

## GENERAL INFORMATION

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](mailto: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

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America's Center Convention Complex  
701 Convention Plaza, Suite 300  
St. Louis, MO 63101

<https://explorestlouis.com/meetings-conventions/americas-center/>

### COVID Update

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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/>

### FACILITY SPECIFICATIONS

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#### *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.

## GENERAL INFORMATION

### 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

Thursday, September 9	12:30 PM – 4:30 PM	<b>Target Move-in Only</b>
Friday, September 10	8:00 AM – 4:30 PM	<b>Exhibitor Move-in</b>
Saturday, September 11	8:00 AM – 4:30 PM	<b>Exhibitor Move-in</b>
Sunday, September 12	<b>DARK DAY</b>	<b>No Access to Exhibit Hall</b>
Monday, September 13	8:00 AM – 1:00 PM	<b>Exhibitor Move-In</b>
Monday, September 13	2:00 PM – 3:00 PM	<b>Safety inspection</b>

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.**

## GENERAL INFORMATION

### BOOTH EQUIPMENT & CARPET

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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

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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

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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

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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

## GENERAL INFORMATION

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

\*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 absolute latest 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!	<a href="#">Sponsorship Opportunities Available</a>	
August 9, 2021	Pre-registered Attendee List sale open for exhibitors with booths paid in full	
July 23, 2021	Lead Retrieval/Badge Reader Early Bird Deadline	
August 27, 2021	Lead Retrieval/Badge Reader Advanced Deadline	
August 14, 2021	Notification of Intent to Use a Non-Official Contractor Due (EAC)	
August 9, 2021	Advance Shipments: Warehouse Open	
August 13, 2021	International Shipping: Deadline for Arrival of LCL Sea Freight to Detroit Terminal	
August 16, 2021	International Shipping: Deadline for Arrival of FCL Sea Freight to Detroit port	
September 19, 2021	Discount Deadline to Order Furniture, Rental Exhibits, Carpet, and Custom Graphics from GEMS	
September 19, 2021	Discount Deadline to Order Booth Installation and/or Dismantling Labor, Hanging Sign Labor, and Forklift Labor from GEMS	
September 19, 2021	Deadline to order Unlimited Material Handling Rate with GEMS ( <i>orders after this date will not be accepted</i> )	
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)	
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.



**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	\$ _____

**TOTAL POST-SHOW MARKETING** \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_



## REGISTRATION, HOUSING & TRAVEL

### Exhibitor Registration

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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

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**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](mailto:gear@rcsreg.com) or +1.805.3654 x0171.

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

### Conference Registration Cancellation Policy

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- Completed registrations may not be cancelled online. The refund/cancellation request must be submitted in writing via email to [mpt2021@rcsreg.com](mailto: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:
  - June 13, 2021 or prior: Full refund
  - June 14 - July 13, 2021: \$50 processing fee
  - 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](mailto: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

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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](http://www.rcsreg.com/leads/mpt2021).

### Hotel Information

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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

800 Washington Ave.

St. Louis, MO 63101

(314) 621-9600

**\$209.00 room rate**

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  
601 Locust St. Louis MO  
314.588.8690

Central Downtown Garage  
707 Pine Street, St. Louis, MO  
314.589.6024

10th & Pine  
913 Pine Street St. Louis, MO  
314.241.7777

CITI Park  
705 N. Second Street, St. Louis, MO  
314.241.1918

## REGISTRATION, HOUSING & TRAVEL

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

Visit [www.getaroundstl.com](http://www.getaroundstl.com) or [download a pdf map](#) to check out Preferred Parking Providers throughout downtown St. Louis.

### America's Center Loading Dock

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701 Convention Plaza, Suite 300

St. Louis, MO 63101

(800) 916-8938

The America's Center loading dock is located on 9<sup>th</sup> 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:**



**OFFICIAL SHOW 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

**HOW TO REGISTER**  
**ONLINE**  
 Visit MotionPowerExpo.com and enter your guest pass registration code (at right) to pre-register for an expo-only admission.  
**OR**  
**IN PERSON**  
 Present this pass at America's Center Convention Complex in St. Louis. This guest pass saves you up to \$75 in on-site registration fees.  
 When issued by an exhibitor at Motion + Power Technology Expo, this guest pass entitles the bearer to one complimentary, expo-only admission, good during the official show hours.

**MOTION + POWER TECHNOLOGY EXPO**  
**FREE GUEST PASS**  
 GEAR. ELECTRIC. FLUID POWER. ALL UNDER ONE ROOF.  
 MOVING THE FUTURE.

COURTESY OF: <<Exhibitor Name>>  
 BOOTH #: <<Booth Number>>  
 GUEST PASS PROMO CODE: <<Code>>

The first in-person opportunity to witness the latest innovation in power transmission. With new demands for efficiency and power density, often the solution is a choice combining power transmission technologies. At MPT Expo, you'll see the entire power transmission supply chain – with mechanical, fluid power, electric, and hybrid solutions.

Owned by 

SEPTEMBER 14–16, 2021 | ST. LOUIS, MO | MotionPowerExpo.com

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 e-mail. 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 [exhibitor toolkit](#) 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.





## RULES & REGULATIONS

### COVID Update

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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

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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

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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](mailto:dpratt@ntpevents.com). Please also see the *GEMS: Furniture, Labor & Material Handling* portion of this manual for guidelines concerning union labor.

### AGE RESTRICTIONS

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**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.

## RULES & REGULATIONS

### EXHIBITOR LIABILITY INSURANCE

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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](http://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

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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.

## RULES & REGULATIONS

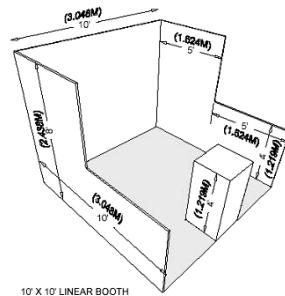
All exhibitors are required to submit diagrams rendered to scale of their booths, indicating all structures, signage, product placement, weights, and the overall heights, widths, and lengths. Show Management must approve booth diagrams in advance of the show. Please submit your diagrams no later than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

M+P T 2021  
Show Management Attn: Ellen M. Drudy  
Phone: 703.706.8206  
Email: [edrudy@ntpshow.com](mailto:edrudy@ntpshow.com)

### EXHIBIT DISPLAY REGULATIONS

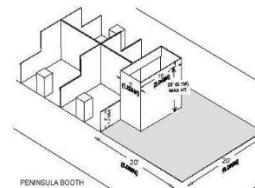
#### LINEAR BOOTH/STANDARD BOOTH

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, i.e. 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**.



#### PENINSULA BOOTH

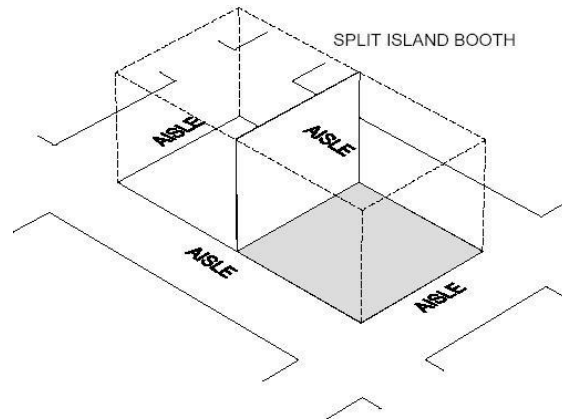
A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. A Peninsula is 20’x20’ or larger. The maximum height permitted for any sign, display, product, fixture, or decoration within the exhibit is 20’. **NOTE:** If your booth is within the first 60’ of the exhibit 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.



## RULES & REGULATIONS

### SPLIT ISLAND BOOTH

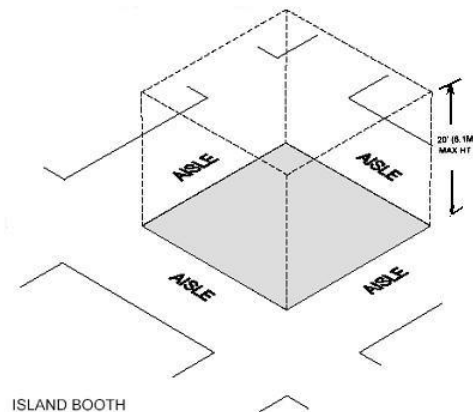
A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. **Twenty feet (20')** is the maximum height allowance, including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



### ISLAND BOOTH

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

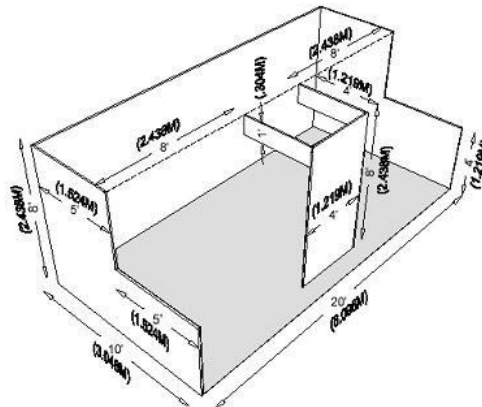
**NEW:** The entire cubic content of the space may be used up to the maximum allowable height, 20'. Since there are no adjacent exhibitors, signs and displays up to 20' in height may be located anywhere within the exhibit.



## RULES & REGULATIONS

### 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.



10' X 20' EXTENDED HEADER BOOTH

### 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.



## RULES & REGULATIONS

### ELECTRICAL

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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

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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

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Helium tanks and helium balloons are not permitted.

### FACILITY EQUIPMENT

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

### GOOD NEIGHBOR POLICY

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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.

## RULES & REGULATIONS

### PRODUCT DEMONSTRATIONS

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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

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

### LIGHTING & SOUND REGULATIONS

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#### *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)

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

### PHOTOGRAPHY REGULATIONS

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

### FOOD & BEVERAGE

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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.

## RULES & REGULATIONS

### GRATUITIES

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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

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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)

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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

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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)

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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.

## RULES & REGULATIONS

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](mailto: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.

## RULES & REGULATIONS

- 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

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- 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

<b>ACORD™</b>	<b>CERTIFICATE OF LIABILITY INSURANCE</b>	OP ID KR	DATE (MM/DD/YYYY)
<b>PRODUCER</b> INSURANCE PROVIDER COMPANY NAME FULL ADDRESS PHONE FAX		<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
<b>INSURED</b> EXHIBITOR NAME FULL ADDRESS PHONE FAX		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: <b>Miscellaneous</b> INSURER B: INSURER C: INSURER D: INSURER E:	<b>NAIC #</b>     

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>EXCLUDED</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b>
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

### FOLLOWING LANGUAGE REQUIRED ON COI:

Additional insured as respects to claims arising out of the operation of *Motion + Power Technology Expo, 9/14-9/16: National Trade Productions, America's Center, AGMA, Freeman Services* and all employees of the above. (BOOTH #: )

### CERTIFICATE HOLDER

### CANCELLATION

[Empty space for Certificate Holder signature]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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**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 prior 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!**


**September 14—16, 2021**

## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

### Credit Card Charge Authorization

(All Information Must Be Provided)

**EXPIRATION DATE**
 MasterCard     VISA     American Express     Corporate     Personal

				____ / ____
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<b>Card Holders Name</b>		
(Please Print)		
<b>Billing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone Number</b>	<b>Credit Card CVV Code</b>	
<b>Email Address</b>		
<b>Card Holders Signature</b>		
<b>Company Name</b>	<b>Booth #</b>	

Calculation of Orders	Total
Material Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishings & Accessories	\$
Custom Furniture Rental	\$
Carpet	\$
Other	\$
Processing Fee 3.5%	\$
Taxes 4.2%	\$
Total	\$
To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.	
<b>FULL PAYMENT</b> in U.S. funds drawn on a U.S. Bank	\$
<b>Check #</b>	
Please list all authorized persons for credit card use at show site below.	

<p><b>Payment Policy</b></p> <p><b>Payment for Services</b></p> <p>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.</p> <p><i>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.</i></p> <p><b>Method of Payment</b></p> <p>GEMS accepts MasterCard, VISA, Discover, American Express, &amp; 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.</p>	<p><b>Third Party Billing</b></p> <p>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.</p> <p><b>Tax Exempt</b></p> <p>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.</p> <p><b>Adjustments and Cancellations</b></p> <p>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.</p>
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*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:		
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS		
ACCOUNT NUMBER:		EXPIRATION DATE and CVV Code:
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		BOOTH #:
COMPANY ADDRESS:		
CITY, STATE:		ZIP CODE:
PHONE NUMBER:	FAX NUMBER:	

## 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 GEMS.** 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

COMPLETE THIS FORM FOR GROUND/AIR TRANSIT FOR YOUR EXHIBIT MATERIALS VIA GEMS IN-HOUSE SHIPPING SERVICE

### INBOUND SHIPPING INSTRUCTIONS

### SHIPPING INFORMATION

*Below payment authorization must be on file prior to pick up.*

**Pick-up from:**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Show: \_\_\_\_\_  
 Booth Name/# \_\_\_\_\_  
 Requested Pick Up Date \_\_\_\_\_ Time: \_\_\_\_\_  
 Contact \_\_\_\_\_

Crates	[ h ]x[ w ]x[ d ]	
Cartons (cardboard)	[ h ]x[ w ]x[ d ]	
Cases/Trunks	[ h ]x[ w ]x[ d ]	
Skids/Pallets	[ h ]x[ w ]x[ d ]	
Carpet	[ h ]x[ w ]x[ d ]	
Other	[ h ]x[ w ]x[ d ]	
<b>- TOTAL PIECES</b>	<b>TOTAL WEIGHT -</b>	

### SHIPPING SERVICES

Tel: \_\_\_\_\_  
 Email \_\_\_\_\_

Please arrange my shipping into **ADVANCE WAREHOUSE** *or*

Please arrange my shipping direct to **SHOW SITE**

Please arrange my **OUTBOUND SHIPPING**

Please contact me about **EXPRESS DEPARTURE SERVICE**

Please contact me about **BETWEEN SHOWS STORAGE**

*Items to be shipped:*

Pieces: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Weight: \_\_\_\_\_

Declared value \$ \_\_\_\_\_ Loading Dock  Lift Gate needed

Residential address  Inside PickUp  Inside Delivery

Special Instructions: \_\_\_\_\_

### TRANSPORTATION CHARGES PAYMENT AUTHORIZATION

*This authorization will be used by GEMS Inc/GEMS Logistics LLC to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.*

**Card Type:**     MasterCard     VISA     American Express

Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

### OUTBOUND SHIPPING INSTRUCTIONS

**SHIP TO ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Deliver-by Date: \_\_\_\_\_

Qty of labels req'd: \_\_\_\_\_

### FREIGHT SERVICE TYPE

Special Instructions: \_\_\_\_\_

*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**  
 **NEXT DAY AIR**         **OTHER (TRUCK LOAD, SPECIALISED)**





**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**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:            No.            Of            PCS



**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**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:            No.            Of            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



**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**RUSH**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE: September 9, 2021**

To:

Exhibitor Name

**C/O: GEMS**

AMERICA CENTER  
701 Convention Plaza  
St. Louis, MO 63101

**SHOW SITE**

**Event: MOTION + POWER EXPO 2021**

**Booth No:            No.            Of            PCS**



**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**RUSH**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE: September 9, 2021**

To:

Exhibitor Name

**C/O: GEMS**

AMERICA CENTER  
701 Convention Plaza  
St. Louis, MO 63101

**SHOW SITE**

**Event: MOTION + POWER EXPO 2021**

**Booth No:            No.            Of            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


**September 14—16, 2021**

## MATERIAL HANDLING ORDER FORM

Please indicate where your shipment will arrive:        **GEMS Warehouse**        **Show Site**

### Advance Warehouse Receiving Rates:

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.

Crated or Skidded Shipment	@ \$108.00 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge	@ \$45.00 (25 lb. maximum)	\$
Special Handling	@ \$140.00 per 100 lbs. (200 lb. minimum)	\$

#### OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

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

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any

<b>Material Handling Subtotal</b>	<b>\$</b>
<b>Overtime Subtotal</b>	<b>\$</b>
<b>Material Handling Total</b>	<b>\$</b>

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

\*When recording weight, round up to the next one hundred (100) pounds. \*Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

### Show Site Receiving Rates:

We will ship \_\_\_\_\_ pieces @ \_\_\_\_\_ lbs.

Crated or Skidded Shipment	@ \$96.25 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge	@ \$45.00 (25 lb. maximum)	\$
Special Handling	@ \$125.00 per 100 lbs. (200 lb. minimum)	\$
Spotting Fee:	@ \$150.00	\$
Cart Load Service (maximum 100 lbs.):	@ \$90.00 each way	\$

#### OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

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

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any

<b>Material Handling Subtotal</b>	<b>\$</b>
<b>Overtime Subtotal</b>	<b>\$</b>
<b>Material Handling Total</b>	<b>\$</b>

**EXHIBITING FIRM:**
**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—10,000 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

<u>MACHINE NUMBER</u>	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 AND/OR 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 DISPLAY 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.

<b>EXHIBITING FIRM:</b>	<b>BOOTH#:</b>
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## **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 ACCEPT any shipments addressed to AMERICAS CENTER 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 EXPECTATIONS
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 is 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 check on.

\_\_\_\_\_ Booth size up to 999 sq. ft.

Booth width \_\_\_\_\_ x length \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x 12.50 = \$ \_\_\_\_\_

\_\_\_\_\_ Booth size 1000 sq. ft. and above

Booth width \_\_\_\_\_ x length \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x 11.80 = \$ \_\_\_\_\_

Type of Freight (Machines ONLY): \_\_\_\_\_

Number of pieces: \_\_\_\_\_

\*Size &amp; Weight of heaviest piece (prior to assembly): \_\_\_\_\_

**PAYMENT MUST BE INCLUDED WITH THIS ORDER FORM**
**EXHIBITING FIRM:**
**BOOTH#:**





1 Washington Blvd. Ste 1056

Detroit, MI 48226

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



**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.



**September 14—16, 2021**

## OUTBOUND SHIPPING FORM

Exhibiting Firm: \_\_\_\_\_

Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

EACH OUTBOUND SHIPMENT WILL REQUIRE A GEMS BILL OF LADING. WE ARE HAPPY TO PREPARE THESE FOR YOU AHEAD OF TIME AND DELIVER TO YOUR BOOTH PRIOR TO SHOW CLOSE. PLEASE COMPLETE & RETURN THIS FORM VIA EMAIL / FAX OR TO THE GEMS CUSTOMER SERVICE CTR.

### SHIPPING INFORMATION

---

#### SHIP TO:

Company Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Attn: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**BILL TO:**  Same as Ship to:

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

In the event that your carrier does not arrive by designated check -in time please choose one of the following choices:

Re-route via show 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 Ground  Specialized

Number of Shipping Labels Needed \_\_\_\_\_



1 Washington Blvd. Ste 1056

Detroit, MI 48226

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



**September 14—16, 2021**

**INSTALLATION AND DISMANTLING LABOR**

<b>Advanced Price:</b>		
Straight Time: \$105.50	Overtime: \$158.25	Double time: \$210.00
<b>Showsite Price:</b>		
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.		

<b>PLAN A: Installation and dismantling of display under the supervision of I&amp;D GEMS.</b>
Please note the following:
<ul style="list-style-type: none"> <li>In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge.</li> <li>Work will be done on a straight time basis if possible. However, overtime charges will be invoiced, if necessary.</li> <li>Notice of cancellation should be made at least 24 hours prior to the move-in to avoid a one-hour minimum charge.</li> </ul>

<b>PLAN B: Installation and dismantling of display under the supervision of Exhibitor.</b>
Please note the following:
<ul style="list-style-type: none"> <li>Labor personnel must be picked up at GEMS Exhibitor Service Center when under exhibitor supervision.</li> <li>A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.</li> <li>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.</li> </ul>

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:		<input type="checkbox"/> GEMS Supervision	<input type="checkbox"/> Exhibitor Supervision		
Install	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
Dismantle	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:			\$
<b>ESTIMATED COST FOR INSTALLATION / DISMANTLE LABOR</b>					\$

**LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR**

- 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.
- 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.
- 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.
- 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.
- 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.
- Gilbert Exposition Management, Inc., GEMS will not be responsible for improperly packed or concealed damages to exhibits.
- 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 above.

**EXHIBITING FIRM:**

**BOOTH#:**



## 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.

1. 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.
2. 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.
3. 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.
4. 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.

1. 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.**
2. 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.**
3. 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**.

**IMPORTANT:** 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 CONTRACTOR:		
COMPLETE ADDRESS:		
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:	



**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 per hour

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:						<input type="checkbox"/> Exhibitor Supervision		
Install	Date:	Time:	Total Laborers:	Hours per Laborer:			\$	
Dismantle	Date:	Time:	Total Laborers:	Hours per Laborer:			\$	
EQUIPMENT:							\$	
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR							\$	

Describe work to be done:

---



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**EXHIBITING FIRM:**

**BOOTH#:**


**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

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 AM—4:30 PM Monday through Friday

#### Over Time

Before 8:00 AM &amp; 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.

Crew 2 men with a lift (up to 500 lbs. capacity)			
	ST	OT	DT
Advanced Price	\$529.00	\$627.50	\$726.00
Show Site Price	\$660.00	\$784.00	\$907.00
<b>Additional Labor</b>			
Advanced Price	\$105.50	\$158.25	\$210.00
Show Site Price	\$131.50	\$197.50	\$260.00

INSTALL & DISMANTLE RECAP			
Please check the appropriate line:		<input type="checkbox"/> GEMS Supervision	<input type="checkbox"/> Exhibitor Supervision
Install	Date:	Time:	Total Laborers:
Dismantle	Date:	Time:	Total Laborers:
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:	
		Forklift Fee: \$50.00	\$
ESTIMATED COST FOR INSTALLATION, DISMANTLE OF HANGING SIGN			\$

<b>EXHIBITING FIRM:</b>	<b>BOOTH#:</b>
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**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**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:            No.            Of            PCS



**GEMS**

GILBERT EXPOSITION  
MANAGEMENT SERVICES

**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:            No.            Of            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



**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

	\$___each.-advanced				
_____@	or	= _____	= _____	=	\$ _____
No. of Pkgs	\$___ each—standard		4.2% tax		Total

**EXHIBITING FIRM:**

**BOOTH#:**

# GEMS | RENTAL EXHIBITS

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

**Package 1—10' x 10'**



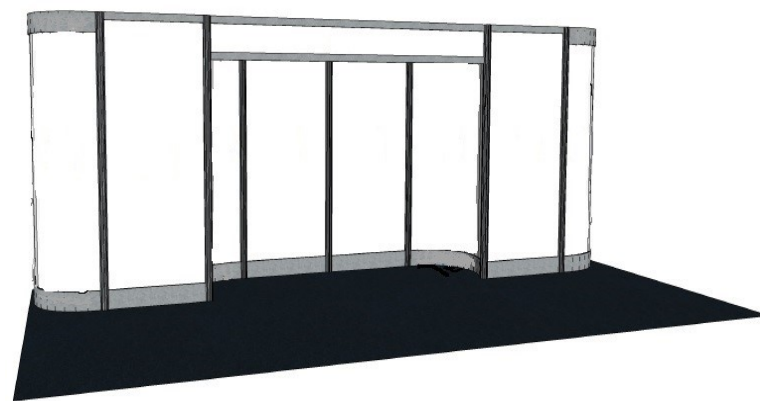
**Package 2—10' x 10' with storage**



**Package 3—10' x 15'**



**Package 4—10' x 20'**



**Please call the phone number listed on the Quick Facts for quick easy ordering!**

# 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 CUSTOMIZED WITH GRAPHICS.**

## STANDARD CARPET COLORS:



*black*



*blue*



*gray*



*latte*



*midnight blue*



*red*



*red pepper*



*tuxedo*

## CABINET OPTIONS



## CUSTOM EXHIBITS:

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

**Please call the phone number listed on the Quick Facts for quick easy ordering!**



**September 14—16, 2021**

## RENTAL EXHIBITS

Booth # \_\_\_\_\_ Exhibiting Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

EXHIBITS		ADVANCE PRICING	STANDARD PRICING	
PACKAGE 1	<input type="checkbox"/>	10' X 10'	\$1,735.00	\$2,255.50
PACKAGE 2	<input type="checkbox"/>	10' X 10'	\$2,465.00	\$3,204.50
PACKAGE 3	<input type="checkbox"/>	10' X 15'	\$2,650.00	\$3,445.00
PACKAGE 4	<input type="checkbox"/>	10' X 20'	\$3,345.75	\$4,350.00

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.

### CARPET

- Black     Blue     Gray     Latte  
 Midnight Blue     Red     Red Pepper     Tuxedo

### LIGHTING

Each Rental Exhibit will include 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package.

Power consumption not to exceed 500 Watts.

**Additional power must be ordered separately.**

### HEADER IDENTIFICATION SIGN

Indicate which color letting you would.

- Black     Blue     Brown     Burgundy  
 Red     Teal     White     Green

Indicate how you would like your company name to appear.

### ENHANCE YOUR EXHIBIT

- CABINETS & COUNTERS     COLORED PANELS     GRAPHICS & CUSTOM LOGO  
 CREATE CUTOM EXHIBIT     SEPCIALITY COLORED     METAL RECYLABLE GRAPHICS

<b>TOTAL COST</b>		
_____	+	_____ = _____
<b>Sub-total</b>		<b>4.2% Total Cost</b>


**September 14—16, 2021**

## STANDARD CARPET ORDER

Exhibitor 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 Multiples are not Guaranteed a Color Match

Indicate Color:     Black    Blue    Grey    Red    Latte    Midnight Blue    Red 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	\$220.70	\$
	10' x 30' Carpet Padding—Single Layer	\$224.40	\$314.15	\$
	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	\$

## DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further Shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

<input type="checkbox"/> Cardinal	<input type="checkbox"/> Misty Grey	<input type="checkbox"/> Cream	<input type="checkbox"/> Grey Pearl
<input type="checkbox"/> White	<input type="checkbox"/> Navy	<input type="checkbox"/> Toast	<input type="checkbox"/> Plum

**RENTAL PRICE** order includes installation, carpet padding, poly covering and removal.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$4.50/Sq. Ft.    \$ \_\_\_\_\_

For any assistance, please call (313) 400-1454 to speak to your project manager. Alanna Powers.

**Subtotal** \$

Processing Fee 3.5%

Tax @ 4.2% \$

**EXHIBITING FIRM:**

**BOOTH #:**

**Total** \$




**September 14—16, 2021**
**STANDARD FURNISHINGS & ACCESSORIES**
**CHAIRS AND ACCESSORIES**

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$62.75	\$80.00	\$
	Basic Black Stool with Back	\$120.00	\$135.00	\$
	Literature Stand	\$150.00	\$175.00	\$
	Waste Basket	\$20.50	\$35.00	\$
	Easel, Chrome	\$46.00	\$65.00	\$
	Tack Board	\$150.00	\$175.00	\$
	42" High Round Café Table	\$175.00	\$210.00	\$
	Bag Rack	\$65.00	\$80.00	\$

**SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments**

Indicate Color: \_\_\_Red \_\_\_Blue \_\_\_Black \_\_\_Sky Blue \_\_\_Grey \_\_\_White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

**DRAPED DISPLAY TABLES—30" High x 24" Wide**

Indicate Color: \_\_\_Red \_\_\_Blue \_\_\_Black \_\_\_Sky Blue \_\_\_Silver \_\_\_White \_\_\_Green \_\_\_Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$130.00	\$162.50	\$
	6' Draped	\$152.50	\$190.50	\$
	8' Draped	\$175.25	\$219.00	\$
	4th Side Draped	\$25.00	\$32.50	\$

**DRAPED DISPLAY COUNTERS—42" High x 24" Wide**

Indicate Color: \_\_\_Red \_\_\_Blue \_\_\_Black \_\_\_Sky Blue \_\_\_Silver \_\_\_White \_\_\_Green \_\_\_Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$152.50	\$190.50	\$
	6' Draped	\$172.00	\$215.00	\$
	8' Draped	\$190.50	\$238.00	\$
	4th Side Draped	\$25.00	\$32.50	\$

**TABLE RISERS AND DRAPING**

Indicate Color: \_\_\_Red \_\_\_Blue \_\_\_Black \_\_\_Sky Blue \_\_\_Silver \_\_\_White \_\_\_Green \_\_\_Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

 FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT  
YOUR PROJECT MANAGER AT GEMS FOR ORDERING AND PRICING DETAILS.

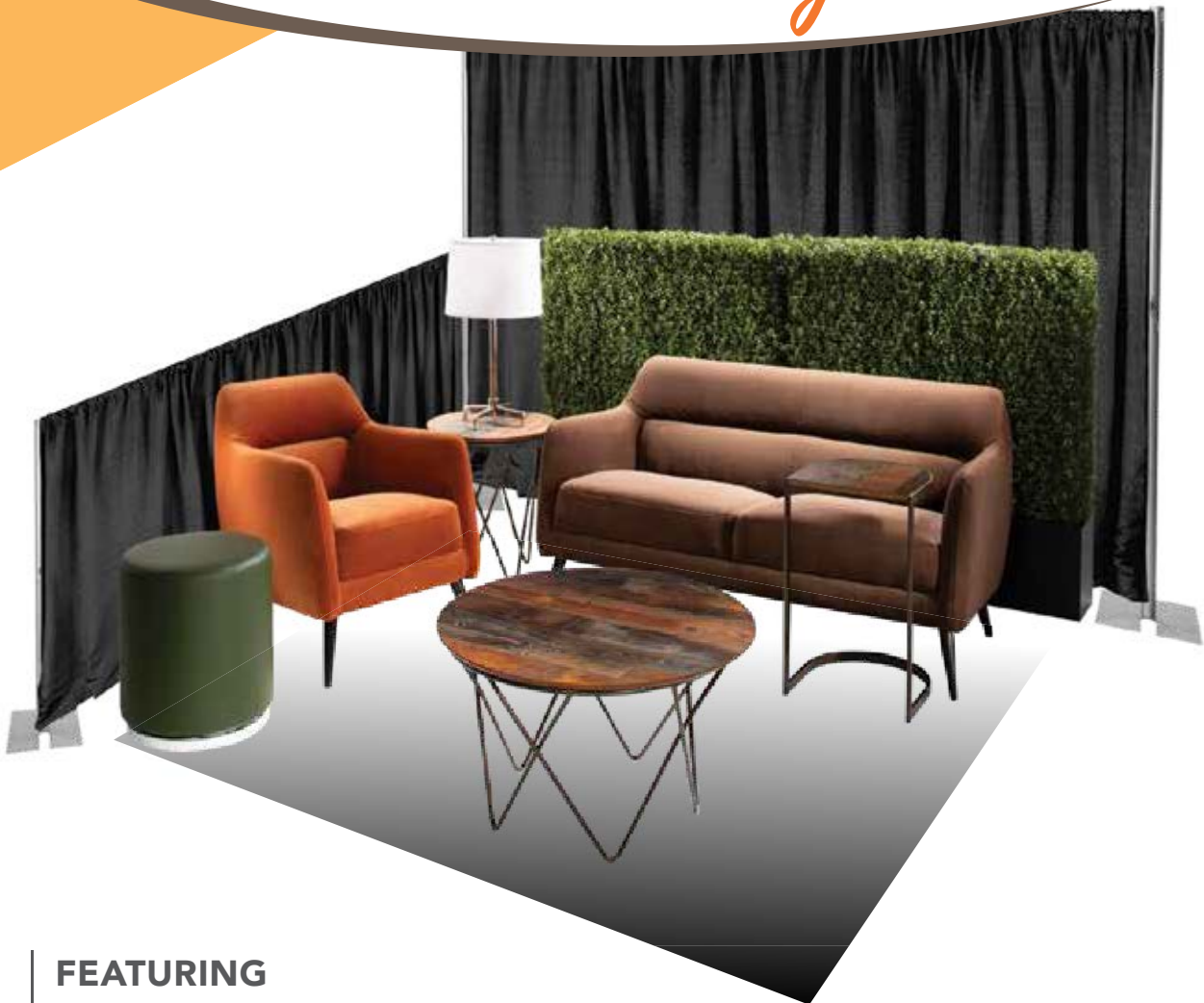
**Subtotal** \$

Tax @ 4.2% \$

**EXHIBITING FIRM:**
**BOOTH #:**
**Total** \$

# TRADESHOW

## *Furnishings*



### FEATURING

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



GILBERT EXPOSITION MANAGEMENT SERVICES

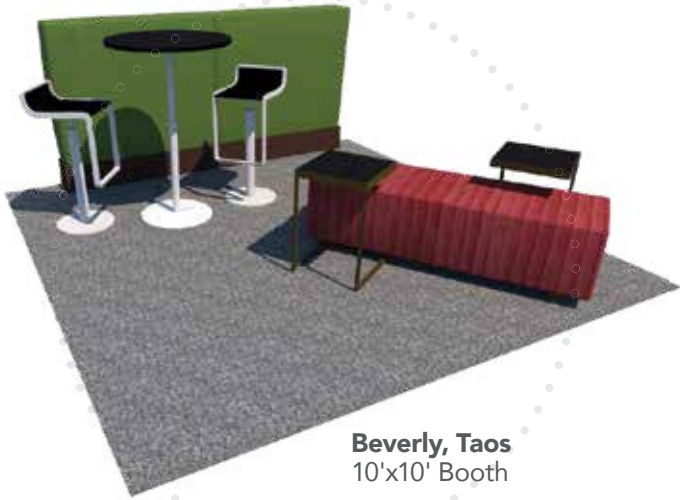
*"...A Cut Above The Rest!"*



# *Inspired Designs* for Maximum Engagement

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





**Beverly, Taos**  
10'x10' Booth



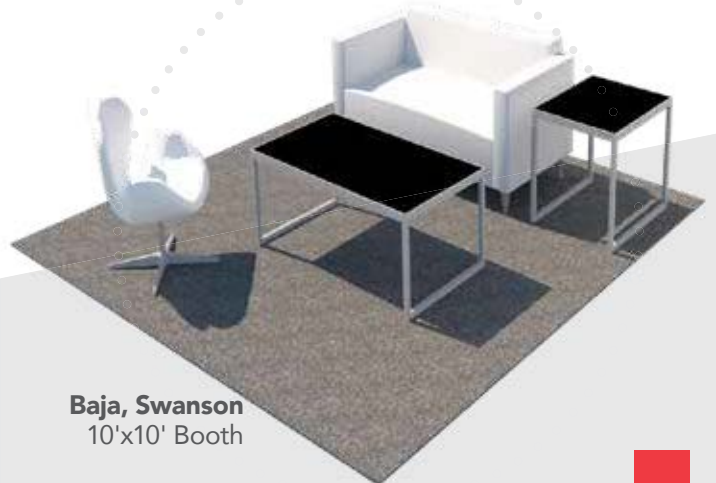
**Malba, Beverly**  
10'x10' Booth



**Vibe, Christopher**  
10'x20' Booth



**Blade, Marche**  
10'x10' Booth



**Baja, Swanson**  
10'x10' Booth

# Top 10 Booth Design Tips

Attract, Engage and Inspire.

10.

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



1.

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



2.

**Get Connected.**  
Communal tables help facilitate networking opportunities and build connections.



9.

**Charge it!**  
Powered tables or seating encourages clients to linger in the booth and recharge.



3.

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



8.

**Gather Round!**  
Ottomans styled around a side table create an informal campfire setting for small group discussions.



4.

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



7.

**Stay Social.**  
Stylize furnishings to create shareable moments worthy of Instagram.



6.

**Level the field!**  
Low and casual seating makes clients more comfortable and open to learning.



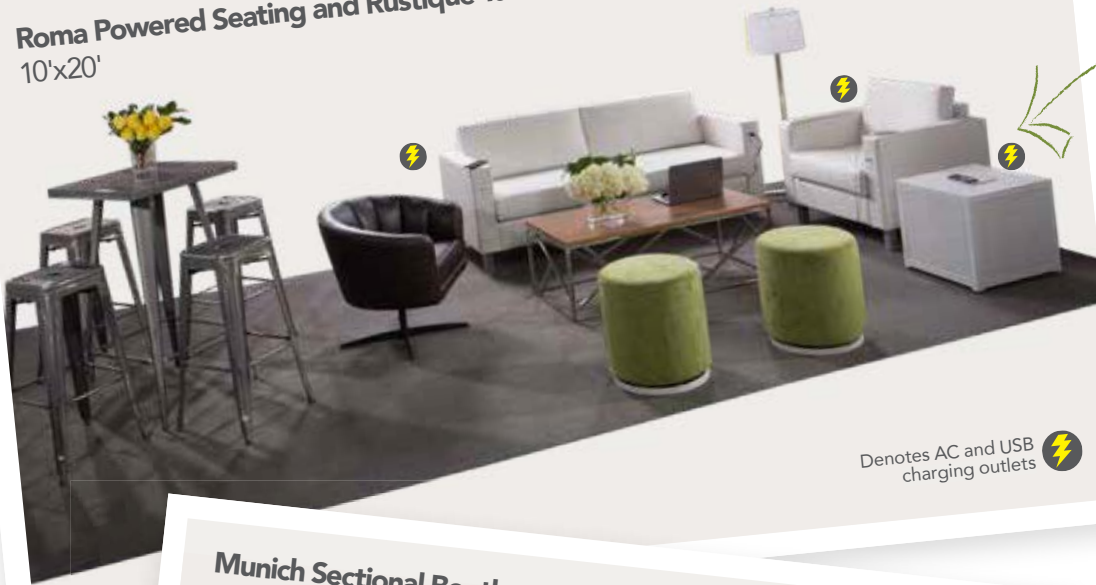
5.

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





**Roma Powered Seating and Rustique Table Booth**  
10'x20'



Denotes AC and USB charging outlets 

Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

**Munich Sectional Booth**  
10'x10'



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

**Malba Conference and Beverly Demonstration Booth**  
10'x20'



Design multi-functional booths with areas for demonstrations and a place for conferencing.

# 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!*

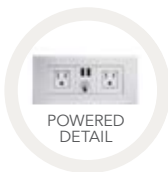
Powered tables or seating encourages clients to linger in the booth and recharge!



**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

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



**MODULAR SYSTEM** 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).

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

# Powered Tables



A.



POWERED  
DETAIL



B.



C.



D.

*Get Connected.*  
Use communal tables  
in your design to facilitate  
networking.

E.



POWERED  
DETAIL

(Mobile devices must have Qi wireless charging capability.)



POWERED  
DETAIL

F.



G.

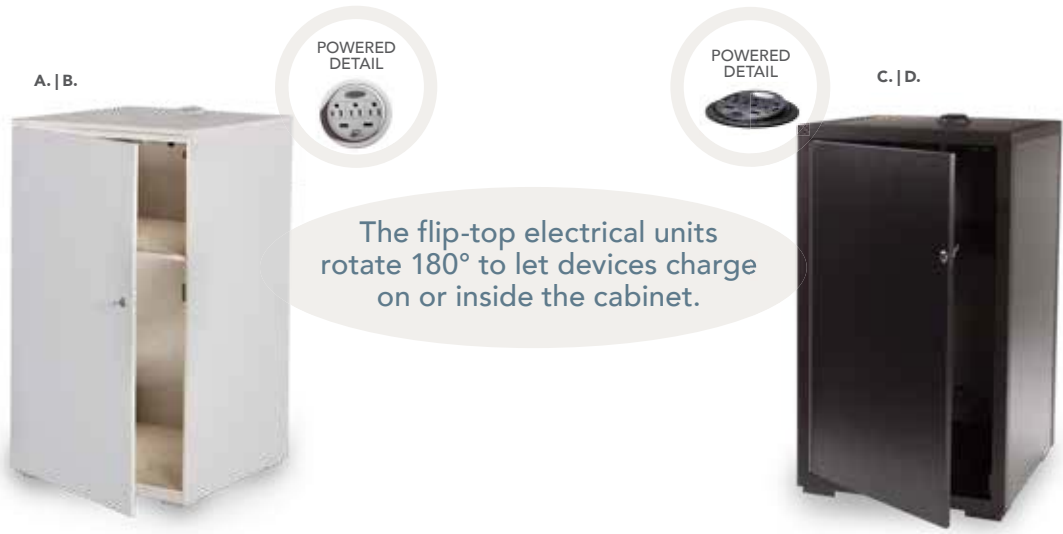
**Ventura Bar Tables, Powered** (silver frame) 72.25"L 26.25"D 42"H  
A) VNTWHT (white top) B) VNTBLK (black top)

**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)

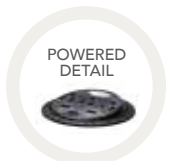
# Powered Pedestals



The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.

- 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

# Powered Desk



- 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

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

# 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



## Fairfax

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



*Allegro* CHR002 Chair (blue fabric) 36"L 34.5"D 30"H  
SFA002 Sofa (blue fabric) 73"L 34.5"D 30"H



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

*Palm Beach*  
PALSOF Sofa (white vinyl) 69"L 29"D 33"H



# Soft Seating



Munich Booth 10'x20'

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

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



## Munich



**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



# *Creature Comforts.*

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



**Baja Booth 10'x20'**

## *Baja*



**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

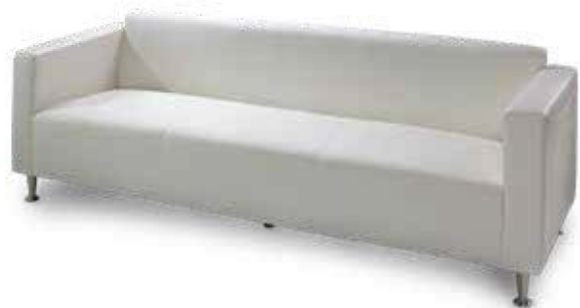
**KEYLOV Loveseat** (black fabric) 57"L 35"D 34"H

**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



*Baja*

**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



*Naples* 

**NPLCHP Chair, Powered** (black vinyl) 36"L 30"D 33.25"H  
 Also available with standard arm (NPLCHR).  
**NPLLOP 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



A.

**A) LABREA La Brea Swivel Chair** (charcoal gray fabric, chrome) 35"L 27"D 40"H  
**B) WENCHA Wentworth Swivel Chair** (brown vinyl, black) 31"L 24"D 31.5"H



B.

## Spin Around.

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



C.



D.



E.

**C) OCB Key West Chair**  
(black fabric, wood) 31"L 31"D 31"H  
**D) BCW Madrid Chair**  
(white vinyl, chrome) 30"L 30"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



*Swanson*

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



# Group Seating

## Meeting Chairs

25.5"L 23.5"D 34"H

- A) **OCMTAU** (taupe fabric, wenge)
- B) **OCMWHT** (white vinyl, wenge)
- C) **OCMESP** (espresso vinyl, wenge)



## Marina Chairs

17.5"L 19.5"D 35"H

- A) **MARCWH** (white vinyl, brushed metal)
- B) **MARCBK** (black vinyl, brushed metal)
- C) **MARCBR** (brown fabric, brushed metal)
- D) **MARCBE** (ocean blue fabric, brushed metal)
- E) **MARCRD** (red fabric, brushed metal)





- 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



# Cafe Seating & Tables



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

**B) 30BRHC Hydraulic Cafe Table**  
(red top, chrome) 30" RND 29" H

**C) BLDCSB Blade Chair**  
(sky blue) 20.5" L 19" D 30.5" H

**D) 30WDHC Hydraulic Cafe Table**  
(wood top, chrome) 30" RND 29" H

**E) DUET Duet Stack Chair**  
(black, chrome) 21" L 23" D 33" H

**F) 30GSHC Hydraulic Cafe Table**  
(green top, chrome) 30" RND 29" H

**G) MALGRN Malba Chair**  
(green, chrome) 20" L 20" D 32" H

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



# Style

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



- A) MARCBR Marina Chair**  
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
- B) 30WDHC Hydraulic Cafe Table**  
(wood top, chrome) 30"RND 29"H
- C) ZENCHR Zenith Chair**  
(white, chrome) 18.25"L 22"D 32"H
- D) 30MAHC Madison Hydraulic Cafe Table**  
(gray acajou top, chrome) 30"RND 29"H
- E) MALGRY Malba Chair**  
(gray, chrome) 20"L 20"D 32"H
- F) 30BEHC Hydraulic Cafe Table**  
(blue top, chrome) 30"RND 29"H
- G) LMCHR Laguna Chair**  
(maple, chrome) 18"L 19"D 34"H
- H) 30OSHC Hydraulic Cafe Table**  
(orange top, chrome) 30"RND 29"H

# Ottomans

## Vibe Cubes

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB04 (red vinyl)
- G) VIB05 (bright yellow vinyl)
- H) VIB15 (taupe vinyl)
- I) VIB02 (blue vinyl)
- J) VIB08 (orange vinyl)
- K) VIB14 (citrus green vinyl)
- L) VIB17 (desert rose vinyl)
- M) VIB16 (spice orange vinyl)
- N) VIB06 (gold/bronze vinyl)
- O) VIB01 (green vinyl)



## Squares

### Endless Square

34"L 34"D 15"H

- A) END02B (black vinyl, chrome)
- B) END02W (white vinyl, chrome)



A.



B.

## Benches

### C) WHT12 Half

(white vinyl)

39"L 22"D 18"H

### D) REGBEN Regis

(brushed metal)

47"L 15.5"D 16"H



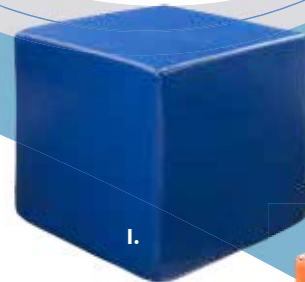
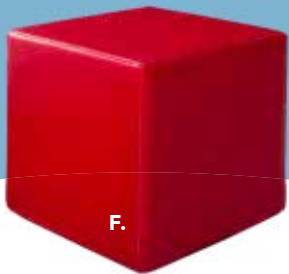
C.



D.

# Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



## Curves

**Endless Curved**  
60.5"L 37.5"D 15"H

**A) END01B**  
(black vinyl, chrome)

**B) END01W**  
(white vinyl, chrome)



**C) BNQ7**  
**Quarter Curve**

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

**D) BNQR17 Ring**  
(4 ottoman seats)

(white vinyl)  
72"RND 18"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.



A.



B.



C.



D.



E.



F.



G.

### 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



**Swivel Ottomans**

17"RND 18"H

- A) MAR001 (white vinyl)
- B) MAR005 (red fabric)
- C) MAR009 (pear yellow fabric)
- D) MAR007 (plum fabric)
- E) MAR010 (blue fabric)
- F) MAR002 (gray fabric)
- G) MAR003 (linen fabric)
- H) MAR004 (raspberry fabric)
- I) MAR008 (meadow green fabric)
- J) MAR011 (orange fabric)
- K) MAR015 (black vinyl)
- L) MAR012 (forest green vinyl)
- M) MAR013 (teal velvet)
- N) MAR014 (distressed brown vinyl)
- O) MAR006 (rose quartz fabric)



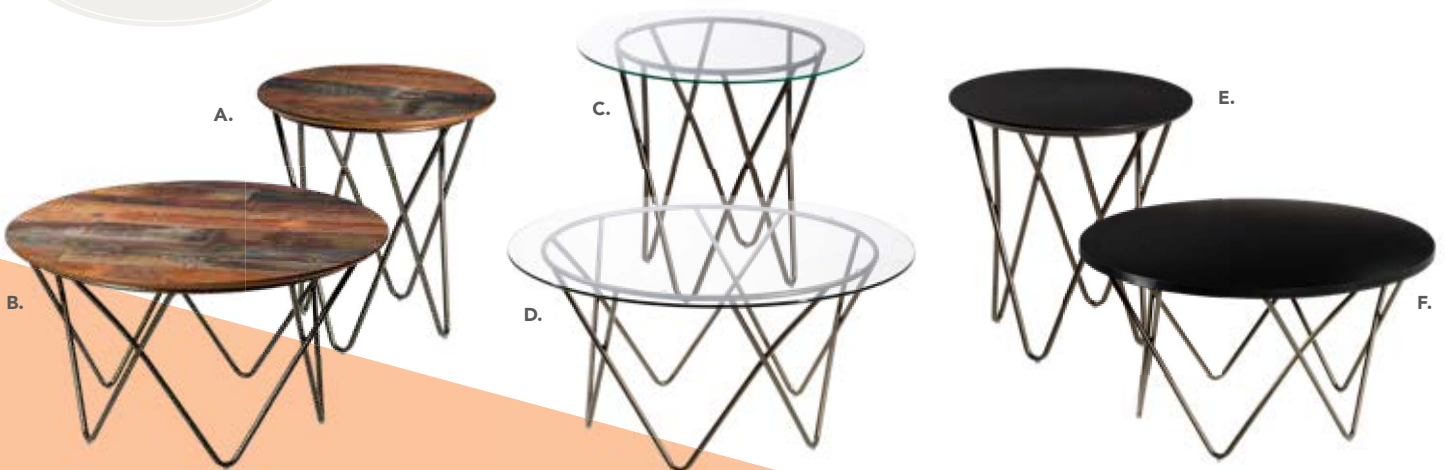
# Accent Table Collections

*Stay Social.*

Stylize furnishings to create shareable moments worthy of Instagram.



## *Mesa*



**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)

# Alondra

## Cocktail Table

47" L 24" D 16" H

**A) ALC100** (glass top, chrome)

**B) ALC200** (wood top, chrome)

## End Table

20" L 20" D 20" H

**C) ALE100** (glass top, chrome)

**D) ALE200** (wood top, chrome)



# Geo

## Cocktail Table

50" L 22" D 16" H / 47" L 24" D 17" H

**A) C1C** (glass top, chrome)

**B) C1FWB** (wood top, black)

## End Table

26" L 26" D 20" H / 20" L 20" D 21" H

**C) E1C** (glass top, chrome)

**D) E1FWB** (wood top, black)





# Accent Tables



## Taos

### Side Tables

15.75"L 15.75"D 24"H

- A) TAOBWH (white top, bronze)
- B) TAOSBK (black top, bronze)
- C) TAOSWD (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



*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

*Edge*

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

# Bar & Cafe Tables

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

1. Choose Your  
Base: Black  
or Chrome...



## 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)

**30WDDB** (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'**  
46"L 9"D 47"H



**RSTSQT**  
**Rustique Square**  
**Metal Bar Table**  
(gunmetal)

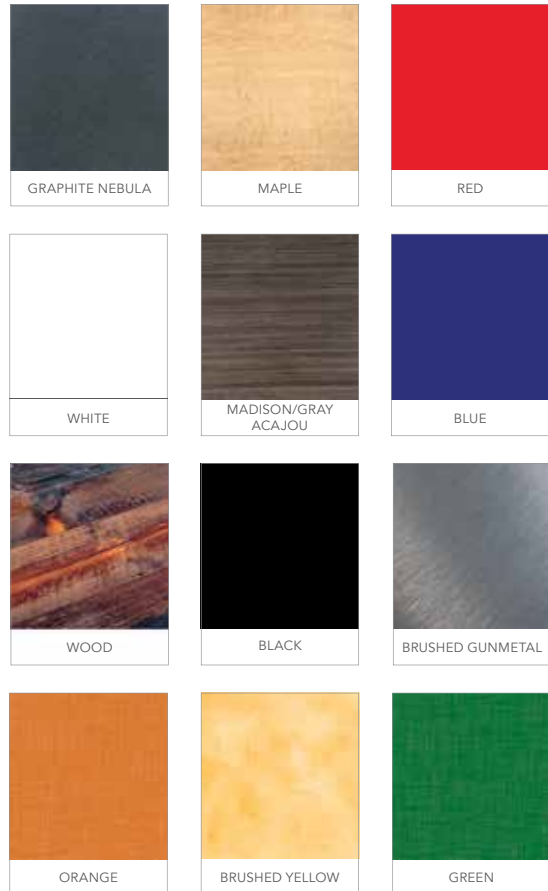
23.75"L 23.75"D 41.25"H

**LMBAR**  
**Laguna Barstool**  
(maple, chrome)

18"L 20"D 47"H



2. Then pick a color that suits your design.



**Cafe Tables**

- 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)

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



# Barstool Collection

*Spin 360°*

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

*Zoey*

15"L 16"D 30-34.75"H  
A) BS003 (black, chrome)  
B) BS002 (white, chrome)





# Lift

15"RND 23-33.5"H

A) ROLLWH (white vinyl, chrome)

B) ROLLRD (red vinyl, chrome)

C) ROLLBL (black vinyl, chrome)

D) ROLLGY (gray vinyl, chrome)





# Barstool Collection



## Banana

21"L 22"D 41"H

- A) BSS Barstool (black, chrome)
- B) BST Barstool (white, chrome)

## Zenith

ZENBAR Barstool

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



## Apex

21"L 21"D 33"H

- A) APS08 Barstool (black vinyl, silver)
- B) APS59 Barstool (red vinyl, silver)
- C) APS75 Barstool (white vinyl, silver)
- D) APS12 Barstool (blue ultra suede, silver)





A.



B.



C.

**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



D.



E.



F.



G.

*Blade*

20.5"L 20"D 40.5"H

**H) BLDBRD Barstool (red)**

**I) BLDBSB Barstool (sky blue)**



H.



I.

# Office Essentials







*Create*  
comfortable  
productive environments  
in your booth or temporary  
show office with on-trend  
furnishings that reflect  
your sense of  
style.

# 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)



## Madison

(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



H.



G.

I.

**H) CUPCHA Cupertino Mid Back Chair**  
(black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.

**I) GENCHA Genesis Chair**  
(black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

# Table Side.

Incorporate conference tables to facilitate booth meetings and new connections.

**Atomic Round Tables** (glass, chrome)  
**42ATO** 42"RND 30"H  
**36ATO** 36"RND 30"H



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

A.



B.



C.



D.



**Geo Rounded Square Tables**  
 42"L 42"D 29"H  
**A) CE1** (glass top, chrome)  
**B) CF1** (glass top, black)

**Geo Rectangular Tables**  
 60"L 36"D 29"H  
**C) CF2** (glass top, black)  
**D) CE2** (glass top, chrome)

E.



F.



G.



H.



**E) MERLIN Merlin Multi Use Table**  
 (gray top, black)  
 46"L 29"D 30"H  
**F) WD3 Work Table**  
 (white top, white)  
 48"L 24"D 30"H

**Conference Tables**  
 (graphite nebula top, black)  
**G) CB3 8'**  
 96"L 48"D 29"H  
**H) CB2 6'**  
 72"L 42"D 29"H

I. J.



K.



**Conference Tables**  
 (granite top, black)  
**I) C508GR 8'**  
 96"L 44"D 29"H  
**J) CT10GR 10'**  
 120"L 46"D 29"H  
**K) CT06GR 6'**  
 72"L 36"D 29"H



# Executive Seating & Desks

## Cupertino



**CUPCHA Mid Back Chair**  
(black vinyl, chrome)  
27"L 30.5"D 40-43"H  
Adjustable height

## Pro High Back



**Executive Chairs**  
25"L 24"D 45-48"H  
Adjustable height  
**A) PROEXE** (white vinyl, chrome)  
**B) PROEXB** (black vinyl, chrome)

## Pro Mid Back



**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



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

## Task



**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

# Madison

- 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

A. DESK FRONT



DESK BACK



C.



B. CREDENZA FRONT



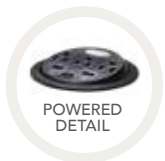
CREDENZA BACK



# 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

A. 



B. 



C.



# Ventura

## Powered & Communal Tables



Table Top Options  
Colors not available in all table options. Please check options listed.

**Powered Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)

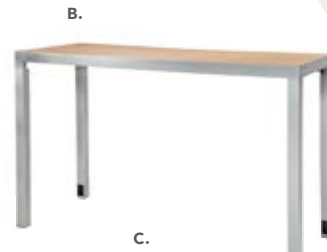
**A) VNTBLK** (black top)  
**VNTWHT** (white top)

**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)



*Draw A Crowd.*  
Communal tables keep attendees charged while encouraging networking and genuine connections.

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

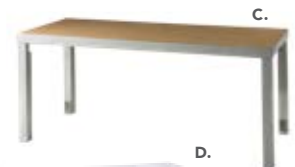
**A) VNTCBK** (black top)  
**B) VNTCWH** (white top)

**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)





A.



B.



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



C.



D.

### 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.



B.



C.

#### 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"L 9"D 47"H

# Midtown Counter & Bar

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



POWERED  
DETAIL



**Midtown Powered Counter**  
60"L 18"D 42"H (taupe glass top, pewter)  
**MTCPUL** (unlighted)  
**MTCLPI** (lighted with plug-in)

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.



**BLDBSB Blade Barstool**  
20.5"L 20"D 40.5"H  
(sky blue)

A.



**Midtown Bar**  
60"L 18"D 42"H (taupe glass top, pewter)  
**A) MTBUUL** (unlighted)  
**B) MTBLPI** (lighted with plug-in)

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



(back)

B.



(lit-blue)



(lit-red)



(lit-green)



(lit-white)




**September 14—16, 2021**
**SPECIALITY FURNITURE**

Quantity	Description	Discount Price	Standard Price	Total
<b>POWERED FURNITURE</b>				
	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	\$
<b>SOFA SEATING</b>				
	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	\$4090	\$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	
<b>CASUAL SEATING</b>				
	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	\$

**Booth #**
**Exhibiting Firm:** \_\_\_\_\_




**September 14—16, 2021**
**SPECIALITY FURNITURE**

Quantity	Description	Discount Price	Standard Price	Total
	Marina Cahir, White Vinyl	\$125.00	\$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	\$
	<b>OTTOMANS</b>			
	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	\$

**Booth #**
**Exhibiting Firm:** \_\_\_\_\_



**September 14—16, 2021**

**SPECIALITY FURNITURE**

Quantity	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	\$
	<b>ACCENT TABLES</b>			\$
	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	\$

**Booth #** \_\_\_\_\_ **Exhibiting Firm:** \_\_\_\_\_

**SPECIALITY FURNITURE**

Qty	Description	Discount Price	Standard Price	Total
	<b>CAFÉ TABLES</b>			
	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 Gunmetal 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	\$
<b>Booth #</b>	<b>Exhibiting Firm:</b> _____			


**September 14—16, 2021**

### SPECIALITY FURNITURE

Quantity	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	\$
	<b>BAR STOOLS</b>			\$
	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	

**Booth #**
**Exhibiting Firm:** \_\_\_\_\_



**September 14—16, 2021**

**SPECIALITY FURNITURE**

Quantity	Description	Discount Price	Standard Price	Total
	<b>CONFERENCE TABLES</b>			
	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	\$
	<b>DISPLAY &amp; ACCESSORIES</b>			
	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	\$

**Booth #** \_\_\_\_\_ **Exhibiting Firm:** \_\_\_\_\_





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, please do so below. Prices start at \$60.

Qty \_\_\_\_\_ Tropical flowers Price \$ \_\_\_\_\_ each

Qty \_\_\_\_\_ Spring flowers Price \$ \_\_\_\_\_ each

Color: \_\_\_\_\_

Width: \_\_\_\_\_ Height: \_\_\_\_\_

Additional request: \_\_\_\_\_

Not sure what you want? Just want a splash of color? Let Teasley's designers choose your fresh seasonal flowers!

Qty \_\_\_\_\_ Teasley's chooses colors, size, flower type - \$60 each

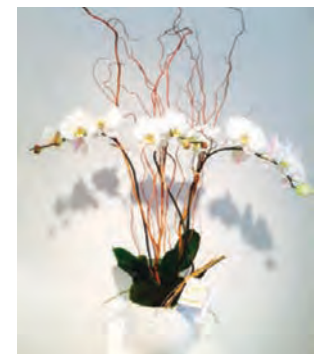
For free design assistance, please call 615-876-3695 or email us at leigh@conventionflorist.com



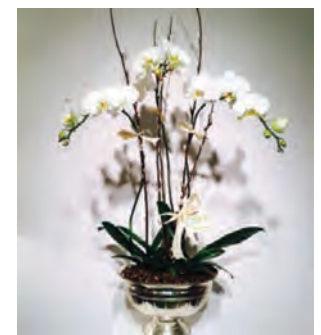
### ORCHIDS



Single Phalaenopsis Plant  
Composition \$60



Double Phalaenopsis Plant  
Composition \$90



Triple Phalaenopsis Plant  
Composition \$125



Mums - 12" to 18" H  
\$25 each

Qty: \_\_\_\_\_

White: \_\_\_\_\_

Yellow: \_\_\_\_\_

Lavender: \_\_\_\_\_



Azaleas - 12"  
\$35 each

Qty: \_\_\_\_\_

White: \_\_\_\_\_

Pink: \_\_\_\_\_

Red: \_\_\_\_\_



Bromeliads - 12" to 18" H  
\$35 each

Qty: \_\_\_\_\_

Purple: \_\_\_\_\_

Yellow: \_\_\_\_\_

Red: \_\_\_\_\_

Orange: \_\_\_\_\_



# 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

Small Fern



12" H x 12" W

\$25 each

Qty: \_\_\_\_\_

Large Fern



24" H x 24" W

\$35 each

Qty: \_\_\_\_\_

Ivy



10" H x 10" W

\$35 each

Qty: \_\_\_\_\_

Pathos



12" H x 12" W

\$35 each

Qty: \_\_\_\_\_

2' Green Plants



\$39.95 each

Qty: \_\_\_\_\_

3' Green Plants



\$49.95 each

Qty: \_\_\_\_\_

Seasonal Flowering Plants  
call 615-876-3695 for  
pricing/availability

Tulips

Caladium

Gerbera

Hyacinth

Kalanchoe

Standard 4' to 6'  
Green Plants



4' @ \$59.95 each Qty: \_\_\_\_\_

5' @ \$69.95 each Qty: \_\_\_\_\_

6' @ \$79.95 each Qty: \_\_\_\_\_

Top-dressed with azalea (pictured)  
Also available with mum

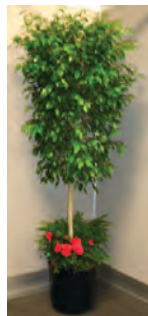
Choose flower color/flower choice:

Top-dressing with fern & azalea

white  pink  red

Top-dressing with fern & mum

white  yellow  bronze  lavender

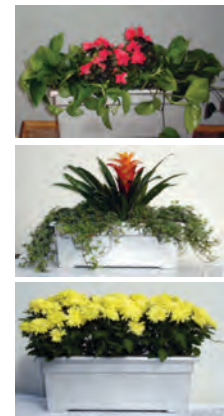


4' @ \$125 each Qty: \_\_\_\_\_

5' @ \$135 each Qty: \_\_\_\_\_

6' @ \$145 each Qty: \_\_\_\_\_

7' H and taller plants/planters  
are available; call 615-876-3695  
for pricing/availability



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)

black  white  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**

TECHNOLOGY EXPO

AMERICA'S CENTER – ST. LOUIS

SEPTEMBER 14-16, 2021



**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 **[CLICK HERE](#)** 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](http://www.agility.com)

Contact: Colin May

E-mail: [cmay@agility.com](mailto:cmay@agility.com)

Mobile: + 1 404 822 5440

All business is transacted only in accordance with our General Trading Conditions.  
A copy of these conditions are available via this **[LINK](#)**  
(Link does not work with Explorer)



[www.agility.com](http://www.agility.com)

LCL OCEAN  
INTO  
CHICAGO  
TERMINAL



Freight for **advance warehouse delivery** should arrive by **August 13<sup>th</sup>**



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

FCL OCEAN  
INTO  
CHICAGO  
RAIL PORT



Freight for **advance warehouse delivery** should arrive by **August 16<sup>th</sup>**



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

AIR  
FREIGHT  
INTO  
CHICAGO  
(ORD)



Freight for **advance warehouse delivery** should arrive by **August 20<sup>th</sup>**



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

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[www.agility.com](http://www.agility.com)



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

## Consignee



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

## 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



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[www.agility.com](http://www.agility.com)



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 [CLICK HERE](#) 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

All business is transacted only in accordance with our General Trading Conditions.  
A copy of these conditions are available via this [LINK](#)  
(Link does not work with Explorer)



[www.agility.com](http://www.agility.com)

# 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.

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[www.agility.com](http://www.agility.com)

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](mailto: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](http://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.

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(Link does not work with Explorer)



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# 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  
Contact: Fiona Ostoja  
Tel: + 61 3 9330 3303  
Fax: + 61 3 9330 3337  
Email: expoeasy@agility.com

## Austria

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Graz 8010  
Austri0061  
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Fax: + 43 316 8088 159  
Email: patrick.goergl@amb-logistics.at

## Belgium

Schenker Fairs & Exhibitions  
Vliegveld 756  
1820 Steenokkerzeel  
Belgium  
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Fax: + 32 2 716 38 55  
Email: selma.demir@dbschenker.com

## Brazil

Fink Mobility  
Estrada dos Bandeirantes, 2856  
Jacarepagua, Rio de Janeiro  
RJ 22775-110 Brazil  
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Mobile: +55 21 98236 0130  
Email: rvinhas@fink.com.br

## Canada

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## Denmark

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## Finland

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Fax: + 358 10 309 6611  
Email: David.Palomo@SMLog.fi

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Zac du Moulin  
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Fax: + 33 7 88 63 82 46  
Email: bensaber.rachid@group-esi.com

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Fax: + 49 211 9952 259  
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39 Wang Kwong Road  
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Fax: + 852-2866-2421  
Email: sling@agility.com

## India

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D-14/1 & 14/2  
Okhla Industrial Area  
Phase – I, New Delhi  
110 020 India  
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Fax: + 91 11 4173 5021  
E-mail: outboundexh@psbedi.com

## Ireland

Interflow Logistics Ltd.  
Suite 304  
The Crescent Building  
Northwood Business Park  
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Fax: + 353 64 662 0558  
Email: niall@interflow.ie

## Italy

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## Korea

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## Malaysia

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Bukit Jelutong, Shah Alam  
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1967 DB Heemskerk  
Netherlands  
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## New Zealand

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Fax : + 41 61 487 87 09  
Email: [Dominique.Geiser@btg-suisse.ch](mailto:Dominique.Geiser@btg-suisse.ch)

## Taiwan

Agility Fairs & Events / Translink  
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136 Romkiao Road  
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Tel: + 66 2 326 3456 x2331  
Fax: + 66 2 360 8892  
Email: [JWichitpornchai@agility.com](mailto:JWichitpornchai@agility.com)

## Turkey

Agility Fairs & Events  
Rüzgarlıbahçe mah.  
Cumhuriyet Cad. Acarlar Is  
Merkezi F Blok K:2 D:8 Beykoz  
Istanbul, Turkey  
Contact: Tandogan Ozman  
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## United Arab Emirates

Agility Fairs & Events  
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Sheikh Rashid Tower  
Dubai World Trade Centre  
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Dubai, UAE  
Contact: Abu Turab Kuvawala  
Tel: + 971 4 813 1485  
Mobile: + 971 50 554 9926  
Email: [AKuvawala@agility.com](mailto: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  
Email: [f@euksales@agility.com](mailto:f@euksales@agility.com)

## Vietnam

Agility Fairs & Events Co., Ltd.  
15th Fl – Etown 5 Building  
364 Cong Hoa Str.  
Tan Binh District, Vietnam  
Contact: Nguyen thi Bong  
Tel: + 84 28 38132848  
Fax: + 84 28 38122965  
Email: [NBong@agility.com](mailto:NBong@agility.com)

All business is transacted only in accordance with our General Trading Conditions.  
A copy of these conditions are available via this [LINK](#)  
(Link does not work with Explorer)



[www.agility.com](http://www.agility.com)



## 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](http://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.

For Additional Information and to Save Order Online Now: [www.rcsreg.com/leads/mpt2021](http://www.rcsreg.com/leads/mpt2021)

## Lead Retrieval Order Form

ITEM	UNIT PRICE	QUANTITY	TOTAL			
STEP 1	<b>EXPOSMART LEAD RETRIEVAL SMART PHONE APPLICATION:</b>					
		<b>Early Bird</b> Thru 7/23	<b>Advance</b> 7/24-8/27	<b>On-Site</b> 8/28-9/16		
	(Prices quoted in U.S. dollars only)					
	<b>Your Device</b>					
<input type="checkbox"/>	<b>ExpoSmart App</b> - Single Device	\$ 275.00	\$ 345.00	\$ 410.00	X _____ = \$ _____	
<input type="checkbox"/>	<b>ExpoSmart App</b> - Up to 5 Devices (Compatible with Android and iPhone)	\$ 450.00	\$ 570.00	\$ 710.00	X _____ = \$ _____	
						
<b>Our Device</b>						
<input type="checkbox"/>	<b>Android Phone</b> - loaded with ExpoSmart app	\$ 375.00	\$ 475.00	\$ 570.00	X _____ = \$ _____	
STEP 2	<b>OPTIONAL SERVICES:</b> Above app or device must be selected prior to choosing optional services					
	<input type="checkbox"/>	<b>ExpoAction email</b> (Available for all devices)	\$ 250.00	\$ 325.00	\$ 400.00	X _____ = \$ _____
	<b>Our Device</b>					
	<input type="checkbox"/>	<b>High Speed Scanner</b>  <i>*must order phone above</i>	\$ 95.00	\$ 120.00	\$ 140.00	X _____ = \$ _____
	<input type="checkbox"/>	<b>Custom Qualifier Questions</b>	\$ 125.00	\$ 165.00	\$ 200.00	X _____ = \$ _____
<input type="checkbox"/>	<b>Delivery &amp; pick-up</b> (Please provide an on-site mobile phone number below to schedule your delivery)			\$ 150.00	X _____ = \$ _____	

Processing Fee \$ 10.00

ORDER ONLINE FOR SECURE INSTANT PROCESSING OF YOUR ORDER

**TOTAL** \$ \_\_\_\_\_

[www.rcsreg.com/leads/mpt2021](http://www.rcsreg.com/leads/mpt2021)

CONTACT INFORMATION	
Name _____	Booth # _____
Company _____	Mobile Phone _____
Address _____	email _____
City, ST, Zip _____	(email <b>receipt</b> will be sent once order is processed)
Country _____	email _____
	(email <b>confirmation</b> will be sent once order is processed)

PAYMENT:
- a confirmation will be sent when order is processed if email provided -
<p><b>Credit Card</b> - Orders must be processed online or sign and fax this form to 805-654-1676 , then call 805-654-0171 to complete your payment</p> <p><b>Check</b> (US funds drawn on a US bank) - Make payable to <b>REGISTRATION CONTROL SYSTEMS</b>                      Mail completed form with check to:                      EXHIBITOR SERVICES DESK                      REGISTRATION CONTROL SYSTEMS                      1833 Portola Rd., Suite D                      Ventura, CA 93003</p> <p style="text-align: right;">Phone: 805-654-0171  <a href="mailto:exhibitorserv@rcsreg.com">email: exhibitorserv@rcsreg.com</a>  <b>Orders must be pre-paid.</b>  <b>No purchase orders will be accepted.</b></p>

To ensure availability, order early.  
 No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.  
 Please return units within one hour of the close of the event.  
 Non-returned units recovered by RCS will be charged a full delivery charge.  
 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)

INTERNET | TELEPHONE

# AMERICA'S CENTER

CONVENTION COMPLEX

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT





Where  
TECHNOLOGY  
Meets HOSPITALITY

# EXPERTISE

WE HAVE DESIGNED & INSTALLED  
MORE NETWORKS  
FOR MAJOR TRADESHOWS  
THAN ANY OTHER ORGANIZATION

## 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.





Is the exclusive provider of the following services:

A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office. She is looking at a laptop and holding a smartphone. The background is a teal wall with geometric patterns.

**INTERNET**

A man in a white dress shirt and black tie is sitting at a desk, smiling and looking at a laptop. He is pointing at the screen with his right hand. The background is a light blue wall.

**TELEPHONE**



# Need just a **BASIC** CONNECTION?



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



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

# What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

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



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	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

\* **NOT FOR STREAMING.**

\*\* **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 NOW >



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>



# 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

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	<b>\$8,800</b>	\$10,560	\$12,672
20 Mbps	6	4	N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10	6	1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13	8	1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16	10	2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	<b>\$750</b>	\$750	\$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 NOW 



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>

# NEED TELEPHONE OR CONFERENCE SERVICES?

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	<b>\$275</b>	\$345	\$414
Multi Line Telephone	<b>\$415</b>	\$520	\$624
Polycom Speaker Phone	<b>\$465</b>	\$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 NOW >



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



# FAQ

## Frequently Asked Questions

### 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)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	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.”**

# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 08/26/21



The Power People

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

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

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://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 all island 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 all island 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.

**METHOD OF PAYMENT**

**Advance Payment Deadline Date: 08/26/21**



The Power People

**ELECTRICAL EXHIBITION SERVICES**

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

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

**FINANCIALLY RESPONSIBLE COMPANY**

<b>COMPANY NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>		<b>FAX:</b>	
<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>	
<b>COUNTRY:</b>	<b>CELL #:</b>		
<b>EMAIL:</b>			

**METHOD OF PAYMENT**

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**ACH ELECTRONIC PAYMENT TRANSFER**

*Wells Fargo* ABA# 121000248 Acct: 4122636046  
 3800 Howard Hughes Parkway, Las Vegas, NV 89169  
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Wells Fargo  
Wire Transfer:  
 ABA#: 121000248 Acct: 4122636046  
International Wire Transfer:  
 Swift Code: WFBIUS6S Acct: 4122636046

\* Please reference the Event # listed above and your Booth # on all electronic payments.

\* \$50 processing fee MUST be included with transfer.

**CREDIT CARD**

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

**COMPANY CHECK**

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 INFORMATION**

<b>COMPANY NAME:</b>													
<b>CHECK #:</b>													
<b>CREDIT CARD NUMBER:</b>											<b>EXP DATE:</b>		
<b>CARD HOLDER SIGN:</b>							<b>PRINT NAME:</b>						
<b>EMAIL:</b>													
<b>THIRD PARTY PAYMENT? YES or NO</b>													

**CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE**

<b>ADDRESS:</b>	<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>
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**SERVICE TOTALS**

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. BOOTH CLEANING ORDER	
6. PLUMBING ORDER	
7. FLORAL ORDER	
8. COMPUTER & OFFICE EQUIPMENT RENTAL OR PROFESSIONAL DETAILER ORDER	
<b>TOTAL DUE</b>	

**AUTHORIZATION**

<b>AUTHORIZED SIGNATURE ABOVE</b>	
<b>PRINT NAME ABOVE</b>	<b>TODAY'S DATE ABOVE</b>

**By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.**

# ELECTRICAL ORDER



The Power People

## 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 Deadline Date: 08/26/21**

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

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

### ORDER INSTRUCTIONS

#### INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

#### ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location include a (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

#### ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island 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.

#### 208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

#### 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 you require power at any other time order 24 hour power at double the outlet rate.

#### CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

#### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

### ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	76.00	114.00	_____
1000 WATTS (10 AMPS)	_____	_____	108.00	164.00	_____
1500 WATTS (15 AMPS)	_____	_____	133.00	206.00	_____
2000 WATTS (20 AMPS)	_____	_____	164.00	247.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	248.00	377.00	_____
30 AMPS	_____	_____	312.00	484.00	_____
60 AMPS	_____	_____	482.00	755.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	322.00	488.00	_____
30 AMPS	_____	_____	467.00	702.00	_____
60 AMPS	_____	_____	721.00	1080.00	_____
100 AMPS	_____	_____	1153.00	1730.00	_____
200 AMPS	_____	_____	1461.00	2146.00	_____
400 AMPS	_____	_____	2458.00	3688.00	_____

#### TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: \_\_\_\_\_ x 5.00 = \_\_\_\_\_

**Please call for information on any services you require that are not listed here.**

### 480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

<b>480 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	586.00	878.00	_____
30 AMPS	_____	_____	702.00	1051.00	_____
60 AMPS	_____	_____	917.00	1376.00	_____
100 AMPS	_____	_____	1212.00	1819.00	_____

### 120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	26.00	_____
POWER STRIP	_____	26.00	_____

<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	_____
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PRINT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

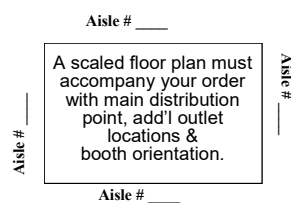
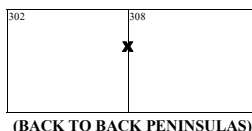
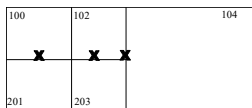


# TERMS & CONDITIONS

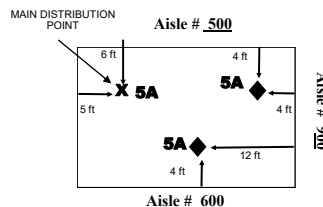
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance 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?

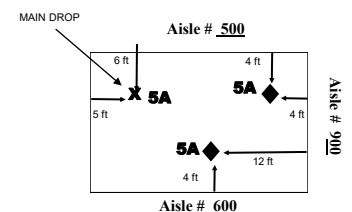
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 08/26/21



The Power People

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

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

## 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 all island 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

Advance Payment Deadline Date: 08/26/21



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

### 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.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - 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.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- 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 RATES AND HOURS	
<b>Labor Minimums</b>	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.
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, Saturday.
<b>Double Time</b>	Saturday after eight hours of OT, all day Sunday & Holidays

DISTRIBUTION LABOR ESTIMATE			
MAN HRS		RATE	TOTAL
_____	ST	\$85.00	_____
_____	OT	\$127.50	_____
_____	DT	\$170.00	_____

BOOTH LABOR ESTIMATE			
MAN HRS		RATE	TOTAL
_____	ST	\$85.00	_____
_____	OT	\$127.50	_____
_____	DT	\$170.00	_____

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

**ESTIMATED TOTAL**

### AUTHORIZATION

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 08/26/21



The Power People

## ELECTRICAL EXHIBITION SERVICES

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

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

## BOOTH LABOR REQUIREMENTS

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.

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

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

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

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

### Installation of Booth Lighting and/or Monitors

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

## OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

### Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

## LIFT RENTAL

In the event a lift is required 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 RATES AND HOURS	
<b>Labor Minimums</b>	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.
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, Saturday.
<b>Double Time</b>	Saturday after eight hours of OT, all day Sunday & Holidays

BOOTH LABOR ESTIMATE		
MAN HRS	RATE	TOTAL
_____ ST	\$85.00	_____
_____ OT	\$127.50	_____
_____ DT	\$170.00	_____

LIFT RENTAL ESTIMATE		
MAN HRS	RATE	TOTAL
_____ ST	\$85.00	_____
_____ OT	\$127.50	_____
_____ DT	\$170.00	_____

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

**ESTIMATED TOTAL** \_\_\_\_\_

## AUTHORIZATION

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_





# LIGHTING ORDER



The Power People

## 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: 08/26/21**

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 Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	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
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						

<b>FLOOR PLAN</b> Send floor plan indicating light locations for overhead lights and pole lights	<b>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>
	PRINT NAME:	
	EMAIL:	PHONE:

# BOOTH CLEANING ORDER

Advance Payment Deadline Date: 08/26/21



The Power People

## ELECTRICAL EXHIBITION SERVICES

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

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

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

### ORDER INSTRUCTIONS

#### SCHEDULING SERVICES

Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

#### VACUUM SCHEDULING

Dates Requested

1st Day \_\_\_\_\_

2nd Day \_\_\_\_\_

3rd Day \_\_\_\_\_

4th Day \_\_\_\_\_

#### MOPPING SCHEDULING

Dates Requested

1st Day \_\_\_\_\_

2nd Day \_\_\_\_\_

3rd Day \_\_\_\_\_

4th Day \_\_\_\_\_

#### PORTER SERVICE SCHEDULING

Dates Requested

1st Day \_\_\_\_\_

2nd Day \_\_\_\_\_

3rd Day \_\_\_\_\_

4th Day \_\_\_\_\_

#### PORTER SERVICE RATES

Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

#### TRASH 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 day. Large trash cans that need to be emptied where they are located within the booth space need to order Porter Service.

### VACUUMING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Vacuum Booth - 1 Day .....	.28	.34	_____
_____	Vacuum Booth - 2 Days .....	.52	.65	_____
_____	Vacuum Booth - 3 Days .....	.78	.97	_____
_____	Vacuum Booth - 4 Days .....	1.04	1.30	_____

### SHAMPOOING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	Date Service Requested	Advance Price	Regular Price	TOTAL COST
_____	Shampoo Carpet - One Time Only Date: _____	.36	.44	_____

### MOPPING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Mop Booth - 1 Day .....	.36	.44	_____
_____	Mop Booth - 2 Days .....	.72	.90	_____
_____	Mop Booth - 3 Days .....	1.08	1.35	_____
_____	Mop Booth - 4 Days .....	1.44	1.80	_____

### PORTER SERVICES (Charged per day)

# of Days	(Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Up to 1500 square feet .....	44.00	55.00	_____
_____	1501 - 3000 square feet .....	66.00	83.00	_____
_____	3001 and over - call for a quote .....			_____

### SPECIAL CLEANING REQUIREMENTS

Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the America's Center to provide more information and pricing on cleaning your display.

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<b>TOTAL</b>	
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**TRANSFER ESTIMATED TOTAL TO BOX #5 ON THE METHOD OF PAYMENT FORM**

### AUTHORIZATION

PRINT NAME:

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.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Services Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. 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.
10. 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>

# PLUMBING ORDER



The Power People

## 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 Deadline Date: 08/26/21**

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

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

### IMPORTANT NOTES

#### 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 connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

#### 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.

#### 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.

### LABOR NOTES

#### 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.

#### OUTLET DISTRIBUTION

Once outlets have been delivered, the raming 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.

#### 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.

#### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

### UTILITY SERVICES

#### COMPRESSED AIR: 90-100 LBS. PSI

	ADVANCE	REGULAR	TOTAL
Air Outlet (call for a quote for 24-hour Air)	457.00	685.50	
Additional Connections within 20' of Outlet	318.00	478.00	
Size of connection required: _____			

#### CFM REQUIREMENTS

**Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.**

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM = _____
Total CFM _____ x ADVANCE Rate 7.00	= _____
Total CFM _____ x REGULAR Rate 10.50	= _____

#### WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	
# of connections required: _____ Size of connection required: _____			
PSI required: _____ GPM required: _____			

#### DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	
Number of connections required: _____ Size of connection required: _____			

#### FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	173.00	260.00	
51 – 200 Gallons	173.00	260.00	
201 – 500 Gallons	260.00	391.00	
<b>Each additional 100 Gallons up to 1,000 Gallons</b>	29.00	44.00	

### LABOR

**Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.**

### GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

<b>TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
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PRINT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_



The Power People

**ELECTRICAL EXHIBITION SERVICES**

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

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

**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.**

**C. Date you will begin building your booth:** \_\_\_\_\_ **Estimated time:** \_\_\_\_\_

**D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?**

1. 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.**

<b>PLUMBING LABOR ESTIMATE</b>		
<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
ST	\$81.00	
OT	\$121.50	
DT	\$162.00	

**ESTIMATED TOTAL**

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

<b>WORK RATE SCHEDULE</b>	
<b>ST</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>OT</b>	Monday - Friday 4:30 PM - 8:00 AM, Saturday
<b>DT</b>	Saturday after eight hours of OT, all day Sunday & Holidays

**AUTHORIZATION**

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_





## 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.
7. 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](http://www.edlen.com)  
or call the number on the Plumbing Order form