Dear 36th Annual International Conference of the IEEE Engineering in Medicine and Biology Society (EMBC’ 14) Exhibitor:

This Exhibitor Service Kit details important information to allow Valley Expo & Displays, Show Decorator, to help ensure your success at the 36th Annual International Conference of the IEEE Engineering in Medicine and Biology Society (EMBC’ 14), at the Sheraton Chicago, August 27 - 29, 2014

VALLEY ONLINE ORDERING

For your convenience Valley Expo & Displays offers online ordering.

You can order your Valley services, view show schedule, and review your account information.

To place online orders you will be required to register with Valley Online.

If you received this Exhibitor Service Kit in an email, a direct link and your temporary password to online ordering were also included. Click on the link to be directed to our website and begin ordering. (https://valleyexpodisplays.boomerecommerce.com)

If you did not receive an email, visit, www.valleyexpodisplays.com. Click on “Register and get your Password Here” to request your online credentials. Fill out the required information and submit.

Once your request is processed you will receive an email with your login information.

HELPFUL HINTS

Order early and take advantage of the advance pricing to receive discounted rates.

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business.

Please read each form carefully, and return them to the address shown on each form. Other suppliers may be used for some services (i.e. electrical) and orders with payment should be sent separately to them for those services.

Valley Expo & Displays does not take orders over the phone. All orders must be entered online (https://valleyexpodisplays.boomerecommerce.com) faxed (815-873-1544) or, emailed (events@valleyexpodisplays.com) by August 22, 2014.

Valley Expo & Displays will accept no orders without payment in full.

Please contact our Exhibitor Services Department at 877.332.4292, with any questions you may have.

Thank you for your business and we look forward to seeing you at the show!
Valley Expo & Displays is the official general service contractor for this event. We will have clearly identifiable representatives on the show floor during set up to answer your questions. Prior to set up, please direct your questions to our exhibitor services department in our main office listed below. Our goal is to help you make your participation in this event a success!

This Exhibitor Information Packet contains shipping instructions for this event. **You can guarantee a smooth installation by completing these forms and sending them with payment to Valley Expo & Displays as soon as possible.**

Please read each form carefully, and return them to the address shown on each form. Sometimes other suppliers are used for some services (i.e.: electrical), and orders with payment should be sent separately to them for those services.

**Please note:** We strongly recommend that you pay for your services in advance using a credit card. This allows your representative at the show site to order additional needed furniture and equipment without having to arrange for payment on the show floor. Valley Expo & Displays will accept **no orders without payment in full.**

Official: Valley Expo & Displays  
Contractor: 4950 American Road  
Rockford, IL  61109  
Phone: (877) 332-4292  
Fax: (815) 873-1544  
Email: events@valleyexpodisplays.com

**Booth Package:** A standard 10’ x 10’ booth will include:

- Black & Gold 8’ Back Drape and 3’ Side Drape
- (1) 6’ Skirted Table
- (2) Chairs
- (1) Wastebasket
- (1) 7” x 44” Identification Sign

Your exhibit area is carpeted with facility carpet. Additional equipment and services may be ordered using the attached forms.

**Important Schedule Information:**

- **Advance Price Deadline:** Tuesday August 12, 2014
- **Exhibitor Move In:** Tuesday August 26, 2014  10:00AM - 5:00PM
- **Show Hours:**
  - Wednesday August 27, 2014  9:00AM - 5:00PM
  - Thursday August 28, 2014  9:00AM - 5:00PM
  - Friday August 29, 2014  9:00AM - 5:00PM
- **Exhibitor Move Out:** Friday August 29, 2014  5:00PM - *7:00PM  
  *Carriers must check in by 6:00PM

All the information you need is contained on the attached forms. If at any time you have questions, please call our Exhibitor Services Department at (877) 332-4292.
One copy of this form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays at the address below. Advance prices apply only to orders received with payment in full by the advance price deadline date listed on the General Show Information sheet. All orders received after the advance price deadline, or at the show site will be subject to floor rates. We cannot accept phone orders, however, you may fax your order to us, provided we have your complete, valid credit card information. No invoice or statement will be issued.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services by your show site representative will be billed to your card. In any event, no services will be rendered until payment in full has been received.

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney’s fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand or by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays. 50% Surcharge on all refunds. No refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS!

Please complete all the blanks below:

SERVICES AND EQUIPMENT ORDERED

$_________________ Booth Furniture Order Form
$_________________ Grid Wall Order Form
$_________________ Booth Carpet Order Form
$_________________ Freight Handling Order Form
$_________________ Portable/Modular Display Rental Order Form
$_________________ Event Labor Order Form
$_________________ Forklift Service Order Form
$_________________ Booth & Exhibit Porter Service Order Form
$_________________ Sign & Banner Order Form

$_________________ Total Now Due

Please provide the following information so we may credit your account properly.

Company Name: ___________________________ Booth #: ___________________________ Date: ___________________________
Billing Address: __________________________ City & State: __________________________ Zip: ___________________________
E-Mail Address: __________________________ Name (please print): __________________________
Phone: __________________________ Fax: __________________________ Check No. (if paying by check): __________________________

____ Visa ___ MC ___ Amex Card Number: __________________________ Exp. Date: ______/____ CVC2: ______

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES) X

Cardholder Signature: __________________________ Cardholder’s Name (please print): __________________________

Please retain copies of all paperwork…Final invoices will be emailed.
This form is to be used if you wish to have a Third Party handle your display, and be billed for services.

The Recap of Costs Payment Form should be completed by the Third Party to be billed for services, **however, we must also be provided with the Exhibiting Company’s credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the Third Party.

It should be understood that the Exhibiting Company is ultimately responsible for payment of charges. **If your Third Party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

All information below must be completed by the respective parties:

### Third Party Information

- **Billing Address**
  - City   State   Zip
- **Phone**
- **Fax**
- **Authorized Signature**
- **Print Authorized Name**
- **EMAIL ADDRESS**

Please indicate any services that should **not** be billed to the Third Party:

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### Exhibiting Company Information

- **Billing Address**
  - City   State   Zip
- **Phone**
- **Fax**
- **Authorized Signature**
- **Print Authorized Name**
- **EMAIL ADDRESS**

**Exhibiting Company’s credit card information:**

- ___ Visa ___ MC ___ Amex   ____/____ Exp. Date   ______ CVC2
- Account #: ____________________________________________

**Cardholder’s Signature**

**Cardholder’s Billing Address**

**City**    **State**    **Zip**

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Third Party billing cannot be arranged without the Exhibiting Company’s complete credit card information!
NAME OF SHOW

COMPANY NAME

ADDRESS (STREET) (CITY) (STATE) (ZIP)

PHONE # FAX #

ORDERED BY TITLE

SIGNATURE DATE

E-MAIL ADDRESS

If your company plans to use a contractor, which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: Booth No:

Contact At Show:

Exhibitor Appointed Contractor:

Address of Contractor:

Phone Number of Contractor:

Email Address of Contractor:

Type of Service to be performed:

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulation of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.
EXHIBITOR APPOINTED CONTRACTORS

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

1. The exhibitor must notify Show Management and Valley Expo & Displays of the intention to utilize an independent contractor no later than 30 days prior to the first day of move-in, furnishing the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless Show Management requires more.
   a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in an occurrence.
   b. $2,000,000 with respect to injuries to more than one person in any occurrence.
   c. Workers’ Compensation Insurance including employee liability coverage in the minimum amount not less than $1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
   d. Valley Expo & Displays and Show Management must be named as additional insureds.

3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley Expo & Displays.

4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

5. The Exhibitor Appointed Contractor:
   a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
   b. Will share with Valley Expo & Displays all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
   c. Must furnish Show Management and Valley Expo & Displays with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   d. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor’s booth space and must be kept clear.
   f. Shall provide, if requested, evidence to Valley Expo & Displays that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
   g. Must coordinate all of its activities with Valley Expo & Displays.
   h. Must comply with all reasonable rules and regulations of the venue, Show Management and Official Service Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.

6. All information must be received by Valley Expo & Displays’ office no later than 30 days prior to the first day of move-in.
36th Annual International Conference of the IEEE Engineering in Medicine and Biology Society (EMBC’ 14)
Sheraton Chicago, August 27 - 29, 2014

Orders with payment in full must be received by August 12, 2014, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!

Skirting Color Selection: □ Blue □ White □ Gold □ Green □ Black □ Burgundy □ Red □ Teal □ Silver □ Purple

<table>
<thead>
<tr>
<th>Skirted Tables</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ L x 30” H</td>
<td>$120.15</td>
<td>$156.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ L x 30” H</td>
<td>$141.45</td>
<td>$183.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ L x 30” H</td>
<td>$157.55</td>
<td>$204.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ L x 42” H</td>
<td>$149.30</td>
<td>$194.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ L x 42” H</td>
<td>$179.15</td>
<td>$232.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ L x 42” H</td>
<td>$191.15</td>
<td>$248.50</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plain Tables</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ L x 30” H</td>
<td>$83.00</td>
<td>$107.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ L x 30” H</td>
<td>$104.15</td>
<td>$135.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ L x 30” H</td>
<td>$120.20</td>
<td>$156.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ L x 42” H</td>
<td>$106.65</td>
<td>$138.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ L x 42” H</td>
<td>$141.95</td>
<td>$184.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ L x 42” H</td>
<td>$164.15</td>
<td>$213.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 30” x 13’ Skirting Only (4th Side) | $48.35 | $62.85 |
| 42” x 13’ Skirting Only (4th Side) | $56.80 | $73.85 |
| White Table Vinyl, 8’ Long         | $13.25 | $17.25 |

<table>
<thead>
<tr>
<th>Cocktail Tables</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” Round, 30” High</td>
<td>$186.55</td>
<td>$242.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30” Round, 42” High</td>
<td>$193.40</td>
<td>$251.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chairs</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folding Chair</td>
<td>$31.65</td>
<td>$41.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Contour Chair</td>
<td>$65.30</td>
<td>$84.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Arm Chair</td>
<td>$92.90</td>
<td>$120.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bar Stool with Back</td>
<td>$98.70</td>
<td>$161.95</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tripod Adjustable Easel</td>
<td>$46.45</td>
<td>$60.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$17.15</td>
<td>$22.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garment Rack</td>
<td>$80.70</td>
<td>$132.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3’ Drape (Side) per Ln Ft</td>
<td>$13.70</td>
<td>$17.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ Drape (Back) per Ln Ft</td>
<td>$15.35</td>
<td>$19.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Stand</td>
<td>$119.35</td>
<td>$155.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Riser 1’ x 1’ x 4 White Skirted</td>
<td>$36.20</td>
<td>$47.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posterboard 4’ x 8’ Horizontal/Vertical (circle one)</td>
<td>$148.40</td>
<td>$192.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*8’ Full View Showcase w/ lights, locks, 2 shelves</td>
<td>$538.55</td>
<td>$700.15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal
8% Rental Tax
Order Total

*Showcase not available at showsite
36th Annual International Conference of the IEEE Engineering in Medicine and Biology Society (EMBC’ 14)
Sheraton Chicago, August 27 - 29, 2014

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<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Advanced Pricing</th>
<th>Floor Pricing</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ w x 4’ h Panel</td>
<td></td>
<td>$32.00</td>
<td>$36.00</td>
<td></td>
</tr>
<tr>
<td>2’ w x 6” h Panel</td>
<td></td>
<td>$37.00</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>2’ w x 8’ h Panel</td>
<td></td>
<td>$47.00</td>
<td>$54.00</td>
<td></td>
</tr>
<tr>
<td>“T” Base, per set</td>
<td></td>
<td>$22.00</td>
<td>$24.00</td>
<td></td>
</tr>
<tr>
<td>24” w/shelf brackets</td>
<td></td>
<td>$12.00</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>48” w/shelf brackets</td>
<td></td>
<td>$17.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>6 Ball Waterfall</td>
<td></td>
<td>$8.00</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td>Hang Rail</td>
<td></td>
<td>$9.00</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Picture Hanger</td>
<td></td>
<td>$2.00</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Hat Display</td>
<td></td>
<td>$5.00</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Peg Hook (4”, 6”, 12”)</td>
<td></td>
<td>$2.00</td>
<td>$3.00</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

8% Rental Tax

Order Total
Orders with payment in full must be received by **August 12, 2014**, for Advance Prices. **Your area is carpeted with facility carpet, any carpet ordered will go on top of existing carpet.** All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

Standard carpet rental includes installation, front edge taping and pickup at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. **Carpet orders received without color indicated will receive Foreman’s choice.**

Carpet Color Selection: □ Blue □ Green □ Black □ Burgundy □ Red □ Gray

### Standard Carpet

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10'</td>
<td>$169.35</td>
<td>$220.15</td>
<td></td>
</tr>
<tr>
<td>9' x 20'</td>
<td>$333.85</td>
<td>$434.05</td>
<td></td>
</tr>
<tr>
<td>9' x 30'</td>
<td>$492.05</td>
<td>$639.70</td>
<td></td>
</tr>
<tr>
<td>Additional taping per foot</td>
<td>LnFt $1.25</td>
<td>$1.65</td>
<td></td>
</tr>
</tbody>
</table>

Carpet price includes taping front aisle edge only

### Custom Carpet - Booths Larger than 30'

<table>
<thead>
<tr>
<th>Carpet Size</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ x _______ = SqFt</td>
<td>$3.25</td>
<td>$4.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Custom size booth carpet is available in 10’ widths only. This carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quotation will be forwarded to your before we proceed.

Carpet Color Selection: □ Blue □ Green □ Black □ Burgundy □ Red □ Gray

### Luxury Booth Carpet

<table>
<thead>
<tr>
<th>Carpet Size</th>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ x _______ = SqFt</td>
<td>$3.50</td>
<td>$4.55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This luxurious carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, plastic covering for your protection and pickup at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quotation will be forwarded to your before we proceed. Purchase options are available. Samples are available upon request.

### Foam Padding and Visqueen

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Padding</td>
<td>SqFt $1.30</td>
<td>$1.70</td>
<td></td>
</tr>
<tr>
<td>Visqueen</td>
<td>SqFt $0.75</td>
<td>$1.00</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

8% Rental Tax

Order Total
Please read this information carefully, and call us if you have questions.

Freight Handling Charges: Valley Expo & Displays is prepared to receive your freight in advance at one of our warehouse locations, or directly at the show site. All shipments must be sent prepaid; collect freight shipments will be refused. Valley Expo freight handling charges are based on incoming weight, rounded up to the nearest 100 lbs. For rates and schedule information that apply to this convention, please refer to the Freight Handling Order Form.

Advance Shipments:
A. Receiving at our warehouse up to 30 days prior to the first day of move in
B. Delivery to your exhibit booth
C. Storage of empty containers, and return of empty containers to your booth
D. Reloading freight for outbound shipping

Please complete your bill of lading, and label your shipment as follows:

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY NAME</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>36th Annual International Conference of the IEEE engineering in Medicine and Biology Society (EMBC'14)</td>
<td></td>
</tr>
<tr>
<td>YRC FREIGHT</td>
<td></td>
</tr>
<tr>
<td>C/O VALLEY EXPO &amp; DISPLAYS</td>
<td></td>
</tr>
<tr>
<td>2000 LINCOLN HIGHWAY</td>
<td></td>
</tr>
<tr>
<td>CHICAGO HEIGHTS, IL 60411</td>
<td></td>
</tr>
</tbody>
</table>

First day freight will be accepted at advance location: 7/25/14

Last day freight will be accepted: 8/22/14

Direct Shipments to the Show Site:
A. Receiving at the show site, and delivery to your exhibit booth
B. Storage of empty containers
C. Return of empty containers to your booth
D. Reloading for outbound shipment

Please complete your bill of lading, and label your shipment as follows:

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY NAME</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>36th Annual International Conference of the IEEE engineering in Medicine and Biology Society (EMBC'14)</td>
<td></td>
</tr>
<tr>
<td>SHERATON CHICAGO</td>
<td></td>
</tr>
<tr>
<td>C/O VALLEY EXPO &amp; DISPLAYS</td>
<td></td>
</tr>
<tr>
<td>301 E. NORTH WATER STREET</td>
<td></td>
</tr>
<tr>
<td>CHICAGO, IL 60611</td>
<td></td>
</tr>
</tbody>
</table>

Do not send shipments to arrive in advance of 8/26/14 to the show site. The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: 8/26/14; 10:00AM - 5:00PM

*Drivers must check in by 4:00PM

Authorization To Provide Freight Services: By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of $500 per item, or $1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.

Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

The Freight Handling Order Form must be completed and returned with payment to Valley Expo & Displays before exhibit freight can be handled!
RUSH EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO: _________________________________

EXHIBITING COMPANY

36\textsuperscript{th} Annual International Conference of the IEEE Engineering in Medicine and Biology Society

SHOW NAME

___________________________

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC TRANSPORTATION
2000 LINCOLN HIGHWAY
CHICAGO HEIGHTS, IL 60411

__
Shipment Should Arrive Between:
July 25, 2014 thru August 22, 2014

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier ________________________________
Number ______________ of ____________ pieces

RUSH EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO: _________________________________

EXHIBITING COMPANY

36\textsuperscript{th} Annual International Conference of the IEEE Engineering in Medicine and Biology Society

SHOW NAME

___________________________

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC TRANSPORTATION
2000 LINCOLN HIGHWAY
CHICAGO HEIGHTS, IL 60411

__
Shipment Should Arrive Between:
July 25, 2014 thru August 22, 2014

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier ________________________________
Number ______________ of ____________ pieces
RUSH EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO: ________________________________

EXHIBITING COMPANY

36th Annual International Conference of the IEEE Engineering in Medicine and Biology Society

SHOW NAME

___________________________

BOOTH NUMBER

___________________________

C/O VALLEY EXPO & DISPLAYS
CHICAGO SHERATON
301 EAST NORTH WATER STREET
CHICAGO, IL 60611

Shipment Should Arrive:
August 26, 2014; 10:00AM – 5:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier________________________________________

Number____________of_____________pieces

RUSH EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO: ________________________________

EXHIBITING COMPANY

36th Annual International Conference of the IEEE Engineering in Medicine and Biology Society

SHOW NAME

___________________________

BOOTH NUMBER

___________________________

C/O VALLEY EXPO & DISPLAYS
CHICAGO SHERATON
301 EAST NORTH WATER STREET
CHICAGO, IL 60611

Shipment Should Arrive:
August 26, 2014; 10:00AM – 5:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier________________________________________

Number____________of_____________pieces
Exhibit Services
Simply reliable success
YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It’s a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a free inbound guarantee.* Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It’s simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don’t miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yc.com | 800.531.EXPO (3976) 
exhibit.services@yrcw.com
Valley recommends that exhibit materials be shipped to the warehouse address published in this kit rather than directly to the Hotel.

Storage space is limited at the hotel and current union jurisdictions prevent hotel personnel from delivering material to exhibit booths.

Freight arriving directly at the hotel will either be diverted to the warehouse, or held for Valley to deliver to the appropriate exhibit booth on the first day of set up. Published rates will apply for this service.

Any questions regarding shipping or pre-planning can be directed to Valley Customer Service at 815.873.1500.

Thank You,

Valley Expo & Displays
This Freight Handling Form must be completed and returned with payment to Valley Expo & Displays before your freight will be handled.

Immediately upon shipping, please forward a copy of your freight bill of lading to us. Exhibitor shipments by carriers not giving delivery receipts or bills of lading, such as UPS, FedEx or US Postal Service, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event.

### FREIGHT HANDLING SERVICES

**Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload.

**Uncrated:** Material that is shipped loose or pad-wrapped, and/or skidded machinery without proper lifting bars or hooks.

**Straight Time:**
- 8:00 AM to 4:30 PM Monday through Friday
- All day Saturday

**Overtime:**
- 4:30 PM to 8:00 AM Monday through Friday
- All day Saturday

**Double Time:**
- All day Sunday and Holidays

(Overtime/Double Time 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)

### DESCRIPTION

<table>
<thead>
<tr>
<th>Rate Classifications</th>
<th>Price Per CWT 200 lb. Min. x Weight = Estimated Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warehouse Shipment (200 lb. Minimum)</strong></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$123.55</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$141.75</td>
</tr>
<tr>
<td><strong>Showsite Shipment (200 lb. Minimum)</strong></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$107.75</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$137.30</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$168.85</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 50 lbs. per shipment*</td>
<td></td>
</tr>
<tr>
<td>First Carton</td>
<td>$54.15</td>
</tr>
<tr>
<td>Each Additional Carton</td>
<td>$13.05</td>
</tr>
</tbody>
</table>

* A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

**Mobile Unit**
- $188.65

**ADDITIONAL SURCHARGES** (In addition to the above rates)

<table>
<thead>
<tr>
<th>Rate Classifications</th>
<th>Price Per CWT 200 lb. Min. x Weight = Estimated Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shipment Delivered after Deadline Date</strong></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after 8/22/14</td>
<td>$24.70</td>
</tr>
<tr>
<td>Showsite Shipment after 8/26/14</td>
<td>$23.90</td>
</tr>
<tr>
<td>Small Package - First Carton</td>
<td>$10.90</td>
</tr>
<tr>
<td>Small Package - Each Additional Carton</td>
<td>$2.70</td>
</tr>
<tr>
<td><strong>Overtime Charge - Inbound/Outbound Monday-Friday &amp; Saturday</strong></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$30.90</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$35.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$42.25</td>
</tr>
<tr>
<td><strong>Double Time Charge - Inbound/Outbound Sunday &amp; Holidays</strong></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$61.75</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$70.95</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$84.50</td>
</tr>
</tbody>
</table>

**Outbound shipments from your booth:** Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to route as necessary. All outbound shipments must be tendered with a Bill of Lading. If you prefer to assign your own carrier to handle outbound shipping, you must have your carrier check-in by the designated time. Copies of any outbound shipping forms should be left at our service desk. In the event the designated carrier fails to pick up the specified time, such shipments will be rerouted by Valley Expo & Displays. Specified (freight force) time can be obtained at the Valley Expo & Displays Service Desk or by calling customer service.

In any event, do not simply abandon your freight! Our representative on site must be given the appropriate paperwork and outbound shipping instructions.
ALL EXHIBITORS SHIPPING FREIGHT
MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:
   - Crated
   - Uncrated
   - Machinery
   - Total

2. Indicate total number of trucks in each category that you will use:
   - Van Line
   - Common Carrier
   - Flatbed
   - Company Truck
   - Overseas Container

3. List carrier name(s):
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

4. If using a Customs Broker, please print name:
   ____________________________________________________________________
   Phone ____________________________

5. Print the name of person in charge of your move-in:
   ____________________________________________________________________
   Phone ____________________________

6. What is the minimum number of days required to set your displays?
   ____________

7. What is the weight of the single heaviest piece that must be lifted?
   ____________ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?
   ____________ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

   It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?
   ____________________________________________________________________
   ____________________________________________________________________
Shipping to the Advanced Warehouse
- We may accept freight up to 30 days prior to show move-in. Please check the Freight Handling page for specific dates.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Shipping Information page. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 877.332.4292 if you want to ship oversized material that requires special equipment to the warehouse.

Shipping to Show Site
- Please refer to the Shipping Information page for the specific dates and times direct freight will be accepted.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

Prepaid or Collect Shipping Charges
- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

Labeling Your Freight
- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the advance warehouse or show site is located on the Shipping Information page.

Estimating Material Handling Charges
- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one “cwt” (one hundred weight). All shipments are subject to reweigh.
- On the Freight Handling order form, select whether the freight will arrive at the warehouse or be sent directly to show site (if applicable).
- Next, select the category that best describes your shipment. There are three categories of freight:
  - Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground loading, stacked or constricted space, unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
  - Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period. This includes both warehouse and show-site shipment.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if the shipment is accepted at the warehouse or at show site after the deadline date.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

Empty Containers
- Pick up “Empty Labels” at “Exhibitor Services”. Place a label on each container. Labeled containers will be picked up periodically and stored in a 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.

Protecting Materials
- 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-time between your departure and the actual pickup 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.

Shipping Materials After the Close of Show
- Each shipment must have a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. Bill of Ladings are available at Exhibitor Services at show site.
- After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at Exhibitor Services. Do not leave this in your booth with your shipment.
- Call your designated carrier with pick-up information. Please refer to the General Information page for specific dates and times. In the event your carrier fails to show on final move-out day, your shipment will be rerouted to Valley Expo & Displays’ carrier of choice at exhibitor’s expense.
- For your convenience, the show-recommended carrier may be on site to handle outbound transportation.
Special handling applied to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground loading, constricted space loaded, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver.

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

Constricted Space Loading/Unloading
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer—top to bottom, side to side. One example of this is freight loaded down one side of a trailer that must be by-passed to reach target freight.

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

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

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

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

Mixed Shipments
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Valley defines special handling for mixed loads as having less than 50% of the volume as uncrated.

No Documentation
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

Carpet Only Shipments
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

Crated vs. Uncrated Shipments
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly stacked skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.
Orders with payment in full must be received by August 12, 2014, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!

**Graphics**: Headers do not include graphics. Headers can be one color or full four color digital process. There are several graphic options. Headers, Small panels, Backlit panels, Full length panels. Design is available and all proofing can be done via Email. Call (877) 332-4292 for all services available.

*Graphics, taxes and shipping are not included.

**Rental Units Include:**
- Material handling, installation & dismantle of exhibit.
- 1-150 watt Arm Light/Table Top Unit
- 2-150 watt Arm Light/Floor Unit

(Electrical Service and Labor to Install Lights is Not Included)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Hardware Advanced Rental Price*</th>
<th>Hardware Regular Rental Price*</th>
<th>Hardware Sale Price*</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>115</td>
<td>Capsule Counter</td>
<td>$398.00</td>
<td>$517.00</td>
<td>$1592.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>129</td>
<td>Fan Counter</td>
<td>$701.00</td>
<td>$911.00</td>
<td>$2804.00</td>
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</tr>
<tr>
<td>135</td>
<td>Rectangle Counter</td>
<td>$462.00</td>
<td>$600.00</td>
<td>$1848.00</td>
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</tr>
<tr>
<td>137</td>
<td>Rectangle Counter w/Display</td>
<td>$550.00</td>
<td>$715.00</td>
<td>$2200.00</td>
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<tr>
<td>138</td>
<td>Full View Display Counter</td>
<td>$650.00</td>
<td>$845.00</td>
<td>$2600.00</td>
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<tr>
<td>139</td>
<td>Pedestal</td>
<td>$360.00</td>
<td>$468.00</td>
<td>$1440.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIT</td>
<td>Literature Rack</td>
<td>$115.00</td>
<td>$173.00</td>
<td>$460.00</td>
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<tr>
<td>IPAD</td>
<td>iPad Stand</td>
<td>$175.00</td>
<td>$228.00</td>
<td>$700.00</td>
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<tr>
<td>1160</td>
<td>Inline Table Top Pop-Up</td>
<td>$525.00</td>
<td>$683.00</td>
<td>$2100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>Inline Floor Standing Pop-Up</td>
<td>$973.00</td>
<td>$1265.00</td>
<td>$3892.00</td>
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<td></td>
</tr>
<tr>
<td>1001</td>
<td>Inline Floor Standing Pop-Up w/Counter</td>
<td>$1259.00</td>
<td>$1637.00</td>
<td>$5036.00</td>
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<tr>
<td>2184</td>
<td>Inline 20 Ft Fabric Display</td>
<td>$4632.00</td>
<td>$6022.00</td>
<td>$18,528.00</td>
<td></td>
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<tr>
<td>2192</td>
<td>Inline 20 Ft Serpentine Pop-Up Display</td>
<td>$1607.00</td>
<td>$2089.00</td>
<td>$6428.00</td>
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<tr>
<td>2193</td>
<td>Inline 20 Ft Hybrid Display</td>
<td>$3683.00</td>
<td>$4788.00</td>
<td>$14,732.00</td>
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</tr>
<tr>
<td>4087</td>
<td>Island 20 Ft x 20 Ft Display</td>
<td>$6617.00</td>
<td>$8602.00</td>
<td>$26,468.00</td>
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</tr>
<tr>
<td>4541</td>
<td>Island 20 Ft x 20 Ft Display</td>
<td>$7366.00</td>
<td>$9576.00</td>
<td>$29,464.00</td>
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</tr>
<tr>
<td>4744</td>
<td>Island 20 Ft x 20 Ft Display</td>
<td>$6209.00</td>
<td>$8072.00</td>
<td>$24,836.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* *Graphics, taxes and shipping are not included.

**Total Due This Page:** ____________

---

Item # 1160, 1000, 1001, 2184, 2192, 2193, 4087, 4541, and 4744 includes a Standard Carpet (circle color)

<table>
<thead>
<tr>
<th>Blue</th>
<th>Red</th>
<th>Grey</th>
<th>Green</th>
<th>Burgundy</th>
<th>Black</th>
</tr>
</thead>
</table>

Item # 1160 includes draped table (circle color)
Counter Kit 115 Capsule counter $398.00
- Freestanding counter constructed of lower Velcro compatible black fabric panels, black laminate top and locking storage.
- Dimensions approximately: 38.11” wide x 20” deep x 40” high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 20” wide x 30” high. Additional cost $90.00

Counter Kit 129 Fan counter $701.00
- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75” wide x 33.407” deep x 40” high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 60.75” wide x 36.25” high. Additional cost $379.00

Counter Kit 135 Rectangle counter $462.00
- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48” wide x 24” deep x 40” high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25” wide x 32.25” high. Additional cost $212.00
Counter Kit 137 Rectangle counter with display case top $550.00
- Freestanding counter constructed of aluminum extrusion gray base panels and a clear plex top section and locking storage.
- Dimensions: 38.25” wide x 18.875” deep x 40” high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25” wide x 25.75” high. Additional cost $169.00

Counter Kit 138 Full View display case $650.00
- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions approximately: 72” wide x 24” deep x 40” high
- All Rentals include: Material handling, installation and dismantle of exhibit only.

Pedestal Kit 139 $360.00
- Freestanding counter constructed of white laminate base, black laminate top and locking storage.
- Dimensions approximately: 30” wide x 36” deep x 40” high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
Literature Rack $115.00
- Freestanding silver finish according style literature rack with 6 pockets 12 1/8” x 9” x 1” each.
- Dimensions approximately: 11”wide x 15”deep x 60”high
- All Rentals include: Material handling, installation and dismantle of exhibit only.

iPad Stand $175.00
- Freestanding silver finish iPad stand with lock and power cord access. iPad NOT included.
- Dimensions approximately: 15.3"wide x 15.5"deep x 54.3"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.

Inline Kit 1160 Table Top Pop-up Display $525.00
- Classic expandable frame covered with black (Velcro compatible) fabric panels, one halogen stem light and one 6ft skirted table included.
- Dimensions approximately: 60” x 60”
- Standard table skirt color selection
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.
Inline Kit 1000 Floor Standing Pop-up Display $973.00
- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.

Inline Kit 1001 Floor Standing Pop-up Display $1,259.00
- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights.
  Includes counter.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.
Inline Kit 2184 20ft Valley Fabric Display $4,632.00
- Brushed aluminum extrusion with a rigid two piece center graphic, two side fabric graphics, three black canopies with lighting and black side wings. Includes counter kit 129.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows $2,689.00

Inline Kit 2192 20ft Serpentine Pop-up Display $1,607.00
- Classic expandable frame covered with (Velcro compatible) black fabric panels, set in a serpentine configuration with four halogen stem lights. Includes counter kit 115.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Call for quote.
36th Annual International Conference of the IEEE Engineering in Medicine and Biology Society (EMBC' 14)
Sheraton Chicago, August 27 - 29, 2014

**Inline Kit 2193 20ft Hybrid Display $3,683.00**
- Expandable frame covered with black (Velcro compatible) fabric panels, two halogen stem lights in the center flanked by aluminum structure and rigid infill panels. Includes counter kit 135.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows $5,641.00

**Island Kit 4087 20ft x 20ft Island Display $6,617.00 (Innovative Control Solutions)**
- Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, one counter kit 129, one standard 36” x 30” café table and four standard side chairs.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Graphic package as shows $4,627.
Island Kit 4541 20ft x 20ft Island Display $7,366.00

- Brushed aluminum extrusion creating a corner storage closet, with four stem lights. A aluminum curved header, four workstations gray base panels, black laminate top with monitor mounting brackets and storage. One counter kit 129.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows $5,958.00

Island Kit 4744 20ft x 20ft Island Display $6,209.00

- Brushed aluminum extrusion creating a round center tower. Two curved side wings with one workstation, gray base panels, black laminated top, on each end with storage. Includes four stem lights and one counter kit 129,
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows $7,279.00
Display Installation: To ensure prompt and efficient processing of your labor request for installation and dismantling of displays, please review the information on this page carefully, and contact us if you have any questions.

All installation and dismantling will be performed by qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to perform this work, please complete this form, and return it with payment to Valley Expo. Orders with payment in full must be received by August 12, 2014, for Advance Prices. All floor orders subject to availability of labor at the show site.

A minimum charge of one hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. IT IS IMPORTANT, THEREFORE, THAT YOU CHECK IN AT THE VALLEY EXPO & DISPLAYS SERVICE DESK TO PICK UP THE LABOR YOU HAVE ORDERED, AND TO RETURN THOSE PEOPLE TO THE SERVICE DESK UPON COMPLETION. IF YOU FAIL TO PICK UP LABOR YOU HAVE ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL APPLY.

Straight Time, Overtime, Double Time: Straight Time rates apply between 8:00 AM and 4:30 PM on weekdays. Overtime rates apply before 8:00 am and after 4:30 pm on weekdays and all day Saturday. Double time is all day Sunday and holidays. We will attempt whenever possible to perform the work on straight time, however, the schedules of the show producer or convention facility may make this impossible.

Supervision: If Valley Expo personnel are to perform work without your supervision, please forward all necessary instructions, drawings or diagrams in advance with this order. We add a 25% supervision fee.

Requested Starting Time can only be guaranteed at the start of the working day (8:00AM), or the official beginning of set up, if later in the day. We will make every attempt to provide labor at times subsequent to 8:00 AM (or start of official set up), however such starting time must be approximate since labor is assigned to jobs at the start of the day, and it is impossible to gauge completion times of the first job assignments.

Authorization to Provide Labor Services: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor’s property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor’s materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy.

### Labor Rates

<table>
<thead>
<tr>
<th></th>
<th>Straight Time Rate</th>
<th>Overtime Rate</th>
<th>Double Time Rate</th>
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<tbody>
<tr>
<td><strong>Installation &amp; Dismantling</strong></td>
<td></td>
<td></td>
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<tr>
<td>Advance</td>
<td>$113.80</td>
<td>$170.70</td>
<td>$227.60</td>
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<tr>
<td>Floor</td>
<td>$147.95</td>
<td>$221.90</td>
<td>$295.90</td>
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<tr>
<td><strong>Supervision Installation &amp; Dismantling</strong></td>
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<tr>
<td>Advance</td>
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<tr>
<td>Floor</td>
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### Computation of Labor Charges

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<th></th>
<th># of Workers x</th>
<th># Hours x</th>
<th>Labor Rate</th>
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<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Dismantling</td>
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Total Due

### Requested Start Date and Time

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Installation</td>
<td></td>
<td>AM or PM</td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td>AM or PM</td>
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</tbody>
</table>

Requested starting times cannot be guaranteed, however, every effort is made to meet all requests.
PLEASE COMPLETE THE FOLLOWING INFORMATION IF VALLEY IS SETTING UP AND/OR DISMANTLING YOUR DISPLAY. THIS INFORMATION WILL HELP US BETTER SERVE YOU.

Company_______________________________________________________________  Booth No_______________________________
Contact Person _________________________________________________________ Phone___________________________________

Freight will be shipped to  Warehouse___________ Show Site____________ Date Shipped______________________

Total # of Crates___________ Cartons___________ Fiber Cases___________ Special Handling______________________
Setup Plans/Photo:  Attached___________ To be sent with Exhibit___________ In Crate No._______________________

Carpet: With Exhibit_______________ Rented From Valley___________ Color_______________ Size____________________

Electrical Placement:____________________________________________________ Please attach diagram with placement

Graphic: With Exhibit_______________ Shipped Separately____________________

Comments____________________________________________________________________________________________________

_______________________________________________________________________________________________________________

Special Tools/Hardware Required__________________________________________________________________________________

_______________________________________________________________________________________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO ____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

METHOD OF SHIPMENT

COMMON CARRIER(NAME)_________________________________________  UPS _______ FED EX________
SHOW CARRIER__________

IF LABELS ARE PROVIDED WHERE WILL THEY BE_______________________________________________

FREIGHT CHARGES: Prepaid___________ Collect____________________
Bill to _____________________________________________________________

____________________________________________________________________

____________________________________________________________________

In the event a selected carrier fails to show on the final move out time and day, Valley will force shipment accordingly via show carrier
Carpet Vacuuming: Booth carpeting is clean upon installation, however vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet, so we recommend at least ordering vacuuming once prior to show opening. **Orders received with payment in full By August 12, 2014, to qualify for Advance prices.**

Porter Service: Includes wipedown & dusting of all display surfaces and furnishings, emptying of wastebaskets.

### Standard Booth Size (10’ x 10’) = Square Footage (100 square feet per booth)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Sq. Ft.</th>
<th>Advance</th>
<th>Floor</th>
<th># Days</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Vacuuming Once Prior to Show Opening</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sq. Ft. of Booth Space x Price</td>
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<td>$0.56</td>
<td>$0.73</td>
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<tr>
<td><strong>Vacuuming Prior to Show Opening Each Day</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sq. Ft. of Booth Space x Price x #Days of Show</td>
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<td>$0.47</td>
<td>$0.61</td>
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<tr>
<td><strong>Carpet Shampooing Once Prior to Show Opening</strong></td>
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<tr>
<td>Sq. Ft. of Booth Space x Price</td>
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<td>$0.62</td>
<td>$0.81</td>
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<tr>
<td><strong>Porter Service Once Prior to Show Opening</strong></td>
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</tr>
<tr>
<td>Sq. Ft. of Booth Space x Price</td>
<td></td>
<td>$0.56</td>
<td>$0.73</td>
<td>N/A</td>
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<tr>
<td><strong>Porter Service Prior to Show Opening Each Day</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sq. Ft. of Booth Space x Price x #Days of Show</td>
<td></td>
<td>$0.47</td>
<td>$0.61</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **August 12, 2014**, to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Display Installation Order Form for assistance in installing your signs if it will be needed.

All signs are printed on white background. 10 word limit per sign. Additional words and logos are extra. **Attach your sign copy to a separate page.** Please provide us with a contact name, E-mail address and phone number in case we have questions.

**Contact for sign questions:** __________________________________________

### Foamcore Signs - White Background/One Color

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
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<tbody>
<tr>
<td>11&quot; x 14&quot;</td>
<td>$49.35</td>
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<tr>
<td>14&quot; x 22&quot;</td>
<td>$71.90</td>
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</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>$87.75</td>
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</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>$119.40</td>
<td></td>
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</table>

### Foamcore Signs - White Background/Two Color

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>22&quot; x 28&quot;</td>
<td>$128.55</td>
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<tr>
<td>28&quot; x 44&quot;</td>
<td>$161.95</td>
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### Vinyl Banners - White Background Only

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<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>2' x 4'</td>
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</tr>
<tr>
<td>2' x 6'</td>
<td>$205.65</td>
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</tr>
<tr>
<td>2' x 8'</td>
<td>$274.25</td>
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Grommets for handing are included.

### Miscellaneous

<table>
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<tr>
<th>Quantity</th>
<th>Price</th>
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<tr>
<td>Easel Back</td>
<td>$9.20</td>
<td></td>
</tr>
<tr>
<td>Logos</td>
<td>Call for Price</td>
<td></td>
</tr>
<tr>
<td>Sign Grommets</td>
<td>$3.30</td>
<td></td>
</tr>
<tr>
<td>Color Background</td>
<td>Add 25%</td>
<td></td>
</tr>
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</table>

**Subtotal**

<table>
<thead>
<tr>
<th>8% Rental Tax</th>
<th>Total</th>
</tr>
</thead>
</table>

**Sign copy to be arranged:** □Horizontally □Vertically

**Color of Printing (one color only):** __________________________

Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or feature you want is not listed on this form, please call us for a special quote.
Union Information
To assist you in planning your participation in your Chicago show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

There are six major unions which have jurisdiction over trade shows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction. Adherence to these guidelines can save you a substantial amount of money.

Teamsters
Handle all material in and out of the hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and/or dollys.

Riggers
Uncrating, unskidding, positioning and leveling of all machinery and reskidding of all machinery.

Carpenters
Uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, recrating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs. Exhibitors may set up and dismantle pop-up displays in booths of 10’ x 10’ or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in 1/2 hour or less, without the use of tools. Pop-up displays larger than 10 feet will require labor.

Decorators
Hanging all non-electrical signs, drape and cloth installation and tacked fabric panels.

Electricians
Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

Plumbers
Handle all plumbing work such as compressed air, water, drain or natural gas.

Helpful Hints
Exhibitors may perform the following functions as long as they are a fulltime employee of the exhibiting company:

- Hand carry small items and pop-up displays. No hand trucks or carts are permitted.
- Install and dismantle displays in booths that are 10’ x 10’ or less and that can be set-up by one person in 1/2 hour or less without the use of tools.
- Install graphics and small signs, and logos and graphics that are attached with pre-cut velcro strips.
- Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed 10’ in length.
- Perform simple electrical requirements, such as installing light bulbs.

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of Valley Expo & Display. Please refrain from voicing complaints directly to labor.

Gratuities
Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts of any kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Always Ethical
Valley Expo & Display requires the highest standards of integrity from all employees. Please give us a call to report fraudulent or unethical behavior.
For over a decade, AGILE Trade Show Furnishings has been committed to serving your trade show and exhibitor furnishings needs with stylish, modern designs that provide both comfort and functionality. We focus on your vision and providing you with products that create an environment of success. Our commitment to your unparalleled service experience is just one of the qualities, which sets us apart from the competition.

2013 has brought many exciting changes to AGILE. One of them is our acquisition by American Furniture Rentals®. Our strategic alignment with AFR enables us to focus our strengths to serve you better. Our newly expanded footprint includes service and facilities in Los Angeles, San Diego, Las Vegas, Dallas, Chicago, Miami, Orlando, Atlanta, Raleigh, Charlotte, Richmond, Washington DC, Philadelphia, New York, New Jersey, Hartford and Boston.

We are pleased to share our new catalogue with you! Take a look and get inspired! We are confident that you will be as excited as we are about the opportunities to see your visions come to life in extraordinary ways.

FOR MORE INFORMATION PLEASE CALL 888.AFR.RENT OR VISIT WWW.AGILETRADESHOW.COM
**MIA MI**

**Miami Armless Sofa**
White Leather
Black Leather
34.5”D x 71”L x 30”H

**Miami Chaise**
White Leather
Black Leather
34.5”D x 71”W

**Miami Left Arm Sectional**
White Leather
34.5”D x 77”L x 30”H

**Miami Right Arm Sectional**
White Leather
34.5”D x 77”L x 30”H

**Miami Ottoman**
White Leather
Black Leather
40”D x 17”H

**Miami Tail Ottoman**
White Leather
Black Leather
34.5”D x 71”W

**Miami Left Arm Sectional**
White Leather
34.5”D x 77”L x 30”H

**Studio Sofa**
White Vinyl
63”L x 22”D x 30”H

**Miami Configuration Example**

**Miami Configuration Example**
**Boca Corner**
- White Leather
- Black Leather
- 28"D x 22"W x 30.7"H

**Boca Armless**
- White Leather
- Black Leather
- 28"D x 22"W x 30.7"H

**Vero High Back Corner**
- White Leather
- Black Leather
- 28"L x 52.3"H x 28"W

**Vero High Back Armless**
- White Leather
- Black Leather
- 22"L x 52.3"H x 28"W

**Malibu Sofa**
- White Leather
- Red Leather
- 77"W x 34"D x 32"H

**Malibu Chair and a Half**
- White Leather
- Red Leather
- 53"W x 34"D x 32"H

**Malibu Bench**
- White Leather
- Red Leather
- 53"W x 27"D x 16"H
SAUSALITO

Sausalito Sofa
Black Microfiber
83"L x 32"D x 32"H

Sausalito Loveseat
Black Microfiber
59"L x 32"D x 32"H

Sausalito Club Chair
Black Microfiber
39"L x 32"D x 32"H

PRINCETON

Princeton Sofa
Black Leather
77"L x 34"D x 32"H

Princeton Loveseat
Black Leather
54"L x 34"D x 32"H

Princeton Club Chair
Black Leather
34"L x 34"D x 32"H

TRIBECA

Tribeca Armless
Black Microfiber
34"L x 24"D x 18"H

Tribeca Corner
Black Microfiber
35"L x 24"D x 18"H

Tribeca Bench
Black Microfiber
61"L x 20"D x 17"H
CAMBRIDGE

Cambridge Sofa
Champagne Microfiber
76"L x 30"D x 30"H

Cambridge Loveseat
Champagne Microfiber
66"L x 30"D x 30"H

Cambridge Club Chair
Champagne Microfiber
32"L x 30"D x 30"H

WINSTON

Winston Sofa
Weathered Antique Leather-look Microfiber
93"L x 39"D x 34"H

Winston Chair
Weathered Antique Leather-look Microfiber
48"L x 39"D x 34"H

Winston Ottoman
Weathered Antique Leather-look Microfiber
48"L x 25"D x 17"H

MANHATTAN

Manhattan Sofa
Grey Velour
86"L x 36"D x 30"H

Manhattan Loveseat
Grey Velour
65"L x 36"D x 30"H

Manhattan Club Chair
Grey Velour
47"L x 36"D x 30"H
**PACIFICA**

- **Pacifica Sofa**  
  Soft Plum Velour  
  77”L x 30”D x 17”H

- **Pacifica Club Chair**  
  Soft Plum Velour  
  39”L x 30”D x 17”H

- **Pacifica Bench**  
  Soft Plum Velour  
  61”L x 20”D x 17”H

**EVOKE**

- **Evoke Sofa**  
  Coffee Resin Frame with Tan Cushions  
  81”L x 35”D x 27”H

- **Evoke Chair**  
  Coffee Resin Frame with Tan Cushions  
  33”L x 35”D x 27”H

- **Evoke Cocktail Table**  
  Coffee Resin Frame  
  48”L x 24”D x 18”H

- **Evoke End Table**  
  Coffee Resin Frame  
  24”L x 28”D x 25”H

- **Evoke Cube**  
  Coffee Resin Frame  
  18”Square
**ACCENT CHAIRS**

**Paloma Swivel Chair**
- Red Leather
- Charcoal Leather
- 39"L x 30"D x 17"H

**Tulip Chair**
- Black Fabric/Tilt Back/Caster Feet
- 27"L x 26"D x 35"H

**Copley Chair**
- Java Leather
- Red Slipcover
- 24.5"L x 27.5"D x 36.5"H

**Midnight Stage Chair**
- Midnight Blue
- 25"L x 26"D x 37"H

**Chamois Stage Chair**
- Beige
- 25"L x 26"D x 37"H

**Buckskin Stage Chair**
- Tan
- 25"L x 26"D x 37"H

**Empire Chair**
- Black Leather
- White Leather
- 28"L x 31.5"D x 32"H

**Madrid Chair**
- White Leather
- Red Leather
- Black Leather
- 30.5"L x 35"D x 18"H

**Madrid Ottoman**
- White Leather
- Red Leather
- Black Leather
- 24"L x 24"D x 17"H
Cube Ottomans
From left to right: Cinnamon Microfiber, Chocolate Microfiber, Cobalt Microfiber, Grape Microfiber
17”L x 17”D x 17”H

Cube Ottomans
From left to right: Lime Microfiber, Red Microfiber, Tangerine Microfiber, Sunflower Microfiber
17”L x 17”D x 17”H

Cube Ottomans
From left to right: White Vinyl, Black Microfiber, Black Vinyl, Platinum Metallic Vinyl
17”L x 17”D x 17”H
**OTTOMANS & BANQUETTES**

**Kobe Ottoman**  
Black Microfiber  
Citrus Microfiber  
Plum Microfiber  
Tangerine Microfiber  
34”L x 21”D x 17”H

**Essentials Banquette**  
White Leather  
60”Round x 48”H

**Essentials Locking Bench**  
White Leather  
48”L x 24”D x 20”H  
Lock Not Included

**Turning Bed**  
White Leather  
96”L x 48”D x 34”H

**OCCASIONAL TABLES**

**Sterling Tables**  
End Table Clear Glass/Silver  
25”L x 21”H  
Cocktail Table Clear Glass/Silver  
36”L x 16”H

**Hampton Tables**  
End Table Natural/Silver  
24”L x 21”H  
Cocktail Table Natural/Silver  
48”L x 24”D x 17”H

**Princeton Tables**  
End Table Clear Glass/Black  
21”L x 22”D x 21”H  
Cocktail Table Clear Glass/Black  
45”L x 21”D x 16”H
OCCASIONAL TABLES

**Tribeca Tables**
- End Table Wood/Black
  - 24"L x 28"D x 22"H
- Cocktail Table Wood/Black
  - 48"L x 28"D x 19"H
- Sofa Table Wood/Black
  - 48"L x 18"D x 30"H

**Vivid Tables**
- End Table Smoked Powder Coat Finish
  - 26"Square x 21"H
- Cocktail Table Smoked Powder Coat Finish
  - 50"L x 24"D x 16"H
- Sofa Table Smoked Powder Coat Finish
  - 50"L x 24"D x 30"H

**Quad Tables**
- End Table White/Brushed Steel
  - 24"L x 20"D x 22"H
- Cocktail Table White/Brushed Steel
  - 44"L x 20"D x 18"H
- Sofa Table White/Brushed Steel
  - 48"L x 20"D x 30"H

**Tetrad Tables**
- End Table Storm Grey/Brushed Steel
  - 24"L x 20"H x 22"H
- Cocktail Table Storm Grey/Brushed Steel
  - 44"L x 20"D x 18"H
- Sofa Table Storm Grey/Brushed Steel
  - 48"L x 20"D x 30"H

**Novel Tables**
- End Table Satin Steel
  - 15"Square x 16"H
- Cocktail Table Satin Steel
  - 46"L x 15"D x 16"H

**Harmony Tables**
- End Table Wood/Espresso
  - 24"Round x 22"H
- Cocktail Table Wood/Espresso
  - 51"L x 28"D x 18"H
- Sofa Table Wood/Espresso
  - 52"L x 29"D x 30"H

**Westport Tables**
- End Table Espresso/Brushed Steel
  - 23.75"L x 23.75"D x 21"H
- Cocktail Table Espresso/Brushed Steel
  - 50"L x 30"D x 18"H

**Tulip Tables**
- End Table White Gloss
  - 24"Round x 20"H
- Cocktail Table White Gloss
  - 27.5"Round x 29.5"H
CUBE TABLES

Cube Cocktail Tables
- Black 30”
- White 30”
- 30”Square x 16”H
- Black 24”
- White 24”
- 24”Square x 16”H

Cube End Tables
- Black 24”
- White 24”
- 24”Square x 21”H

BARS

LED Lighted Bar
- Frosted Plexi with Built-in Wireless LED Kit
- 6’L x 35.25”D x 47.25”H
- *Includes remote control

Bar
- White with 2 shelves in back
- Black with 2 shelves in back
- 48”L x 16”D x 42”H

Full Extension Bar
- Black / Chrome
- 2 Corners at 30.5”L x 25.5”D x 39”H each
- 1 Single at 33”L x 25.5”D x 39”H

Extension Corner Bar
- Black/Chrome
- 30.5”L x 25.5”D x 39”H

Extension Single Bar
- Black/Chrome
- 33”L x 25.5”D x 39”H

Martini Bar
- Frosted Glass/Silver with 2 shelves in back
- 60”L x 25”D x 41”H
**BAR BACKS**

**Shanti Bar Back White**
- White
- 43.5"W x 12"D x 77.625"H
- 13"W x 14.25"H (Inside Shelf)

**Shanti Bar Back Espresso**
- Espresso
- 43.5"W x 12"D x 77.625"H
- 13"W x 14.25"H (Inside Shelf)

**BAR STOOLS**

**Park Avenue Bar Stool**
- Maple/Chrome
- 16"L x 19"D x 43"H

**Criss Cross Bar Stool**
- White Leather
- Espresso Leather
- 15"W x 19"D x 41"H

**Lennox Bar Stool**
- Mahogany/Cream
- 17"W x 19"D x 45.5"H

**Silk Back Bar Stool**
- Chocolate
- Cinnamon
- Cobalt
- Red
- Grape
- 17"W x 18"D x 41.5"H

**Euro Bar Stool**
- Black
- 21"L x 23"D x 43"H

**Hourglass Bar Stool**
- White
- Black
- 18"L x 20"D x 24" - 25.9"H
BAR STOOLS

**Napa Stool**
- White
- Black
- 16”L x 17”D x 35”H

**Regal Stool**
- Black/Brown
- 19”W x 24”D x 39”H

**Escape Stool**
- Natural Maple
- 16”Square x 41”H

**Caprice Stool**
- Black
- 25”W x 26”D x 44”H

**Sonic Stool**
- Black
- 22”W x 23”D x 42”H

**Drafting Stool**
- Black
- 24”L x 20”D x 36”H
- Available With or Without Arms

**Escape Stool**
- Natural Maple
- 16”Square x 41”H

**Silk Chair**
- Black
- Chocolate
- Cinnamon
- Cobalt
- Red
- Grape
- Lime
- Tangerine
- White
- 20.5”W x 18”D x 34”H

**Silk Chair Armless**
- Black
- Chocolate
- Cinnamon
- Cobalt
- Red
- Grape
- Lime
- Tangerine
- White
- 17”W x 18”D x 34”H

**Park Avenue Chair**
- Maple
- 16”L x 18”D x 31”H
CAFE CHAIRS

Leslie Chair
White
17”L x 21”D x 31”H

Comet Chair
Black
23”L x 22”D x 32”H
Available With or Without Arms

Regal Dining Chair
Brown Leather
19”L x 23”D x 38”H

Escape Chair
Natural Maple
17”L x 17”D x 32”H

Sonic Chair
Black
20”L x 21”D x 32”H

Caprice Chair
Black
22”L x 21”D x 32”H

Criss Cross Chair
White Leather
17”L x 21”D x 35”H

Espresso Leather

Trend Chair
Black
White
Lime
Orange
Natural
19”L x 18”D x 32.25”H
Bar Tables

**Lennox Bar Table**
Mahogany
36"L x 36"D x 41"H

**LED Lighted Bar Table**
Frosted Plexi with Built in Wireless LED Kit
30"L x 30"D x 42"H

**Chardonnay Bar Table**
Clear Glass/Chrome
28"Round x 42"H

**Euro Bar Table**
Black/Black 30”
30”Round x 42”H
Black/Black 36”
36”Round x 42”H

**Silk Bar Table**
Black/Chrome 30”
30”Round x 42”H
Black/Chrome 36”
36”Round x 42”H

**Park Ave Bar Table**
Maple/Chrome 30”
30”Round x 42”H
Maple/Chrome 36”
36”Round x 42”H

**Blanco Bar Table**
White/Chrome 30”
30”Round x 42”H
White/Chrome 36”
36”Round x 42”H
CAFE TABLES

Euro Cafe Table
Black/Black 30”
30”Round x 29”H
Black/Black 36”
36”Round x 29”H
Black/Black 42”
42”Round x 29”H

Silk Cafe Table
Black/Chrome 30”
30”Round x 29”H
Black/Chrome 36”
36”Round x 29”H
Black/Chrome 42”
42”Round x 29”H

Park Ave Cafe Table
Maple/Chrome 30”
30”Round x 29”H
Maple/Chrome 36”
36”Round x 29”H
Maple/Chrome 42”
42”Round x 29”H

Blanco Cafe Table
White/Chrome 30”
30”Round x 29”H
White/Chrome 36”
36”Round x 29”H
White/Chrome 42”
42”Round x 29”H

OFFICE SEATING

High Back Conference Chair
Black Fabric
25”L x 27”D x 45”H

Mid Back Conference Chair
Black Fabric
25”L x 27”D x 39”H

Guest Chair
Black Fabric
25”L x 22”D x 36”H
OFFICE SEATING

**Task Chair**
Black Fabric
24”L x 24”D x 36”H
Black Fabric Armless
22”L x 24”D x 36”H

**Traditional Executive Chair**
Mahogany Leather
29”L x 30”D x 44.5”H

**Traditional Guest Chair**
Mahogany Leather
25”L x 22.5”D x 31”H

**Tamiri High Back Chair**
Black Leather
25”L x 27”D x 45”H

**Tamiri Mid Back Chair**
Black Leather
25”L x 26”D x 39”H

**Tamiri Guest Chair**
Black Leather
25”L x 26”D x 37”H

**Accord Chair**
White
Black
25”L x 25”D x 37”H
**CONFERENCE TABLES**

**Conference Table Rectangle**
- Maple 6’
  - 72”L x 36”H
- Maple 8’
  - 96”L x 48”H

**Conference Table Racetrack**
- Black 10’
- Gray 10’
- 120”L x 48”H
- Black 8’
- Mahogany 8’
  - 96”L x 48”H
- Black 6’
- Mahogany 6’
  - 72”L x 36”H

**Conference Table Round**
- Mahogany
  - 42”Round x 29”H

**Chrome & Glass Table Rectangle**
- Clear Glass/Chrome
  - 60”L x 36”D x 29”H

**Chrome & Glass Table Round**
- Clear Glass/Chrome
  - 42”Round x 29”H

**Chrome & Glass Trestle Table**
- Clear Glass/Chrome
  - 48”L x 32”D x 29”H

**Chrome & Glass Table Square**
- Clear Glass/Chrome
  - 32”L x 32”D x 29”H

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**AGILE**

Trade Show Furnishings

888.AFR.RENT • AGILETRADESHOW.COM 19
OFFICE FURNITURE

**Computer Kiosk**
- Black
- Grey
- White
  - 24"L x 24"D x 42"H

**Computer Counter**
- Graphite
  - 48"L x 24"D x 42"H

**Computer Desk**
- Graphite
  - 48"L x 24"D x 29"H

**5 Shelf Bookcase**
- Mahogany
- Black
  - 36"L x 12"D x 72"H

**Credenza Contemporary Grey**
- Grey
  - 60"L x 20"D x 29"H

**Double Pedestal Desk Grey**
- Grey
  - 60"L x 30"D x 29"H

**Credenza Maple**
- Maple
  - 72"L x 20"D x 29"H

**Desk Maple**
- Double Pedestal
  - 60"L x 30"D x 29"H

**Lateral File Maple**
- 2 Drawer with Lock
  - 36"L x 20"D x 29"H
OFFICE FURNITURE

Genoa Storage Credenza
Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
20"W x 66"L

Genoa Kneespace Credenza
Mahogany 2 Filing Cabinets/2-Drawers
20"W x 66"L

Genoa Executive Desk
Mahogany Double Pedestal-Locking Drawers
36"W x 72"L

Presidential Kneespace Credenza
Mahogany
24"W x 66"L x 29"H

Presidential Executive Desk
Mahogany
36"W x 72"L x 29"H

Presidential File Cabinet
Mahogany
24"W x 36"L x 29"H

Hayden Table
Black Wood
78"L x 36"D x 30"H

Vivid Café Table Square
Clear Glass/Smoked Powder Coat Finish
42"L x 42"D x 30"H

Vivid Café Table Rectangle
Clear Glass/Smoked Powder Coat Finish
60"L x 36"D x 30"H
METAL FILE & STORAGE CABINETS

2-Drawer File
Black Letter
29"H x 25"D x 15"W
Black Legal
29"H x 25"D x 18"W

4-Drawer File
Black Letter
52"H x 25"D x 15"W
Black Legal
52"H x 25"D x 18"W

2-Drawer Lateral File
Black (Pictured)
27"H x 18"D x 36"W
Black (Not Pictured)
29"H x 20"D x 36"W

3-Drawer Lateral File
Black
41"H x 18"D x 36"W

4-Drawer Lateral File
Black
54"H x 18"D x 36"W

5-Drawer Lateral File
Black
65"H x 18"D x 36"W

Storage Cabinet
Black
36"W x 18"D x 72"H
**PEDESTALS**

**Display Pedestals 42”**
- Black
  - 14”W x 14”D x 42”H
- Black
  - 24”W x 24”D x 42”H
- Black
  - 18”W x 18”D x 42”H
- Grey
  - 14”W x 14”D x 42”H
- White
  - 14”W x 14”D x 42”H

**Display Pedestals 36”**
- Black
  - 14”W x 14”D x 36”H
- Black
  - 24”W x 24”D x 36”H
- Grey
  - 14”W x 14”D x 36”H
- White
  - 14”W x 14”D x 36”H

**Display Pedestals 30”**
- Black
  - 14”W x 14”D x 30”H
- Black
  - 24”W x 24”D x 30”H
- Grey
  - 24”W x 24”D x 36”H
- White
  - 24”W x 24”D x 36”H

**Locking Pedestal**
- Black
  - 24”W x 24”D x 42”H
**MISCELLANEOUS ITEMS**

**Stanchion**
Chrome
36”H

**Stanchion Rope**
Red Velour
6”W

**Literature Stand Large**
Black Aluminum/Collapsible
10.75”W x 14”D x 60.2”H

**Literature Stand Small**
Aluminum
9”W x 14”D x 54.5”H
*Available in Limited Quantities

**Literature Rack**
Black/Metal
10.5”W x 9.5”D x 57”H

**Refrigerator Compact**
White 4 Cu Ft
19”W x 21”D x 33.5”H
**LIGHTING**

**Brushed Steel Lamps**
- Table Lamp White/Steel
  - 26”H
- Floor Lamp White/Steel
  - 66”H

**Brushed Nickel Lamps**
- Table Lamp White/Nickel
  - 29”H
- Floor Lamp White/Nickel
  - 60”H

**Rubbed Bronze Lamps**
- Table Lamp White/Bronze
  - 28”H
- Floor Lamp White/Bronze
  - 60”H

**Brushed Steel Lamps**
- Table Lamp Red/Steel
  - 26”H
- Floor Lamp Red/Steel
  - 66”H
Now In More Locations Than Ever...
### Page 3

#### 2013 TRADE SHOW PRICE LIST

<table>
<thead>
<tr>
<th>CODE</th>
<th>ADVANTAGE #</th>
<th>PRODUCT</th>
<th>DIMENSIONS</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>LC 8002-WL</td>
<td>18303-0003</td>
<td>Miami Armless Sofa-White Leather</td>
<td>71&quot; L x 34.5&quot; D x 30&quot; H</td>
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### Page 5

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A-TO-377 12055-0272 Harmony Sofa Table 52" L x 29" D x 30" H $190.00

TO 701 12107-0442 Westport End Table 23.75" L x 23.75" D x 21" H $160.00
TO-700 12055-0382 Westport Cocktail Table 50" L x 30" D x 18" H $170.00

TO 296-W 12107-0449 Tulip End Table 24" Dia x 20" H $175.00
TO 289-W 12055-0390 Tulip Cocktail Table 27.5" Dia x 29.5" H $195.00

TO 604-W 12078-0012 Cube Cocktail Table 30 White 30" L x 30" D x 16" H $250.00
TO-604 12078-0011 Cube Cocktail Table 30 Black 30" L x 30" D x 16" H $195.00

TO 603-W 12078-0010 Cube Cocktail Table 24 White 24" L x 24" D x 16" H $190.00
TO-603 12078-0009 Cube Cocktail Table 24 Black 24" L x 24" D x 16" H $180.00

TO 605-W 12078-0014 Cube End Table 24 White 24" L x 24" D x 21" H $225.00
TO-605 12078-0013 Cube End Table 24 Black 24" L x 24" D x 21" H $225.00

LB 3000 10151-0003 LED Lighted Bar 72" L x 32.25" D x 47.25" H $995.00
AC 112-W 05012-0054 Bar-White 48" L x 16" D x 42" H $270.00
AC 112 05012-0053 Bar-Black 48" L x 16" D x 42" H $270.00
AC 202-B 99-05012-01 Full Extension Bar-Black 94' L x 25.5 D x 39" H $995.00
AC 200 05012-0055 Extension Corner Bar-Black 30.5" L x 25.5" D x 39" H $345.00
AC 201 05012-0056 Extension Single Bar-Black 33" L x 25.5" D x 39" H $345.00
AC 115 05012-0060 Martini Bar 60" L x 25" D x 41" H $595.00

A-AC-937-W 05001-0007 Shanti Bar Back-White 43.5" L x 12" D x 77.625" H $350.00
A-AC-937-B 05001-0006 Shanti Bar Back-Black 43.5" L x 12" D x 77.625" H $350.00

SB-209 05237-0223 Park Ave Bar Stool-Maple 16" L x 19" D x 43" H $150.00
A-SB-975-W 05035-0011 Criss Cross Bar Stool-White 15" L x 19" W x 41" H $160.00
A-SB-975-B 05035-0010 Criss Cross Bar Stool-Expresso 15" L x 19" W x 41" H $160.00
SB-201 05237-0218 Lenox Barstool 19" L x 17" W x 45.5" D $170.00

SB 202-CH 05237-0219-CH Silk Back Bar stool-Chocolate 18" D x 17" W x 41.50" H $150.00
SB 202-CN 05237-0219-CN Silk Back Bar stool-Cinnamon 18" D x 17" W x 41.50" H $150.00
SB 202-CB 05237-0219-CB Silk Back Bar stool-Cobalt 18" D x 17" W x 41.50" H $150.00
SB 202-R 05237-0219-R Silk Back Bar stool-Red 18" D x 17" W x 41.50" H $150.00
SB 202-G 05237-0219-G Silk Back Bar stool-Grape 18" D x 17" W x 41.50" H $150.00
SB 202-L 05237-0219-L Silk Back Bar stool-Lime 18" D x 17" W x 41.50" H $150.00
SB 202-T 05237-0219-T Silk Back Bar stool-Tangerine 18" D x 17" W x 41.50" H $150.00
SB 202-W 05237-0219-W Silk Back Bar Stool-White 18" D x 17" W x 41.5" $150.00
SB 202 05237-0219-B Silk Back Bar Stool-Black 18" x 17" x 41.5" $150.00

SB 204-W 05237-0242 Euro Barstool-White 24" D x 22" W x 41.75" H $150.00
SB 204 05237-0221 Euro Bar Stool-Black 24" D x 22" W x 41.75" H $150.00

SB 505-W 05237-0231 Hourglass Barstool-White 20" D x 18" W x 24"-25.9" H $165.00
SB 505-B 05237-0230 Hourglass Barstool-Black 20" D x 18" W x 24"-25.9" H $165.00
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<td>CH 307-R</td>
<td>Silk Back Arm Chair-Armless-Red</td>
<td>17&quot; L x 18&quot; D x 34&quot; H</td>
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<td>CH 307-G</td>
<td>Silk Back Arm Chair-Armless-Grape</td>
<td>17&quot; L x 18&quot; D x 34&quot; H</td>
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<td>CH 307-L</td>
<td>Silk Back Arm Chair-Armless-Lime</td>
<td>17&quot; L x 18&quot; D x 34&quot; H</td>
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<td>CH 307-T</td>
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<td>17&quot; L x 18&quot; D x 34&quot; H</td>
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<td>CH 307-W</td>
<td>Silk Back Arm Chair-Armless-White</td>
<td>17&quot; L x 18&quot; D x 34&quot; H</td>
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<td>CH-311-M</td>
<td>Park Ave Chair-Maple</td>
<td>16&quot; L x 18&quot; D x 31&quot; H</td>
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<td>A-CH 970</td>
<td>Leslie Chair</td>
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<td>A-CH-938</td>
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<td>23&quot; L x 22&quot; D x 32&quot; H</td>
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<td>Regal Dining Chair</td>
<td>19&quot; L x 23&quot; D x 38&quot; H</td>
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<td>A-CH-967</td>
<td>Escape Chair</td>
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<td>A-CH-966</td>
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<td>Caprice Chair</td>
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<td>Criss Cross Chair-White</td>
<td>17&quot; L x 21&quot; D x 32&quot; H</td>
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<td>Criss Cross Chair-Espresso</td>
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<td>Trend Chair-Black</td>
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<td>Lenox Bar Table</td>
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<td>LB 3001</td>
<td>Lighted Bar Table</td>
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<td>TB 100</td>
<td>Chardonnay Bar Table</td>
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<td>Euro Bar Table 30&quot; Round</td>
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<td>Park Ave Bar Table 30&quot; Round</td>
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<td>High Back Conference Chair</td>
<td>25&quot; L x 27&quot; D x 45&quot; H</td>
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<td>CH-200</td>
<td>Mid Back Conference Chair</td>
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<td>Guest Chair</td>
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<td>CH 401</td>
<td>Task Chair-No Arms</td>
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<td>Traditional High Back Executive Chair</td>
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<td>CH-904</td>
<td>Traditional Guest/Conference Chair</td>
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<td>A-CH-963</td>
<td>Tamiri High Back Chair</td>
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<td>A-CH 962</td>
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<td>Tamiri Guest Chair</td>
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<td>Accord Executive Chair</td>
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<td>TC 600</td>
<td>Conference Table 6'-Maple</td>
<td>73&quot; L x 36&quot; D x 30&quot; H</td>
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<td>TC 601</td>
<td>Conference Table 8'-Maple</td>
<td>96&quot; L x 42&quot; D x 30&quot; H</td>
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<td>TC-301</td>
<td>Conference Table 10'-Black</td>
<td>120&quot; L x 48&quot; D x 30&quot; H</td>
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<td>TC-300</td>
<td>Conference Table 10-Grey</td>
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<td>TC 303</td>
<td>Conference Table 8'-Black</td>
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<td>TC 302</td>
<td>Conference Table 8'-Mahogany</td>
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<td>TC-312</td>
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<td>TC 307</td>
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<td>TC-104</td>
<td>Conference Table Traditional</td>
<td>42&quot; Dia x 29&quot; H</td>
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<td>TG-400</td>
<td>Conference Table-Glass/Chrome</td>
<td>60&quot; L x 36&quot; D x 29&quot; H</td>
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<td>TG-403</td>
<td>Conference Table Round-Glass/Chrome</td>
<td>42&quot;Dia x 29&quot; H</td>
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<td>TG-402</td>
<td>05244-0024 Conference Table Square-Glass/Chrome</td>
<td>32&quot; L x 32&quot; D x 29&quot; H</td>
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<td>TG-401</td>
<td>05244-0023 Conference Trestle Table</td>
<td>48&quot; L x 32&quot; D x 29&quot; H</td>
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<td>PE-100</td>
<td>14179-0003 Computer Kiosk-Black</td>
<td>24&quot; L x 24&quot; D x 42&quot; H</td>
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<td>PE 105</td>
<td>14170-0004 Computer Kiosk-Grey</td>
<td>24&quot; L x 24&quot; D x 42&quot; H</td>
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<td>PE 110</td>
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<td>TC-700</td>
<td>14061-0002 Computer Counter</td>
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<td>BC-107</td>
<td>14029-0096 Book Case Mahogany</td>
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<td>36&quot; L x 12&quot; D x 72&quot; H</td>
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<td>14072-0116 Contemporary Credenza-Grey</td>
<td>60&quot; L x 20&quot; D x 29&quot; H</td>
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<td>DE-102</td>
<td>14083-0288 Contemporary Double Pedestal Desk-Grey</td>
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<td>CR-212</td>
<td>14072-0122 Contemporary Maple Credenza</td>
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<td>14083-0306 Contemporary Maple Desk</td>
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<td>14143-0140 Contemporary Maple Lateral File</td>
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<td>14072-0038 Genoa Storage Credenza</td>
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<td>14072-0039 Genoa Knee space Credenza</td>
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<td>A-TD-959</td>
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<td>78&quot; L x 36&quot; D x 30&quot; H</td>
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<td>A-TC 957</td>
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<td>25-200</td>
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<td>9336-S72L</td>
<td>14034-0015 Storage Cabinet-Locking</td>
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<td>PE 101</td>
<td>12091-0023 Display Pedestal 14 x42</td>
<td>14&quot; L x 14&quot; D x 42&quot; H</td>
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<td>12091-0004 Display Pedestal 24 x 42</td>
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<td>18&quot; L x 18&quot; D x 42&quot; H</td>
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<td>12091-0026 Display Pedestal 14 x42</td>
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<td>12091-0030 Display Pedestal 14 x42</td>
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PE-102  12091-0024  Display Pedestal 14 x 36  14" L x 14" D x 36" H  $205.00
PE-104  12091-0034  Display Pedestal 24 x 36  24" L x 24" D x 36" H  $290.00
PE-107  12091-0027  Display Pedestal 14 x 36  14" L x 14" D x 36" H  $205.00
PE-109  12091-0029  Display Pedestal 24 x 36  24" L x 24" D x 36" H  $290.00
PE-112  12091-0031  Display Pedestal 14 x 36  14" L x 14" D x 36" H  $205.00
PE-114  12091-0033  Display Pedestal 24 x 26  24" L x 24" D x 36" H  $290.00
PE-103  12091-0025  Display Pedestal 14 x 30  14" L x 14" D x 30" H  $185.00
A-PE-948-B  12091-0003  Display Pedestal 24 x 30  24" L x 24" D x 30" H  $275.00
A PE-947-B  12091-0001  Display Pedestal 18 x 30  18" L x 18" D x 30" H  $195.00
PE-108  12091-0028  Display Pedestal 14 x 30  14" L x 14" D x 30" H  $185.00
PE-113  12091-0032  Display Pedestal 14 x 30  14" L x 14" D x 30" H  $185.00
A-PE-945-B  14309-0001  Locking Pedestal  24" x 24" x 42"  $275.00

SR-100  14189-0077  Stanchion  36" H  $60.00
SR-101  11-517 red rope  Stanchion Rope  6' Lengths  $50.00
AC 108  14308-0006  Literature Stand-Small  9" L x 14"D x 54.5"  $130.00
AC-104-B  14308-0007  Literature Rack  10.5" x 9.5" x 57"  $125.00
AC 104  14308-0005  Literature Stand-Large  10.75" L x 14.25" D x 60.25"  $185.00
AC-111  01209-0003  Compact Refrigerator  19" W x 21" D x 33.5" H  $290.00

A-AC-955-W  09417-0001  BSW Brushed Steel Table Lamp-White  26" H  $85.00
A-AC-954-W  09392-0001  BSW Brushed Steel Floor Lamp-White  66"H  $125.00
A-AC-953  09417-0001  BN Brushed Nickel Table Lamp  29" H  $85.00
A-AC-952  09392-0001  BN Brushed Nickel Floor Lamp  60" H  $125.00
A-AC-951  09417-0001  RB Rubbed Bronze Table Lamp  28" H  $85.00
A-AC-950  09392-0001  RB Rubbed Bronze Floor Lamp  60"H  $125.00
A-AC-955-R  09417-0001  BSR Brushed Steel Table Lamp-Red  26" H  $85.00
A-AC-954-R  09392-0001  BSR Brushed Steel Floor Lamp-Red  66" H  $125.00
### EVENT INFORMATION

Show/Event Name: 
Opening Date: ______ Time: ______ Closing Date: ______ Time: ______
Facility/Room: 
Address: 
City: 
Show Contractor: 

### BILLING INFORMATION

Company Name: 
Order Contact: 
Billing Address: 
City: State: ZIP: 
Phone: Fax: 
Email: 

### EXHIBITOR INFORMATION

Exhibitor Name: 
Booth #: Size: ______ x ______
Delivery Date: ______ Time: ______
Pick-up Date: ______ Time: ______
On-Site Contact: 
Cell Phone: 

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Payments**
- In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
- If you do not receive confirmation within 7 days, please contact us at 877.244.5367.
- Payment must be made by credit card or check drawn on a U.S. bank.

**Late Orders**
- Orders received within 10 days prior to the event opening are subject to a 20% late fee.

**On-Site Orders**
- Orders received on show site will be subjected to a 30% late fee.

**Cancellations**
- If canceled within 5 days prior to move-in a 50% restocking fee will be charged.
- If canceled within 36 hours or less before move-in, no refund will be processed.

### PAYMENT INFORMATION

<table>
<thead>
<tr>
<th>CREDIT CARD #</th>
<th>AMERICAN EXPRESS</th>
<th>MASTER CARD</th>
<th>VISA</th>
</tr>
</thead>
</table>

**Print Name on Card:** __________________________ **Signature of Card Holder:** X __________________________

Authorized Signature: X __________________________ Date: __________________________

**PAYMENT INFORMATION**

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUSTMENTS</td>
</tr>
<tr>
<td>DELIVERY/PICK-UP</td>
</tr>
<tr>
<td>SUBTOTAL</td>
</tr>
<tr>
<td>% SALES TAX</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

**Subtotal** | **Adjusted** | **Delivery/Pick-up** | **Subtotal** | **Sales Tax** | **Total** |
IEEE Booth Cleaning Order Form/Email Form back to tessa.johnson@sheraton.com

**BOOTH CLEANING SERVICES** Please mark your selection

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Regular</th>
<th>Discounted**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuuming: includes emptying your wastebasket(s) nightly</td>
<td>$0.42</td>
<td>$0.35</td>
</tr>
<tr>
<td>Periodic Porter Service: Sheraton Chicago Hotel &amp; Towers will remove refuse from containers. Once an hour, during show hours only.</td>
<td>$81.00</td>
<td>$68.00</td>
</tr>
<tr>
<td>Porter Service: Used for booth wipe-down, ice removal, etc. Hourly rates are listed below.</td>
<td>$93.00</td>
<td>$78.00</td>
</tr>
</tbody>
</table>

Deadline for Discounted Rate: 7/25/2014

**CALCULATION OF ORDER - To receive discount price, please send FULL payment to be received by deadline date.**

**Specify date(s) requested if frequency is less than daily** __________________________

<table>
<thead>
<tr>
<th>Booth Dimensions sq.</th>
<th>Sq. Ft</th>
<th>Rate</th>
<th># of days*</th>
<th>Total</th>
</tr>
</thead>
</table>

**STRAIGHT TIME / 8:00AM-4:30PM MONDAY THRU FRIDAY/ $15.50 per hour OVER TIME/ BEFORE 8:00AM, AFTER 4:30PM, ALL SAT, SUN AND HOLIDAYS/$30.00**

**HOURLY RATES FOR PORTER SERVICE/STRAIGHT TIME**

- 8:00AM-4:30PM MONDAY THRU FRIDAY $15.50/ BEFORE 8:00AM, AFTER 4:30PM, ALL SAT, SUN AND HOLIDAYS $30.00

- **CALCULATION OF ORDER:**

  - **Payment Due**
IEEE Booth Cleaning Order Form/Email Form back to tessa.johnson@sheraton.com

<table>
<thead>
<tr>
<th>Method of Payment</th>
<th>Check One:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prepayment by Check <em>(received a minimum of 7 business days in advance)</em></td>
</tr>
<tr>
<td></td>
<td>Sheraton Chicago</td>
</tr>
<tr>
<td>o</td>
<td>Name of Program/Company Name Booth Number</td>
</tr>
<tr>
<td></td>
<td>301 E. North Water Street, Chicago IL 60611</td>
</tr>
<tr>
<td></td>
<td>Attn: Accounting</td>
</tr>
<tr>
<td>o</td>
<td>Bill to Credit Card <em>(Valid Credit Card Authorization Form must be provided a minimum of 3 days in advance; provide information of contact information for payment)</em> An email will be sent providing a secure link to fill out a credit card authorization.</td>
</tr>
</tbody>
</table>

*Email: ________________________________*
SHERATON CHICAGO HOTEL & TOWERS - EXHIBITORS - TELECOMMUNICATION FORM

SHOW NAME:

DEADLINE DATE: **TWO WEEKS PRIOR TO SHOW**  
EVENT DATE: / / 

RETURN TO: SHERATON CHICAGO HOTEL & TOWERS - 301. E NORTH WATER STREET - CHICAGO, IL, 60611  
ATTN: TELECOMMUNICATIONS DEPARTMENT - PHONE: 312 329-6971, FAX: 312 329-6869

COMPANY NAME:  
BOOTH NUMBER:  

ADDRESS:  
PHONE NUMBER: 

CITY:  STATE:  ZIP:  
FAX NUMBER:  

AUTHORIZED PERSON & SIGNATURE:

Please call us if you have any special needs. Sheraton Chicago Hotel & Towers is the exclusive INTERNET/TELECOM provider to your show. ORDER FORM MUST BE RECEIVED BY DEADLINE DATE.

INTERNET/TELECOM SERVICE AND PRICING INFORMATION

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>QTY</th>
<th>COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANALOG PHONE LINE WITH PHONE UNIT</td>
<td></td>
<td>$200.00</td>
<td>$</td>
</tr>
<tr>
<td>ANALOG MODEM LINE FOR FAX OR CC</td>
<td></td>
<td>$200.00</td>
<td>$</td>
</tr>
<tr>
<td>INTERNET ACCESS PER COMPUTER</td>
<td></td>
<td>$700.00 FOR THE FIRST COMPUTER</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$250.00 PER COMPUTER AFTER</td>
<td>$</td>
</tr>
</tbody>
</table>

TAXES: (STATE-6.5%, CITY-7.5%, STATE INFRAS-T-0.5%) APPLY ONLY TO PHONE ORDER  
INSTALLATION TOTAL  
LOCAL AND LONG DISTANCE CHARGES TO BE APPLIED AFTER THE SHOW

"NAT", Internet Connection Sharing, DHCP, or other connection sharing devices (Wireless Routers INCLUDED) may interfere with the hotel network and therefore NOT ALLOWED.  
If Discovered, the hotel reserve the right to disconnect the exhibitor without notice.

FORM OF PAYMENT - CREDIT CARD ONLY - NO CHECK ALLOWED

CREDIT CARD (MC, AX, DISCOVER, VISA)  
ACCOUNT NUMBER

NAME ON CREDIT CARD

EXPIRATION DATE

AUTHORIZED SIGNATURE

IMPORTANT

FAX this completed form back to 312 329-6869. All claims at the show must have a copy of the order form.
ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Electrical Layout (Form E-4) for this purpose or provide your own floor plan.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
  - 15 amp 120 volt: Standard U-ground cord cap
  - 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 or Hubbell 3521
  - 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P
  - 100 amp 208 volt 1Ø or 3Ø: Litton-Veaml Plug CIR01GRH
- Avoid code violations. Check the electrical code requirements on this information sheet.
- To secure the discount rate, the following must be received by the discount deadline date:
  - Complete form of payment including credit card authorization (3rd party see G-3 form)
  - E-2 Electrical Rental Order Form
  - E-3 Electrical Labor Order Form with dates & times
  - E-4 Electrical Layout Form or customer supplied scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points)
- Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

Where will my outlet be located?
There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:

In-Line Booths: Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

Peninsula Booths: OR

Back-to-Back Peninsula Booths: One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

Island/Pavilion Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

How much power do I need?
Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.
Electrical Rental Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

36TH ANNUAL CONFERENCE OF IEEE/EMBS
Sheraton Chicago Hotel and Towers, Exhibit Hall A&B
August 27 - 29, 2014

COMPANY NAME
EMAIL ADDRESS
BOOTH NUMBER

<table>
<thead>
<tr>
<th>Price List</th>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>NON 24 HR QTY</td>
</tr>
<tr>
<td>700003</td>
<td>15 Amp/1500 Watts, 1/4 HP 120V</td>
</tr>
<tr>
<td>700004</td>
<td>20 Amp/2000 Watts, 1/4 HP 120V</td>
</tr>
</tbody>
</table>

Price includes labor for service.

Accessories

700130 Extension Cord, 14/3 120V, 15' $16.75 $21.77
700099 Plug Strip, 120 Volt $26.25 $34.12

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.

A. Total Items Ordered $ |
B. Tax 8% A x 8% + B $ |
C. Grand Total A + B + C $ |

Authorized Signature - Please Sign: X
EXHIBITOR’S ELECTRICAL CONTACT NAME & PHONE NUMBER
AUTHORIZED NAME - PLEASE PRINT
DATE

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation

• Dedicated and 24 Hour power rates are listed on each line item. Please indicate the 24 hour quantity and use the appropriate price when placing order.
• GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES’ liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES technician.

• Electricity will be turned on 30 minutes prior to show open and will be turned off approximately 30 minutes after show close.
• OUTLET LOCATION & DISTRIBUTION— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor’s floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis.
• GES JURISDICTION (Additional labor and/or material is required) — All under-carpet distribution of electrical wiring, all facility overhead distribution, all motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized. All outlets over 20 amps and/or with a voltage over 150 volts may also require additional labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited. Please include E-4: Electrical Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

We will require a lighting floor plan for all overhead lighting orders. If you have any questions, or if you have special lighting requirements please contact GESElectricalChicago@ges.com.

Need Assistance?
Toll Free: 800.475.2098 | www.ges.com/chat
© 2014 Global Experience Specialists

071695066
Electrical Labor Order Form

RETURN WITH G-2, PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

36TH ANNUAL CONFERENCE OF IEEE/EMBS
Sheraton Chicago Hotel and Towers, Exhibit Hall A&B
August 27 - 29, 2014

COMPANY NAME
EMAIL ADDRESS
SHOWSITE CONTACT
SHOWSITE CONTACT PHONE #
DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.
TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.

• Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
• All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system.
Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor’s representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a half (1/2) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a half (1/2) hour “No-Show” charge per worker and equipment will apply.

The minimum charge for labor is half (1/2) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Worker Per Hour</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical, ST</td>
<td>$141.16</td>
</tr>
<tr>
<td>Electrical, OT</td>
<td>$210.00</td>
</tr>
<tr>
<td>Electrical, DT</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

Please Indicate Service

☐ FLOOR WORK - DISTRIBUTION
  - GES SUPERVISED (OK TO PROCEED)
    GES will supervise labor. (If this is left unmarked and a floor plan has been submitted, GES will proceed with the floor work)

☐ FLOOR WORK - DISTRIBUTION
  - EXHIBITOR SUPERVISED (DO NOT PROCEED)
    Exhibitor will supervise.
    • You must schedule date & time below as well as # of electricians and estimated hours.
    • GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor’s property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor’s supervision. Exhibitors must stay clear during movement of freight.
    • Labor cannot be scheduled prior to assigned target date.

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

BOOTH WORK - Please indicate type of work to be performed
☐ Hang lights
☐ Hook-up equipment
☐ Other: ________
“Plasmas 37” and larger require 2 electricians.

Is there more than one (1) drop location?
☐ Yes ☐ No  Additional drops will be charged on a time and material basis depending on when order & floor plan are received.

All booths requiring floor work labor must send a booth floor plan to GESElectricalChicago@ges.com. They can also be faxed to 702.616.8155. Please write your booth number, show name and email address on the fax. To receive the discount rate on outlets and labor, the E-4: Electrical Booth Layout form or a scaled plan in CAD or PDF format must include main drop location, additional drop locations, electrical distribution, orientation, outlets, fixtures, and all 1000 watt overhead focus points must be attached to this form, as well as, a form of payment or emailed to GESElectricalChicago@ges.com.

Place Order Here

SCHEDULE DATES: AM PM
SCHEDULE START TIME AM PM
SCHEDULE END TIME AM PM
TOTAL # OF ELECTRICIAN X
TOTAL # OF HOURS X
LABOR RATE = TOTAL

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign:

X

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Need Assistance?
Toll Free: 800.475.2098 | www.ges.com/chat
© 2014 Global Experience Specialists

071695066
A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

Main Drop Location

To use this grid:
- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _______ feet square since my booth is _____ feet wide by _______ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: ________)

FRONT OF BOOTH (indicate adjacent booth or aisle number: ________)

*This form must be returned to GES for your Electrical orders to be processed.
Payment and Credit Card Charge Authorization

Credit Card Authorization: Global Experience Specialists • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437
Check Payments: Global Experience Specialist • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

36TH ANNUAL CONFERENCE OF IEEE/EMBS
Sheraton Chicago Hotel and Towers, Exhibit Hall A&B
August 27 - 29, 2014

Form Deadline Date: August 6, 2014

Mandatory Form*

Company Name:  
Email Address:  
Street Address:  
City:  
State:  
Zip:  
Phone:  
Fax:  
Purchase Order Number:  
Country:  
Booth Number:  
Show Site Contact Name and Phone Number:  

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. 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 $50.00 fee for returned NSF checks.

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

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists (GES)
501 Main Street, TX-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 888-715-1000 ext 50118
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

To properly credit your account, send the following information to the GES via email to Cash Application Team at cashapplication@ges.com.

• exhibiting company name, show name, show facility, and booth number
• date and amount of wire transfer
• bank and country where transfer originated

If you have any questions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the show.

• 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 GES.
• All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
• For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

*This form must be returned to GES for your orders to be processed.

Credit Card Charge Authorization

Account Number:

Produce Expiration Date:  
Expiration Date:  
Signature:  
*Signature Required Below

Cardholder's Name:  
Cardholder's Billing Address:  
City:  
State:  
Zip:  
Country:  

Calculation of Orders

<table>
<thead>
<tr>
<th>Service</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Rental</td>
<td>$</td>
</tr>
<tr>
<td>Plumbing</td>
<td>$</td>
</tr>
<tr>
<td>Electrical Labor</td>
<td>$</td>
</tr>
<tr>
<td>Other Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>Other Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863</td>
<td>$</td>
</tr>
</tbody>
</table>

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of:  
Enclosed is a check in the amount of:  

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

Please Sign:  
Authorized Signature/Cardholder's Signature:  
Authorized Name - Please Print:  
Date:  

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071695066
### 3rd Party Billing Request

**Form Deadline Date:**
August 6, 2014

**36TH ANNUAL CONFERENCE OF IEEE/EMBS**
Sheraton Chicago Hotel and Towers, Exhibit Hall A&B
August 27 - 29, 2014

If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm Credit Card Authorization**.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party Credit Card Authorization**.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

### STEP 1: Exhibiting Firm - Complete Below Information

<table>
<thead>
<tr>
<th>EXHIBITING FIRM</th>
<th>STREET ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE</td>
<td>FAX</td>
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</table>

The items checked below are to be invoiced to the Exhibiting Firm:
- Electrical Outlets
- Electrical Labor
- Other (Please Specify)

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**PLEASE SIGN**

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATURE</th>
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<tr>
<th>AUTHORIZED NAME - PLEASE PRINT</th>
<th>DATE</th>
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</table>

### STEP 2: Exhibiting Firm Credit Card Charge Authorization

<table>
<thead>
<tr>
<th>CARDHOLDER'S NAME</th>
<th>PLEASE PRINT</th>
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<table>
<thead>
<tr>
<th>CARDHOLDER'S BILLING ADDRESS</th>
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<table>
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</table>

| Account Number | - | - | - |

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

All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

**PLEASE SIGN**

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### Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site.
(EAC Notification Form and insurance requirements must be completed for admission)

### STEP 3: Third Party - Complete Below Information

<table>
<thead>
<tr>
<th>THIRD PARTY</th>
<th>STREET ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
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<tr>
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The items checked below are to be invoiced to the Third Party:
- Electrical Outlets
- Electrical Labor
- All Services
- Other (Please Specify)

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, Agreement and Rules and Regulations between GES and EAC (L4).

**PLEASE SIGN**

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### STEP 4: Third Party Credit Card Charge Authorization

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© 2014 Global Experience Specialists
1. Definitions
GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Services and/or Contractor and/or their respective General Contractor and/or their respective Subcontractors and/or their respective Subcontractor and/or their respective Subcontractor’s agents and/or their respective Subcontractor’s contractors and/or their respective Subcontractor’s employees, and/or their respective Subcontractor’s agents, contractors, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is required to perform services; Carrier: Motor carrier, line, air or surface freight forwarder; Shipper: Company or entity through which shipments are shipped; Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be readily accessible at all times; Specialized Storage, Damaged and/or Disassembled Materials: Goods requiring special handling or treatment, including supervision of labor secured through GES. All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

2. Scope
These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer Appointed Contractors and/or Individuals in a capacity as defined in this contract. Each party shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Customer Obligations
a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer’s behalf after purchase, by placing an order online, via fax, phone or through a work order.
b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of receipt of services. A failure to pay timely will result in Customer not having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided, payments will be made to the credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

4. Mutual Obligation Indemnification
a. Customer to GES. Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney’s fees and court costs, resulting from any injury to or death of persons or property other than GES or arising from performance of Services herein. Customer agrees to indemnify and hold harmless GES for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and their representatives; in installation, exhibition, dismantle and/or other services provided by any agents or employees engaged in business on behalf of Customer or present at Customer’s invitation, including supervision of labor secured through GES. Customer’s obligations under this provision shall not apply to claims arising from or in connection with any negligent acts or omissions of GES. CUSTOMER ACKNOWLEDGES THAT STORAGE IN THE FACILITY PRIOR OR SUBSEQUENT TO THE EFFECTIVE DATES OR HOURS OF EXHIBITOR’S SPACE LEASE WITH SHOW MANAGEMENT WILL BE DENIED.

5. Disclaimer and Limitation of Liability
UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

6. No Liability for Loss or Damage to Goods
a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be subject to loss or damage by heavy equipment, flooding, fire and other perils. It is the Customer’s responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show Site.
b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to GES without the premium and at its sole risk and condition.
c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public authority, public or private regulations, hostilities, war, civil commotions, and other causes beyond the control of GES, which have been marked as “off limits to exhibitions”; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor’s space lease with show management.

7. Measure of Damage
b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES by or on behalf of Customer within 48 hours of discovery. Any notice must state in writing the date of declination of any part of a claim (logistics claims excluded). GES’ measure of damage for customers is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $.0250 (USD) per pound of shipment whichever is less.
c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods at risk of damage, listing the damage or loss, and showing the amount alleged to be owed for damage, or loss.
b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES by or on behalf of Customer within 48 hours of discovery. Any notice must state in writing the date of declination of any part of a claim (logistics claims excluded). GES’ measure of damage for customers is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $.0250 (USD) per pound of shipment whichever is less.

8. Miscellaneous
a. Insurance: GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

9. Jurisdiction, Choice of Forum
These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

10. Advanced Warehousing/Temporary Storage/Long Term Storage
All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled “Storage Agreements”. In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES’ liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES’ sole negligence. GES’ liability is limited to $5.00 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1.50 (USD) per pound whichever is less.

11. Force Majeure: GES shall not be liable for any loss or damage occurring or while the Goods are unattended at Customer’s booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer’s chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and no liability to the customer will be documented where discrepancies exist.

12. Hanging Items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer’s own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer’s failure to comply with this provision.

13. VII. Measure of Damage
a. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES by or on behalf of Customer within 48 hours of discovery. Any notice must state in writing the date of declination of any part of a claim (logistics claims excluded). GES’ measure of damage for customers is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $.0250 (USD) per pound of shipment whichever is less.

14. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES by or on behalf of Customer within 48 hours of discovery. Any notice must state in writing the date of declination of any part of a claim (logistics claims excluded). GES’ measure of damage for customers is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $.0250 (USD) per pound of shipment whichever is less.

15. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods at risk of damage, listing the damage or loss, and showing the amount alleged to be owed for damage, or loss.

16. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of loss or damage. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services. It is Customer’s sole responsibility to file any such claims that result from Customers’ failure or supervision assigned. Customer acknowledges that the show management with an indemnity, including defense costs, for any claims that result from Customers’ failure or supervision assigned.

17. VIII. Miscellaneous
a. Insurance: GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

18. IX. Jurisdiction, Choice of Forum
These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

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