

Table of Contents

SHOW MANAGEMENT INFORMATION

Introduction & Overview
Convention Location, Hotels & Agenda
Registration
Featured Events
Sponsorship Packages & Agreement
Advertising Agreement
Exhibitor Agreement
Sponsor Checklist

HARGROVE SERVICES

General Information

General Information
Payment & Order Recap Forms
Third-Party Billing Agreement
Union Rules & Regulations
Move-Out Information
Limits of Liability
Security Guidelines

Booth Furnishings & Rentals

Hargrove Catalogs:

- Furniture, Accessories & Carpeting
- Specialty Furnishings

Forms:

- Tables & Drapery
- Chairs, Accessories & Display Cabinets
- Carpet
- Cleaning
- Signs & Graphics
- Rental Booths
- Specialty Furnishings

HARGROVE (cont.)

Shipping Information

[Shipping](#)

Shipping Labels:

- Advance Shipping
- Direct Shipping

Material Handling

Material Handling Information

Material Handling Hints

Form:

- Material Handling Estimate
- Vehicle Spotting Service

Labor

Forms:

- Hargrove-Supervised Labor
- Labor
- Exhibitor-Appointed Contractor (EAC)

ADDITIONAL SHOW SERVICES

Caesars Palace

Audio/Visual & Computer Equipment

Booth Layout Form

Electrical Services

Internet Services

Plumbing Services

Rigging/Hanging Signs

Additional Services

Lead Retrieval – **TBD**

Photography – **TBD**

Plants/Floral – **Urban Jungle**

SHOW MANAGEMENT INFORMATION

- Introduction & Overview
- Convention Location, Hotels & Agenda
- Registration
- Featured Events
- Sponsorship Packages & Agreement
- Advertising Agreement
- Exhibitor Agreement
- Sponsor Checklist

2013 LULAC National Convention & Exposition

84TH ANNUAL LULAC NATIONAL CONVENTION & EXPOSITION

June 17-22, 2013
Caesars Palace
Las Vegas, NV

The League of United Latin American Citizens invites you to participate in the 84th Annual LULAC National Convention & Exposition in Las Vegas, Nevada from June 17 through June 22, 2013. As the premier Hispanic convention, the LULAC National Convention draws over 20,000 participants each year including the top leaders from government, business, and the Latino community.

Make History: The LULAC Convention is an exciting, history-making convention, because it convenes the national delegates of LULAC to discuss issues, set policies, and elect the organization's national leaders. For this reason, the LULAC Convention makes news and is covered by national and local media. It is the only convention in which participants representing Hispanic communities from across the country determine the positions and strategies of a national Latino organization.

Reach out to Hispanic America: The LULAC Convention is also well attended by major corporations who recognize the importance of reaching out to national Latino leaders and influential community members directly. There are opportunities to sponsor workshops and events, to showcase products and recruit Hispanic professionals in the convention exhibit hall. In addition, all proceeds support the dedicated work of LULAC to improve the quality of life for Hispanic Americans.

Federal Training Institute: The LULAC Convention hosts the LULAC Federal Training Institute (FTI), an intensive and structured career development program for government and public sector employees. In partnership with the OPM and other Federal agencies, the Federal Training Institute offers workshops and plenary sessions that enable government employees and other employees to enhance their leadership skills and develop the Executive Core Qualifications required for entry to the Senior Executive Service.

Career Fair: Emerging career opportunities, top companies, live interviews. Whether you are an employer looking for top talent or a professional looking for your next job, you will want to attend the LULAC Career Fair. This three day event features great jobs from over 250 top companies and federal agencies that are ready to hire.

College Fair: Your path to a higher education starts at the LULAC College Fair. More than 30 representatives from top notch colleges and universities are anxious to talk with you about postsecondary opportunities at their institutions.

Youth Conference: The convention also hosts the LULAC Youth Conference—a three-day event for Latino youth, featuring workshops and panel discussions education, career opportunities, community service and leadership.

Young Adults Conference: The Young Adult Conference features four-days of leadership development and policy workshops for college students and young professionals.

FTI Youth and Collegiate Federal Careers Exploration Forum: A free, fun-filled, day-long event to showcase career and employment opportunities available to middle, high school, college and university students. Expert presenters introduce students to resume writing, online resources, student programs, scholarships and internships.

About LULAC: Founded in 1929, the League of United Latin American Citizens is the nation's oldest and largest Hispanic organization. With thousands of members organized into more than 900 LULAC Councils in virtually every state of the nation and in Puerto Rico, LULAC has tremendous outreach into the Latino community. With a rich history of advocacy in civil rights, education, economic development, immigration and equal opportunity, LULAC is uniquely positioned to lead the Hispanic community into the next millennium.

For More Information: For convention information and registration, contact the LULAC National Office at (202) 833-6130 or visit our website at: www.LULAC.org. Please join LULAC at the 2013 LULAC National Convention and Exposition at Caesars Palace in Las Vegas as we celebrate 84 years of service to the Hispanic community.

Las Vegas, NV • June 17—June 22, 2013

2013 LULAC National Convention & Exposition

INFORMATION

CONVENTION LOCATION

Caesars Palace
3570 South Las Vegas Blvd.
Las Vegas, NV 89109
Main: 702-731-7110

CONVENTION HOTELS

Caesars Palace
3570 South Las Vegas Blvd.
Las Vegas, NV 89109
Main: 702-731-7110
Fax: 702-866-1700
www.caesarspalace.com
Reservations: 866-227-5944
Single: \$149 Double: \$149
Additional persons: \$15.00

Cancellations must be made **one month prior** to arrival to avoid first night charges.

Air Transportation: The following airlines will offer special discounts to our attendees

American Airlines
(800) 433-1790
Discount Code: 7563DP
www.aa.com

United
(800) 468-7022
www.united.com

Southwest Airlines
(800) 435-9792
www.southwest.com

Ground Transportation: The following car rental agency will offer special discounts to our attendees:

Avis
(800) 331-1212
Discount Code: Q252699
www.avis.com

Taxis are \$20-\$25 one way
Shuttle Service is available to the hotel for \$7 one way, \$13 r/t

Caesars Palace offers free valet parking and self-parking

AGENDA

Monday, June 17

1 to 5 pm Registration
8 to 5 pm Federal Agency Pre-Conference Meeting
6 pm to 8 pm **Opening Reception**

Tuesday, June 18

7 am to 12, 2 to 5 Registration
9 am to 11:30 am LULAC Federal Training Institute
Noon to 1:45 pm **Diversity Luncheon***
2 pm to 4:30 pm LULAC Federal Training Institute
5:30 to 7:30 pm **Opportunity Reception***

Wednesday, June 19

7 to 12, 2 to 5 Registration
9 am to 11:30 am Federal Training Institute
10 am to 11 am Ribbon-cutting Ceremony and Exposition Opening
10 am to 5 pm Exposition and Job Fair Open
Noon to 1:45 pm **Partnership Luncheon**
2 pm to 2:30 pm National Assembly—Committee Assignments
2 pm to 4:30 pm Federal Training Institute
2:30 pm to 5 pm Concurrent Seminars
7 pm to 10 pm **Host Committee Concert**

Thursday, June 20

7 to 12, 2 to 5 Registration
9 am to noon Concurrent Seminars
10 am to 5 pm Exposition and Job Fair Open
Noon to 2 pm **Unity Luncheon**
2 pm to 5 pm Concurrent Seminars
6 pm to 8 pm **Youth and Young Adults Awards Ceremony**

Friday, June 21

7 to 12, 2 to 5 Registration
7:30 am to 9 am **LNESC Breakfast**
9 am to noon Concurrent Seminars
9 am to 4 pm Youth/Collegiate Career Forum
10 am to 4 pm Exposition and Job Fair Open
Noon to 2 pm **Women's Luncheon**
2:30 pm to 4:30 pm LULAC National Assembly Reconvenes
6 pm to 7 pm **Presidential Reception**
7 pm to 11 pm **Presidential Awards Banquet**

Saturday, June 22

8 am to 5 pm LULAC National Assembly & Elections
7 pm to 11 pm **Concierto: Voces Unidas por America**

2013 LULAC National Convention & Exposition

REGISTRATION

Pre-registration forms will be accepted through June 1, 2013. After June 1, participants must register on-site.
 Print or type the requested information below as you would like it to appear on your name badge:

Name _____
 Title _____
 Company/Agency _____ Council # _____
 Address _____
 City _____ State _____ Zip _____
 Work Phone _____ Home Phone _____
 Fax _____ Email _____

Check the appropriate box(es). Voting members should check delegate, alternate or their office.

<u>General</u>	<u>LULAC Council*</u>	<u>LULAC Officer†</u>	<u>Youth*</u>
<input type="checkbox"/> Guest	<input type="checkbox"/> Member	<input type="checkbox"/> District Director	<input type="checkbox"/> Member
<input type="checkbox"/> Federal Training Inst.	<input type="checkbox"/> Delegate	<input type="checkbox"/> State Director	<input type="checkbox"/> Delegate
<input type="checkbox"/> Sponsor	<input type="checkbox"/> Alternate	<input type="checkbox"/> National Officer	<input type="checkbox"/> Alternate
<input type="checkbox"/> Exhibitor	(For Members Only)	<input type="checkbox"/> Past National Officer	
<input type="checkbox"/> Media	*Must enter Council #	†Must enter position in Title line.	

Registration Packages

- Youth Members (Wed-Sat) \$150
- LULAC Young Adult/Senior (ID required) \$250
- LULAC Members (Wed-Sat) \$275
- Non-members (Wed-Sat) \$375
- FTI—Federal Training Institute (Mon-Sat) \$475
- Corporate Attendees (Tue-Sat) \$550

Early Bird Discount! Individuals purchasing full registrations will receive a \$25 discount if they pay in full by 05/15/13. FTI and Corporate packages include registration, seminars, meals, and all events (6 days). Youth, member & non-member packages include registration and all seminars, meals and events from Wednesday lunch through Saturday. Packages do not include Friday Breakfast.

Individual Tickets

- Registration \$20
- Tuesday Diversity Luncheon \$60
- Wednesday Partnership Luncheon \$60
- Wednesday Host Committee Concert \$75
- Thursday Unity Luncheon \$60
- Thursday Youth and Young Adults Awards Ceremony \$75
- Friday Women’s Luncheon \$60
- Fri. Presidential Reception & Banquet \$90
- Saturday Concierto: Voces Unidas \$30

Cancellation/Refund Policy: Cancellations will be accepted in writing through June 1, 2013; After June 1, 2013, registrations are non-refund-able. Refunds will be issued after the convention. Corporate & FTI participants must purchase the full package. Please advise us by May 15th if you require special accommodations.

Total _____ Credit Card # _____ Expiration Date _____
 MasterCard Visa American Express Signature _____

Payment can be made by cash, check or major credit card. For pre-registration, mail completed registration form along with check payable to **2013 LULAC National Convention** or credit card information to the address on the right. Credit card orders accepted by fax. There is a \$25.00 handling fee for all returned checks. *Federal agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention*

LULAC Fiscal Office
 201 East Main, Suite 605
 El Paso, TX 79901
 (915) 577-0726, FAX (915) 577-0914
 Email: cmunoz@lulac.org

2013 LULAC National Convention & Exposition

FEATURED EVENTS

- Monday June 25**
6 pm to 8 pm
Attendance: 500
Opening Reception: Kick off event is full of excitement as we preview a week-long convention full of important speakers, workshops, and panels.
Minimum Sponsorship Level: \$10,000.
- Tuesday, June 18**
12 pm to 2 pm
Attendance: 700
Diversity Luncheon: Celebrates the importance of diversity in the workplace featuring distinguished representatives from Corporate America and the federal government.
Minimum Sponsorship Level: \$20,000.
- 5:30 pm to 7:30 pm
Attendance: 600
Opportunity Reception: Recognizes corporations and federal agencies that are creating opportunities for Latinos. At this event we also award distinguished Hispanic veterans who have given of themselves in service to our nation.
Minimum Sponsorship Level: \$15,000.
- Wed., June 19**
Noon to 2 pm
Attendance: 1000
Partnership Luncheon: Highlights LULAC's corporate and government partnerships. This is the perfect forum to promote your initiatives with LULAC.
Minimum Sponsorship Level: \$25,000.
- 6 pm to 10 pm
Attendance: 900
Host Committee Concert: Hosted by local LULAC councils, this concert highlights Latino talent and state and local leaders, while supporting local LULAC programs.
Minimum Sponsorship Level: \$25,000.
- Thur., June 20**
Noon to 2 pm
Attendance: 1000
Unity Luncheon: Promotes unity among Hispanics and other communities in the United States. Speakers focus on working together to make America stronger.
Minimum Sponsorship Level: \$35,000.
- 6 pm to 8 pm
Attendance: 800
Youth and Young Adults Awards Ceremony: Emphasizes LULAC Youth programs and features an elegant awards presentation for LULAC's young future leaders.
Minimum Sponsorship Level: \$25,000.
- Friday, June 21**
7:30 am to 9 am
Attendance: 400
LNESC Breakfast: Hosted by the LULAC National Educational Service Centers, this event celebrates LULAC's educational programs.
Minimum Sponsorship Level: \$10,000.
- Noon to 2 pm
Attendance: 1000
Women's Hall of Fame Luncheon: Focuses on the contributions made by Latinas to the U.S. and features the induction of 5 women into the LULAC Women's Hall of Fame.
Minimum Sponsorship Level: \$35,000.
- 6 pm to 7 pm
Attendance: 900
Presidential Reception: Kicks off the main and best attended evening of the convention. This black tie event features Hispanic leaders from throughout the U.S.
Minimum Sponsorship Level: \$25,000.
- 7 pm to 9 pm
9 pm to 11 pm
Attendance: 1200
Presidential Awards Banquet and Ball: This magnificent black-tie event highlights individuals who have given outstanding service to the Hispanic community throughout the year. Top national leaders deliver keynote address.
Minimum Sponsorship Level: \$50,000.
- Saturday, June 22**
7 pm to 11 pm
Attend: 5000
Concierto: Voces Unidas por America: Features top Latino entertainment in an event that is open to the public and free of charge.
Minimum Sponsorship Level: \$25,000.

2013 LULAC National Convention & Exposition

SPONSORSHIP PACKAGES

Sponsoring an event or workshop at the LULAC Convention is an ideal way to reach out to national Hispanic leaders and influential community members. Sponsors of the 2013 LULAC National Convention will be recognized at all sponsored events and listed in all promotional material, including the convention program. The following packages are offered at the levels indicated.

Presenting Sponsor—\$150,000+

Title sponsorship of the LULAC National Convention is limited to one partner and includes double the diamond level sponsorship benefits in addition to having the your company's name and logo included in the convention marketing materials (for example the 2013 LULAC National Convention presented by...). The Presenting Sponsor will also have a speaking opportunity during the conference and a customized sponsorship marketing plan tailored to your needs.

Diamond—\$75,000+

- Convention Diamond Sponsor
- Company Representative Introduced as Convention Diamond Sponsor at the Presidential Awards Gala
- Twelve 10'x10' Exhibit Spaces
- Two Reserved Tables for 10 at sponsored event
- One Reserved Table for 10 at each Luncheon **upon request**
- One Minute Commercial Video Spot to be played during the Presidential Awards Gala
- One Page Letter with Picture of Corporate Official in Convention Program
- One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads
- One Full-Page Color Ad in the LULAC News
- Attendance at Selected VIP Functions
- Twelve Full Corporate Registration Packages
- Main Web Link
- Database of registered attendees for marketing purposes
- Signage Through-out the Convention

Presidential—\$50,000+

- Convention Sponsor
- Company representative Introduced as Event Sponsor
- Eight 10'x10' Exhibit Spaces
- Two Reserved Tables for 10 at sponsored event
- One Reserved Tables for 10 at each Luncheon **upon request**
- 30 Seconds Commercial Video Spot to be played during the Presidential Awards Gala
- One Page Letter with Picture of Corporate Official in Convention Program
- One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads
- Attendance at Selected VIP Functions
- Eight Full Corporate Registration Packages
- Main Web Link
- Signage Through-out the Convention

Judicial—\$35,000+

- Co-Sponsor of one meal event
- Company representative introduced as Event Co-sponsor
- Six 10'x10' Exhibit Spaces
- One Reserved Table for 10 at Sponsored Function
- Full-Page Color Ad in Convention Program-Premium Placement
- Attendance at Selected VIP Functions
- Six Complimentary Corporate Registration Packages
- Web Link
- Logo prominently displayed at Sponsored Function

2013 LULAC National Convention & Exposition

SPONSORSHIP PACKAGES CONTINUED

Senatorial—\$25,000+

- Co-Sponsor of One Event
- Company representative introduced as Event Co-sponsor
- Four 10'x10' Exhibit Spaces
- One Reserved Table for 10 at Sponsored Function
- Full-Page Color Ad in Convention Program and web link
- Attendance at Selected VIP Functions
- Four Full Corporate Registration Packages
- Logo prominently displayed at Sponsored Function
- Item in Convention Tote

Congressional—\$20,000+

- Three 10'x10' Exhibit Spaces
- One Reserved Table for 10 at mutually agreed upon function
- Full-Page Color Ad in Convention Program and web link
- Three Full Corporate Registration Packages and Attendance at Selected VIP Functions
- Logo prominently displayed on event webpage
- Item in Convention Tote

Patriot—\$15,000+

- Two 10'x10' Exhibit Spaces
- One Reserved Table for 10 at mutually agreed upon function
- Full-Page Color Ad in Convention Program and web link
- Two Full Corporate Registration Packages and Attendance at Selected VIP Functions
- Logo prominently displayed on event webpage
- Item in Convention Tote

Patron—\$10,000+

- One 10'x10' Exhibit Space
- Half-Page Color Ad in Convention Program and Web Link
- One Full Corporate Registration Package
- Item in Convention Tote

ADDITIONAL SPONSORSHIP OPPORTUNITIES

• Convention Program Book	25,000
• Registration Bags	25,000
• Youth Leadership Conference	20,000
• Young Adults Leadership Conference	20,000
• Hispanic Health Fair	20,000
• Sponsor/VIP Lounge	20,000
• Federal Training Institute	20,000
• Convention Program Book	15,000
• Convention Badges	15,000
• Shuttle Transportation	15,000
• Town Hall Sponsorships	50,000
• Convention Marketing Circular	10,000
• Conference Web Site	10,000
• Pocket Agenda	5,000
• Workshops	15,000
• Press Room	3,000
• Panelist/Speaker sponsorship	10,000

IN-KIND SERVICES

Printing

Commemorative poster, promotional brochure.

Communication Equipment

Walkie-talkie radios, cellular phones, fax machines.

On-Site Office

Computers, printers, photocopy machines.

Ground Transportation

Shuttle service, rental vehicles.

Air Transportation

Complimentary tickets for speakers and VIPs.

Promotional Advertisements

Advertisement placements to promote convention.

2013 LULAC National Convention & Exposition

SPONSORSHIP AGREEMENT: Please print or type the requested information below as it should appear in the convention program and name badge:

Name _____ Title _____

Corporation/Agency _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-Mail _____

Select sponsorship level below. Enter the event you wish to sponsor: _____

- Presenting—\$150,000:** Title sponsorship of the LULAC National Convention is limited to one partner and includes double the diamond level sponsorship benefits in addition to having the your company's name and logo included in the convention marketing materials.

- Diamond—\$75,000:** Convention Diamond Sponsor; Twelve Exhibit Spaces; Two Reserved Tables for 10; Video Spot; One Page Letter with Picture of Corporate Official; One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads; One Page Ad in LULAC News; Attendance at Selected VIP Functions; Twelve Full Registrations; Main Web Link; Signage Throughout the Convention

- Presidential—\$50,000:** Convention Sponsor; Eight Exhibit Spaces; Two Reserved Tables for 10; Video Spot; One Page Letter with Picture of Corporate Official in Convention Program; One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads; Attendance at Selected VIP Functions; Eight Full Registrations; Main Web Link; Signage Throughout the Convention

- Judicial—\$35,000:** Presenting Sponsor of One Event; Brief Remarks at Sponsored Event, Six Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Color Ad in Convention Program; Attendance at Selected VIP Functions; Six Full Registrations; Web Link; Logo Displayed at Function

- Senatorial—\$25,000:** Co-Sponsor of One Event; Brief Remarks at Sponsored Event, Four Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Color Ad in Convention Program; Attendance at Selected VIP Functions; Four Full Registrations; Web Link; Logo Displayed at Function

- Congressional—\$20,000:** Three Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Color Ad; Attendance at Selected VIP Functions; Three Full Registrations; Web Link; Logo Displayed at event website, Item in convention tote

- Patriot—\$15,000:** Two Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Black & White Ad in Convention Program; Two Full Registrations; Web Link; Logo Displayed at event website, Item in convention tote

- Patron I—\$10,000:** One Exhibit Space; Half-Page Color Ad in Convention Program; Web Link; One Full Registration, Logo Displayed at event website, Item in convention tote

Signature of Authorized Representative

Date

Mail this agreement to:
LULAC National Office
1133 19th Street, NW, Suite 1000
Washington, DC 20036
(202) 833-6130 FAX (202) 833-6135

Make check payable to: 2013 LULAC National Convention. For more information about sponsorship packages, advertisements and exhibits, call (202) 833-6130 or email: SPerez@LULAC.org or visit our website at: www.LULAC.org. *Federal agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention*

Las Vegas, NV • June 17—June 22, 2013

2013 LULAC National Convention & Exposition

ADVERTISING AGREEMENT

The 2013 LULAC National Convention Program provides an excellent opportunity for placing recruitment and community relations advertisements highlighting your corporate contributions to the Hispanic community. Over 7,000 copies will be distributed.

Please print or type the requested information below to advertise in the convention program:

Name _____ Title _____

Corporation/Agency _____

Representing Agency _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Please indicate choices below (trim sizes shown):

- Full Page Color (8.5"x11").....\$2,500
- Half Page Color (8.5"x5.5").....\$1,250
- Quarter Page Color (4.25"x5.5").....\$750
- Inside Covers—Full Page—Color only.....\$3,500
- Back Cover—Full Page—Color only.....\$4,000

Notes:

- 1). Program dimensions are 8.5" x 11". No charge for bleed, but provide 1/8" bleed area all around. Live area is 1/4" less than trim all around.
- 2). PDF digital material which can be sent to the address below or emailed to SPerez@LULAC.org.
- 3). **No cancellations** after closing date of **May 15, 2013**.
- 4). The publisher and LULAC shall be under no liability for errors made by the advertiser or loss by reason of any errors arising out of publication.

Mail this agreement and payment to the LULAC Washington Office. Mail the camera ready ad to address listed below. Publisher reserves the right to assign all advertising space. All prices are net and non-commissionable. This agreement, artwork, and payment must be received by **May 15, 2013**.

Signature of Authorized Representative

Date

Make checks payable to the **2013 LULAC National Convention** and mail to the LULAC National Office. Credit card orders accepted by fax. For more information, contact Silvia Perez-Rathell at (202) 833-6130 or visit our website at: www.LULAC.org. *Federal agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention*

LULAC National Office
1133 19th Street, NW, Suite 1000
Washington, DC 20036
(202) 833-6130 FAX (202) 833-6135

Total _____ Credit Card # _____ Expiration Date _____

MasterCard Visa American Express Signature _____

2013 LULAC National Convention & Exposition

JUNE 19-JUNE 21, 2013 EXHIBITOR AGREEMENT

The LULAC Convention Exposition is the premier venue for showcasing products and services to the Hispanic community and recruiting employees. Open to the general public, more than 20,000 participants attend the exposition each year. Please print or type the requested information below to exhibit:

Name _____ Title _____

Corporation/Agency _____

Representing Agency _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Please indicate your choices below and fax to 202-833-6135:

_____ Number of spaces requested (10'x 10'). Exhibit dimensions _____ Space # _____

_____ Yes, I need the standard exhibitor's equipment package consisting of an 8' high back drape, 3' high side rails, one six foot table, two chairs, waste basket and an I.D. sign.

_____ No, I do not need the standard exhibitor's package.

Please circle the desired plaza: **Corporate** **Government** **Career Fair** **Non-Profit** **College**

2013 LULAC EXPOSITION HOURS

Wed, June 19 **Thu, June 20** **Fri, June 21**
10 am-5 pm 10 am-5 pm 10 am-4 pm

Move-in begins at **8 am** on **June 18**.
Move-out begins after **4 pm** on **June 21**

Contact: **Hargrove Inc.** for your decorating & shipping needs

One Hargrove Drive, Lanham, MD 20706
Phone: 301-306-4627 Fax: 301-731-5438
exhibitorservices@hargroveinc.com

Notes: All exhibitors receive one complimentary registration per space purchase, and a listing in the convention program. Full payment is requested with this signed agreement. The LULAC Convention coordinators reserve the right to establish whatever rules may be required to guarantee the safety and appearance of the convention and the exhibit area. The exhibit area is not carpeted. Electric and internet connections are not included in the cost per space indicated below:

Agreement Forms Received	Before May 15, 2013	After
Corporate (10' x 10')	\$2,500	\$3,000
Government, Career Fair (10' x 10')	\$2,000	\$2,500
Non-Profit, College Fair (10' x 10')	\$1,500	\$2,000

Mail this form & payment to the address below. Exhibit registration cut-off is June 1, 2013.

Signature of Authorized Representative

Date

Make checks payable to the **2013 LULAC National Convention** and mail to the LULAC National Office. Credit card orders accepted by fax or Email: mmarsans@lulac.org for more information or visit our website at: www.LULAC.org. *Federal agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention*

LULAC National Office
1133 19th Street, NW, Suite 1000
Washington, DC 20036
(202) 833-6130 FAX (202) 833-6135

Total _____ Credit Card # _____ Expiration Date _____

MasterCard Visa American Express Signature _____

Las Vegas, NV • June 17—June 22, 2013

2013 LULAC National Convention & Exposition

SPONSOR CHECKLIST

- Payment** - Make checks payable to 2013 LULAC National Convention and please send it upon receipt. Federal Agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention.
- Agreement Form** – Please sign it and email it to Silvia Perez-Rathell at SPerez@LULAC.org
- Advertising for Program Book** - If your sponsorship entitles you to a full or half page ad in the program book, please email the artwork and the advertising agreement to Paloma Zuleta at PZuleta@LULAC.org by **May 15, 2013** and copy Vanessa Trasmonte at VTrasmonte@LULAC.org. This agreement contains details on the **specifications for your ad**.
- Exhibit Space** – If your sponsorship entitles you to an exhibit space, please know that we will need to have the Exhibitor Form completed and sent to Mario Marsans at MMarsans@LULAC.org by **May 15, 2013**. For your convenience, we have the expo floor layout online <http://www.LULAC.org/convention>.
- Registration Forms** – Our online system makes registration a lot easier and convenient. You will receive an email with a registration code and further instructions on how to register. All registrations must be completed by **June 1, 2013**.
- Company Name** – Please send us the official name of your organization. This name will be used in all marketing and printed materials (i.e. scripts, signage, website, etc.). Please send to Vanessa Trasmonte, VTrasmonte@LULAC.org by **May 15, 2013**.
- Logo and Video** – Please email your logo in Encapsulated PostScript (EPS) version to Jorge Trasmonte at JTrasmonte@LULAC.org. If your sponsorship entitles you to a 30 second commercial video spot please send DVD to Mr. Trasmonte to the email above.
- Registration Giveaways** - Please send 3,000 items before **June 1, 2013** to: LULAC National Convention Show Management Materials, Registration Area, Hargrove Inc. YRC Las Vegas, Your Company Name, 5049 W. Post Road, Las Vegas, NV 89118, 301-306-9000. Please note that this is not the address to send materials for your exhibit booth. Instructions for sending these materials will be included in your exhibitor kit.
- Hotel** –Caesars Palace located in 3570 South Las Vegas Boulevard, Las Vegas, NV 89109. Reservations can be made by calling: 866-227-5944
- Corporate Alliance Meeting** - Please contact David Perez at (202) 833-6130 or by email at DPerez@LULAC.org to confirm your attendance for the LULAC Corporate Alliance meeting from 2 pm to 4 pm on Thursday, June 20, 2013.

HARGROVE SERVICES

General Information

General Information – show schedules, booth equipment and shipping information
Payment & Order Recap Forms – Advance Order Deadline: **Tuesday, May 28, 2013**
Third-Party Billing Agreement
Union Rules & Regulations
Move-Out Information
Limits of Liability
Security Guidelines

Booth Furnishings & Rentals

Hargrove Catalogs:

- Furniture, Accessories & Carpeting
- Specialty Furnishings

Forms:

- Tables & Drapery
- Chairs, Accessories & Display Cabinets
- Carpet
- Cleaning
- Signs & Graphics
- Rental Booths
- Specialty Furnishings

Shipping Information

[Shipping](#)

Shipping Labels:

- Advance Shipping
- Direct Shipping

Material Handling

Material Handling Information

Material Handling Hints

Form:

- Material Handling Estimate
- Vehicle Spotting Service

Labor

Forms:

- Hargrove-Supervised Labor
- Labor
- Exhibitor-Appointed Contractor (EAC) – Deadline for Submission: **Tuesday, May 28**

General Information

LOCATION & DATES

Caesars Palace
Forum Ballroom
3570 Las Vegas Blvd, South
Las Vegas, NV 89109

Wednesday, June 19 to Friday, June 21, 2013

EXHIBITOR MOVE-IN

Tuesday, June 18 8:00 AM to 5:00 PM

NOTE: After 4:30 PM, overtime rates are in effect.

SHOW HOURS

Wednesday, June 19 10:00 AM to 5:00 PM
Thursday, June 20 10:00 AM to 5:00 PM
Friday, June 21 10:00 AM to 4:00 PM

EXHIBITOR MOVE-OUT

Friday, June 21 4:00 PM to 8:00 PM

NOTE: After 4:30 PM, overtime rates are in effect.

Outside carriers must be checked in by **Friday, June 21 at 6:00 PM**. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

8' High Draped **Backwall** – Colors: **Blue & White**
3' High Draped **Siderails** – Color: **Blue**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

Each **in-line/linear booth** also receives a Booth Package * of:

1 – 6' Draped **Table** – Color: **Blue**
2 – Side **Chairs**
1 – **Wastebasket**

The Ballroom is carpeted with a **multi-colored** print.

* Booth Package – for linear booths only; does not apply to peninsula or island booths. Limit: One (1) Booth Package per exhibitor. Any change in table color is at the exhibitor's expense.

General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by:
Tuesday, May 28, 2013



Questions? Call Hargrove's LULAC Exhibitor Help Line at 301.731.2511 or exhibitorservices@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Thursday, May 16 at 8:00 AM** and ends **Wednesday, June 12 at 4:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
LULAC 2013
c/o Hargrove
YRC Las Vegas
5049 West Post Road
Las Vegas, NV 89118

NOTES:

- Monday, May 27 is a holiday and the advance warehouse will be closed.
- Outbound shipments (at show's close) will be handled on overtime.

DIRECT SHIPPING

Direct shipping will begin on **Tuesday, June 18 at 8:00 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
LULAC 2013
c/o Hargrove
Caesars Palace
Forum Ballroom
3570 Las Vegas Blvd, South
Las Vegas, NV 89109



PAYMENT FORM

Advance Order Deadline: **Tuesday, May 28, 2013**

Company Name: _____ Booth: _____

Address: _____

City: _____ State/Zip: _____

Contact Name: _____ Email: _____

Phone: _____ Fax: _____

Payment Policy:

Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer*. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:



Credit Card Number**:

																								EXP:			/				
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	------	--	--	---	--	--	--	--

Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred at show site to this card. To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:

Charge the above listed credit card. **OR** Check Enclosed # ___ Dated __/__/__ (Ref: 5031258WA) **OR**

Wire Transfer* on _____ (Date) from _____ (Bank) in _____ (Country)

* Send **wire transfers** to:
Hargrove, Inc.
c/o Branch Banking and Trust Company (BB&T Bank)
College Park, MD 20740
USA

ABA #055003308, Account #0005157351151, SWIFT Code: BRBTUS33

Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

Third-Party Billing:

In the event that you have arranged for an exhibit house to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house fail to meet the required payment terms explained above.



ORDER RECAP FORM

Company Name: _____ Booth: _____

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

Calculation of Orders (totals from Hargrove's order forms):

Tables & Drapery	\$
Chairs, Accessories & Display Cabinets	\$
Carpet	\$
Cleaning	\$
Signs & Graphics	\$
Rental Booths	\$
Specialty Furnishings	\$
Material Handling Estimate	\$
Labor	\$
Shipping	\$
Other Hargrove Services:	\$
TOTAL DUE TO HARGROVE, INC.		\$

Order Payment Method:

- Charge the Credit Card listed on the **Payment Form**.
- Check Enclosed # ___ Dated ___/___/___ (Ref: 5031258WA)
- Wire Transfer on _____ from _____ in _____
 (Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call Hargrove's LULAC Exhibitor Help Line at 301.731.2511 or email us at exhibitorservices@hargroveinc.com.

THIRD-PARTY BILLING AGREEMENT

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions as described on the Order Forms in this manual. 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 me, the exhibiting company.

Exhibitor Company Name: _____ Booth: _____
 Exhibitor Contact Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Exhibitor Contact Info: _____
 Phone: _____ Fax: _____ Email: _____
 All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

The following items are to be charged to the third party:

ALL SERVICES OR:

- FURNITURE/CARPET SIGNS BOOTH CLEANING
 MATERIAL HANDLING SHIPPING LABOR
 OTHER: _____

Third-Party Name: _____
 Third-Party Contact: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Third-Party Contact Info: _____
 Phone: _____ Fax: _____ Email: _____
 All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

Payment Policy:

Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:

Credit Card Number**:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 EXP:

--	--

 /

--	--	--	--

Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred at show site to this card.
 To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:

Charge the above listed credit card. OR Check Enclosed # ____ Dated __/__/__ (Ref: 5031258WA)

Union Rules & Regulations

LAS VEGAS, NEVADA

You will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please read the following information; it will be of assistance to you in planning your participation in the exhibition.

Exhibit Labor

Teamsters Union Local 631 has jurisdiction through a labor agreement with Hargrove for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes. To secure labor, please use the order form included in this manual.

Exception: Local 631's 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 products.

NOTE: If full-time company personnel are utilized to set an exhibit, they should carry positive company identification (such as a company ID card or payroll sub).

Freight Handling

Teamsters Union Local 631 has jurisdiction through a labor agreement with Hargrove for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Hargrove has the responsibility of receiving and handling all the exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the trade show. Hargrove services will not be responsible for any material it does not handle.

Exception: Any exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

A Note about Gratuities

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate, professional wage scale.

MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Hargrove has instituted the following Move-Out Schedule for this show.

Friday, June 21 at 4:00 PM – Exhibitor Move-Out officially begins.

NOTE: After 4:30 PM, overtime rates are in effect.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

Friday, June 21 at 6:00 PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carrier should advise their carrier(s) to be checked in with the Hargrove Dock Supervisor by **Friday, June 21 at 6:00 PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Hargrove Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **Friday, June 21 at 6:00 PM**, Hargrove reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

Friday, June 21 at 7:00 PM – Exhibits packed and Bills of Lading turned in to Hargrove.

All Bills of Lading must be turned in to the Hargrove Service Center to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Hargrove Service Center at your convenience. No Bills of Lading will be issued until your balance is paid in full.

Friday, June 21 at 8:00 PM – Final clean up, Exhibitor Move-Out ends.

LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove or the placement of an order with Hargrove by an Exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth below.

Invoice Adjustment Policy: Once the show opens, you may obtain a statement of your account at the Hargrove Service Center. Please review all charges and bring any discrepancies to Hargrove's attention prior to the close of the show. No adjustments will be made to items appearing on your statement after show closing. Hargrove will issue a final invoice for your account within 15 days of show close. You must bring any invoice discrepancies to Hargrove's attention within 30 days of the invoice date if any adjustments are to be made. No exceptions will be made to this policy.

NOTE: Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

Hargrove, Inc. and its subcontractors do not insure the Exhibitor's property against loss or damage. Further, Hargrove and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical for the Exhibitor to exhibit its materials.

Agreement between Hargrove, Inc. and Exhibitor

Hargrove and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove assumes no responsibility for containers with incorrect labels. Further, Hargrove assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove assumes no liability for items placed in such storage.

Hargrove and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. The Exhibitor will be responsible for payment to the carrier that Hargrove and its subcontractors choose to reroute the Exhibitor's freight. Hargrove and its subcontractors assume no responsibility as a result of rerouting or handling of freight.

SECURITY GUIDELINES

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Hargrove, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads “27” color monitor” is an open invitation for thieves.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked “Empty.”
- Show management may provide security to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor’s property by Hargrove, Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



Catalog

Greetings from your Hargrove Exhibitor Services team! We are standing by to help ensure you have a productive show experience. Please contact us if you have questions or need more information. We look forward to doing whatever it takes to help you.

See you at the show!

Hargrove

Tables

At Hargrove we know that displaying your company's products and materials effectively is an important consideration as you ensure your exhibit program is successful. You may also want to create a space for your sales team to chat with clients or offer give aways. The Hargrove inventory includes a variety of standard and special order tables and counters to ensure your exhibit program's success. Need more options? Contact us today.



- **ROUND TABLES**

approx. 18" tall x 30" in diameter
 approx. 30" tall x 30" in diameter
 approx. 42" tall x 30" in diameter

Actual item may vary.



- **DRAPED**

Table: 30" tall x 24" wide
 Counter: 42" tall x 24" wide



- **UNDRAPED**

Table: 30" tall x 24" wide
 Counter: 42" tall x 24" wide

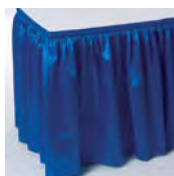
NOTE: Four, six and eight foot long tables available.

Table Drapery

Tables are skirted on three sides with a fire-retardant poly sateen fabric and topped with white vinyl. The fourth side of the table can be draped at an additional cost. Undraped tables include the white vinyl table top.



Black



Blue



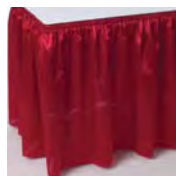
Teal



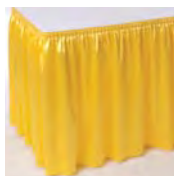
Purple



Burgundy



Red



Gold



Grey



White

Actual colors may vary. Some colors not available for certain shows.

Need something not included in our Catalog?

Contact us today: exhibitorservices@hargroveinc.com • +1 301.306.4627

Chairs

When you need seating for a product demonstration, one-to-one sit down with a client or seating for a presentation, Hargrove offers a variety of seating options to suit your needs and booth style. Standard seating is depicted. Contact us today for more seating options.

- **PADDED SIDE CHAIR**

approx 30" tall x 17" wide x 22" deep

- **BARSTOOL**

approx 42" tall x 19" wide x 21" deep



Actual item may vary.

Carpet

The details matter. Materials used in your booth must complement your brand, products and services. Hargrove offers an unlimited range of carpet colors and padding to ensure your booth impresses attendees.

Standard



Black



Blue



Burgundy



Grey



Plum



Red



Teal

Plush



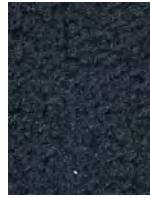
Black



Charcoal



Ivory



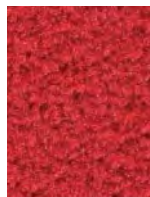
Navy



Nu-Blue



Platinum



Red

CARPET DETAILS

- Custom colors available
- Plush carpet orders include protective clear plastic covering at no additional charge.
- We recommend special cut or plush carpet for island, peninsula or inline booths larger than 10' x 40' for color matching.
- Special cut carpet which is new or nearly new carpet and cut from the same roll is available to ensure color match at an additional cost.
- Discounts available for booths 600 square foot or larger. Call today for a quote.
- Actual colors may vary.
- Some colors not available for certain shows.

Accessories

Ensuring your exhibit's success is more important than ever before. Hargrove offers a variety of accessories to help you gather business cards, guide booth traffic and keep your booth tidy so your prospective clients have the best experience possible.



- **EASEL**
approx. 56" tall x 30" wide x 27" deep



- **LITERATURE RACK**
approx. 60" tall x 11" wide x 14" deep



- **SIGN HOLDER**
for 28" tall x 22" wide sign



- **STRAIGHT BAG RACK**
approx. 49" to 70" tall x 12" wide x 25" deep



- **WASTEBASKET**
approx. 16" tall x 11" wide x 9" deep



- **RETRACTABLE STANCHION**
approx. 42" tall with 14" diameter base, 8' belt



- **CHROME STANCHION**
approx. 42" tall with 14" diameter base, 8' rope



- **SLANTED BAG RACK**
approx. 49" to 70" tall x 12" wide x 25" deep



- **POSTERBOARD (HORIZONTAL)**
approx. 4' tall x 8' wide



- **POSTERBOARD (VERTICAL)**
approx. 8' tall x 4' wide



- **FISH BOWL**

Actual item may vary.

Counters

Need a cabinet or display case that can incorporate your graphics or includes lighting? Hargrove offers a variety of systems to enhance your exhibit space and a few of our options are included here.



- **LARGE CABINET**

approx. 41" tall x 80" wide x 22" deep



- **SMALL CABINET**

approx. 41" tall x 41" wide x 22" deep



- **ILLUMINATED DISPLAY CASE**

approx. 41" tall x 80" wide x 21" deep

NOTE: electricity required



- **CURVED COUNTER**

approx. 41" tall x 62" wide x 22" deep

Actual item may vary.

Need something not included in our Catalog?

Contact us today: exhibitorservices@hargroveinc.com • +1 301.306.4627

Signage and Graphics

Need to announce a presentation, showcase in-booth talent, schedule or promote a new product line? Hargrove can help you with all of your graphics needs.

HARGROVE SIGNAGE AND GRAPHICS ADVANTAGES

- Quality, state-of-the-art printing
- Superb resolution
- Experienced team accustomed to fast turn arounds
- Environmentally friendly materials at competitive prices



• VINYL BANNERS

Unlimited sizes. Priced per square foot



• STANDARD CARD STOCK SIGNS

- 7" x 11"
- 11" x 14"
- 7" x 44"
- 14" x 22"
- 14" x 44"
- 22" x 28"
- 28" x 44"

Specialty
Furnishings
Catalog

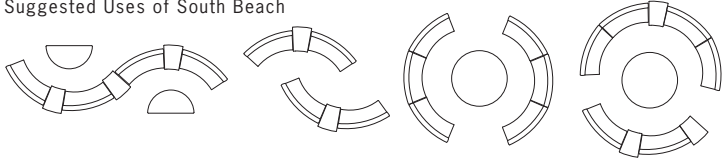


Hargrove



S02

Suggested Uses of South Beach



south beach



S01

OTS



t-vac

OCA



panton

SC9

Complementary Items for South Beach Include:

- C1E Silverado Cocktail Table
- E1E Silverado End Table
- WTN 36" Graphite Bar Table, Tulin Chrome Base
- BSN Jetson Barstool

- CG1 Manhattan Glass, Black Table
- SC6 Manhattan Oyster Side Chair
- OTH Black Leather Cube
- PWB Black and Red Pinwheel Ottoman



SED



COD



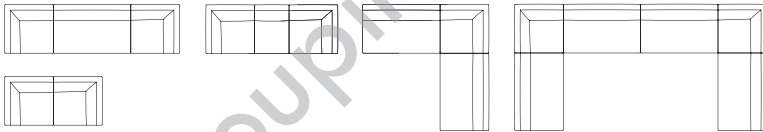
LSD



CHD

newport

Suggested Uses of Newport



Complementary Items for Newport Include:

- C1D Soho Cocktail Table
- E1D Soho End Table
- BS3 Grey Ohio Barstool
- BR1 Martini Bar



SOK

rio



CHK

Complementary Items for Rio Include:

- Ottomans
- C1K Inspiration Cocktail Table
- E1K Inspiration End Table
- SC1 New York Maple, Chrome Chair

cappuccino



astro



Complementary Items for Astro Include:

- LAE Orange Lumalight Lamp
- CD1 Soho Table

Complementary Items for Marrakesh Include:

- VTK 30" Maple Bar Table, Standard Black Base
- BSL Gin Barstool
- XC4 Altura High Back Chair

marrakesh



key west



lisbon



memphis

(see descriptions for actual size)

Complementary Items for Key West Include:

- C1M Visions Cherry Cocktail Table
- E1M Visions Cherry End Table
- CF1 42" Black Geo Conference Table
- SC3 Black Brewer Chair
- WTB 30" Brushed Red Bar Table, Tulip Chrome Base
- BS2 Black Ohio Barstool
- LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

- E1W Sydney End Table – White
- E1Y Sydney End Table – Black
- LA1 Pewter Floor Lamp
- OSC Cube, White Leather
- OTH Cube, Black Leather

Complementary Items for Lisbon Include:

- C1C Chrome Geo Cocktail Table
- E1C Chrome Geo End Table
- LA1 Pewter Floor Lamp
- CE1 42" Chrome Geo Conference Table
- SC8 Flex Chair, With Wheels
- ET2 Black Etagere

Sofas & Sectionals



Loveseats



Club Chairs



Sofas & Sectionals

S01 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Cream
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
84"L 37"D 34"H

SOK Rio Sofa
Blue Suede
76"L 34"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

S02 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair (Mini Size)
Black
27.25"L 31.75"D 27.5"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

CHQ Astro Chair
Cream
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs



CCE



OCA



OCH



OCW



OCU



OCB



OCL



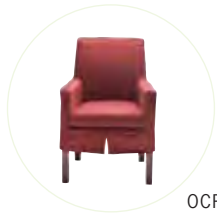
OCY



OCC



OCZ



OCR

Ottomans



OTS



OTQ



OTN



OTP



OTM



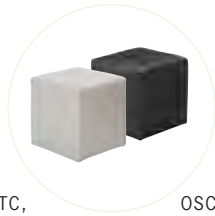
OSA



OSB



OTE, OTC,
OTD



OSC, OTH



OTK



OTL



CCZ



CCB



CCW



PWM



PWB

Occasional Chairs

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Barcelona Chair
Black Leather
30"L 30"D 31"H

OCW Barcelona Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Leather, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

OCY Stage Chair
Onyx
24"L 26"D 36"H

OCC Stage Chair
Camel
24"L 26"D 36"H

OCZ Stage Chair
Beige
24"L 26"D 36"H

OCR Stage Chair
Red
24"L 26"D 36"H

Ottomans

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black
52"L 32"D 19"H

OSB Oval Ottoman
White
52"L 32"D 19"H

OTE Cube
Raspberry
17"L 17"D 18"H

OTC Cube
Lemon
17"L 17"D 18"H

OTD Cube
Blueberry
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OTH Cube
Black Leather
17"L 17"D 18"H

OTK Half Round Ottoman
Black Leather
6' L 3'D 17'H

OTL Half Round Ottoman
White Leather
6' L 3'D 17'H

CCZ Circle Ottoman
Black, White Leather
6' L 6'D 17'H

CCB Circle Ottoman
Black Leather
6' L 6'D 17'H

CCW Circle Ottoman
White Leather
6' L 6'D 17'H

PWM Pinwheel Ottoman
Black, White, Red
10'7"L 10'7"D 17"H

PWB Pinwheel Ottoman
Black, Red
10'7"L 10'7"D 17'H

Custom Configurations
Available.

Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1W



C1Y

Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1W



E1Y

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1W Sydney Table
White
27"L 23"D 22v "H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

Conference Tables



Sample Conference Sets



Conference Tables

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

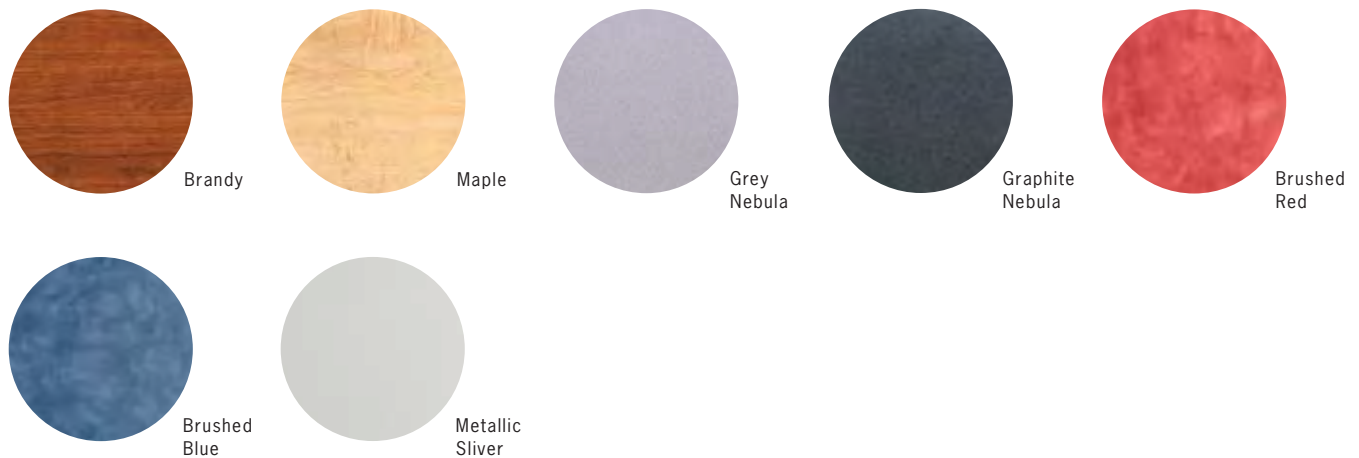
CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

Café Tables



Table Tops



Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTE Table
Standard Black Base
Brandy Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTE Table
Tulip Chrome Base
Brandy Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options

Brandy

Maple

Grey Nebula

Graphite Nebula

Brushed Red

Brushed Blue

Metallic Silver

Conference Chairs



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



C04



XC3



XC2



XC1



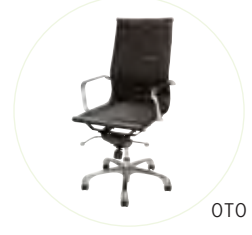
XC6



XC5



XC4



OTO

Conference Chairs Stacking & Utility Seating



CS8



CS9



SY1



DF1

Conference Chairs

SC9 Pantan Chair
White
20"L 24"D 33"H

SC8 Flex Chair
With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

C04 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Otto Chair
High Back, Black
23"L 21"D 43"H Adjustable

Conference Chairs Stacking & Utility Seating

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

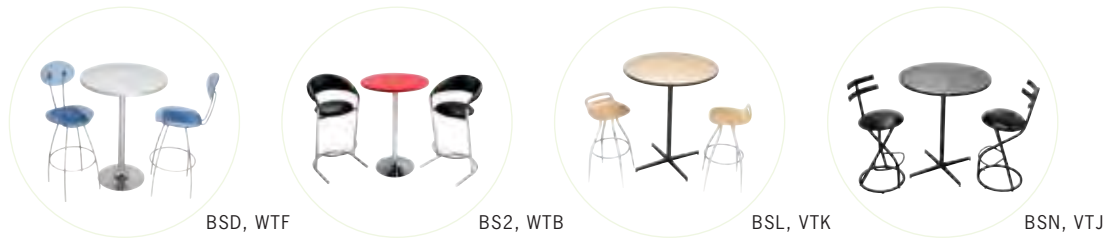
SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

Bar Tables



Sample Bar Table Sets



Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTE Table
Standard Black Base
Brandy Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTE Table
Tulip Chrome Base
Brandy Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

Bars

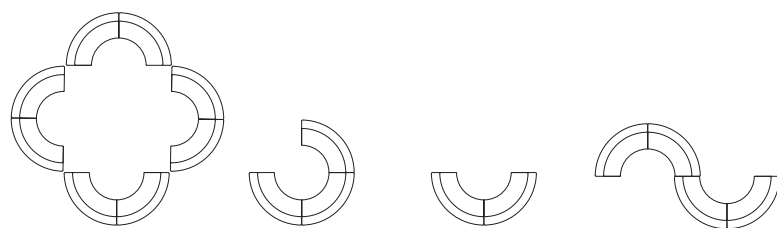


BRC



BR1

Suggested Uses of Martini Bar



Barstools



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars.
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Barstools

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 32"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

Training Room



CP5



P03



P01



CP3



WD2

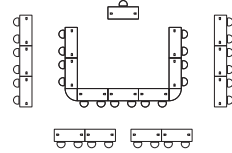
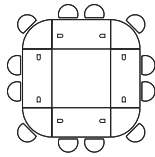
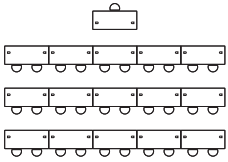


C04



CP3, CP4

Suggested Uses of Training Table and Connecting Wedge



Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

P03 Kiosk
Black, Maple
24"L 21"D 42"H

P01 Lectern Podium
Cherry
24"L 19"D 50"H

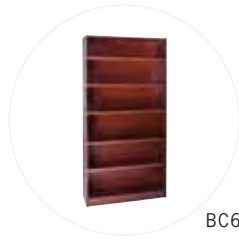
WD2 Writing Desk
Graphite
48"L 24"D 30"H

C04 Flex Back Chair
Charcoal Mesh, Black
26"L 24"D 38"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 30"H

Desks & Bookcases



BC6



BC7

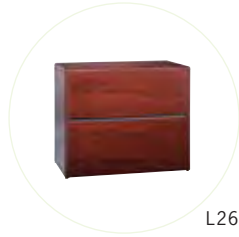


JD6



JD7

Credenzas & Lateral Files



L26



L27



CR6



CR7

Files



VF4



VF2

Desks & Bookcases

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

Credenzas & Lateral Files

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

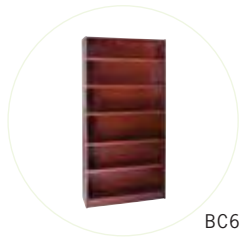
VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

Product Display



PDL



BC6



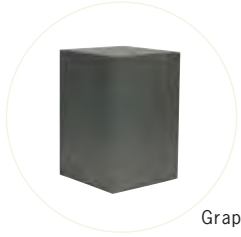
BC7



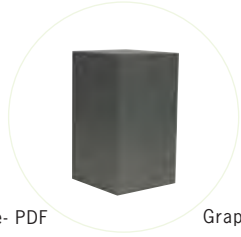
ET2



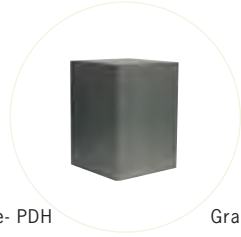
ET1



Graphite- PDF

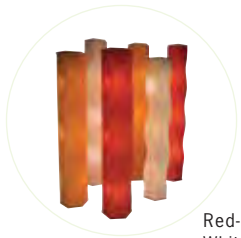


Graphite- PDH



Graphite- PDK

Lamps



Red- LAF
White- LAD
Orange- LAE



LA1



LA2

Refrigerators



R1R



R1Q

Product Display

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

PDF Pedestal
Graphite Nebula
24"L 24"D 36"H

PDH Pedestal
Graphite Nebula
24"L 24"D 42"H

PDK Pedestal
Graphite Nebula
30"L 30"D 42"H

Lamps

LAF Lumalight Lamp
Red
15"L 13"D 90"H

LAD Lumalight Lamp
White
15"L 13"D 90"H

LAE Lumalight Lamp
Orange
15"L 13"D 90"H

LA1 Floor Lamp
Pewter
58"H

LA2 Parisian Lamp
Pewter
28"H

Refrigerators

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

TABLES & DRAPERY

Advance Order Deadline: **Tuesday, May 28, 2013**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date.
- Items cancelled after delivery will be refunded 50% of the original price.
- Drape color choices are **Black, Blue, Burgundy, Gold, Grey/Silver, Red, Teal** and **White**.
- If a drape color is not indicated, Hargrove will provide show colors.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
STANDARD TABLES						
Round Tables (36" diameter top)						
Standard – 30" high	F	\$ 153	\$ 214		N/A	
Tall – 42" high	G	\$ 153	\$ 214		N/A	
Draped Tables (30" high x 24" wide)						
Small (4' long)	H4	\$ 117	\$ 164			
Standard (6' long)	H6	\$ 139	\$ 195			
Long (8' long)	H8	\$ 161	\$ 225			
Draped Counters (40" high x 24" wide)						
Small (4' long)	I4	\$ 139	\$ 195			
Standard (6' long)	I6	\$ 161	\$ 225			
Long (8' long)	I8	\$ 183	\$ 256			
Undraped Tables (30" high x 24" wide)						
Small (4' long)	HU4	\$ 73	\$ 102		N/A	
Standard (6' long)	HU6	\$ 95	\$ 133		N/A	
Long (8' long)	HU8	\$ 117	\$ 164		N/A	
Undraped Counters (40" high x 24" wide)						
Small (4' long)	IU4	\$ 95	\$ 133		N/A	
Standard (6' long)	IU6	\$ 117	\$ 164		N/A	
Long (8' long)	IU8	\$ 139	\$ 195		N/A	
DRAPE						
4th-side Table Drape (30" high)	HALL	\$ 48	\$ 67			
4th-side Counter Drape (42" high)	IALL	\$ 48	\$ 67			

Subtotal:	
Tax 8.1%:	
TOTAL:	

30-SP-effective01/13



CHAIRS, ACCESSORIES & DISPLAY CABINETS

Advance Order Deadline: **Tuesday, May 28, 2013**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date.
- Items cancelled after delivery will be refunded 50% of the original price.
- Graphics/your logo may be added to counters and cabinets. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Need an item not listed? See our Specialty Furnishings Catalog and Order Form in this service manual for additional items.

Description	Product #	Advance Price	Standard Price	Quantity	Total
STANDARD CHAIRS					
Barstool	Q	\$ 92	\$ 129		
Chair – Side (armless)	O	\$ 74	\$ 104		
ACCESSORIES					
Bag Rack – Slanted	M	\$ 95	\$ 133		
Bag Rack – Straight	L	\$ 95	\$ 133		
Easel	A	\$ 53	\$ 74		
Fish Bowl	T	\$ 14	\$ 20		
Literature Rack	C	\$ 148	\$ 207		
Posterboard – Horizontal (4' high x 8' wide)	R	\$ 196	\$ 274		
Sign Holder (for 28" high x 22" wide sign)	B	\$ 114	\$ 160		
Stanchion – Chrome (per stanchion)	N	\$ 95	\$ 133		
Wastebasket	J	\$ 23	\$ 32		
DISPLAY CABINETS					
Cabinet – Small (41" high x 41" wide)	HMS-A	\$ 450	\$ 630		
Cabinet – Large (41" high x 80" wide)	HMS-F	\$ 592	\$ 829		
Cabinet – Curved (41" high x 62" wide)	HMS-D	\$ 542	\$ 759		
Logo Reproduction on Cabinet or Curved Counter	SB10	\$ 117	\$ 234		
Showcase (requires electricity for illumination)	HMS-G	\$ 625	\$ 875		
				Subtotal:	
				Tax 8.1%:	
				TOTAL:	

30-SP-effective01/13



CARPET

Advance Order Deadline: **Tuesday, May 28, 2013**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date.
- **Standard Carpet** color choices: **Black, Blue, Burgundy, Grey, Red, and Teal.**
- For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- **Plush Carpet** is available. Please call 301.731.2511 for color choices. Carpet poly is included with each Plush Carpet order.
- Standard Carpet cancelled after delivery will be refunded 50% of the original price.
- Special-Cut and Plush Carpet orders are placed immediately upon receipt; we cannot issue a refund once your order has been processed.
- If a carpet color is not indicated, Hargrove will provide show colors.

Need a custom color? Call Hargrove's LULAC Exhibitor Help Line at 301.731.2511.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
STANDARD CARPET						
For booths 10' in depth and up to 40' in length:						
9' x 10'	C1	\$ 183	\$ 256			
9' x 20'	C2	\$ 366	\$ 512			
9' x 30'	C3	\$ 549	\$ 769			
9' x 40'	C4	\$ 732	\$ 1,025			
For booths greater than 10' in depth and/or 40' in length:						
Special Cut – up to 600 sq ft, per sq ft	C5	\$ 3.15	\$ 4.41	sq ft		
Special Cut – over 600 sq ft, per sq ft	CSP	Call for quote		sq ft		
PLUSH CARPET						
Plush – up to 600 sq ft, per sq ft	C6	\$ 4.46	\$ 6.24	sq ft		
Plush – over 600 sq ft, per sq ft	CSP	Call for quote		sq ft		
CARPET PADDING & POLY						
Padding – per sq ft	C7	\$ 1.50	\$ 2.10	sq ft	N/A	
Double Padding – per sq ft	CD7	\$ 3.00	\$ 4.20	sq ft	N/A	
Poly (protective plastic) – per sq ft	C8	\$ 0.53	\$ 0.74	sq ft	N/A	
						Subtotal:
						Tax 8.1%:
						TOTAL:

30-SP-effective01/13

CLEANING

Advance Order Deadline: **Tuesday, May 28, 2013**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date.
- Cleaning orders are based on the square footage of your booth (length x width).
- Vacuuming is discounted 10% for booths that are 600 square feet and larger. The discount will appear on your statement.
- Daily vacuuming service includes nightly emptying of wastebaskets rented from Hargrove.
- Porter service is trash removal periodically throughout the show days. This service is recommended for exhibitors with lots of giveaways or food service.
- Hargrove is the exclusive cleaning contractor for this show.

HELPFUL HINTS: To calculate your vacuuming/cleaning rate, multiply the length of your booth by the width to get the total square footage (i.e., quantity). Then, multiply the square footage (quantity) by the vacuuming/cleaning price. Please note that porter service is a daily rate.

Description	Product #	Advance Price	Standard Price	Quantity	Total
Vacuuming/Cleaning – Pre-Show (one time) only, per sq ft	CC1	\$ 0.46	\$ 0.64	sq ft	
Vacuuming/Cleaning – Daily (each show day), per sq ft	CC2	\$ 1.27	\$ 1.78	sq ft	
Porter Service – up to 600 sq ft, per day	CC4	\$ 125	\$ 175	day(s)	
Porter Service – 600-1600 sq ft, per day	CC5	\$ 153	\$ 214	day(s)	
Porter Service – over 1600 sq ft, per day	CC6	Call for quote		day(s)	
Shampooing or Wet Mop Service	CC3	Call for quote			
Subtotal:					
Tax 8.1%:					
TOTAL:					

30-effective01/13



SIGNS & GRAPHICS

Advance Order Deadline: **Tuesday, May 28, 2013**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.
- Standard **copy color** choices: **Black, Blue** and **Red**.
- Graphics/your logo may be added to signs/banners. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Sign/graphics orders are filled immediately upon receipt; we cannot issue a refund once your order has been processed.

Need a custom sign or banner? Call Hargrove's LULAC Exhibitor Help Line at 301.306.2511

Description	Product #	Advance Price	Standard Price	Vertical or Horizontal	Quantity	Copy Color	Total
7" x 11" sign on white card stock	SB1	\$ 44	\$ 88				
11" x 14" sign on white card stock	SB2	\$ 59	\$ 118				
7" x 44" sign on white card stock	SB3	\$ 59	\$ 118	Horizontal			
14" x 22" sign on white card stock	SB4	\$ 73	\$ 146				
14" x 44" sign on white card stock	SB5	\$ 88	\$ 176				
22" x 28" sign on white card stock	SB6	\$ 95	\$ 190				
28" x 44" sign on white card stock	SB7	\$ 139	\$ 278				
Vinyl Banner (per sq ft)	SB8	Call for quote					
Insite® BioBoard™ Panel (up to 4' x 8')	SB9	Call for quote					
Logo Reproduction	SB10	\$ 117	\$ 234			N/A	
Easel Back	SB13	\$ 8	\$ 16	N/A		N/A	

Hargrove's preferred graphics file formats (in order of preference):

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop (.psd)
- Adobe InDesign (.indd)
- QuarkXpress (.qxd)
- Image Files (.tif)
- JPEG Images (.jpg)

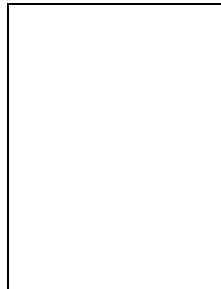
Subtotal:

Tax 8.1%:

TOTAL:

Sign Copy (exactly as you wish it to appear):

Illustrate Sign / Graphics Layout:



VERTICAL



HORIZONTAL




RENTAL BOOTHS


Advance Order Deadline: **Tuesday, May 28, 2013**


Company Name: _____ Booth: _____


Fulfill your exhibit needs with an economical, turnkey Hargrove Modular System (HMS) rental booth! Check the box below the HMS rendering of your choice and make all the appropriate selections for that HMS booth. Complete and return both pages of this HMS Order Form to place your order.


- See Page 2 of this Order Form for additional HMS, HMS Accessories, and payment/ordering information.
- Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of the original price; orders cancelled after move-in begins are non-refundable.

 <input type="checkbox"/> HMS 10A <small>(stdr002A)</small> Advance: \$2,057 Standard: \$2,880	Header Copy (print):	
	Header Copy Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red Optional Logo: \$117 / \$234 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>
	Optional Velcro-Compatible Panels:	\$397 / \$556 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red

 <input type="checkbox"/> HMS 10B <small>(stdr003A)</small> Advance: \$2,613 Standard: \$3,658	Header Copy (print):	
	Header Copy Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red Optional Logo: \$117 / \$234 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>
	Optional Velcro-Compatible Panels:	\$397 / \$556 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red


 <input type="checkbox"/> HMS 20A <small>(stdr006A)</small> Advance: \$5,142 Standard: \$7,199	Left Header Copy (print):	
	Center Header Copy (print):	
	Right Header Copy (print):	
	Header Copy Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red Optional Logo: \$117 ea. / \$234 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>
	Optional Velcro-Compatible Panels:	\$672 / \$941 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red

 <input type="checkbox"/> HMS 20B <small>(stdr007A)</small> Advance: \$4,694 Standard: \$6,572	Header Copy (print):	
	Header Copy Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red Optional Logo: \$117 ea. / \$234 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>
	Optional Velcro-Compatible Panels:	\$672 / \$941 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red

 <input type="checkbox"/> HMS 20C <small>(stdr009A)</small> Advance: \$6,646 Standard: \$9,304	Header Copy (print):	
	Header Copy Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red Optional Logo: \$117 ea. / \$234 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>
	Optional Velcro-Compatible Panels:	\$672 / \$941 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red

RENTAL BOOTHS – 2 of 2

Company Name: _____ Booth: _____

	Header 1 Copy (print):
	Header 2 Copy (print):
	Header 3 Copy (print):
	Header 4 Copy (print):
<input type="checkbox"/> HMS 40A <small>(stdr040A)</small> Advance: \$8,251 Standard: \$11,551	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>
	Optional Velcro-Compatible Panels: \$672 / \$941 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red
Optional Logo: \$117 ea. / \$234 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>	

Optional HMS Accessories

ITEM	DESCRIPTION	PRICE Advance / Standard	QTY	TOTAL
HMS-A	Cabinet - Small (41 ¹ / ₈ "w x 21 ⁵ / ₈ "d x 41 ¹ / ₄ "h)	\$450 / \$630		
HMS-D	Curved Cabinet (62"w x 21 ⁵ / ₈ "d x 41 ¹ / ₄ "h)	\$542 / \$759		
HMS-F	Cabinet - Large (80 ¹ / ₂ "w x 21 ⁵ / ₈ "d x 41 ¹ / ₄ "h)	\$592 / \$829		
HMS-VP	Velcro-Compatible Panels (<i>for HMS units above</i>): <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	\$137 / \$192		
HMS-G	Illuminated Showcase (<i>electricity required</i> – 79 ⁷ / ₁₆ "w x 20 ⁷ / ₁₆ "d x 41 ¹ / ₄ "h)	\$625 / \$875		
HMS-H	Stem Light (<i>electricity required</i>)	\$88 / \$123		
HMS-I	Slanted Shelf (39" wide)	\$95 / \$133		
HMS-J	Flat Shelf (39" wide)	\$62 / \$87		

HMS Rental Price \$ _____ plus Options/Accessories \$ _____ = Subtotal \$ _____ x 8.1% Tax = TOTAL: \$ _____

Order Payment Method:

Check Enclosed # _____ Dated ___/___/___ (Ref: 5031258WA) **OR** Charge the credit card listed below.

Credit Card on File:    

Credit Card Number: _____ EXP: / _____

Cardholder: _____ Signature: _____



SPECIALTY FURNISHINGS

Advance Order Deadline: **Tuesday, May 28, 2013**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
SOFAS & SECTIONALS					
"Memphis" - Black w/Chrome Legs	MPS	\$428	\$600		
"Newport" - Charcoal Leather	SED	\$1,049	\$1,469		
"South Beach" - Platinum Suede – sofa ONLY	SO1	\$508	\$712		
"South Beach" - Platinum Suede – 3-pc sectional	SO2	\$1,054	\$1,476		
"Lisbon" - Black Leather	SOC	\$584	\$818		
"Rio" - Blue Suede w/Chrome Legs	SOK	\$474	\$663		
"Key West" - Black	SOM	\$450	\$630		
"Marrakesh" - Light Beige	SON	\$473	\$662		
"Astro" - Light Beige	SOQ	\$535	\$749		
LOVESEATS					
"Lisbon" - Black Leather	LSC	\$530	\$742		
"Newport" - Charcoal Leather	LSD	\$505	\$707		
"Key West" - Black	LSM	\$396	\$554		
CLUB CHAIRS					
"Lisbon" - Black Leather	CHC	\$417	\$584		
"Newport" - Charcoal Leather, Armless	CHD	\$288	\$403		
"Rio" - Blue Suede w/Chrome Legs	CHK	\$362	\$507		
"Marrakesh" - Light Beige	CHN	\$344	\$481		
"Astro" - Light Beige	CHQ	\$362	\$507		
"Newport" - Charcoal Leather, Corner	COD	\$362	\$507		
"Memphis" - Black w/Chrome Legs	MPC	\$304	\$425		
OCCASIONAL CHAIRS					
"Ice" - Transparent w/Chrome Frame	CCE	\$171	\$239		
"T-Vac" - Translucent w/Chrome Legs	OCA	\$279	\$391		
"Key West" - Tub, Black	OCB	\$324	\$454		
"Stage" - Camel Slipcover	OCC	\$178	\$250		
"Barcelona" - Black Leather, Armless	OCH	\$613	\$858		
"Cappuccino" - Chocolate	OCL	\$284	\$398		
"Stage" - Red Slipcover	OCR	\$178	\$250		
"Globus" - White Leather w/Chrome Base	OCU	\$318	\$445		
"Barcelona" - White Leather, Armless	OCW	\$622	\$871		
"Stage" - Onyx Slipcover	OCY	\$178	\$250		
"Stage" - Beige Slipcover	OCZ	\$178	\$250		
OTTOMANS					
Circular - Black Leather	CCB	\$502	\$703		
Circular - White Leather	CCW	\$502	\$703		
Circular - ½ Black, ½ White Leather	CCZ	\$502	\$703		
Oval - Black	OSA	\$249	\$348		
Oval - White	OSB	\$249	\$348		
Subtotal:					

SPECIALTY FURNISHINGS – 2 of 5

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
OTTOMANS (cont.)					
Cube - White Leather	OSC	\$111	\$156		
Cube - Lemon	OTC	\$111	\$156		
Cube - Blueberry	OTD	\$111	\$156		
Cube - Raspberry	OTE	\$111	\$156		
Cube - Black Leather	OTH	\$111	\$156		
Half Round - Black Leather	OTK	\$334	\$468		
Half Round - White Leather	OTL	\$334	\$468		
Bench - Black Leather	OTM	\$323	\$453		
Bench - White Leather	OTN	\$323	\$453		
Square - Black Leather	OTP	\$279	\$391		
Square - White Leather	OTQ	\$279	\$391		
"South Beach" - Platinum Suede, Wedge	OTS	\$223	\$312		
Pinwheel - Black & Red	PWB	\$1,142	\$1,599		
Pinwheel - Black, White & Red	PWM	\$1,142	\$1,599		
OCCASIONAL COCKTAIL TABLES					
"Geo" - Glass w/Chrome Base	C1C	\$223	\$312		
"Soho" - Chocolate w/Steel Base	C1D	\$305	\$427		
"Silverado" - Glass w/Chrome Base	C1E	\$246	\$344		
"Geo" - Glass w/Black Base	C1F	\$223	\$312		
"Inspiration"	C1K	\$251	\$351		
"Visions" - Cherry	C1M	\$223	\$312		
"Sydney" - White	C1W	\$238	\$333		
"Sydney" - Black	C1Y	\$238	\$333		
OCCASIONAL END TABLES					
"Geo" - Glass w/Chrome Base	E1C	\$212	\$297		
"Soho" - Chocolate w/Steel Base	E1D	\$276	\$386		
"Silverado" - Glass w/Chrome Base	E1E	\$223	\$312		
"Geo" - Glass w/Black Base	E1F	\$212	\$297		
"Inspiration"	E1K	\$256	\$359		
"Visions" - Cherry	E1M	\$212	\$297		
"Sydney" - White	E1W	\$211	\$295		
"Sydney" - Black	E1Y	\$211	\$295		
CONFERENCE TABLES					
Round - Graphite Nebula	CB1	\$306	\$428		
6' - Graphite Nebula	CB2	\$390	\$547		
8' - Graphite Nebula	CB3	\$456	\$639		
Round - Mahogany	CC5	\$290	\$406		
6' - Mahogany	CC6	\$362	\$507		
8' - Mahogany	CC7	\$446	\$624		
10' - Mahogany	CC8	\$635	\$889		
Round - Grey Nebula	CD1	\$306	\$428		
Subtotal:					

SPECIALTY FURNISHINGS – 3 of 5

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
CONFERENCE TABLES (cont.)					
6' - Grey Nebula	CD2	\$390	\$547		
8' - Grey Nebula	CD3	\$456	\$639		
"Geo" - Glass w/Chrome Base	CE1	\$246	\$344		
"Geo" - Glass w/Chrome Base	CE2	\$334	\$468		
"Geo" - Glass w/Black Base	CF1	\$246	\$344		
"Geo" - Glass w/Black Base	CF2	\$334	\$468		
"Manhattan" - Glass w/Black Base	CG1	\$279	\$391		
CAFÉ TABLES					
Brushed Red Top w/Tulip Chrome Base	XTB	\$229	\$321		
Brushed Blue Top w/Tulip Chrome Base	XTC	\$229	\$321		
Brandy Top w/Tulip Chrome Base	XTE	\$256	\$359		
Metallic Silver Top w/Tulip Chrome Base	XTF	\$256	\$359		
Graphite Nebula Top w/Tulip Chrome Base	XTJ	\$229	\$321		
Maple Top w/Tulip Chrome Base	XTK	\$229	\$321		
Grey Nebula Top w/Tulip Chrome Base	XTM	\$251	\$351		
Graphite Nebula Top w/Tulip Chrome Base	XTN	\$251	\$351		
Maple Top w/Tulip Chrome Base	XTP	\$256	\$359		
Brushed Red Top w/Standard Black Base	ZTB	\$195	\$273		
Brushed Blue Top w/Standard Black Base	ZTC	\$195	\$273		
Brandy Top w/Standard Black Base	ZTE	\$223	\$312		
Metallic Silver Top w/ Standard Black Base	ZTF	\$223	\$312		
Graphite Nebula Top w/Standard Black Base	ZTJ	\$195	\$273		
Maple Top w/Standard Black Base	ZTK	\$195	\$273		
Grey Nebula Top w/Standard Black Base	ZTM	\$216	\$303		
Graphite Nebula Top w/Standard Black Base	ZTN	\$216	\$303		
Maple Top w/Standard Black Base	ZTP	\$223	\$312		
CONFERENCE CHAIRS					
"Iso" - Black w/Charcoal Mesh, Flex Back	CO4	\$279	\$391		
"Otto" - Black, High Back	OTO	\$351	\$492		
"New York" - Onyx Seat, Maple Back, Chrome Legs	SC1	\$178	\$250		
"Brewer" - Grey w/Chrome Legs	SC2	\$161	\$226		
"Brewer" - Onyx w/Black Legs	SC3	\$161	\$226		
"Jetson" - Black	SC4	\$178	\$250		
"Tilt" - Onyx Seat w/Black Base	SC5	\$267	\$374		
"Manhattan" - Oyster Seat	SC6	\$195	\$273		
"Flex" - Black & Chrome w/Wheels	SC8	\$168	\$235		
"Panton" - White	SC9	\$195	\$273		
"Luxor" - Black Leather, High Back	XC1	\$323	\$453		
"Luxor" - Black Leather, Mid Back	XC2	\$310	\$435		
"Luxor" - Black Leather	XC3	\$287	\$401		
"Altura" - Black Crepe, High Back	XC4	\$306	\$428		
Subtotal:					

SPECIALTY FURNISHINGS – 4 of 5

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
CONFERENCE CHAIRS (cont.)					
"Altura" - Black Crepe, Mid Back	XC5	\$279	\$391		
"Altura" - Black Crepe	XC6	\$257	\$360		
CONFERENCE CHAIRS - STACKING & UTILITY SEATING					
"Berlin" - Black & White w/Chrome Frame	CS8	\$97	\$136		
"Berlin" - Red & White w/Chrome Frame	CS9	\$97	\$136		
"Altura" - Black Crepe	DF1	\$238	\$333		
"Altura" - Black Crepe	SY1	\$160	\$224		
BAR TABLES					
Brushed Red Top w/Standard Black Base	VTB	\$224	\$313		
Brushed Blue Top w/Standard Black Base	VTC	\$224	\$313		
Brandy Top w/Standard Black Base	VTE	\$239	\$335		
Metallic Silver Top w/Standard Black Base	VTF	\$239	\$335		
Graphite Nebula Top w/Standard Black Base	VTJ	\$224	\$313		
Maple Top w/Standard Black Base	VTK	\$224	\$313		
Grey Nebula Top w/Standard Black Base	VTM	\$233	\$326		
Graphite Nebula Top w/Standard Black Base	VTN	\$233	\$326		
Maple Top w/Standard Black Base	VTP	\$239	\$335		
Brushed Red Top w/Tulip Chrome Base	WTB	\$239	\$335		
Brushed Blue Top w/Tulip Chrome Base	WTC	\$239	\$335		
Brandy Top w/Tulip Chrome Base	WTE	\$290	\$406		
Metallic Silver Top w/Tulip Chrome Base	WTF	\$290	\$406		
Graphite Nebula Top w/Tulip Chrome Base	WTJ	\$239	\$335		
Maple Top w/Tulip Chrome Base	WTK	\$239	\$335		
Grey Nebula Top w/Tulip Chrome Base	WTM	\$279	\$391		
Graphite Nebula Top w/Tulip Chrome Base	WTN	\$279	\$391		
Maple Top w/Tulip Chrome Base	WTP	\$290	\$406		
BARS					
Martini Bar w/Frosted Glass Tops	BR1	\$1,000	\$1,401		
Martini Bar Circle (3 x BR1)	BRC	\$2,893	\$4,050		
BARSTOOLS					
"Ice" - Transparent w/Chrome Frame	BCE	\$182	\$254		
"Ohio" - Red Seat w/Chrome Base (Adj)	BS1	\$168	\$235		
"Ohio" - Black Seat w/Chrome Base (Adj)	BS2	\$168	\$235		
"Ohio" - Grey Seat w/Chrome Base (Adj)	BS3	\$168	\$235		
"Oslo" - White Seat w/Chrome Frame	BSC	\$205	\$288		
"Oslo" - Blue Seat w/Chrome Frame	BSD	\$205	\$288		
"Gin" - Maple Seat w/Chrome Base	BSL	\$178	\$250		
"Jetson" - Black	BSN	\$216	\$303		
"Banana" - Black Seat w/Chrome Base	BSS	\$195	\$273		
"Banana" - White Seat w/Chrome Base	BST	\$195	\$273		

Subtotal:

SPECIALTY FURNISHINGS – 5 of 5

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
TRAINING ROOM					
"Iso" Chair - Black w/Charcoal Mesh, Flex Back	CO4	\$279	\$391		
Table - Grey w/Privacy Panel & Wiring Grommets	CP3	\$279	\$391		
Connector Wedge – Grey, for use w/Training Tables	CP4	\$135	\$189		
Computer Table - Graphite Nebula	CP5	\$314	\$439		
Lectern Podium - Cherry	PO1	\$279	\$391		
Kiosk - Black w/Maple Top	PO3	\$390	\$547		
Writing Desk - Graphite	WD2	\$279	\$391		
DESKS & BOOKCASES					
Bookcase - Mahogany	BC6	\$279	\$391		
Bookcase - Graphite	BC7	\$279	\$391		
Executive Desk - Mahogany	JD6	\$443	\$621		
Executive Desk - Graphite	JD7	\$422	\$590		
CREDENZAS & LATERAL FILES					
Credenza - Mahogany	CR6	\$443	\$621		
Credenza - Graphite	CR7	\$417	\$584		
Lateral File - Mahogany	L26	\$334	\$468		
Lateral File - Graphite	L27	\$318	\$445		
FILES					
2 Drawer, Vertical	VF2	\$195	\$273		
4 Drawer, Vertical	VF4	\$223	\$312		
PRODUCT DISPLAY					
Bookcase - Mahogany	BC6	\$279	\$391		
Bookcase - Graphite	BC7	\$279	\$391		
Étagère - Pewter	ET1	\$279	\$391		
Étagère - Black	ET2	\$279	\$391		
Pedestal - Graphite Nebula	PDF	\$334	\$468		
Pedestal - Graphite Nebula	PDH	\$334	\$468		
Pedestal - Graphite Nebula	PDK	\$357	\$500		
Pedestal w/Locking Door - Black	PDL	\$362	\$507		
LAMPS					
Floor - Pewter	LA1	\$168	\$235		
"Parisian" - Pewter	LA2	\$140	\$195		
"Lumalight" - White	LAD	\$279	\$391		
"Lumalight" - Orange	LAE	\$279	\$391		
"Lumalight" - Red	LAF	\$279	\$391		
REFRIGERATORS					
4.0 Cubic Feet - White	R1Q	\$251	\$351		
14.0 Cubic Feet - White	R1R	\$613	\$858		

- Specialty Furnishings cancelled after the order has been processed will be refunded 50% of the original price; once move-in has begun, we cannot issue a refund for a cancelled order.

Subtotal – Page 5: _____
Subtotal – Pages 1-5: _____
Tax 8.1%: _____
TOTAL: _____

5-effective09/10



TO: HARGROVE
YRC Las Vegas
5049 West Post Road
Las Vegas, NV 89118

LULAC 2013

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, June 12 at 4:00 PM

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
YRC Las Vegas
5049 West Post Road
Las Vegas, NV 89118

LULAC 2013

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, June 12 at 4:00 PM

ADVANCE SHIPPING LABEL



TO: HARGROVE
Caesars Palace
Forum Ballroom
3570 Las Vegas Blvd, South
Las Vegas, NV 89109

LULAC 2013

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Tuesday, June 18 at 8:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
Caesars Palace
Forum Ballroom
3570 Las Vegas Blvd, South
Las Vegas, NV 89109

LULAC 2013

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Tuesday, June 18 at 8:00 AM

DIRECT SHIPPING LABEL

MATERIAL HANDLING INFORMATION

As the Official Drayage Contractor for this show, Hargrove will schedule the moving in and out of all exhibit material. All shipments, if it is possible, should be received at our warehouse prior to the published deadline date. Shipments received at our warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove's "General Information" pages for the address and specific dates and times for warehouse freight receiving for this event.

You may deliver directly to the Exhibit Hall only during published dates. Refer to Hargrove's "General Information" for the address and specific dates and times for show-site freight receiving for this event.

When shipping your materials, please include the name of the show, your company name and your booth number on each piece. For your convenience, sample labels are provided in this Manual. You may copy these labels or use your own if you need more labels than provided.

To ship your materials with Hargrove, [request a quote](#). Or, contact Hargrove Shipping at 301.306.4620 or Shipping@hargroveinc.com.

Material Handling includes:

- Receiving and unloading your shipments at our warehouse (30 days free storage prior to show date)
- Reloading onto a Hargrove trailer
- Delivery of shipment to exhibit hall
- Placement of shipment in your booth space
- Removal and storage of empty containers
- Return of empties to booth at close of show (All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.)
- Removal of all packed and labeled materials from exhibit booth
- Reloading onto outbound carrier for return shipment (based on shipping information provided on your Hargrove Show Bill of Lading).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Estimate Form for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

Overtime / Off-Target

An overtime and/or off-target surcharge, per cwt, for each occurrence will apply if:

- Your advance shipment is received at the warehouse on straight-time, but delivered to show site on overtime due to scheduling.
- Your shipment is moved to or out of show site on overtime due to scheduling.
- Your shipment is received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- Your direct shipment is received at show site outside of the exhibitor move-in schedule.

Outbound Instructions

At the close of the show, each exhibitor must complete a Hargrove Bill of Lading and shipping labels for his exhibit materials. Blank Bills of Lading and labels are available at the Hargrove Service Center. Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Hargrove will re-route such shipment or return material to our warehouse at the exhibitor's expense.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors.

Tips that can save you money:

Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

What is "Material Handling/Drayage?"

The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to Hargrove's advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth?

Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined?

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule, to name just a few. These rates vary from city to city.

How is the weight of my shipment determined?

Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove weighs the shipment, the exhibitor will be charged for double handling.

Small shipments vs. large shipments:

Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor's warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments vs. direct (to show site) shipments:

In general, it is best to ship your materials to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit?

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

MATERIAL HANDLING ESTIMATE

Company Name: _____ Booth: _____

- Each delivery to the dock constitutes a shipment, and is billed accordingly.
- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

NOTE: Outbound shipments (at show's close) will be handled on overtime; a 35% overtime surcharge will apply.

Description	Product #	Price – per CWT unless noted otherwise	Minimum			
WAREHOUSE (ADVANCE) SHIPMENT						
Crated or Skidded Shipment	MH1	\$78.50	\$157.00			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00				
Small Package - each additional	MH3	\$40.00				
Special Handling/Uncrated Shipment	MH4	\$105.98	\$211.96			
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$27.48	\$54.96			
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$37.09	\$74.18			
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	\$39.25	\$78.50			
* NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.						
SHOW SITE (DIRECT) SHIPMENT						
Crated or Skidded Shipment	MH8	\$76.50	\$153.00			
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$95.63	\$191.26			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00				
Small Package - each additional	MH3	\$40.00				
Special Handling/Uncrated Shipment	MH10	\$103.28	\$206.56			
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$26.78	\$53.56			
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$33.47	\$66.94			
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$36.15	\$72.30			
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	\$26.78	\$53.56			
MISCELLANEOUS SERVICE						
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00			
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00			
Marshalling Yard Fee	MH18	\$30 per shipment				
** Hold Period: Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.						
Product #	Description	Carrier	# of Pieces	# of CWTs	Price per CWT/Piece	Total
TOTAL:						



VEHICLE SPOTTING SERVICE

Submission Deadline: **Tuesday, May 28, 2013**

Company Name: _____ Booth: _____

Exhibitors with "vehicles", self-propelled or pushed, scheduled for display must notify Hargrove, Inc. in writing of such intent and will be subject to spotting fees. Spotting is the placement or "dropping" of a vehicle or trailer on the show floor and its subsequent removal from the show floor. The spotting of vehicles is one of the most critical segments of the move-in operation.

Exhibitors with vehicular displays must complete and return the following form to Hargrove **by Tuesday, May 28**. Orders by telephone will not be accepted. A target move-in time for the vehicle(s) will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

Vehicle Spotting Fee

\$125 per axle, round-trip

Additional requirements, such as towing, will be charged on a time/materials basis.

Rules Regarding Vehicle Spotting

- Batteries must be disconnected and taped.
- Fuel supply must not exceed 1/8-tank of fuel.
- Vehicle must be furnished with a locking gas cap to prevent the escape of vapors.
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Ignition keys must be removed.
- Propane tanks must be removed.
- Each vehicle must be equipped with its own fire extinguisher.
- All spotting service orders are subject to Hargrove's Payment Policy and Limits of Liability.
- One key must remain in the booth at all times and be readily available to Show Management and Hargrove.

Description of vehicle to be spotted:	Length	Width	Height	Weight (lbs)	Cost per axle *	# of axles	Total
					\$125		
					\$125		
					\$125		
TOTAL:							

* Additional requirements, such as towing will be charged on a time and materials basis.

Special needs/handling:

Submit to Hargrove by Tuesday, May 28, 2013



HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

NOTE: Complete and return this form **only** if your display is to be set up and/or dismantled by Hargrove and there will not be a supervisor (i.e., no exhibitor representative) present.

Exhibitor:		Booth # :	
SET-UP / DISMANTLING / PACKING INFORMATION			
A rendering of and/or instructions for my exhibit is enclosed with this order.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
A rendering of and/or instructions for my exhibit is packed in the display case(s).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
My exhibit has a key: <input type="checkbox"/> No <input type="checkbox"/> Yes, that is located in:		Case #	
Carpet: <input type="checkbox"/> with exhibit <input type="checkbox"/> rented from Hargrove <input type="checkbox"/> Other:		Size:	Color:
Electrical Placement *: <input type="checkbox"/> drawing attached <input type="checkbox"/> drawing with exhibit		To be installed under carpet?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form.			
In case of emergency, please call (name):		at (cell phone #):	
Instructions:			
INBOUND SHIPPING INFORMATION			
Carrier:		Carrier Phone:	
Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other:		Date Shipped:	
Shipped from (company, city & state):			
Total Number of: <input type="checkbox"/> Crates: <input type="checkbox"/> Cartons: <input type="checkbox"/> Cases: <input type="checkbox"/> Other (qty & describe):			
OUTBOUND SHIPPING INFORMATION			
Ship to (company):		Attn:	
Street:			
City:	State:	Zip:	Phone:
Carrier Name:		Carrier Phone:	
Is this shipment going to another show? <input type="checkbox"/> No <input type="checkbox"/> Yes, Show Name:		Booth #:	
This shipment must arrive no later than: Day:		Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Date & Time of Scheduled Pick-Up **: NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and addresses.			
If designated carrier fails to show up, Hargrove should:		** NOTE: Exhibitor is responsible for contacting the carrier and scheduling the pick-up.	
<input type="checkbox"/> Re-route via:			
<input type="checkbox"/> Ground <input type="checkbox"/> Next Business Day <input type="checkbox"/> 2 nd Business Day <input type="checkbox"/> Deferred (3-5 Business Days)			
<input type="checkbox"/> Return shipment to warehouse at exhibitor's expense.			

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

Cancellation Policy: A 24-hour notice is required to cancel supervision labor. Supervisor labor ordered and not used will be charged as a one-hour "no show" charge.

Authorized Signature _____ Print Name _____ Date _____



LABOR

Advance Order Deadline: **Tuesday, May 28, 2013**

Company Name: _____ Booth: _____

Description – per hour, unless noted otherwise	Product #	Advance Price (by 5/28/13)	Standard Price (5/29 – 6/17/13)	Floor Order Price (beginning 6/18/13)			
DISPLAY LABOR							
Straight Time	L1	\$90.00	\$108.00	\$126.00			
Overtime	L2	\$148.00	\$177.60	\$207.20			
Supervision Fee	L4	30%, with \$50 minimum					
Shrink Wrap Skid (per skid)	LS	\$40.00	\$48.00	\$56.00			
Band Skid or Crate (per piece)	LB	\$50.00	\$60.00	\$70.00			
FORKLIFT & RIGGING LABOR							
Forklift w/ operator - up to 5,000 lbs. - Straight Time	L5	\$215.00	\$258.00	\$301.00			
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	\$273.00	\$327.60	\$382.20			
Forklift w/ operator - over 5,000 lbs.	L8	Call for quote					
4-Stage Forklift w/ operator	L9	Call for quote					
Forklift Cage w/ rigger - Straight Time	L12	\$170.00	\$204.00	\$238.00			
Forklift Cage w/ rigger - Overtime	L13	\$228.00	\$273.60	\$319.20			
Boomlift w/ 3-man crew - Straight Time	L15	\$495.00	\$594.00	\$693.00			
Boomlift w/ 3-man crew - Overtime	L16	\$669.00	\$802.80	\$936.60			
Scissor Lift w/ 2-man crew	L18	Call for quote					
ACCESSIBLE STORAGE							
Accessible Storage - per 1/4-trailer per day storage fee	L24	\$225.00	\$270.00	\$315.00			
Product #	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
Will Labor be Hargrove-supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No						Subtotal:	
If yes, complete the Hargrove-Supervised Labor Instruction Form.						Supervision Fee (if applicable):	
						TOTAL:	

- **Straight Time:** Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime:** Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday-Sunday.
- **Double Time:** Rates apply on select holidays.
- **Billing:** There is a minimum of one-hour charged. Time is billed in increments of ½-hour after thereafter.
- **Cancellation Policy:** 24-hour notice required to cancel labor. Labor ordered and not used will be charged a one-hour "No Show" charge. This policy applies to installation and dismantling labor orders.
- **Hanging Sign Labor:** Rigging is an exclusive service of the facility; please use Caesars Palace's form for hanging signs.
- **Accessible Storage Fee:** Consists of storage space plus access labor. Accessible storage labor charges are billed in ½-hour increments. When a forklift is necessary, time for use of equipment will also be charged.
- **Crew Sizes:** A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
- **Policies:** Only labor ordered at the START of the work day is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to the labor desk to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.



EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Submission Deadline: **Tuesday, May 28, 2013**

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment **MUST** abide by the following:

- A.** Exhibitor must notify Show Management and Hargrove in writing no later than **Tuesday, May 28**.
- B.** Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by **Tuesday, May 28**.
- C.** Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
- D.** The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- E.** The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- F.** The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- G.** The EAC may not, under any circumstances solicit business on the show floor.
- H.** The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- I.** The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove.
- J.** The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- K.** All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

Name of EAC/Service Firm: _____
EAC Address: _____
EAC Phone: _____ EAC Fax: _____
EAC Contact Name: _____ Email: _____

- The EAC/Service Firm must notify Hargrove of the names of all exhibiting companies for whom they have orders, and the names of all employees working for them on the show.
- All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on each Certificate of Insurance.
- EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.

COMPANY: _____ BOOTH #: _____
ADDRESS: _____ CONTACT NAME: _____
CITY: _____ SIGNATURE: _____
STATE: _____ ZIP: _____ PHONE #: _____
EMAIL: _____ FAX #: _____

ADDITIONAL SHOW SERVICES

Caesars Palace

Audio/Visual & Computer Equipment
Booth Layout Form
Electrical Services
Internet Services
Plumbing Services
Rigging/Hanging Signs

Additional Services

Lead Retrieval – **TBD**
Photography – **TBD**
Plants/Floral – **Urban Jungle**



Audio / Visual Exhibitor Order Form

ORDER EARLY AND SAVE!

EVENT NAME:						ROOM / BOOTH:					
COMPANY:						DELIVERY DATE:			DELIVERY TIME:		
BILLING NAME AND STREET ADDRESS:						PICKUP DATE:			PICKUP TIME:		
CITY:		STATE:		ZIP:		ONSITE CONTACT:					
PHONE:		FAX:		EMAIL:		CONTACT PHONE:					
CARDHOLDER NAME:		CC TYPE:		CC#:							
CARDHOLDER SIGNATURE:						EXP DATE:			SECURITY CODE		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive **PRE SHOW** rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the **LATE ORDER** rate.

ALL EQUIPMENT PRICES ARE PER DAY

DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
VIDEO EQUIPMENT					
42" PLASMA (16X9)	590.00	625.00			
50" PLASMA (16X9)	730.00	775.00			
61" PLASMA (16X9)	1,350.00	2000.00			
6' PLASMA STAND	85.00	100.00			
46" LCD MONITOR	590.00	625.00			
52" LCD MONITOR	730.00	775.00			
6' LCD MONITOR STAND	85.00	100.00			
DVD PLAYER	75.00	80.00			
BLU-RAY DVD PLAYER	105.00 105.00	150.00			
BETACAM SP PLAYER / RECORD	525.00	550.00			
DVCAM PLAYER / RECORDER	370.00	425.00			
LCD PROJECTOR - 4000 LUMENS	560.00	575.00			
LCD PROJECTOR - 5000 LUMENS	810.00	850.00			
32" ROLL CART W/ SKIRT	34.00	50.00			
54" ROLL CART W/ SKIRT	42.00	60.00			
FLIPCHART PACKAGE	55.00	75.00			
DISPLAY EASEL	27.00	40.00			
COMPUTER EQUIPMENT					
17" LCD MONITOR	100.00	125.00			
20" LCD MONITOR	170.00	225.00			
32" LCD MONITOR	280.00	325.00			
LAPTOP COMPUTER	CALL FOR PRICE				
DESKTOP COMPUTER W/ 19" MONITOR	CALL FOR PRICE				
WIRELESS PRESENTATION MOUSE	145.00	145.00			
SCREENS					
TRIPOD 6' X 6'	60.00	60.00			
TRIPOD 8' X 8'	60.00	60.00			
CRADLE 10' X 10'	80.00	100.00			

DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
RIGGING & STAGING					
20' SCISSOR LIFT	335.00	400.00			
WOODEN PODIUM	125.00	175.00			
RISER - 4' X 8' SECTION	160.00	200.00			
16' - 22' BLACK VELVET DRAPE	18.00/ft	22.00/ft			
LABOR		RATE		HRS	
ALL RIGGING IS SUBJECT TO AT LEAST 1 RIGGER @ \$99.00 HOUR WITH A 4 HOUR MINIMUM.		99.00/hr	X		
ADDL labor charges will apply for booths outside the expo room					
AUDIO EQUIPMENT					
UHF COMBO (CHECK ONE) <input type="checkbox"/> HH <input type="checkbox"/> LAV <input type="checkbox"/> HEADSET	195.00	225.00			
WIRED MICROPHONE	39.00	50.00			
SM. POWERED SPEAKER	75.00	80.00			
LG. POWERED SPEAKER	100.00	130.00			
DIRECT BOX FOR COMPUTER AUDIO	29.00	50.00			
12 CHANNEL MIXER	155.00	170.00			
CD PLAYER	80.00	85.00			
(2) ART322 SPEAKERS (2) STANDS (1) WIRED MIC (1) MIXER	400.00	425.00			
JBL VRX PRO AUDIO (4) VRX SPEAKERS (4) STANDS (1) WIRED MIC (1) SMALL EFFECTS (1) MIXER	700.00	800.00			
TOTALS					
TOTAL EQUIPMENT CHARGES					
LABOR CHARGES (\$198 min., 2hrs @ \$99/hr, for load in/out)					
22% SERVICE CHARGE (\$22 minimum)					
TOTAL DUE					

CANCELLATIONS: written cancellation of ordered equipment and services must be received 24 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.

COMPLETE THIS FORM AND FAX TO 702.866.1741 OR EMAIL TO: CAESARS@ENCOREPRODUCTIONS.NET

Encore Productions
3570 Las Vegas Blvd. South
Las Vegas, NV 89103
p | 702.866.1133
f | 702.866.1741
caesars@encoreproductions.net





MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE PRODUCTIONS AT CAESARS PALACE LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email:services@encoreproductions.net



Booth Number:

To receive advance order rate, Encore Productions must receive your completed order form, with billing information, fourteen (14) days prior to move-in.

EVENT NAME:

EVENT DATES:

INSTALL LOCATION IN ROOM/BOOTH:

EXHIBITING COMPANY NAME:

ONSITE CONTACT:

ON-SITE PHONE:

ORDERED BY:

EMAIL ADDRESS:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

BOOTH LAYOUT FORM

Instructions: 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. NOTE: Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

Back of Booth/Aisle Number: (indicate adjacent Booth) _____

Grid for booth layout with 10 columns and 10 rows.

Adjacent Booth #

Adjacent Booth #

Front of Booth/Aisle Number: (indicate adjacent Booth) _____



MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE PRODUCTIONS AT CAESARS PALACE LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email: services@encoreproductions.net



Booth Number:	To receive advanced pricing, Encore Productions must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
----------------------	---	--------------------

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
---------------------	--

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
--------------	---------------	-------------	-------------------------

TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
--------------------------	--------------------	-----------------------

ORDERED BY:	EMAIL ADDRESS:
--------------------	-----------------------

CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
--------------------------	-------------------	----------------------------

CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
-------------------------------	--------------------------------

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. **NO CHECKS ACCEPTED**

ELECTRICAL SERVICES FORM

Encore Productions, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	Installation cannot begin until order is finalized and payment method has been received
--	---	--

ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$110.00	\$137.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$180.00	\$223.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$258.00	\$320.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$475.00	\$595.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	
208 VOLTS SINGLE PHASE 30 AMPS	\$535.00	\$670.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$830.00	\$1,035.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$1,320.00	\$1,625.00			

SUBTOTAL

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE **10% SERVICE FEE**

ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR **MATERIAL AND SERVICES TOTAL**

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00 **LABOR TOTAL**

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE **GRAND TOTAL**

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Productions to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Productions reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Productions connections and/or services. Encore Productions reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Productions is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Productions and will ensure that all equipment is returned to Encore Productions. Encore Productions reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Productions for this order will remain the property of Encore Productions. c) Only Encore Productions personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Productions does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Productions is a limitation of liability so that Client's sole remedy or recourse against Encore Productions shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Productions shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:



BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE PRODUCTIONS AT CAESARS PALACE LAS VEGAS
 5150 So. Decatur Blvd., Las Vegas, Nevada 89118
 Ph: (702) 967-4300 Fax: (702) 967-3844 Email:services@encoreproductions.net



Booth Number:	To receive advanced rate prices, Encore Productions must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:
EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:	DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:	
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS			Installation cannot begin until order is finalized and payment method has been received	
INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 1024Kbps bandwidth	\$300.00	\$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 2048Kbps bandwidth	\$500.00	\$750.00			
Room/Booth Connect - 1 device, single location, DHCP (Static available) IP Addresses via shared, wired Ethernet connection	\$1,000.00	\$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 10Mbps dedicated bandwidth	\$5,000.00	\$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
Additional Locations - (Event Connect only)	\$250.00	\$330.00			
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth.	\$1,000.00	\$1,500.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
Cable Rental - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
Technician Labor - Hourly Rate - Straight Time	\$85.00	\$130.00			
Technician Labor - Hourly Rate - After Hours & Weekends	\$130.00	\$200.00			
				Services Total	
ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE				10% Service Fee	
LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED				Subtotal	
				LABOR FEE	
NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION					
				GRAND TOTAL	

Caesars Palace Las Vegas, Encore Productions, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE

Prices Subject to change without Notice



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE PRODUCTIONS AT CAESARS PALACE LAS VEGAS



5150 So. Decatur Blvd., Las Vegas, Nevada 89118
 Ph: (702) 967-4300 Fax: (702) 967-3844 Email: services@encoreproductions.net

Booth Number:	To receive advanced pricing, Encore Productions must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
INSTALL Date & Time:	DISCONNECT Date & Time:	
EXHIBITING COMPANY NAME:		
BILLING ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE NUMBER:		ON-SITE CONTACT:
FAX NUMBER:		ON-SITE PHONE:
ORDERED BY:		EMAIL ADDRESS:
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received	
WIRELESS INTERNET PACKAGES	Advanced Event Rate	Standard Event Rate	Quantity
PACKAGE #1 1-10 CONCURRENT USERS	\$1,500.00	\$1,875.00	
<small>Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent users. Total package bandwidth rate limited at 2Mbps, individual users rate limited to 512Kbps. User control via token (password) access. No additional services available with this package.</small>			
PACKAGE #2 11-25 CONCURRENT USERS	\$2,500.00	\$3,125.00	
<small>Package #2 includes one (1) wireless access point configured for up to 25 concurrent users. Total package bandwidth rate limited at 5Mbps, individual users rate limited to 512Kbps. User control via token (password) access. No additional services available with this package.</small>			
PACKAGE #3 50 CONCURRENT USERS	\$3,500.00	\$4,375.00	
<small>Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent users in one contiguous area. Total bandwidth rate limited at 10Mbps, individual users rate limited to 512Kbps. User control via token (password) access. See additional services below.</small>			
ADDITIONAL AP & 25 CONCURRENT USERS	\$1,000.00	\$1,250.00	
<small>Sold only as an additional service to Package #3. Includes one (1) additional access point for users expanding the single contiguous area of the main network. Also adds 25 additional concurrent users to the network.</small>			
ADDITIONAL BANDWIDTH	\$1,000.00	\$1,250.00	
<small>Sold only as an additional service to package #3. Includes 5Mbps of additional bandwidth to the existing network.</small>			
CUSTOM SPLASH PAGE	CALL FOR PRICING		
<small>Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.</small>			
CUSTOM LANDING PAGE	CALL FOR PRICING		
<small>Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.</small>			
Technician Labor - Hourly Rate - Straight Time	\$85.00	\$130.00	
Technician Labor - Hourly Rate - After Hours & Weekends	\$130.00	\$200.00	
<small>* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.</small>			
NETWORK ENGINEER - Daily Rate	\$1,250.00	\$1,500.00	
<small>Onsite Network Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent users</small>			
ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE			SERVICE TOTAL
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Productions cannot guarantee that interference will not occur. Encore Productions does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.			10% Service Fee
			SUBTOTAL
			* LABOR FEE
			GRAND TOTAL

Caesars Palace Las Vegas and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE

Prices Subject to change without Notice

Rev 10/1/12

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Productions to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Productions, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.
- 4.) Encore Productions reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Productions connections and/or services. Encore Productions reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Productions is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Productions and will ensure that all equipment is returned to Encore Productions. Encore Productions reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Productions for this order will remain the property of Encore Productions. c) Only Encore Productions personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 16.) Encore Productions does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Productions is a limitation of liability so that Client's sole remedy or recourse against Encore Productions shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Productions shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Productions cannot guarantee that interference will not occur. Encore Productions does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Productions highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE PRODUCTIONS ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Productions' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Productions Wireless Network. Encore Productions requires all Customers showcasing their wireless products to contact Encore Productions no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.





MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE PRODUCTIONS AT CAESARS PALACE LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email:services@encoreproductions.net



Booth Number:	To receive advanced pricing, Encore Productions must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
----------------------	--	--------------------

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
---------------------	--

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
--------------	---------------	-------------	-------------------------

TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
--------------------------	--------------------	-----------------------

ORDERED BY:	EMAIL ADDRESS:
--------------------	-----------------------

CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
--------------------------	-------------------	----------------------------

CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
-------------------------------	--------------------------------

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON BOTTOM OF PAGE TWO IS REQUIRED BEFORE ORDER CAN BE PROCESSED.

PLUMBING SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
---	---	---

Compressed Air	ADVANCED PRICING	STANDARD PRICING	QUANTITY	SUBTOTAL
The standard connector for compressed air is a 1/4"AMFLO-C1 connector. Please call for any other needed connections. Additional footage may be charged.				
Outlet at rear of booth (includes first 50' of air line)	\$450.00	\$600.00		
Each additional connection within 5' of first outlet	\$250.00	\$375.00		
CFM required: Min. of 5 CFM Size of connection: _____	\$10.00 per CFM	\$15.00 per CFM		

Water Service	ADVANCED PRICING	STANDARD PRICING	QUANTITY
Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed. Standard connections for water outlets are 1/2" FIP. Additional footage may be charged.			
Outlet at rear of booth (includes first 50' of water line)	\$450.00	\$675.00	
Each additional connection within 5' of first outlet	\$275.00	\$400.00	
Size of connection required:	Number of Connections:	GPM required:	

Drain:	ADVANCED PRICING	STANDARD PRICING	QUANTITY
Floor drains exist in limited locations. Please call to verify drain availability or supplemental charges may be incurred. Additional footage may be charged.			
Outlet at rear of booth (includes first 50' of water line)	\$450.00	\$675.00	
Each additional connection within 5' of first outlet	\$275.00	\$400.00	
Size of connection required:	Number of Connections:		

Water Filling & Draining Service:	ADVANCED PRICING	STANDARD PRICING	QUANTITY
0 to 150 Gallons	\$250.00	\$375.00	
151 to 300 Gallons	\$350.00	\$525.00	
301 to 1000 Gallons	\$600.00	\$900.00	
1001 to 5000 Gallons	\$775.00	\$1,200.00	
ALL PLUMBING MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE			10% SERVICE FEE

LABOR IS REQUIRED FOR ALL PLUMBING MATERIALS & SERVICES	MATERIAL AND SERVICES TOTAL
--	------------------------------------

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00	LABOR TOTAL
MINIMUM 1 1/2 HOURS TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE	GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

PLUMBING IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

COMPRESSED AIR, WATER & DRAIN INSTRUCTIONS AND CONDITIONS

- 1.) All materials and equipment furnished by the plumbing contractor for this service orders shall remain plumbing contractor's property and shall be removed ONLY by plumbing personnel at the close of the show.
- 2.) Wall, column and permanent building outlets are not a part of the booth space and are not to be used by exhibitors.
- 3.) All equipment must comply with state and local safety codes.
- 4.) Prices are based upon current wage rates and are subject to change without notice
- 5.) Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air outlets is a 1/4" AMFLO-C1 connector, the standard connector for water is 1/3" FIP connector. However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
- 6.) Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without the presence of the plumbing contractor personnel. However, plumbing personnel must make the service connections to such equipment.
- 7.) Equipment using water must have an inlet and outlet properly marked and identified.
- 8.) Unless otherwise directed, in writing by exhibitor or its representative, plumbing contractor personnel may be required to cut floor coverings to permit installation of service.
- 9.) Connection rated listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water and drain outlets are at the back wall of line (in-line) and peninsula booths. For Island booths outlets will be placed in the center of the booth (or at your discretion) unless we receive a floor plan indicating the main location where you require your services.
- 10.) Due to the portable nature of the air lines at the facility, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
- 11.) Special supplies, such as; regulators, strainers, traps and other such specialized equipment as may be necessary for your booth should be ordered with a minimum thirty (30) days written notice - every effort to assist you will be made to provide you with all special requirements.
- 12.) All utility outlets include up to fifty feet (50') of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
- 13.) Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the Electrical Services Form. You will also be charged for electrical outlets for any services which require power for special plumbing needs, such as; ejectors and/or compressor outlets.
- 14.) Credits will not be given for orders once installation begins.
- 15.) A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise. The volume required will determine service outlet size.
- 16.) All work performed within a booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- 17.) Neither the facility, Encore Productions nor their contractors or subcontractors are responsible for impurities or discoloration in exhibit water or compressed gas supply.
- 18.) Caesars Palace Las Vegas, Encore Productions, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

AUTHORIZED SIGNATURE:



BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 1/1/12



BANNERS/HANGING SIGNS Exhibitor Order Form

**ORDER EARLY
AND SAVE!**

EVENT NAME:				ROOM / BOOTH:									
COMPANY:				DELIVERY DATE:				DELIVERY TIME:					
BILLING NAME AND STREET ADDRESS:				PICKUP DATE:				PICKUP TIME:					
CITY:		STATE:		ZIP:		ONSITE CONTACT:							
PHONE:		FAX:		EMAIL:		CONTACT PHONE:							
CARDHOLDER NAME:		CC TYPE:		CC#:									
CARDHOLDER SIGNATURE:				EXP DATE:				SECURITY CODE					

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive *PRE SHOW* rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the *LATE ORDER* rate.

TERMS AND CONDITIONS

- Orders must be received 15-days prior to delivery date or a 30% surcharge will be added.
- Written cancellation of equipment and services must be received by Encore Productions 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied. All On-site cancellations will be charged 100% of original order.
- Display or exhibitor's on-site representative may supervise these activities.
- Sign must include blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, weight of signage and must be submitted five (5) days prior to event.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
- Client is responsible for all hardware and assembly of signage unless otherwise contracted in writing.
- Caesars Palace has fixed ceiling rig points. To center signs above booth we may have to build a truss structure to accommodate location at additional charge.
- All Banners / Hanging Signs not picked up after the event will be held by Encore for 24 hours, after which, they will be disposed of properly.

Note: You should contact your general service contractor for shipping instructions for all hanging signs.

Electrical charges are NOT included in Banner / Hanging Sign Prices.

LABOR RATES TO HANG SIGNS

STRAIGHT TIME @ \$99.00 per hour
Monday – Friday 8:00am – 5:00pm

OVERTIME @ \$148.00 per hour
After 8 hours

DOUBLETIME @ \$198.00 per hour
After 12 hours

TWO RIGGER FOUR HOUR MINIMUM ON ALL ORDERS

Caesars Palace nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Caesars Palace should make installation connection to facility. Rigging contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

CANCELLATIONS: written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.

HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.

Encore Productions
3570 Las Vegas Blvd. S.
Las Vegas, NV 89109
p | 702.866.1133
f | 702.866.1741
caesars@encoreproductions.net





BANNERS/HANGING SIGNS

Exhibitor Order Form

Page 2 of 2

LABOR ESTIMATE

INSTALLATION	LOAD-IN DATE	LOAD-IN TIME	HOURS	TOTAL
2 RIGGERS (4 HOUR MINIMUM)				
DISMANTLE	LOAD-OUT DATE	LOAD-OUT TIME	HOURS	TOTAL
2 RIGGERS (4 HOUR MINIMUM)				

RIGGING EQUIPMENT

CHAIN MOTORS	PRE SHOW	LATE ORDER	QTY	TOTAL
SCISSOR LIFT	250.00	300.00		
½ TON HOIST	150.00	200.00		
1 TON HOIST	150.00	200.00		
10' - 12" BOX TRUSS	100 per stick	125 per stick		
10' - 20.5" BOX TRUSS	125 per stick	150 per stick		
SPECIAL RIGG PACKAGE*	- CALL FOR RATES -			
ESTIMATED TOTAL FOR RIGGING EQUIPMENT				

MATERIALS – Cables, clamps, connectors, etc., charged accordingly, if not supplied with sign.

* Customer retains custom Rigg package at conclusion of show.

SIGN INFORMATION

TYPE OF SIGN

- banner
 grommets pockets 1 sided 2 sided
 structural wood system
 metal other

SHAPE OF SIGN

- square circle rectangle
 triangle other

DIMENSION & WEIGHT OF SIGN

height:	length:
width:	weight:

NUMBER OF FEET FROM THE FLOOR TO TOP OF SIGN: _____

LOCATION OF SIGN

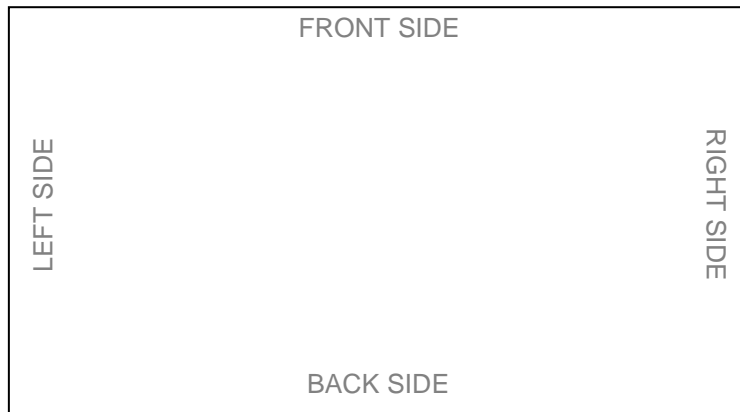
Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed.

Please fill in the booth numbers of all neighboring booths.

For island and peninsula booths, indicate all across-the-aisle neighboring booths.

Feet in from FRONT aisle. _____

Booth #: _____



Feet in from LEFT aisle. _____

Booth #: _____

Feet in from RIGHT aisle. _____

Booth #: _____

Feet in from BACK aisle. _____

Booth #: _____

**HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.
COMPLETE THIS FORM AND FAX TO 702.866.1741**

EXHIBITOR'S INITIALS _____



Mail or fax this form to:
 Urban Jungle, Inc.
 PO Box 6165
 McLean, VA 22106
 Phone: 703-241-8545
 Fax: 866-516-3716
 [Tax ID #: 54-1796144]

**PLANT & FLORAL
 ORDER FORM**
info@urbanjungleinc.com

QTY	ITEM	ADVANCE *	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 55.00	\$ 65.00	
	Floral Arrangement (approx. 18" H)	\$ 70.00	\$ 80.00	
	Custom Floral Arrangement (<i>call for assistance</i>)	\$ 95.00	\$ 110.00	
	Bud Vases (<i>list color preference</i>)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 85.00	
	Roses - arranged, one dozen (color _____)	\$ 75.00	\$ 85.00	
	Orchid Plants (small _____ large _____)	\$ 50/ \$ 75.00	\$ 60 / \$ 85.00	
	Mum Plants (white _____ yellow _____ lavender _____)	\$ 25.00	\$ 30.00	
	Azaleas (red _____ pink _____ white _____)	\$ 30.00	\$ 35.00	
	Bromeliads (red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot): Ivy _____ Pothos _____	\$ 25.00	\$ 30.00	
	Large: Fern _____ Ivy _____ Pothos _____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (<i>yours to keep</i>)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' ficus topped with fern & blooming plant	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants & (1) blooming plant	\$ 100.00	\$ 110.00	
	Pkg C: large container with ivy & blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 35.00	
	3' Green Plants	\$ 40.00	\$ 45.00	
	4' Green Plants	\$ 50.00	\$ 55.00	
	5' Green Plants	\$ 60.00	\$ 65.00	
	6' Green Plants	\$ 70.00	\$ 75.00	
	7' Green Plants	\$ 95.00	\$ 105.00	
	8'-10' Ficus Tree	\$ 115.00	\$ 130.00	
Decorative Containers: White Black Wicker <i>Call for prices on brass, chrome, terra cotta pots</i>			SUB TOTAL:	\$
Tax is based on show location			Sales Tax: 8.1%	\$
HGRV	<i>Call for items you may want but do not see on this list.</i>		TOTAL AMOUNT DUE:	\$

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date _____ Time _____ AM / PM

Exhibitor: _____ Telephone #: _____
 Firm Name: _____ Fax #: _____
 Address: _____ PO #: _____
 City, State, ZIP: _____ Email**: _____

Show Name: **2013 LULAC Natl Conv & Exposition** Location: **Caesars Palace**
 Dates: **June 19 - 21, 2013** Booth #: _____

Payment Info: (circle one) AMEX VISA MC Check
 Credit Card #: _____ Exp. Date: _____ Security #: _____
 Name on Card: _____ Signature: _____
(print)

Overnight order form to: Urban Jungle, Inc. • 1631 Dempsey St. • McLean, VA 22101

**** Email is required for confirmation and final invoices.**

* Orders must be received two weeks prior to show date for advance price!