



Society for
Maternal•Fetal
Medicine
High-risk pregnancy experts

SMFM 37th Annual Meeting - The Pregnancy Meeting™

Caesar's Palace

Octavius Ballroom

Las Vegas, NV

Exhibit Dates: January 25-27, 2017



AGS EXPO
SERVICES

Introducing



Trade Show Planning: **Your Road Map to Success**

NO EXHIBITOR LEFT BEHIND is more than a motto—it's our pledge to you. Our new Exhibitor Success Kit is one of many tools we've created to guarantee you have a smooth, positive experience. Whether you're exhibiting for the first time or an experienced exhibitor, this easy-to-use kit guides you through the steps of planning a successful event from start to finish.

“easy-to-use kit”

From decorating and setting up your booth to ordering key services, the kit provides all the product and service information, links, dates and order forms you'll need. It even offers the convenience of shopping online and ordering our services 24/7. Our goal is to simplify the process and deliver the unexpected while you remain focused on the show.

Speak To Our Team

If you have questions or need to discuss any display or graphics needs, contact your project manager on 407-292-0025 or eventservices@ags-expo.com

Table of Contents

Conference Information

Exhibitor Fast Facts	5
Guidelines for Display.....	7

Official Contractor

Floor Plan	12
Official Service Contractors & Exhibitor Appointed Contractors	13
Recap of Services	14
Method of Payment Form.....	15
Payment Terms and Conditions	16
Notification of Intent to use Non-official Service Contractors	18
Example Certificate of Insurance	19
Labor Rules & Regulations	20

Standard Furnishings

Carpet Order Form.....	22
Table Order Form	23
Seating & Accessories Order Form.....	24
Popular Furnishings Brochure	25

Display Solutions

Essential Displays	29
Elite Displays	30
20' x 20' Exhibits	31
Accessories	32
Kiosks	33
Banner Stands	34
Graphic File Requirement Guidelines	35

Custom Furnishings

Custom Furnishings Catalog	38
Custom Furnishings Order Form.....	56

Booth Labor & Cleaning

Booth Labor Order Form	64
Outbound Shipping for AGS Supervised Labor Only	65
Booth Cleaning Order Form	66
Booth Layout Form	67

Shipping & Material Handling

Material Handling & Rates.....	69
Reducing Material Handling Costs.....	73
Freight Re-Route Policy	74
Shipping Addresses.....	75
Shipping Labels	76
Material Handling Order Form.....	78
Outbound Bill of Lading/Shipping Label Request	79
Inbound Shipping Information Form	80
Order Form.....	80
Premium Return Service	81
Cartload Service Order Form	82
Terms & Conditions of Contract - Material Handling Services.....	83
UPS Freight Shipping	88

Ancillary Services

Electrical Services Form	93
Wireless Internet Services Form	95
Internet Services Form	97
Booth Lighting Services Form	99
Booth Layout Form	101
Lead Retrieval Form.....	102
AV Services	105
Floral Order Form	106

Conference Information

Conference Information and Forms

Exhibitor Fast Facts.....	5
Guidelines for Display	7

How Can We Help?

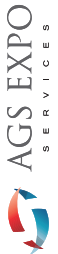
Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





SMFM 37th Annual Meeting -
The Pregnancy Meeting™
Caesar's Palace
Las Vegas, NV
Exhibit Dates: January 25-27, 2017

**Discount Price
Deadline Date
JANUARY 4TH**
Method of payment must accompany your order



Exhibitor Fast Facts

As the Official Service Contractor for the SMFM 37th Annual Meeting - The Pregnancy Meeting™, AGS Expo Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services	Phone: 407.292.0025
4561 SW 34th Street	Fax: 407.292.4414
Orlando, FL 32811	Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Octavius Ballroom

Backwall Drape: Teal/Gray/Gray/Teal

Siderail Drape: Gray

Exhibit Hall Carpet Color: Hall is carpeted - Multicolored

Aisle Carpet Color: N/A

Booth Equipment

Booth Size: 10' x 10' or larger booth

8' x 10' Table Top

Includes: 8' Pipe and Drape
3' Pipe and Drape
(1) 6' x 30" Teal Skirted Table
(2) Padded Side Chairs
(1) Wastebasket
ID Sign

Includes: 8' Pipe and Drape
3' Pipe and Drape
(1) 6' x 30" Teal Skirted Table
(2) Padded Side Chairs
(1) Wastebasket
ID Sign

Exhibitors that have combined standard booths to create larger exhibit spaces will receive one standard booth equipment package.

Show Schedule

EXHIBITOR MOVE-IN

Tuesday January 24, 2017 1:00 PM - 5:00 PM

Wednesday January 25, 2017 8:00 AM - 4:00 PM

***Any exhibit not unpacked and set by 4:00 PM on Wednesday, January 25, 2017 will be placed in storage.**

EXHIBIT HOURS

Wednesday January 25, 2017 6:00 PM - 8:30 PM
(Opening reception)

Thursday January 26, 2017 10:30 AM - 6:00 PM
(with AM and PM coffee and refreshment breaks)

Friday January 27, 2017 10:30 AM - 1:30 PM
(with AM coffee and refreshment break)

EXHIBITOR MOVE-OUT

Friday January 27, 2017 1:30 PM - 9:00 PM

Other Details

- Empty crates and cartons will be returned beginning at **1:45 PM on Friday, January 27, 2017**
- All carriers must check-in no later than **6:00 PM on Friday, January 27, 2017**
- All exhibitor materials must be removed from the exhibit facility by **9:00 PM on Friday, January 27, 2017**
- **Freight Re-Route Deadline:**
All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, UPS Freight at **6:01 PM on Friday, January 27, 2017**
- **For additional information, please visit the Society for Maternal-Fetal Medicine website: www.SMFM.org**

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



SMFM 37th Annual Meeting -
The Pregnancy Meeting™
Caesar's Palace
Las Vegas, NV
Exhibit Dates: January 25-27, 2017



AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company

SMFM 37th Annual Meeting -
The Pregnancy Meeting™

Booth #: _____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight
c/o Sunset Transportation
4120 W. Windmill Lane Suite 111
Las Vegas, NV 89139

Delivery Window

- Deliveries only accepted between 12/20/16 - 1/18/17
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Caesar's Palace
Octavius Ballroom
3570 Las Vegas Boulevard South
Las Vegas, NV 89109

Delivery Window

- Tuesday, January 24, 2017 9:00 AM - 5:00 PM
- Wednesday, January 25, 2017 8:00 AM - 4:00 PM
- **All booths must be set by 4:00 PM on Wednesday, January 25, 2017**
- Any exhibit not unpacked and set by 4:00 PM on Wednesday, January 25, 2017, will be placed in storage.

Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - January 4, 2017

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

AUDIO VISUAL

Audio-visual or sound equipment will be permitted only in the exhibitor's space and in such intensity as it does not interfere with the activities of neighboring exhibitors. Any devices which project sound must be tuned to conversation level.

BOOTH DESIGNS

Exhibits must be designed, constructed and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage with a close off, any unsightly or unused booth materials stored behind booth curtains.

BOOTH HEIGHT AND LINE OF SIGHT

The poster sessions and exhibits will be held in the Caesars Palace Octavius Ballroom and foyer. The maximum height for booths inside the ballroom is 14' and the maximum height for 'pop-up' booths in the foyer area is 8' with pop-up displays placed behind the table. Linear, corner and peninsula booths: Booth height, including signs, banners and displays, may not exceed a back wall height of 14' and side walls of 3'. Exhibits cannot include or overflow into an aisle or adjoining booth. Island booths: Booth height, including signs, banners, and displays, shall not exceed between 14'. Displays in the foyer area ('pop-up' booths) may not exceed 8' in height and must remain behind the exhibitors table. Exhibits must keep in their allotted exhibit space and both standard linear booths and island booths may not block the line of sight of neighboring booths. All display fixtures greater than 4' in height and placed within 8 linear feet of an adjoining booth must be confined to the back half of the booth which is at least 5' from the aisle. Island or peninsula booths may not have a solid fixture that blocks the line of sight of neighboring booths.

DEMONSTRATIONS (IN BOOTH)

Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.
4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product or packing materials may be left in the aisle during show hours.
7. No exhibit will be permitted which, in the view of Show Management, is offensive or poses a danger or potential danger to exhibitors or buyers.



SMFM 37th Annual Meeting -
The Pregnancy Meeting™
Caesar's Palace
Las Vegas, NV
Exhibit Dates: January 25-27, 2017



Guidelines for Display

NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

STAFFING

Exhibit space must be staffed throughout ALL show hours.

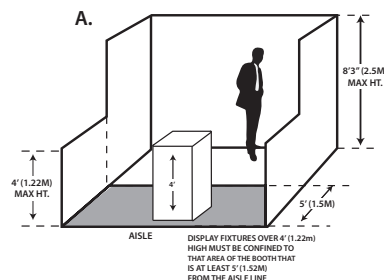
CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

Guidelines for Display

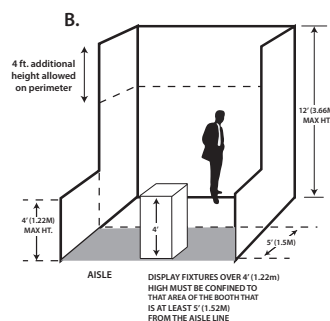
STANDARD BOOTH (ILLUSTRATION A)

- Maximum Height:** 14' (Drape line is at 8')
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.
- Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's" in the "Furniture & Accessories" form in your Exhibitor Service Manual).



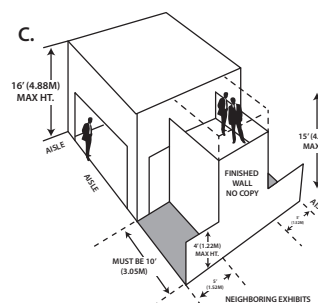
PERIMETER BOOTH (ILLUSTRATION B)

- Maximum Height:** 14' (Drape line is at 8')
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



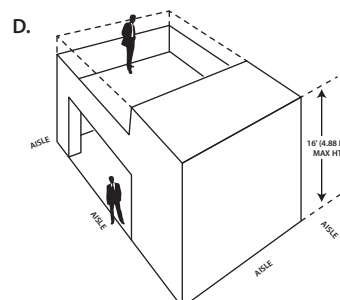
PENINSULA (ILLUSTRATION C)

- Maximum Height:** 14'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



ISLAND (ILLUSTRATION D)

- Maximum Height:** 14'
- Hanging Signs:** No
- Front Displays:** Full use of space is permitted.



PLEASE NOTE: Booths may not block the line of sight to neighboring booths

Guidelines for Display

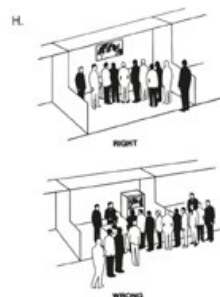
DEMONSTRATIONS (ILLUSTRATION H)

Location: Must be contained within the booth area so as not to interfere with aisle traffic or neighboring booth space.

Samples: Tables must be set back a minimum of 2' from aisle line

Audio/Visual: Must be tuned to conversation level

Safety Precautions: Hazard barriers must be provided as needed for moving or potentially dangerous machines.



Official Contractor

Event Information and Forms

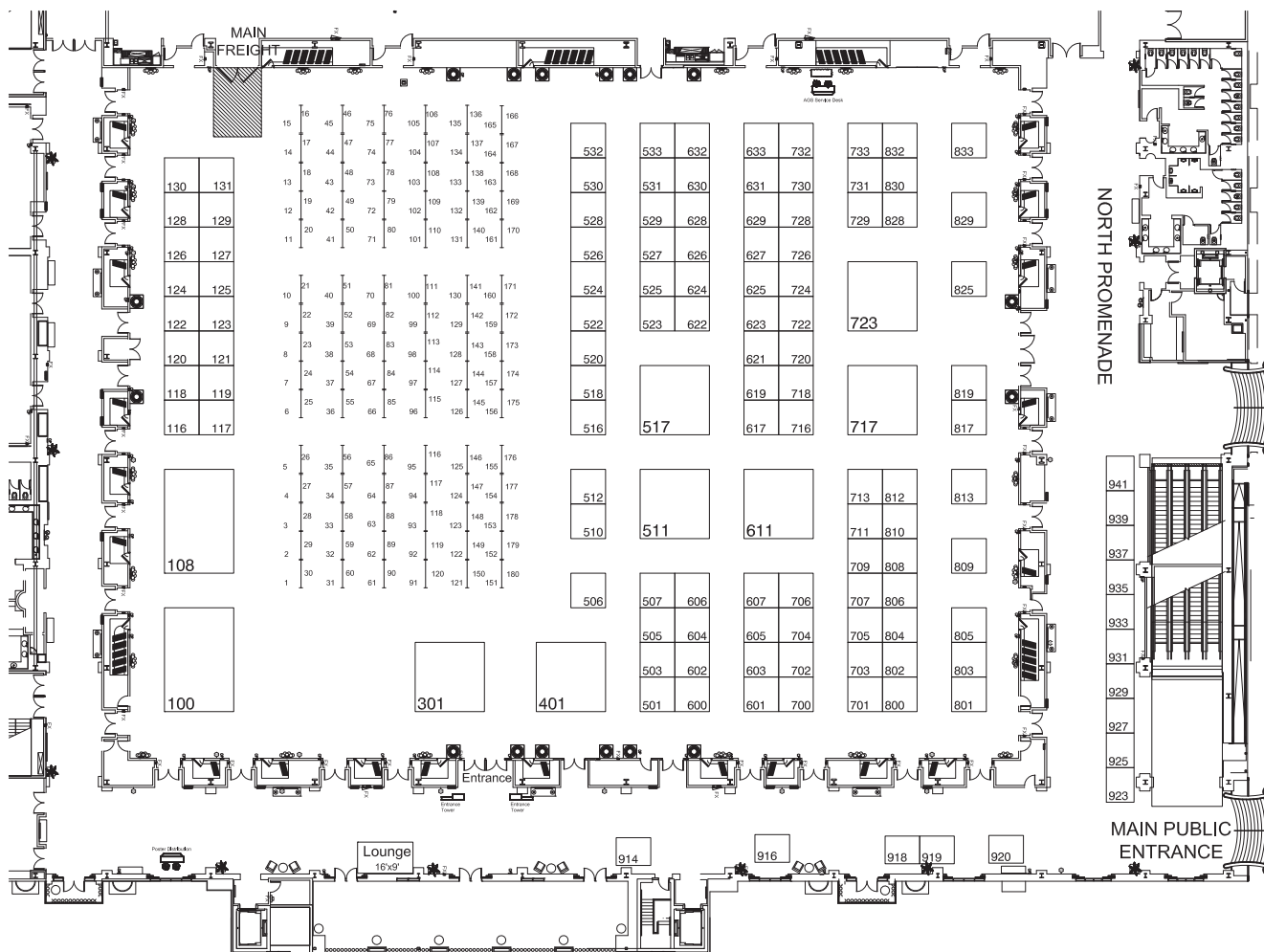
Floor Plan.....	12
Official Service Contractors & Exhibitor Appointed Contractors	13
Recap of Services	14
Method of Payment Form	15
Payment Terms and Conditions.....	16
Notification of Intent to use Non-official Service Contractors	18
Example Certificate of Insurance.....	19
Labor Rules & Regulations.....	20

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



Floor Plan



***Please note that the Floor Plan is subject to change**

Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

Official service contractors are appointed to:

- a. Ensure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.
- d. See that the proper type and limits of insurance are enforced.
- e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

Exceptions are:

- f. Supervision may be provided by the exhibitor.
- g. The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors (EACs)

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

1. The exhibitor must notify in writing show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permits and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.
7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
9. The EAC shall provide if requested evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
10. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.

Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at eventservices@ags-expo.com

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
Event Forms			
<input type="checkbox"/> Method of Payment			
<input type="checkbox"/> Notification of Intent to Use Non-official Contractor	12/23/16		
<input type="checkbox"/> Appointed Contractors Insurance Certificate	12/23/16		
Event Services			
<input type="checkbox"/> Booth Carpeting	1/4/17		
Furnishings & Accessories			
<input type="checkbox"/> Standard	1/4/17		
<input type="checkbox"/> Custom	1/4/17		
<input type="checkbox"/> Display Solutions			
Labor Services			
<input type="checkbox"/> Labor (Installation & Dismantle)	1/4/17		
<input type="checkbox"/> Booth Set-up Diagrams	1/4/17		
<input type="checkbox"/> Outbound Shipping Information	1/4/17		
<input type="checkbox"/> Forklift Labor	1/4/17		
<input type="checkbox"/> Sign Hanging Services	1/4/17		
<input type="checkbox"/> Booth Cleaning and Porter Service			
Material Handling Services			
<input type="checkbox"/> Material Handling - Advance/Direct Freight			
<input type="checkbox"/> Premium Return Services - Priority Storage Return			
<input type="checkbox"/> Shipping Method - UPS Freight.			
Ancillary Services			
<input type="checkbox"/> Electrical	1/10/17		
<input type="checkbox"/> Floral	1/10/17		
<input type="checkbox"/> Booth Lighting	1/10/17		
<input type="checkbox"/> Internet	1/10/17		
<input type="checkbox"/> Lead Retrieval	12/23/16		
<input type="checkbox"/> Audio-Visual & Computer Rentals	1/3/17		
<input type="checkbox"/>			



SMFM 37th Annual Meeting - The Pregnancy Meeting™
Caesar's Palace
Las Vegas, NV
Exhibit Dates: January 25-27, 2017

Discount Price Deadline Date
JANUARY 4TH
Method of payment must accompany your order

Company Name	Tel #	Booth Number
Email	Signature	



All exhibitors are required to have a credit card on file as a primary method of payment.

Credit Card

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below:

☐ Personal ☐ Company ☐ Third Party ☐ Visa ☐ Master Card ☐ American Express

Acct.#: _____ Exp. Date: _____

Card Holder Name (Print): _____

Signature: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Account Option *(please select one)*

☐ Keep this Method of Payment on file for future events **OR** ☐ Use for this event only

• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.

Company Check

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in **U.S. currency**.
- Please print show name and booth number.
- Company checked must be received 14 days prior to exhibitor move-in to provide adequate time for processing
- Orders are processed and appropriate discounts (if any) are applied on the date that your payment is received. A copy of your check by email, fax, etc. is not considered payment.

Check Number: _____

Amount Due: _____

Wire Transfers

*If you wish to make a payment via Wire Transfer, please call 407-292-0025,
or email us at eventservices@ags-expo.com,
to obtain bank information and routing identifiers.*

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Web: www.ags-expo.com

Submit Form

Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors and third parties:

1. By providing a signed copy of a Method of Payment Form and selecting, "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy when identified as such on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa, MasterCard or American Express. All payments must be made in U.S. Funds.
4. AGS may accept Wire or ACH funds transfers to cover open or advance deposit for service. Regardless, a credit card is required on file. All transfers must be noticed to AGS via a trackable letter carrier service (attention to the event, company name, booth number and associated services) and the funds transferred at least ten business days prior to the first day of move-in for the associated event. If transfers are not noticed, and processed without details, AGS cannot guarantee the appropriate payment or credit to account. Fees apply to all transfers both by the processing institution as well as by AGS policy noted on the Method of Payment form. AGS may withhold services where payments are short/deficient due to fees.
5. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.
6. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay an open invoice/statement prior to the close of the show, the charges will automatically be applied to the credit card on file.
7. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
8. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
9. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
10. AGS Expo Services may from time to time audit and adjust accounts after the close of show. No statement or invoice is consider final, whether presented in advance, during or after an event/project. Please know that some services are actually considered estimates and therefore not calculated for actual payment until after the service is rendered. These services may include but are not limited to Labor, Material Handling, Furnishings and other rental and sale items within the Exhibitor Service Manual or quoted for custom sale/rental. As a result, adjustments/additions to billing may occur. Any balances that arise from an audit will be billed to the method of payment on account, or will be required to be paid in full upon presentation of an invoice/statement if no valid method of payment exists.
11. Payment for all labor, equipment and services whether ordered by the exhibitor, display builder, non-official/ third party contractors or other parties shall be the ultimate responsibility of the exhibiting company.
12. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government

Payment Terms and Conditions

agencies please be advised.

13. Exhibitor/Third Party shall be responsible for any excise, property, sales or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event a tax code or levied rate should change after the publishing date of a form and/or prior to fulfillment, your invoice may be adjusted as required by law.
14. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
15. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method in which the service was originally transacted, within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
16. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
17. AGS Expo Services reserves the right to refuse service to exhibitors with outstanding balances or a history of delinquency or disputes. AGS may require payment of open balances prior to any additional services being rendered, or for future orders to be processed. Where a history of delinquency or disputes exists, AGS may at its discretion require the payment of services in a particular method."
18. Company checks for ordered services must be received 14 days before move-in. Regardless, a credit card is required on file. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
19. All refunds less than \$35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply. AGS will only issue refunds within 30 days of sending the final invoice. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method in which the service was originally transacted, within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
20. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be placed in your booth during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
21. Once services have been rendered and no issues/ complaints have been formally brought (presented in writing via email or written notation on an existing invoice) to the attention of the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
22. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Please see specific forms for cancellation fee details.



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

Please provide the following information:

Non-official Contractor Information (PLEASE PRINT OR TYPE)

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

Notification Deadline: **Friday, December 23, 2016**

2. Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.
3. All booth personnel must wear proper identification at show site.
4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits a Method of Payment Form and appropriately checks the Third Party box for payment authorization.

Please Note:

- **If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
06/06/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE AGENT/BROKER NAME STREET ADDRESS CITY, STATE, ZIP PHONE:	CONTACT NAME: YOUR AGENT'S NAME PHONE: 555-555-5555 FAX: 555-555-5555 E-MAIL: YOUR AGENT'S EMAIL ADDRESS INSURER(S) AFFORDING COVERAGE INSURER A: GENERAL LIABILITY INSURER NAME INSURER B: AUTOMOBILE LIABILITY INSURER NAME INSURER C: UMBRELLA LIABILITY INSURER NAME INSURER D: WORKERS' COMP LIABILITY INSURER NAME INSURER E: INSURER F:
--	--

INSURED: NAME OF INSURED. **THIS MUST BE THE LEGAL NAME OF THE CONTRACTING PARTY, THE EXHIBITOR-APPOINTED CONTRACTOR.**

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED (BUS, VEH)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPI. DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRER AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB					EACH OCCURRENCE \$ 2,000,000
	EXCESS LIAB					AGGREGATE \$ 2,000,000
	DED RETENTION \$					
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

YOU MUST LIST THE FOLLOWING AS ADDITIONAL INSURED: SHOW MANAGEMENT; SHOW NAME; FACILITY. THESE ENTITIES MUST BE NAMED AS ADDITIONAL INSUREDS ON A PRIMARY AND NON-CONTRIBUTORY BASIS, EXCEPT FOR WORKERS' COMPENSATION. THE INSURANCE PROVIDED FOR THE BENEFIT OF AGS EXPOSITION SERVICE COMPANY INC SHALL BE PRIMARY INSURANCE IN RESPECT TO ANY CLAIM, LOSS, OR LIABILITY, ARISING OUT OF THE NAMED INSURED'S OPERATIONS FOR WHICH THE NAMED INSURED IS LIABLE. ANY OTHER INSURANCE MAINTAINED BY AGS EXPOSITION SERVICE COMPANY INC SHALL BE EXCESS AND NON-CONTRIBUTORY. THE SHOW DATES ARE: MONTH, DAY (S), YEAR AND IN CITY, STATE. ***EXHIBITING COMPANY NAME***

CERTIFICATE HOLDER AGS EXPOSITION SERVICE COMPANY INC 4561 SW 34TH STREET ORLANDO, FL 32811	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE IMA YUR BROKER, CAF, CIC X Signature
---	---

ACORD 25 (2010/05) © 1988-2010 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

1. **PRODUCER:** Insurance Agent/Broker who issues certificate.
2. **NAME OF INSURED:** This must be the legal name of the contracting party.
3. **TYPES OF INSURANCE:** This must include all types required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual. General Liability and Umbrella Liability must be "OCCURANCE" type.
4. **NAME OF ADDITIONAL INSUREDS:** In this area, you must list Show Management (by name), the Show itself (by name), and the facility (by name) as additional insureds on a primary and non-contributory basis.
5. **CERTIFICATE HOLDER:** AGS Expo Services, Inc. (AGS) MUST be listed as the certificate holder.
6. **POLICY EFFECTIVE DATE:** This date must be prior to or coincidental with the first day of Exhibitor Move-In.
7. **POLICY EXPIRATION DATE:** This date must be on or after the last day of Exhibitor Move-Out.
8. **Limits:** The monetary limits must be the same or greater than what is required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual.
9. **AUTHORIZED REPRESENTATIVE:** This form must be signed (not stamped) by an authorized representative of the producer of the certificate.

Labor Rules & Regulations

UNION JURISDICTION FOR LAS VEGAS, NEVADA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING:

Teamsters Union Local #631 has jurisdiction via a labor agreement with AGS Expo Services for the erection, touch-up, dismantling and repair of all exhibits when this work is done by persons other than your full-time company personnel.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub. The utilization of workers hired from a non-union agency or company is prohibited. To secure labor, please complete the labor forms enclosed.

MATERIAL HANDLING:

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

AGS Expo Services has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. AGS Expo Services will not be responsible for material it doesn't handle.

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

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and AGS Expo Services.

IN GENERAL:

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed to only AGS Expo Services and/or Exhibit Manager. All questions arising with regard to the union's jurisdiction or practices must be directed to an AGS Expo Services management representative.

Standard Furnishings

Catalog and Order Forms

Carpet Order Form	22
Table Order Form	23
Seating & Accessories Order Form	24
Popular Furnishings Brochure	25

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



Standard Carpet

In-line Booth			
Check One	Booth Size	Discount Price	Standard Price
<input type="checkbox"/>	10'x10'	\$224.90	\$269.88
<input type="checkbox"/>	10'x20'	\$449.80	\$536.25
<input type="checkbox"/>	10'x30'	\$674.70	\$809.64
<input type="checkbox"/>	10'x40'	\$899.60	\$1,079.52

Island Booth								
Booth Dimensions 20x20 Min.					Total Area	Discount Price	Standard Price	Total Price
	x		=			\$4.68/sq.ft.	\$5.62/sq.ft.	\$
• Please note that all carpet is 10 ft wide and is installed accordingly								

Please Choose Your Carpet Color (check appropriate box below):

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Burgundy ☐ Purple ☐ Hunter Green ☐ Teal

Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

Booth Dimensions			Total Area		Discount Price or	Standard Price		Total Price
	x		=	sq.ft. x	\$6.03/sq.ft.	\$6.84/sq.ft.	=	\$

Please Choose Your Carpet Color (check appropriate box below):

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

Additional Items

All items are available with standard, custom cut or plush carpets.

Booth Dimensions			Total Area		Discount Price or	Standard Price		Total Price
1/2" Foam Padding		x	=	sq.ft. x	\$1.64 /sq.ft.	\$1.89 /sq.ft.	=	\$
1" Foam Padding		x	=	sq.ft. x	\$3.30 /sq.ft.	\$3.77 /sq.ft.	=	\$
Visqueen**		x	=	sq.ft. x	\$1.04/sq.ft.	\$1.61/sq.ft.	=	\$
Carpet Tape**		x	=	sq.ft. x	\$1.77 /ft.	\$2.82 /ft.	=	\$

Please Note:

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal and are based on exhibit space dimensions.
- To order cleaning services, complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

Cancellation Policy

- **Plush and custom-size booth carpet cancelled after being cut will be charged 100%. Standard carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

Total Order

Subtotal: \$ _____

**Taxes apply to noted items ONLY Sales Tax (8.15%): \$ _____

Total: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811

Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

[Submit Form](#)



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$126.19	\$153.63
	4' Table - 42" high	\$158.28	\$189.85
	6' Table - 30" high	\$148.33	\$179.09
	6' Table - 42" high	\$180.26	\$215.08
	8' Table - 30" high	\$171.81	\$200.16
	8' Table - 42" high	\$193.44	\$229.81

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$87.92	\$119.90
	4' Table - 42" high	\$123.11	\$159.88
	6' Table - 30" high	\$105.52	\$139.89
	6' Table - 42" high	\$140.69	\$179.85
	8' Table - 30" high	\$123.11	\$159.88
	8' Table - 42" high	\$158.28	\$199.84

Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$75.53	\$98.20
	6'L x 8"W x 8"H	\$105.04	\$136.55
	8'L x 8"W x 8"H	\$134.54	\$174.89

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$35.17	\$49.95
	4th Side Skirted 42"h	\$35.17	\$49.95

STEP 2 – Select Skirt Color

☐ Blue ☐ Teal ☐ Hunter Green ☐ Red ☐ Black ☐ Purple ☐ White ☐ Gray ☐ Burgundy ☐ Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.



Table with Skirt



Table with Riser & Skirt

CANCELLATION POLICY: At show site, 50% of original price.

Total Order

Total: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

[Submit Form](#)



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$92.99	\$116.24
	Padded Side Chair	\$82.66	\$103.32
	Padded Stool	\$113.65	\$142.07

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	\$735.40	\$882.49
	Display Case (6'x36" full view)	\$815.34	\$978.40
	Vert. Display Case (6' - 5 shelf)	\$935.24	\$1,122.29
	Ticket Tumbler	\$79.13	\$102.88
	Tack Board (vert. or hori.)	\$131.89	\$219.83
	Grid Panel (per meter)	\$208.63	\$271.22
	Chrome Sign Holder 22"x28"	\$150.36	\$195.47
	Literature Rack	\$139.21	\$180.98
	Easel	\$30.75	\$41.11
	Bag Rack	\$79.13	\$109.91
	Garment Rack	\$93.52	\$121.59
	Clothes Tree	\$93.52	\$121.59
	Fishbowl	\$17.59	\$23.99

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	\$93.52	\$121.59
	Plastic Chain (per foot)	\$3.60	\$4.71
	Black Velour Rope (8' sections)	\$40.28	\$52.37

Specialty Tables			
Qty	Item	Discount	Standard
	Rectangle Table 18"x36"x18"H	\$103.74	\$134.87
	Square Table 17"x17"x18"H	\$100.77	\$131.01
	Pedestal Table 30"Dx30"H	\$79.13	\$99.93
	Pedestal Table 30"Dx40"H	\$99.48	\$123.32

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$18.09	\$24.67
	Shrink Wrap (per roll)**	N/A	\$71.94
	Banding (per foot)**	N/A	\$2.40
	Velcro (per foot)**	N/A	\$1.60
	Clear Packing Tape (roll)**	N/A	\$15.99
	Drape Hardware/Bases & Poles	\$17.59	\$19.98

Specialty Drape (Show management approval)			
Qty	Item	Discount	Standard
	8' Drape (per foot, 10' min per order)	\$11.25	\$14.94
	3' Drape (per foot, 10' min per order)	\$7.81	\$11.85
	Booth Close-off (Show Colors)	\$48.93	\$66.95

Specialty Drape Color:			
<input type="checkbox"/> Blue	<input type="checkbox"/> Teal	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Purple	<input type="checkbox"/> White	<input type="checkbox"/> Gray
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold		

CANCELLATION POLICY: At show site, 50% of original price.

Total Order

Subtotal: \$ _____

**Taxes apply to noted items ONLY Sales Tax (8.15%): \$ _____

Total: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811

Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

[Submit Form](#)

Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

Skirted Tables



Available Skirt Colors



- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

Popular Accessories



Rolling Rack



Literature Rack



Tack Board
Vert - 4' x 8'
Hori - 8' x 4'



Gray Pedestal Table
30"D x 40"H (30" optional)



Ticket Tumbler



Wastebasket



Rectangle Table
18"x36"x18"H



6' & 5' Display Case
(6' Vert. Opt.)



Chrome Stanchions
(Pictured with Chain)



Easel



Bag Rack



Chrome Sign Holder

Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

Display Solutions

Creative Services for Exhibits

Essential Displays	29
Elite Displays.....	30
20' x 20' Exhibits.....	31
Accessories	32
Kiosks	33
Banner Stands	34
Graphic File Requirement Guidelines	35



How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



Exhibiting Simplified

Planning your exhibition space and need a helping hand? Don't worry. We offer a range of affordable services to help you achieve your event objectives. Plus a dedicated project manager will ensure our products are a perfect fit. ***It just doesn't get any easier.***



Exhibits

From flexible, pre-packaged module designs to custom builds, our exhibits promise to engage, entertain and amaze attendees. Choose systems ranging from 10'x10' to 20'x20' and larger displays with varying configurations.



Design Services

Looking for an easy, elegant, eye-catching way to display your message? Our experienced team of designers and copy experts will transform your vision into a fully customized exhibit that visitors won't forget.



Digitally Printed Graphics

Creating memorable designs and graphics for your banner stand, counter, booth or display doesn't have to cost a fortune. We offer affordable, full-color trade show graphics at the highest quality, with print resolution up to 1200 dpi.



Install & Dismantle

From free shipping to our events to on-site installation and dismantle, our specialist teams handle everything. Plus there are never any material handling or management fees.

Visit us online at www.ags-expo.com/display-solutions/

Contact your project manager at 407-292-0025 or exhibits@ags-expo.com

Custom Exhibits

AGS is an integrated ideas factory offering a fusion of creativity and trade show industry expertise. We work collaboratively with exhibitors to develop solutions based on a client's needs and budget. Project managers advise on all aspects of exhibits including structure design, material & finish, lighting, floor coverings and graphics. ***Let's get started!***



Our aim is to provide an exhibit that will attract attendees, deliver your message and help you achieve your marketing objectives in a cost effective manner.

Custom Exhibit Services

- Hardwall or modular designs
- Specialty floor coverings
- Unique counters & kiosks
- A/V solutions & presentation services
- CAD rendered designs & drawings
- Multi-Level structures

Display Graphic Services

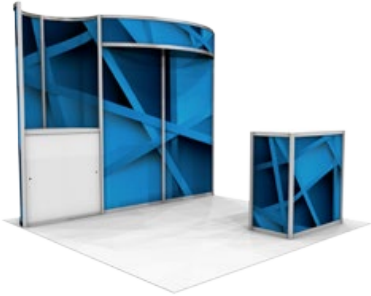
- Theme & logo design
- Computer-cut vinyl
- Back-lit images/duratrans
- Flooring/carpet graphics
- Photo-realistic prints & enlargements



Ready to Speak to Our Team?

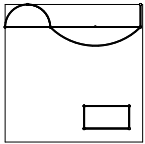
Contact your project manager at **407-292-0025** or **exhibits@ags-expo.com**

ESSENTIAL SERIES | TURN-KEY SIMPLE



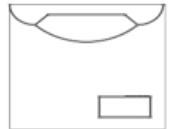
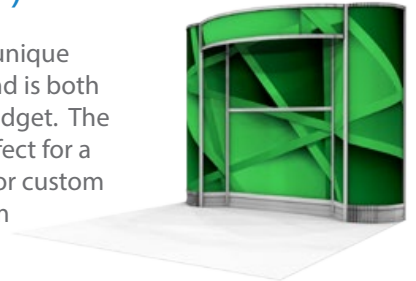
Mod 1 (10' x 10')

With a unique header that includes an extended graphics backwall ideal for additional messaging and branding, the MOD 1 unit is one of our most popular structures. With a built-in storage area, this unit is an ideal turn key rental. This unit is shown with an optional custom counter.

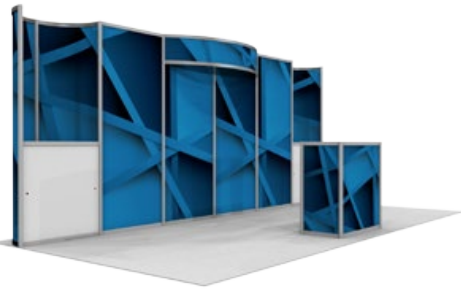


Mod 2 (10' x 10')

The MOD 2 display has a unique curved design element and is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding.



Mod 1 (10' x 20')

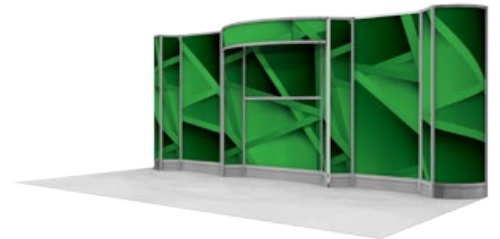


With a distinct curved header, including an extended graphics backwall for additional branding and messaging, this in-line 20' display rental offers the optimal visual coverage and storage space compared to all our Essentials line of displays. This unit is shown with an optional custom counter. Year after year, exhibitors continue to choose and customize this unit more than any other Mod display.



Mod 2 (10' x 20')

The MOD 2, 20' rental display is our second most popular unit in the Essential series. This budget-conscious choice combines many of the same eye-catching curves and stylish branding real estate featured in our other designs. Branding is simple with this modern looking display structure, drawing attendees eyes to your branding elements and key content. This unit can be outfitted with any number of custom options.



Turn-Key Simple Means...

All Display Rentals Include:

- Standard Carpet
- Lights
- Hassle Free Install and Dismantle
- No Material Handling on Rental Exhibits

Custom Options Available:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Additional Counters
- LCD Display or Mount

Looking for more options?

Contact your project manager at
407-292-0025 or exhibits@ags-expo.com

ELITE SERIES | TURN-KEY SIMPLE



Elite 1 (10' x 10')

Includes:

- 1 - frame: 116"w x 94"h x 43"d
- 1 - counter
- 2 - Lumina 200 LED floodlights
- 1 - medium monitor mount (Monitor not included)
- 3 - literature holders
- Front counter not included

Elite 2 (10' x 10')

Includes:

- 1 - frame: 112"w x 95"h x 20"d
- 1 - counter near backwall
- 1 - medium monitor mount (Monitor not included)
- Front counter not included



Elite 7 (10' x 20')

Includes:

- 1 - frame: 232"w x 94"h x 20"d
- 2 - counters near backwall
- 2 - Lumina 200 LED floodlights
- 2 - medium monitor mounts (Monitor not included)



Elite 8 (10' x 20')

Includes:

- 1 - frame: 233"w x 96"h x 79"d
- 1 - counter near backwall
- 1 - medium monitor mounts (Monitor not included)



Turn-Key Simple Means...

All Display Rentals Include:

- Standard Carpet
- Lights
- Hassle Free Install and Dismantle
- No Material Handling on Rental Exhibits

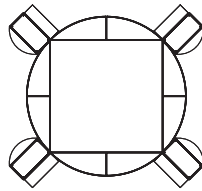
Custom Options Available:

- Stretch Fabric Graphic Panels
- Unique Floor Coverings
- Additional Counters
- LCD Display or Mount

Looking for more options?

Contact your project manager at
407-292-0025 or exhibits@ags-expo.com

ROOM TO SHOW OFF | 20' x 20' OR LARGER



Mod 10 (20' x 20')

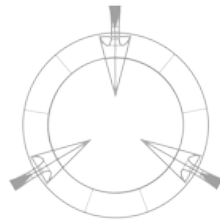
Includes:

- 12' high circular header with 4 working cabinets with 3 shelves
- 8 - section headers
- Digital print graphic panels
- 8 - arm lights & 4 - electrical outlets for lights only

Elite 9 (20' x 20')

Includes:

- 1 x 18' tall fabric covered tower centerpiece with 7' diameter cone and 3 curved architectural support beams covered in white fabric.
- 3 - large monitor mounts (*Monitor not included*)
- 1 - center reception counter



Elite 8 (20' x 20')

Includes:

- Center ring structure 12' dia x 4' h
- 4 - white laminate walls 48" w x 9'10" h x 12" thick with 4 - white laminate platforms 48" x 48" to hold fabric graphic walls
- 2 - large monitor mounts (*Monitor not included*)
- 4 - internally facing shelving with 3 shelves each 24" x 24"

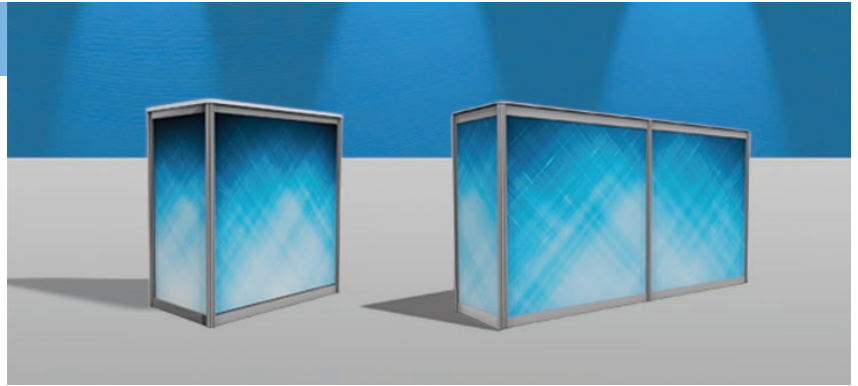
Have a Larger Exhibit Space?

Contact your project manager at **407-292-0025** or **exhibits@ags-expo.com**

ACCESSORIES

Essential Counters:

- 30" h or 42" h - 1 Meter x 1/2 Meter
- 30" h or 42" h - 2 Meter x 1/2 Meter
- 30" h or 42" h - 1 Meter Curved
- 30" h or 42" h - Sliding Doors



Elite Counters:

- Option 1: 39.37" w x 39.37" h x 17.75" d
- Option 2: 70.88" w x 39.37" h x 23.63" d
- Option 3: 45.9" w x 39.2" h x 21" d

Other Accessories:

- Literature Holders
- Lights
- Tablet Stands
- Monitor Mounts
- Chrome Sign Holders





KIOSK 02

Size:

- 96"h x 41.25" x 18"

Includes:

- Monitor mount

Graphic Options:

- Printed front panel

KIOSK 04

Size:

- Base - 29.75" x 22.5"
- 47.5" high

Graphic Options:

- Bottom wrap graphics - 36.75" x 63.75"



KIOSK 03

Size:

- Circular base, height 96"

Includes:

- Monitor mount

Graphic Options:

- Custom-cut graphics panels: options include foamcore & clear or frosted Plexiglass
- Top panel - 32" x 66"
- Bottom panel - 32" x 38.5"

KIOSK 06

Size:

- 96" x 25.9375" x 17.875"

Graphic Options:

- Printed infills
- Custom panel - 8.5" x 54.25"



Looking for more options?

Contact your project manager at **407-292-0025** or **exhibits@ags-expo.com**

BANNER STANDS



PACIFIC

Size:

- Standard graphic height = 83.75"

Features:

- Anodized silver base
- Molded endcaps
- Swivel-out foot
- 3-piece bungee cord

Options:

- Available in 3 sizes: 31.5", 35.5", 39.35"

SPRING BACK

Size:

- Standard graphic heights = 59" or 78"
- Graphic widths = 23.5", 26.5" or 31.5"

Includes:

- 3 banner stands and 1 banner stand case
- Snap top graphic rail

Options:

- 3 widths and adjustable height



QUICKWALL

Size:

- Standard graphic height = 78.5"
- Approx. overall width = 97"
- Graphic width = 31.5"

Includes:

- 3 banner stands and 1 banner stand case
- Snap top graphic rail

Options:

- Anodized silver or black base



GRAPHIC FILE REQUIREMENT GUIDELINES

Graphic File Requirement Guidelines

AGS's Preferred File Formats

These are the preferred formats in order of preference:

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop High (.psd) *
- TIFF (.tif) *
- JPEG (.jpg) *
- InDesign (.indd)

Please do not send images obtained from the Internet, Microsoft Word documents or Power Point slides for large format production.

We can accept your electronic files on the following types of media:

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail (15MB max)
- Dropbox, WeTransfer and YouSendIt online file sharing services

Fonts

Please convert all fonts to "Outlines" before sending files.

If this is not possible, include the fonts along with the transfer of the production files. Having access to the font used in your graphic is essential for us to make changes to text on any of your signage. In many cases you will want to make last minute changes or additions to your sign order. In order for us to edit type, or add additional text, we will need the fonts. We will also need the fonts for proper print output if you have sent us Adobe Illustrator files without turning the text to "Outlines" or Photoshop files without "Rasterizing" the type layers.

* Rasterized bit-mapped pixel based images should be high resolution 150 - 300 dpi at full size 1:1 ratio.

Color Matching

AGS uses PANTONE COLOR BRIDGE as a color reference to achieve the closest possible match to your color preferences. It is not possible to use PMS colors in CMYK or RGB Photoshop images, but we still would like to have Pantone Matching System (PMS) colors noted on the proofs and/or in writing as a reference for print comparison.

AGS will match PMS colors as closely as possible using our XRITE I101 Table and software. We Build ICC profiles to ensure color consistency across all our printable substrates.

What size will your final print be?

AGS produces graphics in a multitude of sizes depending on your specific needs. Contact your Account Representative and they will provide you with information regarding all the signage for your particular event.

Postscript vector outlined file types such as .ai and .eps are resolution independent, re-sizable without quality compromise and preferred especially for logos, however rasterized bit-mapped images such as Photoshop, Tiffs or Jpegs should be high resolution (150 - 300 dpi) at full size, 1:1 ratio. Any such images linked or embedded in InDesign or Illustrator files should be high resolution as well.

Based on viewing distance, here are some basic guidelines for resolution when working with formats such as .psd, .tif and .jpg files. This is the minimum resolution your graphic should be at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet . . . 100 dpi at full size
- Greater than 10 feet 72 dpi at full size

Extremely large banners might possibly be saved at lower resolutions to reduce the file size, but the file you send to AGS should be a minimum of 72 dpi and we will modify it as necessary.

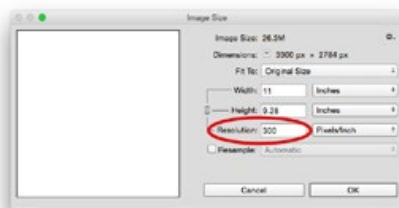
Image Size and Resolution

The resolution of an image is determined by the number of pixels per inch (ppi) printed on a page. Photographs and artwork files should always be an absolute minimum of 72 dpi at full production size. It is preferred that art sent to us for production be at least 150 dpi or higher. If the art's dimensions are smaller than actual size of the final print, the resolution needs to be higher to compensate.

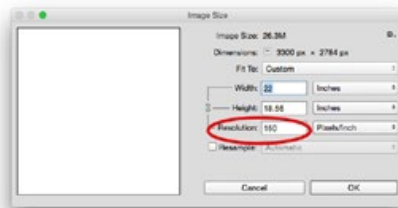
For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6'x 4' at 36 dpi) You can figure out if a file will print properly by opening it in

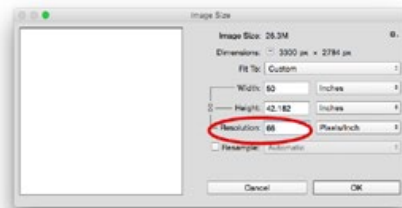
Adobe Photoshop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



Actual image size



Doubled in size



More than triple in size

In this example you can see how the image loses resolution as the size is increased in Adobe Photoshop. If it were to be printed at 50" the resolution would only be 66 dpi. This same loss of resolution occurs if you bring the image into Adobe Illustrator and make it bigger by dragging one of the corners.



Printing the same low-resolution image at different sizes you can see how this low resolution image becomes "pixelated" as it is increased in size for printing. This is a perfect example of why a small piece of art taken off a website at 72 dpi is unacceptable for printing.

Questions?

In order to ensure the highest quality products, please make certain that all files submitted to AGS adhere to this criteria. If for any reason you are unfamiliar with any of these items, have any questions or need information on accessing the FTP site, please contact our team.

Phone: **407.292.0025**

Email: **eventservices@ags-expo.com**

Custom Furnishings

Furnishings Catalog and Order Forms

Custom Furnishings Catalog.....	38
Custom Furnishings Order Form	56

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



DELIVERING TRADE SHOW SOLUTIONS YOU CAN COUNT ON.

Explore our new Trade Show Furnishings catalog, featuring great collections to help create an exhibit that communicates your company's unique brand message.

AGS is a leader in modern rental furnishing options for the trade show and exhibit industry with an extensive selection of high-quality furnishings available nationwide. We provide flexible design options that bring your exhibit to life and make it easy to transform your space into a comfortable selling environment.



NEW POWER UP IN STYLE.

NAPLES |

NPLCHP | Naples Chair, Powered
Black Vinyl, 36"L 30"D 28"H
Includes 1 black Charging Adapter

NPLLOP | Naples Loveseat, Powered
Black Vinyl, 62"L 30"D 28"H
Includes 2 black Charging Adapters

NPLSOP | Naples Sofa, Powered
Black Vinyl, 87"L 30"D 28"H
Includes 2 black Charging Adapters

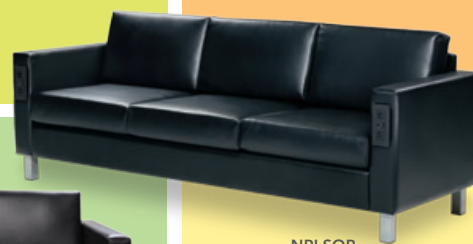
NPLCHP



NPLLOP



NPLSOP



ROMA |

CHRPWR | Roma Chair, Powered
White Vinyl, 37"L 31"D 33"H
Includes 1 white Charging Adapter

SFAPWR | Roma Sofa, Powered
White Vinyl, 78"L 31"D 33"H
Includes 2 white Charging Adapters

CHRPWR



SFAPWR



G30 TABLES |

G30BWP | G30 Bar Table, Powered
White Top, 72"L 26"D 42"H

G30DWP | G30 Café Table, Powered
White Top, 72"L 26"D 30"H

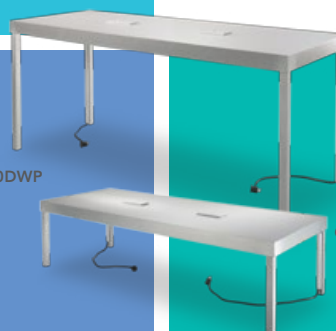
G30CWP | G30 Cocktail Table, Powered
White Top, 72"L 26"D 18"H

All G30 Tables include 2 white Charging Adapters

G30BWP



G30DWP



G30CWP



SYDNEY TABLES |

C1YP | Sydney Cocktail Table, Powered
Black, Brushed Steel, 48"L 26"D 18"H
Includes 2 black Charging Adapters

C1WP | Sydney Cocktail Table, Powered
White, Brushed Steel, 48"L 26"D 18"H
Includes 2 white Charging Adapters

CHARGING ADAPTERS

ADAPT B | Charging Adapter, Black 33"L
ADAPT W | Charging Adapter, White 33"L

C1WP



C1YP



ADAPT W




ADAPT B

 Denotes AC and USB charging outlets

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

 Also available with powered arms.
See page 1 for details.




 CHR003
| CHRPWR



 SFA003
| SFAPWR

NAPLES

 Also available with powered arms.
See page 1 for details.



 NPLCHR
| NPLCHP



 NPLLOV
| NPLLOP



 NPLSOF
| NPLSOP

ALLEGRO



CHR002



SFA002

SOUTH BEACH



OTS

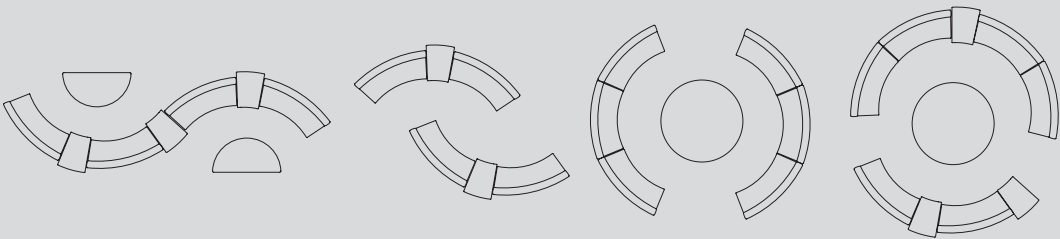


SO1



SO2

Suggested Uses of South Beach



PREMIER COLLECTIONS (CON'T)

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

KEY LARGO



KEYCHR



KEYLOV



KEYSOF

TANGIERS



TANCHR



TANSOF

FAIRFAX



FAIRCW



FAIRSW

HEATHROW



HS008



HC008

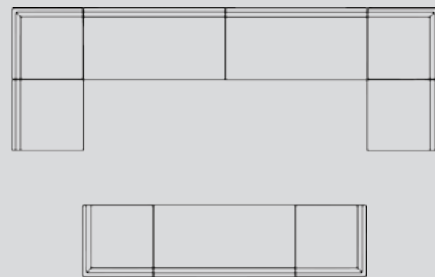
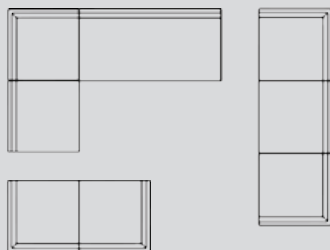
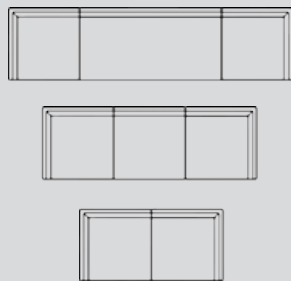


HCH08



HEA08

Suggested Uses of Heathrow



SOFAS & SECTIONALS



FAIRSW



HEA08



SFA002



SO1



NPLSOF
NPLSOP



TANSOF



KEYSOF



SFA003
SFAPWR



HS008



SO2

LOVESEATS



KEYLOV



NPLLOV
NPLLOP

SOFAS & SECTIONALS

FAIRSW | Fairfax Sofa
White Vinyl, Brushed Metal
62"L 27"D 30"H

HEA08 | Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SFA002 | Allegro Sofa
Blue Fabric
73"L 34.5"D 30"H

SO1 | South Beach Sofa
Platinum Suede
69"L 29"D 33"H

NPLSOF | Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF | Tangiers Sofa
Beige Textured
78"L 37"D 36"H

KEYSOF | Key Largo Sofa
Black Fabric
79"L 35"D 34"H

SFA003 | Roma Sofa
White Vinyl
78"L 31"D 33"H

HS008 | Heathrow
3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 | South Beach
3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

KEYLOV | Key Largo
Loveseat
Black Fabric
57"L 35"D 34"H

NPLLOV | Naples Loveseat
Black Vinyl
62"L 30"D 28"H



Also available with powered arms. See page 1 for details.

CLUB CHAIRS



FAIRCW



CHR003
CHRPWR



CHR002



NPLCHR
NPLCHP



KEYCHR



TANCHR



OCB



HCH08



HC008

ACCENT CHAIRS



MADGRY



SWAN



OCH



BCW



LABREA



CCE

MEETING CHAIRS



OCMESP



OCMTAU



OCMWHT

CLUB CHAIRS

FAIRCW | Fairfax Chair
White Vinyl, Brushed Metal
30"L 27"D 30"H

CHR003 | Roma Chair
White Vinyl
37"L 31"D 33"H

CHR002 | Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR | Naples Chair
Black Vinyl
36"L 30"D 28"H

KEYCHR | Key Largo Chair
Black Fabric
35"L 35"D 34"H

TANCHR | Tangiers Chair
Beige Textured
34"L 37"D 36"H

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

HCH08 | Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 | Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

ACCENT CHAIRS

MADGRY | Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

SWAN | Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCH | Madrid Chair
Black Vinyl
30"L 30"D 31"H

BCW | Madrid Chair
White Vinyl
30"L 30"D 31"H

LABREA | La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

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

MEETING CHAIRS

OCMESP | Meeting Chair
Espresso Vinyl
25.5"L 23.5"D 34"H

OCMTAU | Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OCMWHT | Meeting Chair
White Vinyl
25.5"L 23.5"D 34"H

Also available with powered arms. See page 1 for details.



OTTOMANS



OTTOMANS

BNO08 | Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BN075 | Bench Ottoman
White Vinyl
60"L 20"D 18"H

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

SAL | Sally Stool
White
12" Round 17"H

END01B | Endless Curved Ottoman
Black
60.5"L 37.5"D 15"H

END01W | Endless Curved Ottoman
White
60.5"L 37.5"D 15"H

END02B | Endless Square Ottoman
Black
34"L 34"D 15"H

END02W | Endless Square Ottoman
White
34"L 34"D 15"H

CUBL20 | Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H
A/C power only

OSC | Milano Cube
White Vinyl
17"L 17"D 18"H

OTH | Milano Cube
Black Vinyl
17"L 17"D 18"H

Vibe Cube Ottomans Waterproof
18"L 18"D 18"H

VIB05 | Yellow Vinyl

VIB06 | Gold/Bronze Vinyl

VIB07 | Beige Vinyl

VIB08 | Orange Vinyl

VIB01 | Green Vinyl

VIB02 | Blue Vinyl

VIB03 | Pink Vinyl

VIB04 | Red Vinyl

GROUP SEATING



CS8



CS9



XCHR



SC1



CH002



SC10



SCF



SCC



SCE



SCD



SC4



SC3



XC3



XC6



CO4

GROUP SEATING

RSTDIN | Rustique Chair
with arms
Gunmetal
20"L 18"D 31"H

DUET | Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 | Berlin Chair
Black, White
18"L 22"D 32"H

CS9 | Berlin Chair
Red, White
18"L 22"D 32"H

XCHR | Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC1 | New York Chair
Black, Maple
18"L 17"D 34"H

CH002 | Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SC10 | Razor Armless Chair
White
15.38"L 15.5"D 30.5"H

SCF | Fusion Chair
Black, White
19"L 21"D 32"H

SCC | Fusion Chair
Clear, White
19"L 21"D 32"H

SCE | Fusion Chair
Red, White
19"L 21"D 32"H

SCD | Fusion Chair
Green, White
19"L 21"D 32"H

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

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

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

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

CO4 | Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES



Also available with powered tops. See page 1 for details.



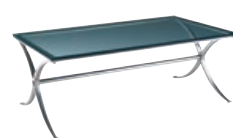
COLI



C1E



REGBEN



C1K



C1F



C1C



C1W
C1WP



C1Y
C1YP

SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



REGOTT



E1K



CUBTBL



E1F



E1C



E1W



E1Y



CDYTB

COCKTAIL TABLES

COLI | Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E | Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

REGBEN | Regis Bench/ Table
Brushed Metal
47"L 15.5"D 16"H

C1K | Inspiration Cocktail Table
Glass, Brushed Steel
48"L 28"D 18"H

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

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

C1W | Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y | Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

SIDE & END TABLES

TMBTBL | Timber Table
Wood
16" Round 17"H

NEMSAC | Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL | E Table
Wood
21"L 15.5"D 27.5"H

AURA | Aura Round Table
White Metal
15" Round 22"H

EOLI | Oliver End Table
Walnut Finish
22" Round 22"H

E1E | Silverado End Table
Glass, Chrome
24" Round 22"H

REGOTT | Regis End Table
Brushed Metal
16"L 15.5"D 16.5"H

E1K | Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

CUBTBL | Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H
A/C power only

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

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

E1W | Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y | Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CDYTB | Candy Table
White/Black Top
18"L 18"D 18"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 Manhattan, Geo, Merlin and Work Tables.



CONFERENCE TABLES

CC5 | 42" Round Table
Mahogany
42" Round 29"H

CONF42 | 42" Round Table
White Laminate
42" Round 29"H

CB1 | 42" Round Table
Graphite Nebula
42" Round 29"H

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

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

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

CF2 | Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H
CG1 | Manhattan Table

Glass, Black
42" Round 29"H

OCT6W | Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CB2 | 6' Conference Table
Graphite Nebula
72"L 42"D 29"H

CB3 | 8' Conference Table
Graphite Nebula
96"L 48"D 29"H

CC6 | 6' Table
Mahogany

72"L 36"D 29.5"H

CT06GR | 6' Table
Granite
72"L 36"D 29"H

CC7 | 8' Table
Mahogany
96"L 48"D 29.5"H

CC8 | 10' Table
Mahogany
120"L 48"D 29.5"H

C508GR | 8' Table
Granite
96"L 44"D 29"H

CT10GR | 10' Table
Granite
120"L 46"D 29"H

MERLIN | Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 | Work Table
White Laminate, White
48"L 24"D 30"H

EXECUTIVE CHAIRS



PROEXE



PROEXB



PROGB



PROMID



XC2



XC1



XC5



XC4

G30 COMMUNAL TABLES



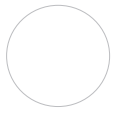
(ADAPTW)
G30 Powered Tables come with
2 white Charging Adapters

TABLE TOP OPTIONS

(G30 Powered Tables only
available in white)



MAPLE



WHITE

(G30 Powered Tables)



POWERED
G30BWP



POWERED
G30DWP



POWERED
G30CWP

(Solid Top Tables Or With Grommet Holes)



G30BMS
G30BMW



G30BWS G30B-
WW



G30DMS G30D-
MW



G30DWS
G30DWW



G30CMS G30C-
MW



G30CWS
G30CWW

EXECUTIVE CHAIRS

PROEXE | Pro Executive
High Back Chair
White Classic Vinyl
25"L 24"D 48"H Adjustable

PROEXB | Pro Executive
High Back Chair
Black Vinyl
25"L 24"D 48"H Adjustable

PROGB | Pro Executive
Guest Chair
Black Vinyl
24"L 22"D 36"H

PROMID | Pro Executive
Mid Back Chair
White Classic Vinyl
24"L 22"D 40"H Adjustable

XC2 | Luxor Mid Back
Executive Chair
Black Vinyl
27"L 28"D 41"H Adjustable

XC1 | Luxor High Back
Executive Chair
Black Vinyl
27"L 28"D 47"H Adjustable

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

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

G30 COMMUNAL TABLES

G30 POWERED TABLES

White Top
G30BWP | Bar Table
72"L 26"D 42"H
G30DWP | Café Table
72"L 26"D 30"H
G30CWP | Cocktail Table
72"L 26"D 18"H

Bar Table
G30BMS | Solid Top
G30BMW | Grommet Holes
Maple Top
72"L 26"D 42"H

Café Table
G30DMS | Solid Top
G30DMW | Grommet Holes
Maple Top
72"L 26"D 30"H

Cocktail Table
G30CMS | Solid Top
G30CMW | Grommet Holes
Maple Top
72"L 26"D 18"H

Bar Table
G30BWS | Solid Top
G30BWW | Grommet Holes
White Top
72"L 26"D 42"H

Café Table
G30DWS | Solid Top
G30DWW | Grommet Holes
White Top
72"L 26"D 30"H

Cocktail Table
G30CWS | Solid Top
G30CWW | Grommet Holes
White Top
72"L 26"D 18"H



Denotes AC and USB
charging outlets

BARSTOOLS



APS08



APS59



APS75



APS12



RSTSTL



XBAR



ROLLGY



ROLLRD



ROLLWH



ROLLBL



BS001



BS002



BS003



BSN



BCE



BSS



BST



BSD



BSC



BSL

BARSTOOLS

Apex Barstools
21"L 21"D 33"H
APS08 | Black Vinyl
APS59 | Red Vinyl
APS75 | White Vinyl
APS12 | Blue Ultra Suede

RSTSTL | Rustique Barstool
Gunmetal
13"L 13"D 30"H

XBAR | Christopher Barstool
White Vinyl, Chrome
19"L 15"D 41"H

ROLLGY | Lift Barstool
Gray Vinyl
15" Round 23-33.5"H

ROLLRD | Lift Barstool
Red Vinyl
15" Round 23-33.5"H

ROLLWH | Lift Barstool
White Vinyl
15" Round 23-33.5"H

ROLLBL | Lift Barstool
Black Vinyl
15" Round 23-33.5"H

BS001 | Shark Barstool
White, Chrome
22"L 19"D 34-44"H

BS002 | Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 | Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

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

BCE | Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

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

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

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

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

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

BAR TABLES



TABLE TOP OPTIONS



BAR TABLES

Standard Black Base
30" Round 42"H
 VTJ | Graphite Nebula Top
 VTK | Maple Top
 30MHSB | Mahogany Top
 VTG | Silver Textured Top
 VTB | Brushed Red Top
 VTC | Brushed Blue Top

Standard Black Base
36" Round 42"H
 VTW | White Laminated Top
 VTN | Graphite Nebula Top
 VTP | Maple Top

Hydraulic Chrome Base
30" Round 45"H
 30GRHB | Graphite Nebula Top
 30MTHB | Maple Top
 30MHHB | Mahogany Top
 30STHB | Silver Textured Top
 30BRHB | Brushed Red Top
 30BBHB | Brushed Blue Top
 30ORHB | Orange Top
 30SBHB | Liquid Steel Blue Top

Hydraulic Chrome Base
36" Round 45"H
 36GRHB | Graphite Nebula Top
 36MTHB | Maple Top
 36WTHB | White Laminated Top



CAFÉ TABLES



CAFÉ TABLES

Standard Black Base
30" Round 29"H
 ZTJ | Graphite Nebula Top
 ZTB | Brushed Red Top
 ZTK | Maple Top
 30MHSC | Mahogany Top
 ZTG | Silver Textured Top
 ZTC | Brushed Blue Top

Standard Black Base
36" Round 29"H
 ZTN | Graphite Nebula Top
 ZTQ | White Laminate Top
 ZTP | Maple Top

Hydraulic Chrome Base
30" Round 29"H
 30MTHC | Maple Top
 30GRHC | Graphite Nebula Top
 30MHHC | Mahogany Top
 30STHC | Silver Textured Top
 30BRHC | Brushed Red Top
 30BBHC | Brushed Blue Top
 30ORHC | Orange Top
 30SBHC | Liquid Steel Blue Top

Hydraulic Chrome Base
36" Round 29"H
 36MTHC | Maple Top
 36GRHC | Graphite Nebula Top
 36WTHC | White Laminate Top



WORK/MULTI USE TABLES




MERLIN



WD3

PEDESTALS & PRODUCT DISPLAY

 Denotes AC and USB charging outlets

Powered Locking Pedestals come with one black or white charging adapter



POWER DETAIL



POWER DETAIL



36"- PDL36B
42"- PDL42B



36"- PDL36W
42"- PDL42W



PDL

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



ET1



ET2



BC6

UTILITY CHAIRS



SY1



DF1

WORK/MULTI USE TABLES

MERLIN | Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 | Work Table
White Laminate, White
48"L 24"D 30"H

PEDESTALS & PRODUCT DISPLAYS

Powered Locking Pedestal
Black
PDL36B | 24"L 24"D 36"H
PDL42B | 24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W | 24"L 24"D 36"H
PDL42W | 24"L 24"D 42"H

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

ET1 | Etagere
Pewter, Metal Glass
30"L 16"D 70"H

ET2 | Etagere
Black, Metal Glass
30"L 16"D 70"H


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

UTILITY CHAIRS

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

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

DESKS & CREDENZAS

 Denotes AC and USB charging outlets

Powered Tech Desk includes one black charging adapter



ADAPT B



POWER DETAIL



 **TECH3B**



 **TECH**



TECH3



JD6



CR6

FILES & FRIDGES



VF4



VF2



L26



R1R



R1Q

DESKS & CREDENZAS

TECH3B | Tech Desk, Powered w/3 Drawer File Cabinet
Black Metal, Laminate
60"L 30"D 30"H

TECH | Tech Desk, Powered
Black Metal, Laminate
60"L 30"D 30"H

TECH3 | 3 Drawer File Cabinet on Castors
Black Metal, Laminate
16"L 20"D 28"H

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

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

FILES & FRIDGES

VF4 | Vertical File, 4 Drawer
Light Gray
27"L 19"D 52"H

VF2 | Vertical File, 2 Drawer
Light Gray
27"L 19"D 28"H

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

R1R | Refrigerator, Large
White
14.0 cubic feet
28"L 28"D 64"H

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

BARS

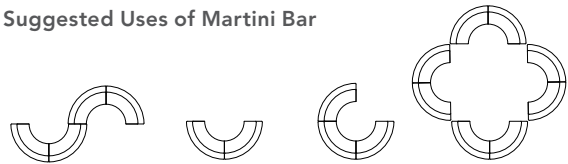


BRC



BR1

Suggested Uses of Martini Bar



BARS

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

BR1 | Martini Bar
Gray Metal, Frosted Glass
Top
67" L 22" D 45" H

MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTN



LAMPS



LA15



LA14

LIGHTED PRODUCTS

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



CUBL20



CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR | Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF | Charging Shelf
Black
14.85"L 7.17"D 1"H

**TBPNTN | Wireless Printer
Holder**
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

**TBSTND | Mobile
Tablet Stand**
Black
14"L 13"D 44.5"H

**TBSTDW | Mobile
Tablet Stand**
White
14"L 13"D 44.5"H

LAMPS

LA15 | Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 | Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

**CUBL20 | Edge
LED Cube Ottoman**
White Plastic
20"L 20"D 20"H
A/C power only

**CUBTBL | Edge LED
Cube Table**
Plexi Top, White Plastic
20"L 20"D 20"H
A/C power only

SMFM 37th Annual Meeting - The Pregnancy Meeting™

Caesar's Palace

Las Vegas, NV

Exhibit Dates: January 25-27, 2017

Discount Price Deadline Date

JANUARY 4TH

Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Sofas, Sectionals and Loveseats

SFA002 Allegro Sofa	73"L 34.5"D 30"H	\$635.61
SFA003 Roma Sofa	78"L 31"D 33"H	\$724.79
SFAPWR Roma Sofa, Powered	78"L 31"D 33"H	\$925.65
SO1 South Beach Sofa	69"L 29"D 33"H	\$603.79
SO2 South Beach 3 pc. Sectional	152"L 40"D 33"H	\$1,449.45
HEA08 Heathrow Sofa	48"L 24"D 28"H	\$603.79
HS008 Heathrow 3 pc. Sectional	72"L 48"D 28"H	\$1,584.05
NPLSOF Naples Sofa	87"L 30"D 28"H	\$761.09
NPLSOP Naples Sofa, Powered	87"L 30"D 28"H	\$925.65
NPLLOV Naples Loveseat	62"L 30"D 28"H	\$640.09
NPLLOP Naples Loveseat, Powered	62"L 30"D 28"H	\$797.39
TANSOF Tangiers Sofa	78"L 37"D 36"H	\$603.79
KEYSOF Key Largo Sofa	79"L 35"D 34"H	\$429.55
KEYLOV Key Largo Loveseat	57"L 35"D 34"H	\$332.75
FAIRSW Fairfax Sofa	62"L 27"D 30"H	\$434.39

Chairs, Group Seating and Barstools

CHR003 Roma Chair	37"L 31"D 33"H	\$494.78
APS08 Apex Barstool, Black Vinyl	21"L 21"D 33"H	\$203.28
APS12 Apex Barstool, Blue Ultra Suedu	21"L 21"D 33"H	\$203.28
APS59 Apex Barstool, Red Vinyl	21"L 21"D 33"H	\$203.28
APS75 Apex Barstool, White Vinyl	21"L 21"D 33"H	\$203.28
CHRPWR Roma Chair, Powered	37"L 31"D 33"H	\$574.75
CHR002 Allegro Chair	36"L 34.5"D 30"H	\$446.49
NPLCHR Naples Chair	36"L 30"D 28"H	\$531.19
NPLCHP Naples Chair, Powered	36"L 30"D 28"H	\$574.75
TANCHR Tangiers Chair	34"L 37"D 36"H	\$391.74
OCB Key West Tub Chair	31"L 31"D 31"H	\$361.79
HCH08 Heathrow Chair	24"L 24"D 28"H	\$470.69
HC008 Heathrow Corner Chair	24"L 24"D 28"H	\$506.99
FAIRCW Fairfax Chair	30"L 27"D 30"H	\$313.39
KEYCHR Key Largo Chair	35"L 35"D 34"H	\$284.35
SWAN Swanson Swivel Chair	28"L 25"D 18"H	\$325.49
LABREA La Brea Swivel Chair	35"L 27"D 40"H	\$373.89
MADGRY Madden Arm Chair	27"L 32"D 33"H	\$385.69
CCE Ice Chair	17.25"L 20"D 32"H	\$199.41
OCH Madrid Chair	30"L 30"D 31"H	\$680.02
BCW Madrid Chair	30"L 30"D 31"H	\$680.02
OCMESP Meeting Chair - Espresso	25.5"L 23.5"D 34"H	\$252.89
OCMTAU Meeting Chair - Taupe	25.5"L 23.5"D 34"H	\$248.05
OCMWHT Meeting Chair - White	25.5"L 23.5"D 34"H	\$228.69
SCE Fusion Chair Red, White	19"L 21"D 32"H	\$127.12

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811

Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

Submit Form

CUSTOM FURNISHINGS ORDER FORM

SMFM 37th Annual Meeting - The Pregnancy Meeting™

**Caesar's Palace
Las Vegas, NV**

Exhibit Dates: January 25-27, 2017

Discount Price Deadline Date

JANUARY 4TH

Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



	SCC Fusion Chair Clear, White	19"L 21"D 32"H	\$127.12
	SCF Fusion Chair Black, White	19"L 21"D 32"H	\$127.12
	SCD Fusion Chair Green, White	19"L 21"D 32"H	\$127.12
	SC1 New York Chair Onyx Seat, Maple Back, Chrome Legs	18"L 17"D 34"H	\$175.73

Chairs, Group Seating and Barstools (continued)

	SC4 Jetson Chair	19"L 18"D 31"H	\$175.73
	RSTDIN Rustique Chair W/Arms	20"L 18"D 31"H	\$131.89
	DUET Duet Chair	21"L 23"D 33"H	\$59.29
	SC10 Razor Chair	15.38"L 15.5"D 30.5"H	\$71.39
	XCHR Christopher Chair	17"L 19"D 35"H	\$95.59
	SC3 Brewer Chair Onyx, Black	20"L 20"D 32"H	\$158.51
	CH002 Wendy Chair	15"L 20"D 36"H	\$107.69
	CO4 Iso Mesh Chair	26"L 24"D 38"H	\$267.41
	XC3 Luxor Guest Chair	27"L 28"D 40"H	\$315.81
	XC6 Altura Guest Chair	25"L 20"D 34"H	\$280.72
	CS8 Berlin Chair Black	18"L 22"D 32"H	\$114.66
	CS9 Berlin Chair Red	18"L 22"D 32"H	\$114.66
	PROEXE Pro Executive Chair White	25"L 24"D 48"H Adjustable	\$337.59
	PROEXB Pro Executive Chair Black	25"L 24"D 48"H Adjustable	\$337.59
	PROGB Pro Executive Guest Chair Black	24"L 22"D 36"H Adjustable	\$235.95
	PROMID Pro Executive Mid Back Chair White	24"L 22"D 40"H Adjustable	\$214.17
	XC2 Luxor Executive Chair Mid Back, Black Leather	27"L 28"D 41"H Adjustable	\$343.64
	XC1 Luxor Executive Chair High Back, Black Leather	27"L 28"D 47"H Adjustable	\$365.42
	XC5 Altura Executive Chair Mid Back, Black Crepe	25"L 25"D 37"H Adjustable	\$308.55
	XC4 Altura Executive Chair High Back, Black Crepe	25"L 25"D 43"H Adjustable	\$336.38
	SY1 Altura Steno Chair Black Crepe	25"L 26"D 21"H	\$180.29
	DF1 Altura Drafting Stool Black Crepe	25"L 26"D 34"H	\$277.09
	BS001 Shark Swivel Barstool White Plastic W/ Arms, Chrome Base	22"L 19"D 34" — 44"H	\$289.19
	BS002 Zoey Swivel Barstool White Vinyl, Chrome Base	15"L 16"D 26" — 30.5"H	\$264.99
	BS003 Zoey Swivel Barstool Black Vinyl, Chrome Base	15"L 16"D 26" — 30.5"H	\$264.99
	BSN Jetson Barstool Black	18"L 19"D 29"H	\$242.00
	BST Banana Barstool White, Chrome	21"L 22"D 30"H	\$226.83
	BSS Banana Barstool Black, Chrome	21"L 22"D 30"H	\$226.83
	BCE Ice Barstool Transparent, Chrome	16"L 14"D 33"H	\$240.54
	BSD Oslo Barstool Blue	17"L 20"D 30"H	\$238.04
	BSC Oslo Barstool White	17"L 20"D 30"H	\$238.04
	BSL Gin Barstool Maple, Chrome	16"L 16"D 29"H	\$180.29
	RSTSTL Rustique Barstool	13"L 13"D 30"H	\$119.79
	ROLLRD Lift Barstool, Red Vinyl	15"D 23-33.5" H Adjustable	\$192.39
	ROLLGY Lift Barstool, Gray Vinyl	15"D 23-33.5" H Adjustable	\$192.39
	ROLLWH Lift Barstool, White Vinyl	15"D 23-33.5" H Adjustable	\$192.39
	ROLLBL Lift Barstool, Black Vinyl	15"D 23-33.5" H Adjustable	\$192.39

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811

Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

Submit Form

CUSTOM FURNISHINGS ORDER FORM

SMFM 37th Annual Meeting - The Pregnancy Meeting™

Caesar's Palace
Las Vegas, NV

Exhibit Dates: January 25-27, 2017

Discount Price Deadline Date

JANUARY 4TH

Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

	XBAR Christopher Barstool White, Chrome	19"L 15"D 41"H	\$163.35
Ottomans			
	VIB01 Green Vinyl	18"L 18"D 18"H	\$127.12
	VIB02 Blue Vinyl	18"L 18"D 18"H	\$127.12
	VIB03 Pink Vinyl	18"L 18"D 18"H	\$127.12
	VIB04 Red Vinyl	18"L 18"D 18"H	\$127.12
	VIB05 Yellow Vinyl	18"L 18"D 18"H	\$127.12
	VIB06 Gold/Bronze Vinyl	18"L 18"D 18"H	\$127.12
	VIB07 Beige Vinyl	18"L 18"D 18"H	\$127.12
	VIB08 Orange Vinyl	18"L 18"D 18"H	\$127.12
	CUBL20 Edge Lighted Cube - Plastic	20"L 20"D 20"H	\$179.47
	OTH Milano Black Vinyl	17"L 17"D 18"H	\$114.66
	OSC Milano White Vinyl	17"L 17"D 18"H	\$114.66
	BNO08 Bench Ottoman, Black Vinyl	60"L 20"D 18"H	\$373.89
	BNO75 Bench Ottoman, White Vinyl	60"L 20"D 18"H	\$373.89
	END02B Endless Square Ottoman, Black	34"L 34"D 15"H	\$325.49
	END02W Endless Square Ottoman, White	34"L 34"D 15"H	\$325.49
	OTS Southbeach, Platinum Suede	25"L 31"D 18"H	\$289.14
	SAL Sally Stool, White	12" D 17"H	\$83.49
	END01B Endless Curved Ottoman, Black	60.5"L 37.5"D 15"H	\$379.94
	END01W Endless Curved Ottoman, White	60.5"L 37.5"D 15"H	\$379.94

Cocktail Tables			
	C1C Chrome Geo (rectangle)	50"L 22"D 16"H	\$228.69
	C1E Silverado	36" RND 17H	\$253.00
	C1F Black Geo (rectangle)	50"L 22"D 16"H	\$228.69
	C1K Inspiration	42"L 28"D 18"H	\$281.66
	COLI Oliver Cocktail Table, Oval Wood	47"L 27"D 19"H	\$217.80
	C1W Sydney, White	48"L 26"D 18"H	\$256.52
	C1WP Sydney Powered, White	48"L 26"D 18"H	\$325.49
	C1Y Sydney, Black	48"L 26"D 18"H	\$256.52
	C1YP Sydney Powered, Black	48"L 26"D 18"H	\$325.49
	REGBEN Regis Bench/Table	47"L 15.5"D 16"H	\$260.15

End Tables			
	CUBTBL Edge Lighted Cube Table	20"L 20"D 20"H	\$180.29
	CDYTB Candy Table	18"L 18"D 18"H	\$192.39
	E1C Chrome Geo	26"L 26"D 20"H	\$224.33
	E1E Silverado	24"RND 22H	\$240.79
	E1F Black Geo	26"L 26"D 20"H	\$223.85
	E1K Inspiration	24"L 28"D 22"H	\$264.99
	EOLI Oliver End Table	22" RND 22"H	\$193.60
	E1W Sydney, White	27"L 23"D 22"H	\$231.11

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811

Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

[Submit Form](#)

CUSTOM FURNISHINGS ORDER FORM

SMFM 37th Annual Meeting - The Pregnancy Meeting™

Caesar's Palace
Las Vegas, NV

Exhibit Dates: January 25-27, 2017

Discount Price Deadline Date
JANUARY 4TH

Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

	E1Y Sydney, Black	27"L 23"D 22"H	\$231.11
	TMBTBL Timber Table	16"RND 17"H	\$156.09
	NEMSAC Mosaic Tables (Set of 3)	12"L 14"D 16"H 16.5"L 15"D 18"H 20.5"L 16"D 20"H	\$264.99
	ETBL E Table	21"L 15.5"D 27.5"H	\$162.02
	AURA Aura Round Table	15"RND 22"H	\$131.89
	REGOTT Regis End Table	24"RND 22"H	\$192.39
Conference Tables			
	CB1 42" Round Graphite Nebula	42"RND 29"H	\$349.69
	CB2 6' Graphite Nebula	72"L 42"D 29"H	\$429.97
	CB3 8' Graphite Nebula	96"L 48"D 29"H	\$507.24
	CC5 42" Round Mahogany	42" RND 29"H	\$349.69
	CC6 6' Rectangle Mahogany	72"L 36"D 29.5"H	\$429.97
	CC7 8' Rectangle Mahogany	96"L 48"D 29.5"H	\$507.24
	CC8 10' Rectangle Mahogany	120"L 48"D 29.5"H	\$761.09
	MERLIN Merlin Multi Use Table	46"L 29"D 30"H	\$313.39
	CE1 Geo, Square Round Glass/Chrome	42"L 42"D 29"H	\$289.19
	CE2 Geo, Rect. Glass/Chrome	60"L 36"D 29"H	\$410.19
	CF1 Geo, Square Round Glass/Black	42"L 42"D 29"H	\$289.19
	CF2 Geo, Rectangle Glass/Black	60"L 36"D 29"H	\$410.19
	CG1 Manhattan, Black/Glass	42"RND 29"H	\$301.29
	OCT6W 6' Nova Oval Conference Table	71"L 36"D 29"H	\$482.79
	CT06GR Conf Table, Granite, 6-Foot	72"L 36"D 29"H	\$429.97
	CT08GR Conf Table, Granite, 8-Foot	96"L 44"D 29"H	\$507.24
	CONF42 Table, Laminate, White	42" RND 29"H	\$349.69
	WD3 Work Table, Laminate, White	48"L 24"D 30"H	\$301.29
	CT10GR Conf Table, Granite, 10-Foot	120"L 46"D 29"H	\$761.09
	PWRUSB Powered Conference Table Module	5"L 2.25"D 2"H	\$68.97

G30 Communal Bar Cafe & Cocktail Tables			
	G30BMW G-30 Bar Table w/grommets - Maple	72"L 26"D 42"H	\$603.79
	G30BMS G-30 Bar Table, solid - Maple	72"L 26"D 42"H	\$603.79
	G30BWW G-30 Bar Table, w/grommets - White	72"L 26"D 42"H	\$603.79
	G30BWS G-30 Bar Table, solid - White	72"L 26"D 42"H	\$603.79
	G30DMW G-30 Café Table, w/grommets - Maple	72"L 26"D 30"H	\$482.79
	G30DMS G-30 Café Table, solid - Maple	72"L 26"D 30"H	\$482.79
	G30DWW G-30 Café Table, w/grommets - White	72"L 26"D 30"H	\$482.79
	G30DWS G-30 Café Table, solid - White	72"L 26"D 30"H	\$482.79
	G30CMW G-30 Cocktail Table, w/grommets - Maple	72"L 26"D 18"H	\$337.59
	G30CMS G-30 Cocktail Table, solid - Maple	72"L 26"D 18"H	\$337.59
	G30CWW G-30 Cocktail Table, w/grommets - White	72"L 26"D 18"H	\$337.59
	G30CWS G-30 Cocktail Table, solid - White	72"L 26"D 18"H	\$337.59

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

[Submit Form](#)

SMFM 37th Annual Meeting - The Pregnancy Meeting™

Caesar's Palace
Las Vegas, NV

Exhibit Dates: January 25-27, 2017

Discount Price Deadline Date

JANUARY 4TH

Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



	G30BWP G-30 Powered Bar Table, White Top	72"L 26"D 42"H	\$712.69
	G30CWP G-30 Powered Cocktail Table, White Top	72"L 26"D 30"H	\$398.09
	G30DWP G-30 Powered Cafe Table, White Top	72"L 26"D 18"H	\$555.39
Bar Tables			
	VTB Brushed Red w/Standard Base	30"RND 42"H	\$223.85
	VTC Brushed Blue w/Standard Base	30"RND 42"H	\$223.85
	30MHSB Mahogany with Black Base	30"RND 42"H	\$262.57
	VTG Silver Textured Top with Black Base	30"RND 42"H	\$223.85
	VTJ Graphite Nebula w/Standard Base	30"RND 42"H	\$223.85
	VTK Maple w/Standard Base	30"RND 42"H	\$223.85
	VTW White Laminate Top w/Standard Base	36"RND 42"H	\$240.79
	VTN Graphite Nebula w/Standard Base	36"RND 42"H	\$240.79
	VTP Maple W/Standard Base	36"RND 42"H	\$240.79
	30GRHB Graphite Nebula w/Hydraulic Chrome Base	30"RND 45"H	\$296.45
	30MTHB Maple w/Hydraulic Chrome Base	30"RND 45"H	\$272.25
	30MHHB Mahogany w/Hydraulic Chrome Base	30"RND 45"H	\$272.25
	30STHB Silver Textured Top w/Hydraulic Chrome Base	30"RND 45"H	\$272.25
	30BRHB Brushed Red w/Hydraulic Chrome Base	30"RND 45"H	\$272.25
	30BBHB Brushed Blue w/Hydraulic Chrome Base	30"RND 45"H	\$272.25
	30ORHB Orange w/Hydraulic Chrome Base	30"RND 45"H	\$272.25
	30SBHB Liquid Steel Blue Top w/Hydraulic Chrome Base	30"RND 45"H	\$272.25
	36GRHB Graphite Nebula w/Hydraulic Chrome Base	36"RND 45"H	\$296.45
	36MTHB Maple w/Hydraulic Chrome Base	36"RND 45"H	\$296.45
	36WTHB White Laminate w/Hydraulic Chrome Base	36"RND 45"H	\$296.45

Café Tables			
	30MHSC Mahogany with Black Base	30"RND 29"H	\$251.68
	ZTB Brushed Red w/Standard Base	30" RND 29"H	\$204.49
	ZTC Brushed Blue w/Standard Base	30" RND 29"H	\$204.49
	ZTG Silver w/ Standard Base	30" RND 29"H	\$204.49
	ZTJ Graphite Nebula w/Standard Base	30" RND 29"H	\$204.49
	ZTK Maple w/Standard Base	30" RND 29"H	\$204.49
	ZTN Graphite Nebula w/Standard base	36"RND 29"H	\$222.64
	ZTP Maple w/Standard Base	36"RND 29"H	\$222.64
	ZTQ White Laminate w/Standard Base	36"RND 29"H	\$222.64
	30MHHC Maple w/Hydraulic Chrome Base	30"RND 29"H	\$272.25
	30GRHC Graphite Nebula w/Hydraulic Chrome Base	30"RND 29"H	\$272.25
	30MHHC Mahogany w/Hydraulic Chrome Base	30"RND 29"H	\$272.25
	30STHC Silver Textured Top w/Hydraulic Chrome Base	30"RND 29"H	\$272.25
	30BRHC Brushed Red w/Hydraulic Chrome Base	30"RND 29"H	\$272.25
	30BBHC Brushed Blue w/Hydraulic Chrome Base	30"RND 29"H	\$272.25
	30ORHC Orange w/Hydraulic Chrome Base	30"RND 29"H	\$272.25
	30SBHC Liquid Steel Blue Top w/Hydraulic Chrome Base	30"RND 29"H	\$301.29

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811

Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

Submit Form

CUSTOM FURNISHINGS ORDER FORM

SMFM 37th Annual Meeting - The Pregnancy Meeting™

Caesar's Palace

Las Vegas, NV

Exhibit Dates: January 25-27, 2017

Discount Price Deadline Date

JANUARY 4TH

Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



	36MTHC Maple w/Hydraulic Chrome Base	36"RND 29"H	\$296.45
	36GRHC Graphite Nebula w/Hydraulic Chrome Base	36"RND 29"H	\$296.45
	36WTHC White Laminate Top w/Hydraulic Chrome Base	36"RND 29"H	\$296.45
Work/Multi Use Tables			
	MERLIN Merlin Multi Use Table	46"L 29"D 30"H	\$313.39
	WD3 Work Table	48"L 24"D 30"H	\$301.29
Pedestals & Product Displays			
	BC6 Mahogany Bookcase	36"L 13"D 71"H	\$349.69
	PDL Black Locking Pedestal with Door	24"L 24"D 42"H	\$434.39
	ET1 Etagere Pewter Silver Finish	30"L 16"D 70"H	\$313.39
	PDL36B Black Powered Locking Pedestal	24"L 24"D 36"H	\$434.39
	PDL42B Black Powered Locking Pedestal	24"L 24"D 42"H	\$519.09
	PDL36W White Powered Locking Pedestal	24"L 24"D 36"H	\$434.39
	PDL42W Black Powered Locking Pedestal	24"L 24"D 42"H	\$519.09
	ET2 Étagère Black	30"L 16"D 70"H	\$313.39
Desks & Credenzas			
	JD6 Mahogany Executive Desk	60"L 30"D 29"H	\$506.99
	CR6 Mahogany Storage Credenza	72"L 24"D 29"H	\$506.99
	TECH3B Powered 3 Drawer File Cabinet, Black	60"L 30"D 30"H	\$506.99
	TECH Powered Tech Desk, Black	60"L 30"D 30"H	\$410.19
	TECH3 Powered 3 Drawer File Cabinet on Castors, Black	16"L 20"D 28"H	\$135.52
File Cabinets & Fridges			
	VF2 2 drawer Vertical File	27"L 19"D 28"H	\$169.40
	VF4 4 drawer Vertical File	27"L 19"D 52"H	\$231.11
	L26 Mahogany Lateral File	36"L 20"D 29"H	\$397.57
	R1R Large Refrigerator, White	28"L 28"D 64"H	\$788.91
	R1Q Small Refrigerator, White	20"L 22"D 33"H	\$277.09
Mobile Tablet Stands			
	TBSTDW Mobile Table Stand - White	14"L 13"D 44.5"H	\$252.89
	TBSTND Mobile Table Stand - Black	14"L 13"D 44.5"H	\$252.89
	TBBCHR Brochure Holder	8.625"L 1.1"D 11.325"H	\$59.29
	TBSHLF Charging Shelf	14.85"L 7.17"D 1"H	\$59.29
	TBPNTN Wireless Printer Holder	3.3"L 1.9"D 5.28"H	\$59.29
Lamps			
	LA15 Mason Floor Lamp - Brushed Silver	18"RND 55"H	\$199.65
	LA14 Mason Table Lamp - Brushed Silver	16"RND 26"H	\$130.68
Lighted Products			
	CUBL20 Edge Lighted Cube - Plastic	20"L 20"D 20"H	\$179.47
	CUBTBL Edge Lighted Cube Table	20"L 20"D 20"H	\$180.29
Bars			
	BR1 Martini Bar	67"L 22"D 45"H	\$1,223.31

CUSTOM FURNISHINGS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811

Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Web: www.ags-expo.com

Submit Form



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Custom Furnishings Order Form

	BRC Martini Bar Circle (3) Comprised of 3 BR1s	100"L 100"D 47"H	\$3,522.31
Charging Adaptors			
	ADAPT B Charging Adapter, Black	33"L	\$21.78
	ADAPT W Charging Adapter, White	33"L	\$21.78

AGS offers a variety of Custom Furnishing options, including tables, chairs, bars, couches, desks and other stylish additions for your exhibit space. We ask that you include those pages with your order that indicate both the item and quantity. Please also submit this page as a confirmation of the total value of your Custom Furnishings order.

The information provided below outlines the terms of service related to our Custom Furnishings. If you need more information regarding this service please contact our Event Services Department, eventservices@ags-expo.com. Please remember to include your event name, company name and booth number so that we may better assist in answering your questions.

Please Note:

- There is a 19% service charge added to the total order for delivery and removal of all custom furnishing items.
- In order to be guaranteed items for delivery, custom furnishing orders must be received with payment on or before the deadline date listed above.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.
- Custom furnishings will be delivered to your booth separately from standard furnishings.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled after the discount deadline but before show move-in begins may incur a 50% cancellation fee. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

Subtotal: \$ _____
 19% Service Charge: \$ _____
 Total Custom Furnishings Order: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Web: www.ags-expo.com

[Submit Form](#)

Booth Labor & Cleaning

Information and Order Forms

Booth Labor Order Form	64
Outbound Shipping for AGS Supervised Labor Only.....	65
Booth Cleaning Order Form	66
Booth Layout Form.....	67

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$106.40	\$127.68
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	\$159.60	\$191.52

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)				Total Labor Cost:	\$	\$

- After the 1st hour time can be billed in 1/2 hour increments.

Supervision of Labor

Supervision of all labor is required. Please select a supervision plan by checking the boxes.

Exhibitor Supervision Install ☐ Dismantle ☐

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided and laborer is not utilized, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.

On-Site Representative Name/Company & Cell: _____

AGS Supervision Install ☐ Dismantle ☐

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a \$50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a \$50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, AGS MUST have detailed set-up instructions (blueprints/floorplans, etc.) with this labor order.

Exhibitor must also include outbound shipping instructions with this labor order.

(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ _____

AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ _____

Total Booth Labor: \$ _____



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

AGS Supervised Labor Only

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address. If your freight is being forwarded to another show, be sure to include the name of the show and your booth number.

Company/Show: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

Select Shipping Method:

☐ Ship via carrier of exhibitor's choice - Exhibitor Appointed Carrier

Name of Carrier _____

☐ Ship via official show freight carrier, **UPS Freight**

Please Note:

- **This service is provided for Supervised Labor Services ONLY.**
- If an exhibitor is using a carrier of his/her own choice (not using the official show freight carrier), the exhibitor is responsible for arranging for pick-up at the close of the event.

Outbound Shipping Instructions

Bill Shipping Charges to (if different from above):

Shipper (Print): _____ Phone: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

Please Indicate Booth Area

BOOTH SIZE - _____ X _____ = _____ (sq. ft. round up to the nearest 100 sq. ft.)

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded up to the nearest 100 sq. ft.

Vacuuming Service *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

- ☐ Vacuuming Nightly \$0.42/sq. ft.* ☐ Vacuuming Once Before Event \$0.47/sq. ft.

**Please calculate for (2) event days.*

Periodic Porter Service

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

- ☐ Periodic Porter Service - Daily .. \$45.48/day** ☐ Day-Specific Porter Service \$57.00/day

***Please calculate for (2) event days.*

(Please indicate days) _____

- ☐ **Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal and other similar labor services.

Quoted as needed.***

- **Straight-Time:** \$57.06/hr ... 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** \$82.41/hr ... 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.

****One (1) Hour Minimum for all service calls.*

Other Cleaning Services

- ☐ Shampooing of Carpet \$0.75/sq. ft.
- ☐ Mopping and Waxing \$0.75/sq. ft.
- ☐ Anti-Static Carpet Treatment \$0.19/sq. ft.
- Shampooing and mopping available before show opens **ONLY**

Total Order

Total Sq. Ft.

X

Vacuuming: \$0.42/sq. ft. or \$0.47/sq. ft. x _____ Days = \$ _____

Shampooing/Mopping: \$0.75/sq. ft. x _____ Days = \$ _____

Anti-Static Treatment: \$0.19/sq. ft. x _____ Days = \$ _____

Porter Service: \$45.48 or \$57.00/day x _____ Days = \$ _____

Total Booth Cleaning Order: \$ _____

Shipping & Material Handling

Information and Order Forms

Material Handling & Rates	69
Reducing Material Handling Costs	73
Freight Re-Route Policy	74
Shipping Addresses	75
Shipping Labels	76
Material Handling Order Form	78
Outbound Bill of Lading/Shipping Label Request	79
Inbound Shipping Information Form	80
Premium Return Service	81
Cartload Service Order Form	82
Terms & Conditions of Contract - Material Handling Services	83
UPS Freight Shipping	88

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at eventservices@ags-expo.com

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

NOTE: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.



SMFM 37th Annual Meeting -
The Pregnancy Meeting™
Caesar's Palace
Las Vegas, NV
Exhibit Dates: January 25-27, 2017

**Discount Price
Deadline Date
JANUARY 4TH**
Method of payment must accompany your order



Material Handling Information & Rates

Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses or other erroneous information not related to this specific event.

Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

Rate Classification

Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o UPS Freight and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area and reloading on outbound truck(s). **The ROUND TRIP RATE of \$105.00 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$36.75 with a 200 lb. minimum.**

Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject to a 35% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Caesar's Palace and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$102.00 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**



SMFM 37th Annual Meeting -
The Pregnancy Meeting™
Caesar's Palace
Las Vegas, NV
Exhibit Dates: January 25-27, 2017

**Discount Price
Deadline Date
JANUARY 4TH**
Method of payment must accompany your order



Material Handling Information & Rates

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- a vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- For each 100 lbs. or fraction thereof per shipment, the rate is **\$35.70** with a **200 lb. minimum**.

Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to but is not limited to moving van shipments or shipments by any trucks which because of their truck bed height cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of \$153.00 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.

NOTE: In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Caesar's Palace and labeled with appropriate show name, company name and booth number. Such items considered small packages are cartons, envelopes and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments. Materials will be unloaded from the dock or trucks, at the exhibit site and delivered to the exhibitor's booth.

This INBOUND ONLY RATE applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where



SMFM 37th Annual Meeting -
The Pregnancy Meeting™
Caesar's Palace
Las Vegas, NV
Exhibit Dates: January 25-27, 2017

**Discount Price
Deadline Date
JANUARY 4TH**
Method of payment must accompany your order



Material Handling Information & Rates

Small Package Rates (Cont.)

the first piece is \$50.00 and each subsequent piece is \$15.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. **The fee for this premium service to return empty storage containers at the close of show is \$250.00 for (3) containers.**

Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading and shipping information will be available.

Freight Re-Route Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. If the shipment is drayed back to the warehouse, a Service Fee of \$300.00 or \$0.30/lb (whichever is greater) will be assessed by AGS in addition to any fees applied by the Official Show Carrier for transportation and/or storage. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling.

Reducing Material Handling Costs

To reduce material handling costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form, or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.
- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.

THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

Here are some common mistakes that can result in higher material handling charges:

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

EXAMPLE OF SAVINGS

Received - *Multiple Shipments*

51 lbs.	charged @ \$105.00 per cwt. 200 lbs. min. = \$210.00	
43 lbs.	charged @ \$105.00 per cwt. 200 lbs. min. = \$210.00	
64 lbs.	charged @ \$105.00 per cwt. 200 lbs. min. = \$210.00	TOTAL = \$630.00

Received - *Single Shipment*

(3 pcs) 158 lbs.	charged @ \$105.00 per cwt. 200 lbs. min. = \$210.00	TOTAL = \$210.00
------------------	--	-------------------------

SAVE \$420.00

Freight Re-Route Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight re-routed.

Driver Check-in: Friday, January 27, 2017 by 6:00 PM

Freight Re-Route Time: Friday, January 27, 2017 at 6:01 PM

What is Freight Re-Route?

A "re-route" occurs when a carrier does not check-in or show-up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is re-routed until we must move it to complete the contracted move-out agreement between show management, the convention center and AGS Expo Services.

Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official "permission" by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors and to service show management and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, we require that someone from your company remain with the shipment until it is picked-up. Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

Freight Re-Route Contact

In the event that your freight is re-routed by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 407.292.0025 to obtain tracking and destination information.



SMFM 37th Annual Meeting -
The Pregnancy Meeting™
Caesar's Palace
Las Vegas, NV
Exhibit Dates: January 25-27, 2017

**Discount Price
Deadline Date
JANUARY 4TH**
Method of payment must accompany your order



Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

Name of Exhibiting Company

SMFM 37th Annual Meeting -
The Pregnancy Meeting™

Booth #: _____

{PLACE APPROPRIATE ADDRESS HERE}

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight
c/o Sunset Transportation
4120 W. Windmill Lane Suite 111
Las Vegas, NV 89139

Delivery Window

- Deliveries only accepted between 12/20/16 - 1/18/17
- Receiving Dock Open - 8:00 am - 4:30 pm
- Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Caesar's Palace
Octavius Ballroom
3570 Las Vegas Boulevard South
Las Vegas, NV 89109

Delivery Window

- Tuesday, January 24, 2017 9:00 AM - 5:00 PM
- Wednesday, January 25, 2017 8:00 AM - 4:00 PM
- All booths must be set by 4:00 PM on Wednesday, January 25, 2017.

- **Delivery restrictions apply to all methods of receiving.** Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.
- **Mislabeled packages have the potential of being refused at show site.** Please remember to include **AGS Expo Services c/o Caesar's Palace or UPS Freight** on all packages sent to either the advance warehouse or direct shipments to exhibit site AND remove all old labels from packaging.



TO: AGS Expo Services
c/o UPS Freight
c/o Sunset Transportation
4120 W. Windmill Lane Suite 111
Las Vegas, NV 89139

SMFM 37th Annual Meeting - The Pregnancy Meeting™

COMPANY NAME: _____

BOOTH NUMBER: _____

ADVANCE WAREHOUSE RECEIVING DATES:
12/20/16 - 1/18/17

ADVANCE SHIPPING LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE



PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: AGS Expo Services
c/o UPS Freight
c/o Sunset Transportation
4120 W. Windmill Lane Suite 111
Las Vegas, NV 89139

SMFM 37th Annual Meeting - The Pregnancy Meeting™

COMPANY NAME: _____

BOOTH NUMBER: _____

ADVANCE WAREHOUSE RECEIVING DATES:
12/20/16 - 1/18/17

ADVANCE SHIPPING LABEL



TO: AGS Expo Services
c/o Caesar's Palace
Octavius Ballroom
3570 Las Vegas Boulevard South
Las Vegas, NV 89109

SMFM 37th Annual Meeting - The Pregnancy Meeting™

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Tuesday, January 23, 2017 - 9:00 AM - 5:00 PM OR

Wednesday, January 24, 2017 - 8:00 AM - 4:00 PM

DIRECT SHIPPING LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE



PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: AGS Expo Services
c/o Caesar's Palace
Octavius Ballroom
3570 Las Vegas Boulevard South
Las Vegas, NV 89109

SMFM 37th Annual Meeting - The Pregnancy Meeting™

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Tuesday, January 23, 2017 - 9:00 AM - 5:00 PM OR

Wednesday, January 24, 2017 - 8:00 AM - 4:00 PM

DIRECT SHIPPING LABEL



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Material Handling Order Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled "Shipping Instructions and Material Handling."

MATERIAL HANDLING RATES (DEADLINE DATES)

Advanced Warehouse - (12/20/16-1/18/17)

- \$105.00 per 100 lbs, 200 lbs min.

Special Handling at Show Site - (1/23/17-1/24/17)

- \$153.00 per 100 lbs, 200 lbs min.

Direct to Show Site - (1/23/17-1/24/17)

- \$102.00 per 100 lbs, 200 lbs min.

Small Packages - <30 lbs - (Show Site Only)

- \$50.00 1st Carton, \$15.00 each add., per day

Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 35% Overtime Surcharge will be applied for any mandatory move-in and/or move-out after 4:30 PM.**

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ \$105.00 per 100 lbs. (200 lbs. min, \$210.00 Minimum)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs. = \$ _____

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

Direct Shipments to Show Site

We will ship.... _____ lbs. @ \$102.00 per 100 lbs. (200 lbs. min, \$204.00 Minimum)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs. = \$ _____

- *Materials received prior to move-in date/time will be assessed an off-target charge, or may be refused by the facility.*

Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... _____ lbs. @ \$153.00 per 100 lbs. (200 lbs. min, \$306.00 Minimum)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs. = \$ _____

Small Packages

We will ship.... _____ Packages @ \$50.00 for the first package and \$15.00 for each additional package contained in the same shipment

Total Number of Packages _____ x \$50.00 / \$15.00 = \$ _____

Total Order

Material Handling Services - Subtotal: \$ _____

35% Overtime Surcharge (Subtotal x 35%): \$ _____

Total Material Handling Cost: \$ _____



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

Showsite Instructions:

- **Completed BOL must be turned in to the AGS Service Center prior to your departure.**
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.
- Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Ship to Address:

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention/Show/Booth #: _____

Number of Destinations: _____ Number of pieces: _____ Number of Labels Requested: _____

- **If you have more than (1) destination please fill out a form for each individual destination.**
- **Please indicate your piece count by type below.**

_____ Crate (Wood)
 _____ Skid (Pallet)
 _____ Cases (Plastic)
 _____ Carton (Cardboard)
 _____ Anvil Case/ Trunks
 _____ Other (Bundles, pad wraps, etc)

Select Shipping Method:

- ☐ Ship via official show freight carrier, **UPS Freight**
- ☐ Ship via carrier of exhibitor's choice - Name of Carrier _____
- If selecting a carrier other than UPS Freight, you must schedule the pickup.

****In the case that your carrier does not show please select one of the below dispositions for your shipment****

- ☐ Re-Route via Show Carrier, UPS Freight
 ☐ Drayback to Warehouse - Additional fees will apply

Bill Shipping Charges to (if different from ship to address):

Shipper (Print): _____ Email: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Inbound Shipping Information

Please use this form to indicate information related to your shipments. This will allow us to assist you at show site with regard to inbound shipments. If you have multiple shipments, please attach additional versions of this form for each inbound shipment.

Shipments to Warehouse

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

Shipments Direct to Show Site *(Shipments must arrive during scheduled move-in hours ONLY)*

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With Premium Return Service you will get return of your crates and boxes as a priority to expedite dismantle and reduce and avoid long move-outs.

PRIORITIZED RETURN OF CRATES!

As a white glove AGS service, our team will make every effort to deliver your Premium Return Labels to your booth. However, the exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage.

AVOID LONG DISMANTLES

PREMIUM RETURN SERVICE: \$250.00

☐ Yes, we would like *Premium Return Service*

We are storing: # of Pieces _____ ☐ Crates ☐ Boxes ☐ Fiber Containers ☐ Anvil Case ☐ Other

Service Includes

- The storage of up to three (3) pieces
- Priority return of stored materials
- This service is available for containers that measure 4'x8'x4' or smaller. This service is NOT available for skids.

Total Order: \$ _____

Please Note:

- This is a limited service and we ask that you make your Premium Return Service reservations in advance.
- This is not an alternative to Material Handling. Material Handling services must be established prior to ordering this service.
- All Premium Return Service labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.*
- This service must be established prior to the removal of materials from the floor. Labeling is the responsibility of the exhibitor.
- Taxes added where applicable.
- The storage of up to three (3) pieces included.



PREMIUM RETURN SERVICE



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Cartload Service Order Form



AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. The maximum capacity for this cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Please see details of service and order form below.

Cartload Rate
 \$80.00 per cartload trip

Availability of Service

The cartload service begins on **Tuesday, January 24, 2017** and will be available to exhibitors during scheduled move-in hours only. Move-out will begin on **Friday, January 27, 2017** and be available to exhibitors during scheduled move-out hours only. Please refer to the Show Information section of this Service Manual for scheduled move-in and move-out times.

Scheduling Cartload Services

Exhibitors who elect to pre-order this service will be given priority access to the loading dock and labor for move-in and move-out. To schedule a cartload service at show site, please visit the AGS Service Center at your event. On-site requests will be provided on a first-come, first-served basis. Exhibitors who have pre-ordered cartload service are asked to check-in at the loading dock.

Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pickup trucks, passenger vans, taxis and limousines. The maximum carry weight for the cartload service is 199 lbs. Anything greater than 199 lbs. will be assessed appropriate material handling charges. Cartload service does not include the storage of empty containers.

Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is \$80.00.

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

Date	Time	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	3:00 PM	1	\$80.00	\$80.00
Total Cartload Service Order:				\$

Terms & Conditions of Contract - Material Handling Services

By acceptance of Goods and/or Services provided by AGS Exposition Services, Inc. and/or its carriers, contractors, and agents of each, Customer and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement agree to these Terms and Conditions of Contract.

AGS TERMS AND CONDITIONS ARE SUBJECT TO MODIFICATION OR CHANGE AT AGS' SOLE DISCRETION UPON ADVANCE NOTICE TO ANY PARTIES

1. Scope/Binding Effect:

These Terms and Conditions shall be binding upon AGS, Customer, and their respective agents, representatives, Shipper and Consignee, including but not limited to Customer contracted labor such as installation and dismantle companies and personnel, and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limitations and limitations of liability. It shall be the Customer's sole obligation to ensure that any such parties described above have received a copy of this Agreement and have consented to these Terms and Conditions.

2. Definitions:

"AGS" refers to AGS Exposition Services, Inc., a Florida Corporation, its agents and employees.

"Carrier" shall refer to motor carriers, van lines, air carriers, and/or air or surface freight forwarders.

"Cold Storage" refers to the holding of Goods in a climate controlled area whether or not said Goods are deemed "perishable".

"Consignee" refers to a party to whom goods are shipped.

"Customer" shall refer to any exhibitor, event participant, or other party requesting from Goods or Services from AGS.

"Goods" refers to exhibits, property, materials, electronic equipment, displays, and commodities of any type for which AGS is requested to provide or otherwise perform Services in relation thereto, such as shipping, drayage, assembly or disassembly in relation thereto.

"HAZMAT" refers to those articles, commodities and/or

Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of the ICC Termination Act of 1995, as amended from time to time.

"Services" as referenced herein shall include, but is not limited to: warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, logistics and/or all other services provided by AGS and/or its carriers, contractors, and agents of each.

"Shipper" shall refer to any party who tenders Goods to Carrier for transportation.

3. Customer Obligations:

a. Payment for Services. Customer, Shipper, and Consignee shall be jointly liable for all unpaid charges for services performed by AGS and/or its carriers, contractors, and agents of each. Customer authorizes AGS to charge its credit card directly for Goods and/or Services rendered on Customer's behalf at any time, to include after Customer departure from the event, upon placing its order with AGS on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Goods are delivered or Services are performed unless other arrangements have been made in advance with AGS. AGS has the right to require prepayment or other written guarantee of the charges at the time of request for Goods and/or Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Goods and/or Services. AGS retains its right to hold Customers' Goods for non-payment and to charge storage and handling fees associated therewith. If a credit card is provided to AGS, AGS is authorized to bill to such credit card at any time for any unpaid charges for Goods and/or Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½ % per month until paid.

c. HAZMAT Compliance. Customer is obligated to disclose to AGS and Carrier if Customer's packages contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and

Terms & Conditions of Contract - Material Handling Services

completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment. Customer is also responsible for all placarding associated with HAZMAT materials.

4. **ICCTA Waiver; Mutual Indemnification:**

a. ICCTA Waiver. Customer and AGS expressly and mutually waive, to the extent permissible under law, any and all rights and remedies each may have under ICCTA, as amended from time to time, to the extent those provisions conflict with these Terms and Conditions.

b. Customer Indemnification. Customer shall defend, hold harmless and indemnify AGS and its carriers, contractors, and agents of each, from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' expert, and consulting fees, and court costs, arising from or relating to any injury to or death of persons, or damage to property other than Goods, arising from or relating to AGS' (and/or its carriers, contractors, and agents of each), performance of Services herein. Customer further agrees to indemnify and hold AGS and its carriers, contractors, and agents of each, harmless for any and all actions or inactions of Customer, its agents, contractors, customers and invitees, and their contractors, representatives and agents, including but not limited to Customer's installation and dismantle companies and personnel, any subtenant, licensee, invitee, or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through AGS. Customer's obligations under this provision shall not apply to AGS' own gross negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE EVENT SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS, LICENSEES, INVITEES, CUSTOMERS, SUB-TENANTS, AND THEIR RESPECTIVE AGENTS AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK AND ASSUME ALL RISKS ASSOCIATED THEREWITH BY VIRTUE OF THEIR PRESENCE.**

c. AGS Indemnification. To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the

limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or hours of exhibitor's space lease with event management.

5. **Disclaimer And Limitation Of Liability:**

UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. AGS SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED SOLELY AND EXCLUSIVELY BY THE DIRECT, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF AGS. NOTWITHSTANDING THE FOREGOING, AND UNDER NO CIRCUMSTANCES, REGARDLESS OF CLAIMED FAULT AGAINST AGS, SHALL AGS BE LIABLE FOR ANY CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION 6, BELOW. FURTHER, AGS SHALL NOT BE LIABLE FOR LOSS, DAMAGE, OR DELAY THAT RESULTS FROM ACTS OF GOD, WEATHER CONDITIONS, ACT OR DEFAULT OF CUSTOMER, SHIPPER, CARRIER, OR THE OWNER OF THE GOODS, INHERENT NATURE OF THE GOODS, PUBLIC ENEMY, PUBLIC AUTHORITY, LABOR DISPUTES, AND ACTS OF TERRORISM OR WAR.

6. **No Liability for Loss or Damage to Goods:**

a. Condition of Goods. AGS shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. AGS shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the event floor.

Terms & Conditions of Contract - Material Handling Services

b. Receipt of Goods. AGS shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure. AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. AGS assumes no liability or responsibility for Cold Storage.

e. Empty Storage. AGS assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in empty storage. It is Customer's sole responsibility to affix the appropriate labels available at the AGS Service Center for empty container storage, and ensure that any pre-existing empty labels are removed.

f. Freight Re-Route. AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled.

g. Concealed Damage. AGS shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

h. Unattended Goods. AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire

term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.

i. Unattended Booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

j. Special Handling Needs. AGS shall not be liable for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the movement or acceptance of such Goods in cases where equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS, except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.

7. AGS Not a Bailee or Shipper/ AGS Retained Authority to Substitute Carriers:

a. AGS Not Bailee or Shipper. The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will

Terms & Conditions of Contract - Material Handling Services

do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.

b. AGS Retained Authority to Substitute Carriers. In order to expedite removal of Goods from the event site, AGS shall have the authority to change designated carriers if such carriers do not pick-up Customer's Goods on time.

8. Measure of Damage:

a. Sole Relief. If found liable for any loss, AGS' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.

b. Labor. AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly negligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

9. Miscellaneous:

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

b. Notice of Loss or Damage. In order to have a valid claim, notice of loss or damage to Goods must be given to AGS or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at event site by AGS) or delivery of outbound Goods.

c. Filing of Claim. Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.

i. Claims for Goods alleged to be lost, stolen or damaged at the event site must be received in writing by AGS within 30 days after the close of the event.

ii. Claims for Goods alleged to be lost or damaged during transit must be received in writing by AGS within thirty (30) days after the date of delivery of Goods to or from the event site.

In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit. Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim.

e. Notice of Legal Action. In the event an exhibitor threatens potential legal action, all further communications will AGS personnel may cease, and future service to that exhibitor may be suspended.

10. Jurisdiction, Choice of Forum; Prevailing Party Fees:

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party



SMFM 37th Annual Meeting -
The Pregnancy Meeting™
Caesar's Palace
Las Vegas, NV
Exhibit Dates: January 25-27, 2017

**Discount Price
Deadline Date
JANUARY 4TH**
Method of payment must accompany your order



Terms & Conditions of Contract - Material Handling Services

shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.

11. Advanced Warehousing/Temporary Storage/Long Term Storage:

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

TERMS & CONDITIONS OF CONTRACT - MATERIAL HANDLING SERVICES

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Web: www.ags-expo.com



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed * and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at tlt.upsfreight.com and any other applicable contract, as other restrictions may apply.



A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at lhl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

© Copyright United Parcel Service of America, Inc. UPS, the UPS brandmark and the color brown are trademarks of United Parcel Service of America, Inc. All rights reserved. 0197056 3/07

Multimodal capabilities



☐ STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

UPS Freight®



Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance

800-988-9889

www.upsfreight.com/tradeshows

DATE _____ B/L NO. _____ KEYWORD **SHOW**

1 SHIPPER: COMPLETE BLOCKS 1-8

FROM: SHIPPER NAME (EXHIBITOR)		
C/O		
ADDRESS		
CITY	STATE	ZIP CODE
SHOW NAME		BOOTH #

2

TO: CONSIGNEE NAME		
C/O		
ADDRESS		
DESTINATION CITY	STATE	ZIP CODE
SHOW NAME		BOOTH #

3 INVOICE CHARGES TO (THIRD PARTY)

ADDRESS		
CITY	STATE	ZIP CODE
ATTN:	PHONE NUMBER	

4 FREIGHT CHARGES ARE

☐ COLLECT

☒ PREPAID

5 SPECIAL INSTRUCTIONS

6 IF GOING TO SHOW, CHECK ONE	
<input type="checkbox"/> ADVANCE WAREHOUSE → DELIVER BY _____	
<input type="checkbox"/> SHOW SITE → TARGET/MOVE-IN DATE _____	

7 # OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
		FIBER CASE/TRUNK (COLOR _____) (154630)		125
				125
				125
				125
				125

HAZARDOUS MATERIALS

EMERGENCY CONTACT NUMBER: _____

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or * (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. *** Refer to the current tariff UPGF 102 series for complete details. "Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____."Shipper requests Excess Declared Value Coverage in the amount of \$ _____

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; *** the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

(Signature) _____

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

8

EXHIBITOR/COMPANY NAME		CARRIER UPS Freight		
SIGNATURE	PRINT NAME	DRIVER	DATE	PIECES RECEIVED

GF704

MARK "X" IN "HM" COLUMN FOR HAZARDOUS MATERIALS

*** Now available at www.upsfreight.com - UPGF 102 Series Rules Tariff

RULES

▲ UNIFORM BILL OF LADING TERMS AND CONDITIONS

Sec. 1. (a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided.

(b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results: when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassable highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec. 2. Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec. 3. (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.

(b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed.

(c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.

(d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier receiving the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec. 4. (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on this bill of lading. Storage charges, based on carrier's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in subsections 4(a) and (b) above and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec. 5. (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money, or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and a stipulated value of the articles are endorsed on this bill of lading.

Sec. 6. Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

Sec. 7. (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C. § 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec. 8. If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec. 9. If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provisions and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.

Ancillary Services

Service Providers and Order Forms

Electrical Services Form	93
Wireless Internet Services Form.....	95
Internet Services Form	97
Booth Lighting Services Form	99
Booth Layout Form.....	101
Lead Retrieval Form.....	102
AV Services	105
Floral Order Form	106

The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE LAS VEGAS
5150 So. Decatur Blvd., Las Vegas, Nevada 89118



Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email: services@encore-us.com

Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:		ZIP:	
ON-SITE CONTACT:					
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:		CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED					

ELECTRICAL SERVICES FORM

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

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

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

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

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

SUBTOTAL

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

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

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

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

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

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

ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

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

AUTHORIZED SIGNATURE:

ENCORE

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

rev. 3/1/15

Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:				INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
INSTALL Date & Time:				DISCONNECT Date & Time:	
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:	CREDIT CARD NUMBER:		
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED					

WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS			Installation cannot begin until order is finalized and payment method has been received	
WIRELESS INTERNET PACKAGES		Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
PACKAGE #1 UP TO 10 CONCURRENT DEVICES		\$1,000.00	\$1,250.00			
Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.						
PACKAGE #2 UP TO 25 CONCURRENT DEVICES		\$1,750.00	\$2,187.50			
Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.						
PACKAGE #3 UP TO 50 CONCURRENT DEVICES		\$3,500.00	\$4,375.00			
Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.						
ADDITIONAL BANDWIDTH		\$1,000.00	\$1,250.00			
Includes 5Mbps of additional bandwidth to the existing network/location.						
ADDITIONAL 25 CONCURRENT DEVICES		\$1,000.00	\$1,250.00			
Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.						
ADDITIONAL COVERAGE AREA/SEPARATE LOCATION		\$1,000.00	\$1,250.00			
Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.						
CUSTOM SPLASH PAGE		CALL FOR PRICING				
Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.						
CUSTOM LANDING PAGE		CALL FOR PRICING				
Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.						
Technician Labor - Hourly Rate - Straight Time		\$100.00	\$125.00			
* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.						
NOC ENGINEER - Daily Rate		\$1,000.00	\$1,250.00			
NETWORK ENGINEER - Daily Rate		\$1,500.00	\$1,875.00			
Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices						
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.						
ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE					SERVICE TOTAL	
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.					10% Service Fee	
					SUBTOTAL	
					* LABOR FEE	
					GRAND TOTAL	95

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

Terms and Conditions:

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

Wireless (802.11) Internet Declaration

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

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

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

AUTHORIZED SIGNATURE:

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





MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE



5150 So. Decatur Blvd., Las Vegas, Nevada 89118
Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email:services@encore-us.com

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

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

INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS			Installation cannot begin until order is finalized and payment method has been received	
INTERNET SERVICES		Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth		\$300.00	\$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth		\$500.00	\$750.00			
Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection.		\$1,000.00	\$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth		\$5,000.00	\$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)		\$50.00	\$75.00			
Additional Locations - (Event Connect only)		\$250.00	\$330.00			
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth.		\$1,000.00	\$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)		\$100.00	\$150.00			
Cable Rental - Cat5e patch cable up to 50' length		\$50.00	\$75.00			
Technician Labor - Hourly Rate - Straight Time		\$100.00	\$125.00			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.						
				Services Total		
ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE				10% Service Fee		
LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED				Subtotal		
				LABOR FEE		
NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION						
				GRAND TOTAL		

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

Terms and Conditions:

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

Wireless (802.11) Internet Declaration

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

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

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

AUTHORIZED SIGNATURE:



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



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE LAS VEGAS
5150 So. Decatur Blvd., Las Vegas, Nevada 89118
Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email: services@encore-us.com



Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:		ZIP:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE CONTACT:	
ORDERED BY:		EMAIL ADDRESS:			
CREDIT CARD TYPE:		EXP. DATE:		CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED					

BOOTH LIGHTING SERVICES FORM

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

Please call for additional services that are not listed on this order form, or for custom quotes for large orders				Installation cannot begin until order is finalized and payment method has been received	
Lighting Package Description		ADVANCED PRICING	STANDARD PRICING	QUANTITY	SUBTOTAL
Booth Lighting Package #2 4' Track with two fixtures		\$180.00	\$270.00		
Booth Lighting Package #3 4' Track with three fixtures		\$225.00	\$340.00		
Booth Lighting Package #4 4' Track with four fixtures		\$265.00	\$400.00		
Additional MR16 Lights		\$55.00	\$85.00		
75 Watt Flood Light on Stanchion Pole		\$100.00	\$150.00		
Double Flood Light on Stanchion Pole		\$180.00	\$270.00		
ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS					
PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE					
ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 10% SERVICE FEE				10% SERVICE FEE	
ALL LIGHTING ORDERS & ISLAND BOOTHS REQUIRE ELECTRICAL LABOR				MATERIAL AND SERVICES TOTAL	
LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00				LABOR TOTAL	
MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE				GRAND TOTAL	
LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.					99
Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.					
ELECTRICAL IS AN EXCLUSIVE SERVICE					

Terms and Conditions:

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

AUTHORIZED SIGNATURE:



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

Booth Number:		To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH:		
EXHIBITING COMPANY NAME:					
ONSITE CONTACT:			ON-SITE PHONE:		
ORDERED BY:			EMAIL ADDRESS:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.					

BOOTH LAYOUT FORM

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

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

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

Adjacent
Booth #

Adjacent
Booth #

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

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY, DECEMBER 23, 2016

1 Choose Your Unit(s)

EXPOPRO PLUS™



Easy-To-Use Desktop Unit

- Easy-To-Use Point & Shoot
- Color Touch screen display
- Allows Personalized Note Taking
- High-speed Printer
- Reprint Individual Lead or All
- Leads on USB and Paper
- Electrical Requirements <1 amp, 110V

\$ 279.00 \$ 329.00 x _____ = _____

MOBILE PLUS™



Be Mobile. Be Green.

- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Leads on USB
- Extended Life Battery

\$ 349.00 \$ 399.00 x _____ = _____

LeadsPlus™ APP



The Lead Retrieval App

- NO NETWORK CONNECTION NECESSARY, even works in airplane mode
- Works on iPhone® or iPad® with iOS 7.0 or higher OR Android phones with OS 4.0 or higher
- Scan Barcode to capture lead
- Standard or Custom Qualifiers Included & Note Taking Ability
- Real-Time Online Lead Management

First License \$ 349.00 x _____ = _____

Additional Licenses \$ 99.00 each

OR

App Bundles: (3 Pack) \$ 499.00

(6 Pack) \$ 799.00

(10 Pack) \$ 999.00

2 Add Optional Services

	DISCOUNT	SHOW RATE	QUANTITY	LINE TOTAL
Delivery & Setup	\$ 65.00	\$ 85.00	<input type="checkbox"/>	_____ = _____
Custom Qualifiers - (ExpoPro Plus & Mobile Plus Only)	\$ 60.00	\$ 80.00	<input type="checkbox"/>	_____ = _____
Custom Survey - (Mobile Plus Only)	\$ 60.00	\$ 80.00	<input type="checkbox"/>	_____ = _____

3 Add It Up

Total Due (in US Funds) = \$ _____

All fields are required. Please include a Payment Authorization Form with your order.

4 Fill It Out and Sign

COMPANY				BOOTH NO.	
THIS LINK WILL BE SENT TO ALL ATTENDEES SCANNED BY YOUR SCANNER					
WEBSITE					
ADDRESS					
CITY	STATE	ZIP	COUNTRY		
PHONE NO.	FAX NO.				
ORDER CONTACT					
EMAIL ADDRESS					
ONSITE CONTACT			ONSITE CELL PHONE		

Order Online:
www.american-tradeshow.com
User Name: SMFM2017
Password: 0117
Fax Credit Card Orders to:
985-809-1888
Email Order:
orders@american-tradeshow.com
Mail Check Orders to:
American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471
To Call Order In or Ask Questions:
985-809-0600, dial 1

PAYMENT AUTHORIZATION FORM

**A credit card is required on all orders as a security deposit on rental equipment. See Terms and Conditions at the bottom of this page.*

CHOOSE PAYMENT METHOD:

BOOTH NO. _____

COMPANY _____

ORDER CONTACT _____

PHONE NUMBER _____

☐ To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

☐ To Pay By Company Check

(Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

☐ To Pay By Wire Transfer

(Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

* Credit Card Details - Required for All Orders*

☐


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

☐

Use as Security
Deposit Only

☐


Cardholder Name: _____

☐


Expiration Date: _____ / _____ Security Code: _____

Cardholder Signature: _____

! Terms and Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken.

Checks are due in the office ten (10) days prior to show start.

Order Online:

www.american-tradeshow.com

User Name: SMFM2017

Password: 0117

Fax Credit Card Orders to:

985-809-1888

Email Order:

orders@american-tradeshow.com

Mail Check Orders to:

American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471

To Call Order In

or Ask Questions:

985-809-0600, dial 1



**AMERICAN
TRADESHOW
SERVICES**

SMFM 2017

Fax To: 985-809-1888

If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.

COMPUTER /AV EQUIPMENT ORDER FORM



**SMFM 37th Annual Meeting
The Pregnancy Meeting™
January 23-28, 2017
Caesars Palace
Las Vegas, NV**



Management | Staging | Consulting
1900 Campus Commons Drive Suite 100
Reston, VA 20191
www.ProductionAssociates.com
For Questions Please Call or E-Mail
Toll Free (877) 860-5200 Direct (703) 476-4600
Fax (703) 935-2327
Exhibits@ProductionAssociates.com

The following equipment is designed for use in confined spaces such as exhibit booths. Should you require equipment not listed below please contact Production Associates.

Equipment	Advance Rate	After 1/3/2017 Rate	Quantity	Total
Desktop - Core2 Duo @ 3.0GHz, 3GB, 80GB, DVD +R/DL (includes a 19" flat monitor, keyboard, mouse)	\$375.00	\$475.00		\$
Laptop - Core2 Duo @ 2.0GHz, 2GB, 80GB, DVD +R/DL	\$265.00	\$365.00		\$
MacBook Pro 15.4" Laptop	\$375.00	\$475.00		\$
MacMini Desktop Computer (includes 27" Mac Monitor)	\$685.00	\$785.00		\$
External Computer Speakers	\$50.00	\$100.00		\$
Hewlett Packard LaserJet 4000 Series Printer	\$580.00	\$680.00		\$
22" LCD Flat Screen Monitor	\$175.00	\$275.00		\$
24" LCD Flat Screen Monitor	\$275.00	\$375.00		\$
32" LCD Flat Screen Monitor with Speakers	\$575.00	\$675.00		\$
42" LCD Flat Screen Monitor with Speakers	\$625.00	\$725.00		\$
55" LCD Flat Screen Monitor with Speakers	\$1,260.00	\$1,360.00		\$
70" LCD Flat Screen Monitor with Speakers	\$2,520.00	\$2,620.00		\$
42" Touchscreen LCD Flat Screen Monitor	\$1,155.00	\$1,255.00		\$
Wall Mounting Brackets for Monitor	\$50.00	\$100.00		\$
Dual Post Floor Stand for Monitor	\$125.00	\$175.00		\$
DVD Player	\$140.00	\$160.00		\$
Small PA system (2 speakers, 1 wired microphone)	\$275.00	\$375.00		\$
Other:				\$
Other:				\$

ADVANCED SHOW RATE PRICES AVAILABLE JANUARY 3, 2017

EQUIPMENT TOTAL \$ _____

EQUIPMENT USAGE AGREEMENT:

- * **Company Contact must be present at time of delivery.**
- * Orders cancelled on show-site will not be refunded.
- * Both parties agree the usage of this equipment is for the specified period of time.
- * All equipment is provided in good condition and is expected to be returned in same condition by customer.
- * The customer agrees to pay in full for loss, theft or damage of any equipment provided by **Production Associates** or affiliates hereby associated with.
- * **All Payment must be made in advance in US Funds.**

Agreement Acceptance: _____ Date: _____

19% SERVICE CHARGE \$ _____
(Applies to Equipment Only) **\$125.00**
Includes: Delivery Minimum Charge
Normal Set-Up, Pick-Up-
additional labor may be quoted
separately as needed

TOTAL AMOUNT DUE \$ _____

Exhibiting Company Name: _____ I&D Co. Name: _____

Billing Address (w/City, State, Zip): _____

Telephone #: _____ E-Mail: _____ Booth #: _____ P.O.#: _____

Delivery Date: _____ Delivery Time: _____ Pickup Date: _____ Pickup Time: _____

Ordered By: _____ Contact On Show site: _____ Cell# _____

Please note – we no longer request your credit card information on this form -- Once your order is received the contact listed above will receive an invoice via email. To protect your credit card information, your invoice will be paid via a secure on-line payment link.



Society for
Maternal • Fetal
Medicine

SMFM 37th Annual Meeting
The Pregnancy Meeting
Caesar's Palace
Las Vegas, Nevada
January 25-27, 2017



N•A•T•I•O•N•A•L

convention • plant • services

(770) 507-6777
FAX (770) 474-4676
plant@tlc-florist.com
www.tlc-florist.com

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____
Billing Address: _____ Expiration Date: _____ (CVV #) _____
City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
Show Decorator: **AGS Expo** _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX

Please return overnight shipment with payments to: 121 Pine Dr., Stockbridge, GA 30281

*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please
do so below—**prices start at \$60.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$50.00 ea

Visit www.tlc-florist.com for additional sample pictures.

For free design assistance, please call 770-507-6777 or
email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"–18"H

\$20.00/\$30.00
each

Qty _____

White _____

Yellow _____

Lavender _____



Azaleas—12"H

\$35.00/\$45.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"–18"H

\$35.00/\$45.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

TLC Designers can
provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**

Tropical :

(beach scenes;
rain forests)

Seasonal:

(Spring, Fall, Holiday)

Formal :

(serenity garden,
English garden)

- **Border Areas:**

Hedges

(control flow)

Lawn or Golf

(promotional)

Trees

(privacy)

**Special services are
Available for hospitality
Suites, award banquets,
And VIP room deliveries.**

*See next
page for
green plants.*

FLORAL ORDER FORM



770) 507-6777
plant@tlc-florist.com
www.tlc-florist.com

FLORAL ORDER FORM

Ferns



Ferns
\$35.00/\$45.00 each

Qty ____

Ivy



Ivy—10"H x 10"W
\$35.00/\$45.00 each

Qty ____

Pothos



Pothos—12"H x 12"W
\$35.00/\$45.00 each

Qty ____

2' Green Plants



\$29.95/\$38.00 each Qty ____

3' Green Plants



\$39.95/\$48.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$49.95/\$64 each Qty ____

5' @ \$59.95/\$80 each Qty ____

6' @ \$69.95/\$96 each Qty ____

7' H & Taller plants & Planters are available

Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured) Also available with mum Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__ white, __ yellow, __ lavender



4' @ \$125/\$155 each, Qty ____

5' @ \$135/\$170 each, Qty ____

6' @ \$145/\$185 each, Qty ____

Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **Orders placed after the open of an event may be subject to a delivery fee.** **Prices subject to change 2 weeks prior to move in.**

Order Cost Summary

Select Container (Included in rental cost)

__ Black __ White __ Wicker

Subtotal ____

8.1% Sales Tax ____

Total ____

Chrome, Brass, Terra Cotta, & Other Containers are available.

Please call 770-507-6777 for pricing.