

ISMPP 13th Annual Meeting
Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming-ISMPP 13th Annual Meeting. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede'sISMPP 13th Annual Meeting Customer Service Representative at cswashington@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Brede EXPOSITION SERVICES

Brede Customer Service

- *301.937.8600 Fax 301.937.6513 e-mail: cswashington@brede.com*
- *Office Hours: 8:00 AM - 4:30 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Susan Marek
- 908.859.8414
- smarek@ismpp.org

Booths

Each 10' booth includes:

- 8' high back drape– Blue & White
- 3' high side drape– Blue
- (1) 6' x 30" draped table-White
- (3) side chairs
- (1) waste basket
- Complimentary WiFi
- (1) one-line booth ID sign with booth number

Each table-top includes:

- (1) 6' x 30" draped table-White
- (2) side chairs
- (1) wastebasket
- (1) one-line booth ID sign with booth number

Material Handling

The exhibit hall is carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the *Carpet Order* form.

Advance to Warehouse

Late to warehouse charges apply after: April 21, 2017

TO: Exhibiting Company Name and Booth #

FOR: ISMPP 13th Annual Meeting
Brede Exposition Services
c/o YRC
7600 Preston Dr.
Landover, MD 20785

Direct to Show Site

Do not deliver prior to: April 30, 2017

TO: Exhibiting Company Name and Booth #

FOR: ISMPP 13th Annual Meeting
c/o Brede Exposition Services
Gaylord National Resort & Convention Center
201 Waterfront St. / Cherry Blossom Ballroom
National Harbor, MD 20745

Exhibitor Schedule

Exhibitor Move-in:	Sunday	April 30	1:00 PM	—	6:00 PM
Show Hours:	Monday	May 1	7:30 AM	—	5:45 PM
	Tuesday	May 2	7:00 AM	—	5:45 PM
	Wednesday	May 3	7:00 AM	—	11:00 AM
Exhibitor Move-out:	Wednesday	May 3	11:00 AM	—	3:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: 12:00 PM on May 3, 2017. The hall must be clear of all freight by 3:00pm, no exceptions

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



Find more on Brede.com



phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Show Details

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Information Form

Please make your show site representative aware of the following policies.

Payment & Pricing Policies

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	April 14, 2017
Brede standard exhibits rentals	April 14, 2017
Brede custom exhibits rentals	March 31, 2017
Labor orders	April 14, 2017

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	April 21, 2017
Shipments to show site to arrive no sooner than:	April 30, 2017

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 14, 2017

Order Summary

Carpet	$ _____
Tables & Accessories	$ _____
Brede Rental Exhibits	$ _____
Material Handling	$ _____
Labor	$ _____
Booth Cleaning	$ _____
Graphics	$ _____
Total Due	$ _____

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Brede Job #
705109

Our Federal ID #
52-1248980

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include ISMPP 13th Annual Meeting and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Order Summary / Payment Method

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | | |

Exhibiting Company _____

Booth Number _____

Credit Card Authorization

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 14, 2017

Find more on Brede.com

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Qty	*Size*		*Advance*	*Standard*	*Subtotal*
_____	10' Carpet		$ 175.50	$ 228.25	$ _____
_____	20' Carpet		$ 372.00	$ 483.50	$ _____
_____	30' Carpet		$ 557.75	$ 725.00	$ _____
_____	40' Carpet		$ 743.50	$ 966.50	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 5.00 *per sq. ft.*	$ 6.50 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ 1.15	$ 1.50	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ .52 *per sq. ft.*	$ .68 *per sq. ft.*	$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal ☐ White ☐ Burgundy ☐ Navy ☐ Silver Cloud ☐ Beige
☐ Red ☐ Emerald ☐ Black ☐ Nu Blue ☐ Royal Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 5.40 *per sq. ft.*	$ 7.00 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
6% MD Tax $ _____
Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Carpet

Brede EXPOSITION SERVICES

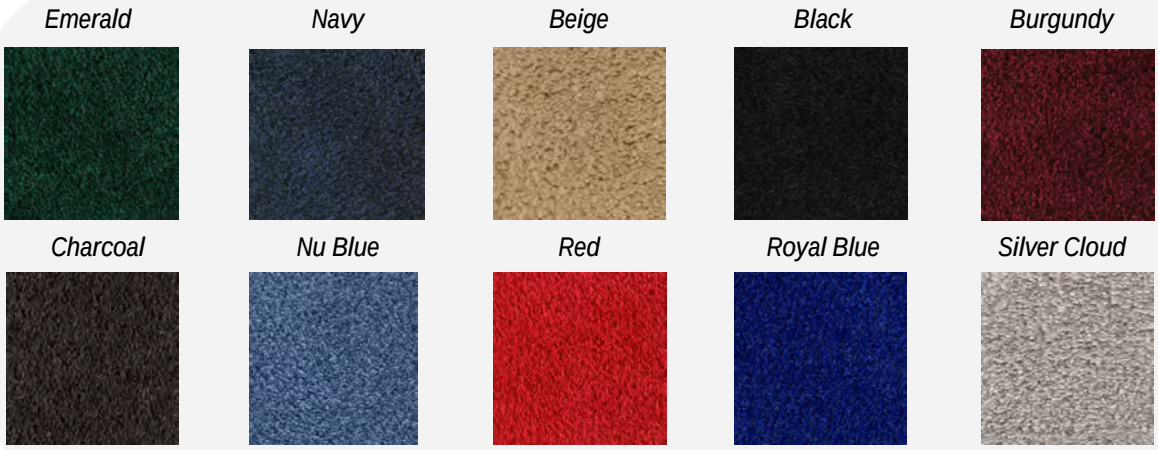
ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Standard Carpet Colors



Plush Custom Carpeting



Display Table Drape Colors



Color Guide

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 14, 2017

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 124.50	$ 162.00	$
	6' x 2' draped table	$ 141.50	$ 184.00	$
	8' x 2' draped table	$ 173.50	$ 225.50	$
	4th side drape	$ 53.50	$ 69.50	$
	4' x 2' undraped table	$ 59.00	$ 76.75	$
	6' x 2' undraped table	$ 75.00	$ 97.50	$
	8' x 2' undraped table	$ 78.50	$ 102.00	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 159.75	$ 207.75	$
	6' x 2' draped table	$ 188.50	$ 245.00	$
	8' x 2' draped table	$ 207.25	$ 269.50	$
	4th side drape	$ 53.50	$ 69.50	$
	4' x 2' undraped table	$ 91.25	$ 118.75	$
	6' x 2' undraped table	$ 106.00	$ 138.00	$
	8' x 2' undraped table	$ 118.00	$ 153.50	$
	12" Tabletop Risers (includes white vinyl top)			
	4' x 12" draped riser	$ 62.00	$ 80.75	$
	6' x 12" draped riser	$ 83.25	$ 108.25	$

Accessories

Find more on Brede.com

Qty	Item	Advance	Standard	Subtotal
	Padded Side Chair—Grey	$ 61.00	$ 79.50	$
	Padded Arm Chair—Grey	$ 83.25	$ 108.25	$
	Swivel Chair—-Grey	$ 92.75	$ 120.50	
	Counter Stool with Back	$ 100.00	$ 130.00	$
	30" Pedestal Table ☐ 30" d ☐ 36" d	$ 96.50	$ 125.50	$
	42" Pedestal Table ☐ 30" d ☐ 36" d	$ 100.50	$ 130.75	$
	Waste basket	$ 25.75	$ 33.50	$
	Floor Easel	$ 54.50	$ 71.00	$
	Sign Stand 22" x 28"	$ 62.00	$ 80.75	$
	Bag Rack	$ 136.00	$ 177.00	$
	Waterfall Rack	$ 136.00	$ 177.00	$
	Literature Rack	$ 207.00	$ 269.00	$
	Garment Rack	$ 215.00	$ 279.50	$
	Tackboard 8'x4' (horizontal only)	$ 160.75	$ 209.00	$
	Perfboard 8' x 4' (horizontal only)	$ 160.75	$ 209.00	$
	3' high drapery (per ft)	$ 21.50	$ 28.00	$
	8' high drapery (per ft)	$ 24.75	$ 32.25	$

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6% MD Tax $ _____

Table Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Tables & Accessories

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 14, 2017



Plan A: 10' In-Line Option Includes:

• Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 2,717.25	$ 3,532.50	$ _____
_____	Color Hardwall Panels	$ 2,942.75	$ 3,825.50	$ _____
_____	Velcro Compatible Panels	$ 3,662.75	$ 4,761.50	$ _____



Plan B: 20' In-Line Option Includes:

• Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 4,837.00	$ 6,288.00	$ _____
_____	Color Hardwall Panels	$ 5,275.75	$ 6,858.50	$ _____
_____	Velcro Compatible Panels	$ 6,361.25	$ 8,269.75	$ _____

Color

Select Panel Color (Hardwall Color/Velcro Panels) ☐ Black ☐ Blue ☐ Grey

Select Carpet Color: ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Red ☐ Plum ☐ Grey ☐ Burgundy ☐ Forest Green

Header Copy:

Header Copy ~ One line with block letters: _____

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	$ 200.00	$ 260.00	$ _____
_____	Adjustable Shelves	$ 51.00	$ 66.50	$ _____
_____	Spot Lights (use w/ rental only)	$ 56.75	$ 73.75	$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.



Need More Options?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Brede will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor.

For custom possibilities, please contact Brede.



Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- There is a $50.00 surcharge for keys not returned to the service desk @ close of show.

Calculate

Subtotal $ _____

6% MD Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Brede Rental Exhibits

Brede EXPOSITION SERVICES

Brede Custom Exhibits

Inline



10x20



10x20

Island



20x20

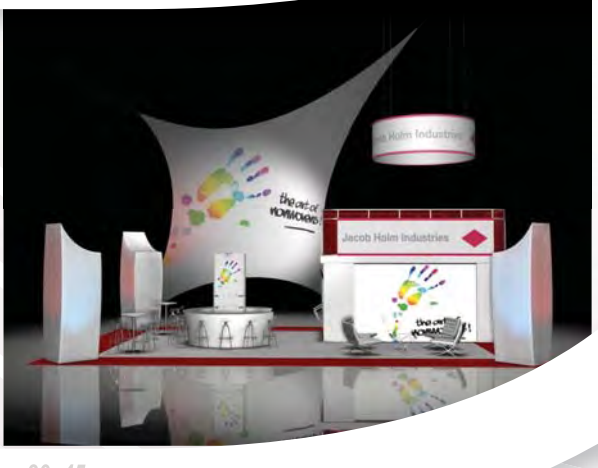


15x30

Island



15x20

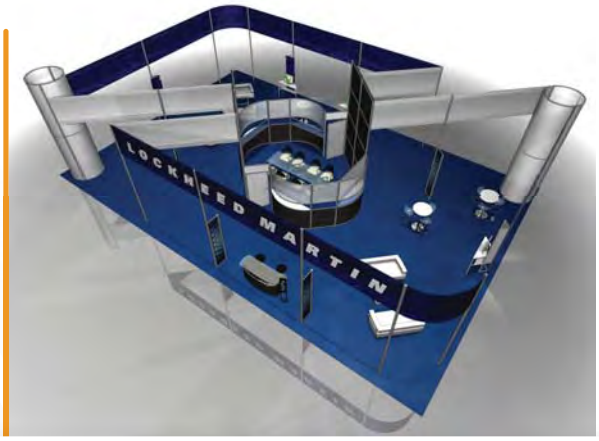


30x45

Brede EXPOSITION SERVICES

Brede Custom Exhibits

Custom

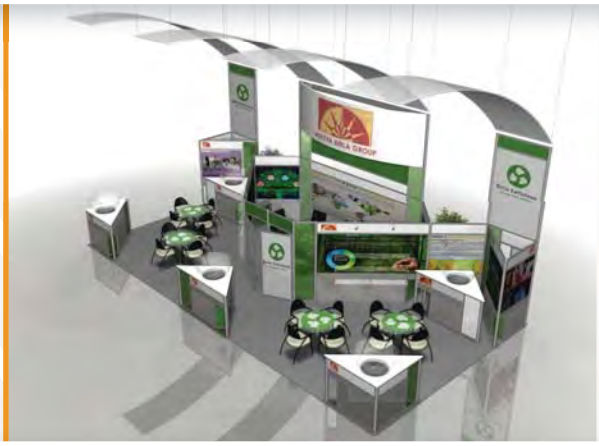


40x60



20x30

Custom



20x40

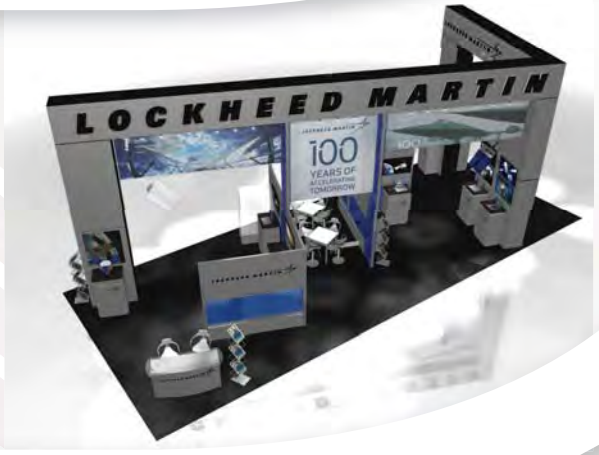


30x50

Custom



40x80



20x45

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

Advance Order Discount Deadline: March 31, 2017

Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

Marketing Objectives Please describe your goals for exhibiting atISMPP 13th Annual Meeting:

_____

_____

Exhibit Requirements

☐ Reception Area	☐ Focal Point	☐ Literature Access	☐ Theater	☐ Interactive Monitors
☐ Seating	☐ Work Stations	☐ Hospitality	☐ Interactive Kiosks	
☐ Lead Retrieval	☐ Conference Area	☐ Live Presentation Stage	☐ Product Display	*(please describe product & requirements)*

Pantone Colors: _____ _____

Corporate Website : _____ _____

Budget Guidelines Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? _____ Does the budget include graphics? ☐Yes ☐No

Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Custom Rental Exhibits

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins 30 days prior to exhibitor move-in.
- Shipments received at the warehouse after April 21, 2017 are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. 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

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Material Handling Information

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to April 30, 2017. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. 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

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Material Handling Information

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: ISMPP 13th Annual Meeting
Brede Exposition Services
c/o YRC
7600 Preston Dr.
Landover, MD 20785

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by April 21, 2017 to avoid late charges.
- Due to the move-in schedule, it is highly recommended you ship to the advance warehouse.

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: ISMPP 13th Annual Meeting
c/o Brede Exposition Services
Gaylord National Resort & Convention Center
201 Waterfront St. / Cherry Blossom Ballroom
National Harbor, MD 20745

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- Shipments will be received at the facility no sooner than April 30, 2017 during move-in hours.
- Due to the move-in schedule, it is highly recommended you ship to the advance warehouse.

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Material Handling Information

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

	Material Handling Rate *Rates below include any applicable OT charges* *per 100 lbs*
Description: A 200 lb minimum charge per shipment applies	
Advance to Warehouse: Crated	$129.75
Direct to Show site: Crated	$125.50
Advance to Warehouse: Special Handling	$126.00
Direct to Show site: Special Handling	$157.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	$188.50
Advance to Warehouse/Direct to Show site: Small Packages	$50.00 *each*

Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after April 21, 2017 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$28.00 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$260.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						TOTAL		$

Show Site Contact Name _____ Show Site Phone _____

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Material Handling Rates

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $126.00 per CWT = $252.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $126.00 per CWT = $252.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $126.00 per CWT = $252.00

  TOTAL cost of three shipments arriving *separately*: $756.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $126.00 per CWT = $252.00

  TOTAL cost of one *consolidated* shipment: $252.00 *Savings of $504.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

7600 Preston Dr.

Landover, MD 20785

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Exhibitor

Booth

Late to warehouse charges apply after:

April 21, 2017

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

7600 Preston Dr.

Landover, MD 20785

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Exhibitor

Booth

Late to warehouse charges apply after:

April 21, 2017

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: Gaylord National Resort & Convention Center
201 Waterfront St.
Cherry Blossom Ballroom
National Harbor, MD 20745

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Exhibitor

Booth

Do not deliver prior to:

April 30, 2017

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: Gaylord National Resort & Convention Center
201 Waterfront St.
Cherry Blossom Ballroom
National Harbor, MD 20745

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Exhibitor

Booth

Do not deliver prior to:

April 30, 2017

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



Exhibit Services

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) | Live Chat

YRC FREIGHT

Copyright 2014 YRC Worldwide Inc. Printed in U.S.A. YRC-014 03/14

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: April 14, 2017

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- Do not leave Bills of Lading in your booth!

Outbound Shipping Information

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC ☐ Other Ground _____

Air

☐ YRC ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Bill of Lading & Labels Request

Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Brede Exposition Services has the responsibility of receiving and handling all exhibit material and empty containers. It is Brede's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede will not be responsible, however, for any material they do not handle.

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, tow motors, dollies, pallet jacks etc. An exhibitor may hand-carry in one trip any material that does not require the use of wheels or other material moving devices.

Booth Labor

Carpenters Local Union 491 claims jurisdiction over setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your product. Up to two (2) full-time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor from the service contractor in order to complete the work.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 14, 2017

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs 30% of total labor bill.
- There is a $50.00 minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$93.00 *per person per hour*
Overtime *4:30 p.m.—8:00 a.m. Monday-Friday* *All day Saturday, Sunday,* *and observed union holidays*	$138.00 *per person per hour*

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	*# Laborers Requested*		*Est. Hrs. per laborer*		*Total Hrs.*		*Rate* per person per hour*		*Subtotal*		*Brede Supervision (Subtotal X .30)*		*Estimated Cost*
Installation	_____		X		=		X		=	$	+	$	=	$
Dismantle	_____		X		=		X		=	$	+	$	=	$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Labor

Accessible Storage

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. These services must be ordered on-site.

Notes

- You must sign up for these services and pick up your access storage labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Storage Rates

- The rate for accessible storage is $140.00 per skid, plus access rates.

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ FAX#: _____

EMAIL ADDRESS: _____ CELL#: _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Non-Official I&D Contractor

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 14, 2017

Cleaning Options

Select	Service	Days		Booth Size (100 sq. ft. minimum)		Advance (per sq. ft.)	Standard (per sq. ft.)		Subtotal
☐	Vacuum once prior to show opening. *Includes emptying of waste baskets*	1	X		X	$0.70	$.91	$	
☐	Vacuum once prior to show opening and daily thereafter. *Includes emptying of waste baskets*	3	X		X	$0.56	$0.73	$	

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Booth Cleaning

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 14, 2017

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 87.00	$ 113.00	$ _____
_____	14" X 22"	$ 114.00	$ 148.25	$ _____
_____	22" X 28"	$ 126.00	$ 164.00	$ _____
_____	28" X 44"	$ 182.50	$ 237.25	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width	=	Square footage	X	Advance	Standard	=	$	Subtotal
	X		=		X	$21.50 *per sq. ft.*	$28.00 *per sq. ft.*	=	$	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one
☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
6% MD Tax $ _____
Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Graphics

Brede EXPOSITION SERVICES

ISMPP 13th Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
May 1-3, 2017

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

Fire Regulations

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

URBAN | JUNGLE
plant and floral service

Mail or fax this form to:
Urban Jungle, Inc.
P.O. Box 6165
McLean, VA 22106
703-241-8545 phone
info@urbanjungleinc.com
[Tax ID #: 54-1796144]

PLANT & FLORAL ORDER FORM

QTY	ITEM	Advance*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	$ 60.00	$ 70.00	
	Floral Arrangement (approx. 18" H)	$ 80.00	$ 95.00	
	Custom Floral Arrangement (call for assistance)	Call / email	Call / email	
	Bud Vases (list color preference)	$ 25.00	$ 30.00	
	Tropical Arrangements	$ 75.00	$ 90.00	
	Roses, arranged, one dozen (color_____)	$ 75.00	$ 85.00	
	Orchid Plants (Small_____ Large_____)	$50 / $75.00	$60 / $85.00	
	Mum Plants (white____ yellow_____ lavender_____)	$ 25.00	$ 30.00	
	Azaleas (red _____ pink _____ white _____)	$ 35.00	$ 40.00	
	Bromeliads (Red, pink, yellow, other)	$ 35.00	$ 40.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	$ 30.00	$ 35.00	
	Small (6"pot) Ivy _____ Pothos _____	$ 25.00	$ 30.00	
	Large Fern _____ Ivy_____ Pothos_____	$ 30.00	$ 35.00	
	Glass Bowl for Cards (yours to keep)	$ 25.00	$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ greens and color	$ 135.00	$ 150.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	$110.00	$ 125.00	
	Pkg C: large container w/ivy and blooming plants	$ 110.00	$ 125.00	
	2' Green Plants	$ 30.00	$ 40.00	
	3' Green Plants	$ 40.00	$ 50.00	
	4' Green Plants	$ 50.00	$ 60.00	
	5' Green Plants	$ 60.00	$ 70.00	
	6' Green Plants	$ 70.00	$ 80.00	
	7' Green Plants	$ 95.00	$ 110.00	
	8' - 10' Green Plants	$115.00	$130.00	
Decorative Containers: White Black Wicker ♦ **Call for prices on brass, chrome, terra cotta pots**			**SUB TOTAL**	$
♦ ***Tax is based on show location*** ***WDC – 5.75% MD – 6% VA – 6% Philadelphia – 8%***			***Sales Tax*** ***See list at left***	$
www.urbanjungleinc.com	EMAIL OR CALL FOR CATALOGUE OF FLOWERBOXES, IVY WALLS, TOPIARIES, ETC.		**TOTAL AMOUNT DUE**	$

Please remit payment to URBAN JUNGLE, Inc.

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

❑ *HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH*: Date_____ Time_____

Exhibitor: _____ Telephone #: _____
Third Party: _____ Mobile # _____
Address: _____ PO # _____
City, State, ZIP: _____ ***email**:*** _____

Show Name: _____ Location: _____
Show Dates: _____ Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
Credit Card #: _____ Exp. Date: _____ Security # _____
Name on Card: _____ Billing Zip: _____

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

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

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

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at $25.00 per balloon with a $100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

no concession style food sales are permitted

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.

- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.

- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.

- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.

- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.

- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor's double-face tape be applied to the low tack tape.

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

ELECTRICAL/UTILITY SERVICES

FAX OR MAIL TO: Gaylord National Resort & Convention Center
201 Waterfront St. National Harbor Md. 20745
Office: 301-965-3710
Fax: 301-965-3797
For Inquires: GNExhibits@gaylordhotels.com

EVENT NAME_____ SHOW DATE_____

COMPANY NAME_____ BOOTH# _____

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE

**Prices subject to change without notice*

Electrical Packages				Advanced Price	Standard Price	QTY	Amount
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multistrip			$165.00	$205.00		
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multistrip			$240.00	$275.00		
Volts	**Max Watts**	**Circuit Amps**	**Phase**	**Advanced Price**	**Standard Price**	**Qty**	**Amount**
EACH UNIT OF POWER COMES WITH ONE OUTLET							
120	500	5	Single	$138.00	$175.00		
120	2,000	20	Single	$220.00	$245.00		
208	3,300	20	Single	$300.00	$350.00		
208	5,700	20	Three	$400.00	$475.00		
208	5,000	30	Single	$410.00	$490.00		
208	8,600	30	Three	$550.00	$655.00		
208	9,900	60	Single	$700.00	$840.00		
208	17,000	60	Three	$1,100.00	$1,300.00		
100, 200 & 400 amps are available. Please call for a quote 301-965-3710							
1 Outlet Extension cord. RENTAL ONLY					$15.00		
6 Outlet Multi-strip. RENTAL ONLY					$25.00		
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					$350.00		
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					$350.00		
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					$350.00		
One time fill and drain. Maximum of 300 gallons					$400		
Transformer Rental					$150.00		
Special orders: *Example: Overhead electrical, 24 hour service*							

Credit Card: Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club ☐

Card # _____

Email Address:_____ Exp. Date:_____
Please Print

Signature:_____ Phone #: _____

SCALED FLOOR PLANS
A scaled floor plan showing the requested location(s) of the power/engineering drop(s) must accompany your order. If a drawing is not provided, Gaylord National will install the service in the most convenient location and charges will apply for relocation.

***ELECTRICAL LABOR**
Labor rates apply:
Special power requirements, such as overhead power, wiring of the booth, foreign connections, outdoor displays etc. These will be subject to time and materials.

LABOR RATES
Mon – Fri 8:00 am – 5:00 pm - $95.00 /hr.
All other times - $170.00/hr.
Labor and materials will be charged to the credit card on file.

ELECTRICAL/ENGINEERING CONNECTIONS
There will be a 15% installation and removal assessment on all orders.

Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.

Receipts:
Paper receipts will be distributed at show site.
Electronic receipts will be available after the show close through GNExhibits@gaylordhotels.com
Please include the show name and booth # in your request.

24 Hour Service will be double the listed price

Charges:	$
Labor:	* If Applicable
Installation & Removal (15%):	$
SUBTOTAL:	$
Tax (6%):	$
TOTAL:	$

Please fax form to 301-965-3797

For your security, we cannot accept credit card information via e-mail.
Maryland tax form must accompany this form to claim TAX EXEMPT

Gaylord Confidential and Proprietary Information

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

NETWORK & TELECOMMUNICATION SERVICES
GAYLORD NATIONAL RESORT & CONVENTION CENTER
Information Technology Department
201 Waterfront St National Harbor Md. 20745
Fax: 301.965.2598
Email IT questions to:
Aaron.Harley@GaylordHotels.com
PLEASE DO NOT EMAIL CREDIT CARD INFORMATION

Event Name: _____ Event Dates: _____

Company & Contact Name: _____ Booth Number: _____

Email Address _____ Contact Number: _____

	QTY	Advance Rate	Standard Rate	Total
High-Speed Wireless Access		*>2 weeks Adv*	*<2 weeks*	
Wireless Internet (1st Device)	_____	$800.00	$1,100.00	_____
Additional Connection	_____	$250.00	$300.00	_____
Please choose a User ID:_____				
Please choose a Password:_____				
High-Speed Wired Access				
Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.				
Wired Internet Access (1st Device)	_____	$1,300.00	$1,500.00	_____
Additional Connection	_____	$300.00	$350.00	_____
Dedicated Internet Access – Dedicated Private VLAN				
1.5 Mb/sec	_____	$2,500.00	$3,900.00	_____
3.0 Mb/sec	_____	$5,000.00	$6,500.00	_____
6.0 Mb/sec	_____	$7,500.00	$11,000.00	_____
Static Public IP ***Requires dedicated selection***	_____	$350.00	$400.00	_____
Telecommunication (Telephone) Services				
Standard DID telephone/fax/modem line	_____	$325.00	$350.00	_____
Polycom (speakerphone)	_____	$250.00	$350.00	_____
Standard Desk Telephone	_____	$30.00	$40.00	_____
Labor - Troubleshooting / Move / Change	_____	$100.00	$150.00	_____

For security reasons we cannot accept credit card information via email so please use the fax number provided.

Credit Card ☐ Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners

CARD #_____ **EXP. DATE:** _____

SIGNATURE: _____ **PHONE #** _____

E MAIL ADDRESS: _____

ON SITE CONTACT:_____ **PHONE #** _____

Charges:	$ _____
24% Facility Fee	$ _____
Subtotal:	$ _____
6% Tax:	$ _____
TOTAL:	$ _____

This form has been created in order to allow you to have event expenses charged to your credit/debit card. We ask you to please sign and date the form before submission. **Please fax the completed form to 301.965.2598.** *If you do not have access to a fax machine, please email the form with the credit card information blank and the IT team will follow up for credit card info.*

1. **Fax a layout of your booth to 301-965-2598. Please mark where your wired connections should be dropped and located. We cannot process your order without a diagram.** Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
2. All equipment and services are subject to a 6% sales tax.
3. NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths.

- Installation of network and cabling services within the Gaylord National Resort and Convention Center must be performed by Gaylord IT Staff or a pre-approved vendor. IT Services should be ordered by each exhibitor individually and are not to be shared with other exhibitors; without the prior consent of Gaylord National Staff.

- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for IT services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.

- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) may be billed to the exhibitor.

- All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date. If we are not notified we may refuse access and delivery.

- All exhibitor network services are to be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time unless prearranged with Gaylord National IT Staff.

- Rates quoted for all services; include delivery of the requested communication services to a booth, will be in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.

- Changes to original orders will require a service change order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in full hour increments (minimum charge is 1 hour). Labor rate is $150.00/hour.

- Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be provided for service cancelations with less than forty-eight (48) business hours notice prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Gaylord National IT Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies, without prior approval. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.

- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

- Gaylord National Resort and Convention Center reserves the right to troubleshoot network issues with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.

- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server.

- Gaylord National Resort and Convention Center does not provide end point computing equipment. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

- Wireless users will receive a user name and password specific to a MAC Address that it initially logs onto the network. If the username and password is used by multiple devices, i.e. (pc, laptop, pocket pc, etc.) additional connections may apply at the standard rate. These charges are subject to be applied to the credit card on file. No sharing of password and usernames will be permitted.

- Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the preferred supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.

- **Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NAT'ing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**

Please do not send a photocopy of the front or back of your credit card.
For security reasons, we cannot accept completed forms via email.

AUDIOVISUAL EXHIBITOR SERVICES

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:	ROOM/EXHIBIT BOOTH #:
COMPANY NAME:	ON-SITE CONTACT NAME:		ONSITE PHONE #:	
STREET ADDRESS:	CITY & STATE :		ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE		DELIVERY TIME ☐ AM ☐ PM	
EMAIL ADDRESS:	PICKUP DATE		PICKUP TIME ☐ AM ☐ PM	
ORDERED BY:				

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

If you have a special request or need additional equipment, send completed forms to psgnexhibits@psav.com or fax 877.917.1223

ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 10 BUSINESS DAYS PRIOR TO SHOW OPENING.

VIDEO/DATA DISPLAY	QTY	PRICE
Projector Package w/Tripod Screen		$760
LCD Support Package w/Tripod Screen		$235
Laptop computer		$250
DVD/Blu-Ray Player		$165
Wired Keyboard or Mouse (each)		$30

AUDIO EQUIPMENT	QTY	PRICE
Large Monitor Speaker Package includes mixer, speaker & accessories		$315
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		$505
Wired Microphone: ☐ Handheld ☐ Lavalier		$100
Wireless Microphone Unit: ☐ Handheld ☐ Lavalier		$230

LIGHTING

Please call for designs and special packages

CUSTOM ITEMS	QTY	PRICE
		$
		$
		$
		$
		$

MONITORS	QTY	PRICE
Please check the correct boxes to indicate your source (HDMI, VGA, DVI or USB) and what stand will be needed. Includes Standard Cable lengths (5').		
17"-19" LCD Monitor (4:3) Table stand only VGA Only		$170
24" Multi Sync (16:9) ☐ Wallmount ☐ Table ☐ Pole Stand ☐ HDMI ☐ VGA ☐ DVI ☐ USB		$270
32"- 40" Monitor (16:9) ☐ Wallmount ☐ Table ☐ Pole Stand ☐ Shelf ($35) ☐ Speakers ($30) ☐ HDMI ☐ VGA ☐ DVI ☐ USB		$380
42"- 46" Monitor (16:9) ☐ Wallmount ☐ Table ☐ Pole Stand ☐ Shelf ($35) ☐ Speakers ($30) ☐ HDMI ☐ VGA ☐ DVI ☐ USB		$670
50"- 55" Monitor (16:9) ☐ Wallmount ☐ Table ☐ Pole Stand ☐ Shelf ($35) ☐ Speakers ($30) ☐ HDMI ☐ VGA ☐ DVI ☐ USB		$870
70"- 80" or larger Monitor (16:9) Please contact PSAV for quote ☐ Wallmount ☐ Table ☐ Pole Stand ☐ Shelf ($35) ☐ Speakers ($30) ☐ HDMI ☐ VGA ☐ DVI ☐ USB		

SPECIAL REQUESTS/NOTES

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multipying the price by the quantity ordered. Please include applicable Service Charge and Sales Tax on equipment rental.

Power and Internet must be ordered from the hotel

Gaylord National Exhibits
301.965.3710
gnexhibits@gaylordhotels.com

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor starting at $105 per hour and Service Charge (24%) will apply

PSAV at
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Exhibitor Services: 301.965.2047
Fax: 877.917.1223
Email: psgnexhibits@psav.com

Pricing is valid until December 31, 2017

PSAV®

©2017 PSAV. All Rights Reserved.

CORT

TRADE SHOW FURNISHINGS

Product Guide



Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools









© 2016 CORT. A Berkshire Hathaway Company.

Power Up In Style.

Denotes Powered Products POWERED



ROMA
SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H

ROMA
CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H





Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

Powered Seating

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



A) NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 28"H

B) NPLSOP
Naples Sofa, Powered
(black vinyl)
87"L 30"D 28"H

C) NPLLOP
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 28"H

Powered Tables



Charging adapters are available to rent for all powered products.

A) G30BWP
G30 Bar Table, Powered
(white top)
72"L 26"D 42"H

B) G30DWP
G30 Café Table, Powered
(white top)
72"L 26"D 30"H

C) G30CWP
G30 Cocktail Table, Powered
(white top)
72"L 26"D 18"H

D) C1WP
Sydney Cocktail Table, Powered
(white, brushed steel)
48"L 26"D 18"H

E) C1YP
Sydney Cocktail Table, Powered
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTW (white)
G) ADAPTB (black)

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38"RND 51"H

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



BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H



BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H



WHT12 Half Bench Ottoman
(white vinyl)
39"L 22.5"D 18"H



Detail of Electrical Charging Outlet

Powered Pedestals

Denotes AC and USB charging outlets

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



A. | B.



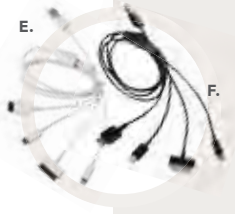
C. | D.

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

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

Charging Adapters
E) ADAPTW (white)
F) ADAPTB (black)

Charging adapters are available to rent for all powered products.



Powered Tech Desk

Denotes AC and USB charging outlets



B.

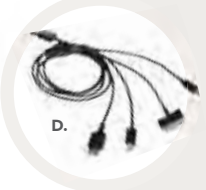


A.



C.





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

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

C) TECH3 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Charging Adapter
D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

Soft Seating Collections

HOPI
HOPCH Chair
(gray linen)
21"L 25"D 34"H

HOPI
HOPLV Loveseat
(gray linen)
48"L 25"D 34"H



SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17"H

Soft Seating Collections

A.



B.



FAIRFAX

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

B) FAIRCW Chair
(white vinyl, brushed metal)
30"L 27"D 30"H

Available in Power

A.



B.



ROMA

A) CHR003 Chair
(white vinyl)
37"L 31"D 33"H
CHRPWR (Powered)

B) SFA003 Sofa
(white vinyl)
78"L 31"D 33"H
SFAPWR (Powered)

A.



B.



C.



NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 28"H
NPLCHP (Powered)

B) NPLLOV Loveseat
(black vinyl)
62"L 30"D 28"H
NPLLOP (Powered)

C) NPLSOF Sofa
(black vinyl)
87"L 30"D 28"H
NPLSOP (Powered)

Soft Seating Collections



HEATHROW

HS008 Sectional 3pcs
(black vinyl)
72"L 48"D 28"H



HCH08 Heathrow Chair
(black vinyl)
24"L 24"D 28"H

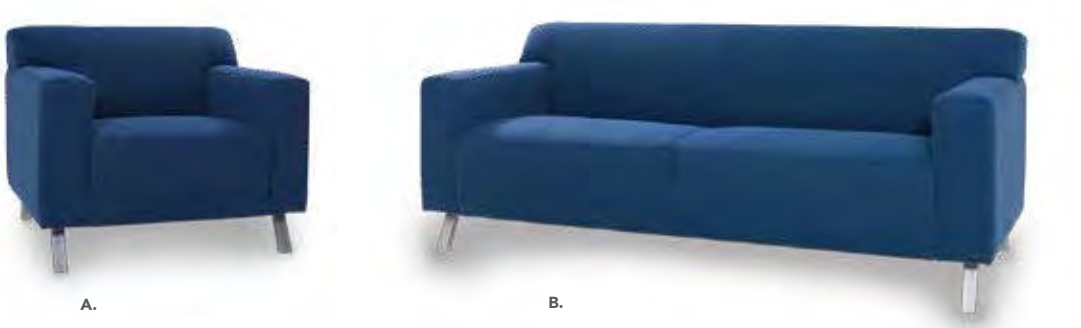


HC008 Heathrow Corner Chair
(black vinyl)
24"L 24"D 28"H



HEA08 Heathrow Sofa
(black vinyl)
48"L 24"D 28"H

Soft Seating Collections



A.

B.

ALLEGRO

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



A.

B.

TANGIERS

A) TANSOF Sofa
(beige textured)
78"L 37"D 36"H
B) TANCHR Chair
(beige textured)
34"L 37"D 36"H



A.

B.

C.

KEY LARGO

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



A.

B.

C.

SOUTH BEACH

A) SO1 Sofa
(platinum suede)
69"L 29"D 33"H
B) OTS Ottoman
(platinum suede)
25"L 31"D 18"H
C) SO2
Sofa Sectional 3pc.
(platinum suede)
152"L 40"D 33"H

Accent Chairs

KEY WEST

OCB Chair
(black)
31"L 31"D 31"H





SWANSON

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

MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



Accent Chairs



A.



B.



C.



D.

A) BCW
Madrid Chair
(white vinyl)
30"L 30"D 31"H

B) OCH
Madrid Chair
(black vinyl)
30"L 30"D 31"H

C) LABREA
La Brea Swivel Chair
(charcoal gray, fabric)
35"L 27"D 40"H

D) CCE
Ice Chair
(transparent, chrome)
17.25"L 20"D 32"H

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)



ZENITH
ZENCHR Chair
(white, chrome)
18.5"L 22"D 32"H



LAGUNA
LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

MALBA
MALGRY Chair
(gray)
20"L 20"D 32"H

MALBA
MALGRN Chair
(green)
20"L 20"D 32"H



Group Seating

Styles & Shapes

A. 

B. 

C. 

D. 

E. 

F. 

G. 

H. 

I. 

Berlin Chair
18"L 22"D 32"H
A) CS8 (black, white)
B) CS9 (red, white)

C) CS4
Syntax Chair
(black, chrome)
23"L 19"D 31"H

D) XCHR
Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H
E) CH002
Wendy Chair
(clear acrylic)
15"L 20"D 36"H
F) SC10
Razor Armless Chair
(white)
15.38"L 15.5"D 30.5"H

G) SC3
Brewer Chair
(onyx, black)
20"L 20"D 32"H
H) XC3
Luxor Guest Chair
(black vinyl)
27"L 28"D 40"H
I) XC6
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Ottomans



VIBE CUBE

18"L 18"D 18"H

A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB07 (beige vinyl)
D) VIB04 (red vinyl)
E) VIB05 (yellow vinyl)
F) VIB02 (blue vinyl)
G) VIB08 (orange vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

ENDLESS Square
34"L 34"D 15"H
A) END02B (black)
B) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
C) END01B (black)
D) END01W (white)

Bench Ottomans
60"L 20"D 18"H
E) BNO08 (black vinyl)
F) BNO75 (white vinyl)

G) SAL Sally Stool
(white)
12" Round 17"H

H) CUBL20 Edge LED Cube Ottomans
(white plastic)
20"L 20"D 20"H
A/C power only

I) WHT12 Half Bench
(white vinyl)
39"L 22.5"D 18"H

J) BNQ7 Quarter Curve
(white vinyl)
53"L 22"D 18"H

K) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.

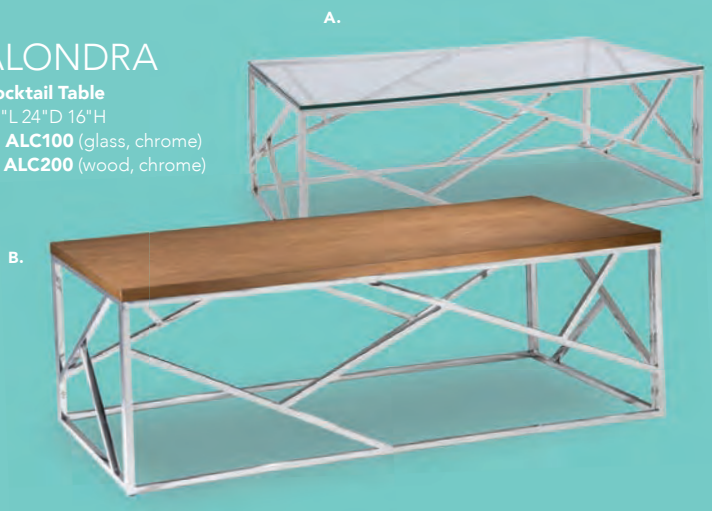
J.

Marche Swivel Ottomans
17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yelllow) fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabic)
G) MAR006 (rose quartz fabic)
H) MAR003 (linen fabric)
I) MAR004
(raspberry fabric)
J) MAR008
(meadow green)

Accent Tables

ALONDRA

Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)





ALONDRA

End Table
20"L 20"D 20"H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO

Cocktail Table
A) C1C (glass, chrome)
50"L 22"D 16"H
B) C1FWB (wood, black)
47"L 24"D 17"H





GEO

End Table
C) E1C (glass, chrome)
26"L 26"D 20"H
D) E1FWB (wood, black)
20"L 20"D 21"H

Styles & Shapes

Available in Power



















SYDNEY
(brushed steel)
Cocktail Tables
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)

End Tables
27"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

REGIS
(brushed metal)
E) REGBEN Bench Table
47"L 15.5"D 16"H,
F) REGOTT End Table
16"L 15.5"D 16.5"H

SILVERADO
(glass, chrome)
G) E1E End Table
24" Round 22"H
H) C1E Cocktail Table
36" Round 17"H

OLIVER
(walnut finish)
I) EOLI End Table
22" Round 22"H
J) COLI Cocktail Table
47"L 27"D 19"H

RUSTIC
(wood)
K) ETBL E-Table
21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
16" Round 17"H
M) NEMSAC
Mosaic Tables, Set of 3
(wood, metal)
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

N) AURA
Aura Round Table
(white metal)
15" Round 22"H

O) CUBTBL Edge LED
Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

Café Tables



A) 30SBHC 30" Round Café Table
(liquid steel blue top, chrome hydraulic base)
30"RND 29"H

B) RSTDIN Rustique Chair w/Arms
(gunmetal)
20"L 18"D 31"H

30" Round Café Tables
Standard Black Base
30" Round 29"H
A) ZTB (red top)
B) ZTH (liquid steel blue top)

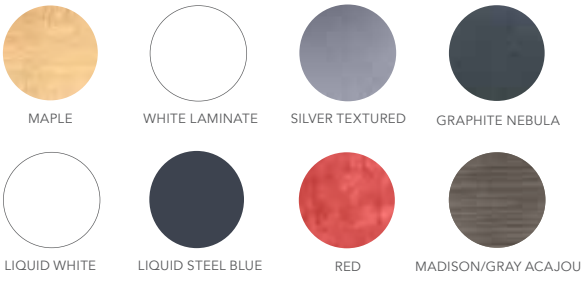
Hydraulic Chrome Base
30" Round 29"H
C) LIQ009 (liquid white top)
D) 30MAHC (Madison gray acajou top)

Malba Chair
20"L 20"D 32"H
E) MALGRN (green)



Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.









Café Tables
Standard Black Base
30" Round 29"H
A) ZTG (silver textured)
B) ZTJ (graphite nebula)
C) ZTK (maple)
D) LIQ004 (liquid white)
E) ZTA (Madison/ gray acajou)

36" Round 29"H
F) ZTQ (white laminate)
G) ZTN (graphite nebula)
H) ZTP (maple)

Café Tables
Hydraulic Chrome Base
30" Round 29"H
I) 30STHC (silver textured)
J) 30GRHC (graphite nebula)
K) 30MTHC (maple)
L) 30BRHC (red)

36" Round 29"H
M) 36WTHC (white laminate)
N) 36GRHC (graphite nebula)
O) 36MTHC (maple)

See additional options on page 21.

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



A) LIQ010
30" Round Bar Table
(liquid white, chrome hydraulic base)
30"RND 45"H
B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H



C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30"RND 45"H
D) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.




A. | H.


B. | I.


C.


D.


E.


F.


G.


J. | O.


K. | P.


L.


M.


N.



Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H
R) VTA 30" Round Bar Table w/ Standard Black Base
(Madison/gray acajou) 30" RND 42"H

Bar Tables
Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) LIQ003 (liquid white)
F) VTH (liquid steel blue)

36" Round 42"H
G) VTW (white laminate)
H) VTN (graphite nebula)
I) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30" Round 45"H
J) 30GRHB (graphite nebula)
K) 30MTHB (maple)
L) 30STHB (silver textured)
M) 30BRHB (red)

36" Round 45"H
N) 36WTHB
(white laminate)
O) 36GRHB
(graphite nebula)
P) 36MTHB (maple)

See additional options on page 23.

Barstools



LIFT BARSTOOLS

15" Round 23–33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)

Styles & Shapes


A.


B.


C.


D.


E.


F.


G.


H.


I.


J.


K.


L.


M.


N.


O.

Apex Barstools
21"L 21"D 33"H
A) APS08 (black vinyl
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools
15"L 16"D 26-30.5"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools
21"L 22"D 30"H
G) BSS (black, chrome)
H) BST (white, chrome)

Oslo Barstools
17"L 20"D 30"H
I) BSD (blue)
J) BSC (white)

K) BSL Gin Barstool
(maple, chrome)
16"L 16"D 29"H

L) BCE Ice Barstool
(transparent, chrome)
16"L 14"D 33"H

M) XBAR Christopher Barstool
(white vinyl, chrome)
19"L 15"D 41"H

N) BS001 Shark Barstool
(white, chrome)
22"L 19"D 34–44"H

O) BSR Syntax Barstool
(black, chrome)
23"L 19"D 32"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

P) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
Q) RSTSTL Rustique Barstool (gunmetal) 13"L 13"D 30"H
R) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



Conference Tables

PWRUSB
Powered Conference Table Module
(black) 5"L 2.25"D 2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.



42" Round Conference Table
42"RND 29"H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)







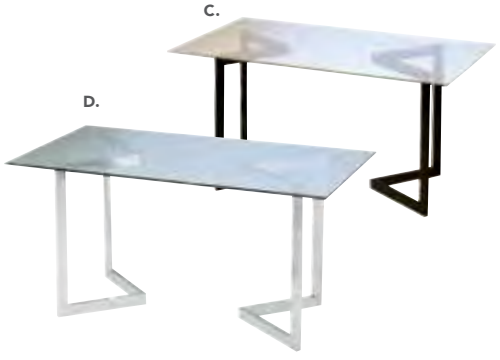
MADISON

(Madison/gray acajou)
D) MADC05 5' Table
60"L 48"D 29"H
E) MADC08 8' Table
96"L 60"D 29"H
F) MADC10 10' Table
120"L 48"D 29"H



Styles & Shapes











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

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

Conference Tables
(graphite nebula)
E) CB3 8'
96"L 48"D 29"H
F) CB2 6'
72"L 42"D 29"H

Conference Tables
(granite)
G) C508GR 8'
96"L 44"D 29"H
H) CT10GR 10'
120"L 46"D 29"H
I) CT06GR 6'
72"L 36"D 29"H

J) MERLIN
Merlin Multi Use Table
(gray laminate, black)
46"L 29"D 30"H
K) WD3 Work Table
(white laminate, white)
48"L 24"D 30"H

Mix & Match

Create the right look. Choose form a wide selection of Conference Chairs for the perfect style.

L) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
M) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating


A.


B.


C.


D.


E.


F.

Pro Executive Mid Back Chair
24"L 22"D 40"H Adjustable
A) PROMDB (black vinyl)
B) PROMID (white vinyl)

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

D) XC1 Luxor High Back Executive Chair
(black vinyl)
27"L 28"D 47"H Adjustable

E) XC2 Luxor Mid Back Executive Chair
(black vinyl)
27"L 28"D 41"H Adjustable

F) SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H

Style & Comfort

Create the right look. Choose form a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
H) PROEXE Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable.


G.

H.

Communal Tables

G30
Powered Tables



POWERED DETAIL

A) G30BWP G30 Bar Table, Powered (white top) 72"L 26"D 42"H.
B) G30DWP G30 Café Table, Powered (white top) 72"L 26"D 30"H.
C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.
D) BSD Oslo Barstool (blue) 17"L 20"D 30"H.

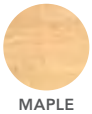
Denotes AC and USB charging outlets

G30 Communal Tables
(maple tops)
E) Bar Table
72"L 26"D 42"H
G30BMS (solid top)
G30BMW (grommet holes)
F) Café Table
72"L 26"D 30"
G30DMS (solid top)
G30DMW (grommet holes)
G) Cocktail Table
72"L 26"D 18"H
G30CMS (solid top)
G30CMW (grommet holes)

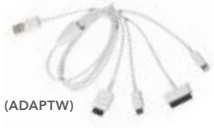
G30 Communal Tables
(white tops)
72"L 26"D 42"H
H) Bar Table
G30BWS (solid top)
G30BWW (grommets)
I) Café Table
72"L 26"D 30"H
G30DWS (solid top)
G30DWW (grommets)
J) Cocktail Table
72"L 26"D 18"H
G30CWS (solid top)
G30CWW (grommets)

K) MERLIN
Merlin Multi Use Table
(gray laminate, black)
46"L 29"D 30"H
L) WD3 Work Table
(white laminate, white)
48"L 24"D 30"H

TABLE TOP OPTIONS
(G30 Powered Tables only available in white)


MAPLE

WHITE


(ADAPTW)

Charging adapters are available to rent for all G30 Powered Table Products.

(Choose from solid top tables or with grommet holes)



Office Essentials

A.



D.

C.



MADISON

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

D) SWAN Swanson Swivel Chair
(white vinyl) 28"L 25"D 30"H

B.





DESK BACK



CREDENZA BACK

POWERED PEDESTALS

Denotes AC and USB charging outlets

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





(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

A) Powered Locking Pedestal
(white)
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

B) Powered Locking Pedestal
(black)
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H

Charging Adapters
C) ADAPTW (white)
D) ADAPTB (black)



Charging adapters are available to rent for all powered products.

ACCENT LAMPS





A) LA15
Mason Floor Lamp
(brushed silver)
18" Round 55"H

B) LA14
Mason Table Lamp
(brushed silver)
16" Round 26"H

TECH COLLECTION

Denotes AC and USB charging outlets

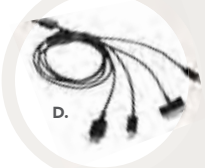






A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H
B) TECH Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

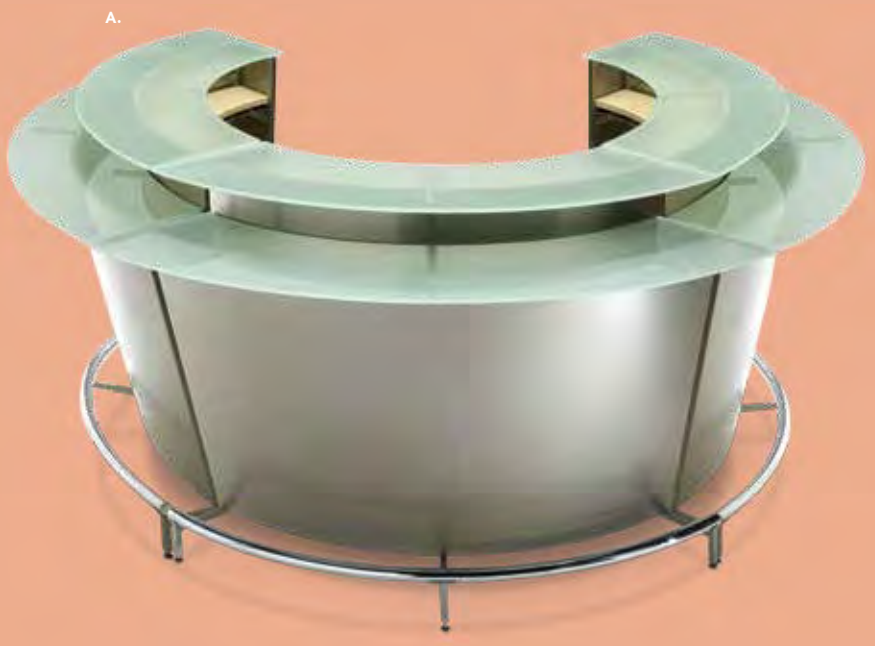
Charging Adapters
D) ADAPTB (black)



Charging adapters are available to rent for all powered products.

Show Essentials

A.

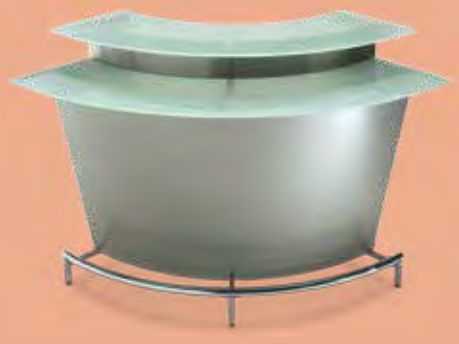


MARTINI BAR

A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67"L 22"D 45"H

B.



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

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



A.



B.

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

B) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

Denotes AC and USB charging outlets

A.



(BACK VIEW)



Mobile Tablet Stands Include 3 AC and 2 USB Charging Outlets

B.

C.



D.



E.



TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H

DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		**Show Date:**	
Venue:			

BALTIMORE DISTRICT
SERVICE AREA: MIDATLANTIC, MD, DC, VA, PA, DE
CORT Trade Show Furnishings
7466 Candlewood Rd., Suite G
Hanover, MD 21076
301-776-7690
Please email both pages to:
TSBaltimore@cort.com

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

PAYMENT INFORMATION			
		Order Total:	
	Late Order Fee: (Add 30%) 0%		
	State Tax: (excluding NV, CA & OR) 0.00%		
		TOTAL DUE:	
Credit Card:			
Exp Date:		**BILLING ZIP CODE:**	
Name (Print):			
Signature:			

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.
CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
POWERED					
BNQTL7		Center Cone, Powered	White Vinyl	$ 543	
ADAPTB		Charging Adapter	Black	$ 19	
ADAPTW		Charging Adapter	White	$ 18	
BNQ417		Full Banquette, Powered	White Vinyl	$ 1,723	
G30BWP		G30 Bar Table, Powered	White Top	$ 595	
G30DWP		G30 Café Table, Powered	White Top	$ 471	
G30CWP		G30 Cocktail Table, Powered	White Top	$ 338	
NPLCHP		Naples Chair, Powered	Black Vinyl	$ 487	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	$ 678	
NPLSOP		Naples Sofa, Powered	Black Vinyl	$ 781	
PWRUSB		Powered Conference Table Module	Black	$ 57	
CHRPWR		Roma Chair, Powered	White Vinyl	$ 487	
SFAPWR		Roma Sofa, Powered	White Vinyl	$ 781	
C1YP		Sydney Powered Cocktail Table	Black, Brushed Steel	$ 276	
C1WP		Sydney Powered Cocktail Table	White, Brushed Steel	$ 276	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric	$ 379	
SFA002		Allegro Sofa	Blue Fabric	$ 541	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	$ 265	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	$ 367	
HCH08		Heathrow Chair	Black Vinyl	$ 395	
HC008		Heathrow Corner Chair	Black Vinyl	$ 429	
HS008		Heathrow Sectional	Black Vinyl, 3 Pieces	$ 1,359	
HEA08		Heathrow Sofa	Black Vinyl	$ 518	
HOPCH		Hopi Chair	Gray Linen	$ 179	
HOPLV		Hopi Loveseat	Gray Linen	$ 280	
KEYCHR		Key Largo Chair	Black, Fabric	$ 240	
KEYLOV		Key Largo Loveseat	Black, Fabric	$ 282	
KEYSOF		Key Largo Sofa	Black, Fabric	$ 370	
NPLCHR		Naples Chair	Black Vinyl	$ 451	
NPLLOV		Naples Loveseat	Black Vinyl	$ 541	
NPLSOF		Naples Sofa	Black Vinyl	$ 647	
CHR003		Roma Chair	White Vinyl	$ 422	
SFA003		Roma Sofa	White Vinyl	$ 618	
SO2		South Beach Sectional, 3pcs	Platinum Suede	$ 1,230	
SO1		South Beach Sofa	Platinum Suede	$ 515	
TANCHR		Tangiers Chair	Beige Textured	$ 333	
TANSOF		Tangiers Sofa	Beige Textured	$ 518	
ACCENT CHAIRS					
CCE		Ice Chair	Transparent, Chrome	$ 170	
OCB		Key West Chair	Black	$ 309	
LABREA		La Brea Swivel Chair	Charcoal Gray, Fabric	$ 320	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	$ 330	
OCH		Madrid Chair	Black	$ 562	
BCW		Madrid Chair	White	$ 499	
SWAN		Swanson Swivel Chair	White Vinyl	$ 278	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso	$ 214	
OCMTAU		Meeting Chair	Taupe Fabric	$ 211	
OCMWHT		Meeting Chair	White Vinyl	$ 194	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	$ 239	
CS8		Berlin Chair	Black, White	$ 95	
CS9		Berlin Chair	Red, White	$ 95	
SC3		Brewer Chair	Onyx, Black	$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	$ 79	
DUET		Duet Chair	Black, Chrome	$ 55	
LMCHR		Laguna Chair	Maple, Chrome	$ 111	
XC3		Luxor Guest Chair	Black Vinyl	$ 261	
MALGRY		Malba Chair	Gray	$ 85	
MALGRN		Malba Chair	Green	$ 85	
SC10		Razor Armless Chair	White	$ 65	
RSTDIN		Rustique Chair w/ arms	Gunmetal	$ 113	
CS4		Syntax Chair	Black, Chrome	$ 155	
CH002		Wendy Chair	Clear Acrylic	$ 89	
ZENCHR		Zenith Chair	White, Chrome	$ 125	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	$ 319	
BNO75		Bench Ottoman	White Vinyl	$ 319	
CUBL20		Edge LED Cube Ottoman	White, Plastic	$ 148	
END01B		Endless Curved Ottoman	Black	$ 323	
END01W		Endless Curved Ottoman	White	$ 323	
END02B		Endless Square Ottoman	Black	$ 277	
END02W		Endless Square Ottoman	White	$ 277	
WHT12		Half Bench Ottoman	White Vinyl	$ 282	
MAR010		Marche Swivel Ottoman	Blue Fabric	$ 140	
MAR002		Marche Swivel Ottoman	Gray Fabric	$ 140	
MAR003		Marche Swivel Ottoman	Linen Fabric	$ 140	
MAR008		Marche Swivel Ottoman	Meadow Green	$ 140	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	$ 140	
MAR007		Marche Swivel Ottoman	Plum Fabric	$ 140	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	$ 140	
MAR005		Marche Swivel Ottoman	Red Fabric	$ 140	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	$ 140	
MAR001		Marche Swivel Ottoman	White Vinyl	$ 140	
BNQR17		Ottoman Ring	White Vinyl	$ 1,325	
BNQ7		Quarter Curve Ottoman	White Vinyl	$ 370	
SAL		Sally Stool/Ottoman	White	$ 69	
OTS		South Beach Wedge Ottoman	Platinum Suede	$ 245	

Additional Ottomans On Pg 2

Page 1 TOTAL $ 0

CORT 2016 - Proprietary and Confidential. All rights reserved. CTSF

SHOW NAME:		BOOTH:	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
OTTOMANS (continued)					
VIB07		Vibe Cube Ottoman	Beige Vinyl, Waterproof	$ 105	
VIB10		Vibe Cube Ottoman	Black Vinyl, Waterproof	$ 105	
VIB02		Vibe Cube Ottoman	Blue Vinyl, Waterproof	$ 105	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl, Waterproof	$ 105	
VIB01		Vibe Cube Ottoman	Green Vinyl, Waterproof	$ 105	
VIB08		Vibe Cube Ottoman	Orange Vinyl, Waterproof	$ 105	
VIB03		Vibe Cube Ottoman	Pink Vinyl, Waterproof	$ 105	
VIB04		Vibe Cube Ottoman	Red Vinyl, Waterproof	$ 105	
VIB09		Vibe Cube Ottoman	White Vinyl, Waterproof	$ 105	
VIB05		Vibe Cube Ottoman	Yellow Vinyl, Waterproof	$ 105	
ACCENT TABLES					
ALC100		Alondra Cocktail Table	Glass, Chrome	$ 251	
ALC200		Alondra Cocktail Table	Wood, Chrome	$ 251	
ALE100		Alondra End Table	Glass, Chrome	$ 181	
ALE200		Alondra End Table	Wood, Chrome	$ 181	
AURA		Aura Round Table	White Metal	$ 112	
ETBL		E Table	Wood	$ 138	
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi Top	$ 149	
C1C		Geo Cocktail Table	Glass, Chrome	$ 195	
C1FWB		Geo Cocktail Table	Wood, Black	$ 220	
E1C		Geo End Table	Glass, Chrome	$ 191	
E1FWB		Geo End Table	Wood, Black	$ 191	
NEMSAC		Mosaic Tables	Set of 3	$ 219	
COLI		Oliver Cocktail Table	Walnut Finish	$ 185	
EOLI		Oliver End Table	Walnut Finish	$ 160	
REGBEN		Regis Bench/Table	Brushed Metal	$ 222	
REGOTT		Regis End Table	Brushed Metal	$ 159	
C1E		Silverado Cocktail Table	Glass, Chrome	$ 217	
E1E		Silverado End Table	Glass, Chrome	$ 199	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	$ 218	
C1W		Sydney Cocktail Table	White, Brushed Steel	$ 218	
E1Y		Sydney End Table	Black, Brushed Steel	$ 191	
E1W		Sydney End Table	White, Brushed Steel	$ 191	
TMBTBL		Timber Table	Wood	$ 133	
CAFÉ TABLES W/ STANDARD BLACK BASE					
ZTJ		30" Round Café Table	Graphite Nebula Top	$ 174	
ZTH		30" Round Café Table	Liquid Steel Blue Top	$ 174	
LIQ004		30" Round Café Table	Liquid White Top	$ 277	
ZTK		30" Round Café Table	Maple Top	$ 174	
ZTB		30" Round Café Table	Red Top	$ 174	
ZTG		30" Round Café Table	Silver Textured Top	$ 174	
ZTA		30" Round Madison Café Table	Gray Acajou	$ 174	
ZTN		36" Round Café Table	Graphite Nebula Top	$ 187	
ZTP		36" Round Café Table	Maple Top	$ 187	
ZTQ		36" Round Café Table	White Laminate Top	$ 187	
CAFÉ TABLES W/ HYDRAULIC BASE					
30GRHC		30" Round Café Table	Graphite Nebula Top	$ 231	
30SBHC		30" Round Café Table	Liquid Steel Blue Top	$ 257	
LIQ009		30" Round Café Table	Liquid White Top	$ 349	
30MTHC		30" Round Café Table	Maple Top	$ 231	
30BRHC		30" Round Café Table	Red Top	$ 231	
30STHC		30" Round Café Table	Silver Textured Top	$ 231	
30MAHC		30" Round Madison Café Table	Gray Acajou	$ 225	
36GRHC		36" Round Café Table	Graphite Nebula Top	$ 254	
36MTHC		36" Round Café Table	Maple Top	$ 254	
36WTHC		36" Round Café Table	White Laminate Top	$ 254	
BAR TABLES W/ STANDARD BLACK BASE					
VTJ		30" Round Bar Table	Graphite Nebula Top	$ 190	
VTH		30" Round Bar Table	Liquid Steel Blue Top	$ 191	
LIQ003		30" Round Bar Table	Liquid White Top	$ 260	
VTK		30" Round Bar Table	Maple Top	$ 190	
VTB		30" Round Bar Table	Red Top	$ 190	
VTG		30" Round Bar Table	Silver Textured Top	$ 190	
VTA		30" Round Madison Bar Table	Gray Acajou	$ 185	
VTN		36" Round Bar Table	Graphite Nebula Top	$ 206	
VTP		36" Round Bar Table	Maple Top	$ 206	
VTW		36" Round Bar Table	White Laminate Top	$ 206	
BAR TABLES W/ HYDRAULIC BASE					
30GRHB		30" Round Bar Table	Graphite Nebula Top	$ 232	
30SBHB		30" Round Bar Table	Liquid Steel Blue Top	$ 232	
LIQ010		30" Round Bar Table	Liquid White Top	$ 349	
30MTHB		30" Round Bar Table	Maple Top	$ 232	
30BRHB		30" Round Bar Table	Red Top	$ 232	
30STHB		30" Round Bar Table	Silver Textured Top	$ 232	
30MAHB		30" Round Madison Bar Table	Gray Acajou	$ 225	
36GRHB		36" Round Bar Table	Graphite Nebula Top	$ 252	
36MTHB		36" Round Bar Table	Maple Top	$ 252	
36WTHB		36" Round Bar Table	White Laminate Top	$ 252	
BARSTOOLS					
APS08		Apex Barstool	Black Vinyl	$ 172	
APS12		Apex Barstool	Blue Ultra Suede	$ 172	
APS59		Apex Barstool	Red Vinyl	$ 172	
APS75		Apex Barstool	White Vinyl	$ 172	
BSS		Banana Barstool	Black, Chrome	$ 191	
BST		Banana Barstool	White, Chrome	$ 191	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
BARSTOOLS (continued)					
XBAR		Christopher Barstool	White Vinyl, Chrome	$ 138	
BSL		Gin Barstool	Maple, Chrome	$ 149	
BCE		Ice Barstool	Transparent, Chrome	$ 206	
LMBAR		Laguna Barstool	Maple, Chrome	$ 140	
ROLLBL		Lift Barstool	Black Vinyl	$ 165	
ROLLGY		Lift Barstool	Gray Vinyl	$ 165	
ROLLRD		Lift Barstool	Red Vinyl	$ 165	
ROLLWH		Lift Barstool	White Vinyl	$ 165	
BSD		Oslo Barstool	Blue	$ 203	
BSC		Oslo Barstool	White	$ 203	
RSTSTL		Rustique Barstool	Gunmetal	$ 103	
BS001		Shark Barstool	White, Chrome	$ 246	
BSR		Syntax Barstool	Black, Chrome	$ 169	
ZENBAR		Zenith Barstool	White, Chrome	$ 124	
BS003		Zoey Barstool	Black, Chrome	$ 226	
BS002		Zoey Barstool	White, Chrome	$ 226	
CONFERENCE TABLES					
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	$ 267	
WD3		Work Table	White Laminate, White	$ 256	
CB8		42" Rnd Madison Conference Table	Gray Acajou	$ 129	
CB1		42" Round Table	Graphite Nebula	$ 297	
CONF42		42" Round Table	White Laminate	$ 297	
CB2		6' Conference Table	Graphite Nebula	$ 355	
CT06GR		6' Table	Granite	$ 364	
CB3		8' Conference Table	Graphite Nebula	$ 419	
C508GR		8' Table	Granite	$ 419	
CT10GR		10' Table	Granite	$ 629	
CF2		Geo Table, Rectangle	Glass, Black	$ 349	
CE2		Geo Table, Rectangle	Glass, Chrome	$ 349	
CF1		Geo Table, Rounded Square	Glass, Black	$ 246	
CE1		Geo Table, Rounded Square	Glass, Chrome	$ 246	
MADC05		Madison 5' Table	Gray Acajou	$ 361	
MADC08		Madison 8' Table	Gray Acajou	$ 721	
MADC10		Madison 10' Table	Gray Acajou	$ 721	
EXECUTIVE CHAIRS					
SY1		Altura Steno Chair	Black Crepe	$ 155	
XC1		Luxor High Back Executive Chair	Black Vinyl	$ 311	
XC2		Luxor Mid Back Executive Chair	Black Vinyl	$ 291	
PROGB		Pro Executive Guest Chair	Black Vinyl	$ 195	
PROEXB		Pro Executive High Back Chair	Black Vinyl	$ 279	
PROEXE		Pro Executive High Back Chair	White Classic Vinyl	$ 279	
PROMDB		Pro Executive Mid Back Chair	Black Vinyl	$ 182	
PROMID		Pro Executive Mid Back Chair	White Classic Vinyl	$ 182	
G30 COMMUNAL TABLES W/ SOLID TOPS					
G30BMS		G30 Communal Bar Table	Maple Top	$ 515	
G30BWS		G30 Communal Bar Table	White Top	$ 515	
G30DMS		G30 Communal Café Table	Maple Top	$ 412	
G30DWS		G30 Communal Café Table	White Top	$ 412	
G30CMS		G30 Communal Cocktail Table	Maple Top	$ 288	
G30CWS		G30 Communal Cocktail Table	White Top	$ 288	
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Communal Bar Table	Maple Top	$ 515	
G30BWW		G30 Communal Bar Table	White Top	$ 515	
G30DMW		G30 Communal Cafe Table	Maple Top	$ 412	
G30DWW		G30 Communal Cafe Table	White Top	$ 412	
G30CMW		G30 Communal Cocktail Table	Maple Top	$ 288	
G30CWW		G30 Communal Cocktail Table	White Top	$ 288	
OFFICE & PRODUCT DISPLAY					
TECH3		3 Drawer File Cabinet on Castors	Black Metal, Laminate	$ 112	
CR8		Madison Credenza	Gray Acajou	$ 385	
JD8		Madison Executive Desk	Gray Acajou	$ 455	
TECH		Tech Desk, Powered	Black Metal, Laminate	$ 352	
TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate	$ 431	
BC8		Madison Bookcase	Gray Acajou	$ 329	
PDL36B		Powered Locking Pedestal, 36"	Black	$ 389	
PDL36W		Powered Locking Pedestal, 36"	White	$ 389	
PDL42B		Powered Locking Pedestal, 42"	Black	$ 463	
PDL42W		Powered Locking Pedestal, 42"	White	$ 463	
LAMPS					
LA15		Mason Floor Lamp	Brushed Silver	$ 170	
LA14		Mason Table Lamp	Brushed Silver	$ 111	
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	$ 1,011	
BRC		Martini Bar Circle	3 Martini Bars	$ 2,911	
MOBILE TABLET STANDS					
TBSTND		Mobile Tablet Stand	Black	$ 105	
TBSTDW		Mobile Tablet Stand	White	$ 105	
TBBCHR		Brochure Holder	Black	$ 49	
TBSHLF		Charging Shelf	Black	$ 49	
TBPNTR		Wireless Printer Holder	Black	$ 49	
REFRIGERATORS					
R1R		Refrigerator, Large	White, 14.0 cubic feet	$ 672	
R1Q		Refrigerator, Small	White, 4.0 cubic feet	$ 236	

Page 2 TOTAL $ 0

CORT 2016 - Proprietary and Confidential. All rights reserved. CTSF