



LVE



6TH ANNUAL CONGRESS

Liquid Biopsy

November 23-25, 2024 | Denver, Colorado, USA

ISLB Annual Congress of Liquid Biopsy

Gaylord Rockies Resort & Convention Center

November 23 - 25, 2024

Exhibitor Service Manual

888-989-EXPO

LAS VEGAS • ORLANDO • NASHVILLE • DENVER

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WELCOME LETTER

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive discounts of up to 30% on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE

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SHOW INFORMATION

We are pleased that LVE has been selected as your Official Service Contractor.
Our goal is to make sure your participation is a success.

BOOTH EQUIPMENT	Each 10' x 10' inline booth will consist of:			
	BACK WALL DRAPE COLOR		SIDE RAIL DRAPE COLOR	
	BLACK		BLACK	
	HALL FLOORING		FACILITY IS CARPETED	
	One	6' Table Skirted Black	Two	Side Chairs
	One	Wastebasket	One	11" x 17" Identification Sign

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Saturday, November 23, 2024	7:00 AM	10:00 AM	Exhibitor Setup
Saturday, November 23, 2024	10:30 AM	8:00 PM	Show Hours
Sunday, November 24, 2024	10:00 AM	5:00 PM	Show Hours
Monday, November 25, 2024	10:00 AM	12:00 PM	Show hours
Monday, November 25, 2024	12:00 PM	5:00 PM	Exhibitor Move Out

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:

3:00 PM on Monday, November 25, 2024

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:

5:00 PM on Monday, November 25, 2024

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

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SHOW INFORMATION CONTINUED

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS

MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS

WAREHOUSE SHIPMENTS

WAREHOUSE RECEIVING BEGINS	Monday, October 21, 2024	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 7:30AM - 3:00PM EXCLUDING HOLIDAYS
STANDARD RECEIVING RATE DEADLINE	Monday, November 11, 2024	
WAREHOUSE RECEIVING DEADLINE	Friday, November 22, 2024	
All shipments are required to have certified weight tickets	Crated, skidded or boxed materials only	
No COD or collect shipments	Must submit payment authorization form with all orders	
All inbound shipments must be sent to the warehouse	No pad wrapped shipments will be accepted at the warehouse	

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

WAREHOUSE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	ISLB Annual Congress of Liquid Biopsy	BOOTH #	
	COMPANY		C/O	LVE Denver
	ADDRESS	4590 Geneva Street, Denver, CO 80238		

If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.

**Material Handling rates are round trip rates
there will be no additional handling fees at show.**

SHOWSITE SHIPMENTS

SHOWSITE RECEIVING

DAY/DATE		START TIME		END TIME	
Saturday, November 23, 2024		7:00 AM		10:00 AM	
Do not consign shipments to the receiving facility.		All shipments must be consigned c/o LVE			
Material shipped direct to the facility will be turned over to LVE and incur additional charges.					
Do not ship your materials to arrive prior to the dates above.					
SHOW SITE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	ISLB Annual Congress of Liquid Biopsy		BOOTH #	
	COMPANY		C/O	LVE - Denver	
	ADDRESS	Gaylord Rockies Resort & Convention Center - Adams B, C, D 6700 N Gaylord Rockies Blvd, Aurora, CO 80019			

The Payment Authorization Form must be completed and submitted to LVE prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

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PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

CONTACT	COMPANY NAME				CLIENT NAME											
	ADDRESS						BOOTH #									
	CITY		STATE		ZIP		PHONE									
	EMAIL						FAX									
CREDIT CARD AUTHORIZATION	<input type="checkbox"/> DISCOVER				<input type="checkbox"/> VISA				<input type="checkbox"/> MASTERCARD				<input type="checkbox"/> AMERICAN EXPRESS			
	ACCOUNT NUMBER															
	EXPIRATION DATE								SECURITY CODE REQUIRED							
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>															
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)															
	CITY								STATE				ZIP			
	CARDHOLDER'S SIGNATURE*				X_____											
	CARDHOLDER'S NAME (PLEASE PRINT)															
	<p>*By signing, I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual.</p> <p>All credit card information will be kept on file to be used for future shows and all outstanding balances.</p> <p>Signer authorizes agent/employees to sign off and create order for the company.</p>															
	ORDER RECAP	DISCOUNT PRICE				STANDARD PRICE				SERVICE						
								FURNITURE								
								ACCESSORIES								
								CARPET								
								SIGNS								
								CLEANING								
								LABOR								
								ESTIMATED MATERIAL HANDLING								
								OTHER EXPO SERVICES								
								TAX								
TOTAL (If received by deadline)				TOTAL				CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.								

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement. If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

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COMPANY NAME

BOOTH #

FURNITURE ORDER

ORDER ONLINE
order.lvexpo.com

QTY

DISCOUNT
DEADLINE
11/8/2024

STANDARD PRICE

TOTAL

CHAIRS	SIDE CHAIR		\$ 98.00	\$ 127.40	
	ARM CHAIR		\$ 125.00	\$ 162.50	
	STOOL COUNTER HEIGHT		\$ 145.00	\$ 188.50	
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*		\$ 155.00	\$ 201.50	
	6'L x 30"H x 24"W TABLE SKIRTED*		\$ 175.00	\$ 227.50	
	8'L x 30"H x 24"W TABLE SKIRTED*		\$ 205.00	\$ 266.50	
	4'L x 30"H x 24"W TABLE UNSKIRTED		\$ 95.00	\$ 123.50	
	6'L x 30"H x 24"W TABLE UNSKIRTED		\$ 124.00	\$ 161.20	
	8'L x 30"H x 24"W TABLE UNSKIRTED		\$ 150.00	\$ 195.00	
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*		\$ 165.00	\$ 214.50	
	6'L x 42"H x 24"W COUNTER SKIRTED*		\$ 198.00	\$ 257.40	
	8'L x 42"H x 24"W COUNTER SKIRTED*		\$ 245.00	\$ 318.50	
	4'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 110.00	\$ 143.00	
	6'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 130.00	\$ 169.00	
	8'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 170.00	\$ 221.00	
CAFÉ	TABLE ROUND 36"W x 30"H		\$ 220.00	\$ 286.00	
	TABLE ROUND 36"W x 42"H		\$ 255.00	\$ 331.50	
ACCESSORIES	4th SIDE TABLE SKIRT*		\$ 88.00	\$ 114.40	
	4th SIDE COUNTER SKIRT*		\$ 98.00	\$ 127.40	
	RISER FOR TABLE TOP 4'L x 14"H		\$ 130.00	\$ 169.00	
	RISER FOR TABLE TOP 6'L x 14"H		\$ 170.00	\$ 221.00	
*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.					
COLOR	<input type="checkbox"/> Green	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Black
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	<input type="checkbox"/> White	<input type="checkbox"/> Beige

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

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COMPANY NAME

BOOTH #

ADDITIONAL FURNISHINGS ORDER

ORDER ONLINE
order.lvexpo.com

QTY

**DISCOUNT
DEADLINE
11/8/2024**

STANDARD PRICE

TOTAL

ACCESSORIES

WASTEBASKET

\$ 25.00

\$ 32.50

EASEL

\$ 69.00

\$ 89.70

BAG RACK

\$ 127.00

\$ 165.10

GARMENT RACK

\$ 167.00

\$ 217.10

WATERFALL CLOTHING RACK 4 - ARM

\$ 116.15

\$ 151.00

LITERATURE RACK (FREE STANDING)

\$ 164.45

\$ 212.75

SIGN HOLDER 22" x 28"

\$ 107.53

\$ 139.79

TACKBOARD 4' x 6' VERTICAL

\$ 230.00

\$ 299.00

TACKBOARD 6' x 4' HORIZONTAL

\$ 230.00

\$ 299.00

GRID 2' x 8'

\$ 180.00

\$ 234.00

GRID 2' x 8' WITH LEGS

\$ 220.00

\$ 286.00

18" WATERFALL ARM FOR GRID

\$ 52.00

\$ 67.60

GRID HOOKS (CHOOSE SIZE BELOW)

☐ 2"

☐ 6"

☐ 8"

\$ 12.00

\$ 15.60

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS

FT

\$ 22.00

\$ 28.60

8' UPRIGHT POLE W/BASE (NO DRAPE)

\$ 40.00

\$ 52.00

12' - 16' UPRIGHT POLE W/BASE (NO DRAPE)

\$ 75.00

\$ 97.50

6' - 10' TELESCOPIC ROD (NO DRAPE)

\$ 29.90

\$ 38.87

ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2

\$ 90.00

\$ 117.00

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

☐

Silver

☐

Black

☐

White

CANCELLATION POLICY

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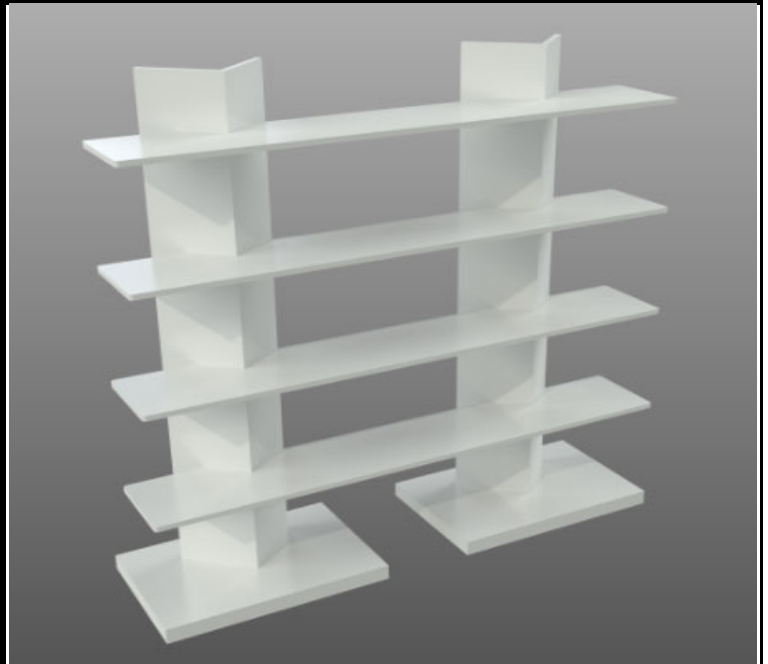
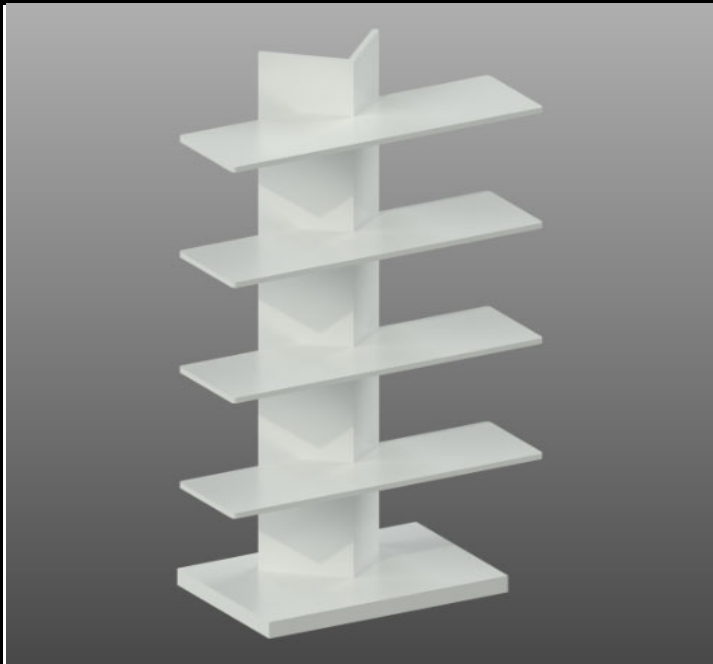
Gaylord Rockies Resort & Convention Center - Adams B, C, D

COMPANY NAME

BOOTH #

SHELVING UNITS

DEADLINE DATE: **11/8/2024**



SINGLE SHELVING UNIT

DOUBLE SHELVING UNIT

DISCOUNT PRICE \$ 352.00

DISCOUNT PRICE \$ 596.00

STANDARD PRICE \$ 457.60

STANDARD PRICE \$ 774.80

SINGLE SHELVING UNIT SPECS:

UNIT: 39"W x 72"H

SHELVES: (4) 39"W x 12"D

DOUBLE SHELVING UNIT SPECS:

UNIT: 72"W x 72"H

SHELVES: (4) 72"W x 12"D

SHELVING		QUANTITY	DISCOUNT DEADLINE 11/8/2024	REGULAR PRICE	TOTAL
	SINGLE UNIT		\$ 352.00	\$ 457.60	
	DOUBLE UNIT		\$ 596.00	\$ 774.80	

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of LVE.

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COMPANY NAME

BOOTH #

SHOWCASES



FULL



HALF



QUARTER



CORNER HALF



CORNER QUARTER



TOWER



WALL CASE


SEE-THROUGH
WALL CASE

ALL UNITS COME STANDARD WITH
FLORESCENT LIGHTING

ELECTRICAL OUTLET IS NOT INCLUDED

FULL, HALF OR QUARTER VIEW MUST
BE SELECTED BELOW

ORDER ONLINE
online.lvexpo.com

QTY

DISCOUNT
DEADLINE
11/8/2024

STANDARD PRICE

TOTAL

SHOWCASES

BLACK 4'L (FULL HALF QUARTER) VIEW

\$ 743.82 \$ 966.97

WHITE 4'L (FULL HALF QUARTER) VIEW

\$ 672.98 \$ 874.87

BLACK 5'L (FULL HALF QUARTER) VIEW

\$ 813.39 \$ 1,057.41

WHITE 5'L (FULL HALF QUARTER) VIEW

\$ 742.55 \$ 965.32

BLACK 6'L (FULL HALF QUARTER) VIEW

\$ 882.97 \$ 1,147.86

WHITE 6'L (FULL HALF QUARTER) VIEW

\$ 812.13 \$ 1,055.77

BLACK CORNER (HALF QUARTER) VIEW

\$ 771.65 \$ 1,003.15

WHITE CORNER (HALF QUARTER) VIEW

\$ 708.40 \$ 920.92

BLACK TOWER 80"H x 20"W x 20"D

\$ 779.24 \$ 1,013.01

WHITE TOWER 80"H x 20"W x 20"D

\$ 695.75 \$ 904.48

BLACK WALL CASE 48"W

\$ 1,232.11 \$ 1,601.74

WHITE WALL CASE 48"W

\$ 1,148.62 \$ 1,493.21

BLACK WALL CASE 60"W

\$ 1,301.69 \$ 1,692.20

WHITE WALL CASE 60"W

\$ 1,218.20 \$ 1,583.66

BLACK WALL CASE 70"W

\$ 1,370.60 \$ 1,781.78

WHITE WALL CASE 70"W

\$ 1,287.77 \$ 1,674.10

BLACK SEE-THROUGH WALL CASE

\$ 1,249.82 \$ 1,624.77

WHITE SEE-THROUGH WALL CASE

\$ 1,166.33 \$ 1,516.23

UPGRADED LED LIGHTING

\$ 153.06 \$ 198.98

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Cancellations after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after move-in begins.

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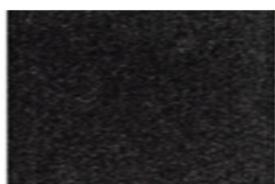
COMPANY NAME

BOOTH #

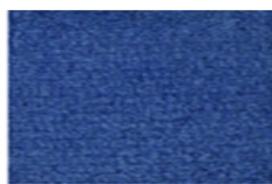
CARPET ORDER

CARPET LENGTH		QUANTITY		DEADLINE 11/8/2024		STANDARD PRICE		TOTAL
10' x 10'				\$ 310.00		\$ 403.00		
10' x 20'				\$ 620.00		\$ 806.00		
10' x 30'				\$ 930.00		\$ 1,209.00		
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.		LENGTH		WIDTH		TOTAL SQ FT		
		TOTAL SQ FT		DISCOUNT	\$ 4.50	STANDARD	\$ 5.85	
<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy								
<i>If you order carpet but no color is selected above, black carpet will be installed.</i> <i>Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.</i>								
PADDING PER SQ FT*				\$ 1.95		\$ 2.73		
VISQUEEN PER SQ FT*				\$ 1.30		\$ 1.65		
DOUBLE PADDING PER SQ FT*				\$ 3.90		\$ 5.46		
* 100 Square Feet Minimum Order								
CANCELLATION POLICY								
<i>Items cancelled after the discount deadline date will be charged 50% of ordered price.</i> <i>Items cancelled after show move-in begins will be charged 100% of ordered price.</i> No refunds on custom or plush carpet order No credit will be given after close of event on anything ordered but not received.								

STANDARD CARPET COLORS



BLACK



BLUE



BURGUNDY



GRAY



RED

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COMPANY NAME

BOOTH #

BOOTH CLEANING & PORTER SERVICE ORDER

BOOTH CLEANING ORDER

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT DEADLINE Rate Per sq.ft. 11/8/2024	STANDARD PRICE Rate Per sq.ft.	TOTAL BOOTH SQ FT* (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.20	\$ 1.56	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 2.94	\$ 3.81	X _____ *	= _____ **
	<p>*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____</p> <p>**How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____</p>				

PORTER SERVICE ORDER

Porter Service does NOT include vacuuming.

PORTER SERVICE	PORTER SERVICE	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT DEADLINE 11/8/2024	STANDARD PRICE	TOTAL
	RATES ARE PER SHOW DAYS					
	Up to 1,000 square feet		3	\$ 310.00 per day	\$ 403.00 per day	
	1,001 to 3,000 square feet		3	\$ 370.00 per day	\$ 481.00 per day	
	3,001 and above		3	\$ 540.00 per day	\$ 702.00 per day	

How to Calculate Porter Service? # of Show Days _____ X Rate _____ = Total _____

Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.

Porter Service does NOT include wiping down of booth.

Please bring cleaning concerns to our attention onsite. LVE will be unable to address the concern after the close of the show.

ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

CANCELLATION POLICY

Services cancelled after the discount deadline date will be charged 50% of ordered price.

Services cancelled after show move-in begins will be charged 100% of ordered price.

No credit will be given after close of event on anything ordered but not received.

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COMPANY NAME

BOOTH #

GRAPHICS & SIGNS

DISCOUNT DEADLINE: **11/8/2024**

LVE has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

STANDARD SIZES	STANDARD GRAPHIC SIZES	QTY	DISCOUNT DEADLINE 11/8/2024	STANDARD PRICE	TOTAL
	Single-sided printing				
	FOMECOR w/Easel Back 12" x 18"		\$ 42.00	\$ 59.00	
	FOMECOR SIGN 22" x 28"		\$ 77.00	\$ 108.00	
	FOMECOR SIGN 24" x 36"		\$ 108.00	\$ 152.00	
	FOMECOR SIGN 28" x 44"		\$ 154.00	\$ 216.00	
	FOMECOR SIGN w/Base 38" x 87"		\$ 413.00	\$ 578.00	
<i>All prices listed above are on 3/16" FOMECOR</i>					
<i>File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See Graphic Submission</i>					

DIGITAL GRAPHICS PRICE PER SQUARE FOOT	MATERIAL (Per s/f)	DISCOUNT PRICE	STANDARD PRICE	MATERIAL	DISCOUNT PRICE	STANDARD PRICE
	1/4" PLEXIGLAS	\$ 55.00	\$ 72.00	3mm PVC	\$ 19.00	\$ 27.00
	3/16" FOMECOR	\$ 18.00	\$ 25.00	6mm PVC	\$ 28.00	\$ 40.00
	VINYL BANNER	\$ 13.00	\$ 19.00	FLOOR DECALS	\$ 25.00	\$ 35.00

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.

ELECTRONIC FILE NAME		MATERIAL (Choose Below)			
PMS COLOR		<input type="checkbox"/> FOMECOR	<input type="checkbox"/> PVC	<input type="checkbox"/> PLEXI	<input type="checkbox"/> GATORFOAM
APPLICATION		<input type="checkbox"/> ECO-BOARD*	<input type="checkbox"/> ULTRA-BOARD*	<input type="checkbox"/> OTHER	
*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.					
SPECIAL INSTRUCTIONS					
Minimum order \$50.00 Double sq. Ft. for double-sided graphics Round sq. Ft. to next whole increment File conversion, retouching, cloning or color correcting may incur additional labor charges.		<div> <div>sq. Ft.</div> <div>L X</div> <div>W =</div> <div>sq. Ft.</div> </div> <div> <div>X RATE =</div> </div>			

SEE ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed below. Please send any questions/concerns to: exhibitorservices@lvexpo.com

IMPORTANT! - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

LVE will not offer any refunds on graphics that have been produced.

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COMPANY NAME	BOOTH #
--------------	---------

DISPLAY LABOR ORDER

DEADLINE DATE: **11/8/2024**

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR

ESTIMATED CHARGES		HOURS	COST PER HOUR	TOTAL
STRAIGHT TIME (ST) - One Hour Minimum			\$ 95.55	
OVERTIME (OT) - One Hour Minimum			\$ 143.33	
DOUBLE TIME (DT) - One Hour Minimum			\$ 191.10	
LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$180.00 OT \$270.00 DT \$360.00				
MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.				
STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.				

FORKLIFT NOT AVAILABLE

SUPERVISION	<input type="checkbox"/>	DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/>	OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE		<input type="checkbox"/> SHOW SITE	
SPECIAL INSTRUCTIONS							
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CONSIGNEE (Where your freight is being shipped to when the show closes)				BILLING INFORMATION (Responsible party paying your carrier's shipping charges)			
CO. NAME				CO. NAME			
ADDRESS				ADDRESS			
CITY		STATE		CITY		STATE	
SHOW		BOOTH #		SHOW			
CONTACT				CONTACT			
PHONE				PHONE			

Labor orders must be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis at a higher rate and upon availability.

ISLB Annual Congress of Liquid Biopsy

November 23 - 25, 2024
Gaylord Rockies Resort & Convention Center - Adams B, C, D

WORK AUTHORIZATION

DEADLINE DATE: **11/8/2024**

All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.

☐ We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by LVE no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

EAC COMPANY INFORMATION

EAC COMPANY NAME			
SERVICES TO BE PROVIDED			
EAC CONTACT PERSON(S)			
ADDRESS			
CITY		STATE	
PHONE		FAX	
EMAIL			
Is this company authorized to order services on your behalf?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this company responsible for charges incurred for the show? <i>*If yes, both parties must complete and sign the Third Party form.</i>		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
EXHIBITING COMPANY			
PHONE			
BOOTH # (S)			

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____ PRINT: _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

NAME OF INSURED: Must be the legal name of contracting party

TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

FORM OF COVERAGE: Must be "occurrence" form coverage

NAME ADDITIONAL INSUREDS: LVE (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

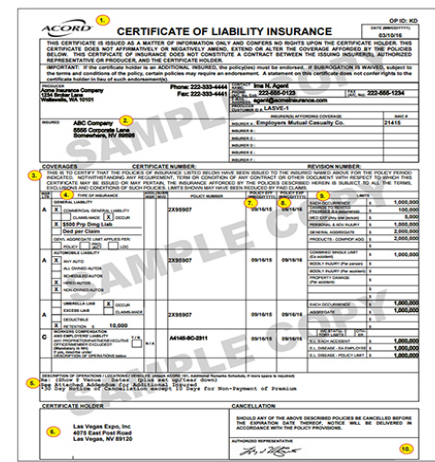
CERTIFICATE HOLDER: Must be LVE

POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In

POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out

LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com

AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer



SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <https://www.lvexpo.com/eacregistration/>

THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE** - All orders paid with a credit card will incur an additional non-refundable 3% fee.

THIRD PARTY'S CREDIT CARD

EXHIBITING COMPANY NAME

EXHIBITING COMPANY

BOOTH #

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

THIRD PARTY COMPANY

PHONE

THIRD PARTY CONTACT

EMAIL

ADDRESS

CITY

STATE

ZIP

BOOTH #



DISCOVER



VISA



MASTERCARD



AMERICAN EXPRESS

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE REQUIRED

The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.

CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)

CITY

STATE

ZIP

CARDHOLDER'S NAME (PLEASE PRINT)

CARDHOLDER'S SIGNATURE*

X

*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.

SERVICES TO BE
INVOICED TO THIRD
PARTY

Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

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Gaylord Rockies Resort & Convention Center - Adams B, C, D

COMPANY NAME	BOOTH #
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MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

MATERIAL HANDLING

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
-----------------	----------	------	------------------	-----------------------

ADVANCE WAREHOUSE	\$ 185.00 Per 100 lbs	\$ 240.50 Per 100 lbs	\$ 249.79 Per 100 lbs	\$ 324.68 Per 100 lbs
--------------------------	------------------------------	------------------------------	------------------------------	------------------------------

Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
-----------------	----------	------	------------------	-----------------------

SHOW-SITE	\$ 175.00 Per 100 lbs	\$ 227.50 Per 100 lbs	\$ 236.25 Per 100 lbs	\$ 307.15 Per 100 lbs
------------------	------------------------------	------------------------------	------------------------------	------------------------------

Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.

**Material Handling rates are round trip rates
there will be no additional handling fees at show.**

SMALL PACKAGES

PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
-----------------------	-------------------------	------------------------------	-------------------------	------------------------------

SMALL PACKAGE	\$ 78.00	\$ 58.00	\$ 90.00	\$ 73.00
----------------------	-----------------	-----------------	-----------------	-----------------

30% Late fee if received after deadline date **Maximum weight per shipment is 25lbs.**

Items received without documentation will be delivered without guarantee of piece count or condition.

TOTALS

WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
---------------------	--------------------	--	------	-----------------

<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE
------------------------------------	------------------------------------

<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE
------------------------------------	------------------------------------

<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE
------------------------------------	------------------------------------

<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE
------------------------------------	------------------------------------

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

INSTRUCTIONS

All material handling rates include delivery to booth

All shipping charges must be prepaid

Materials must arrive during published dates to avoid additional charges

No collect shipments. "COD"

Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge

SPECIAL HANDLING

UPS, FedEx, USPS, loose, uncrated exhibit material, van line

Materials with no inbound documents

Material with no certified weights

Materials with no pick points received

OVERTIME (OT)

PUBLISHED RATES ABOVE INCLUDE OVERTIME FEES.

Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.

Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$185.00 per 100 lbs = minimum charge of \$370.00

Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.

Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$185.00 = \$740.00



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, October 21, 2024 - Monday, November 11, 2024

TO:

EXHIBITOR NAME

C/O: LVE Denver

4590 Geneva Street
Denver, CO 80238

EVENT: ISLB Annual Congress of Liquid Biopsy

NO. _____ OF _____ PIECES

BOOTH #: _____



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, October 21, 2024 - Monday, November 11, 2024

TO:

EXHIBITOR NAME

C/O: LVE Denver

4590 Geneva Street
Denver, CO 80238

EVENT: ISLB Annual Congress of Liquid Biopsy

NO. _____ OF _____ PIECES

BOOTH #: _____



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Saturday, November 23, 2024 : 7:00 AM - 10:00 AM

TO:

EXHIBITOR NAME

C/O: LVE

Gaylord Rockies Resort & Convention Center

Adams Ballroom B, C, D

6700 N. Gaylord Rockies Blvd

Aurora, CO 80019

EVENT: ISLB Annual Congress of Liquid Biopsy

NO. _____ OF _____ PIECES

BOOTH #: _____



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Saturday, November 23, 2024 : 7:00 AM - 10:00 AM

TO:

EXHIBITOR NAME

C/O: LVE

Gaylord Rockies Resort & Convention Center

Adams Ballroom B, C, D

6700 N. Gaylord Rockies Blvd

Aurora, CO 80019

EVENT: ISLB Annual Congress of Liquid Biopsy

NO. _____ OF _____ PIECES

BOOTH #: _____

ISLB Annual Congress of Liquid Biopsy

November 23 - 25, 2024

Gaylord Rockies Resort & Convention Center - Adams B, C, D

COMPANY NAME

BOOTH #

OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.

Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite.

Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.

IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.

Material Handling rates are round trip rates

there will be no additional handling fees at show.

In the event your selected carrier does not show please select one of the following here below.

☐

RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS

OR

☐

RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. LVE will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that LVE shall not be responsible for loss, theft or damage to any display installed or dismantled under LVE's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide LVE with complete and accurate written instructions for the packing and/or shipping of said display by LVE supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____ PRINT: _____ DATE: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. LVE will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE

WAREHOUSE

Rates include delivery of shipment at close of show to LVE warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.

OVERTIME fees are based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LVE, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate.

DRAYAGE TO WAREHOUSE	\$ 22.00	per 100 lbs.
WAREHOUSE HANDLING	\$ 9.50	per 100 lbs.

All freight returned to warehouse that is less than 50 lbs. will have a flat rate charge of \$94.50. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.

STORAGE

MONTHLY STORAGE RATE	\$9.50	per 100 lbs.
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Monthly storage rate is billed quarterly, at \$28.50 per 100 lbs. (1,000 lbs. minimum)

All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.

***By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.**

SIGN*: _____ PRINT: _____ DATE: _____

ADVANTAGES OF STORING WITH LVE

Save on expensive shipping charges.

Storage freight is delivered to the show in advance of direct shipment.

No Marshalling Yard, Check-in, or waiting

Warehouse facilities and services are located in Las Vegas, Nashville, & Denver for year round access.

30 Days free storage included in LVE advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form



6TH ANNUAL CONGRESS
Liquid Biopsy
November 23-25, 2024 | Denver, Colorado, USA

AIRWAYS**FREIGHT** LAND • AIR • SEA[®]

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LIMITS OF LIABILITY & RESPONSIBILITY**I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LVE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to LVE in time to obtain the proper equipment.

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.

LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED**III. LIMITATION OF LIABILITY**

1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.

2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.

3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LVE and the Client agrees to be responsible for payment charges relating to such handling and shipping. LVE assumes no liability as a result of such rerouting or handling.

6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.

7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LVE prior to the close of the show for all such charges and further agrees that any claim the Client may have against LVE or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

* * * * *

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Clients arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

* * * * *

Client shall hold harmless, protect, defend, and indemnify LVE and LVE's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

SHOW SITE WORK RULES

****ATTENTION****

UNION JURISDICTION

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).

Local Union jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

FIRE & SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

This is limited to only **ONE** exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

The use of wheeled carts or dollies is **NOT** permitted.

The exhibitor must use the front entrance; the freight doors are **NOT** allowed.

PERSONAL VEHICLE & CART SERVICE RULES & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet **ALL** of the following guidelines. Fees will apply.

A personal vehicle (POV) is defined as a small passenger car.

You must hire a teamster and cart to unload vehicle.

Entire load must weigh less than 200 pounds to qualify for POV fees.

Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE)

Payment must be provided in advance or at the time of service.

If your material meets ALL of the above Personal Vehicle rules the following fees will apply:

\$	195.00	STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
\$	292.50	OVERTIME (OT): Before 8:00 AM or after 4:30 PM, Monday through Friday and weekends, excluding holidays.
\$	390.00	DOUBLE TIME (DT): All holidays

If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access. Minimum charge \$195.00

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.

You may also contact LVE's Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (888) 989-3976 or email at: exhibitorservices@lvexpo.com

FREQUENTLY ASKED FREIGHT QUESTIONS

WHEN CAN I SHIP TO THE WAREHOUSE?

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 7:30 AM - 3:00 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

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

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.



DELIVERY INFORMATION				DENVER DISTRICT	
Show Name:				SERVICE AREA: CO, WY, ID	
Contractor:				CORT Events 600 S. Havana St. Aurora, CO 80012 720-216-2320 Please email all pages to: DL-CORTseDenver@Cort.com	
Booth Number(s):			Show Date:		
Venue:					

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open?	Late Order Fee: (Add 30% of Order Total)
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone.	
After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.	

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

NEW 2024 Visit www.cortevents.com/ts-kit to download the brochure for more product details and images.

CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL
POWERED					
BKCT5P		5' Table, Powered	Black Top, Silver	\$ 531	
C5PWR		5' Table, Powered	White Top, Silver	\$ 531	
BKCT8P		8' Table, Powered	Black Top, Silver	\$ 1,095	
C8PWR		8' Table, Powered	White Top, Silver	\$ 1,095	
BKCT10P		10' Table, Powered	Black Top, Silver	\$ 1,095	
C10PWR		10' Table, Powered	White Top, Silver	\$ 1,095	
P30BWH		30" Bar Table, Powered	White Top, Black	\$ 688	
P30CWH		30" Cafe Table, Powered	White Top, Black	\$ 688	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 359	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 359	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 728	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 901	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1,064	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 368	
TCHORY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 368	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 939	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 939	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 766	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 766	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 423	
VILHUB		Village Charging Hub	Cream	\$ 282	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric, Brushed Metal	\$ 588	
SFA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 759	
BCHWHT		Baja Chair	White Vinyl	\$ 588	
BLWVHT		Baja Loveseat	White Vinyl	\$ 744	
BSFWHT		Baja Sofa	White Vinyl	\$ 893	
COCHTP		Cordoba Chair	Taupe Fabric, Black	\$ 469	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 672	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 400	
FAIRSW		Fairfax Loveseat	White Vinyl, Brushed Metal	\$ 515	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 400	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 469	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 515	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 588	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 744	
NPLCHR		Naples Chair	Black Vinyl	\$ 588	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 744	
NPLSOF		Naples Sofa	Black Vinyl	\$ 893	
PALSOF		Palm Beach Sofa	White Vinyl	\$ 759	
STECHA		Sterling Chair	Gray Fabric	\$ 728	
STESOF		Sterling Sofa	Gray Fabric	\$ 1,064	
VALCGN		Valencia Chair	Green Fabric	\$ 400	
VALCOT		Valencia Chair	Oat Fabric	\$ 400	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 400	
VALSOF		Valencia Loveseat	Coffee Brown Velvet	\$ 515	
VALVOT		Valencia Loveseat	Oat Fabric	\$ 515	
ACCENT CHAIRS					
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 540	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 540	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 312	
BNMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 312	

CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL
ACCENT CHAIRS (continued)					
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 312	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 312	
CNTCHR		Century Chair	Gray Velvet	\$ 540	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 469	
LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 469	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 540	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 368	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 368	
TRCHCO		Terrace Accent Chair	Cognac Leather, Black	\$ 500	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 368	
GROUP SEATING					
BLDCBK		Blade Chair	Black	\$ 77	
BLDCRD		Blade Chair	Red	\$ 77	
BLDCSB		Blade Chair	Sky Blue	\$ 77	
SC3		Brewer Chair	Onyx, Chrome	\$ 133	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/ Casters	\$ 133	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 133	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/ Casters	\$ 133	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 133	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 133	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 133	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 133	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 133	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 133	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 133	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 133	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 133	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 133	
DUET		Duet Stack Chair	Black, Chrome	\$ 77	
LMCHR		Laguna Chair	Maple, Chrome	\$ 133	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 202	
MALGRY		Malba Chair	Gray, Chrome	\$ 77	
MALGRN		Malba Chair	Green, Chrome	\$ 77	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 156	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 156	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 156	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 156	
MARCVH		Marina Chair	White Vinyl, Brushed Metal	\$ 156	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 312	
SC10		Razor Armless Chair	White	\$ 77	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 133	
CS4		Syntax Chair	Black, Chrome	\$ 187	
ZENCHR		Zenith Chair	White, Chrome	\$ 133	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 337	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 337	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 337	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 337	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 337	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 337	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 337	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 282	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 282	

PAGE 1 TOTAL

SHOW NAME:						BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL
OTTOMANS (continued)						ACCENT TABLES (continued)					
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 282		MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 202	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 282		REGBEN		Regis Bench Table	Brushed Metal	\$ 282	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 282		REGOTT		Regis End Table	Brushed Metal	\$ 249	
BVSMNLN		Beverly Small Bench Ottoman	Linen Fabric	\$ 282		SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 139	
BVSMMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$ 282		SEDBWH		Sedona Side Table	White Top, Bronze	\$ 139	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 282		SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 139	
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 282		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 258	
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$ 282		E1E		Silverado End Table	Glass, Chrome	\$ 202	
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 282		TAOBK		Taos Side Table	Black Top, Bronze	\$ 139	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 437		TAOBWH		Taos Side Table	White Top, Bronze	\$ 139	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 437		TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 139	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 383		TMBTBL		Timber Table	Wood	\$ 139	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 383		CAFÉ TABLES W/ STANDARD BLACK BASE					
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 202		30BKSC		30" Round Cafe Table	Black Top	\$ 227	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 202		30BEB		30" Round Cafe Table	Blue Top	\$ 227	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 202		30AGBC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 227	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 202		30YSBC		30" Round Cafe Table	Brushed Yellow Top	\$ 227	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 202		ZTJ		30" Round Cafe Table	Graphite Nebula Top	\$ 227	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 202		ZTA		30" Round Cafe Table	Gray Acajou Top	\$ 227	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 202		30GSBC		30" Round Cafe Table	Green Top	\$ 227	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 202		ZTK		30" Round Cafe Table	Maple Top	\$ 227	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 202		30OSBC		30" Round Cafe Table	Orange Top	\$ 227	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 202		ZTB		30" Round Cafe Table	Red Top	\$ 227	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 202		30WH29		30" Round Cafe Table	White Top	\$ 227	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 202		30WDBC		30" Round Cafe Table	Barnwood Top	\$ 227	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 202		36BKSC		36" Round Cafe Table	Black Top	\$ 235	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 202		ZTN		36" Round Cafe Table	Graphite Nebula Top	\$ 235	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 202		ZTP		36" Round Cafe Table	Maple Top	\$ 235	
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 202		ZTQ		36" Round Cafe Table	White Top	\$ 235	
MAR020		Marche Swivel Ottoman	Olive Faux Sheep Fur	\$ 202		CAFÉ TABLES W/ HYDRAULIC CHROME BASE					
MAR021		Marche Swivel Ottoman	Terracotta Faux Sheep Fur	\$ 202		30MAHC		30" Round Cafe Table	Gray Acajou Top	\$ 281	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 108		30BRHC		30" Round Cafe Table	Red Top	\$ 281	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 108		30WHHC		30" Round Cafe Table	White Top	\$ 281	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 108		30WDHC		30" Round Cafe Table	Barnwood Top	\$ 281	
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 108		30BKHC		30" Round Cafe Table	Black Top	\$ 281	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 108		30BEHC		30" Round Cafe Table	Blue Top	\$ 281	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 108		30AGHC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 281	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 108		30YSHC		30" Round Cafe Table	Brushed Yellow Top	\$ 281	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 108		30GRHC		30" Round Cafe Table	Graphite Nebula Top	\$ 281	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 108		30GSHC		30" Round Cafe Table	Green Top	\$ 281	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 108		30MTHC		30" Round Cafe Table	Maple Top	\$ 281	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 108		30OSHC		30" Round Cafe Table	Orange Top	\$ 281	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 108		36BKHC		36" Round Cafe Table	Black Top	\$ 329	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 108		36GRHC		36" Round Cafe Table	Graphite Nebula Top	\$ 329	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 108		36MTHC		36" Round Cafe Table	Maple Top	\$ 329	
VIB21		Vibe Cube Ottoman	Caramel Vinyl	\$ 108		36WTHC		36" Round Cafe Table	White Top	\$ 329	
VIB22		Vibe Cube Ottoman	Navy Vinyl	\$ 108		BAR TABLES W/ STANDARD BLACK BASE					
ACCENT TABLES						30BKSB		30" Round Bar Table	Black Top	\$ 227	
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 258		30BEBB		30" Round Bar Table	Blue Top	\$ 227	
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 258		30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$ 227	
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 258		30YBBB		30" Round Bar Table	Brushed Yellow Top	\$ 227	
ADETBK		Adelaide End Table	Black Top, Silver	\$ 249		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 227	
ADETGL		Adelaide End Table	Glass Top, Silver	\$ 249		VTA		30" Round Bar Table	Gray Acajou Top	\$ 227	
ADETWH		Adelaide End Table	White Top, Silver	\$ 249		30GSBB		30" Round Bar Table	Green Top	\$ 227	
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 312		VTK		30" Round Bar Table	Maple Top	\$ 227	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 312		30OSBB		30" Round Bar Table	Orange Top	\$ 227	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 249		VTB		30" Round Bar Table	Red Top	\$ 227	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 249		30WH42		30" Round Bar Table	White Top	\$ 227	
AURA		Aura Round Table	White Metal	\$ 139		30WDBB		30" Round Bar Table	Barnwood Top	\$ 227	
C1C		Geo Cocktail Table	Glass Top, Chrome	\$ 258		36BKSB		36" Round Bar Table	Black Top	\$ 235	
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 258		VTN		36" Round Bar Table	Graphite Nebula Top	\$ 235	
E1C		Geo End Table	Glass Top, Chrome	\$ 202		VTP		36" Round Bar Table	Maple Top	\$ 235	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 202		VTW		36" Round Bar Table	White Top	\$ 235	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 258		BAR TABLES W/ HYDRAULIC CHROME BASE					
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 258		30BKHB		30" Round Bar Table	Black Top	\$ 281	
MESCTV		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 258		30BEHB		30" Round Bar Table	Blue Top	\$ 281	
MESETB		Mesa End Table	Black Top, Bronze	\$ 202		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$ 281	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 202		30YSHB		30" Round Bar Table	Brushed Yellow Top	\$ 281	

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SHOW NAME:						BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL
BAR TABLES W/ HYDRAULIC CHROME BASE (continued)						CONFERENCE TABLES (continued)					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 281		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 375	
30GSHB		30" Round Bar Table	Green Top	\$ 281		CONF42		42" Round Table	White Top	\$ 375	
30MTHB		30" Round Bar Table	Maple Top	\$ 281		42BKCT		42" Round Table	Black Top, Black	\$ 375	
30QSHB		30" Round Bar Table	Orange Top	\$ 281		BKCT5N		5' Table	Black Top, Silver	\$ 469	
30BRHB		30" Round Bar Table	Red Top	\$ 281		CONF5		5' Table	White Top, Silver	\$ 469	
30WHHB		30" Round Bar Table	White Top	\$ 281		BKCT8N		8' Table	Black Top, Silver	\$ 860	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 281		CONF8		8' Table	White Top, Silver	\$ 860	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 281		BKC10N		10' Table	Black Top, Silver	\$ 860	
36BKHB		36" Round Bar Table	Black Top	\$ 329		CONF10		10' Table	White Top, Silver	\$ 860	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 329		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 469	
36MTHB		36" Round Bar Table	Maple Top	\$ 329		CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 469	
36WTHB		36" Round Bar Table	White Top	\$ 329		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 281	
BAR TABLE						CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 281	
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 296		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 469	
BARSTOOLS						MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 860	
BSS		Banana Barstool	Black, Chrome	\$ 258		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 860	
BST		Banana Barstool	White, Chrome	\$ 258		WD3		Work Table	White Top, White	\$ 289	
BLDBBK		Blade Barstool	Black	\$ 118		EXECUTIVE CHAIRS					
BLDBRD		Blade Barstool	Red	\$ 118		ACHBCB		Ace High Back Chair	Black Vinyl, Chrome	\$ 258	
BLDBSB		Blade Barstool	Sky Blue	\$ 118		ACEHBC		Ace High Back Chair	White Vinyl, Chrome	\$ 258	
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 180		ACMBCB		Ace Mid Back Chair	Black Vinyl, Chrome	\$ 243	
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 180		ACEMBC		Ace Mid Back Chair	White Vinyl, Chrome	\$ 243	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 180		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 243	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 180		GENCHA		Genesis Chair	Black	\$ 180	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 180		PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 218	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 180		TASKST		Task Stool	Black Fabric, Black	\$ 156	
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 202		OFFICE & PRODUCT DISPLAY					
KABSWH		Kamden Barstool	White Vinyl, Chrome	\$ 239		TECH3		3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 171	
LMBAR		Laguna Barstool	Maple, Chrome	\$ 180		JD8		Madison Executive Desk	Gray Acajou, Chrome	\$ 563	
ROLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 202		TECH		Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	\$ 368	
ROLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 202		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	\$ 556	
ROLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 202		BC8		Madison Bookcase	Gray Acajou, Chrome	\$ 437	
ROLLWH		Lift Barstool	White Vinyl, Chrome	\$ 202		PSHCCS		Posh Shelving	Chrome, Acrylic	\$ 359	
LUBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 258		PDL36B		Powered Locking Pedestal, 36"	Black	\$ 500	
MARBBE		Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 258		PDL36W		Powered Locking Pedestal, 36"	White	\$ 500	
MARBBK		Marina Barstool	Black Vinyl, Brushed Metal	\$ 258		PDL42B		Powered Locking Pedestal, 42"	Black	\$ 588	
MARBBR		Marina Barstool	Brown Fabric, Brushed Metal	\$ 258		PDL42W		Powered Locking Pedestal, 42"	White	\$ 588	
MARBRD		Marina Barstool	Red Fabric, Brushed Metal	\$ 258		LAMPS					
MARBWH		Marina Barstool	White Vinyl, Brushed Metal	\$ 258		LA15		Mason Floor Lamp	Brushed Silver	\$ 249	
RSTSTL		Rustique Barstool	Gunmetal	\$ 118		LA14		Mason Table Lamp	Brushed Silver	\$ 133	
BS001		Shark Barstool	White, Chrome	\$ 281		BARS & COUNTERS					
BSR		Syntax Barstool	Black, Chrome	\$ 202		MTBLPI		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,408	
ZENBAR		Zenith Barstool	White, Chrome	\$ 180		MTBUUL		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1,189	
BS002		Zoey Barstool	White, Chrome	\$ 258		MTCLPI		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,408	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1,329	
VNTBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 728		GREENERY					
VNTMNP		Ventura Communal Bar Table	Maple Top, Silver	\$ 728		HDG4FT		Boxwood Hedge, 4'	Green, Black	\$ 546	
VNTWNP		Ventura Communal Bar Table	White Top, Silver	\$ 728		HDG7FT		Boxwood Hedge, 7'	Green, Black	\$ 860	
VNTCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 546		DIVIDERS					
VNTCMN		Ventura Communal Cafe Table	Maple Top, Silver	\$ 546		DIVBAR		Clear Divider, Bar/Counter	Clear, Black	\$ 187	
VNTCWN		Ventura Communal Cafe Table	White Top, Silver	\$ 546		DIVFRE		Clear Divider, Freestanding	Silver, Clear	\$ 312	
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						DIVFCR		Clear Divider, Freestanding Corner	Silver, Clear	\$ 623	
VNTBMW		Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 728		DIVFWL		Clear Divider, Freestanding Wall	Silver, Clear	\$ 312	
VNTBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 728		DIVFST		Clear Divider, Sofa/Table	Silver, Clear	\$ 233	
VNTCMW		Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 546		DIVFWB		Divider, Freestanding Whiteboard	Silver, White	\$ 421	
VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 546		MIRWHT		Miramar Divider, White	Molded Plastic	\$ 453	
CONFERENCE TABLES						STNSGN		Stanchion Sign Holder	Chrome	\$ 62	
36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 249		STNCH1		Stanchion w/ Retractable Belt	Black, Chrome	\$ 70	
42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 249							

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