



MPT 2021 is owned by the American Gear Manufacturers Association (AGMA). The exposition is produced and managed on behalf of AGMA by National Trade Productions (NTP). For all questions on MPT 2021 policies, regulations and display limitations, contact NTP's Event Services Manager, Deneen Pratt, at +1.703.706.8248, toll free +1.800.687.7469, x248 (U.S. & Canada only) or by email at dpratt@ntpevents.com. For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, flowers, photography services, etc., please see the Official Contractors contact information listing located in this section.

EXHIBIT LOCATION

America's Center Convention Complex
701 Convention Plaza, Suite 300
St. Louis, MO 63101
https://explorestlouis.com/meetings-conventions/americas-center/

COVID Update

The health and safety of our exhibitors and attendees is our top priority, which is why we have updated event procedures and features in accordance with the latest health and safety standards. We will be following all federal, state, and local safety guidelines for the event and will regularly communicate the latest health and safety measures with exhibitors as we lead up to the event. Details on health measures at convention center can be found here: https://explorestlouis.com/covid-19-health-safety-products/

FACILITY SPECIFICATIONS

Ceiling Height in Halls 1 – 5:

- 14' to east soffit in Halls 1 & 2
- 24' to top of columns, beams stretch 15' to 24' to truss
- 30' to the soffit in Hall 1 (south)
- 35' to airwall tracks
- 40' to truss work
- 54' to lighting
- 58' ceiling

Floor Load Capacity:

- 500 lbs./sq. ft. except of utility tunnels
- 400 lbs./sq. ft. over utility tunnels
- Precise locations of the variable floor loads areas are clearly marked on AutoCAD floor plans.
- Contractors shall not use the exhibit floor above the utility tunnels as a driving lane for forklifts when moving heavy machinery.
- For set-ups in exhibit booths where there is a concentrated point load greater than 400 lbs./sq. ft., the exhibitor must take measures to properly distribute the concentrated point load to less than 400 lbs./sq. ft.
- Freight movement is extremely limited in the floor area above the kitchen tunnel.

Utilities: Utility grids in the halls are in designated areas and include electrical (110v, 208v and 480v), compressed air, water, drains, telephone. They pull the power from the floor but able to drop from the ceiling if it is requested. The floor boxes are on a 30' center grid throughout the halls.





Show Hours

Tuesday, September 14 9:00 AM – 6:00 PM (5:00 PM - 6:00 PM Welcome Reception)

Wednesday, September 15 9:00 AM – 5:00 PM Thursday, September 16 9:00 AM – 4:00 PM

Exhibitor personnel are permitted to enter the hall at 8:00 AM each exhibit day.

Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during move-in and move-out and at the close of the hall on show days unless they obtain a Special Work Permit.

EXHIBIT INSTALLATION HOURS

	Target Move-in Only
00 AM – 4:30 PM	Exhibitor Move-in
00 AM – 4:30 PM	Exhibitor Move-in
ARK DAY	No Access to Exhibit Hall
00 AM – 1:00 PM	Exhibitor Move-In
00 PM – 3:00 PM	Safety inspection
)	0 AM – 4:30 PM 0 AM – 4:30 PM RK DAY 0 AM – 1:00 PM

Please reference the Target Freight Floorplan for your assigned freight delivery time. This can be found in the GEMS Services section of the exhibitor services manual.

Note: All displays must be in place and display material, cartons and refuse removed from the aisles by 1:00 PM, Monday, September 13 to facilitate the placement of aisle carpets. Exhibitors will be permitted to work within their exhibit space after 3:30 PM with prior approval from the Show Management Office. All exhibits must be "Show Ready" by 1:00 PM on Monday, September 13. Exhibitors are asked to be in their booths and ready for the show opening by 8:30 AM, Tuesday, September 14.

EXHIBIT DISMANTLING HOURS

Thursday, September 16	4:00 PM – 10:00 PM
Friday, September 17	8:00 AM – 3:00 PM

Note: All exhibitor materials must be removed from the hall by 3:00 PM on Friday, September 17.

All signed Material Handling Forms must be completed and turned into the GEMS Exhibitor Service Center by 3:00 PM on Friday, September 17. All carriers must check-in no later than 11:00 AM on Friday, September 17. Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed access to the loading docks. Exhibitors may not begin breaking down their booths until the show officially closes at 4:00 PM on Thursday, September 16.





BOOTH EQUIPMENT & CARPET

Each 10' deep exhibit will be set with 8' high **BLACK** and **WHITE** back drape and 3' high **BLACK** side drape, as well as a 7" x 44" company ID sign. Electricity, furnishings, displays, and any other items needed are the responsibility of the exhibitor. All exhibits **must have** wall-to-wall carpeting or other flooring, with no concrete floor exposed. The aisle carpet color will be **TUXEDO** at MPT 2021.

Exhibitors are encouraged to order booth cleaning/vacuuming for each night of MPT 2021. Cleaning services can be ordered from by completing the form in the *Utility & Additional Services* section of the manual. Booth cleaning is not included in the exhibit space price.

SAFETY INSPECTION

It is imperative that the exhibition be conducted to ensure the safety of all concerned – visitors, exhibitor personnel and staff. Please reference the Safety Inspection Checklist found in the *Rules & Regulations* section of the Exhibitor Services Manual.

The Trade Show Advisory Council and Show Management will conduct a final safety inspection on Monday, September 13 from 2:00-3:00 PM. Show Management will be monitoring the floor during move-in, looking for booths in violation of safety regulations. Exhibitors will be notified of any violations, either in person or by written notice left in the booth. All violations must be corrected prior to the show opening.

SECURITY

Uniformed Security Guards and Badge Checkers will be stationed throughout the exhibit halls on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. **The final responsibility, however, lies with the exhibitor.** It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth overnight.

OFFICIAL CONTRACTORS

Below is a list of the official contractors selected by AGMA and National Trade Productions. Please report any inquiries you receive for services, shipping, AV, design/building, etc. from companies who are not on this list. Be assured that neither AGMA nor National Trade Productions provides exhibitor lists to those other than official MPT vendors. If you have received an email or a phone call and are not sure if this is an official show contractor, please do not hesitate to contact MPT Show Management at 703.706.8206.

In addition, America's Center online ordering is available for your convenience to order all America's Center Services using the link below. As part of an overall strategy to provide digital media resources to customers and reduce the facility's carbon footprint, America's Center has migrated to paperless event service ordering.

America's Center Services available on-line include: Exhibitor Information - Explore St. Louis

- Internet
- Electrical
- Booth Cleaning
- Plumbing/Compressed Air
- Booth Catering





SERVICE	VENDOR	CONTACT(S)
Audio-Visual &		Adam Gonyeau
Computer Rentals	Conference Technologies Inc.	313.378.7027
		agonyeau@conferencetech.com
Booth Cleaning*	Edlen Electrical Exhibition Services	314.342.5324
		stlouis@edlen.com
		www.edlen.com
Catering*	America's Center Catering &	Renee Simpson
	Concessionaire – Levy Restaurants	314.342.5166
		rsimpson@levyrestaurants.com
		www.leyrestaurants.com
Electrical*	Edlen Electrical Services	314.342.5324
		stlouis@edlen.com
		www.edlen.com
Floral and Plant	Teasley's Convention Florists	615-876-3695
Rentals		leigh@conventionflorist.com
Freight Forwarding	Agility Fairs and Event Logistics	Colin May, 404.822.5440
		cmay@agility.com
		www.agility.com
Gas, Water, Drain,	Elden Electrical Exhibition Services	314.342.5324
& Compressed Air*		stlouis@edlen.com
		www.edlen.com
General Service	Gilbert Exposition Management Services	alanna@gemsevents.com
Contractor	(GEMS)	313.400.1454
1.1	0	C
Internet*	•	Customer Service: 888.446.6911
		https://www.smartcitynetworks.com
Lead Retrieval	Registration Control Systems (RCS)	Phone: 805.654.0171
	, , , , ,	exhibitor@rcsreg.com
		www.rcsreg.com/leads/mpt2021
		www.rcsreg.com
Show Management	National Trade Productions (NTP)	Deneen Pratt
	, ,	703.706.8248 or
		1 800.687.7469 x248
		dpratt@ntpevents.com

^{*}exclusive facility vendor





DEADLINE CHECKLIST

This *Deadline Checklist* has been created to assist you in pre-show ordering and planning your participation as an exhibitor. The discount dates listed are the <u>absolute latest</u> that forms can be received to be considered an advance order and receive vendor discounts. We recommend you order all services before the dates listed.

DATE	ITEM	√
Now!	Sponsorship Opportunities Available	
July 23, 2021	Lead Retrieval/Badge Reader Early Bird Deadline	
August 9, 2021	Pre-registered Attendee List sale open for exhibitors with booths paid in full	
August 9, 2021	Advance Shipments: Warehouse Open	
August 13, 2021	International Shipping: Deadline for Arrival of LCL Sea Freight to Detroit Terminal	
August 14, 2021	Notification of Intent to Use a Non-Official Contractor Due (EAC)	
August 16, 2021	Advance Audio Visual Pricing Deadline	
August 16, 2021	International Shipping: Deadline for Arrival of FCL Sea Freight to Detroit port	
August 19, 2021	Discount Deadline to Order Furniture, Rental Exhibits, Carpet, and Custom Graphics from GEMS	
August 19, 2021	Discount Deadline to Order Booth Installation and/or Dismantling Labor, Hanging Sign Labor, and Forklift Labor from GEMS	
August 19, 2021	Deadline to order Unlimited Material Handling Rate with GEMS (orders after this date will not be accepted)	
August 20, 2021	International Shipping: Deadline for Arrival of Air Freight to St. Louis (STL) airport	
TBD	Advanced Catering Orders Due	
August 24, 2021	Internet/Cable TV Orders Discount Deadline	
August 24, 2021	Discount Deadline for Internet Orders	
August 26, 2021	Utility Orders Discount Deadline (Electrical, Plumbing, Air, Booth Cleaning)	
August 27, 2021	Lead Retrieval/Badge Reader Advanced Deadline	
September 3, 2021	Advance Shipments: Last Day Warehouse Will Accept Freight	
September 6, 2021	GEMS Warehouse & Office are Closed for Labor Day Holiday	
September 16, 2021	Exhibit Dismantle & Move-out (4:00 PM – 10:00 PM)	
September 17, 2021	Exhibit Dismantle & Move-out (8:00 AM – 3:00 PM)	





FREQUENTLY ASKED MATERIAL HANDLING QUESTIONS

Exhibiting in trade shows is one of the best and most cost-effective ways to drive new sales and market your business. However, like any marketing opportunity, participating in a trade show is not without costs. To help you keep your costs as low as possible, thus maximizing your return on investment, we offer you the following tips and answers to your questions:

Should I ship my freight to the advance warehouse or directly to show site?

If freight can be shipped in advance, this is recommended as there are no waiting periods for drivers, and freight can be verified that it has been received and will be available on the show floor when move-in begins. There are no target dates to adhere to when shipping to the advanced warehouse. Material handling for advanced warehouse freight may cost a little more, but you can save valuable time and money in other areas. The general services contractor will allow shipments to be in the warehouse up to 30 days before move-in at no additional costs. Provide your shipping company adequate lead time to have your shipment arrive at its destination. If you schedule your pick-up far enough in advance that it can go overland, you'll avoid costly air freight bills. Please contact GEMS directly at (313)400-1454 for further information.

Should I order the Unlimited Material Handling option?

If your freight (machinery) is heavy weight, you may want to consider the Unlimited Material Handling option. Compare your cost per cwt. (100 lbs.) and per sq. foot. If your freight/machinery has a lot of weight, material handling by billing square footage may be the most economical choice. If you have a smaller booth and minimal materials, such as a pop-up display and marketing material this option would not be beneficial to you.

How should my shipment be packed?

To keep from paying higher for material handling fees, consider consolidating all of your trade show materials (booth properties and marketing materials) into one shipment, whether the destination is an advance warehouse or the show floor itself. You will be charged for each individual shipment received, with minimums applying to smaller shipments under 200 pounds.

Example of Cost Savings when you Consolidate Shipments.

Example (when total weight is less than 200 lbs.):

3 Separate Shipments

60 lbs charged @ 200 lbs. \$216.00 52 lbs charged @ 200 lbs. \$216.00

65 lbs charged @ 200 lbs \$216.00 = \$648.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs charged @ 200 lbs. = \$216.00 Savings of \$432.00

An added benefit:

Your shipments are less likely to be misplaced if they are packaged together with larger items.





How do I avoid special-handling charges?

Be sure all your cartons are securely banded/shrink-wrapped to a skid/palette. Loose pieces incur "special-handling" charges because forklifts can't quickly remove them from vehicles. Also be aware that special-handling charges may apply in various other circumstances (van lines where freight must be removed from side doors, small-package delivery companies like FedEx, stacked shipments, etc).

How do I know when my freight should arrive if I am shipping directly to show site?

AGMA's MPT 2021 is a targeted show. This means each booth has a designated date and time when your freight should arrive directly to show site. Please refer to the targeted floor plan for your assigned date and time and advise your carrier well in advance when your shipment should arrive. If your freight arrives at a time other than your assigned date, off-target charges will apply. If you know that your freight will arrive off target, please advise GEMS in advance in writing and these charges may be avoided. Freight shipped to the advance warehouse will be delivered prior to move-in and will not be held to target dates.

Save material handling (drayage) costs by shipping your goods to arrive on straight time. If you're shipping your freight directly to the convention center and can get it brought into (and back out of) the hall between 8:00 am and 4:30 pm, you'll avoid paying overtime labor charges. Be sure your driver checks in before 2:00 pm to help to guarantee offloading on straight time. Contact GEMS or show management if you are unclear about material handling fees and/or times.

Can I deliver and unload my own freight? What is a POV?

Exhibitors may transport items (hand carry or roll in pop-up booth crates with built-in wheels) to and from their booths via the public entrances of the exhibit hall. Hand carts/dollies may not be used and are not available from GEMS. Material that cannot be hand-carried must be moved by GEMS through the loading docks.

A POV, or *privately owned vehicle*, is any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

What happens to my empty containers during the show?

Pick up "Empty" labels at the GEMS Exhibitor Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show. At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

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





How can I cut costs overall on my tradeshow?

Do as much as possible in advance. Suppliers from show managers to carpet and electrical rental companies to airlines often offer advance discounts. Especially when renting services for use at show-site, be sure to order before the advance-pricing deadline. Advance-pricing deadlines may vary by contractor, so please be sure to check dates for each service required, as outlined in the Deadlines Checklist.

Schedule your booth installation labor (if necessary) on straight time. If your booth cannot be set by full-time personnel from your company, you'll need to hire labor from GEMS or another union trade show contractor.

Do your best to schedule your freight to arrive as early as possible in the day so you can get it offloaded and into your booth early, and your laborers can complete work before overtime rates begin at 4:30pm. Do the math on the labor order form rates – it might save you money to incur an extra hotel night and come in a day early if it means you can pay all your labor straight time by setting up on two days instead of one.

To save costs on shipping and material handling, consider renting an exhibit (available from GEMS or other local reputable display houses) or switching to lighter-weight materials when having your new exhibit built.

Pre-wire the electricity in your display to as few plugs as possible so you can save on ordering extra electrical outlets or extension cords on-site. Also, consider building supplemental electrical outlets into your display.

If you require electrical under your carpet, be sure to submit a floor plan of your booth to the electrical company well in advance so the power is distributed *before* GEMS lays the carpet and/or delivers your freight. If it is not, you'll incur labor charges to remove and replace your carpet and crates.

Do I have to use labor to set-up my booth, or can I do it myself?

Exhibitors may set up their own booths up to 400 sq. ft., provided it can be done by no more than two full-time exhibiting company personnel in four hours or less. Work may be done using only small hand tools, cordless screwdrivers and step stools limited to three steps. No ladders, mechanical lifting devices or motorized material-handling equipment can be used by anybody other than the qualified members of the union having proper jurisdiction. If GEMS labor will be used, please make sure to schedule labor after the arrival of your freight. Labor start time is guaranteed at the start of the working day. When scheduling dismantle labor, please be sure to allow sufficient time for empty containers to be returned to your booth.

Do I need insurance?

Each exhibitor is required by the terms of their contract to provide a Certificate of Insurance to Show Management. Be sure your materials are insured from the time they leave your firm until they are returned after the show. This can be done by adding riders to your existing policies.



EXHIBITOR BUDGET PROJECTION

Exhibiting at trade shows is the most economical means of bringing products to market, meeting key buyers from around the world, and establishing your company in the forefront of the gear industry. Thorough planning will help you get the best return on your trade show investment. Budgeting your show presence is a good first step toward maximizing your ROI. The show budget template below may assist you with your planning.

Note: This is a sample budget and is by no means comprehensive. Not all exhibitors will need to budget money in all these areas. It's up to each individual company to determine which services they will use.

I.	Exhibit Design & Production	
	New Production & Design	\$
	Preparation/Refurbishing of Existing Exhibit	\$
	Additional Graphics	\$
	TOTAL EXHIBIT DESIGN/PRODUCTION	\$
II.	Exhibit Space Rental	\$
III.	Freight/Transportation	
	Common Carrier	\$
	Van Line	\$
	Air Freight	\$
	Ocean Freight/Customs Clearance	\$
	Overnight/Last Minute	\$
	TOTAL FREIGHT	\$
IV.	Show Services	
	Material Handling (Drayage)	\$
	Installation & Dismantling Labor	\$
	Electrical Outlets and/or Labor	\$
	Rental Furnishings & Carpet	\$
	Booth Cleaning on Show Nights	\$
	Lead Retrieval Equipment	\$
	In-Booth Security Guard	\$
	Audio-Visual, Computer Rentals/Labor	\$
	Telephone/Internet Services	\$
	Floral/Photography	\$
	TOTAL SHOW SERVICES	\$



SAFETY INSPECTION CHECK LIST

Listed below is a checklist of items for compliance with safety regulations:

- 1. Moving parts need to be roped-off or blocked-off and may be no closer than **two feet** from the aisles.
- 2. No oil/fuel or other liquid leaks are permitted.
- 3. Overhangs must be roped off to prevent people from walking under equipment.
- 4. Control levers/switches must be supervised or otherwise locked to prevent unintentional activity.
- 5. Electrical cords, carpets and bunting rolls must be securely taped down.
- 6. Rough edges, sharp corners, etc., on displays must be covered or protected.
- 7. Displays must be COMPLETELY within the confines of the assigned space.
- 8. All booths must be constructed to the regulations stated in the Terms and Conditions of the Exhibit Contract.
- 9. Final determination of safety compliance will be the sole responsibility of Show Management.



GEAR ELECTRIC FLUID POWER MOVING THE FUTURE.

V.	Exhibit-Related Expenses	
	Advertising – Pre-show	\$
	Pre-Show Marketing	\$
	List Rental(s)	\$
	Travel/Transportation Expenses	\$
	Lodging Expenses	\$
	Meal/Entertainment Expenses	\$
	Sponsorships/Promotional Opportunities	\$
	Fashion Show/New Product Showcase Participation	\$
	Premiums/Giveaways	\$
	Staff Training	\$
	Staff Uniforms	\$
	TOTAL EXHIBIT-RELATED EXPENSES	\$
VI.	Post-Show Marketing	
•	Follow-Up Mailings, Phone Calls, Customer Visits	\$
	Database Acquisition	\$
	Dutubuse / requisition	Ψ
	TOTAL POST-SHOW MARKETING	\$
	GRAND TOTAL	Ś

REGISTRATION, HOUSING & TRAVEL

Exhibitor Registration

The badging system is essential for the safety and security program at any event. Therefore, Show Management has instructed security personnel to allow **only** badged personnel within the exhibit area. **Under no circumstances will anyone be allowed on the exhibit floor without proper show identification.** We ask for your cooperation and attention in complying with this system; it is to the benefit of all concerned.

Exhibitor Pre-Registration

Online registration is open! You may register your Booth Personnel online at https://motionpowerexpo.com/ using the username and password you were provided via email. International registrants requiring a visa letter can apply through the on-line exhibitor registration website. If you have any questions, please contact registration customer service at gear@rcsreg.com or +1.805.3654 x0171.

PLEASE NOTE: Motion + Power Expo 2021 BADGES WILL NOT BE MAILED!

Conference Registration Cancellation Policy

- Completed registrations may not be cancelled online. The refund/cancellation request must be submitted in writing via email to mpt2021@rcsreg.com.
- Expo-only registrations are non-refundable. Substitutions are allowed.
- Education seminar cancellations will be issued with a processing fee based on the date of cancellation:
 - o June 13, 2021 or prior: Full refund
 - o June 14 July 13, 2021: \$50 processing fee
 - o July 14 August 13, 2021: \$100 processing fee
- Any cancellations received after August 13, 2021 will not be refunded.
- Substitutions for registrations are encouraged in lieu of cancellation. Substitutions may be made in writing via email to mpt2021@rcsreg.com.
- Please allow up to 8 weeks for refund processing after cancellation request is submitted.
- If the event is cancelled for any reason, 100% of fees will be refunded to the original method of payment. Refunds may take up to 8 months to process in the event of an unforeseen cancellation.

Attendee Lead Follow-Up System

All attendees will wear paper badges, which can be scanned to help you quickly capture pertinent information for follow-up after the show. By ordering an RCS (CSI) Lead Retrieval Unit, exhibitors can easily and accurately collect data from attendees in their booths. We recommend ordering this service in advance (early bird pricing ends July 23, 2021 and advanced pricing ends August 27, 2021), using RCS's Lead Retrieval Order Form located in the order services section of exhibitor services manual. Here is the order form link www.rcsreg.com/leads/mpt2021.

Hotel Information

Special rates have been arranged for Motion + Power Expo attendees and exhibitors. Hotels are all within walking distance of the convention center. All rooms are subject to applicable taxes and hotel fees. The hotel cutoff date is August 31, 2021. Here is the link https://motionpowerexpo.com/hotels/. Only make reservations directly with the hotels listed on the Motion + Power Technology website.

REGISTRATION, HOUSING, & TRAVEL

Marriott St. Louis Grand

\$209.00 room rate

800 Washington Ave. St. Louis, MO 63101 (314) 621-9600

Experience contemporary comfort in the historic Midwest at Marriott St Louis Grand. With a coveted location in downtown St. Louis, Missouri, our hotel occupies the former building of the Statler Hotel, an icon of the St. Louis skyline since the 1900s. Enjoy our location near St. Louis highlights like Union Train Station, Ballpark Village, the Gateway Arch and Busch Stadium. Cap a full day of work or sightseeing with an exhilarating workout in our stacked fitness center. Greet the day with breakfast at our 8th Street Pantry or full-service Starbucks®. Thrill your palate with contemporary American cuisine and cocktails at our hotel restaurant, Zenia Bar & Grille.

- Redesigned with modern décor, our downtown St. Louis hotel boast spacious rooms and suites.
- Order room service and relax on the signature bedding available in every room of the hotel.
- Stream Netflix, Pandora, Hulu or Crackle on the wall-mounted TV in each hotel room
- Many of our elegant hotel rooms and suites offer panoramic views of downtown St. Louis.
- Book one of our spacious hotel suites with a separate living area, wet bar and mini fridge
- Upgrade to a concierge-level room with Executive Lounge access and get extra perks during your stay.

Notice Regarding Unauthorized Housing Providers

You may be contacted by an unauthorized hotel/housing provider purporting to service the Motion + Power Expo 2021. Please note, because these room "pirates" are often unable to provide Motion + Power Expo 2021 attendees and exhibitors with complete service, AGMA works to prevent the unauthorized contact of our attendees as well as the inappropriate use of exhibitor names and the AGMA name. Please do not to give your credit card number to anyone who calls you on the phone soliciting your housing reservations. Be assured AGMA is committed to providing you quality services to make your convention and exposition experiences positive, and we will vigorously pursue these organizations to prevent unauthorized contact.

Hospitality Suites

Exhibitor-sponsored Hospitality Suites in hotels cannot conflict with Show hours or other official AGMA functions. They must also be operated in a professional manner. Hospitality Suites are to be hosted and operated by Motion + Power Expo 2021 **EXHIBITORS ONLY.**

Hospitality Suites will be open:

Tuesday September 14 After 7:00 PM Wednesday September 15 After 5:00 PM Thursday September 16 After 4:00 PM

Convention Center Parking Lot Addresses

7th Street Garage Central Downtown Garage 601 Locust St. Louis MO 707 Pine Street, St. Louis, MO

314.588.8690 314.589.6024

10th & Pine CITI Park

913 Pine Street St. Louis, MO 705 N. Second Street, St. Louis, MO

314.241.7777 314.241.1918

REGISTRATION, HOUSING & TRAVEL

Parking is available in garages and surface lots throughout downtown St. Louis.

Visit <u>www.getaroundstl.com</u> or <u>download a pdf map</u> to check out Preferred Parking Providers throughout downtown St. Louis.

America's Center Loading Dock

701 Convention Plaza, Suite 300 St. Louis, MO 63101 (800) 916-8938

The America's Center loading dock is located on 9th Street, using doors 3A and 3B.

The America's Center is located at Washington Avenue and Eighth Street. We can be identified by our central, copper-domed rotunda and our curved facade.

From St. Louis Lambert International Airport

Take I-70 east to the Broadway/Convention exit #249c. Proceed on Broadway two blocks and turn right onto Convention Plaza. At the end of the street the parking garage entrance will be almost straight ahead, just to the left of the main entrance doors.

From I-44

I-44 intersects with I-55 near downtown. Use the Washington Ave exit #292. Left on Washington Avenue to Washington entrance. For parking, turn right off Washington Avenue on to Seventh Street, left into the garage entrance by the Convention Center doors.

From I-55

See above directions after I-44.

From Illinois Via Poplar Street Bridge

Continue West I-64. Take Exit 40A toward Stadium/Tucker Blvd. Continue straight on 9th Street to Walnut. Right on Walnut to 7th Street. Left on 7th Street to Washington Ave. For parking, continue 7th Street, left into the entrance of the parking garage by the Convention Center doors.

From Illinois Via Stan Musial Veterans Memorial Bridge

Take the left exit for Tucker Blvd. Continue straight on Tucker to Washington Ave. Left on Washington Ave. Continue straight to 800 Washington Ave. For Parking left on 7th street, left into garage entrance by convention center doors.

From I-64 (Highway 40)

Take I-64 to the last Missouri exit at Broadway. Go left at the end of the ramp to Fourth Street. Left on Fourth. Left on Washington Avenue to the Washington Entrance. For parking, turn right on Seventh Street and left into the garage entrance by the Convention Center doors.

From I-270

I-270 does not extend into downtown St. Louis. It does intersect with I-55, I-70, I-44, and I-64 at various points to access downtown.





Promote Your Presence

PRE-SHOW MARKETING

Research conducted by Exhibit Surveys, Inc., *Exhibitor Magazine* and other sources has conclusively proven that exhibitors who promote their booth presence to customers and prospects in advance of the show and on site routinely obtain better results than exhibitors that do not. It is ultimately up to the exhibitors to promote themselves for their upcoming event; however, Motion + Power Technology Expo 2021 has provided you with just a few opportunities to help get you started.

MARKETING SUPPORT

Official Show Directory Profiles:

Exhibitor profiles provide attendees with information on your exhibit and an index of exhibitors by product category. Your information will appear on the website.

Complimentary Exhibit Hall Guest Pass:



The Complimentary Exhibit Hall Guest Pass can be used to invite customers and top prospects to your booth, which is your "showroom on the exhibit floor." A personalized, electronic guest pass has been created for you to pass along to your customers. This has been sent to your main exhibit contact, via email. Please forward the PDF invitation to as many customers and prospects as you would like — there is no limit. You can also print out paper copies of the guest pass to hand out personally or mail the invitation with other client correspondence.

There is no cost to you or to your customers. Each pass has a unique registration code identified to your company, which will allow your guests complimentary entrance into the exhibit hall during Motion + Power Technology Expo 2021.





Promote Your Presence

These invitations work — and put your company "top of mind" in attendees' eyes. Passes will be accepted during pre-registration and on-site registration.

Exhibitor Toolkit:

Now that you have reserved your booth space, let your clients and future contacts know how important it is that they be there, too. The staff at the American Gear Manufacturers Association (AGMA) wants your exhibit experience to be successful. With that goal in mind, we have created an online toolkit to help you increase visibility, awareness, traffic, leads and sales before, during and after the show.

The <u>exhibitor toolkit</u> will help you promote your presence at Motion + Power Technology Expo 2021. It is loaded with everything you need to spread the word, including promotional copy, ads, example tweets, e-mails, press releases and more. Also, AGMA has implemented a comprehensive marketing campaign to increase attendance at M+P T Expo.

Pre-Registrant and Post-Show Mailing Lists:

Use the pre-registration list to promote your presence at Motion + Power Technology Expo 2021, along with information on new products, technologies, and other compelling reasons to visit your booth. An Excel file of pre-registered attendees will be available to exhibitors only, for \$195.00, beginning August 9, 2021. This list will **only** be provided to those exhibiting companies that have paid in full for their exhibit space. Post-show lists will also be available to exhibitors, for \$350.00 from October 4 – November 19, 2021 or you can purchase both the pre-registered attendee list and the post-show list for only \$500.00. Please download the Mailing List Rental Form here.

SPONSORSHIP OPPORTUNITIES

As a Motion + Power Technology Expo 2021 exhibitor, you already recognize the importance of face-to-face marketing. Discover the power a sponsorship to maximize your company's brand power on and off the trade show floor. Whether you are looking to increase brand awareness, reinforce your reputation as an industry leader or establish new business, a Motion + Power Technology Expo 2021 sponsorship can help you achieve your goal.

There are several new and innovative sponsorship packages available for all budget levels. Sponsorships have been proven to increase booth traffic up to 104%, so visit the website and download a sponsorship brochure or call the sales office to discuss creating a package that fits your needs.





Increase Your Booth Traffic.

FOLLOW UP WITH NEW CUSTOMERS. RENT THE MOTION + POWER TECHNOLOGY EXPO ATTENDEE LIST TODAY!

All lists will be sent via email in Excel format and will contain the name, title, company and mailing address for each registrant. Phone numbers, fax numbers and email addresses will not be provided.

☐ 2021 pre-registered attendee list — \$195

Lists will ship beginning August 9, 2021, within two business days upon receipt of prepaid order; contingent upon data availability.

 \square 2021 post-show attendee list - \$350

Lists will ship between October 4-November 19, 2021; contingent upon data availability.

☐ 2021 pre-registered attendee and post-show attendee lists — \$500

ORDER FORM
Name
Company
Booth
Address
City
State Zip
Telephone
Cell Phone
Fax
Email (for customer service)
Email to ship lists to if different than above

PAYMENT

Orders cannot be processed unless received with payment. Purchase orders are not accepted. Data sales orders are non-refundable.

☐ Check

Make checks payable and mail to:

AGMA

c/o Deneen Pratt at National Trade Productions, Inc. 313 South Patrick Street Alexandria, VA 22314

☐ Credit Card (You will receive an invoice with instructions on how to pay by credit card online.)



COVID Update

The health and safety of our exhibitors and attendees is our top priority, which is why we have updated event procedures and features in accordance with the latest health and safety standards. We will be following all federal, state, and local safety guidelines for the event and will regularly communicate the latest health and safety measures with exhibitors as we lead up to the event. Details on health measures at convention center can be found here:

https://explorestlouis.com/meetings-conventions/americas-center/covid-19-health-safety-at-americas-center/

SAFETY INSPECTION CHECK LIST

- 1. Moving parts need to be roped-off or blocked-off and may be no closer than **two feet** from the aisles
- 2. No oil/fuel or other liquid leaks are permitted.
- 3. Overhangs must be roped off to prevent people from walking under equipment.
- 4. Control levers/switches must be supervised or otherwise locked to prevent unintentional activity.
- 5. Electrical cords, carpets and bunting rolls must be securely taped down.
- 6. Rough edges, sharp corners, etc., on displays must be covered or protected.
- 7. Displays must be COMPLETELY within the confines of the assigned space.
- 8. All booths must be constructed to the regulations stated in the Terms and Conditions of the Exhibit Contract.
- 9. Final determination of safety compliance will be the sole responsibility of Show Management.

GENERAL

The official rules and regulations in this section apply to M+P T 2021, owned by the American Gear Manufacturers Association (AGMA). The exposition is produced and managed on behalf of AGMA by National Trade Productions (NTP). It is Show Management's responsibility to ensure the overall safety and aesthetic appeal of the exhibit area. This means that we need your cooperation in assuring an attractive exposition.

The three most common problem areas result from the violation of booth restrictions, lack of booth carpet, and the exposure of unsightly parts of the exhibit. No one likes to read rules, but show regulations are essential to an orderly, fair, and safe event. **These rules are made an integral part of our contract with you**.

If you have any questions, or need an explanation of a regulation, please contact NTP's Event Services Representative, Deneen Pratt at +1.703.706.8248, toll free 1.800.687.7469, x248 (U.S. & Canada only) or by email at dpratt@ntpevents.com. Please also see the *GEMS: Furniture, Labor & Material Handling* portion of this manual for guidelines concerning union labor.

AGE RESTRICTIONS

No one under the age of 18 is permitted in the exhibit hall, including during show days or on installation and dismantle days. This rule is strictly enforced.



EXHIBITOR LIABILITY INSURANCE

Every reasonable precaution will be taken by Show Management to secure the exhibit facility during installation, show hours and dismantle. However, Show Management, AGMA, service contractors, facility management, as well as the officers, staff, or directors of those entities are not responsible for the safety of the exhibitor's property from theft, damage by accident, vandalism, or other cause. Security staff will be on the premises as determined prudent by Show Management. The furnishing of such service is in no case to be understood or interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

All property of the exhibitor will remain under his or her custody and control in transit to, from and within the confines of the exhibit hall, subject to the rules and regulations of the exposition. AGMA requires each exhibitor to carry commercial general liability insurance in an amount not less than \$1 million bodily injury and property damage combined per occurrence/\$2 million aggregate.

Exhibitors shall procure insurance as required and submit a certificate to NTP Show Management no later than August 23, 2021. See your exhibit space contract for additional details.

Send Certificate of Commercial General Liability Insurance to the following address:

MPT 2021 Show Management c/o National Trade Productions, Inc. (Operations Dept.) 313 S. Patrick St. Alexandria, VA 22314-3567

If you do not have proper insurance coverage, please contact Rainprotection Insurance Program:

Phone: 800.528.7975 Email: 800.528.7975 www.rainprotection.net

Exhibitor assumes entire responsibility for insurance and agrees to protect, defend and save AGMA and NTP and its officers, directors, staff, contractors, and agents harmless against all claims, losses and damages to persons or property, governmental charges and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exposition premises including but not limited to: claims of copyright, trademark or patent infringement, unfair competition and product liability. The exhibitor, on signing the exhibit space contract, expressly releases the forgoing from all claim for such loss, damage or injury, except that such claim, damage, loss or injury was due to AGMA or NTP negligence.

MP + T 2021 EXHIBIT DISPLAY REGULATIONS

Show Management has developed the regulations below in accordance with the guidelines adopted by the International Association of Exhibitions and Events (IAEE). All exhibits at MPT must conform to these regulations. Exhibits not in compliance must be brought into compliance prior to the end of exhibit set-up. These regulations will ensure all exhibitors regardless of size an equal opportunity, within reason, to present their product(s) in the most effective manner possible.

All exhibitors are required to submit diagrams rendered to scale of their booths, indicating all structures, signage, product placement, weights, and the overall heights, widths, and lengths. Show Management must approve booth diagrams in advance of the show. Please submit your diagrams no later than **July 23, 2021** to:

M+P T 2021

Show Management Attn: Ellen M. Drudy *Phone*: 703.706.8226

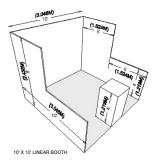
Email: edrudy@ntpshow.com

EXHIBIT DISPLAY REGULATIONS

LINEAR BOOTH/STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. Booths are ten feet (10') wide and ten feet (10') deep, 10'x10'. In-line booths have an eight-foot (8') height limit. This height may be maintained on the sidewalls of your booth up to a distance of **5 feet** from the aisle.

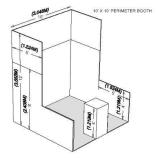
Remaining length of the sidewall **may be no higher than 4 feet**.



PERIMETER WALL BOOTH

Perimeter wall exhibits are linear booths that back to a wall of the exhibit facility rather than to another exhibit. They are offered in 10' widths, and can be combined to create an exhibit of almost any length. Perimeter booths have a twelve-foot (12') maximum height limit.

Hanging Signs: Hanging signs are **not** allowed in perimeter wall exhibits.

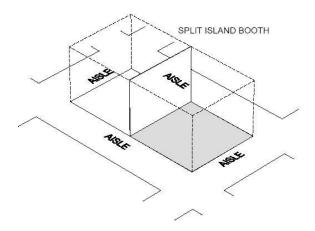


PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. A Peninsula is 20'x20' or larger. The maximum height permitted for any sign, display, product, fixture, or decoration within the exhibit is 20'. **NOTE:** If your booth is within the first 60' of the exhibit hall, your height limit on hanging signs is 16'. Back walls may be **no higher than 4 feet for a distance of 5 feet** from either aisle and for a depth of **10 feet** from the back wall. Other points in the back wall may be **20 feet** in height (ceiling height permitting). Any portion of the booth bordering another exhibitor's exhibit space must have the back side of that portion finished.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. **Twenty feet (20') is the maximum height allowance, including signage.**

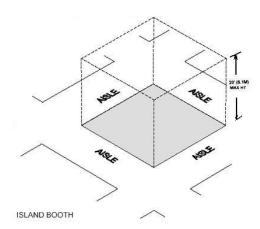




ISLAND BOOTH

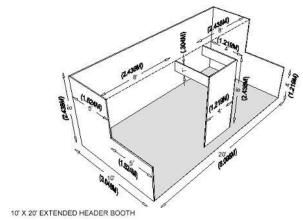
An Island Booth is any booth exposed to the aisle on all four sides and is a 20'x20' or larger.

NEW: The entire cubic content of the space may be used up to the maximum allowable height, 20'. Since there are no adjacent exhibitors, signs and displays up to 20' in height may be located anywhere within the exhibit.



EXTENDED HEADER BOOTH

An Extended Header Booth is a Linear Booth that is 20' or longer with a center extended header. All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8', a maximum width of 20 percent of the length of the booth, and a maximum depth of 9' from the back of the wall.





HANGING SIGNS

Peninsula and Island Exhibits Only (20'x20' or larger): Hanging signs will be permitted up to a maximum height of 20' from the ground to the top of the sign and must be finished on all sides. Be sure to complete and submit the appropriate sign-hanging paperwork located in the GEMS portion of the manual. *No corporate identification can be visible above the height limitations stated in each booth diagram.*

INSTALLATION EXCLUSIONS

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

UNFINISHED AREAS

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at exhibitor's sole expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

STORAGE OF CRATES, CARTONS & EXTRA MATERIALS

Storage of any materials in the space behind the booth is PROHIBITED.

ELECTRICAL

- 1. All wiring must be three-wire and grounded.
- 2. Wiring that touches the floor must be "SO" cord (minimum 14 gauge/3 wire) which is insulated to qualify for "extra hard usage."
- 3. Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- 4. The use of zip cords, two wire cords, latex cords, plastic cords, lamp cords, open clip sign sockets or two-wire clamp-on fixtures is prohibited. Cube taps are prohibited.
- 5. Power strips (multi-plug connectors) must be UL approved, with built-in over-load protectors.
- 6. Electrical equipment must be Underwriters' Laboratory (UL) approved and gas-operated equipment must be AGA (American Gas Association) approved.





FIRE SAFETY REGULATIONS

America's Center mandates a strict adherence to the NFPA Safety Code. The decision of the Fire Marshal is final. The following materials are prohibited without the written consent of America's Center:

- electrical cooking equipment
- open flame devices
- welding, cutting or brazing equipment
- ammunition
- radioactive devices
- pressure vessels
- exhibits involving hazardous processing and materials
- fireworks or pyrotechnics
- blasting agents /explosives
- flammable cryogenic gases
- aerosol cans with flammable propellants
- gas operated cooking equipment
- · portable heating equipment

BALLOONS

Helium tanks and helium balloons are not permitted.

FACILITY EQUIPMENT

Exhibitors are prohibited from using building equipment, i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.

GOOD NEIGHBOR POLICY

Exhibitors are asked to observe the "Good Neighbor" policy in every way. If there is audio equipment in your booth, keep the sound to a level which will not disturb neighboring exhibitors. Any entertainers which have been approved by Show Management must adhere to this same requirement. Show Management does not permit "sideshow" tactics and expects models and/or entertainment to be in good taste, confined to the exhibitor's booth and not to be in any way offensive to registrants or neighboring exhibitors.

PRODUCT DEMONSTRATIONS

All displays, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc., will not be tolerated. This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors – refrain from soliciting their business during show hours (when they are trying to make a sale).

LITERATURE DISBURSEMENTS & SURVEYS

Literature samples and giveaways can be disbursed from within (and all surveys can be done from) your exhibit space ONLY!





LIGHTING & SOUND REGULATIONS

Lighting

Lighting can be an integral part of an exciting exhibit presence, however in the interest of fairness and safety, the following guidelines have been established:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Sound

The following noise abatement policy will be enforced at M+P T 2021:

• Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.

SELLING (CASH & CARRY POLICY)

"Cash and Carry" sales are not permitted on the show floor. This regulation will be strictly enforced.

PHOTOGRAPHY REGULATIONS

No photography is permitted on the show floor unless arranged with the Official Photographer of MPT 2021.

FOOD & BEVERAGE

Exhibitors may serve food and beverages from their booth; however, they **must make all arrangements through Levy Catering**, the exclusive caterer to the America's Center.

GRATUITIES

America's Center and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by convention center employees or booth labor personnel, please report the incident to Show Management.

MUSIC LICENSING

Exhibitors using music in their booth, either live or mechanical, must provide NTP/AGMA with a copy of the exhibitor's Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to NTP/AGMA that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold NTP and/or AGMA harmless from any action brought against NTP or AGMA by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.



AMERICANS WITH DISABILITIES ACT (ADA)

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's *Title III Regulations* and *Guidelines for Small Businesses*. These can be viewed via https://www.ada.gov/smbusgd.pdf.

Exhibitors with complex displays should pay special attention to the following conditions. Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot. The maximum rise for any run is 30 inches. Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides. Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp. Rough or unfinished edges are not permitted. Landings should be at least as wide as the ramp and should be at least five feet in length.

Exhibitors shall also indemnify and hold harmless NTP, AGMA and its agents, GEMS, and America's Center against cost, expense, liability, or damage which may be incident to, arise out of, or be caused by exhibitor's failure to have their booth comply with requirements under the Act.

SPECIAL WORK PERMITS

Exhibitors who require access to the exhibit hall outside the published hours must be issued a Special Work Permit from the Show Management Office. Please come to the Show Management Office no later than 4:00 PM to obtain your Special Work Permit for that evening. Additional security may be required at the exhibitor's expense if late work permits are required. We urge you to complete your exhibit installation/dismantling during specified hours.

USE OF EXHIBITOR APPOINTED CONTRACTORS (EAC'S)

An **Exhibitor Appointed Contractor (EAC)** is any company, other than the designated official contractors listed in this manual which an exhibitor wishes to use and which requires access to the exhibit hall before, during or after the show. This includes independent display/installation and dismantle companies or anyone who is not an employee of your company that you will have working on your equipment and products.

Also included are delivery personnel, technicians, photographers, florists, A/V companies and anyone who is hired by the exhibitor and will need access to the exhibit hall. Permission to use an Exhibitor Appointed Contractor cannot be given for utilities, booth cleaning or material handling services, as these are exclusive to the convention center and/or the general contractor. Exhibitors who plan to use Exhibitor Appointed Contractors must read and act on the remaining pages of this section, including the completion and submission of the provided EAC form.





HOW TO OBTAIN AUTHORIZATION TO USE AN EAC

- 1) Exhibitor MUST make a request via the online form: Exhibitors who wish to use an EAC MUST fill out the Notification of Intent to Use Exhibitor Appointed Contractor form located in this section of the manual. National Trade Productions, Inc. must receive this form no later than the deadline indicated on the form (August 13, 2021). No approvals can be granted after the deadline.
- 2) EACs must provide a Certificate of Insurance: Copies by email (edrudy@ntpevents.com) or fax (+1.703.706.8238) will be accepted. Every person needing access to the show floor must be covered by insurance. (Exhibiting companies are required to insure their own personnel.) Any person, who is not a direct employee of the exhibiting company, must provide his/her own proof of insurance before being allowed access to an exhibitor's booth on the show floor.
- 3) Acceptance of show rules from the EAC: Acceptance on the Notification of Intent to use an Exhibitor Appointed Contractor form, specifying that the EAC will abide by all show rules and regulations governing EACs (see below) including those contained herein for exhibitor designated contractors. This written acceptance must be received by Show Management by no later than the deadline indicated.

Show Management will authorize the exhibitor to use an EAC to provide services to the exhibiting firm, upon receipt of the following:

- 1) Certificate of Comprehensive General Liability insurance in the amount of \$1,000,000 including coverage for Independent Contractors who have been authorized by Show Management to enter the premises of the show site as exhibitor appointed contractors hired by Exhibitor, with Single Limit Bodily Injury and Property Damage Coverage for each occurrence, Contractual Liability coverage, Products Liability coverage, and with completed operations coverage included.
- 2) Comprehensive Automobile Liability coverage, including hired and non-owned auto for not less than \$500,000.
- 3) Workers' Compensation, Employee and Employers' Liability coverage in full compliance with all laws covering clients' employees.
- 4) National Trade Productions, Inc., AGMA, America's Center, and GEMS shall be named as additional insured on all policies of insurance coverage, followed by the statement: "This coverage is primary to all other coverage of the additional, named insured with respect to (Exhibitor's) contract for exhibition space with NTP/AGMA, and preparation and use of the show premises for exhibitions."
- 5) Written notice of cancellation of any coverage must be given to Show Management, and proof of replacement coverage meeting the same conditions as expressed above before entering the premises of the show site.
- 6) Any other coverage as may be required by Show Management from time to time shall be obtained on demand.
- 7) Exhibitor utilizing EACs agrees to indemnify and hold harmless AGMA, NTP and America's Center from any and all liability, including attorney's fees, which may arise due to the third-party contractor's (EACs) presence or actions.
- 8) Exhibitors will be notified directly only if authorization is NOT approved. Therefore, unless the exhibitor is so informed by Show Management, and if the listed conditions are met, approval to use an EAC is implied.



RULES & REGULATIONS GOVERNING EACS

- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will share with the Official Contractor all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of exhibit space to its initial condition, marking of exhibit floor, etc.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- ALL EACs and their labor must be badged. No one will be allowed on the show floor without proper identification.

SAMPLE CERTIFICATE

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			ADDR	NAME					INSURER B:				
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											PERSONAL & ADV INJURY	s	1,000,000
											GENERAL AGGREGATE	s	2,000,000
		GEN'L	AGGREGATE I	PRO- JECT	R:	LOC					PRODUCTS - COMP/OP AGG	s	1,000,000
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					BODILY INJURY (Per accident)	ş	3						
					PROPERTY DAMAGE (Per accident)	\$	3						
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	ANY AUTO				OTHER THAN AUTO ONLY:	EA ACC \$							
		====										AGG \$	
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			OCCUR		LAIMS	WADE					AGGREGATE	\$	
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			RETENTION	\$							WC STATU-	OTH-	3
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l										IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR			
									+	REPRESENTATIVES. AUTHORIZED REPRESENTATIVE			

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1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



September 14 – 16, 2021 Americas Center St. Louis, MO

Service Information:

GEMS is proud to be your Exposition Management team. The following are important dates and information to keep at hand:

Booth Information:

Each 10' x 10' booth space will be set with 8' high black & gold back drape & 3' high black side rail.

Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one—line identification sign upon request.

Carpet: The exhibit area is not carpeted. The aisle ways will be carpeted in Tuxedo.

Discount Price Deadline:

Order early to take advantage of our discount prices, place your order by **August 19, 2021.** Orders placed at show site will be charged an additional 30% above the discount price.

GEMS ONLINE ORDERING

Show Schedule:

Exhibitor Move-In:

Thursday	September 9	12:30 PM—4:30 PM
Friday	September 10	8:00 AM—4:30 PM
Saturday	September 11	8:00 AM—4:30 PM
Monday	September 13	8:00 AM—1:00 PM

All exhibits must be fully install and conference hall cleared by exhibitor personnel by 1:00 PM on Monday, September 13, 2021

Exhibit Hours:

Tuesday	September 14	9:00 AM—6:00 PM
Wednesday	September 15	9:00 AM—5:00 PM
Thursday	September 16	9:00 AM—4:00 PM

Exhibitor Move-Out:

Thursday	September 16	4:00 PM—8:00 PM
Friday	September 17	8:00 AM-4:30 PM

Service Center Hours:

We will have staff available at show site at the Exhibitor Service Center as followed:

Thursday	September 9	12:30 PM -4:30 PM
Friday	September 10	8:00 AM—4:30 PM
Saturday	September 11	8:00 AM—4:30 PM
Monday	September 13	8:00 AM—4:30 PM
Tuesday	September 14	8:00 AM—4:30 PM
Wednesday	September 15	8:00 AM—4:30 PM
Thursday	September 16	8:00 AM—9:30 PM
Friday	September 17	8:00 AM—3:00 PM

Dismantle & Move-Out Information:

- ♦ GEMS will begin returning any empty containers as soon as the aisle carpet has been removed. This entire process takes approximately 3 hours.
- Our exhibitor service team will gladly prepare your outbound material handling form and labels ahead of time. Complete the outbound shipping form found in this exhibitor kit and your paperwork will be available at show site.
- All exhibitor materials should be removed from the facility by 4:30 PM on Friday, September 17, 2021.
- ♦ Please inform your drivers to be checked in at the loading area by 3:00 PM on Friday, September 17, 2021.
- Freight not picked up by 3:00 PM on Friday, September 17, 2021 will be redirected.

General Contractor Information:

Assistance:

A GEMS Exhibitor Services Lead is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

Your Exhibitor Services Lead is: Alanna Powers. Phone: (313)-400-1454 ext. 402 Email: Alanna@gemsevents.com

Gilbert Exposition Management Services (GEMS)

1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838

During the Show:

GEMS maintains an on-site Exhibitor Services Contact during the whole duration of the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at 313-400-1454 for a quote.

Shipping Information:

Advance to Warehouse:

ABF Freight c/o GEMS Motion + Power Technology Expo Company name & Booth # 8630 Hall Street St. Louis, MO 63147

Shipments may begin arriving at the above address on **Monday**, **August 9**, **2021** from 8 AM—4:30 PM daily. Shipments will be accepted at the warehouse until **Friday**, **September 3**, **2021** after that additional after deadline fees will apply. To trace the arrival of your shipment or for directions to the warehouse please call 877.231.8348

Direct to Show Site:

Americas Center c/o GEMS Motion + Power Technology Expo Company Name & Booth # 701 Convention Plaza St. Louis, MO 63101

Shipments arriving at show site <u>prior</u> to **Thursday, September 9, 2021** will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, special events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!



1 Washington Blvd. Ste 1056
Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



September 14—16, 2021

Total

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization					Calculation of Orders Total		
	/ ** **		. 5 5	EXPIRATION DATE	Material Handling	\$	
(All Information Must Be Provided)					Installation & Dismantle Labor	\$	
_MasterCard	VISAA	American Expre	ssCorporate	Personal	Standard Furnishings & Access	sories \$	
				,	Custom Furniture Rental	\$	
				/	Carpet	\$	
0	Mana	•	•		Other	\$	
Card Holders Name					Processing Fee 3.5%	\$	
(Please Print)					Taxes 4.2%	\$	
Billing Addres	<u>ss</u>						
					Total	\$	
<u>City</u> <u>State</u>			State	Zip Code	To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.		
Phone Numb	<u>er</u>		Credit Card CVV (Code	your oroun	\$	
					FULL PAYMENT in U.S. funds drawn		
Email Addres	<u>s</u>						
					Check #		
Card Holders	Signature						
Company Name Booth #					Please list all author		
					credit card use at s		

Payment Policy

Payment for Services

GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, GEMS/GEMS Logistics LLC will use this authorization to charge your account for services which may include labor, material handling, and shipping services not covered by your first payment.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

Method of Payment

GEMS accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

If you have any questions regarding our payment policy, please call exhibitor services at 313-400-1454 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.



1 Washington Blvd. Ste 1056 Detroit, MI 48226 (313) 400-1454 fax. (313) 209-3838



September 14—16, 2021

THIRD PARTY PAYMENT AND STATEMENT OF TERMS

GEMS will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met:

- 1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located in this manual.
- 2. The payment record of the third party must be acceptable to GEMS. Also, the charge card information must be completed and submitted to GEMS as a deposit for the Show.
- 3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires GEMS to fax an invoice from the Show Facility, a \$75.00 service charge will be added.
- 4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. **Please do not forget to fill out the credit card authorization form.**

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the Show site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:		BOOTH#:						
AUTHORIZED NAME & TITLE:								
AUTHORIZED SIGNATURE:								
DISPLAY HOUSE NAME/THIRD PARTY PAYER:								
COMPLETE ADDRESS:								
CITY, STATE:		ZIP CODE:						
AUTHORIZED NAME & TITLE:								
AUTHORIZED SIGNATURE:								
PHONE NUMBER:	FAX NUMBER:							
ITEMS TO BE BILLED TO THIRD PARTY:								
MASTERCARD VISA	DISCOVER	AMERICAN EXPRESS						
ACCOUNT NUMBER:		EXPIRATION DATE and CVV Code:						
NAME ON CARD:								
SIGNATURE:								
COMPANY NAME:		B00TH #:						
COMPANY ADDRESS:								
CITY, STATE:		ZIP CODE:						
PHONE NUMBER:	FAX NUMBER:							



1 Washington Blvd. Ste 1056
Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



September 14—16, 2021

SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before September 3 2021 between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays.
 To trace the arrival of a shipment, call
- HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.
- To trace the arrival of your shipment or for directions to the warehouse please call 877.231.8348
- NOTE: Shipments that arrive at the warehouse after Show move-in has
 - begun will be charged an additional 25% overtime rate of the advance warehouse rate.
- Label each package or crate as follows:

TO ARRIVE ON OR BEFORE

September 3, 2021

ABF Freight
c/o GEMS

Motion + Power Technology Expo
Company name & Booth #
8630 Hall Street
St. Louis, MO 63147

Bring tracking information to showsite!

SHIPMENTS TO SHOW SITE

- All shipments arriving at the facility prior to September 9, 2021 will be refused & rerouted.
- NOTE: Shipments will only be received at the Show site during the move-in periods - SEE PAGE 2, 3 OF THE SERVICE MANUAL.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- NOTE: Shipments arriving at Show site before the designated move-in date will be refused, rerouted, or held by the facility.
 You're responsible for all related charges incurred at site & by GFMS
 - Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.
- Label each package or crate as follows:

DO NOT DELIVER PRIOR TO

September 9 2021

Americas Center
c/o GEMS

Motion + Power Technology Expo
Company Name & Booth #
701 Convention Plaza
St. Louis, MO 63101

GEMS WILL NOT be responsible for locating freight that is sent to the facility prior to September 9, 2021

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.



1 Washington Blvd. Ste 1056 Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



September 14—16, 2021

TRANSPORTATION

INBOUND SHIPPING INSTRUCTIONS	OUR EXHIBIT MATERIALS VIA GEMS IN-HOUSE SHIPPING SERVICE				
	SHIPPING INFORMATION				
Below payment authorization must be on file prior to pick up.	Crates [h]x[w]x[d]				
Pick-up from:	Cartons (cardboard) [h]x[w]x[d]				
Company:	Cases/Trunks [h]x[w]x[d]				
Address:					
City: State/Zip:	Skids/Pallets [h]x[w]x[d]				
Show:	Carpet [h]x[w]x[d]				
Booth Name/#	Other [h]x[w]x[d]				
Requested Pick Up DateTime:	- TOTAL PIECES TOTAL WEIGHT -				
Contact					
SHIPPING SERVICES	Items to be shipped: Pieces: Dimensions: Weight:				
Tel:	Declared value \$ Loading Dock □ Lift Gate needed □				
Email	Residential address Inside PickUp Inside Delivery				
☐ Please arrange my shipping into ADVANCE WAREHOUSE <u>or</u>	Special Instructions:				
☐ Please arrange my shipping direct to SHOW SITE	apolial moliacions.				
☐ Please arrange my OUTBOUND SHIPPING	OUTBOUND SHIPPING INSTRUCTIONS				
☐ Please contact me about EXPRESS DEPARTURE SERVICE					
☐ Please contact me about BETWEEN SHOWS STORAGE	SHIP TO ADDRESS:				
TRANSPORTATION CHARGES PAYMENT AUTHORIZATION					
	Contact Name				
This authorization will be used by GEMS Inc/GEMS Logistics LLC to charge your	Contact Name:				
credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.	Phone:				
Card Type: □MasterCard □VISA □American Express	Deliver-by Date:				
	Otro of John Jorgania				
Card #//	Qty of labels req'd:				
Expiration Date: Security Code:	FREIGHT SERVICE TYPE				
Billing Address:					
City, St, Zip:	Special Instructions:				
Name on Card:					
Authorised Signature:	Services are charged based on Dimensional or Actual weight—whichever is greater when weighed. Exhibitor to submit completed outbound Bill of Lading to GEMS service desk—as transfer of responsibility for freight left at booth.				
	☐ STANDARD GROUND ☐ 2ND DAY AIR				
	II				
	□ NEXT DAY AIR □ OTHER (TRUCK LOAD, SPECIALISED)				



RUSH

DO NOT DELAY

Receiving Date Begins: AUGUST 9, 2021

Deadline Date: SEPTEMBER 3, 2021

To:

Exhibitor Name

C/O: GEMS

ABF FREIGHT 8630 HALL STREET ST. LOUIS, MO 63147

ADVANCED

Event: Motion + Power Expo 2021

Booth No: Of No. **PCS**



RUSH

DO NOT DELAY

Receiving Date Begins: AUGUST 9, 2021

Deadline Date: SEPTEMBER 3, 2021

To:

Exhibitor Name

C/O: GEMS

ABF FREIGHT 8630 HALL STREET ST. LOUIS, MO 63147

ADVANCED

Event: Motion + Power Expo 2021

Booth No: Of No. **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVEINCE. PLEASE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE



RUSH

DO NOT DELAY

RUSH DO NOT DELAY

CANNOT DELIVER BEFORE: September 9, 2021

CANNOT DELIVER BEFORE: September 9, 2021

SHOW SITE

To:

Exhibitor Name

Exhibitor Name

C/O: GEMS

AMERICA CENTER 701 Convention Plaza St. Louis, MO 63101

C/O: GEMS

l To:

AMERICA CENTER 701 Convention Plaza St. Louis, MO 63101

SHOW SITE

Event: MOTION + POWER EXPO 2021

Event: MOTION + POWER EXPO 2021

Booth No: Of No. **PCS** **Booth No:** Of No. PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVEINCE. PLEASE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE



EXHIBITING FIRM:



September 14—16, 2021

MATE	RIAL HAN	DLING O	RDER	FORM	
	here your shipment will a			Show Site	
Advar	nce Wareho	use Rec	eiving	Rates:	
		pieces @			
Crated or Skidded Shipment		3.00 per 100 lbs. (2		ım)	\$
Small Package Charge	@ \$45.	.00 (25 lb. maximun	n)		\$
Special Handling	@ \$14	0.00 per 100 lbs. (2	00 lb. minimu	ım)	\$
OVERT	IME MATERIAL HANDLIN	IC CHADCES (See S	ahadula On D	ogo Ono)	
Overtime rates prevail before 8:00AM	and after 4:00PM daily	, and all day on Sati	urdays, Doubl	e time rates prevail Sundays	1
Inbound Overtime - 25% Surcharge					\$
Outbound Overtime - 25% Surcharge					\$
NOTE: We understand that your calcul	lation is only an estimat	e. Invoicing will be		Material Handling Subtotal	\$
completed from the actual weight as liste	•	•		Overtime Subtotal	
ments will be made accordingly, and mus	st be paid at Show site.	If you have any		Material Handling Total	\$
For complete information and in:	structions on shipping and material	handling, refer to the "SHIPPI	NG INSTRUCTIONS"	and "MATERIAL HANDLING RATES."	I
*When recording weight, round t UPS, FEDERAL EXPRESS, EXPRESS M.	MAIL, PARCEL POST, or PRIVATE VEH	ICLE, etc., will be delivered to	the booth without g	rrier receipts or freight bills, such as tuarantee of the piece count or condition.	
*When recording weight, round t UPS, FEDERAL EXPRESS, EXPRESS M.	Show Site	ICLE, etc., will be delivered to	g Rate	quarantee of the piece count or condition.	
*When recording weight, round t UPS, FEDERAL EXPRESS, EXPRESS M.	Show Site We will ship	Receiving	g Rate	quarantee of the piece count or condition.	\$
*When recording weight, round to UPS, FEDERAL EXPRESS, EXPRESS M.	Show Site We will ship	Receiving	g Rate Ibs.	quarantee of the piece count or condition.	\$ \$
*When recording weight, round to UPS, FEDERAL EXPRESS, EXPRESS M. Crated or Skidded Shipment	Show Site We will ship @ \$96	Receiving pieces @ 5.25 per 100 lbs. (20	g Rate lbs. 00 lb. minimu m)	tuarantee of the piece count or condition.	*
*When recording weight, round to UPS, FEDERAL EXPRESS, EXPRESS M. Crated or Skidded Shipment Small Package Charge	Show Site We will ship @ \$96	Peceiving pieces @ 5.25 per 100 lbs. (20 5.00 (25 lb. maximu 25.00 per 100 lbs. (20 100 lbs.)	g Rate lbs. 00 lb. minimu m)	tuarantee of the piece count or condition.	\$
*When recording weight, round of UPS, FEDERAL EXPRESS, EXPRESS M. Crated or Skidded Shipment Small Package Charge Special Handling	Show Site We will ship @ \$96 @ \$45 @ \$15	Peceiving pieces @ 5.25 per 100 lbs. (20 5.00 (25 lb. maximu 25.00 per 100 lbs. (20 100 lbs.)	g Rate lbs. 00 lb. minimu m)	tuarantee of the piece count or condition.	\$
*When recording weight, round of UPS, FEDERAL EXPRESS, EXPRESS M. Crated or Skidded Shipment Small Package Charge Special Handling Spotting Fee: Cart Load Service (maximum 100 lbs.):	Show Site We will ship @ \$96 @ \$45 @ \$12 @ \$12	pieces @ 5.25 per 100 lbs. (20 5.00 (25 lb. maximu 25.00 per 100 lbs. (60.00 0.00 each way	g Rate Ibs. 00 Ib. minimu m) 200 Ib. minim	m) Page One)	\$ \$ \$
*When recording weight, round of UPS, FEDERAL EXPRESS, EXPRESS M. Crated or Skidded Shipment Small Package Charge Special Handling Spotting Fee: Cart Load Service (maximum 100 lbs.):	Show Site We will ship @ \$96 @ \$45 @ \$12 @ \$12	pieces @ 5.25 per 100 lbs. (20 5.00 (25 lb. maximu 25.00 per 100 lbs. (60.00 0.00 each way	g Rate Ibs. 00 Ib. minimu m) 200 Ib. minim	m) Page One)	\$ \$ \$
*When recording weight, round of UPS, FEDERAL EXPRESS, EXPRESS M. Crated or Skidded Shipment Small Package Charge Special Handling Spotting Fee: Cart Load Service (maximum 100 lbs.): OVER Overtime rates prevail before 8:00AN	Show Site We will ship @ \$96 @ \$45 @ \$12 @ \$12	pieces @ 5.25 per 100 lbs. (20 5.00 (25 lb. maximu 25.00 per 100 lbs. (60.00 0.00 each way	g Rate Ibs. 00 Ib. minimu m) 200 Ib. minim	m) Page One)	\$ \$ \$ \$ ys & Holidays.
*When recording weight, round of UPS, FEDERAL EXPRESS, EXPRESS M. Crated or Skidded Shipment Small Package Charge Special Handling Spotting Fee: Cart Load Service (maximum 100 lbs.): OVER Overtime rates prevail before 8:00AN Inbound Overtime - 25% Surcharge Outbound Overtime - 25% Surcharge	Show Site We will ship	pieces @ 5.25 per 100 lbs. (20 5.00 (25 lb. maximu 25.00 per 100 lbs. (6 50.00 0.00 each way ING CHARGES (See ly, and all day on Sa	g Rate Ibs. 00 Ib. minimu m) 200 Ib. minim	m) Page One) De time rates prevail Sunda	\$ \$ \$ \$ \$ ys & Holidays.
*When recording weight, round of UPS, FEDERAL EXPRESS, EXPRESS M. Crated or Skidded Shipment Small Package Charge Special Handling Spotting Fee: Cart Load Service (maximum 100 lbs.): OVER Overtime rates prevail before 8:00AN Inbound Overtime - 25% Surcharge Outbound Overtime - 25% Surcharge NOTE: We understand that your calculations are supported by the content of the	Show Site We will ship	pieces @ 5.25 per 100 lbs. (20 5.00 (25 lb. maximu 25.00 per 100 lbs. (6 50.00 0.00 each way ING CHARGES (See ly, and all day on Sa	g Rate Ibs. 00 Ib. minimu m) 200 Ib. minim	m) Page One) Ple time rates prevail Sunda Material Handling Subtota	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
*When recording weight, round of UPS, FEDERAL EXPRESS, EXPRESS M. Crated or Skidded Shipment Small Package Charge Special Handling Spotting Fee: Cart Load Service (maximum 100 lbs.): OVER Overtime rates prevail before 8:00AN Inbound Overtime - 25% Surcharge Outbound Overtime - 25% Surcharge	Show Site We will ship	pieces @ 5.25 per 100 lbs. (20, 5.00 (25 lb. maximu 25.00 per 100 lbs. (6, 50.00 per 100 lbs. (7, 50.00 per 100 lbs. (7, 50.00 per 100 lbs. (8, 50.00 per 100 lbs. (9, 50.00 per	g Rate Ibs. 00 Ib. minimu m) 200 Ib. minim	m) Page One) De time rates prevail Sunda	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$

BOOTH#:





September 14—16, 2021

MACHINERY HANDLING

DIRECT MACHINERY MATERIAL RATES

These rates apply to machinery with proper lifting bars, points, hooks, or skids, equipment which may be moved on or off the loading dock, vehicle, or show floor by Forklift with no special handling required. Forklift points must be clearly marked The round trip rates for this service are as followed:

ROUND TRIP RATES

Round Trip Rates 0-10,0000 lbs......\$35.75 10,000-20,000 lbs.....\$32.75 20,001-30,000 lbs.....\$29.75 30,001-40,000 lbs....\$27.25 40,001-50,000 lbs....\$24.50 50,001-60,000 lbs...\$\$21.75

MACHINERY INFORMATION

IMPORTANT: To facilitate the availability of equipment to unload your materials, please return this form to the address above no later than September 5, 2021

MACHINE NUMBER	1	2	3
TYPE			
WEIGHT			
HEIGHT			
SIZE OF BASE			
IS MACHINE CRATED (YES OR NO)			
WILL SKIDS REMAIN UNDER MACHINE (YES OR NO)			
PRE-RIGGING INFORMATION ANDOR OTHER DATA			

NOTE: If equipment requiring special handling, including machinery is to be displayed it imperative that details be included above. If no machinery requiring special handling will be displayed in your booth, please write "NONE DIS-PLAY MATERIAL ONLY" across the above area. This applies to "General Exhibitors" whose exhibits consist primarily of background panels, prefabricated display units, drapes and/or other display material including product presentation.

EXHIBITING FIRM:	BOOTH#:
	200::::::





September 14—16, 2021

MACHINERY HANDLING DEFINITIONS

STRAIGHT TIME: 8:00 AM to 4:30 PM. Monday through Friday

OVERTIME: 4:30 PM to 8:00 AM. Monday through Friday, all day Saturday.

DOUBLE TIME: Sundays, and holidays

(Overtime will be applied to all freight received at the warehouse and/or show site that must be

moved into or out of booth during above listed times.)

DRIVERS CHECK-IN: NO LATER THAN 2:00 PM IN ORDER TO BE OFF-LOADED ON ARRIVAL DATE.

- All machinery shipments MUST be shipped directly to the Americas Center in care of GEMS. GEMS WILL NOT AC-CEPT any shipments addressed to AMERICAS CENTTER prior the first day of Exhibitor Move-In.
- MACHINERY WILL NOT BE ACCEPTED AT THE WAREHOUSE.
- Certified weight tickets and proper documentation will be required on all loads containing machinery. Separate
 weight for display material and machinery equipment is required. There are different rates for machinery equipment if properly identified on the Bill of Lading. If the weight is not separated and/or materials not identified
 properly, the display rate will prevail.
- Rates quoted on Page 1 of the Material Handling form include all labor and equipment required to unload trucks
 at the hall and to place items in the exhibitor's booth, one time spotting, return of containers to dock and loading
 on outbound carriers. Machinery will be spotted with a 6" tolerance, one time after removal from the truck provided the following conditions are met:
 - 1. The exhibitor, or his representative, is there to supervise the spotting
 - 2. The area within the booth is clearly marked to indicate the machine's position
 - 3. No rigging, bolting or unbolting, unskidding, uncrating or attaching to other equipment must be done
- This will include shipments of machinery WITH proper lifting bars, points, hooks or skids which may be moved on
 or off of the loading dock or vehicle or show floor by forklift with NO other additional handling requirements. Forklift lifting points MUST be clearly marked.
- Machinery that does NOT fit this description or if a representative is not there will be considered UNSKIDDED and will be charged the published rates for Unskidded Machinery Shipments.
- Rates DO NOT include a labor charge for uncrating, unskidding, unpacking, recrating or reskidding materials.





September 14—16, 2021

UNLIMITED MATERIAL HANDLING RATE

Includes:

- Unloading of materials at showsite and deliver to booth per assigned move-in target date.
- One-time spotting of equipment, provided exhibitor is on-site when equipment is unloaded. This excludes the use of cranes. Note: any re-spotting of equipment is an additional expense charged directly to the exhibitor.
- Removal, storage and return of empties.

The following conditions must be met in order to qualify for the plan with no additional charges:

- 1. You must meet assigned target move-in time. Exhibitor truck must be checked-in at the Freight Desk of the Official contractor on the assigned target date and time.
- 2. Shipments, including machinery, must be crated, skidded or on blocks.
- 3. Written notification must be made to the Official Contractor specifying type of freight, number of pieces and weight of the heaviest piece prior to assembly (*Please indicate required information in the space provided below.)
- 4. All published deadline dates in Exhibitor Services Manual must be met- NO EXPECTIONS
- 5. Variation of items 1 through 4 will result in additional charges as overtime or special handling. These rates are published on the material handling rates form.

Restrictions

- 1. Machinery or equipment storage in NOT provided
- 2. Booth / Machinery labor of any kind (carpenter, rigger, decorator) is not included. Labor rates are listed on both the Display labor form and the Rigging Equipment & labor form.
- 3. NO rigging, unbolting or unskidding when equipment is being unloaded, spotted or reloaded. Additional labor is required.
- 4. Appropriate rates will be charged for any shipment requiring distribution to booth other than contracted exhibit

Please che	ck on.			
E	Booth size up to 999 sq. ft.			
В	ooth width	x length	_ =	sq. ft. x 12.50 = \$
E	Booth size 1000 sq. ft. and	above		
В	ooth width	x length		sq. ft. x 11.80 = \$
Type of Fre	eight (Machines ONLY):			
Number of	pieces:			
*Size & We	eight of heaviest piece (prid	or to assembly):		_
PAYMENT I	MUST BE INCLUDED WITH	THIS ORDER FORM		

EXHIBITING FIRM:	воотн#:	





September 14—16, 2021

MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$100.00 per CWT for straight time and \$200.00 per CWT for overtime, with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS. GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper 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 in the above section.



1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



September 14—16, 2021

OUTBOUND SHIPPING FORM

Exhibiting Firm:		
Booth #:	Booth Siz	ze:
Contact Name:	Phone	#:
	ER TO YOUR BOOTH PRIOR TO	ILL OF LADING. WE ARE HAPPY TO PREPARE THESE FOR YOU O SHOW CLOSE. PLEASE COMPLETE & RETURN THIS FORM VIA BEMS CUSTOMER SERVICE CTR.
	SHIPPING I	NFORMATION
SHIP TO:		
Company Name:		
Delivery Address:		
City	State:	Zip/Postal Code:
		Attn:
	as Ship to:	
•		
		Zip/Postal Code:
		neck –in time please choose one of the following choices:
Re-route via show	v carrier	Return to GEMS Warehouse - fees associated
	METHOD (OF SHIPMENT
SELECT A CARRIER:		
GEMS Logistics	Other Carrier	
	Carrier Name:	Carrier Phone Number
Select a Level of Service:		
1 Day 2 Day	3 Day Standard	d Ground Specialized
Number of Shipping Labels	S Needed	



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September 14—16, 2021

DISCOUNT DEADLINE: AUGUST 9, 2021

GRAPHICS

To order graphics, complete this order form and attached your sign copy or electronic file.

DIGITAL GRAPHICS	STANDARD SIZES
	CHOSE YOUR SIZE:
Capabilities include four-color, photo quality, high resolution, digital printing. Any size for banners, exhibit graphics	QTY. Discount Standard <u>Total</u> Price Price
and more.	THE THE
L X W = sq. ft	7" x 11" @ 40.25
\$21.25 per sq. ft. discount price	7" x 22" @ 44.10 66.15 =
Sq. ft x or =\$	7" x 44" @ 51.10
\$31.25 per sq. ft. standard price.	9" x 44" @ 52.60
• Minimum order per graphic 9 sw. ft. (1296 sq. in)	11" x 14" @ 51.10
Double sq. ft. for double-sided graphics	14" x 22" @ 73.75
Round sq. ft. to next whole increment	14" x 44" @ 79.35
 File conversion, retouching, cloning, or color correcting may incur additional labor charges. 	22" x 28" @ 87.50
LARGE DIGITAL GRAPHICS	28" x 44" @ 120.25
Please call your GEMS Project Manager for a price quotes on	20" x 60" @ 112.50
graphics over 80 sq. ft.	(white only)
File Info:	Note: File conversion, retouching, cloning, or color
Electronic File Name	correcting may incur additional labor charges.
Application	INDICATE YOUR SIGN COPY HERE:
PMS Colors	*Please feel free to attach additional sign copy.
Backing Material	
FoamcoreMesonite	
PVC Plexi	
Gatorfoam Eco-board	
Ultra-board Other	
Special Instructions	Background Color:
	Lettering Color:
EXHIBITING FIRM:	BOOTH#:



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(313) 400-1454 fax. (313) 209-3838



September 14—16, 2021

INSTALLATION AND DISMANTLING LABOR

Advanced Price:

Straight Time: \$105.50 Overtime: \$158.25 Double time: \$210.00

Showsite Price:

Straight Time: \$131.50 Overtime: \$197.50 Double Time: \$260.00

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays. Double time rates prevail on Sundays & Holidays.

A minimum charge is 1 hour per labor personnel.

PLAN A: Installation and dismantling of display under the supervision of I&D GEMS.

Please note the following:

- In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge.
- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the move-in to avoid a one-hour minimum charge.

PLAN B: Installation and dismantling of display under the supervision of Exhibitor.

Please note the following:

- Labor personnel must be picked up at GEMS Exhibitor Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.
- Notice of cancellation should be made at least 24 hours prior to the Show move-in to avoid a one-hour charge per requested personnel.

Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.

Therefore, starting times after 8:00AM cannot be guaranteed, although every effort will be made to provide labor at requested times. **INSTALL & DISMANTLE RECAP** Please check the appropriate line: **GEMS** Supervision Exhibitor Supervision Install Date: Total Laborers: Hours per Laborer: Time: \$ Dismantle Date: Time: Total Laborers: Hours per Laborer: \$ GEMS Supervision Install 35%: GEMS Supervision Dismantle 35%: \$ ESTIMATED COST FOR INSTALLATION / DISMANTLE LABOR

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

- 1. Gilbert Exposition Management, Inc., GEMS & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- 2. Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by Gilbert Exposition Management, Inc., or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Gilbert Exposition Management, Inc., GEMS or its subcontractor.
- 3. Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

- 4. Claims for loss, injury or damage which are not submitted to Gilbert Exposition Management, Inc., GEMS, within thirty (30) days of the close of the Show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Gilbert Exposition Management, GEMS or its subcontractor more than one year after the accrual of the cause of action.
- 5. Gilbert Exposition Management, GEMS, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
- 6. Gilbert Exposition Management, Inc., GEMS will not be responsible for improperly packed or concealed damages to exhibits.
- 7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6

EXHIBITING FIRM:



1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



September 14—16, 2021

EAC FORM

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

Gilbert Exposition Management, Inc. (GEMS), has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

- Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the GEMS Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the GEMS exhibitor Service Center by a representative who has verifying identification.
- These services shall not compete with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and Show management regarding entrance.
- The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the move-in date and shall not solicit business on the Show floor.
- The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS:

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the Show facility and does not represent on or more of the official contractors.

- Exhibitors who choose to use a Non-Official Contractor must complete
 and sign this form. It must be received at Gilbert Exposition
 Management Services, Inc. (GEMS), no later than the Deadline Date.
 NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE
 OFFICIAL PUBLISHED DEADLINE.
- The Non-Official Contractor must provide GEMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
- Failure to provide GEMS with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from GEMS. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the **GEMS Exhibitor Service Center.**

<u>IMPORTANT:</u> It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to GEMS no later than September 3, 2021

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Gilbert Exposition Management, Inc. (GEMS), as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to GEMS by September 3, 2021 then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from

INTENT TO USE NON-OFFICIAL CONTRACTOR						
NOTIFICATION DEADLINE: September 3, 2021						
EXHIBITING FIRM:	BOOTH #:					
AUTHORIZED NAME AND TITLE:						
AUTHORIZED SIGNATURE:						
FULL NAME OF NON-OFFICIAL CONT COMPLETE ADDRESS:	TRACTOR:					
CITY:	STATE:	ZIP CODE:				
AUTHORIZED NAME AND TITLE:						
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:				
NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):						
DIRECT PHONE NUMBER:	TYPE OF SERVICE TO BE PERFORMED:					



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September 14—16, 2021

FORKLIFT / RIGGING INSTALL & DISMANTLE

FORKLIFT CREW & 5M FORKLIFT:

Straight Time: \$359.25 | 2 man crew per hour.

Overtime: \$465.25 | 2 man crew per hour.

Double Time: \$570.25 | 2 man crew per hour.

TWO MAN RIGGING CREW (equipment not included)

Straight Time: \$212.25 per personnel hour

Overtime: \$318.50 per personnel hour

Double Time: \$424.50 per personnel hour

Two man crew is required with all equipment below:

Lg. Forklift (up to 15,000 lbs.) - crew not included: \$176.00

4 Stage—Forklift (14' or higher—crew not included:

\$148.00

Man Cage for Forklift: \$79.50

Boom for Forklift: \$105.50

- Forklift crew will consist of one forklift, one driver and one spotter.
- Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area.
- Forklift crews do not need to be ordered if it is part of the Material Handling Process.
- The same rules and regulations apply to forklift crew labor as to all other labor services.

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays.

Double time rates prevail on Sundays & Holidays.

A minimum charge is 1 hour per labor personnel,

This form is a Machinery/Forklift/Rigging order form to uncrate, unskid, spot and place equipment. This form will not be accepted for your Hanging Sign/Condor needs.

INSTALL & DISMANTLE RECAP						
Please check the appropriate line:Exhibitor Supervision						
nstall	Date: Time:		Total Laborers:	Hours per Laborer:	\$	
Dismantle	le Date: Time:		Total Laborers:	Hours per Laborer:	\$	
EQUIPMENT:			\$			
ESTIMATED	STIMATED COST FOR INSTALLATION, DISMANTLE LABOR					\$

Describe work to be done:		

EXHIBITING FIRM:	BOOTH#:
, ——	



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September 14—16, 2021

HANGING SIGN

- All ceiling rigging must conform to Show Management Rules
 Regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by GEMS.
- Set up Instructions must be provided for signs needing assembly.
- Scheduling is done on a first come, first served basis.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code.
 ELECTRICAL SERVICE requirements must be ordered in advanced on the enclosed ELETRICAL SERVICE Order Form.
- If you have any questions or require further assistance you may reach us at the email address below:
- Alanna@gemsevents.com

Crew 2 men with	a lift (up to	500 lbs. ca	pacity)	
	ST	ОТ	DT	
Advanced Price	\$529.00	\$627.50	\$726.00	
Show Site Price	\$660.00	\$784.00	\$907.00	
Additional Labor				
Advanced Price	\$105.50	\$158.25	\$210.00	
Show Site Price	\$131.50	\$197.50	\$260.00	

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 AM-4:30 PM Monday through Friday

Over Time

Before 8:00 AM & after 4:30 PM. Monday through Friday. All day Saturday.

Double Time

All day Sunday and recognized holidays

Crew consists of 2 people under normal circumstances. However, under GEMS discretion and scope of work and safety, 3 or more men may be required.

Materials—cable, clamps, etc. additional and charge accordingly.

Equipment with Crew

Show site prices will apply to all hanging sign orders placed at show site.

Rates are per lift and crew per hour.

			INS	STALL & DISMANTLE REC	CAP	
Please checl	k the appropria	ate line:		GEMS Supervision	Exhibitor Supervision	
Install	Date:	Time:		Total Laborers:	Hours per Laborer:	\$
Dismantle	Date:	Time:		Total Laborers:	Hours per Laborer:	\$
GEMS Super	vision Install 3	35%:	GEMS Supervis	sion Dismantle 35%:	Forklift Fee: \$50.00	\$
ESTIMATED COST FOR INSTALLATION, DISMANTLE OF HA		ANGING SIGN	•	\$		

EXHIBITING FIRM:	воотн#:	
------------------	---------	--



RUSH

DO NOT DELAY

Receiving Date Begins: AUGUST 9, 2021

Deadline Date: SEPTEMBER 3, 2021

To:

Exhibitor Name

C/O: GEMS

ABF FREIGHT 8630 HALL STREET ST. LOUIS, MO 63147

HANGING SIGN

Event: Motion + Power Expo 2021

Booth No: Of No. **PCS**



RUSH

DO NOT DELAY

Receiving Date Begins: AUGUST 9, 2021

Deadline Date: SEPTEMBER 3, 2021

To:

Exhibitor Name

C/O: GEMS

ABF FREIGHT 8630 HALL STREET ST. LOUIS, MO 63147

HANGING SIGN

Event: Motion + Power Expo 2021

Booth No: Of No. PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVEINCE. PLEASE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE



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September 14—16, 2021

BOOTH PACKAGES

Booth Package:

Each 10' x 10' package includes:

- (1) 10' x 10' Carpet
- (1) 6' L x 30" skirted table
- (2) Side chairs
- (1) Corrugated Wastebasket

Advanced Price.....\$410.50
Standard Price....\$475.00

Items included in this package cannot be substituted or traded.

Rates based on full packages whether used completely or in part

Please indicated your color Selection Below:

(circle color choice)

TABLE: Black Blue Green Gold Gray Red Plum White CARPET: Black Blue Green Grey Red Midnight-Blue Tuxedo

	\$eachadvanced		
@	or =	==	\$
No. of Pkgs	\$ each—standard	4.2% tax	Total

EXHIBITING FIRM: BO	BOOTH#:
---------------------	---------

GEMS | RENTAL EXHIBITS

MAKE YOUR EXHIBIT SHINE WITH ONE OF OUR CUSTOM RENTAL EXHIBITS.

Package 1—10' x 10'



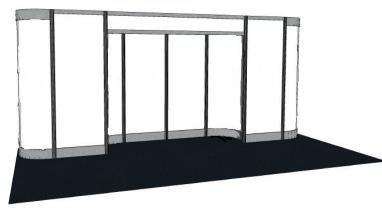
Package 2—10' x 10' with storage



Package 3—10' x 15'



Package 4—10' x 20'



GEMS | RENTAL EXHIBITS

Rental Exhibits Include:

- 10' x 10' Standard 16 oz. Carpet
- Exhibit Install & Dismantle
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-arm lighters per 10' Booth
- Power (500 watts) for light only.

ALL PACKAGES CAN BE UPGRADED AND CUSTOMZED WITH GRAPHICS.

STANDARD CARPET COLORS:



CABINET OPTIONS



CUSTOM EXHIBITS:

CUSTOM EXHIBITS ARE AVAILABLE PLEASE CONTACT GEMS TO BEGIN YOUR DESIGN!



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September 14—16, 2021

RENTAL EXHIBITS

Booth #E	khibiting Firm:		· · · · · · · · · · · · · · · · · · ·
Contact Name:		Email:	
EXHIBITS		ADVANCE PRICING	STANDARD PRICING
PACKAGE 1	10' X 10'	\$1,735.00	\$2,255.50
PACKAGE 2	10' X 10'	\$2,465.00	\$3,204.50
PACKAGE 3	10' X 15'	\$2,650.00	\$3,445.00
PACKAGE 4	10' X 20'	\$3,345.75	\$4,350.00
	LO' x 10' Standard 16 oz. (rs per 10' Booth, Power (5		e, Material Handling of Exhibit, Nightl
CARPET			
Black	Blue Gr	ray Latte	
Midnight Blue	e Red Re	ed Pepper Tuxedo	
LIGHTING			
•			
Black Blue	☐ Brown ☐	Burgundy	
Red Teal	White	Green	
ndicate how you would	like your company nam	e to appear.	
ENHANCE YOUR EXIB	IT		
CABINETS & CO	OUNTERS COLORE	ED PANELS GRAPHICS	& CUSTOM LOGO
CREATE CUTO	M EXHIBIT SEPCIAL	LITY COLORED METAL RE	CYLABLE GRAPHICS
			TOTAL COST
		<u> </u>	+=

Sub-total

4.2% Total Cost



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EXHIBITING FIRM:



September 14—16, 2021

Total \$

Exhibitor will	STANDARD CARPET ORDER ibitor will be charged to replace any carpet ordered from GEMS if grease/food etc. has damaged the carpet. Carpets will be inspected by GEMS after the event and replacement costs at GEMS discretion. All utility lines must be installed before carpet installation. Utilities should be ordered in advance.						
	CARPET - Carpet Ordered in Mult	iples are not Guarante	ed a Color Match				
	Indicate Color:BlackBlueGrey	_RedLatteMidnight I	BlueRed Pepper	_Tuxedo			
Quantity	Description	Discount Price	Standard Price	Total			
	10' x 10'	\$291.05	\$407.45	\$			
	10' x 20'	\$582.10	\$814.95	\$			
	10' x 30'	\$824.65	\$1,154.50	\$			
	10' x 40'	\$1,103.60	\$1,545.05	\$			
	10' x 10' Carpet Padding—Single Layer	\$91.00	\$127.40	\$			
	10' x 20' Carpet Padding—Single Layer	\$157.65		\$			
	10' x 30' Carpet Padding—Single Layer	\$224.40		\$			
	10' x 40' Carpet Padding—Single Layer	\$291.05	\$407.45	\$			
	10' x 10' Carpet Padding—Double Layer	\$181.90	\$254.65	\$			
	10' x 20' Carpet Padding—Double Layer	\$315.30	\$441.40	\$			
	10' x 30' Carpet Padding—Double Layer	\$400.20	\$560.30	\$			
	10' x 40' Carpet Padding—Double Layer	\$582.10	\$814.95	\$			
	Plastic Covering (price per sq. ft)	\$.50	\$.70	\$			
ne-time rer	e impression of your booth, plus enjoy the added choice that or outright purchase for use at further Shows at a many be available; please call the number below for addit g. Misty GreyNavy	very reasonable cost. Carpetin	ng is 30 oz. stain-resistar	nt Zeftron Nylon. Oth-			
	RENTAL PRICE order includes installati						
Carpet Color	Booth Size X	= Si	q. Ft. @ \$4.50/Sq. Ft.	\$			
or any assis	tance, please call (313) 400-1454 to speak to your project	ct manager. Alanna Powers.	Subtotal Processing Fee 3.5%	\$			
			Tax @ 4.2%	\$			

BOOTH #:



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September 14—16, 2021

	SIANDARD		ings 8	& ACCESS	SORIES		
	CHA	AIRS AND	ACCES	SORIES			
Quantity	Description	Disc	count Price	Standa	ard Price	Total	
<u> </u>	Basic Side Chair			\$62.75	\$8	0.00	\$
	Basic Black Stool with Back		\$	120.00	\$13	35.00	\$
	Literature Stand		\$	150.00	\$17	75.00	\$
	Waste Basket			\$20.50	\$3	5.00	\$
	Easel, Chrome			\$46.00	\$6	5.00	\$
	Tack Board		\$	150.00	\$17	75.00	\$
	42" High Round Café Table		\$	175.00	\$22	10.00	\$
	Bag Rack			\$65.00 \$80.00			\$
	SPECIAL DRAPERY BA	VCKGBUII	NDS_0	rdorod In 1	10' Increi	monte	
	Indicate Color:Red	Blue				White	
Quantity	Description			count Price	-	ard Price	Total
Quartuly	3' Drapery Installed, per linear foot		-	\$9.25			\$
					\$13.75		
	8' Drapery Installed, per linear foot			\$12.00	\$1	8.25	\$
	DRAPED DISF	PLAY TABL	.ES-30'	" High x 24	" Wide		
Inc	licate Color:RedBlue	BlackS	Sky Blue	Silver _	White _	Green	_Burgundy
Quantity	Description	Disc	count Price	Standard Price		Total	
	4' Draped	\$	130.00	\$16	62.50	\$	
	6' Draped	\$	152.50	\$19	90.50	\$	
	8' Draped		\$	175.25	\$22	19.00	\$
	4th Side Draped			\$25.00	\$3	2.50	\$
	DRAPED DISPL	AY COUNT	TERS—4	2" High x 2	24" Wide		
Inc	licate Color:RedBlue	BlackS	Sky Blue	Silver _	White _	Green	_Burgundy
Quantity	Description		Disc	count Price	Standa	ard Price	Total
	4' Draped		\$	152.50	\$19	90.50	\$
	6' Draped		\$	172.00	\$22	15.00	\$
	8' Draped		\$	190.50	\$23	38.00	\$
	4th Side Draped			\$25.00	\$3	2.50	\$
	TABI	LE RISERS	S AND D	RAPING			
	licate Color: Red Blue	BlackS	Sky Blue	Silver _	White _	Green	_Burgundy
Inc			Disc	count Price	Standa	ard Price	Total
	Description			\$35.25 \$4		7.50	\$
				\$35.25	\$4	7.50	Ψ
	Description 4' x 10" x 12" Draped		_	\$35.25 \$45.00		7.50 0.75	
	Description 4' x 10" x 12" Draped 6' x 10" x 12" Draped		(\$45.00	\$6	0.75	\$
Inc Quantity	Description 4' x 10" x 12" Draped		(\$6		
	Description 4' x 10" x 12" Draped 6' x 10" x 12" Draped	TED ABOVE, PL		\$45.00 \$57.75	\$6	0.75	\$
	Description 4' x 10" x 12" Draped 6' x 10" x 12" Draped 8' x 10" x 12" Draped		EASE CONT	\$45.00 \$57.75 ACT	\$6	8.00	\$
	Description 4' x 10" x 12" Draped 6' x 10" x 12" Draped 8' x 10" x 12" Draped FOR ANY ADDITIONAL FURNISHINGS NOT LIST		EASE CONT	\$45.00 \$57.75 ACT	\$6	8.00	\$ \$

TRADESHOW Furnishings





FEATURING

- Powered Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bars & Barstools



"...A Cut Above The Rest!"



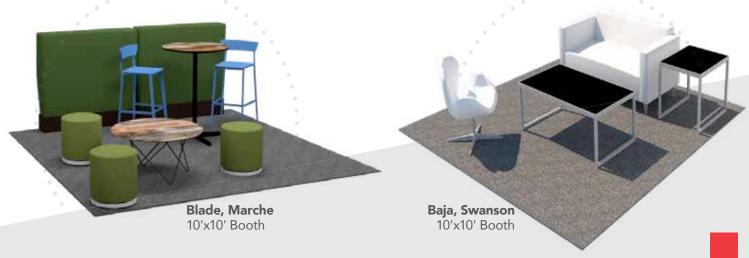
Inspired Designs for Maximum Engagement

Design an interactive booth that achieves your company vision and encourages attendees to connect, learn, and engage.









Top 10 Booth Design Tips

Attract, Engage and Inspire.



Provide a Pop! Colorful furnishings attract attention and help reinforce brand themes.





Spin Around.

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



Charge it!

Powered tables or seating encourages clients to linger in the booth and recharge.





Communal tables help facilitate networking opportunities and build connections.







Creature Comforts.

Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.



Stay Social. Stylize furnishi

Stylize furnishings to create shareable moments worthy of Instagram.





4.

Keep it Green.

Don't forget the greenery to warm up your booth environment by bringing nature indoors.



Level the field!

Low and casual seating makes clients more comfortable and open to learning.





Demo Down.

Square or circular ottomans are a great way to design small theaters for quick demonstrations.



Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture. From pedestals to soft seating and tables, our complete charging collection lets you **Power Up the Possibilities**.

Charge it!

Powered tables or

Powered tables or seating encourages clients to linger in the booth and recharge!



CUBPOW

Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H

Roma Powered Chair & Sofa 10'x20'

Roma Collection







SFAPWR Roma Sofa, Powered (white vinyl) 78"L 31"D 33"H CHRPWR Roma Chair, Powered (white vinyl) 37"L 31"D 33"H



Naples Collection

NPLCHP Naples Chair, Powered (black vinyl) 36"L 30"D 33.25"H
NPLLOP Naples Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
NPLSOP Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H









Banquettes



MODULAR SYMMM Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station (BNQTL7).

Powered Tables



Ventura Bar Tables, Powered (silver frame) 72.25"L 26.25"D 42"H **A) VNTWHT** (white top) **B) VNTBLK** (black top)

Ventura Cafe Tables, Powered (silver frame) 72.25"L 26.25"D 30"H **C) VNTCBK** (black top) **D) VNTCWH** (white top)

E) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H

Sydney Powered Cocktail Tables (brushed steel) 48"L 26"D 18"H F) C1WP (white top) G) C1YP (black top)

Powered Pedestals





Powered Locking Pedestals A) PDL36W (white) 24"L 24"D 36"H B) PDL42W (white) 24"L 24"D 42"H C) PDL36B (black) 24"L 24"D 36"H D) PDL42B (black) 24"L 24"D 42"H





A) TECH3B Tech Desk, Powered w/3 drawer File Cabinet (black metal, laminate) 60"L 30"D 30"H

B) TECH Tech Desk, Powered (black metal, laminate) 60"L 30"D 30"H

Soft Seating Collections





Valencia VALSOF Sofa (coffee brown velvet) 63"L 30.5"D 31"H VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H





FAIRSW Sofa (white vinyl, brushed metal) 62"L 26"D 30"H FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H











Soft Seating







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



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



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



Create a comfortable "living room" space with soft lounge

seating to relax clients and facilitate conversation.





BCHWHT Chair (white vinyl) 36"L 30.5"D 28"H



BLVWHT Loveseat (white vinyl) 61"L 30.5"D 28"H



BSFWHT Sofa (white vinyl) 86"L 30"D 28"H

Soft Seating Collections





Tangiers

TANCHR Chair (beige textured) 34"L 37"D 36"H
TANLOV Loveseat (beige textured) 57.5"L 37"D 37"H
TANSOF Sofa (beige textured) 78"L 37"D 36"H





Key Largo

KEYCHR Chair (black fabric) 35"L 35"D 34"H KEYLOV Loveseast (black fabric) 57"L 35"D 34"H KEYSOF Sofa (black fabric) 79"L 35"D 34"H













Munich

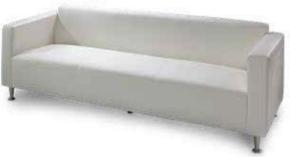
MNCHCH Armless Chair (gray fabric) 22.5"L 27"D 28.5"H MNCHCC Corner Chair (gray fabric) 26"L 27"D 28.5"H MNCHLA Loveseat (gray fabric) 45"L 27"D 28.5"H







BCHWHT Chair (white vinyl) 36"L 30.5"D 28"H
BLVWHT Loveseat (white vinyl) 61"L 30.5"D 28"H
BSFWHT Sofa (white vinyl) 86"L 30"D 28"H











NPLCHP Chair, Powered (black vinyl) 36"L 30"D 33.25"H Also available with standard arm (NPLCHR). ANDLLOP Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
Also available with standard arms (NPLLOV).

NPLSOP Sofa, Powered (black vinyl) 87"L 30"D 33.25"H
Also available with standard arms (NPLSOF).



Accent Chairs









C) OCB Key West Chair (black fabric, wood) 31"L31"D 31"H D) BCW Madrid Chair (white vinyl, chrome) 30"L30"D 31"H E) PROGB Pro Executive Guest Chair (black vinyl, chrome) 24"L 22"D 36"H

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



Group Seating



25.5"L 23.5"D 34"H

A) OCMTAU (taupe fabric, wenge) **B) OCMWHT** (white vinyl, wenge)

C) OCMESP (espresso vinyl, wenge)











- A) CS8 Berlin Chair (black, white, chrome) 18"L 22"D 32"H $\,$
- B) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H
- C) XCHR Christopher Chair (white vinyl, chrome) 17 "L 19 "D 35"H
- **D) SC3 Brewer Chair** (onyx, black) 20"L 20"D 32"H
- **E) RSTDIN Rustique Chair w/arms** (gunmetal) 20"L 18"D 31"H
- F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- **G) LMCHR Laguna Chair** (maple, chrome) 18"L 19"D 34"H
- H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
- I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
- J) BLDCRD Blade Chair (red) 20.5° L 19° D 30.5° H
- **K) LUCHCL Lucent Chair** (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
- L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
- M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
- N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H







Ottomans

Vibe Cubes

18"L 18"D 18"H

A) VIB09 (white vinyl) B) VIB10 (black vinyl)

D) VIB13 (purple vinyl)

E) VIB12 (silver vinyl)

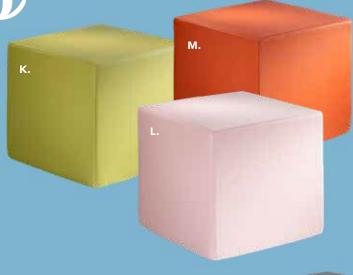
G) VIB05 (bright yellow vinyl) **O) VIB01** (green vinyl)

I) VIB02 (blue vinyl)

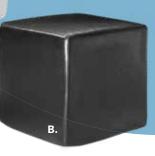
J) VIB08 (orange vinyl)

L) VIB17 (desert rose vinyl)

N) VIB06 (gold/bronze vinyl)













Squares

Endless Square

34"L 34"D 15"H

A) END02B (black vinyl, chrome)

B) END02W (white vinyl, chrome)







C) WHT12 Half

(white vinyl) 39"L 22"D 18"H

D) REGBEN Regis

(brushed metal) 47"L 15.5"D 16"H







Beverly

Beverly Bench Ottoman 10'x20' Booth



Demo down.

Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.





D.





E.







Bench Ottomans

60"L 20"D 18"H

A) BVLYWH (white vinyl) B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric) **D) BVLYRD** (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric) G) BVLYBN (brown fabric)

Marche



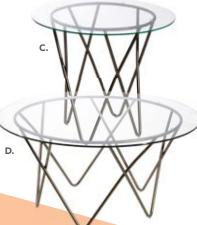
Accent Table Collections

Stylize furnishings to create shareable moments worthy of Instagram.





A) MESETW End Table 20.5"RND 21.25"H (wood top, bronze) B) MESCTW Cocktail Table 32.25"RND 17.25"H (wood top, bronze)



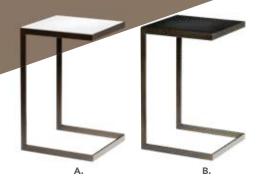
C) MESETG End Table 24"RND 21.25"H (glass top, bronze) D) MESCTG Cocktail Table 36"RND 17.25"H (glass top, bronze)



E) MESETB End Table 20.5"RND 21.25"H (black top, bronze) F) MESCTB Cocktail Table 32.25"RND 17.25"H (black top, bronze)



Accent Tables





Taos

Side Tables
15.75"L 15.75"D 24"H
A) TAOBWH (white top, bronze)
B) TAOBBK (black top, bronze)
C) TAOBWD (wood top, bronze)





Sedona

Side Tables
15.75"L 15.75"D 24"H
A) SEDBWH (white top, bronze)
B) SEDBBK (black top, bronze)
C) SEDBWD (wood top, bronze)

Sydney

Cocktail Tables

48"L 26"D 18"H

- **A) C1W** (white top, brushed steel) **C1WP** (powered)
- **B) C1Y** (black top, brushed steel) **C1YP** (powered)
- C) SYDBEC (blue top, brushed steel)
- D) SYDWDC (wood top, brushed steel)

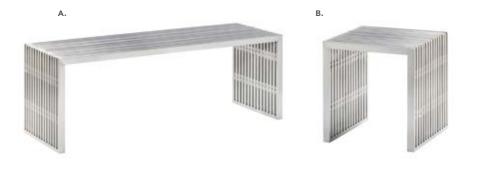
End Tables

27"L 23"D 22"H

- **E) E1W** (white top, brushed steel)
- F) E1Y (black top, brushed steel)
- G) SYDBEE (blue top, brushed steel)
- **H) SYDWDE** (wood top, brushed steel)







Regis

A) REGBEN Bench Table (brushed metal) 47"L 15.5"D 16"H B) REGOTT End Table (brushed metal) 16"L 15.5"D 16.5"H





G.

Silverado

C) E1E End Table (glass top, chrome) 24"RND 22"H D) C1E Cocktail Table (glass top, chrome) 36"RND 17"H







Rustic

E) ETBL E-Table (wood) 21"L 15.5"D 27.5"H F) TMBTBL Timber Table (wood) 16"RND 17"H

AURA

G) AURA Round Table
(white metal) 15"RND 22"H





Wireless Charging Table

H) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H



I) CUBTBL LED Cube Table (plexi top, white plastic) 20"L 20"D 20"H (AC power only)

Bar & Cafe Tables

Style your exhibit

your exhibit
with **bar and cafe** sets
that create inviting
conference and meeting
areas for your
guests.

! Choose Your Base: Black or Crome...



Bar Tables

Standard Black Base 30" RND 42"H

VTJ (graphite nebula top)

VTK (maple top)

VTB (red top)

30WH42 (white top) **VTA** (Madison/gray acajou top)

30BEBB (blue top) **30WDBB** (wood top) **30BKSB** (black top)

30AGBB (brushed gunmetal top)

30OSBB (orange top)

30YBBB (brushed yellow top)

30GSBB (green top)

36" RND 42"H

VTW (white top)

VTN (graphite nebula top)

VTP (maple top)

36BKSB (black top)

Bar Tables

Hydraulic Chrome Base

30" RND 45"H

30GRHB (graphite nebula top)

30MTHB (maple top)

30BRHB (red top)

30WHHB (white top)

30MAHB (Madison/gray acajou top)

30BEHB (blue top) **30WDHB** (wood top)

30BKHB (black top)

30AGHB (brushed gunmetal top)

30OSHB (orange top)

30YSHB (brushed yellow top)

30GSHB (green top)

36" RND 45"H

36WTHB (white)

36GRHB (graphite nebula)

36MTHB (maple top)

36BKHB (black top)

HDG4FT Boxwood Hedge, 4'



2. Then pick a color that suits your design.





Standard Black Base 30" RND 29"H

ZTJ (graphite nebula top)

ZTK (maple top)

30WH29 (white top)

ZTB (red top)

ZTA (Madison/gray acajou top)

30BEBC (blue top)

30WDBC (wood top)

30AGBC (brushed gunmetal top)

30BKSC (black top)

30OSBC (orange top) **30YSBC** (brushed yellow top)

30GSBC (green top)

36" RND 29"H

ZTQ (white top)

ZTN (graphite nebula top)

ZTP (maple top)

36BKSC (black top)

Cafe Tables

Hydraulic Chrome Base 30" RND 29"H

30GRHC (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

30MAHC (Madison/gray acajou top)

30WHHC (white top) 30BEHC (blue top)

30WDHC (wood top)

30AGHC (brushed gunmetal top)

30BKHC (black top)

30OSHC (orange top)

30YSHC (brushed yellow top)

30GSHC (green top)

36" RND 29"H

36WTHC (white top)

36GRHC (graphite nebula top)

36MTHC (maple top)

36BKHC (black top)



GRAPHITE NEBULA



MAPLE











WHITE





BRUSHED GUNMETAL





BRUSHED YELLOW



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

Barstool Collection

Spin 360° Use barstools

Use barstools to maximize client engagement with those all around you.







Barstool Collection



Zenith

21"L 22"D 41"H

A) BSS Barstool (black, chrome)

B) BST Barstool (white, chrome)

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









A) BSC Oslo Barstool (white, chrome) 17"L 20"D 45"H B) XBAR Christopher Barstool (white vinyl, chrome) 19"L 15"D 41"H C) BS001 Shark Barstool (white, chrome) 22"L 19"D 34-44"H

D) BSR Syntax Barstool (black, chrome) 23"L 19"D 43.25"H E) RSTSTL Rustique Barstool (gunmetal) 13"L 13"D 30"H

F) LUBSCL Lucent Barstool (frosted acrylic, chrome) 22"L 22.5"D 45.5"H

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









Blade

D.

20.5"L 20"D 40.5"H **H) BLDBRD Barstool** (red) **I) BLDBSB Barstool** (sky blue)







Conference Tables

42" Round Conference Table 42" RND 29" H

A) CONF42 (white top, black)

B) CB1 (graphite nebula top, black)

C) CB8 (Madison/gray acajou top, black)

D) 42BKCT (black top, black)





(gray acajou top, chrome)

E) MADC05 5' Table 60"L 48"D 29"H

F) MADC08 8' Table 96"L 60"D 29"H

G) MADC10 10' Table 120"L 48"D 29"H







Executive Seating & Desks







Executive Chairs

24"L 22"D 36.75-39.75"H Adjustable height

C) PROMID (white vinyl, chrome)

D) PROMDB (black vinyl, chrome)





Pro Guest

Pro High Back

A) PROEXE (white vinyl, chrome) **B) PROEXB** (black vinyl, chrome)

Executive Chairs

25"L 24"D 45-48"H

Adjustable height

PROGB Executive Chair (black vinyl, chrome) 24"L 26"D 36"H



TASKST Stool

(black fabric, black) 27.5"L 27.5"D 32.75"- 40.25"H Adjustable height





Genesis

GENCHA Chair

(black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable height



A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
B) CR8 Credenza (gray acajou) 60"L 20"D 29"H
C) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

Powered Products









B. CREDENZA FRONT









Tech Desk A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60"L 30"D 30"H B) TECH Desk, Powered (black top, black metal) 60"L 30"D 30"H C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16"L 20"D 28"H



Ventura

Powered & Communal Tables



Colors not available in all table options. Please check options listed.



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

Communal Bar Tables 72.25"L 26.25"D 42"H

(silver frame)

Maple Top B) VNTMNP (solid) **VNTBMW** (grommets)

White Top C) VNTBWW (grommets) **VNTWNP** (solid)

Black Top VNTBNP (solid)



Powered Cafe Tables 72.25"L 26.25"D 30"H (silver frame)

A) VNTCBK (black top) B) VNTCWH (white top)

Communal Cafe Tables 72.25"L 26.25"D 30"H (silver frame)

Maple Top

C) VNTCMN (solid) **VNTCMW** (grommets)

White Top D) VNTCWW (grommets) VNTCWN (solid)

Black Top E) VNTCBN (solid)



Office Accessories & Decor





Mason Lamps (brushed silver) A) LA15 Floor Lamp 18" RND 55"H B) LA14 Table Lamp 16" RND 26"H

C) CUBL20 Edge LED Cube Ottoman (white plastic) 20"L 20"D 20"H (AC power only)

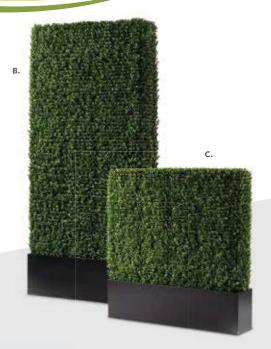
D) CUBTBL Edge LED Cube Table (plexi top, white plastic) 20"L 20"D 20"H (AC power only)

Go Biophilic

It's easy to be green.

Just add greenery to your booth environment for a warm and natural feel.





A) PSHCCS Posh Shelving (chrome, acrylic) 36"L 18"D 72"H

B) HDG7FT Boxwood Hedge, 7'36.5"L 12"D 84"H

C) HDG4FT Boxwood Hedge, 4' 46"L9"D 47"H





20.5"L 20"D 40.5"H (sky blue)



1 Washington Blvd. Ste 1056

Detroit, MI 48226

(313) 400-1454 fax. (313) 209-3838



Quantity	Description	Discount Price	Standard Price	Total
	POWERED FURNITURE			
	Naples Chair, Powered	\$525.00	\$603.75	\$
	Naples Loveseat, Powered	\$685.00	\$787.75	\$
	Naples Sofa, Powered	\$835.00	\$960.25	\$
	Black Sydney Cocktail, Powered	\$305.00	\$350.75	\$
	White Sydney Cocktail Table, Powered	\$305.00	\$350.75	\$
	Wireless Charging Table, Powered	\$365.00	\$419.75	\$
	Ventura Communal Cafe Table, Powered	\$489.00	\$562.35	\$
	Ventura Communal Bar Table, Powered	\$635.00	\$730.25	\$
	SOFA SEATING			
	Allegro Chair	\$419.00	\$481.85	\$
-	Allegro Sofa	\$590.00	678.50	\$
	Fairfax Sofa	\$410.00	\$417.50	\$
	Fairfax Chair	\$295.00	\$339.25	\$
	Key Largo Chair	\$265.00	\$304.75	\$
	Key Largo Loveseat	\$309.00	\$355.35	\$
	Key Largo Sofa	\$40900	\$470.35	\$
	Naples Chair	\$495.00	\$569.25	\$
	Naples Loveseat	\$590.00	\$678.50	\$
	Naples Sofa	\$710.00	\$816.50	\$
	Valencia Sofa	\$379.00	\$435.85	
	Valencia Chair	\$255.00	\$293.25	
	Palm Beach Sofa	\$565.00	\$649.75	
	Baja Sofa	\$715.00	\$822.25	
	Baja Loveseat	\$659.00	\$757.85	
	Baja Chair	\$449.00	\$516.35	
	CASUAL SEATING			
	La Brea Swivel Chair	\$350.00	\$402.50	\$
	White Madrid Chair	\$545.00	\$626.75	\$
	Wentworth Swivel	\$275.00	\$316.25	\$
	Swanson Swivel Chair	\$305.00	\$350.75	\$
	Meeting Chair (white)	\$239.00	\$274.85	\$
	Black Brewer Chair	\$145.00	\$166.75	\$
	Red Blade Chair	\$59.00	\$67.85	\$
	Sky Blue Blade Chair	\$59.00	\$67.85	\$
	Christopher Chair	\$95.00	\$109.25	\$
	Duet Stack Chair	\$60.00	\$69.00	\$
	Laguna Chair, Maple/Chrome	\$119.00	\$136.85	\$
	Lucent Chair	\$149.00	\$171.35	\$
	Marina Chair, Black Vinyl	\$125.00	\$143.75	\$
	Marina Chair, Brown Fabric	\$125.00	\$143.75	\$
	Marina Chair, Ocean Blue Fabric	\$125.00	\$143.75	\$



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Detroit, MI 48226

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- 					
uantity	Description	Discount Price	Standard Price	Total	
	Marina Cahir, White Vinyl	\$12500	\$143.75	\$	
	Marina Chair, Red Fabric	\$125.00	\$143.75	\$	
	Malba Chair, Gray	\$90.00	\$103.50	\$	
	Malba Chair, Green	\$90.00	\$103.50	\$	
	Razor Armless Chair	\$70.00	\$80.50	\$	
	Rustique Chair w/ arms	\$125.00	\$143.75	\$	
	Syntax Chair, Black / Chrome	\$170.00	\$195.50	\$	
	Zenith Chair, White / Chrome	\$139.00	\$159.85	\$	
	OTTOMANS				
	Beverly Bench Ottoman, Black Vinyl	\$325.00	\$373.75	\$	
	Beverly Bench Ottoman, Brown Fabric	\$325.00	\$373.75	\$	
	Beverly Bench Ottoman, Gray Fabric	\$325.00	\$373.75	\$	
	Beverly Bench Ottoman, Linen Fabric	\$325.00	\$373.75		
	Beverly Bench Ottoman, Ocean Blue	\$325.00	\$373.75	\$	
	Beverly Bench Ottoman, Red Fabric	\$325.00	\$373.75	\$	
	Beverly Bench Ottoman, White Vinyl	\$325.00	\$373.75	\$	
	Endless Curved Ottoman	\$355.00	\$408.25	\$	
	Endless Square Ottoman	\$305.00	\$350.75	\$	
	Marche Swivel, Black Vinyl	\$160.00	\$184.00	\$	
	Marche Swivel, Blue Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Distressed Brown Vinyl	\$160.00	\$184.00	\$	
	Marche Swivel, Forest Green Vinyl	\$160.00	\$184.00	\$	
	Marche Swivel, Gray Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Ivory Faux Sheep Fur	\$160.00	\$184.00	\$	
	Marche Swivel, Linen Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Meadow Green Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Orange Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Pear Yellow Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Plum Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Raspberry Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Red Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Rose Quartz Fabric	\$160.00	\$184.00	\$	
	Marche Swivel, Teal Velvet	\$160.00	\$184.00	\$	
	Marche Swivel, White Vinyl	\$160.00	\$184.00	\$	
	Vibe Cube Ottoman—Black Vinyl	\$119.00	\$136.85	\$	
	Vibe Cube Ottoman—Blue	\$119.00	\$136.85	\$	
	Vibe Cube Ottoman—Citrus Green Vinyl	\$119.00	\$136.85	\$	
	Vibe Cube Ottoman—Desert Rose Vinyl	\$119.00	\$136.85	\$	
	Vibe Cube Ottoman—Green	\$119.00	\$136.85	\$	
	Vibe Cube Ottoman—Orange	\$119.00	\$136.85	\$	
	Vibe Cube Ottoman—Purple Vinyl	\$119.00	\$136.85	\$	



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antity	Description	Discount Price	Standard Price	Total
	Vibe Cube Ottoman—Red	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Silver Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Spice Orange	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Steel Blue Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Taupe Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—White Vinyl	\$119.00	\$136.85	\$
	Vibe Cube Ottoman—Yellow	\$119.00	\$136.85	\$
	ACCENT TABLES			\$
	Alondra Cocktail Table, Glass / Chrome	\$279.00	\$320.85	\$
	Alondra Cocktail Table, Wood/Chrome	\$279.00	\$320.85	\$
	Alondra End Table, Glass / Chrome	\$200.00	\$230.00	\$
	Alondra End Table, Wood / Chrome	\$200.00	\$230.00	\$
	Aura Round Table	\$125.00	\$143.75	\$
	Chrome Geo Cocktail Table with Glass	\$235.00	\$270.25	\$
	Geo Cocktail Table, Wood / Black	\$235.00	\$270.25	\$
	Chrome Geo End Table with Glass	\$210.00	\$241.50	\$
	Geo End Table, Wood / Black	\$210.00	\$241.50	\$
	Regis Bench / Table	\$249.00	\$286.35	\$
	Regis End Table	\$175.00	\$201.25	\$
	Silverado Cocktail Table with Glass	\$240.00	\$276.00	\$
	Silverado End Table with Glass	\$220.00	\$253.00	\$
	Mesa End Table, Black Top	\$109.00	\$125.35	\$
	Mesa End Table, Glass Top	\$109.00	\$125.35	\$
	Mesa End Table, Wood Top	\$109.00	\$125.35	\$
	Mesa Cocktail Table, Black Top	\$165.00	\$189.75	\$
	Mesa Cocktail Table, Glass Top	\$165.00	\$189.75	\$
	Mesa Cocktail Table, Wood Top	\$165.00	\$189.75	\$
	Black Sydney Cocktail Table	\$240.00	\$276.00	\$
	White Sydney Cocktail Table	\$240.00	\$276.00	\$
	Blue Sydney Cocktail Table	\$240.00	\$276.00	\$
	Wood Sydney Cocktail Table	\$240.00	\$276.00	\$
	Black Sydney Cocktail Table	\$240.00	\$276.00	\$
	Blue Sydney End Table	\$210.00	\$241.50	\$
	White Sydney End Table	\$210.00	\$241.50	\$
	Wood Sydney End Table	\$210.00	\$241.50	\$
	Timber Table	\$149.00	\$171.35	\$
	Taos Side Table, Black Top	\$110.00	\$126.50	\$
	Taos Side Table, White Top	\$110.00	\$126.50	\$
	Taos Side Table, Wood Top	\$110.00	\$126.50	\$
	Sedona Side Table, Black Top	\$110.00	\$126.50	\$
	Sedona Side Table, White Top	\$110.00	\$126.50	\$
-	Sedona Side Table, Wood Top	\$110.00	\$126.50	\$



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Description	Discount Price	Standard Price	Total
CAFÉ TABLES			
Graphite Nebula Café Table with Black Base	\$190.00	\$218.50	
Maple Café Table with Black Base	\$190.00	\$218.50	
Brushed Red Café Table with Black Base	\$190.00	\$218.50	
30" Round Café Table w/ Standard Black Base, White Top	\$190.00	\$218.50	\$
30" Round Café Table w/ Standard Black Base, Wood Top	\$190.00	\$218.50	\$
30" Round Café Table w/ Hydraulic Base, Blue Top	\$259.00	\$297.85	\$
30" Round Café Table, Standard Black Base, Madison Gray Acajou Top	\$190.00	\$218.50	\$
36" Café Table with Black Base (Graphite Nebula)	\$205.00	\$235.75	\$
36" Round Café Table with Black Base (Maple)	\$205.00	\$235.75	\$
36" Round Café Table w/ Standard Black Base (White Laminate)	\$205.00	\$235.75	\$
30" Round Café Table, Graphite Top	\$259.00	\$297.85	\$
30" Round Café Table, Maple Top	\$259.00	\$297.85	\$
30" Round Café Table, Red Top	\$259.00	\$297.85	\$
30" Round Café Table w/ Hydraulic Base, White Top	\$259.00	\$297.85	\$
30" Round Café Table w/ Hydraulic Base, Wood Top	\$259.00	\$297.85	\$
30" Round Cafe Table, Hydraulic Chrome Base, Madison Gray Acajou Top	\$259.00	\$297.85	\$
30" Round Café Table w/ Standard Black Base, Blue Top	\$190.00	\$218.50	\$
36" Round Café Table, Graphite Top	\$279.00	\$320.85	\$
30" Round Café Table, White Top	\$279.00	\$320.85	\$
36" Round Café Table w/ Standard Black Base, Black Top	\$205.00	\$235.75	\$
36" Round Café Table w/ Hydraulic Base, Black Top	\$279.00	\$320.85	\$
30" Round Café Table w/ Standard Black Base, Black Top	\$190.00	\$218.50	\$
30" Round Café Table w/ Standard Black Base, Brushed Gunmetal Top	\$190.00	\$218.50	\$
30" Round Café Table w/ Standard Black Base, Brushed Yellow Top	\$190.00	\$218.50	\$
30" Round Café Table w/ Standard Black Base, Green Top	\$190.00	\$218.50	\$
30" Round Café Table w/ Standard Black Base, Orange Top	\$190.00	\$218.50	\$
30" Round Café Table w/ Hydraulic Base, Black Top	\$259.00	\$297.85	\$
30" Round Café Table w/ Hydraulic Base, Brushed Gunmet- al Top	\$259.00	\$297.85	\$
30" Round Café Table w/ Hydraulic Base, Brushed Yellow Top	\$259.00	\$297.85	\$
30" Round Café Table w/ Hydraulic Base, Green Top	\$259.00	\$297.85	\$



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uantity	Description	Discount Price	Standard Price	Total
	30" Round Bar Table w/ Hydraulic Base, Black Top	\$259.00	\$297.85	\$
	30" Round Bar Table w/ Hydraulic Base, Brushed Gunmetal Top	\$259.00	\$297.85	\$
	30" Round Bar Table w/ Hydraulic Base, Brushed Yellow Top	\$259.00	\$297.85	\$
	30" Round Bar Table w/ Hydraulic Base, Green Top	\$259.00	\$297.85	\$
	30" Round Bar Table w/ Hydraulic Base, Orange Top	\$259.00	\$297.85	\$
	Ventura Communal Bar Table w/ Grommet Holes, Maple Top	\$545.00	\$626.75	\$
	Ventura Communal Bar Table w/ Grommet Holes, White Top	\$545.00	\$626.75	\$
	Ventura Communal Bar Table, Black Top	\$545.00	\$626.75	
	Ventura Communal Bar Table, Maple Top	\$545.00	\$626.75	\$
	Ventura Communal Bar Table, White Top	\$545.00	\$626.75	\$
	Rustique Square Metal Bar Table, Gunmetal	\$220.00	\$253.00	\$
	BAR STOOLS			\$
	Black Banana Barstool	\$210.00	\$241.50	\$
	White Banana Barstool	\$210.00	\$241.50	\$
	Christopher Barstool	\$165.00	\$189.75	\$
	Blade Barstool, Red	\$109.00	\$125.35	\$
	Blade Barstool, Sky Blue	\$109.00	\$125.35	\$
	Laguna Barstool, Maple/Chrome	\$149.00	\$171.35	\$
	Black Lift Barstool	\$180.00	\$207.00	\$
	Gray Lift Barstool	\$180.00	\$207.00	\$
	Red Lift Barstool	\$180.00	\$207.00	\$
	White Lift Barstool	\$180.00	\$207.00	\$
	Lucent Barstool, Frosted Acrylic Chrome	\$215.00	\$247.25	\$
	Rustique Barstool, Gunmetal	\$110.00	\$126.50	\$
	Shark Barstool	\$275.00	\$316.25	\$
	Syntax Barstool, Black/Chrome	\$185.00	\$212.75	\$
	Zenith Barstool, White / Chrome	\$155.00	\$178.25	\$
	Zoey Barstool (White)	\$249.00	\$286.35	\$
	Marina Barstool, Ocean	\$205.00	\$235.75	
	Marina Barstool, Black Vinyl	\$205.00	\$235.75	
	Marina Barstool, Brown	\$205.00	\$235.75	
	Marina Barstool, Red	\$205.00	\$235.75	
	Marina Barstool, White Vinyl	\$205.00	\$235.75	



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antity	Description	Discount Price	Standard Price	Total
	CONFERENCE TABLES			
	Work Table, White Laminate	\$285.00	\$327.75	\$
	42" Round Conference Table, Madison Gray Acajou	\$325.00	\$373.75	\$
	42" Round Graphite Conference Table	\$325.00	\$373.75	\$
	42" Round Table, White Laminate	\$325.00	\$373.75	\$
	Black Geo Conference Table	\$380.00	\$437.00	\$
	Chrome Geo Conference Table	\$380.00	\$437.00	\$
	Square Round Black Geo Conference Table	\$275.00	\$316.25	\$
	Square Round Chrome Geo Conference Table	\$275.00	\$316.25	\$
	5' Madison Table, Madison Gray Acajou	\$385.00	\$442.75	\$
	8' Madison Table, Gray Acajou	\$769.00	\$884.35	\$
	10' Madison Table, Gray Acajou	\$769.00	\$884.35	\$
	42" Round Conference Table, Black Top	\$325.00	\$373.75	\$
	Atomic 42" Round Table	\$259.00	\$297.85	\$
	Atomic 36" Round Table	\$259.00	\$297.85	\$
	Midtown Powered Counter, Unlighted.	\$1,179.00	\$1,355.85	\$
	Midtown Powered Counter, Lighted w/ Plug In	\$1,250.00	\$1,437.50	\$
	Genesis Char	\$205.00	\$235.75	\$
	Cupertino Mid Back Chair	\$235.00	\$270.25	\$
	Task Stool	\$125.00	\$143.75	\$
	Pro Executive Guest Chair (Black Vinyl)	\$215.00	\$247.25	\$
	Pro Executive High Back Chair (Black Vinyl)	\$309.00	\$355.35	\$
	Pro Executive High Back (White Vinyl)	\$309.00	\$355.35	\$
	Pro Executive Mid Back Chair, Black Vinyl	\$200.00	\$230.00	\$
	Pro Executive Mid Back Chair, White Classic Vinyl	\$200.00	\$230.00	\$
	DISPLAY & ACCESSORIES			
	3 Drawer File Cabinet on Castors	\$125.00	\$143.75	\$
	Madison Executive Desk, Gray Acajou	\$475.00	\$546.25	\$
	Madison Bookcase, Gray Acajou	\$359.00	\$412.85	\$
	Posh Shelving	\$410.00	\$471.50	\$
	Powered Locking Pedestal, 36" Black	\$429.00	\$493.35	\$
	Powered Locking Pedestal, 36"	\$429.00	\$493.35	\$
	Powered Locking Pedestal, 42"	\$510.00	\$586.50	\$
	Village Charging Hub	\$195.00	\$224.25	\$
	Stanchion Sign Holder	\$55.00	\$63.25	\$
	Stanchion w/ Retractable Belt	\$75.00	\$86.25	\$
	Mason Table Lamp	\$125.00	\$143.75	\$
	Mason Floor Lamp	\$185.00	\$212.75	\$



Richards Convention Florist, LLC d/b/a

TEASLEY'S CONVENTION FLORIST

Taxpayer ID # 20-8142614

1813 Golf Club Road | Old Hickory, TN 37138 P: (615) 876-3695 F: (615) 876-9378 leigh@conventionflorist.com www.conventionflorist.com Like us on Facebook: facebook.com/leigh.convention

FLORAL ORDER FORM

Exhibitor Name:	Booth Representative:				
Firm Name:	PO or Reference Number:				
Booth Number:	Credit Card #:				
Show Decorator:	Expiration Date: (Visa, MC, AMEX)				
Billing Name:	Name on CC:				
Billing Address					
City:	State:Zip:				
Phone:Fax:	_Cell:				
Authorized Signature:	Email Address:				
If you would like to specify color, size, type of flowers, pleas so below. Prices start at \$60. Qty Tropical flowers Price \$					
Qty Spring flowers Price \$ 6 Color: Height:					
Not sure what you want? Just want a splash of color? Let Teasley's designers choose your fresh seasonal flowers! QtyTeasley's chooses colors, size, flower type - \$60	Single Phalaenopsis Plant Composition \$60				
For free design assistance, please call 615-876-3695 or ema at leigh@conventionflorist.com	Double Phalaenopsis Plant				
	Composition \$90				



ORCHIDS



Single Phalaenopsis Plant Composition \$60



Double Phalaenopsis Plant Composition \$90



Triple Phalaenopsis Plant Composition \$125



Richards Convention Florist, LLC d/b/a

TEASLEY'S CONVENTION FLORIST

1813 Golf Club Road
Old Hickory, TN 37138
P: (615) 876-3695 F: (615) 876-9378
leigh@conventionflorist.com
www.conventionflorist.com
Like us on Facebook:
facebook.com/leigh.convention





Seasonal Flowering Plants
call 615-876-3695 for
pricing/availability
Tulips
Caladium
Gerbera
Hyacinth
Kalanchoe



4' @ \$59.95 each Qty:_____ 5' @ \$69.95 each Qty:_____ 6' @ \$79.95 each Qty:_____ Top-dressed with azalea (pictured)
Also available with mum

Choose flower color/flower choice:

Top-dressing with fern & azalea O white O pink O red

Top-dressing with fern & mum
O white O yellow O bronze O lavender



4' @ \$125 each Qty:_____ 5' @ \$135 each Qty:____

Qty:____

6' @ \$145 each

are available; call 615-876-3695 for pricing/availability

7' H and taller plants/planters







Planters are 2 1/2' long

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

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

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

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

Adjustments cannot be made after the close of the show.

All rental items remain property of Teasley's .

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

Order Cost Summary

Select Container (Included in rental Cost)

O black O white O wicker

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

Subtotal _____

9.25% Sales Tax _____

Total _____





INTERNATIONAL SHIPPING INSTRUCTIONS

MOTION+POWER



Agility Fairs & Events has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for the **Motion + Power Technology Expo 2021**.

It's time to plan your shipping, so let our exposition freight experts assist you with all of your international transportation needs, including:

- Shipping of international exhibits to the show
- Customs clearance procedures
- Delivering your cargo to the appointed site handling contractor
- Re-exporting your freight at the conclusion of the show.

Please <u>CLICK HERE</u> to request a quotation for our services.







Agility Fairs and Events Logistics LLC

Tel: + 1 941 861 8930

US Toll Free: 866 298 3422

www.agility.com

Contact: Colin May

E-mail: cmay@agility.com Mobile: + 1 404 822 5440











Freight for advance warehouse delivery should arrive by August 13th

Freight for **direct to show delivery** should arrive **21 days** before assigned target move-in date



Freight for advance warehouse delivery should arrive by August 16th

Freight for **direct to show delivery** should arrive **14 days** before assigned target move-in date



Freight for advance warehouse delivery should arrive by August 20th

Freight for **direct to show delivery** should arrive **10 days** before assigned target move-in date









Consignment and Marking Instructions

- America's Center
- 701 Convention Plaza
- St. Louis, MO 63101 USA

- "Exhibitor Name" / Booth No.
- Motion + Power Tech Expo 2021
- E-mail: cmay@agility.com
- Tel: + 1 941 861 8930
- Fax: + 1 941 237 5681

Consignee



Notify



- "Exhibiting Company Name"
- c/o Motion + Power Tech Expo 2021
- Booth No.
- America's Center
- St. Louis, MO USA
- Made in (country of origin)

Marks













To find an **Agility Fairs & Events** agent office in your country please **CLICK HERE**

If you only require services from arrival USA, then CONTACT US prior to shipping for handling and coordination

Please <u>CLICK HERE</u> for blank shipping documents and instructions (ex - pre alert, ISF form, commercial invoice & packing list, Customs POA and other gov't agency forms)

NOTIFICATION - You must notify Agility Fairs & Events with details of your shipment before it departs the origin country

INSURANCE — Take out adequate insurance to cover the value of your exhibit to and from the show









Shipping Documents

CLICK RED TABS BELOW TO OPEN DOCUMENTS

Pre Alert Requirements for Air Freight

Pre Alert Requirements for Sea Freight

Pre Alert Form

ISF Guidelines and Notes for Consolidated Containers

ISF Worksheet

Commercial Invoice & Packing List Form

Customs POA Form

POA Non-Resident Form

Instructions for Completion of Customs POA Form and Non-Resident Form

Re-export FPPI - Power of Attorney for Foreign Principle Party in Interest

Textile Declaration Form

Textile Manufacturer Form

Toxic Substances Control Act Form (TSCA)

Lacey Act Form

- Pre Alert requirement documents are basic guides for which documents are required for air and ocean shipments, and details on specific items that require additional documentation.
- Pre Alert form is your instructions page to us on how to handle the shipment.
- ISF guidelines are notes on what is required to complete an Importer Security Filing for your ocean shipment along with the blank ISF form.
- Commercial Invoice and Packing List (CIPL)
- The Customs Power of Attorney (POA) and Non-Resident forms are required for ALL import shipments into the United States. Instructions for these forms are attached.
- Re-export FPPI Power of Attorney is required for ALL shipments that are being re-exported after the show / exhibition.
- Textile Declaration form and manufacturer form are both required for any shipment that contains any textile items.
- TSCA form is required for any shipment that contains a chemical. The TSCA form is required for all shipments that contain pens.
- Lacey Act form is required for any product that is made of wood.









Agility Fairs & Events is ready to make your international shipping needs easy. Contact Agility Fairs & Events USA today to get started!

Show Project Manager: Colin May

Email: cmay@agility.com
Mobile: + 1 404 822 5440

Agility Fairs & Events

1100 Tamiami Trail South, Suite B Venice, FL 34285 USA

Tel: + 1 941 861 8930

US Toll Free: 866 298 3422

Fax: + 1 941 237 5681

www.agility.com

Please CLICK HERE to request a quotation for our services.

Agility Fairs & Events Logistics LLC terms and conditions require that all transportation services be paid before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card.







Agility Agent Offices

Agility Fairs & Events has an agent office in most countries. If you do not see your country listed below, then please contact Agility Fairs & Events USA so that we can provide local contact info.

Australia

Agility Fairs & Events 28-32 Sky Road Melbourne Airport VIC 3045 Australia

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Contact: Patrick Görgl Tel: + 43 316 8088 150 Fax: + 43 316 8088 159 Email: patrick.goergl@ amb-logistics.at

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Email: JWichitpornchai@agility.com

Agility Fairs & Events Rüzgarlıbahçe mah. Cumhuriyet Cad. Acarlar Is Merkezi F Blok K:2 D:8 Beykoz Istanbul, Turkey

Contact: Tandogan Ozman Tel: + 90 216 680 16 00 Fax: + 90 216 680 00 45 Email: tozman@agility.com

United Arab Emirates

Agility Fairs & Events Level 15, Office No: 07-08 **Sheikh Rashid Tower Dubai World Trade Centre** P.O.Box 36683

Dubai, UAE

Contact: Abu Turab Kuvawala Tel: + 971 4 813 1485 Mobile: + 971 50 554 9926 Email: AKuvawala@agility.com

United Kingdom

Agility Fairs & Events Logistics Ltd. **One Western Gateway Royal Victoria Dock** London E16 1XL **United Kingdom Contact: Garcia Newell** Tel: + 44 207 069 5321 Mobile: + 44 7760 165828

Vietnam

Agility Fairs & Events Co., Ltd. 15th FI - Etown 5 Building 364 Cong Hoa Str. Tan Binh District, Vietnam

Email: f&euksales@agility.com

Contact: Nguyen thi Bong Tel: + 84 28 38132848 Fax: +84 28 38122965 Email: NBong@agility.com









Audio Visual Order Form

MOTION+POWER TECHNOLOGY EXPO

FORMERLY GEAR EXPO SEPT. 14-16, 2021 ST. LOUIS, MO

AV Equipment Specifications:

Prices listed below are ONE DAY rates. Please note, a \$200.00 flat fee will be applied to cover labor for set up and strike charges unless an AV Technician is required to operate or monitor the session. There will be a 8.238% St. Louis Sales Tax applied to Equipment Rentals and Sales Items.

Microphones -				Mixers -				Additional Audio Equip	oment -		
Description	Early Order	Show Rate	Qty	Description	Early Order	Show Rate	Qty	Description	Early Order	Show Rate	Qty
Wired Podium or Lectern Mic	27.00	37.80		4 – Channel Mixer	50.00	70.00		Di-Box (needed for laptop sound)	25.00		
Wireless Lavaliere	100.00	140.00		8 – Channel Mixer	65.00	91.00		Audio support package (2-Speakers and 4 ch Mixer)	330.00	429.00	
Wireless Handheld Mic *	100.00	140.00		12 - Channel Mixer	72.00	100.80		,			
Wired Table Mic (if more than 4 please call)	30.00	42.00		16 – Channel Mixer	110.00	154.00		Apple I-Pad for Streaming Background Music	135.00	189.00	
				Digital Console	Call for prices	Call for Prices					
Please Note: If ordering mics, an Audio Technici monitor the session. Support package-V	ian is rec	ommende	Please Note: House Audio Patch requires a mixer. Please Note: Audio Tech is recommonitor the sessions.				is recom	mended	to		
DA's -			iiiu	Monitor -				Projection -			
Description	Early Order	Show Rate	Qty	Description	Early Order	Show Rate	Qty	Description	Early Order	Show Rate	Qty
10 Channel VGA/SDI Seamless Switcher	375.00	525.00		32" Monitor	150.00	210.00		3k-5k Lumen Projector	275.00	385.00	
6 Channel HDMI Seamless Switcher	185.00	259.00		42" Monitor	225.00	315.00		8k-10k Lumen Projector (recommended for 7x12 Screens)	600.00	840.00	
VGA A/B Switch Box	50.00	70.00		55"" Monitor	400.00	560.00		7'x12' FF Screen (Rear or Front Projection available)	245.00	343.00	
1x4 VGA Split	35.00	49.00		60" Monitor	550.00	770.00		9'x16' FF Screen (Rear or Front Projection available)	425.00	595.00	
1x6 VGA Split	45.00	63.00		80" Monitor	900.00	1260.00		8'x8' Tripod Screen	125.00	175.00	
Adapters and Splitters	Please Note: Additional Signal Cable, Adapters and Splitters are available. Broadcast Video Switchers are also available. Call for Pricing.			Please Note: Final Sc room size considerati		ojector sub	ject to	Please Note: Final Scree room size consideration. 200.00 per.			
Presentation Suppor	rt -			Other – HD Camera	a Crew P	ackages		Monitor Stand			
Description	Early Order	Show Rate	Qty	Description	Early Order	Show Rate	Qty	Description	Early Order	Show Rate	Qty
Apple Video Playback Laptop	300.00	390.00		1-HD Camera w/Cam Op	1700.00	2380.00		Dual Post Stand	50.00	75.00	
PC Laptop	130.00	200.00		4 110 0 20 20 10 20 20 20 20 20 20 20 20 20 20 20 20 20			Dedicated Technician	Support			
Wireless Presenter	35.00	49.00		Cine Style Camera package w/Cam Op	1500.00	2100.00		I will require the assistance of a dedicated AV			ΑV
Speaker Digital Timer	45.00	63.00		Audio Capture Package	1350.00	1890.00		□Yes □No	Technician during my meeting ** □Yes □No		
Flipchart w/ Markers/Pad	65.00	91.00						** There is a \$75/hr. char hiring a professional AV t			
Additional Instructions/	Notes:			Please call for comple package includes: CTi also offers MultiC your entire event!			ord	provide hours before and 4-hr minimum required. Call Time: Hours Needed:			

Audio Visual Order Form

TERMS & CONDITIONS



FORMERLY GEAR EXPO SEPT. 14-16, 2021 ST. LOUIS, MO

- 1. GENERAL: Notwithstanding any terms or conditions, which may be included on the Purchaser's purchase order form or otherwise, CTI's acceptance is conditional upon Purchaser's assent to the terms and conditions set forth herein. Any term or condition in the purchaser's order or acceptance in addition to or not identical with any of these terms and conditions shall not become part of the agreement of any sale unless expressly agreed to in writing by an authorized representative of CTI. CTI's failure to object to any term or condition contained in any communication from the Purchaser shall not be deemed assent to such term or condition or a waiver of the terms and conditions contained herein. The terms conditions set forth herein shall be deemed incorporated (as though set) forth in full) into any agreement of sale entered into between CTI and the Purchaser unless modified in writing.
- 2. PRICES & PAYMENT: If terms are provided, all invoices are due and payable in full 10 days from the date of invoice unless other terms of payment are specified on the face thereof. Overdue payment is subject to a service charge of 1 1/2% per month, or the maximum legal rate, whichever is greater. Payment by credit card is subject to a 2.5% fee. Purchaser agrees that CTI retains full security interest in any and all material and equipment purchased by this quotation until Purchaser material and equipment purchased by this quotation until Purchaser makes payment in full. Events \$5,000 and higher will be required to provide a 50% deposit upon signature of contract or a minimum of 7 days prior to show load in. The balance will be due 10 days from invoice date unless other terms are negotiated with CTI.
- 3. LIMITATION OF LIABILITY: Neither party shall be liable for any special, incidental, consequential, punitive or exemplary damages of any nature whatsoever for any reason (other than such party's sole negligence) whatsoever based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory.
- PURCHASER CHANGES, TERMINATION AND DELAYS: Order agreements pursuant to this quotation may be changed or terminated by Purchaser only with the specific approval of CTI and shall be subject to change or termination charges which shall include, among other things, compensation for specific expenses and commitments already incurred or made in connection with the orders. A minimum of 25% restocking/cancellation fee will be applicable to material or equipment orders cancelled.
- 5. INDEMNITY: Purchaser agrees to indemnify, defend and save CTI harmless from any and all claims, demands, suits, damages, consequential damages, interest, litigation expenses, court costs, attorney's fees, costs and expenses of whatsoever kind or nature when the same, in whole or in part, result from or arise out of (a) the failure of the Purchaser to promptly remit any amounts due and owing to CTI (b) attempts by CTI to enforce the conditions of this quotation/sale contract (c) any actions taken by CTI in accomplishing the work that are not negligent.
- 6. PURCHASER'S REPRESENTATIONS: Purchaser warrants that it is the owner of or that it has the right to use and/or remove any and all audio-visual, telecommunications, structured writing, cabling, conduits and/or ducts on the premises, that it has the right to alter and attach to the real property that is to be the site of the installation and agrees to indemnify and hold harmless CTI for all claims or losses resulting from CTI's use or removal of same.
- 7. CHOICE OF LAW: This agreement shall be governed by the domestic laws of the State of Missouri.
- SEVERABILITY: If any of the provisions of this Agreement shall be invalid or unenforceable, same shall not invalidate or affect the validity and enforceability of any other provision, which provisions shall remain enforce and effect.
- NOTICES TO OWNER: Failure of this contractor to pay those persons supplying materials or services to complete this contract can result in the filing of a mechanics lien on the property, which is the subject of this contract pursuant to Chapter 429, RSMO. To avoid this result you may ask for "Lien Waivers" from all persons supplying material or services for the work described in this contract. Failure to secure lien waivers may result in your paying for labor and materials twice.

Any payments not made within thirty (30) days after the scheduled payment date (date of this invoice) are subject to penalties, including interest at the rate of 1.5% per month and attorney's fees, and other damages, in accordance with Section 431.180, Revised Statutes of Missouri.

Audio Visual Order Form



FORMERLY GEAR EXPO SEPT. 14-16, 2021 ST. LOUIS, MO

Please return this completed form via e-mail to JVonTill@conferencetech.com by Monday, August 16th, 2021 to receive the early order pricing!

Company Information:	Event Information:
Company:	Recipient:
Contact:	Event Name:
Address:	Location:
Phone:	Install Date:
Email:	Strike Date:
Credit Card Number:	Credit Card Billing Address:
Name on Card:	Signature:
Expiration Date:	
Verification Code:	
Print Name:	
Signature & Date:	



If you have any questions or concerns, please feel free to contact CTI directly at JVonTill@conferencetech.com or call us at 314-356-2621





Lead Management Services

Lead Retrieval Descriptions

All device options provide leads on a cloud server with a secure personalized exhibitor portal for lead follow-up and download. Leads can be downloaded in Excel or tab delimited file as many times as you want by anyone with the login information. Leads will be available on the cloud server for up to 3 months after the event.

YOUR DEVICE

The ExpoSmart lead retrieval app for your phone; it is compatible with Android and iOS smart phones. By scanning the barcode on the attendee badge you can quickly capture leads without the need to rent hardware. With ExpoSmart, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud in real time for immediate access. With the ExpoSmart application on your own smartphone you can extend the opportunities to capture leads, you do not have to be in your booth to scan a badge anymore. Perfect for social functions, networking lounges etc.

OUR DEVICE

Android phone loaded with the ExpoSmart lead retrieval app, perfect for those that don't want to use their own device. By scanning the barcode on the attendee badge you can quickly capture leads and add notes. Leads are uploaded to the cloud at the end of the event once the unit is returned. Add on options are available to enhance device capabilities.

Upgrade/Add On Options to Devices:

ExpoAction: Automatically send a simple text based email to the attendees that you have scanned thanking them for visiting your booth. emails will be sent immediately as you scan the badge.

BELOW OPTIONS ONLY AVAILABLE WITH OUR DEVICE

High Speed Pistol Grip Scanner: Linked to smart phone via Bluetooth. Instantly capture leads with this high speed scanner by rapidly scanning the barcode on the attendee badge. Capable of scanning at a distance of 4 feet, 50 leads per minute.

Custom Qualifiers: Company specific questions can be added to each lead for enhanced follow up. Up to 20 questions with 20 answers each can be included. By going to your personnel rcsreg.com/myleads portal you can easily enter your questions/answers that will automatically appear on your lead retrieval device or smart phone.

Delivery and Pick-Up: We will deliver and pick up the unit in your booth. No need to go back to the desk and wait in line.



Lead Retrieval Order Form

ITEM				UNIT	PRICE			QUANTITY	TOTAL
_	EXPOSMART LEAD RETRIEVAL SMART PHONE APPLICATION:		arly Bird nru 7/23		dvance /24-8/27		On-Site /28-9/16	(Prices quoted in U	J.S. dollars only)
<u>_</u>	Your Device ExpoSmart App - Single Device	\$	275.00	\$	345.00	\$	410.00	X=	\$
۳	ExpoSmart App - Up to 5 Devices (Compatible with Android and iPhone)	\$	450.00	\$	570.00	\$	710.00		\$
S	Our Device								
	Android Phone - loaded with ExpoSmart app	\$	375.00	\$	475.00	\$	570.00	X=	\$
	OPTIONAL SERVICES: Above app or dev	ice mus	t be select	ed pric	or to choosin	ng op	tional serv	ices	
2	ExpoAction email (Available for all devices)	\$	250.00	\$	325.00	\$	400.00	X=	\$
	Our Device								
Ш	High Speed Scanner	\$	95.00	\$	120.00	\$	140.00	X=	\$
 	Custom Qualifier Questions	\$	125.00	\$	165.00	\$	200.00	X=	\$
S	Delivery & pick-up (Please provide an on-site mobile phone number below to so your delivery)	chedule				\$	150.00	X=	\$
3	WWW.rcsreg.com/leads/mp CONTACT INFORMATION Name Company Address	ot20	<u>)21</u>	Boot	:h#ile Phone			TOTAL	\$
	City, ST, Zip		_			be sen	t once order	is processed)	
H	Country		_	ema (ema		n will	be sent once	order is processed)	
S	PAYMENT: - a confirmation will be sent when order is processed if email p Credit Card - Orders must be processed online or sig 805-654-0171 to complete your payn Check (US funds drawn on a US bank) - Make payab Mail completed form with check to: EXHIBITOR SERVICES DESK REGISTRATION CONTROL SYSTEMS 1833 Portola Rd., Suite D Ventura, CA 93003	gn and finent ble to RI Pho emai Orde	Fax this form EGISTRA ne: 805-66 I: exhibitorse ers must be	TION 54-01 erv@rc pre-pa	CONTROL 71 sreg.com	SYS			
	To ensure availability, order early. No refunds for advance orders or units not utilized one Please return units within one hour of the close of the Non-returned units recovered by RCS will be charged	event.			ued for unre	porte	d defects.		

Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions _ (signature required for faxed or mailed in orders)



CONVENTION COMPLEX

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

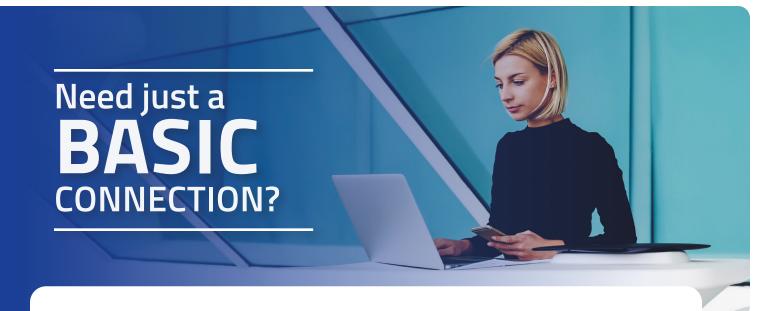


Is the exclusive provider of the following services:





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Our **BASIC INTERNET SERVICE**, ideal for

LIGHT INTERNET USAGE such as

web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

*NOT FOR STREAMING

**ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.





Order online at:

https://orders.smartcitynetworks.com

or call 888.446.6911



Our **DEDICATED WIRED SERVICES** are the

FASTEST AND MOST RELIABLE way

to deliver high quality experiences at your event.

DEDICATED SERVICES		SD or HD or UHD		INCENTIVE*	BASE	ON-SITE
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

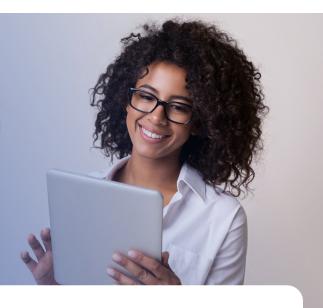




Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*						
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE			
5 Device Limit	\$2,339	\$2,807	\$3,368			
15 Device Limit	\$4,133	\$4,960	\$5,952			
30 Device Limit	\$6,762	\$8,114	\$9,737			
Additional Access Point Rental	\$750	\$ <i>7</i> 50	\$750			

^{*}NOT FOR STREAMING.

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at: https://orders.smartcitynetworks.com or call 888.446.6911

Wi-Fi Splash Page services starting at \$250 https://orders.smartcitynetworks.com/wifi-splash-page-design

^{**}ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE STREAMING								
BANDWIDTH ALLOCATION	SD c	r HD o	r UHD	INCENTIVE*	BASE	ON-SITE		
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672		
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904		
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848		
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434		
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232		
Additional Access Point Rental	N/A	N/A	N/A	\$ 7 50	\$ <i>7</i> 50	\$750		

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental





Order online at: https://orders.smartcitynetworks.com or call 888.446.6911



Wi-Fi Splash Page services starting at \$250 https://orders.smartcitynetworks.com/wifi-splash-page-design



Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- · International calling is billed separately

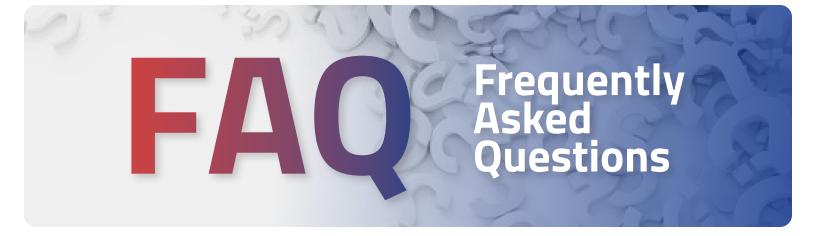




Order online at:

https://orders.smartcitynetworks.com

or call 888.446.6911



DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED	
Standard Definition (SD)	720x480	3.0-5.0 Mbps	
High Definition (HD)	1280×720 & 1920×1080	5.0-8.0 Mbps	
Ultra High Definition (UHD)	3840×2160	25 Mbps	



Our Promise ★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."



PUBLIC SAFETY OFFICER BOOTH ORDER FORM

Company Name:				
Address:				
Email:				_
Phone: ()	Cell: ()	Fax: ()
Show/Event				Rooth #
Name/Point of Contact	ct @ Booth:			
Rate: Public Safety	Officer (PSO) \$25.75	per hr. A 4 hour mining	mum call ar	pplies to PSO.
3				
Date	Quantity	Shift Start Time		nd Time
	Quantity	Shift Start Time	Shift Er	nd Time
	Quantity	Shift Start Time	Shift Er	nd Time
Date	Quantity	Shift Start Time	Shift Er	nd Time
Date	Quantity	Shift Start Time	Shift Er	nd Time
Date	Quantity Hours	Shift Start Time x \$25.75 per hour =	Shift Er	nd Time
Date Estimated Cost: # Handle Cost:	Quantity Hours	Shift Start Time _ x \$25.75 per hour = Grand Total	Shift Er	nd Time
Estimated Cost: # I	Quantity Hours	Shift Start Time x \$25.75 per hour = Grand Total rd #	Shift Er	nd Time

Please email your request to: Public Safety Dept., Attn: Jourdon Morgan, jmorgan@explorestlouis.com. For questions and/or assistance, please call Jourdon Morgan @ (314) 342-5163.

(Rate in effect July 1, 2021 through June 30, 2022.)

ORDER INSTRUCTIONS

E		L	E	N	
	Pow				

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

EXHIBITOR:		BTH#				
EVENT:	Motion + Power Technology 2021					
FACILITY:	AMERICA'S CENTER					
DATES:	September 14-16, 2021	EVENT #091001SL				

Advance Payment Deadline Date: 08/26/21

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Booth Cleaning
- E. Floral

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

Advance Payment Deadline Date: 08/26/21

METHOD OF PAYMENT

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

EXHIBITOR:	BTH#			
EVENT:	Motion + Power Technology 202	1		
FACILITY:	AMERICA'S CENTER			
DATES:	September 14-16, 2021	EVENT #091001SL		

Phone: (314) 342 5324 Fay: (314) 342 5384						
Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com	DATES:	Sep	otember 14-16, 2021		EVENT #091001SL	
FINANCIALLY RESPONSIBLE COMPA	ANY					
COMPANY NAME:			PHONE:			
ADDRESS:			FAX:			
CITY:		S	ST:	ZIP:		
COUNTRY:		С	CELL #:			
EMAIL:						
METHOD OF PAYMENT						
All transactions require a credit card of American Express, Mastercard, Visa, Discov						
ACH ELECTRONIC PAYMENT TRANS	FER		BANK WIRE TRANSF	ER INFO	RMATION *	
Wells Fargo ABA# 121000248 Acct: 41226360 3800 Howard Hughes Parkway, Las Vegas, NV 89 Phone: 800.289.3557 Please note the financial institution MUST be base to avoid a transfer fee, you must notify the financia wish to make an ACH electronic payment transfer.	of 169 In the US. In order Institution that you		Bank transfer to Wells Fargo Wire Transfer: ABA#: 121000248 Acct: International Wire Transfer: Swift Code: WFBIUS6S Acct * \$50 processing fee ML	412263604 :: 4122636	and your Booth # on all electronic payments.	
CREDIT CARD			COMPANY CHECK			
For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section. VISA MASTERCARD AMEX DISCOVER			Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.			
CHECK AND CREDIT CARD INFORMA	ATION					
COMPANY NAME:						
CHECK #:						
CREDIT CARD NUMBER:			EXP DATE:			
CARD HOLDER SIGN:			PRINT NAME:			
EMAIL:			THIRD	PARTY I	PAYMENT? YES or NO	
CREDIT CARD ADDRESS INFORMAT	ON IF DIFFE	REN	T THAN INFORMATION	ON ABO	VE	
ADDRESS:	(CITY:		ST:	ZIP:	
SERVICE TOTALS			AUTHORIZATION			
1. BANK WIRE TRANSFER PROCESSING FEE						
2. ELECTRICAL ORDER						
3. ESTIMATED LABOR			AUTHORIZED SIGNATI	IDE ABO	\/E	
4. LIGHTING ORDER			AO MONIZED SIGNATO	JINE ADO	v L	
5. BOOTH CLEANING ORDER						
6. PLUMBING ORDER			PRINT NAME ABOVE		TODAY'S DATE ABOVE	
7. FLORAL ORDER			By signing and placing th	is order, I	accept all payment policies,	
8. COMPUTER & OFFICE EQUIPMENTRENTAL OR PROFESSIONAL DETAILER ORDER	-		terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.			
TOTAL DUE			MOP V1 SL 08 17 PG 1			

ELECTRICAL ORDER



ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

E	M Advance Payment D	Advance Payment Deadline Date: 08/26/21				
EXHIBITOR:		BTH#				
EVENT:	Motion + Power Technology 2021					
FACILITY:	AMERICA'S CENTER					
DATES:	September 14-16, 2021	EVENT #091001SL				

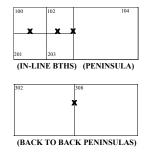
FOR YOUR CON	ENIENCE PLACE YOUR	ORDER ON	LINE AT W	WW.EDLEN.C	<u>OM</u>	
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS	Approximately	120V/208V A.	C. 60 Cycle - Pri	ces are for En	tire Event
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline	120 VOLT	QTY Show Hours Only	QTY 24hrs/day Double rate	PAYMENT	REGULAR PAYMENT PRICE	TOTAL COST
or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges	500 WATTS (5 AMPS)			76.00	114.00	
apply. There is a minimum charge of (1)	1000 WATTS (10 AMPS)			108.00	164.00	
hour for installation and (1/2) hour for removal. Complete and return the	1500 WATTS (15 AMPS)			133.00	206.00	
Electrical Distribution Form along with a floor plan layout of your booth space	2000 WATTS (20 AMPS)			164.00	247.00	
indicating outlet location(s).	208 VOLT SINGLE PHASE			_		
ISLAND BOOTH DELIVERY ONE LOCATION	20 AMPS			248.00	377.00	
Island booths that only need power	30 AMPS			312.00	484.00	
delivered to one location include a (1) hour labor charge for installation & removal.	60 AMPS			482.00	755.00	
Return a floor plan layout of your booth space indicating the outlet location with	208 VOLT THREE PHASE			_		
measurements and orientation.	20 AMPS			322.00	488.00	
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS	30 AMPS			467.00	702.00	
Island booths that require power to be	60 AMPS			721.00	1080.00	
delivered to multiple locations within their booth space incur a minimum (1) hour labor	100 AMPS			1153.00	1730.00	
charge for installation. The removal of this work will be charged a minimum (1/2) hour	200 AMPS			1461.00	2146.00	
or (1/2) the total time of installation. Material charges will apply. Return a floor	400 AMPS			2458.00	3688.00	
plan layout of your booth space indicating a main distribution point and all outlet	TRANSFORMER(S) Boost 2	208 Volt to 230 V	/olt	_		
locations with measurements and orientation. If a main distribution point is	Transformer (20 amp minimu	ım charge)	Total An	nps:	_ x 5.00 =	
not provided, Edlen will deliver to the most convenient location.	Please call for inform	nation on any	services you	u require that a	re not listed	here.
200/4001/ DOWED DELIVEDY	480V CONNECTIONS App	proximately 48	80V A.C. 60 C	Cycle - Prices	are for Entire	e Event
208/480V POWER DELIVERY AND CONNECTIONS	480 VOLT THREE PHASE					
Edlen electricians must make all high voltage connections and disconnections on	20 AMPS			586.00	878.00	
a time and material basis. Complete the Electrical Booth Work Form to schedule	30 AMPS			702.00	1051.00	
your estimated connection time and labor. Return form with your order.	60 AMPS			917.00	1376.00	
,	100 AMPS			1212.00	1819.00	
24 HOUR SERVICES Electricity will be turned on within 30						
minutes of show opening and off within 30 minutes of show closing, show days only. If	120V RENTAL MATERIAL	. (Must Pick u	p Items at Or	nsite Exhibitor	Service Cen	ter)
you require power at any other time order 24 hour power at double the outlet rate.	15' EXTENSION CORD				26.00	
CANCELLATIONS Credits will not be issued for services	POWER STRIP				26.00	
delivered and not used. See #13, 19 & 20 on back of form for additional details.	TRANSFER TOTAL TO OF PAYMENT FORM	BOX #2 ON	METHOD	тот	AL	
TERMS & CONDITIONS I agree in placing this order that I have	PRINT NAME:					
accepted Edlen's payment policy and the terms and conditions of the contract.	EMAIL:			PHONE:		

TERMS & CONDITIONS

- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- 2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- 3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
- 4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- 5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- 6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 7. Island Booths Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- 8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- 9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- 10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
- 11. For a dedicated outlet, order a 20 amp outlet.
- 12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
- 13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- 14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- 16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
- 17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- 18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- 24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- 28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be re-

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

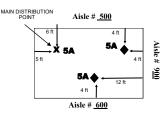


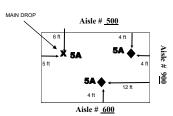
Assle # ____

A scaled floor plan must accompany your order with main distribution point, add'l outlet locations & booth orientation.

Aisle # ____

ISLAND BOOTHS





EXAMPLE-FLOOR POWER

EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 08/26/21



ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

EXHIBITOR:		BTH#		
EVENT:	Motion + Power Technology 2021			
FACILITY:	AMERICA'S CENTER			
DATES:	September 14-16, 2021	EVENT #091001SL		

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

- 1. Delivery of main power line to Island Booths only
- 2. Electrical distribution under carpet or overhead
- 3. Connection of all high voltage services
- 4. Hardwiring of any electrical apparatus

- 5. Installation of lighting hung from ceiling
- 6. Assembly & installation of lighting hung from ground supported truss
- 7. Installation of lighting & monitors
- 8. Installation & disconnect of powers packs/inverters

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

				KII	
Е					
				N	
				IN	
Τhe	Pow	e r	Peo	ple	9

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

EXHIBITOR:	BTH#				
EVENT:	Motion + Power Technology 2021				
FACILITY:	AMERICA'S CENTER				
DATES:	September 14-16, 2021	EVENT #091001SL			

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

AUTHORIZATION

- A. The electrical layout must indicate each power outlet and its location with exact measurements.
- B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

5	The	exhibitor acknowledges there is a n	ninimum 1 hour labor charge		
	Ema	ail		Company	
	Nan	ne		_ Cell #	
4.	Sho	w site supervisor:			
	B.	Estimated date and time flooring in	stallation will begin. Date:		Time:
	A.	Describe flooring:			
3.	Will	you be utilizing any specialty floor c	overing other than carpet, s	uch as vinyl or wood?	
	A.	Date:	Time:		
2.	Wha	at date will you begin building your b	ooth?		

- removal charge.
- **6.** In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RAT	ES AND HOURS	DISTRIBUT	ION L	_ABOR EST	IMATE
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	ST OT	RATE \$85.00 \$127.50	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	BOOTH LA	DT BOR	\$170.00 ESTIMATE	
Overtime	Monday - Friday 4:30 PM - 8:00 AM, Saturday.	MAN HRS	ST	RATE \$85.00	TOTAL
Double Time	Saturday after eight hours of OT, all day Sunday & Holidays		OT DT	\$127.50 \$170.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ES		TED TOTAL	

ELECTRICAL BOOTH WORK

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

EXHIBITOR:	BTH#				
EVENT:	Motion + Power Technology 2021				
FACILITY:	AMERICA'S CENTER	AMERICA'S CENTER			
DATES:	September 14-16, 2021	EVENT #091001SL			

Hrs. Each

Hrs. Each

Advance Payment Deadline Date: 08/26/21

Total

Total

BOOTH LABOR REQUIREMENTS

Connection of High Voltage Services (208V - 480V) Date

Day

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Elec

Elec

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Time

Time

Installation of	Booth Lighting and/or N	Monitors						
Day	Date	Time	# EI	ec	Hrs. Ea	ch	Total	
				-			-	
OVERHEAD	OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS							
Assembly & In	Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)							
LIFT RENTA	L							
	ft is required lift charges vost for both lift and labor.					imum 1 hour	installation an	d 1
LABOR RAT	ES AND HOURS			воотн	I LABOR	ESTIMAT	Ē	
			1.4/0	MAN H	RS	RATE	TOTAL	
Labor Minimums	Enter a minimum of 1 ho hour for removal. For in				ST	\$85.00		
	1 hour, dismantle is 1/2	the total installation	ı time.		ОТ	\$127.50		
Straight Time	Monday - Friday, 8:00 A	M - 4:30 PM, exce	pt		DT	\$170.00		
	Holidays.			LIFT D	ENTAL ES	STIMATE		
Overtime	Monday - Friday 4:30 PM	M - 8:00 AM, Satur	day.	MAN H		RATE	TOTAL	
				IVIAN	KS ST	\$85.00	IOTAL	•
Double Time	Saturday after eight hou Holidays	rs of OT, all day Sເ	unday &		OT	·		
	Tiolidays					\$127.50		
TRANSFER E	STIMATED TOTAL TO	BOX #3 ON TH	E		DT	\$170.00		
	METHOD OF PAYMENT FORM ESTIMATED TOTAL			-				
AUTHORIZATION								
PRINT NAME:					DATE:			
							/1 SI N8 10 P	C 6

Advance Payment Deadline Date: 08/26/21

EXHIBITOR:	BTH#			
EVENT:	Motion + Power Technology 2021			
FACILITY:	AMERICA'S CENTER			
DATES:	September 14-16, 2021	EVENT #091001SL		

ELECTRICAL EXHIBITION SERVICES 701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point ▲ = 5amp/500 watt
Inline	Square = Ft	♦ = $10 \frac{1000}{1000}$ watt = $15 \frac{1500}{1500}$ watt
Peninsula	Total Square Footage =	● = 20amp/2000 watt

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle #

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle

Advance Payment Deadline Date: 08/26/21



ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

EXHIBITOR:		BTH#			
EVENT:	Motion + Power Technology 2021				
FACILITY:	AMERICA'S CENTER				
DATES:	September 14-16, 2021	EVENT #091001SL			

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)





Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE ADV REG = SUBTOTAL x QTY = TOTAL 1000 WATT PAR CAN 632.00 945.00

BOOTH LIGHTING (Price includes power for the fixture)





Rates below are a Per Fixture cost.

Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- Pole lights are placed along the side rail or back wall of inline booths.
- Pole lights cannot be placed remotely.
 They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	X	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		95.00						
8 FT POLE WITH 2 LIGHTS	30.00	45.00		95.00	-		_		_	



ARM LIGHT

- * Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.
 - **ADV REG + LABOR = SUBTOTAL x QTY = TOTAL** 25.00 37.50 95.00

TRACK LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.

Pricing = Light rental + 2 hours labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- Call to discuss HANGING options for track lighting.
- Track is white with MR 16 Fixtures

FIXTURE	ADV	REG +	LABOR	=	SUBTOTAL	X	QTY = TOTAL	AL
4' TRACK WITH 2 FIXTURES	30.00	45.00	190.00					
4' TRACK WITH 3 FIXTURES	35.00	52.50	190.00			_		
ADDT'L MR 16 LIGHT FIXTURES	15.00	22.50	N/A			_		

	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL			
Send floor plan indicating light	PRINT NAME:				
pole lights	EMAIL:	PHONE:			

BOOTH CLEANING ORDER

Advance Payment Deadline Date: 08/26/21

Е	DL	EN
The	Power	People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

EXHIBITOR:		BTH#			
EVENT:	Motion + Power Technology 2021				
FACILITY:	AMERICA'S CENTER				
DATES:	September 14-16, 2021	EVENT #091001SL			

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDE	R INSTRUCTIONS	VACUL	JMING (Charged per square	foot with 100' mini	mum cos	t)	
SCHE	EDULING SERVICES	Total Sq. Ft.	(Please schedule what days you would I provided in the Vacuum scheduling bloo	ike the service ck on the left)	Advance Price	Regular Price	TOTAL COST
	which days you will require rvices. If no information is	Oq. i t.	Vacuum Booth - 1 Day	,	.28	.34	0001
provided, se	rvices will begin on first day of ing and continue until the		- Vacuum Booth - 2 Days		.52	.65	
	ays ordered are utilized.		- Vacuum Booth - 3 Days		.78	.97	
VAC	UUM SCHEDULING		Vacuum Booth - 4 Days		1.04	1.30	
	Dates Requested	OLLAND	-				
1st Day			POOING (Charged per squa				
2nd Day	_	Total Sq. Ft.		Date Service Requested	Advance Price	Regular Price	TOTAL COST
3rd Day			Shampoo Carpet - One Time Only	Date:	.36	.44	
4th Day		MOPPI	NG (Charged per square fo	ot with 100' minimun	n cost)		
МОР	PING SCHEDULING	Total Sq. Ft.	(Please schedule what days you would I provided in the Mopping scheduling bloom	ike the service	Advance Price	Regular Price	TOTAL COST
	Dates Requested		Mop Booth - 1 Day		.36	.44	
1st Day			Mop Booth - 2 Days		.72	.90	
2nd Day			Mop Booth - 3 Days		1.08	1.35	
3rd Day		_	Mop Booth - 4 Days		1.44	1.80	
4th Day		PORTE	R SERVICES (Charged per	day)			
PORTER	SERVICE SCHEDULING	# of	(Please schedule what days you would I		Advance	Regular	TOTAL
	Dates Requested	Days	provided in the Porter Service scheduling		Price	Price	COST
1st Day			Up to 1500 square feet		44.00	55.00	
2nd Day			1501 - 3000 square feet -	•••••	66.00	83.00	
3rd Day			3001 and over - call for a quote -				
4th Day		SPECI	AL CLEANING REQUIRE	MENTS			
	ER SERVICE RATES	Please ind	icate below any special cleaning request	s or instructions that you may	have. You o	an also use	this space to
Rates includ	e emptying waste baskets and your exhibit area at two hour ing show hours.	indicate tha	at you would like the America's Center to	provide more information and p	oricing on clea	ining your disp	olay.
TI	RASH REMOVAL	-					
Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each				TOTAL			
day. Large emptied whe	trash cans that need to be the trash cans that need to be the tree they are located within the need to order Porter Service.						
AUTHOR	RIZATION						
PRINT NA	AME:						
EMAIL:				PHONE:			

BOOTH CLEANING TERMS & CONDITIONS

- 1. Cleaning your exhibit area is not included in space rental.
- 2. Cleaning service can be ordered on site at the regular rate.
- Our exclusive cleaning contract will not permit other service contractors to provide this service.
- If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Services Manager Representative.
- Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
- It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
- 7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
- 8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer.
- 9. This payment terms and conditions agreement shall be governed by and construed with the laws of the State of Missouri.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf



ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

Advance Payment Deadline Date: 08/26					
EXHIBITOR:		BTH#			
EVENT:	Motion + Power Technology 2021				
FACILITY:	AMERICA'S CENTER				
DATES:	September 14-16, 2021	EVENT #091001SL			

FO

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM							
IMPORTANT NOTES	UTILITY SERVICES	ADVANCE	REGULAR	TOTAL			
ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or	COMPRESSED AIR: 90-100 LBS. PSI Air Outlet (call for a quote for 24-hour Air) Additional Connections within 20' of Outlet	457.00 318.00	685.50 478.00				
connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.	Size of connection required: CFM REQUIREMENTS						
AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.	Must order CFM with air services. Refer to # 9 on Plumb CFM (There is a 5 CFM minimum charge per outlet/connect Total CFM x ADVANCE Rate Total CFM x REGULAR Rate WATER LINES (Edlen is not responsible for sediment or the color or Water Outlet	etion) T • 7.00	otal CFM =	ulations.			
WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.	Additional Connections within 20' of Outlet # of connections required: Size of connection re PSI required: GPM required: DRAIN LINES (If waste water contains hazardous materials, chemical Drain Outlet)	318.00 equired:	478.00	t.)			
LABOR NOTES	Additional Connections within 20' of Outlet	318.00	478.00				
OUTLET DELIVERY There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.	Number of connections required: Size of conne FILL & DRAIN LABOR (Edlen is not responsible for sediment or 1 - 50 Gallons 51 - 200 Gallons 201 - 500 Gallons Each additional 100 Gallons up to 1,000 Gallons						
OUTLET DISTRIBUTION Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.	LABOR Labor is required for all air, water, & drain lin services in your booth space or overhead Distribution form and include it with your order GAS & MISCELLANEOUS REQUIREMENTS (Call for	id. Compl					
OUTLET CONNECTIONS Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.	TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM		TOTAL				
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.	PRINT NAME:	DUONE:					
oomaat.	EMAIL:	PHONE:	G V1 SL 08	47 00 11			



ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

EXHIBITOR:		BTH#			
EVENT:	Motion + Power Technology 2021				
FACILITY:	AMERICA'S CENTER				
DATES:	September 14-16, 2021	EVENT #091001SL			

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

· Delivery of Air, Water and Fill & Drain lines

- · Installation of lines delivered from overhead
- · Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

- A. Island Booths need to provide the following information:
 - 1. The plumbing layout must indicate each outlet and its location with exact measurements.
 - 2. Each location should indicate the type of service. All air locations must include CFM requirements.
 - 3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - 4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.
- B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

	alouibation point will be lee	atod at the roal of the booth opace.		
C.	Date you will begin building	g your booth:	Estimated time:	
D.	Will you be utilizing any spe	ecialty floor covering other than carpet, such as vinyl	or wood?	
	Describe flooring:			
E.	What time do you estimate	needing the physical connection to your equipment?	Date:	_ Time:
F.	Show site supervisor:		Company:	
	Cell #:	Email:		

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

PLUMBING LABOR ESTIMATE						
MAN HRS		RATE	TOTAL			
	ST	\$81.00				
	ОТ	\$121.50				
	DT	\$162.00				

ı	WOIL	WORK NATE CONEDCE		
	ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.		
	ОТ	Monday - Friday 4:30 PM - 8:00 AM, Saturday		
	DT	Saturday after eight hours of OT, all day Sunday & Holidays		

ESTIMATED TOTAL

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

AUTHORIZATION

WORK RATE SCHEDULE

PRINT NAME:

DATE:

PLUMBINGLABOR.V1.SL.08.19_PG 12

ELECTRICAL EXHIBITION SERVICES 701 Convention Plaza, St. Louis, MO 63101 Phone: (314) 342-5324 Fax: (314) 342-5384 stlouis@edlen.com

Adjacent Booth or Aisle #

Advance Payment Deadline Date: 08/26/21

EXHIBITOR:		BTH#		
EVENT:	Motion + Power Technology 2021 AMERICA'S CENTER			
FACILITY:				
DATES:	September 14-16, 2021	EVENT #091001SL		

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND	
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point	
Inline	Square = Ft	W = Water	A = Air
Peninsula	Total Square Footage =	D = Drain	AC = Addt'l connection

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle #

Adjacent Booth or Aisle

PLUMBING TERMS, CONDITIONS & REGULATIONS

- 1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- 2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- 3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
- 4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
- 5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
- 6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
- Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
- 8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
- 9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
- 10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
- 11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
- 12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
- 13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
- 15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
- 16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
- 17. Gas & Cylinders "when available" 1025 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
- 18. All equipment using water must have inlet and outlet properly tagged.
- 19. All equipment must comply with state and local codes.
- 20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
- 21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
- 22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- 23. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 24. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- 25. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
- 26. Credit will not be given for outlets installed or connections made and not used.
- 27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
- 28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
- 30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
- 31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.

For further information visit our website @ www.edlen.com or call the number on the Plumbing Order form