528.50	\$	-
99-05237-04	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$405.50	\$528.50	\$	-
99-05237-05	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$405.50	\$528.50	\$	-
99-05237-06	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$405.50	\$528.50	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$405.50	\$528.50	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$443.25	\$576.25	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$443.25	\$576.25	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$443.25	\$576.25	\$	-

05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$443.25	\$576.25	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$429.00	\$557.00	\$	-
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$323.00	\$421.00	\$	-
05237-0156	20 lbs.	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$443.25	\$576.25	\$	-
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$443.25	\$576.25	\$	-
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$358.25	\$466.25	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$370.50	\$481.50	\$	-
Café Chairs (Pg. 17, 18 & 19)							
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$300.75	\$391.00	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$300.75	\$391.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$300.75	\$391.00	\$	-
99-05035-10	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$253.75	\$330.00	\$	-
99-05035-11	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$253.75	\$330.00	\$	-
99-05035-15	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$253.75	\$330.00	\$	-
99-05035-12	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$253.75	\$330.00	\$	-
99-05035-13	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$253.75	\$330.00	\$	-
99-05035-14	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$253.75	\$330.00	\$	-
99-05035-15	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$253.75	\$330.00	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$286.75	\$313.00	\$	-
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	\$226.25	\$294.25	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$286.75	\$313.00	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$286.75	\$313.00	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$253.75	\$330.00	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$253.75	\$330.00	\$	-
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$348.00	\$453.25	\$	-
14233-0006	15 lbs.	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$323.50	\$421.00	\$	-
05221-0039	20 lbs.	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$358.25	\$466.25	\$	-
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	\$253.75	\$330.00	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$300.75	\$391.00	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$253.75	\$330.00	\$	-
Bar Tables (Pg. 19, 20 & 21)							
99-05245-22	28 lbs.	24" Square Bar Table - Cosmos	24"Square x 42"H	\$490.25	\$638.25	\$	-
99-05245-23	28 lbs.	24" Square Bar Table - Emerald Tide	24"Square x 42"H	\$490.25	\$638.25	\$	-
99-05245-24	28 lbs.	24" Square Bar Table - Icebreaker	24"Square x 42"H	\$490.25	\$638.25	\$	-
99-05245-25	28 lbs.	24" Square Bar Table - Sirona	24"Square x 42"H	\$490.25	\$638.25	\$	-
99-05245-26	30 lbs.	32" Round Bar Table - Cement	32"Round x 42"H	\$490.25	\$638.25	\$	-
99-05245-27	30 lbs.	32" Round Bar Table - Yukon Gold	32"Round x 42"H	\$490.25	\$638.25	\$	-
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$453.50	\$589.25	\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$465.75	\$606.00	\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$453.50	\$589.25	\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$465.75	\$606.00	\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$453.50	\$589.25	\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$465.75	\$606.00	\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$453.50	\$589.25	\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$465.75	\$606.00	\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$453.50	\$589.25	\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$465.75	\$606.00	\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$453.50	\$589.25	\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$465.75	\$606.00	\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$513.00	\$667.25	\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$453.50	\$589.25	\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$699.00	\$914.00	\$	-
99-05245-20	28 lbs.	Spectrum Bar Table Red	24"Square x 42"H	\$490.25	\$638.25	\$	-
99-05245-21	28 lbs.	Spectrum Bar Table Blue	24"Square x 42"H	\$490.25	\$638.25	\$	-
99-05245-18	28 lbs.	Spectrum Bar Table Purple	24"Square x 42"H	\$490.25	\$638.25	\$	-
99-05245-19	28 lbs.	Spectrum Bar Table Green	24"Square x 42"H	\$490.25	\$638.25	\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$679.75	\$884.50	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$1,263.50	\$1,643.50	\$	-
Café Tables (Pg. 21, 22 & 23)							
99-05036-22	25 lbs.	24" Square Café Table - Cosmos	24"Square x 30"H	\$490.25	\$638.25	\$	-
99-05036-23	25 lbs.	24" Square Café Table - Emerald Tide	24"Square x 30"H	\$490.25	\$638.25	\$	-
99-05036-24	25 lbs.	24" Square Café Table - Icebreaker	24"Square x 30"H	\$490.25	\$638.25	\$	-
99-05036-25	25 lbs.	24" Square Café Table - Sirona	24"Square x 30"H	\$490.25	\$638.25	\$	-
99-05036-26	27 lbs.	32" Round Café Table - Cement	32"Round x 30"H	\$490.25	\$638.25	\$	-
99-05036-27	27 lbs.	32" Round Café Table - Yukon Gold	32"Round x 30"H	\$490.25	\$638.25	\$	-
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$453.50	\$589.25	\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$465.75	\$606.00	\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$453.50	\$589.25	\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$465.75	\$606.00	\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$453.50	\$589.25	\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$465.75	\$606.00	\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$453.50	\$589.25	\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$465.75	\$606.00	\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$453.50	\$589.25	\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$465.75	\$606.00	\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$453.50	\$589.25	\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$465.75	\$606.00	\$	-
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30"	\$453.50	\$589.25	\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$453.50	\$589.25	\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$699.00	\$914.00	\$	-
99-05036-20	25 lbs.	Spectrum Café Table Red	24"Square x 29"H	\$490.25	\$638.25	\$	-
99-05036-21	25 lbs.	Spectrum Café Table Blue	24"Square x 29"H	\$490.25	\$638.25	\$	-
99-05036-18	25 lbs.	Spectrum Café Table Purple	24"Square x 29"H	\$490.25	\$638.25	\$	-
99-05036-19	25 lbs.	Spectrum Café Table Green	24"Square x 29"H	\$490.25	\$638.25	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$1,084.25	\$1,410.25	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$1,998.00	\$2,598.25	\$	-
Office Seating (Pg. 24)							

14136-0002	38 lbs.	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$573.25	\$744.75	\$	-
14176-0007	37 lbs.	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$502.50	\$653.75	\$	-
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$465.75	\$606.00	\$	-
14136-0081	40 lbs.	Accord Black Leather High Back	25"Square x 44"H	\$715.75	\$930.00	\$	-
14136-0010	40 lbs.	Accord White Leather High Back	25"Square x 44"H	\$715.75	\$930.00	\$	-
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25"Square x 39"H	\$381.00	\$496.25	\$	-
14250-0014	38 lbs.	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$348.00	\$453.25	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$405.50	\$528.50	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$508.50	\$661.25	\$	-
Conference Tables (Pg. 25)							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$632.75	\$822.50	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$632.75	\$822.50	\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$1,500.00	\$1,950.00	\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$1,500.00	\$1,950.00	\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$1,500.00	\$1,950.00	\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$1,611.00	\$2,094.00	\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$1,611.00	\$2,094.00	\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$1,611.00	\$2,094.00	\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$1,848.00	\$2,402.00	\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$1,848.00	\$2,402.00	\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$1,848.00	\$2,402.00	\$	-
Office Furniture (Pg. 25 & 26)							
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$929.75	\$1,208.50	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$929.75	\$1,208.50	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$894.75	\$1,163.00	\$	-
14029-0091	55 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$894.75	\$1,163.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$834.50	\$1,085.50	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$952.25	\$1,238.25	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$834.50	\$1,085.50	\$	-
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$834.50	\$1,085.50	\$	-
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$990.00	\$1,287.00	\$	-
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42"Square x 30"H	\$777.00	\$1,010.25	\$	-
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$894.75	\$1,163.00	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$929.75	\$1,208.50	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$729.75	\$949.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$1,084.25	\$1,410.25	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$1,455.75	\$1,893.00	\$	-
Metal File & Storage Cabinets (Pg. 27)							
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$311.25	\$404.25	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$405.50	\$979.00	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$418.75	\$544.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$465.75	\$606.00	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$418.75	\$544.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$418.75	\$544.00	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$513.00	\$667.25	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$513.00	\$667.25	\$	-
Pedestals (Pg. 28)							
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$620.50	\$807.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$752.50	\$979.00	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$693.00	\$900.00	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$620.50	\$807.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$525.25	\$683.75	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$752.50	\$979.00	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$525.25	\$683.75	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$752.50	\$979.00	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$490.25	\$638.25	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$715.75	\$930.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$502.50	\$653.75	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$490.25	\$638.25	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$929.75	\$1,208.50	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$929.75	\$1,208.50	\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$513.00	\$667.25	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$513.00	\$667.25	\$	-
Miscellaneous Items (Pg. 29)							
14189-0066	50 lbs.	Stanchion Chrome	41"H	\$144.25	\$187.75	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$73.50	\$95.75	\$	-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$348.00	\$453.25	\$	-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$348.00	\$453.25	\$	-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$358.25	\$466.25	\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$645.00	\$839.00	\$	-
Lighting (Pg. 33)							
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$348.00	\$453.25	\$	-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$253.75	\$330.00	\$	-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$348.00	\$453.25	\$	-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$253.75	\$330.00	\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$323.50	\$421.00	\$	-



NASTT's 2025 No-Dig Show
March 30-April 3, 2025
Colorado Convention Center
Denver, CO



LEAD RETRIEVAL ORDER FORM

[Order Online](#)

DISCOUNT DEADLINE: Feb 28, 2025

ExpoBadge Axist

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Handheld Scanners:

(Battery operated scanners; no electricity required)

ExpoBadge Axist	\$420	\$445		
ExpoBadge Axist with Printer	\$525	\$555		

Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$345	\$370		
Additional Licenses	\$175	\$195		

ExpoBadge Extras:

Delivery, Setup, and Training	\$75	\$95		
Personalized Action Codes	\$60	\$80		
USB Flash Drive	\$50	\$65		
Paper: Additional Roll	\$17	\$22		
Digital Literature Kiosk	\$335	\$355		
ExpoBadge Badge Kit	\$475	\$475		
ExpoBadge API Developers Kit	\$850	\$850		

Federal Tax ID # 20-8676699

Sub Total:

Processing Fee:

\$15.00

Grand Total:

Company Information			
COMPANY	CONTACT	BOOTH #	
ADDRESS 1	CITY	ZIP CODE	
ADDRESS 2	STATE	COUNTRY	
EMAIL	PHONE	ONSITE PHONE	

ONLINE ORDERS:
[NASTT2025](#)

EMAIL ORDERS TO:
orders@expobadge.com

MAIL ORDERS TO:
 ExpoBadge, Inc.
 1075 N. Tustin St. #6250
 Orange, CA 92863, USA

Payment Information *Billing Zip Code Required			
AMERICAN EXPRESS	MASTERCARD	VISA	CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		

FOR ASSISTANCE CALL:
 toll free 800-490-9941
 +1-714-630-2945



Terms and Conditions:

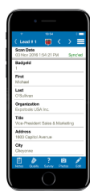
I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

Please feel free to review our Privacy Policy and commitment to GDPR compliance [here](#).

ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge AxiSt 	<p>The ExpoBadge AxiSt is a wireless, handheld device (Android). Uploads lead detail in real-time. Includes an easy-to-use notes option for quickly recording notes specific to each lead. Leads can be accessed anytime from ExpoBadge's secure website.</p>	Electronic
ExpoBadge AxiSt with printer 	<p>The ExpoBadge AxiSt with printer is a printer with a scanner connected <i>wirelessly</i>. This allows you the flexibility for multiple sales people to capture leads in your booth. With all the features of the ExpoBadge AxiSt, you will receive a paper and electronic copy of your leads.</p>	Paper and Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	<p>The ExpoBadge Lead Retrieval App is lead retrieval made smart. Scan, qualify, and survey attendees at events using your own personal smart phone or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for activation. Includes 1 license; additional licenses below.</p>	Electronic

EXTRAS	DETAILS
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.
Digital Literature Kiosk	Use the Digital literature Kiosk to deliver digital documents to your booth visitors. Target your marketing and leverage your collateral investment by uploading your promotional material onto the Digital Literature Kiosk. You may post up to 10 unique pdfs.
ExpoBadge Badge Kit	The ExpoBadge Badge Kit is an encoding package intended for exhibitors that will be utilizing their own scanning equipment at the show. This kit will enable you to map the data scanned to the appropriate fields in your software. As soon as the badge has completed the approval process, the Badge Kit will be sent.
API Developers Kit	If you own your own Lead Retrieval system and would like to capture full attendee contact information in real time, our ExpoBadge API Developers Kit will allow you to retrieve each attendee's contact information via a direct API link to our registration database. We will send you API documentation, including instructions for your IT department to set up the data transfer and all credentials necessary to access our database. This will allow you to scan a badge on the tradeshow floor and send an ID to our database, which will immediately return the attendee's full contact information, making it available for direct import into your CRM or lead capture software. *This item also include our Badge Kit product.



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STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code. Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____