



EXHIBITOR SERVICES KIT

Applied Power Electronics Conference 2025

March 16-20, 2025

Georgia World Congress Center

Atlanta, GA

Welcome

Dear Applied Power Electronics Conference 2025 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for Applied Power Electronics Conference 2025. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business,
From all of us at T3 Expo



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SHOW MANAGEMENT GENERAL INFORMATION



Dear APEC Exhibitor,

We are thrilled to extend our warmest welcome to you as an exhibitor at APEC 2025! Your involvement is an integral part of what makes this event so special, and we sincerely appreciate your dedication to making it a resounding success. This year's event will be held March 16-20, 2025 at the Georgia World Congress Center in Atlanta, GA.

T3 Expo is the official General Services Contractor for APEC 2025. Please familiarize yourself with this Exhibitor Kit, which contains general information about the exposition, rules and regulations, and order forms for exposition-related goods and services. To ensure a seamless and organized experience for both you and our visitors, we kindly request that you pay close attention to the important dates and deadlines listed within the Exhibitor Kit.

These dates include but are not limited to:

- Booth setup and teardown schedules
- Submission deadlines for required documentation
- Ordering additional services and equipment

Following these dates and deadlines is essential for the efficient planning and execution of APEC 2025. It will help us maintain the high standards we aim to achieve and offer you the support you need to have a successful exhibition.

We encourage you to contact our Exhibitor Services team if you have any questions, require assistance, or seek clarification on any aspect of your participation.

Once again, we thank you for your commitment to APEC 2025, and we look forward to seeing you in Long Beach!

Your Exhibitor Services Team

exhibits@apcc-conf.org

202-624-1762



IMPORTANT INFORMATION

Show Schedule

SCHEDULE	DAY	DATE	TIME
Exhibitor Setup*	Saturday	15 March	8:00 am – 5:00pm
Exhibitor Setup	Sunday	16 March	8:00 am – 5:00pm
Exhibitor Setup	Monday	17 March	8:00 am – 3:00 pm
EXPO Open	Monday	17 March	4:30 pm – 7:30 pm
EXPO Open	Tuesday	18 March	9:00 am – 4:30 pm
EXPO Open	Wednesday	19 March	9:00 am – 2:30 pm
Exhibitor Tear Down	Wednesday	19 March	2:30 pm – 8:00 pm
Exhibitor Tear Down	Thursday	20 March	8:00 am – 2:00 pm
Carrier Check-In	Thursday	20 March	By 8:00 am

*20' x 20' or larger Island booths by appointment only

Exhibit Hall Carpet

Floor Covering is not provided and is required in order to participate. Please order in this kit or online at order.t3expo.com

Discounted Price Deadline

Display Case Orders – Friday, January 24, 2025

Presta Rental Booth Orders – Friday, February 7, 2025

T3 Service Orders – Friday, February 21, 2025

Custom Furniture – Friday, February 21, 2025

Internet & Telephone – Monday, February 24, 2025

Electrical – Monday, February 24, 2025

Shipping Information

Material Handling Fees (advance warehouse & direct to show site). Rates have been blended to accommodate overtime and special handling.

Advance Warehouse Shipments - \$2.08/pound

Direct Shipments to Show Site - \$2.25/pound

Small Packages (50lbs or less) - \$65.00/each

Start and end date for Advance Warehouse with warehouse times

February 7, 2025 – March 6, 2025

Shipments received after Thursday, March 6 will be charged an additional 30% per pound.

Advance Warehouse Shipping Address

T3 Expo

c/o Crane World Wide

185 Southside Industrial Pkwy SE, Suite A

Atlanta, GA 30354

Start date for direct to show site: Saturday, March 15th, 2025

Direct to Show Site Shipping Address

T3 Expo

Georgia World Congress Center

Halls A1/A2/A3

285 Andrew Young International Blvd. NW

Atlanta, GA 30313



Insurance

Trade Show Insurance is required by all exhibitors

Exhibitors are required to maintain and to provide a certificate of insurance to include the following:

- (a) General liability with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate
- (b) Owned (if applicable), hired and non-owned auto liability with limits not less than \$1,000,000 per occurrence
- (c) Workers' compensation with state statutory limits
- (d) Employer's liability with limits not less than \$500,000
- (e) Commercial umbrella liability with limits not less than \$5,000,000
- (f) Personal property and equipment on a special form replacement cost basis APEC, Meeting Management Services, and Georgia World Congress Center are to be listed as additional insureds on a primary and non-contributory basis with respect to general/auto/umbrella liability.

APEC 2025 Terms & Conditions Page 5 of 9 A waiver of subrogation must apply to all policies. All carriers are to maintain an A.M. Best rating of not less than A- VII.

Exhibitors will not be permitted to set up their booth without submitting the proper certificates. Certificates must be shown on-site when requested.

Our recommended providers are:

ShowDown – www.iaee-showdown.com/exhibitor-general-liability/

Rainprotection Insurance – www.rainprotection.net

Disclaimer:

The insurance company provided here is offered as a suggestion for your convenience and informational purposes only. While we strive to provide accurate and up-to-date information, we do not endorse or recommend any specific insurance company.

It is important to note that insurance decisions are highly individualized and should be made based on your unique circumstances, needs, and preferences. We strongly advise you to conduct your own research, carefully review policy terms and conditions, and seek advice from qualified insurance professionals before making any insurance-related decisions.

We hereby disclaim any responsibility or liability for the decisions you make regarding insurance providers or policies, as well as any consequences resulting from those decisions. Your insurance choices are solely your own, and we are not accountable for the outcomes of such choices.

By using this information, you acknowledge and agree that you are assuming full responsibility for your insurance decisions and that we shall not be held responsible or liable for any actions, losses, or damages that may arise as a result of those decisions.

Please consult with insurance experts, read policy documents thoroughly, and consider your specific needs and circumstances carefully before purchasing any insurance product.



HOUSING AND TRAVEL

Accommodations

- Discounted hotel rooms are available upon registration for the Applied Power and Electronics Conference. Once you have registered, you will receive details on how to secure your room in your confirmation email. The last day to receive the discounted rate for all hotels is February 14, 2025 at 11:59 pm PST.
- Please Note: In order to make your hotel reservations, you must first be registered for the conference. APEC's contracted reservation links will be sent via your automatic registration confirmation email. If you continually receive error messages while attempting to book, we recommend clearing your browser cookies and trying again prior to seeking additional assistance.

Hotels

- **Omni Atlanta Hotel at Centennial Park**
190 Marietta St NW
Atlanta, GA 30303
- [View a map of Omni Hotel in Atlanta](#)

Hotel Scam Alert!

- The locations listed above are the only authorized hotels providing official guest accommodations for APEC 2025. If you receive solicitations from any other vendors identifying themselves as an official APEC housing representative, they are NOT authorized to sell guest rooms for the event.
- Hotel poachers will claim to be an APEC or IEEE "partner" or the "official housing company" and will sometimes ask that your room be paid in full, in advance. Room poachers often do not deliver on promises to attendees. When guests arrive, the reservations are often unavailable, or the hotels are far from the event location. Sometimes, hefty cancellation charges are billed to your credit card. Poachers often represent themselves as being affiliated with the conference by illegally using trade-marked logos.
- How to Avoid Hotel Poachers
- APEC is the only authorized resource that provides attendees hotel reservation information for conference hotels.
- Trust your instincts: If the room rate sounds too good to be true, then it probably is.
- If you receive an unsolicited call or email from any company that is not APEC, please obtain the name of the company and contact us immediately at apec@apec-conf.org.



APEC 2025 EXPOSITION RULES AND REGULATIONS

Booth fees for the in-person exposition include:

- Perimeter Pipe & Drape
- One small ID sign
- Listing on conference website with hyperlink to your company website
- Listing in online floor plan
- Listing in mobile app with website, company description and product/service categories
- Listing in printed Exhibitor Directory with company description
- Unlimited Exhibitor badges (access to Exposition during set-up, tear down and Exposition hours) **A \$50 fee will be applied for exhibitor badges assigned after February 24, 2025.**
- (1) Full-Conference Badge and set of Conference materials (plus an additional full conference badge for exhibits 400 sq. feet or greater)

Not Included with Purchase of a Booth:

- Admission to the APEC Social Event, unless Exhibitor has a full conference badge.
(*Tickets to these may be purchased separately.*)

Payment Information

2024 Onsite Pricing:

- **Corner Booth - \$5,160**
- **In-Line Booth - \$3,440**

2025 Booth Pricing:

- **Corner Booth - \$5,745**
- **In-Line Booth - \$3,830**

Exhibitor must remit a (50%) percent deposit of the total space rental charge. All exhibitors selecting their booth space during the 2025 onsite sales process will receive 2024 booth pricing. If 50% deposit is paid within 30 days of receipt of invoice, 2024 pricing will honored. After 30 days, invoices will reflect 2025 booth pricing. All deposits must be received by May 25, 2024 to confirm booth selection. The remaining (50%) balance must be paid on or before six months before the 1st day of the Expo, September 10, 2024. Full payment is required, and no refunds on deposits or payments will be given.

All deposits and payments are non-refundable.

Credit card payments can be made online using American Express, Discover, MasterCard or Visa. For payments via wire transfer and check, please refer to your invoice provided by Show Management.

Cancellation: All cancellations must be made in writing to exhibits@apcc-conf.org.

CANCELLATION POLICY:

If for any reason beyond APEC 's control, APEC determines that The APEC Show must be shortened, delayed, dates changed (same calendar year), or otherwise altered or changed (collectively "Show Adjustment"), Exhibitor understands and agrees that APEC shall not refund the rental fees paid to it by Exhibitor.



Exhibitor understands that all losses and damages that it may suffer as a consequence of a Show Adjustment or cancellation are its responsibility and not that of APEC or its directors, officers, employees, agents or subcontractors. Except for the foregoing refund, Exhibitor understands that it may lose all monies it has otherwise incurred for the Show, including travel to the Show, setup, lodging, decorator freight, employee wages, etc.

Exhibitor, as a condition of being permitted by APEC to be an Exhibitor in the Event, agrees to indemnify, defend, and hold harmless APEC, its directors, officers, employees, agents and subcontractors from any and all loss which Exhibitor may suffer as a result of Event cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside APEC's control. The terms of this provision shall survive the termination or expiration of this Contract.

Space Selection and Priority Points

Exhibitors at APEC will be given a chance at APEC to sign up for a booth at the following year's APEC at the current year's conference posted and advertised price. The order for Exhibitors at APEC to select booths at the following year's APEC will be based on a score that is the sum of the number of 10'x10' squares that company has purchased and manned in consecutive preceding APECs. ***If a company fails to purchase a booth for a given year's APEC, or purchases a booth but fails to exhibit at the conference (unless blocked by country travel restrictions & notifies APEC in advance), their priority number is reset to zero. In the case that more than one company has the same priority point number, the order will be determined by a method of random selection chosen by the Exposition Chair.***

EXPOSITION SCHEDULE*:

Move-In

Saturday, March 15	8:00am-5:00pm
Sunday, March 16	8:00am-5:00pm
Monday, March 17	8:00am-3:00pm

ALL EXHIBIT SETUP MUST BE COMPLETE BY 3:00 PM, Monday, March 17, 2025.

Exposition Hours

Monday, March 17	4:30pm-7:30pm
Tuesday, March 18	9:00am-4:30pm
Wednesday, March 19	9:00am-2:30pm

All exhibits must be opened and staffed during the show hours. Exhibitors will be allowed into the Exposition 2 hours prior to show opening on Tuesday and Wednesday. Exhibitors will be required to exit the Exposition as soon as the show closes each night.

Move-Out

Wednesday, March 19	2:30pm-8:00pm
Thursday, March 20	8:00am-2:00pm

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Wednesday at 2:00 PM and must be completely out of the hall by Thursday at 2:00 PM.

**Hours subject to change*



BOOTH DEFINITIONS AND DISPLAY REGULATIONS:

Booths must conform to IAEE *Guidelines for Display Rules & Regulations* posted at www.apec-conf.org. The following brief summary is included for information only.

In-Line Booth

In-line Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. APEC in-line booth shape is a 10'x10' configuration. No exhibit construction or signage may exceed 8' in overall height on in-line booths. If sidewalls are utilized on in-line Booths, a maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section. Exhibit construction and/or signage may not exceed 8' in overall height.

Corner Booth

A Corner Booth is an in-line booth exposed to aisles on two sides. All other guidelines for in-line booths apply.

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather to another exhibit. A perimeter booth can have a back wall/signage maximum height of 12'. All other guidelines for an in-line booth apply.

Island Booth

An Island Booth is exposed on all sides to aisles. Only Islands can have hanging signs. Maximum build, including signage should not exceed 20'.



Permitted Exhibits

APEC accepts and permits only exhibits that are related to power electronics. APEC reserves the right to decline any application for a booth from any person or organization whose exhibit APEC believes will not be related to power electronics. APEC also reserves the right to decline an application for a booth from any person or organization for whom recruiting or staffing is a for-profit activity.

Distribution of Commercial Materials

Distribution of commercial material by organizations not participating in the Exposition is prohibited in the APEC hotel space, meeting space and Exposition. Exhibitors may only distribute commercial materials in their booth, at Exhibitor Seminars they are conducting, and at press conferences they are holding. APEC reserves the right to remove without notice any material found to be in violation of this policy.

Booth Sharing

Each booth is rented to a single organization for its own use, and is expected to have a consistent appearance throughout. In special cases the renting organization may invite closely related organizations to share its booth, but the renting organization remains fully responsible for all booth fees, exposition costs, and compliance with applicable rules and procedures. Organizations are considered “closely related” at APEC’s discretion; these typically include parent companies and their subsidiaries, manufacturers’ representatives exhibiting for their clients, and companies involved in a merger. If the renting organization becomes unable to occupy its booth, it must notify the APEC Exposition Show Management who may resell the space. The renting organization may not resell the space, and all deposits and fees are nonrefundable.

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them nor shall they exhibit or permit to be exhibited in their space any products or advertising materials which are not a part of their own regular products, or which are not compatible with the purpose and/or character of APEC as determined by APEC in its sole discretion.

Recruiting

Recruiters and recruiting advertisements will not be permitted in the APEC hotel space, meeting facilities or Exposition. Also, ads or postings seeking positions are not permitted. APEC reserves the right to remove without notice any materials in violation of this policy.

Minimum Age

Entrance to APEC events is restricted to those 18 years of age or older.

Exhibitor Meetings & Parties



Exhibitors are NOT allowed to host a meeting or an event during the plenary session. During exposition hours, to minimize impact on show-floor traffic, exhibitors may host only private, unadvertised meetings with no more than 8 non-host attendees. At other times, exhibitor events should not interfere with APEC activities - if in doubt, please contact Show Management.

T3 EXPO INFORMATION

Show Information

Location

Georgia World Congress Center
 285 Andrew Young International Blvd NW
 Atlanta, GA 30313

Exhibit Hall

Halls A1/A2/A3

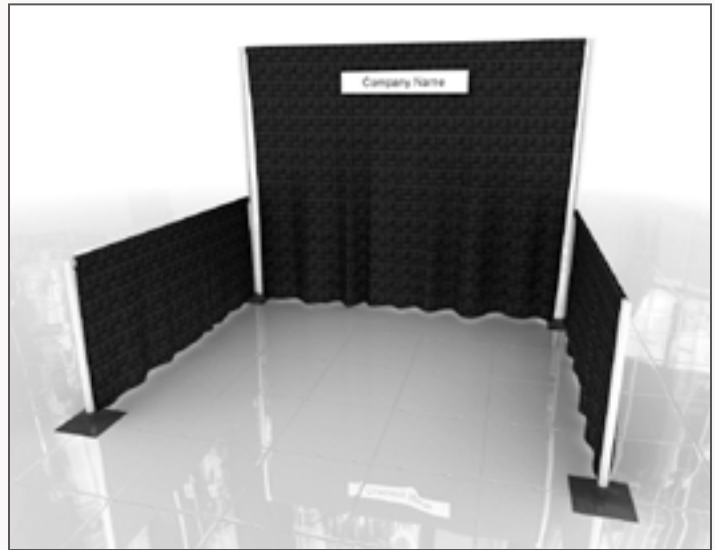
Booth Package

Each 10' x 10' Exhibitor Booth includes:

- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44" w x 7" h)

Show Colors

- Drapes – Black
- Side Rails – Black
- Aisle Carpet – Black & Tuxedo
- Facility Hall Flooring – Concrete



The booth space is concrete and floor covering is required by Show Management. Please order in this kit or at order.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Saturday, March 15* 8:00 am – 5:00 pm	Monday, March 17 4:30 pm – 7:30 pm	Wednesday, March 19 2:30 pm – 8:00 pm	Thursday, March 20 By 8:00 am
Sunday, March 16 8:00 am – 5:00 pm	Tuesday, March 18 9:00 am – 4:30 pm	Thursday, March 20 8:00 am – 2:00 pm	–
Monday, March 17 8:00 am – 3:00 pm	Wednesday, March 19 9:00 am – 2:30 pm	–	–

*Saturday, March 15 – Island Booths By Appointment Only.

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

Important Dates & Deadlines Checklist

Friday, January 24, 2025	Display Case Order Deadline
Friday, February 7, 2025.....	Presta™ Rental Exhibit Package Order Deadline
Friday, February 7, 2025.....	Receiving at Advance Warehouse Begins
Friday, February 14, 2025.....	Presta™ Rental Exhibit Package Artwork Submission Deadline
Friday, February 14, 2025.....	Exhibitor Appointed Contractor Form Deadline
Friday, February 21, 2025.....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Friday, February 21, 2025.....	T3 Service Orders Advance Discount Deadline
Friday, February 21, 2025.....	Custom Furniture Advance Discount Deadline
Friday, February 21, 2025.....	Telecommunications & Network Services Advance Discount Deadline
Monday, February 24, 2025.....	Electrical Services Advance Discount Deadline
Thursday, March 6, 2025	Last Day for Advance Shipments to Arrive without Surcharges
Saturday, March 15, 2025.....	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Monday, March 17, 2025	All Exhibits Must Be Set by 3:00 pm
Thursday, March 20, 2025.....	All Carriers Must Check In by 8:00 am

Preshow Checklist

[Please click here to view our Terms and Conditions](#)

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders)

Arrange in-bound freight/Material Handling

If you or any other vendor are shipping materials to your booth, be sure to choose **Advance** or **Direct Shipping**:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
 - PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
 3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
 4. Label your freight correctly with your company name, booth number, event/show name and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

- Please choose the appropriate option and/or configuration of your booth structure.

Order graphics/signage and submit artwork, if applicable

- See the Print Production Artwork Requirements page in this Service Kit for format information and submission details.

Order booth furnishings/accessories, if applicable

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
- If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed. We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

On-site Checklist

Check all freight when you arrive

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

Booth set-up

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty Stickers which can be picked up at the T3 Service Desk.

Arrange outbound shipping

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You will need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date / time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

Booth freight packed and ready to ship out

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

SHIPPING INFORMATION

Applied Power Electronics Conference 2025
BOOTH #: _____

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

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

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Thursday, March 6, 2025 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form **MUST** be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check-in: All carriers must be checked in no later than Thursday, March 20, 2025 by 8:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you **MUST** have their shipping labels for each piece and schedule your pick up. Without these, your freight will **NOT** be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, February 7, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$2.08/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$65.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Saturday, March 15, 2025. Shipments that arrive prior to this date may be refused by the Georgia World Congress Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.25/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$65.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: Applied Power Electronics Conference 2025

c/o: T3 Expo
c/o: Crane World Wide
185 Southside Industrial Pkwy SE, Suite A
Atlanta, GA 30354

Information

Advance shipments will be accepted beginning on Friday, February 7, 2025 through Thursday, March 6, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Thursday, March 6, 2025 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: Applied Power Electronics Conference 2025

c/o: T3 Expo
c/o: Georgia World Congress Center
Halls A1/A2/A3
285 Andrew Young International Blvd NW
Atlanta, GA 30313

Information

Direct shipments are accepted starting on Saturday, March 15, 2025 beginning at 8:00 am and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.

PLEASE NOTE: There is no Marshalling Yard at this venue.

T3 Advance Discount Deadline:
Order and payment due by Friday, February 21, 2025

Vehicle Spotting Fee

T3 Expo is responsible for the placement and removal of all motorized units/vehicles entering and exiting the exhibit hall.

All vehicles being used on the exhibit hall floor, either as an actual exhibit or as part of the exhibit space, must be escorted by a T3 Expo spotting crew. There is a round trip fee per vehicle for this service.*

Please Note:

- The battery cables must be disconnected
- The gas cap must either be taped shut or have a lockable gas cap
- The vehicle must contain less than 1/4 tank of gas
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements

The Fire Marshal requires that certain safety regulations are adhered to for all vehicles on the exhibit floor. Please see the facility & US Fire Department regulations in this kit; exhibitor is responsible for making sure that all requirements are met.

*Additional fees may apply if vehicle cannot be driven into place and must be assisted or if scheduled spotting time is missed. Oversize vehicles will be charged additional fees.

Requested Date & Time for Vehicle(s) Delivery:

Deliver			
	(Day/Date)		(Time)
Pick Up			
	(Day/Date)		(Time)

Number of vehicles		Price per vehicle (round trip)		Extended Price
	x	\$350.00	=	\$

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: orders@t3expo.com

Total Spotting Fee Estimate \$

Cartload Service

To alleviate issues associated with exhibitors carrying small exhibit materials during move-in, T3 Expo is pleased to provide a Cartload Service. This service will be available during move-in and move-out.

Cartload Services are designed for use by privately owned vehicles (POVs). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, pickup trucks, passenger vans, taxis, limos, etc. Bobtails, box trucks or pickup trucks pulling small trailers are not considered POVs and Material Handling rates will apply. **No cartload can have a combined weight of more than 300 lbs.** Material Handling charges will apply to any loads greater than the limits listed above.

Special Freight Services – Small Passenger Vehicles Only!
Maximum Weight 300 lbs

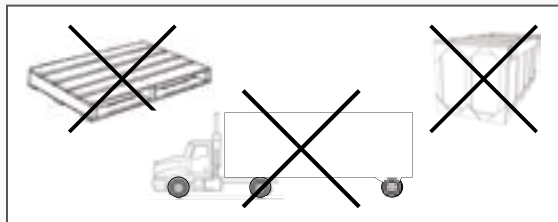
- Each cartload will handle (8) pieces or less, weighing less than 300 lbs. total. Each exhibitor will be provided (1) laborer with (1) cart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one (1) person to go with your product to the booth space and one (1) person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- The vehicles must be unload/loaded by full-time exhibitor personnel, by hand.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.



Hand-carry Information

- This service is for those who have small hand-carry items, all of which must fit on the cart.

To receive this service, watch for the Cartload Service signage



Cartload Service	Anticipated number of trips (2) maximum each way	Price per trip (each way)	Extended Price
Inbound	_____ x	\$275.00	= \$ _____
Outbound	_____ x	\$275.00	= \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

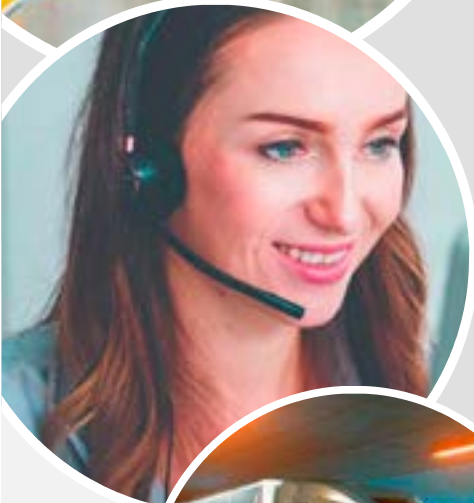
The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: orders@t3expo.com

Total Cart Service Fee Estimate \$ _____



EXHIBIT TRANSPORTATION SOLUTIONS

When your customers want assurance that their shipments will arrive on time and as promised, Allstates WorldCargo can provide them the peace of mind they need.




**EXCEPTIONAL SERVICE.
ROUND-THE-CLOCK SUPPORT.**



At Allstates WorldCargo, our Exhibit Tran Solutions is the best in the industry and includes more standard benefits than you'll find with any other provider:

- All-Inclusive Pricing With No Additional Fees For Pickups And Deliveries, Including Weekend And Night Service
- Pick-Up And Transportation From Point Of Origin To Your Choice Of Either Advance Warehouse Or Show Site
- Leading-edge Technology for Shipment Visibility and Management
- 24/7 Customer Service

Contact Us

 612-504-8300

 tradeshow@allstates-worldcargo.com

For more information visit our website
www.allstates-worldcargo.com



ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 7, 2025 TO THURSDAY, MARCH 6, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Crane World Wide

185 Southside Industrial Pkwy SE, Suite A
Atlanta, GA 30354

Event: **Applied Power Electronics Conference 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 7, 2025 TO THURSDAY, MARCH 6, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Crane World Wide

185 Southside Industrial Pkwy SE, Suite A
Atlanta, GA 30354

Event: **Applied Power Electronics Conference 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, MARCH 15, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Georgia World Congress Center

Halls A1/A2/A3

285 Andrew Young International Blvd NW

Atlanta, GA 30313

Event: **Applied Power Electronics Conference 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, MARCH 15, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Georgia World Congress Center

Halls A1/A2/A3

285 Andrew Young International Blvd NW

Atlanta, GA 30313

Event: **Applied Power Electronics Conference 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 7, 2025 TO THURSDAY, MARCH 6, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Crane World Wide

185 Southside Industrial Pkwy SE, Suite A
Atlanta, GA 30354

Event: **Applied Power Electronics Conference 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 7, 2025 TO THURSDAY, MARCH 6, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Crane World Wide

185 Southside Industrial Pkwy SE, Suite A
Atlanta, GA 30354

Event: **Applied Power Electronics Conference 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Exhibitor Order Deadline: **Friday, February 7, 2025**
Artwork Submission Deadline: **Friday, February 14, 2025**
Artwork Approval Deadline:..... **Friday, February 21, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, February 14, 2025.

10' x 10' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 9'w x 8'h Digitally Printed Back Wall
- 10' x 10' Standard Carpet
- (1) B3 Counter with Locking Storage
- (3) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|--------------|-------------|---------------|-------------|
| Black | Blue | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

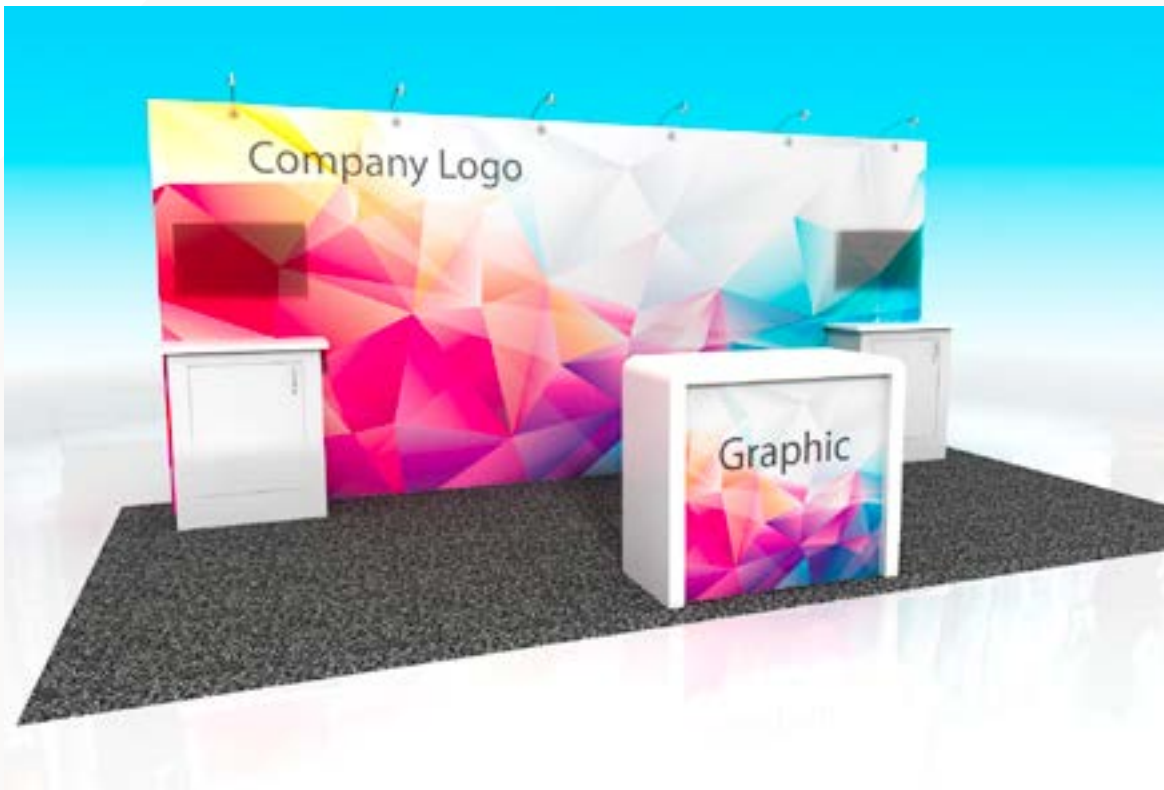
Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 10' Rental Exhibit Package	\$4,200.00
Sales Tax 8.9%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Friday, February 7, 2025**
Artwork Submission Deadline: **Friday, February 14, 2025**
Artwork Approval Deadline: **Friday, February 21, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, February 14, 2025.

10' x 20' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 18'w x 8'h Digitally Printed Back Wall
- 10' x 20' Standard Carpet
- (1) R4 Counter with Locking Storage and Custom Graphics
- (2) B3 Counters with Locking Storage
- (6) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|--------------|-------------|---------------|-------------|
| Black | Blue | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 20' Rental Exhibit Package **\$8,000.00**
 Sales Tax 8.9%..... \$ _____
 Estimated Rental Package Total..... \$ _____
 Pricing does not include electricity, internet connection or AV equipment.

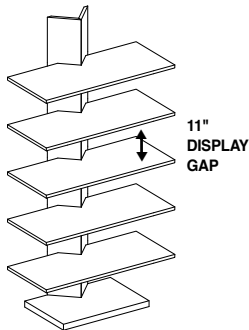
T3 Advanced Discount Deadline:
Order and payment due by Friday, February 21, 2025
 Orders placed after February 21, 2025 are subject to availability.

Display Shelving Units Order Form

Features and Benefits:

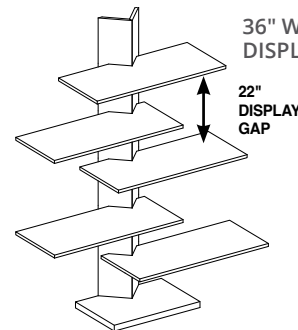
Attractive, contemporary styling that puts the focus on your product. Staggered shelving that offers more versatility in style and function. New shelving can cover up to five feet of wall space or may be positioned in a traditional vertical tower. A great display for gift items, folded garments & shoes.

36" WIDE STRAIGHT DISPLAY SHELF

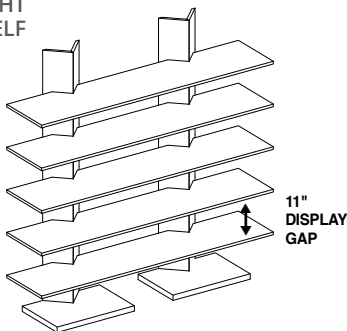


5-Slot Shelving – 36"
 36" Wide, 10" Deep
 11" Display Gap between all Non-Staggered Shelving Displays

36" WIDE STAGGERED DISPLAY SHELF

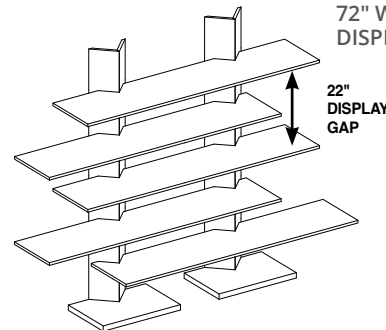


72" WIDE STRAIGHT DISPLAY SHELF



5-Slot Shelving – 72"
 72" Wide, 10" Deep,
 11" Display Gap between all Non-Staggered Shelving Displays

72" WIDE STAGGERED DISPLAY SHELF



Shelving Units

Shelving Units	Quantity		Discount Price		Standard Price		Extended Price
4-Shelf Single Unit – White (36"w)*	_____	x	\$296.00	x	\$422.86	=	\$ _____
4-Shelf Double Unit – White (72"w)*	_____	x	\$510.00	x	\$728.57	=	\$ _____
5-Shelf Single Unit – White (36"w)	_____	x	\$307.00	x	\$438.57	=	\$ _____
5-Shelf Double Unit – White (72"w)	_____	x	\$532.00	x	\$760.00	=	\$ _____
5-Shelf Single Unit – Birch (36"w)	_____	x	\$262.00	x	\$374.29	=	\$ _____
5-Shelf Double Unit – Birch (72"w)	_____	x	\$487.00	x	\$695.71	=	\$ _____

*4-Slot Shelving (Not shown)

Shelves are 36" or 72" Wide, 10" Deep, 16" Display Gap between all Non-Staggered Shelving Displays. Drayage included in price of shelf unit.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone #: _____
 Booth #: _____

Sales Tax 8.9% \$ _____
Estimated Total Shelving Units \$ _____

Order and payment due by Friday, January 24, 2025

Display Case – Standard White Full Vision



- Matte white formica exterior
- Solid sides
- Aluminum frame
- Fluorescent or LED lighting available
- Sliding doors with lock (no mirrors)
- Available in 4', 5', and 6' lengths and corner cases
- 38" high and 20" deep
- Interior pad dimensions

SIZE	QUANTITY	PRICE	LED LIGHTING	TOTAL
4 FOOT		\$817.00	\$211.00	
5 FOOT		\$817.00	\$211.00	
6 FOOT		\$817.00	\$211.00	

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal	\$ _____
Sales Tax 8.9%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 24, 2025

Display Case – Standard White Half Vision



- Matte white formica exterior
- Solid sides
- Aluminum frame
- Fluorescent or LED lighting available
- Sliding doors with lock (no mirrors)
- Rear storage area with lock
- Available in 4', 5', and 6' lengths and corner cases
- 38" high and 20" deep
- Interior pad dimensions

SIZE	QUANTITY	PRICE	LED LIGHTING	TOTAL
4 FOOT		\$817.00	\$211.00	
5 FOOT		\$817.00	\$211.00	
6 FOOT		\$817.00	\$211.00	

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal \$ _____
Sales Tax 8.9% \$ _____
Amount Enclosed \$ _____

Order and payment due by Friday, January 24, 2025

Display Case – Standard White Quarter Vision



- Matte white formica exterior
- Solid sides
- Aluminum frame
- Fluorescent or LED lighting available
- Sliding doors with lock (no mirrors)
- Rear storage area with lock
- Available in 4', 5', and 6' lengths and corner cases
- 38" high and 20" deep
- Interior pad dimensions

SIZE	QUANTITY	PRICE	LED LIGHTING	TOTAL
4 FOOT		\$817.00	\$211.00	
5 FOOT		\$817.00	\$211.00	
6 FOOT		\$817.00	\$211.00	

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal	\$ _____
Sales Tax 8.9%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 24, 2025

Display Case – Standard White Corner



Half Vision

- Matte white formica exterior
- Solid sides
- Aluminum frame
- Fluorescent or LED lighting available
- Sliding doors with lock (no mirrors)
- Rear storage area with lock
- 38" high and 20" deep
- Interior pad dimensions
- Available in Half Vision and Quarter Vision Corners



Quarter Vision

SIZE	QUANTITY	PRICE	LED LIGHTING	TOTAL
HALF VISION		\$880.00	\$211.00	
QUARTER VISION		\$880.00	\$211.00	

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal	\$ _____
Sales Tax 8.9%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 24, 2025

Display Case – Accent Cube



- Matte white formica exterior
- Aluminum frame
- Halogen or LED lighting available
- Hinged frameless glass door with lock
- Storage area with lock
- 18" wide x 18" deep x 70" high
- Glass display area is 18" wide x 18" deep x 18" high
- Interior pad dimensions

STYLE	QUANTITY	PRICE	LED LIGHTING	TOTAL
STANDARD WHITE		\$657.00	\$211.00	

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal	\$ _____
Sales Tax 8.9%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 24, 2025

Display Case – Tower



- Matte white formica exterior
- Aluminum frame
- Halogen or LED lighting available
- 6" canopy
- 3 adjustable glass shelves
- Hinged frame door with lock
- 80" high x 20" deep x 20" wide
- Glass display area is 20" wide x 20" deep x 54" high
- Interior pad dimensions

STYLE	QUANTITY	PRICE	LED LIGHTING	TOTAL
STANDARD WHITE		\$830.00	\$211.00	

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal	\$ _____
Sales Tax 8.9%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 24, 2025

Display Case – Museum Pedestal



- Matte white formica exterior
- Aluminum frame
- Halogen or LED lighting available
- 8" canopy
- Glass doors with with lock
- Storage area with lock
- 70" high x 20" deep x 30" wide
- Glass display area is 30" wide x 20" deep x 20" high
- Interior pad dimensions

STYLE	QUANTITY	PRICE	LED LIGHTING	TOTAL
STANDARD WHITE		\$942.00	\$211.00	

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal	\$ _____
Sales Tax 8.9%	\$ _____
Amount Enclosed	\$ _____

Artwork Submission Deadline:
All artwork due by Friday, February 14, 2025

Print Production Artwork Requirements

PLEASE NOTE:
 All artwork must be submitted in **CMYK** (not RGB/HEX).

General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic 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

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

Checklist

- SET DOCUMENT MODE TO CMYK
- USE APPROPRIATE DIMENSIONS AND SCALE
- SET APPROPRIATE BLEEDS ON ALL SIDES
- CHECK IMAGE RESOLUTION
- CONVERT FONTS TO OUTLINES
- EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- INCLUDE PDF PROOF

Artwork Submission and Template Download

[CLICK HERE](#) to upload your graphic files once they're complete or to download graphic templates.

Questions?

Questions regarding artwork may be emailed to:

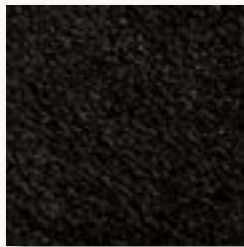
Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

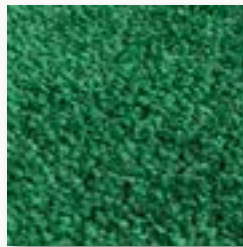
- Event name
- Company name
- Booth number
- Contact information

Carpet Options

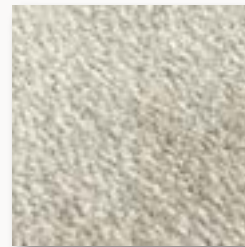
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



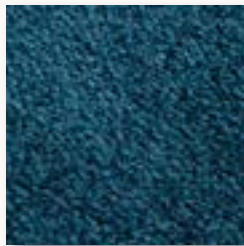
Black



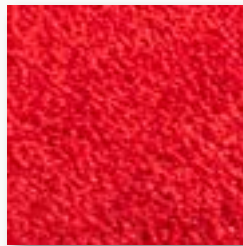
Green



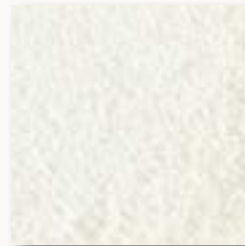
Grey



Navy



Red



White

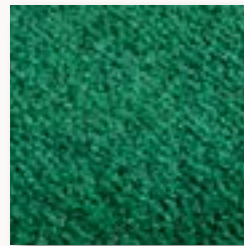
Standard Carpet – 16 oz. Nylon Carpet



Black



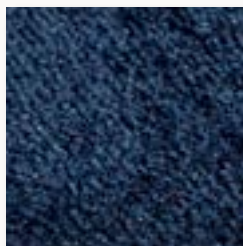
Blue



Green



Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by Friday, February 21, 2025

Carpet & Padding Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

The booth space is concrete and floor covering is required by show management.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$6.80	or \$9.71	= \$ _____

Please select UPGRADED carpet color: (check one)	Black Navy	Green Red	Grey White
------------------------------------------------------------	---------------	--------------	---------------

Standard Carpet – 16 oz. nylon carpet – Please enter size and select carpet color

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$293.00	or \$418.57	\$ _____	20' x 20' \$1,172.00	or \$1,674.29	\$ _____
10' x 20' \$586.00	or \$837.14	\$ _____	20' x 30' \$1,758.00	or \$2,511.43	\$ _____
10' x 30' \$879.00	or \$1,255.71	\$ _____	20' x 40' \$2,344.00	or \$3,348.57	\$ _____
10' x 40' \$1,172.00	or \$1,674.29	\$ _____	30' x 30' \$2,637.00	or \$3,767.14	\$ _____

20' carpet comes as two matching 10' pieces.

Custom Size – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$2.93	or \$4.19	= \$ _____

Please select STANDARD or CUSTOM carpet color: (check one)	Black Navy	Blue Red	Green Tuxedo	Grey
----------------------------------------------------------------------	---------------	-------------	-----------------	------

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$1.31	or \$1.87	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.06	or \$1.51	= \$ _____

Subtotal: \$ _____

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Sales Tax 8.9% \$ _____
Estimated Total Carpet & Padding \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

Accessories / Pipe & Drape

- A. Bag Stand – Chrome
- B. Literature Holder – Acrylic 3 Tier
- C. Poster Display Board
- D. R4 Counter – 4' wide, Rounded Corners
R4 Counter with Custom Graphics (*not shown*)
- E. Sign Easel
- F. Literature Stand
- G. Sign Stand – 22" w x 28" h
- H. Display Showcase, 6'
- I. Stanchion – 3' High Tension
- J. Wastebasket

Pipe & Drape

- A. 8' High Drape
- B. 3' High Drape



PLEASE NOTE:
 Colors and style may vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by Friday, February 21, 2025

Furniture / Accessories / Pipe & Drape Order Form

	Quantity		Discount Price		Standard Price		Extended Price
Furniture							
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$215.00	or	\$307.14	= \$	_____
B. Side Chair – Black (FRN-SIDEXHR-01a)	_____	x	\$145.00	or	\$207.14	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Accessories							
A. Bag Stand (ACC-001a)	_____	x	\$230.00	or	\$328.57	= \$	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$82.00	or	\$117.14	= \$	_____
C. Poster Display Board (FRN-PSTBRD-01a)	_____	x	\$238.00	or	\$340.00	= \$	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	\$917.00	or	\$1,310.00	= \$	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$1,047.00	or	\$1,495.71	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$96.00	or	\$137.14	= \$	_____
F. Literature Stand (ACC-005a)	_____	x	\$445.00	or	\$635.71	= \$	_____
G. Sign Stand – 22" w x 28" h (ACC-007a)	_____	x	\$182.00	or	\$260.00	= \$	_____
H. Display Showcase, 6'	_____	x	\$147.00	or	\$210.00	= \$	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$102.00	or	\$145.71	= \$	_____
J. Wastebasket (ACC-010a)	_____	x	\$29.00	or	\$41.43	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Pipe & Drape							
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	\$18.00	or	\$25.71	= \$	_____
B. Banjo Drape 3'H, Black (BDRP-3)	_____	x	\$12.00	or	\$17.14	= \$	_____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone #: _____
 Booth #: _____

Sales Tax 8.9% \$ _____
Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

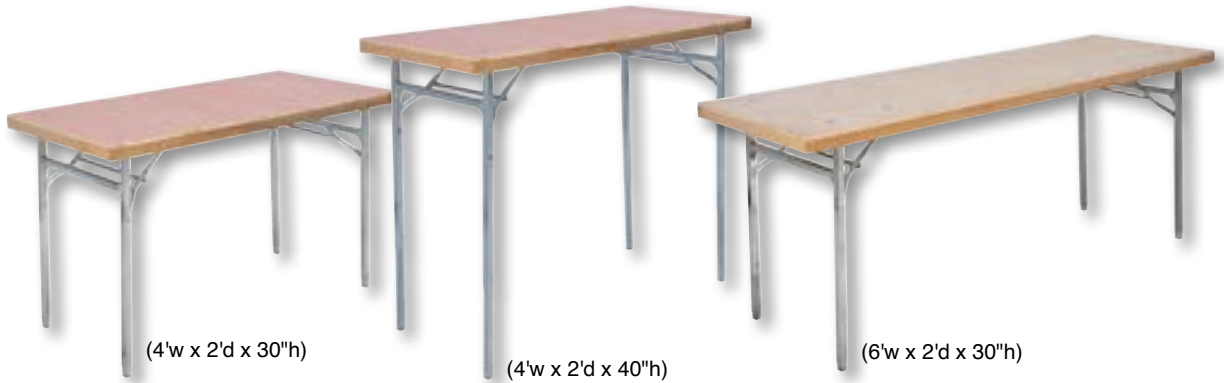
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- Skirted tables include white vinyl top and pleated skirt on three sides.
- Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.



Unskirted Tables

- 4'w x 2'd x 30"h
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h



Round Tables

- 40" high round table, Black
- 30" high round table – Black



Skirting not available on round tables.

PLEASE NOTE:
 Colors and style may vary upon availability for items on this page.

T3 Advance Discount Deadline:
Order and payment due by Friday, February 21, 2025

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x	\$190.00	or	\$271.43	= \$	_____	
6'w x 2'd	_____ x	\$221.00	or	\$315.71	= \$	_____	
8'w x 2'd	_____ x	\$258.00	or	\$368.57	= \$	_____	
4th Side Skirting (for 6' and 8' tables only)	_____ x	\$60.00	or	\$85.71	= \$	_____	
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x	\$221.00	or	\$315.71	= \$	_____	
6'w x 2'd	_____ x	\$258.00	or	\$368.57	= \$	_____	
8'w x 2'd	_____ x	\$295.00	or	\$421.43	= \$	_____	
4th Side Skirting (for 6' and 8' tables only)	_____ x	\$70.00	or	\$100.00	= \$	_____	

Please Select Skirting Color: (check one)

Black
 Blue
 Burgundy
 Gold
 Green
 Grey
 Plum
 Red
 White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____ x	\$74.00	or	\$105.71	= \$	_____	
6'w x 2'd	_____ x	\$98.00	or	\$140.00	= \$	_____	
8'w x 2'd	_____ x	\$120.00	or	\$171.43	= \$	_____	
40" High Unskirted							
4'w x 2'd	_____ x	\$98.00	or	\$140.00	= \$	_____	
6'w x 2'd	_____ x	\$120.00	or	\$171.43	= \$	_____	
8'w x 2'd	_____ x	\$143.00	or	\$204.29	= \$	_____	
Round Tables							
30"d x 30"h, black	_____ x	\$130.00	or	\$185.71	= \$	_____	
30"d x 40"h, black	_____ x	\$145.00	or	\$207.14	= \$	_____	

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone #: _____

Booth #: _____

Sales Tax 8.9% \$ _____

Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of T3 Expo.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

	Straight Time	Overtime	Double Time
Display Labor			
Labor	\$121.00	\$166.00	\$226.00
T3 Supervised Labor	\$157.00	\$216.00	\$294.00
Forklift and Operator.....	\$298.00	\$330.00	\$426.00

	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____ x _____	x _____	= \$ _____	
	_____	_____ x _____	x _____	= \$ _____	
Dismantle	_____	_____ x _____	x _____	= \$ _____	
	_____	_____ x _____	x _____	= \$ _____	

For Forklift Orders

Type of Work Being Performed

- Unskid/reskid equipment
- Place equipment
- Build booth structure
- Other: _____

Size of forklift required:

- 5,000 lb lift
- 10,000 lb lift
- 15,000 lb lift

Heaviest piece weight _____ Dimensions _____ x _____ x _____
 length width height

For Display Labor – Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor \$ _____

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$121.00	\$166.00	\$226.00
T3 Supervised Sign Assembly Labor.....	\$157.00	\$216.00	\$294.00

Does the sign require assembly? Yes No
 (assembly labor performed at rates above)

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	\$629.00	\$728.00	\$826.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
 **We will do our best to accommodate the requested date and time.
 Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: (____) _____

On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: (____) _____

On site/after hours contact name: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Set-Up Instructions Attached

Outbound Shipping Information Attached (for T3 Expo Supervised Dismantle only)

Estimated Total Hanging Sign..... \$ _____

Hanging Sign Description & Position

Description of Sign

Material

Cloth/Vinyl Wood System Metal Other _____

Single Sided Double Sided Pockets Grommets # of Hang Points _____

Shape

Square Circle Triangle Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?

Yes No

Electricity Required?

Yes No

Chain Motors Required? (call/email T3 Expo for rates)

Yes No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes No

Position of Sign

Distance from the floor to the top of the sign _____ or _____ to maximum height allowed

Location

Center of Booth

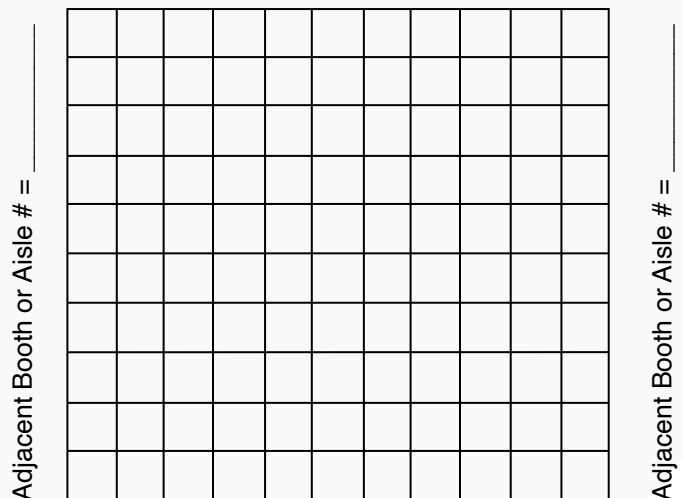
See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.



Adjacent Booth or Aisle # = _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Accessible Storage & Cleaning Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$2.50 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage	Area	# Days	Extended Price
	\$2.50 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$121.00	\$166.00	\$226.00

Empty Storage	Quantity	Standard Price	Extended Price
Cardboard Box	_____ x	\$40.00 each	= \$ _____
Fiber Case	_____ x	\$50.00 each	= \$ _____

Cleaning	Area	Price	# Days	Extended Price
Porter Service	_____ x _____ x	\$0.73 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____ x	\$0.64 per sq. ft.	x _____	= \$ _____

	Quantity	Standard Price
Shrink Wrap	_____ x	\$87.00

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Est. Total Storage Services \$ _____

ADVANCE DISCOUNT DEADLINE - Friday, February 21, 2025

Sales Tax 8.9%



SPECIAL EVENT

[Click here](#) to view the
2024 AFR FURNITURE RENTAL CATALOG

[Click here](#) to download the furniture order forms

2024 FURNITURE PRODUCT LIST WITH PRICING

ADDITIONAL INFORMATION & FORMS

Payment Information

Important Information

*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

*Please make payable to T3 Expo, and mail to:

T3 Expo
 8 Lakeville Business Park
 Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

**Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than (7) days prior to the first day of exhibitor move-in.

Please select the services needed:

Material Handling	= \$ _____
Vehicle Spotting Fee	= \$ _____
Cartload Service	= \$ _____
Presta™ Rental Exhibit Packages	= \$ _____
Booth Packages	= \$ _____
Carpet.....	= \$ _____
Furniture & Accessories	= \$ _____
Display Tables & Counters.....	= \$ _____
Display Labor & Forklift	= \$ _____
Hanging Sign.....	= \$ _____
Accessible Storage	= \$ _____
Cleaning	= \$ _____
Custom Furniture	= \$ _____
Total:	\$ _____

Secure Online Payments

In an effort to protect your information, T3 Expo will send you a secure link to a credit card form. Please follow the link to submit your payment information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

Exhibitor Profile

Company Name:		Booth #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: ()	Fax: ()	

Method of Payment

Company Check*
 (Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**
Credit Card

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company.

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

- Material Handling
- Vehicle Spotting Fee
- Cartload Service
- Presta™ Rental Package
- Booth Package
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Hanging Sign
- Accessible Storage
- Cleaning
- Custom Furniture
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()

Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()
Third Party Responsible For (list services):	

Third Party Credit Card Information

To best assist you, T3 Expo will reach out with a secure link to collect your third party credit card authorization. Please follow the link to submit the information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction

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

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

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

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

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

Storage behind booths is strictly prohibited.

Atlanta, GA Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that 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:

Union Labor

Since Georgia is a right-to-work state, exhibitor personnel may set up their own exhibits if so desired. Union Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged at established rates, using the enclosed order forms.

Exhibit Labor Jurisdiction

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays unless this work is done by exhibiting company personnel. They are not required to place your products on your display, open cartons containing your products, or perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Service Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor (EAC). Labor can be ordered in advance by returning the attached Display Labor order form, or on show site at T3 Expo's Service Desk.

Freight Handling Jurisdiction

T3 Expo receives and handles all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the event. T3 Expo will not be responsible, for any material they do not handle and will have control of the loading docks at all times.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall.

Electrical & Plumbing

Electrical and plumbing is handled in-house at the Georgia World Congress Center (GWCC). Most power comes from the floor at the GWCC, but ceiling drops can be ordered, mainly for high power situations. Electricians must plug cords into boxes, but the labor contractor or the exhibitor may run them thereafter, including lights, AV, power strips, etc. Twelve gauge cords are required, either flat or round.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY INFORMATION & FORMS



Telecommunications & Network Services Order

Georgia World Congress Center

285 Andrew Young International Blvd., NW Atlanta, GA 30313
 P: 404.222.5500 F: 404.222.5514 W: cclid.net

Questions: please email us at info@cclid.net

Event Name: _____ Booth #/Location: _____
 Company Name: _____ Event Date(s): _____
 Street Address: _____ City: _____ State: _____ Postal Code: _____
 Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. We accept Amex, Mastercard and Visa.)

- Check Enclosed Money Order Enclosed Visa Mastercard American Express

Credit Card Number: _____ Expiration Date: _____ Security Code: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____ Name as it appears on credit card: _____

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 265	\$ 305		
Dedicated Telephone Line (Telco Line, no dial 9)	\$ 475	\$ 475		
Polycom Speakerphone Rental	\$ 250	\$ 300		

A Switched Telephone Line is required to be ordered if a Polycom Speakerphone Rental is rented.

SHARED WIRED INTERNET SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address (Wired Drop originates from overhead, please provide detailed location)	\$ 1,195	\$ 1,445		
Additional Device / IP Address	\$ 145	\$ 190		
16-Port Hub Rental	\$ 150	\$ 175		
25-Foot CAT-5 Patch Cables	\$ 65	\$ 65		
50-Foot CAT-5 Patch Cables	\$ 90	\$ 90		
Floor Labor Rate, Booth Cabling, etc. (per hour)	\$ 65	\$ 65		

Customer may utilize their own router (wired or wireless) and cables when using this shared wired service if desired. CCLD does require that an Additional Device/IP Address be purchased for each device utilizing the Shared Wired Internet service.

DEDICATED BANDWIDTH WIRED INTERNET SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Dedicated 3Mbps Bandwidth Wired Connection	\$ 3,995	\$ 4,595		
Dedicated 6Mbps Bandwidth Wired Connection	\$ 6,995	\$ 7,595		
Dedicated 10Mbps Bandwidth Wired Connection	\$ 9,995	\$ 10,595		
Dedicated 20Mbps Bandwidth Wired Connection	\$ 16,995	\$ 17,595		

Dedicated Bandwidth Wired Internet Services work well for high bandwidth applications such as webcasting, streaming media, etc. Larger increments of dedicated bandwidth are available upon request.

WI-FI EXHIBITOR BOOTH SERVICES (PER USER)	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Wi-Fi In Booth Connection per user	\$ 300	\$ 350		

This Wi-Fi In Booth Connection per user service is available on the exhibit floor. Each device requiring service would need a separate Wi-Fi In Booth Connection.

WI-FI EXHIBITOR BOOTH SERVICES (MULTIPLE USERS)	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Wi-Fi In Booth Package: Up to 10 Users	\$ 2,500	\$ 3,000		
Wi-Fi In Booth Package: Up to 20 Users	\$ 3,500	\$ 4,000		
Wi-Fi In Booth Package: Up to 50 Users	\$ 5,000	\$ 6,000		

Please note: The above Wi-Fi Exhibitor Booth Services are available on the exhibit floor. For mission critical applications, we recommend using a wired internet connection as Wi-Fi is vulnerable to interference due to many different factors outside of our control. A separate paid network named GWCCWIFI is available exclusively in the lobbies and meeting rooms (excludes exhibit floors) offering a daily rate of \$25 for a 1Mbps connection. A free Wi-Fi network named GWCC Free Wi-Fi is available in the main lobby areas (excludes exhibit floors & meeting rooms).

Subtotal:	
8.9% Sales Tax:	
Total:	
Orders can be emailed to info@cclid.net . Order online at www.cclid.net or faxed to 404.222.5514.	

TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
 - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
 - (b) Personal checks will be accepted with Advance Rate requests only.
 - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
 - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
 - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycom Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
 - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
 - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
 - (c) **In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
 - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
 - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 02/24/2025



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW

Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 17-19, 2025	EVENT #035008AT	

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

COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

Step 1 Complete the Method of Payment

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

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Cable Order

Step 3 Review Electrical Labor Instructions

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

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

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

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

B. Plumbing Distribution

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

C. Lighting Order Form

This form is used for the distribution of overhead par can lights in your booth space. The form should be completed by all island booths requiring overhead lighting. Please also provide a diagram indicating the locations and focus of each ordered light.

D. Cable Service Order Form

This form is used for the distribution of cable services to your booth space. The form should be completed for any booths requiring such service.

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

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

METHOD OF PAYMENT

Advance Payment Deadline Date: 02/24/2025



The Power People

ELECTRICAL EXHIBITION SERVICES
285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 17-19, 2025	EVENT #035008AT	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

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

ACH ELECTRONIC PAYMENT TRANSFER

JPMorgan Chase
Routing #: 322271627 Acct #: 789835573
Account Name: Edlen Electrical Exhibition Services, Inc

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

BANK WIRE TRANSFER INFORMATION *

Domestic & International JPMorgan Chase
Routing #: 021000021 Acct #: 789835573
Reference Address: 383 Madison Ave
New York, NY 10017
Swift Code: CHASUS33
Account Name: Edlen Electrical Exhibition Services, Inc

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

* Reference the Event # listed above and your Booth # on all electronic payments.

MANUAL ORDER PROCESSING FEE *

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ www.edlen.com

CREDIT CARD

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

VISA MASTERCARD AMEX DISCOVER

* A 3% credit card processing fee is applied to all Credit Card payments.

CHECK AND CREDIT CARD INFORMATION

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

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

* MANUAL PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. BOOTH WORK	
5. LIGHTING ORDER	
6. CABLE SERVICES	
7. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

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

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

E M

Advance Payment Deadline Date: 02/24/2025

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 17-19, 2025	EVENT #035008AT	

PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

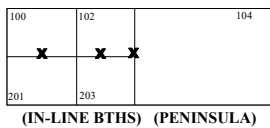
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event					
INLINE AND PENINSULA DELIVERY						
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).						
ISLAND BOOTH DELIVERY ONE LOCATION						
Island booths that need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.						
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS						
Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.						
208/480V POWER DELIVERY AND CONNECTIONS						
Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.						
24 HOUR SERVICES						
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.						
ADVANCE RATES						
To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.						
TERMS & CONDITIONS						
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.						
		QTY	QTY	ADVANCE	REGULAR	TOTAL
		Show	24hrs/day	PAYMENT	PAYMENT	COST
		Hours Only	Double rate	PRICE	PRICE	PRICE
		120 VOLT				
500 WATTS (5 AMPS)		_____	_____	156.50	234.75	_____
1000 WATTS (10 AMPS)		_____	_____	235.50	353.25	_____
1500 WATTS (15 AMPS)		_____	_____	256.50	384.75	_____
2000 WATTS (20 AMPS)		_____	_____	290.25	435.50	_____
		208 VOLT SINGLE PHASE				
20 AMPS		_____	_____	313.75	470.75	_____
30 AMPS		_____	_____	407.00	610.50	_____
60 AMPS		_____	_____	782.75	1,174.25	_____
		208 VOLT THREE PHASE				
20 AMPS		_____	_____	531.75	797.75	_____
30 AMPS		_____	_____	727.50	1,091.25	_____
60 AMPS		_____	_____	1,253.25	1,880.00	_____
100 AMPS		_____	_____	1,856.75	2,785.25	_____
200 AMPS		_____	_____	3,599.00	5,399.00	_____
400 AMPS		_____	_____	6,326.00	9,489.00	_____
		TRANSFORMER(S) Boost 208 Volt to 230 Volt				
Transformer (20 amp minimum charge)				Total Amps: _____ x 6.15 = _____		
Please call us for information on any services you require that are not listed here.						
		480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event				
		480 VOLT THREE PHASE				
20 AMPS		_____	_____	957.00	1,435.50	_____
30 AMPS		_____	_____	1,349.75	2,024.75	_____
60 AMPS		_____	_____	2,272.00	3,408.00	_____
100 AMPS		_____	_____	3,749.00	5,623.50	_____
		120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)				
15' EXTENSION CORD		_____	_____			25.75
POWER STRIP		_____	_____			17.00
POWER DONE W/USB		_____	_____			25.75
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM				TOTAL		
PRINT NAME: _____						
EMAIL: _____				PHONE: _____		

TERMS & CONDITIONS

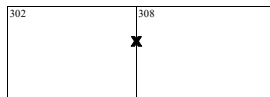
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance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

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

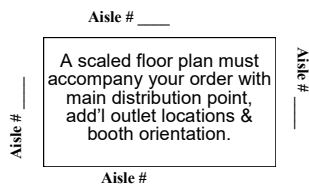
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



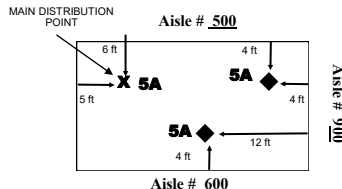
(IN-LINE BTHS) (PENINSULA)



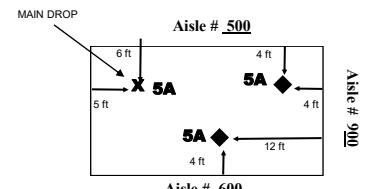
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 02/24/2025



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 17-19, 2025	EVENT #	035008AT

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

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

Step 2 Complete the Appropriate Form

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

A. Electrical Distribution

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

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

Step 3 Return the following forms to Edlen

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

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Electrical distribution under carpet.
2. Connection of all 208 volt or higher services.
3. Overhead installation of Edlen-owned static lighting hung from ceiling.
4. Data/network cable under carpet that is owned by an exhibitor or I & D house.
5. Overhead power and/or coaxial (network) cable distribution.

POWER DELIVERY

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

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 02/24/2025



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 17-19, 2025	EVENT #	035008AT

ELECTRICAL DISTRIBUTION UNDER CARPET

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

1. Provide an Electrical Layout Form:
 - A. The electrical layout must indicate each power outlet and its location with exact measurements.
 - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
 - A. Date: _____ Time: _____
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - A. Describe flooring: _____
 - B. Estimated date and time flooring installation will begin. Date: _____ Time: _____
4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$133.00	_____
		OT	\$191.25	_____
LIFT RENTAL				
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	HOURS	RATE	TOTAL
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.		\$290.25	_____
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME: _____ DATE: _____

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 02/24/2025



The Power People

ELECTRICAL EXHIBITION SERVICES
285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 17-19, 2025	EVENT #	035008AT

BOOTH LABOR REQUIREMENTS

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

Installation of Booth Overhead Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

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

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Miscellaneous Booth Work (Any other work not described above where an electrician is required)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / POWER REQUIREMENTS

Assembly & Installation of Edlen Lighting Hung from Ceiling (Complete Lighting Order Form)

Installation and Removal of Overhead Power (Complete Lift Rental Estimate Below)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$133.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$191.25	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$290.25	_____

TRANSFER ESTIMATED TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM	ESTIMATED TOTAL	_____
-------------------------------------------------------------------------	------------------------	-------

AUTHORIZATION

PRINT NAME:	DATE:
SIGNATURE:	PHONE:

LIGHTING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

E M

Advance Payment Deadline Date: 02/24/2025

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 17-19, 2025	EVENT #035008AT	

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



**Rates below are a Per Fixture cost.
Pricing = Light rental + Lift rental + Labor to install,
remove & focus once.**

* Quartz lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electricians.

FIXTURE	LIGHT	+	LIFT	+	LABOR*	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	484.75		290.25		133.00						

*Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light(s). There are 2 electricians required whenever a lift is involved. **Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.**

Indicate light location and focus on the 10 x 10 grid below. Please ensure proper measurements, along with orientation of booth are included.

Adjacent Booth or Aisle #: _____

Adjacent Booth or Aisle #: _____

FLOOR PLAN Provide floor plan indicating light locations for overhead lights, including focus.	TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL
	PRINT NAME:	
	EMAIL:	PHONE:

CABLE SERVICE ORDER FORM

Advance Payment Deadline Date: 02/24/2025



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW

Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
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DATES:	March 17-19, 2025	EVENT #035008AT	

CABLE SERVICES

Basic cable television service with signal provided by **Comcast**. This service provides the latest news, weather, financial information and in-season sports spectaculars.

Electrical service must be ordered separately to power all television sets.

Service	Number of Services	Floor Rate	Amount
Cable TV		\$368.25	
Closed Circuit Channels		\$535.00	

NOTES:

- All TV sets must be CABLE READY or have multi-channel converters.
- Power will be placed in the rear of the booth, unless otherwise designated. Submit diagram form including booth orientation.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

LABOR ESTIMATE*

MAN HRS		RATE	TOTAL
	ST	\$133.00	
	OT	\$191.25	

*Additional on-site labor & material charges will apply.

TRANSFER ESTIMATED TOTAL TO BOX #6 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:	DATE:
SIGNATURE:	PHONE:



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 17-19, 2025	EVENT #	035008AT

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

IMPORTANT NOTES	PLUMBING SERVICES	ADVANCE	REGULAR	TOTAL																																																																				
<p>ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine, you must order an additional outlet for each machine that requires one.</p> <p>AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.</p> <p>WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.</p> <p>OUTLET DELIVERY A minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet applies. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal applies.</p> <p>OUTLET DISTRIBUTION Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal applies.</p> <p>OUTLET CONNECTIONS Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers. When Edlen plumbers are requested minimum labor charges apply.</p> <p>FILL & DRAIN LABOR* Rates are based on Straight Time. Services delivered on Over Time will incur a minimum Over Time labor charge of 1 hour to deliver and 1/2 hour to remove.</p>	<p>COMPRESSED AIR: 90-100 LBS. PSI</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Air Outlet (call for a quote for 24-hour Air)</td> <td style="width: 15%; text-align: right;">380.00</td> <td style="width: 15%; text-align: right;">570.00</td> <td style="width: 10%;"></td> </tr> <tr> <td>Additional Connections within 20' of Outlet</td> <td style="text-align: right;">266.25</td> <td style="text-align: right;">399.50</td> <td></td> </tr> <tr> <td>5 CFM MINIMUM (per Outlet/Connection)</td> <td style="text-align: right;">27.50</td> <td style="text-align: right;">41.25</td> <td></td> </tr> </table> <p>ADDITIONAL CFM REQUIREMENTS Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total CFM _____ x ADVANCE Rate</td> <td style="width: 15%; text-align: right;">7.00</td> <td style="width: 15%; text-align: right;">=</td> <td style="width: 10%;"></td> </tr> <tr> <td>Total CFM _____ x REGULAR Rate</td> <td></td> <td style="text-align: right;">10.50 =</td> <td></td> </tr> </table> <p>WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Water Outlet</td> <td style="width: 15%; text-align: right;">277.00</td> <td style="width: 15%; text-align: right;">415.50</td> <td style="width: 10%;"></td> </tr> <tr> <td>Additional Connections within 20' of Outlet</td> <td style="text-align: right;">194.50</td> <td style="text-align: right;">291.75</td> <td></td> </tr> </table> <p># of connections required: _____ Size of connection: _____ PSI required: _____ GPM Required: _____</p> <p>DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Drain Outlet</td> <td style="width: 15%; text-align: right;">225.75</td> <td style="width: 15%; text-align: right;">338.75</td> <td style="width: 10%;"></td> </tr> </table> <p>FILL & DRAIN LABOR* (Edlen is not responsible for sediment or the color of water. Rates below based on Straight Time)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Up to 150 Gallons</td> <td style="width: 15%; text-align: right;">216.50</td> <td style="width: 15%; text-align: right;">324.75</td> <td style="width: 10%;"></td> </tr> <tr> <td>Up to 300 Gallons</td> <td style="text-align: right;">373.50</td> <td style="text-align: right;">560.25</td> <td></td> </tr> <tr> <td>Up to 450 Gallons</td> <td style="text-align: right;">530.25</td> <td style="text-align: right;">795.50</td> <td></td> </tr> </table> <p>NATURAL GAS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1/2" 50K BTU</td> <td style="width: 15%; text-align: right;">486.75</td> <td style="width: 15%; text-align: right;">730.25</td> <td style="width: 10%;"></td> </tr> <tr> <td>3/4" 105K BTU</td> <td style="text-align: right;">865.25</td> <td style="text-align: right;">1,298.00</td> <td></td> </tr> <tr> <td>1" 195k BTU</td> <td style="text-align: right;">1,622.25</td> <td style="text-align: right;">2,433.50</td> <td></td> </tr> </table> <p>SINKS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Single Bowl</td> <td style="width: 15%; text-align: right;">772.50</td> <td style="width: 15%; text-align: right;">1,158.75</td> <td style="width: 10%;"></td> </tr> <tr> <td>Double Bowl</td> <td style="text-align: right;">1,158.75</td> <td style="text-align: right;">1,738.25</td> <td></td> </tr> <tr> <td>Triple Bowl</td> <td style="text-align: right;">1,416.25</td> <td style="text-align: right;">2,124.50</td> <td></td> </tr> </table>	Air Outlet (call for a quote for 24-hour Air)	380.00	570.00		Additional Connections within 20' of Outlet	266.25	399.50		5 CFM MINIMUM (per Outlet/Connection)	27.50	41.25		Total CFM _____ x ADVANCE Rate	7.00	=		Total CFM _____ x REGULAR Rate		10.50 =		Water Outlet	277.00	415.50		Additional Connections within 20' of Outlet	194.50	291.75		Drain Outlet	225.75	338.75		Up to 150 Gallons	216.50	324.75		Up to 300 Gallons	373.50	560.25		Up to 450 Gallons	530.25	795.50		1/2" 50K BTU	486.75	730.25		3/4" 105K BTU	865.25	1,298.00		1" 195k BTU	1,622.25	2,433.50		Single Bowl	772.50	1,158.75		Double Bowl	1,158.75	1,738.25		Triple Bowl	1,416.25	2,124.50				
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Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.																																																																								
GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)																																																																								
TRANSFER TOTAL TO BOX #7 ON THE METHOD OF PAYMENT FORM		TOTAL																																																																						
PRINT NAME:																																																																								
EMAIL:		PHONE:																																																																						

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 02/24/2025



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	APEC 2025		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 17-19, 2025	EVENT #035008AT	

PLUMBING JURISDICTION

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

- Delivery of Air, Water, Fill & Drain & Natural Gas lines
- Installation of Natural Gas lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

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

B. Outlet Distribution Throughout Booth Space

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

C. Outlet Connections

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

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

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

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

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

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
_____ ST	\$133.00	_____
_____ OT	\$191.50	_____
_____		_____

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

ESTIMATED TOTAL	_____
------------------------	-------

AUTHORIZATION

PRINT NAME: _____

DATE: _____

TRANSFER ESTIMATED TOTAL TO BOX #6 ON THE METHOD OF PAYMENT FORM

ATLANTA PLUMBING TERMS, CONDITIONS & REGULATIONS

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

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

For further information please visit our web site @ WWW.EDLEN.COM
or call the number on the Plumbing Order form

APEC 2025
March 16-20, 2025
Georgia World Congress Center
Atlanta, GA



EXHIBIT ORDER

Please E-mail Completed Orders to: orders@diversifiedstaging.com

If you do not have the latest version of Adobe Reader, you must fill out totals manually.

Computer Displays Only	Qty	SHOW RATE	Total
24" LCD Flat Panel Display (Table Top Only)			
Video or Computer Displays	Qty	SHOW RATE	Total
<i>Not responsible for mounting to booth walls</i>			
32" LCD Flat Panel Display (Table Top Only)			
43" LCD Display Monitor			
50" LCD Display Monitor			
55" LED Display Monitor			
65" LED Display Monitor			
76" LED Display Monitor			
86" LED Display Monitor			
iPad - 10.5"			
Floor Stand			
Computers	Qty	SHOW RATE	Total
MacBook Pro - Includes Office Software PC			
Laptop - Includes Office Software			
Printers	Qty	SHOW RATE	Total
HP B&W Printer			
HP Color Printer			
Meeting Room Equipment	Qty	SHOW RATE	Total
Wireless Microphone: Handheld / Lavalier			
Podium Microphone			
Tabletop Microphone			
USB Audio Interface			
Sound System with (2) speakers & (2) stands			
PCDI			
Computer Speakers			
8 Channel Mixer			
8' Tripod Screen			
6' Tripod Screen			
LCD Projector			
Safe Lock - LCD Projector Stand			
Advancer			
HDMA Distribution Amplifier			
<i>For additional items not listed above, please call for quote.</i>			
EQUIPMENT TOTAL	1		
DELIVERY (15 % of of line 1)	2		
DRAYAGE (10 % of Equipment Rental Only)	3		
Orders Received after February 24, 2025 will be subject to an ADDITIONAL 25% CHARGE			
TOTAL DUE			
Delivery Information			
On-Site Contact:	Onsite PH#:		
E-Mail Address:			
Booth #:	Room #:		
Delivery Date & Time:	Pickup Date & Time:		

APEC 2025
March 17-20, 2025
Georgia World Congress Center
Atlanta, GA



EXHIBIT ORDER

Please E-mail Completed Orders to: orders@diversifiedstaging.com

If you do not have the latest version of Adobe Reader, you must fill out totals manually.

Customer Information	
Customer Name:	
Company Name:	
Address:	
City:	State: Zip:
Ordered By:	Phone:
E-mail Address:	Fax:
Method of Payment	
<p>Please fill out name and e-mail address of cardholder. You will receive a link via email from Chase Bank to complete payment.</p>	
Cardholder's Name (as appears on card):	
Cardholders E-mail:	
Cancellation Policy:	
⇒ CANCELLATIONS:	
A) Cancellation of equipment ordered must be received 72 HOURS PRIOR to delivery date to avoid a minimum one day charge.	
B) If services have already been provided at the time of cancellation, 100% OF ORIGINAL CHARGES will be applied.	
Return for Processing	
Diversified Staging	
E-Mail: orders@diversifiedstaging.com	
Onsite Contact - Carlos Valdez - Mobile: 630.461.0018	



Georgia World
Congress Center
Authority

CATERING
MENU



2024



WELCOME TO ATLANTA

In the heart of Atlanta, the Georgia World Congress Center (GWCC) is the world's largest LEED-certified convention center. It encloses some 3.9 million feet of exhibition space and consists of three adjacent buildings, Buildings A, B, and C.

In total these buildings have twelve exhibit halls, 98 meeting rooms, and two ballrooms. GWCC hosts more than a million visitors each year and is the fourth-largest convention center in the United States.

As a family of passionate restaurateurs, we realize we earn our reputation one event, one meal and, one gesture at a time. Our goal is to ensure your experience is one that you and your guests will truly enjoy

YOUR EXECUTIVE CHEF, BILLY VELASQUEZ



Our Executive Chef, Billy Velasquez, combines fresh local ingredients with seasonal specialties from various regions worldwide to craft exquisite cuisine at the Georgia World Congress Center. Chef Billy has served guests at the Georgia World Congress Center since 2012. Chef Billy has played a pivotal role in orchestrating large-scale events including the world's largest plated meal and various benchmark sporting events.

Billy's dedication to sustainable cooking and collaboration with fellow chefs reflects his commitment to ushering GWCC into a new era of exceptional food and service. to a new era of great food and service.

ALL DAY BREAKS

Assorted Breakfast Pastries / 48.00 dz

Chocolate, Butter and Almond Croissants
Fruit and Cheese Danish

Assorted Miffy's Muffins / 45.00 dz

Blueberry, Banana Nut, Cranberry, and Chocolate

Puffed Tarts / 36.00 dz

Blueberry Lemon, Chocolate Fudge

Ham & Cheese Savory Danish / 60.00 dz

Spinach and Cheese Savory Danish (V) / 60.00 dz

Assorted Cookies / 45.00 dz

Chocolate Chip, Sugar, and Oatmeal Raisin

Brownies / 45.00 dz

Cupcakes / 50.00 dz

Chocolate and Vanilla

Yogurt (AG) / 4.00 ea

Individually packaged. Includes Vanilla, Strawberry
Blueberry, and Non-Dairy

Granola Bars / 38.00 dz

Individually packaged. Includes Nature Valley

Energy Bars / 66.00 dz

Individually packaged. Includes Clif and Kind Bars

Whole Fruit (AG, VG) / 40.00 dz

Seasonal Selection of Apples, Bananas, and Mandarins

Seasonal Fruit Platter (AG, VG) / 10.00 pp

Dried Fruit & Nut Mix / 6.00 ea

Individually packaged, Featuring: Truly Good Foods

Mixed Nuts / 6.00 ea

Individually packaged, Featuring: Truly Good Foods

Bagged Chips / 43.00 dz

Classic and Barbecue Lays, Nacho Cheese and Cool
Ranch Doritos, Cheetos and Fritos

Potato Chips & French Onion Dip / 50.00 lb

Tortilla Chips & Salsa / 50.00 lb

Traditional Pretzel / 8.00 ea

Salted Bavarian pretzel served with local IPA mustard
sauce

Cinnamon Sugar Pretzel / 8.00 ea

Sweet Bavarian pretzel served with vanilla bean sauce



DIETARY KEY

AG - AVOIDING GLUTEN VG - VEGAN

V - VEGETARIAN N - CONTAINS NUTS

REFRESHMENTS

Assorted Fresh Flavored Waters / 60.00 gal

Choose from Lemon Lime, Strawberry, Watermelon or Cucumber. Additional Florals and Botanicals available

Coffee & Teas / 75.00 gal

Fresh brewed "Change Please" coffee and an assortment of hot Tazo teas *3 Gallon Minimum*

Unsweetened Iced Tea / 64.00 gal

Lemonade / 64.00 gal

Assorted Soft Drinks / 4.00 ea

12 oz. Coke products: Coke, Diet Coke, Sprite, and Coke Zero

Assorted Juices / 4.50 ea

10 oz. Minute Maid Juices

Bottled Water / 4.00 ea

12 oz. Dasani bottled water

La Croix Sparkling Water / 4.50 ea

Pamplemousse, Lemon and Lime

Sparkling Water / 4.00 ea

11 oz. Perrier bottle

Energy Drinks / 5.50 ea

Powerade / 5.50 ea

Bagged Ice / 25.00 ea

20 lb. bag

WATER COOLER RENTAL

Power requirements: 110V/20 amps (provided by client)

Includes Water Cooler & Cups

75.00 PER DAY

5 Gallon Water Jug / **32.00 ea**

KEURIG MACHINE RENTAL

Power requirements: 110V/20 amps (provided by client)

75.00 PER DAY

Keurig Coffee Supplies / 120.00 ea

24 K-cup package with assorted flavors: regular, decaf, and tea. Three one-gallon water jugs, cups, napkins, stirrers, creamers, and sweeteners



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CONTINENTAL BREAKFAST

Enjoy our signature fresh baked assorted pastries, market style whole fruit, water, orange juice, coffee, and assortment of hot teas

21.00 PER PERSON

CONTINENTAL ENHANCEMENTS

Enhancements are priced per person

Scrambled Eggs (AG, V) / 5.00

Hard Cooked Eggs (AG, V) / 3.00
Two hard boiled eggs, peeled & ready to eat!

French Toast Casserole / 6.00
Served with Maple Syrup

Potato Hash (AG, V) / 4.00

Asparagus & Peppadew Frittata (AG, V) / 8.00

Spinach & Cheese Crustless Quiche (AG, V) / 8.00

Bacon & Cheese Crustless Quiche (AG) / 9.00

Yukon Gold Potatoes (AG, V) / 4.00

Oatmeal (AG, VG) / 6.00
Served with brown sugar, walnuts, and raisins

Assorted Cereals / 4.00
Served with 2% milk.

Cheddar Stone Ground Grits (AG, V) / 4.00

Yogurt / 4.00
Vanilla, Strawberry, Blueberry and Non Dairy

Pork Sausage Links (AG) / 5.00

Hickory Smoked Bacon (AG) / 5.00

Turkey Sausage Links (AG) / 5.00

Chicken Sausage (AG) / 5.00

Spinach, Egg and Cheese Empanada (V) / 8.00

Sausage, Egg and Cheese Empanada / 8.00

GIANT CINNAMON ROLL CARVERY

Chef Attendant Required 240.00

Cream Cheese Icing, Toasted Pecans, Cinnamon Simple Syrup (V, N)

12.00 PER PERSON

BREAKFAST SANDWICHES

Breakfast sandwiches are individually wrapped in compostable bags

Southern Chicken Biscuit / 10.00

Southern Breaded Chicken Breast, Scrambled Egg, and Cheddar Cheese on a Buttermilk Biscuit

Egg & Spinach English Muffin (V) / 10.00

Egg white cooked with Sautéed Spinach Served on a Toasted English Muffin with Roasted Red Peppers and Boursin Cheese

Bacon & Egg Croissant / 10.00

Applewood Smoked Bacon, Scrambled Egg, and Pimento Cheese on a Buttered Croissant

Sausage & Egg Croissant / 10.00

Whole-hog Sausage Patty with Scrambled Egg and Cheddar Cheese on a Buttered Croissant

PLATED BREAKFAST

All plated breakfasts are served with freshly baked pastries, whipped butter, water, juice, and coffee

Selection 1 / 34.00

Traditional Vegetable Quiche with Mushrooms, Peppers, Onions, Spinach, and Mozzarella served with Breakfast Potatoes and Chicken Sausage

Selection 2 / 31.00

Farm Fresh Scrambled Eggs served with Potato Hash and Applewood Smoked Bacon (AG)

Selection 3 / 34.00

Hardwood Smoked Bacon Frittata with Jack cheese served with Yukon Gold potatoes, and Turkey Sausage links (AG)

Selection 4 / 34.00

Asparagus & Peppadew Frittata served with Chicken Sausage and Roasted Fingerling Potatoes (AG)

Selection 5 / 40.00

Brioche French Toast, Banana Filling, Orange-Chocolate Ganache, Fresh Berries



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Groups under 50 people will be charged \$75 for service

CHEF'S BEST BOXED LUNCH

Choose one sandwich or one salad

Lunch includes your sandwich or salad entrée of choice, two sides, and an individual beverage (bottled water or soda). Each box must contain the same sides.

35.00 PER PERSON

SANDWICH OPTIONS

Highlands Turkey

Turkey, Gouda, Peach Chutney, and Vidalia onion on fresh Baguette

Grilled Chicken

Chicken, Braised Spinach, Roasted Tomato, and Herb Cheese Spread on Ciabatta

Roast Beef & Gruyère

Roast Beef, Gruyère, and Horseradish Cream on French Batard Bread

Smoked Ham & Swiss

Ham, Swiss, and Mustard Butter on Pretzel Bun

ZLT Flatbread (V)

Zucchini, Smoked Tomato Pesto and Pepperjack Cheese on Naan

SALAD OPTIONS

Add chicken to any salad +2.00.

Caesar

Crisp Lettuce, Parmesan Cheese, and Garlic Croutons

Vegetable Chop (AG, V)

Broccoli, Tomato, Garbanzo Bean, Cucumber, and Onion with Honey Dijon Dressing

Bistro Style (AG, V)

Artichokes, Roasted Red Peppers, Tomato, Carrots, and Hard Cooked Egg with Aged Balsamic Vinaigrette

Deluxe Garden (AG, V)

Carrots, Cucumber, Onions, and Bell Peppers with Peppercorn Dill Dressing

SIDE OPTIONS

Choose two. All box lunches must have the same two sides.

Fruit Salad (AG, V)

Kettle Chips (AG, V)

Harvest Grain Couscous and Quinoa Salad (V)

Garden Salad with Balsamic Vinaigrette (AG, V)

Individually Wrapped Cookie

Individually Wrapped Brownie (AG)



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PLATED MEALS

Our freshly prepared entrees are hand-crafted and served with signature rolls, whipped butter and Chef's choice of seasonal vegetable, iced tea, and water.

SALADS

Poached Pear (AG, V, N) / 8.00

Artisan Greens wrapped in Cucumber, Red Wine Poached Pear, Micro Rainbow, Dried Cranberries, Goat Cheese and Candied Walnuts

Roasted Beet & Burrata (AG, V) / 8.00

Roasted Gold and Red Beets with Creamy Burrata Cheese, Micro Arugula, Basil Oil and Sundried Tomatoes

Southern (AG, V, N) / 8.00

Baby Greens, Mixed Berries, Spiced Pecans, and Goat Cheese with White Balsamic Vinaigrette

Tomato & Mozzarella (AG, V) / 8.00

Tomatoes, Fresh Mozzarella, Olive Oil, Aged Balsamic Vinegar, Fresh Basil

Caesar / 7.00

Romaine, Lemon Caesar Dressing, Shaved Parmesan, and Garlic Croutons

Field Green (AG, VG) / 7.50

Local Georgia Lettuce, Cucumber, Carrot, Tomato served with Vidalia Onion Dressing

Bibb & Frisée (AG, V, N) / 7.50

Bibb & Frisée Lettuce, Goat Cheese, Dried Cranberries, Candied Pecans, and Maple Vinaigrette

Pomegranate Fennel (AG, VG) / 7.00

Arugula, Shaved Fennel, Valencia Orange, Pomegranate Arils and Citrus Vinaigrette

ENTREES

Rosemary Lemon Chicken (AG) / 38.00

Garlic Herb Grilled Chicken Breast with Lemon Rosemary Jus served with Au Gratin Potatoes

Peppered Balsamic Chicken (AG) / 38.00

Balsamic Pepper Marinated Chicken Breast served with Roasted New Potatoes, Blistered Grape Tomatoes, and Pommerey Cream Sauce

Parmesan Crusted Chicken Breast / 39.00

Parmesan Crusted Chicken Breast served with Herb Roasted Fingerling Potatoes and Sauce Putanesca

Chili Spiced Roasted Chicken Breast (AG) / 39.00

Served with Cauliflower Au Gratin and Red Wine Cranberry Reduction

Beef Tenderloin (AG) / 45.00

Espresso Crusted Filet Mignon served with Pomme Puree and Kahlua Demiglace

Short-Rib (AG) / 41.00

Braised Short-Rib served with Herb Polenta and Natural Cabernet Reduction

Miso Glazed Salmon (AG) / 43.00

Miso glazed salmon served with coconut jasmine rice and baby bok choy

Portabella Vegetable Stack (AG, VG) / 41.00

Herb Marinated Grilled Portabella Mushrooms, Squashes, Peppers, Onions, and Spinach Served over Rich Marinara Sauce

5-Spice Tofu (AG, VG) / 41.00

Chinese 5-spiced Tofu served with Coconut Jasmine Rice, Baby Bok Choy, Shiitake Mushrooms, and Red Bell Peppers

Vegetable Lasagna Roll (V) / 42.00

Roasted Vegetables, Mozzarella, and Seasoned Ricotta Rolled in Pasta Served over Tomato Basil Compote

DUET ENTREES

Grilled Petite Filet + Pan Seared Lemon Rosemary Chicken Breast (AG) / 53.00

Served with Roasted Garlic infused Mashed Potatoes and Caramelized Shallot Jus

Caribbean Chicken Breast + Jumbo Shrimp (AG) / 59.00

Served with Caribbean-Style Rice, Citrus Glaze and Pineapple Relish

Herb Crusted Beef Tenderloin + Maine Sea Scallops (AG) / 67.00

Served with Yukon gold potatoes au gratin and red wine Demi-glace

Espresso Crusted Petit Filet + Seared Salmon (AG) / 55.00

Served with Herbed Risotto, Kahlua Demi

CHILLED ENTREES

Dragon's Gate Asian Chicken Salad / 30.00

Char Siu Chicken, Hoisin Noodles, Sweet & Sour Vegetables, Asian Slaw, and Wonton Croutons

Chophouse Bistro Steak Salad (AG) / 38.00

Char-Fired Bistro Steaks, Wood-Roasted Mushrooms, Artichokes, Grilled Peppers, and Balsamic Vinaigrette, topped with Tobacco Onions

Wrapped Artisan Greens (AG) / 32.00

Grilled Chicken, Vegetables, and Classic Mustard Vinaigrette

Antipasti Salad (AG) / 33.00

Romaine Hearts Wrapped in Prosciutto, Pesto Chicken, Fresh Mozzarella, Grilled Olives, Oven-Dried Tomatoes, Balsamic Reduction, and Lemon Basil Oil

DESSERTS

Coffee service included with all desserts

Red Velvet Cake / 8.00

Topped with Cream Cheese Frosting

New York Style Cheesecake / 8.00

Topped with Strawberry Sauce

Carrot Cake (N) / 8.00

Topped with Cream Cheese Frosting and Toasted Walnuts.

Rustic Apple Tart / 8.00

Topped with Cinnamon Custard Sauce

Tiramisu Glass / 8.00

Coppa 3 Chocolates (AG, V, N) / 8.00

Delicious combination of Silky Dark, Milk, and White Chocolate Creams with a layer of Hazelnut Crunch

Coppa Mascarpone & Fragole (V) / 8.00

A Sponge Cake Base topped with Mascarpone Cream, Studded with Chocolate Chips, topped with Wild Strawberries, and Strawberry Sauce

Creme Brûlée & Berries (AG, V) / 8.00

A Layer of Raspberry Sauce topped with a Creamy Custard and decorated with Mixed Berries coated in Caramel

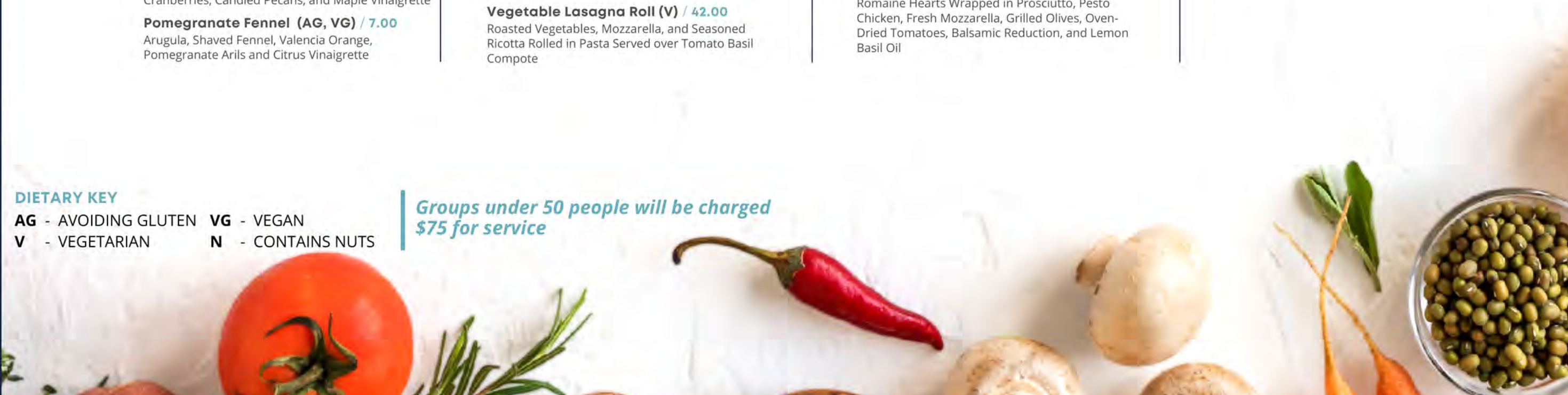
Chocolate Mousse Glass (AG, V) / 8.00

Rich Chocolate Mousse with a heart of Zabaione, topped with Chocolate Curls

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TEX MEX CHEF TABLE

Includes water, lemonade, and iced tea.

Our Mexican themed Chef's Table presented with warm Flour Tortillas, Tortilla Chips, Salsa, Sour Cream, and Guacamole.

49.00 PER PERSON

ENTREES

Firecracker Chicken (AG)

Ancho Adobo Marinated Chicken Thighs with Grilled Peppers and Onions

Firecracker Steak (AG)

Ancho Adobo Marinated Skirt Steak with Grilled Peppers and Onions

SIDES

Southwestern Salad (AG, V)

Corn, black beans, pico de gallo, tortilla strips and a chipotle honey dressing

Charro Beans (AG, VG)

Pinto Beans with Sautéed Peppers and Onions, Tomato, Oregano

Fire Roasted Tomato Rice (AG, VG)

Sautéed Onion, Fire Roasted Tomatoes, Cilantro

Chili Fiesta Corn & Bell Peppers (AG, VG)

Sautéed Onions, Peppers, Cilantro, and Green Onion

DESSERTS

Cinnamon Sugar Churros

Served with chocolate dip

Tequila Lime Cheesecake

ITALIAN BISTRO CHEF TABLE

Includes water, lemonade, and iced tea.

Explore the artisanal side of Italy with expertly curated menus complete with Rustic Bread and butter.

48.00 PER PERSON

ENTREES

Garlic Herb Grilled Chicken Breast (AG)

Served with Lemon Rosemary Jus

Italian Sausage with Bell Peppers and Onions (AG)

Served with Marinara Sauce

SIDES

Caesar Salad

Romaine, Lemon Caesar Dressing, Shaved Parmesan, and Garlic Croutons

Caprese Salad (AG, V)

Ciliegine Mozzarella, Grape Tomato, Pesto, Arugula

Pennette Putanesca (VG)

Penne Pasta in a Light Herb Tomato Broth with Artichokes, Capers, Olives, Roasted Tomatoes

Herb-Roasted Bistro Vegetables (AG, VG)

Chef's Selection of Seasonal Vegetables Marinated with Herbs and Garlic then Grilled and Roasted

DESSERTS

Tiramisu

Chocolate Chip Canolis

SOUTHERN HOSPITALITY

Includes water, lemonade, and iced tea.

Get a taste of the low country with our hickory wood smoked meats, served with southern cornbread and honey butter.

47.00 PER PERSON

ENTREES

Slow-Smoked Brisket (AG)

Served with Molasses BBQ

BBQ Spiced Grilled Chicken (AG)

Served with Bourbon Coca-cola Glaze

SIDES

Garden Salad (AG, VG)

Local Georgia Lettuces with Cucumber, Grape Tomato, Red Onion, and Carrot, Served with House-made Ranch and Balsamic Vinaigrette Dressings

Creamy 3 Cheese Mac (V)

Cavatappi Noodles Smothered in a Rich, Creamy Three Cheese Sauce

Southern Style Green Beans (AG, VG)

Garlic Herb Green Beans Sautéed with Onions

Cole Slaw (AG, VG)

Shredded Cabbage and Carrots with Traditional Coleslaw Dressing

DESSERTS

Peach Cobbler (V)

Served with fresh whipped cream.

Double Chocolate Bread Pudding (V)



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THE STEAKHOUSE TABLE

Includes water, lemonade, and iced tea

Iceberg Wedge Salad (AG)

Iceberg Wedge, Grape Tomatoes, Red Onions, Crisp Bacon, and Creamy Blue Cheese Dressing

Caesar Salad

Crisp Romaine, Parmesan, and Garlic Croutons with Classic Caesar Dressing

New York Strip Loin Cutlets (AG)

Herb Crusted Grilled New York Strip Steak with Red Wine Demi Glacé topped with Roasted Mushrooms & Caramelized Shallots

Roasted Lemon-Garlic Chicken (AG)

Served with Natural Jus

Grilled Salmon (AG)

Served with Braised Spinach and Leek Confit

Sautéed Green Beans (AG, VG)

Served with Herbed Tomatoes

Loaded Mashed Potatoes (AG)

Served with Bacon, Cheddar, and Green Onions

Traditional Bread Pudding (V)

Served with Warm Caramel Sauce

Mixed Berry Fruit Crisp (AG, V)

Served with Vanilla Whipped Cream

58.00 PER PERSON

HOT PRESSED SANDWICHES

Includes water, lemonade, and iced tea

Harvest Grain Salad (VG)

Served with Roasted Seasonal Vegetables and a Sweet Onion Dressing

Spinach & Arugula Salad (AG, V)

Served with Cucumber, Feta, Tomato and Oregano Vinaigrette

Pressed Cubano

Mojo Roasted Pork, Spicy Pickles, Swiss Cheese, Ham and Dijonaise

Falafel Melt (V)

Falafel, Roasted Red Pepper, Three Cheese Blend, and Basil Bean Spread on Sourdough

Chipotle Chicken

Ancho Chicken, Provolone, Red Onions, and Tomato on Naan

Sweet Potato Chips

Chef's Selection of Dessert Bars

Fresh Baked Cookies

44.00 PER PERSON

SOUP, SALADS & SANDWICHES

Includes water, lemonade, and iced tea

Soup of Choice

Choose from Tomato Bisque, Broccoli Cheddar, Minestrone (VG) or Sausage, Fennel and White Bean (AG)

Vegetable Chop Salad (AG, VG)

Broccoli, Garbanzo Beans, Cucumber, and Tomato, topped with Honey-Dijon Dressing

Chicken Salad Sandwich

Chicken Salad with Apples, Grapes and Celery on a Croissant

Egg Salad Sandwich (V)

Egg Salad with Mustard and Sweet Pickle Relish on a Petite Sweet Roll

Tuna Salad Sandwich

Tuna Salad with Fresh Dill, Capers, and Mayonnaise

Kettle-Style Potato Chips

"Small Bites" Cheesecakes

Georgia Peach Cobbler

Served with Cinnamon Whipped Cream

40.00 PER PERSON

GOURMET MARKET SALADS & SANDWICHES

Includes water, lemonade, and iced tea.

Field Greens Salad (AG, VG)

Mixed Field Greens, Grape Tomatoes, Red Onion, Cucumber, and Aged Balsamic Vinaigrette

Southern Potato Salad (AG, V)

Roasted Baby Potatoes, Sweet Pickle Relish, pimentos, Eggs, Sweet Onions, and Herb-Mustard Vinaigrette

Roasted Vegetable Flatbread (VG)

Mushroom, Zucchini, Squash, Roasted Red Pepper, and Hummus Spread

All American Submarine Sandwich

Ham, Turkey, Roast Beef, Lettuce, Tomato, Red Onion, and Herbed Mayo

Beef Sirloin Sandwich

Sirloin of Beef and Cheddar on Petite Roll with French Onion Spread

Kettle-Style Potato Chips

Chocolate Chip Cookies

42.00 PER PERSON

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\$75 for service*



PASSED HORS D'OEUVRES

Want your chosen hors d'oeuvres passed to your guests? Butler passers are available.

240.00 FOR 4 HOURS

After the first 4 hours, additional hours are charged at 60.00 each.

ALL HORS D'OEUVRES ARE PRICED PER PIECE

50-Piece minimum

CHICKEN HORS D'OEUVRES

Chicken Cordon Blue / 6.50

Chicken Quesadilla / 6.50

Served with Avocado Crema

Pecan Chicken / 7.00

Served with Peach Chutney

Tandori Chicken Satay (AG) / 7.00

Served with Mango Salsa

Mini Adobo Chicken Empanada / 6.50

Chicken Lemongrass Pot Sticker / 6.50

Served with Soy Dipping Sauce

Buffalo Chicken Spring Roll / 6.50

Served with Avocado Ranch

BEEF HORS D'OEUVRES

Mini Argentine Beef Empanada / 6.50

Beef Wellington / 8.00

Served with Horseradish Cream

Beef Satay / 7.00

Served with Ginger Soy Glaze

Grilled Beef Tenderloin Bruschetta / 8.50

Served with Caramelized Vidalia Onion and Horseradish Crema

PORK HORS D'OEUVRES

Char Siu Pork Bao Bun / 7.00

Pulled Pork Biscuit / 7.00

Pork Pot Sticker / 6.50

Served with Soy and Sweet Chili

LAMB HORS D'OEUVRES

Ancho Chili Lamb Chop (AG) / 8.50

Served with Jalapeno Citrus Salsa

VEGETABLE HORS D'OEUVRES

Vegetable Spring Roll (VG) / 6.50

Served with Sweet Soy

Wild Mushroom Beggars Purse (V) / 6.50

Tuscan Ratatouille Tart (V) / 6.50

Vegetable Pot Sticker / 6.00

Served with Soy Dipping Sauce

Quattro Formaggio Mac N' Cheese Bite (V) / 6.00

Caprese Skewer (AG, V) / 6.00

Topped with Basil and Balsamic Drizzle

Brie en Croute with Raspberry (V) / 6.00

Vegetable Samosa (VG) / 6.00

Spanikopita (V) / 7.00

Pimento Mac N' Cheese Fritter (V) / 6.50

Mini Pinto Bean Empanada (VG) / 6.50

SEAFOOD HORS D'OEUVRES

Crab Cake / 8.00

Topped with Lemon Aioli

Seared Sesame Tuna Wonton / 7.50

Served with Seaweed Salad and Topped with Wasabi Cream

Smoked Salmon Cracker / 7.50

Served with Crème Fraiche Capers and Red Onion

Blackened Shrimp Shooter (AG) / 8.50

Served with Cajun Remoulade

Shrimp N' Grits Cup (AG) / 12.00

GA BBQ Shrimp and Smoked Gouda Grits served in individual cups



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SUSHI STATION

Maki & Sashimi

A selection of fresh made Maki, including California Rolls, Spicy Runa Rolls and Smoked Salmon Rolls,

Accompaniments

Seaweed Salad, Wasabi, Pickled Ginger, and variety of sauces

600.00 PER 100 PIECES

BRUSCHETTA ITALIA STATION

Tomato Basil (AG, VG)

Topped with Parmesan and Extra Virgin Olive Oil

Kalamata Olive Tapenade (AG, V)

Topped with Chevre Cheese

Roasted Wild Mushroom (AG, V)

Topped with Gorgonzola Cheese

Crackers & Crostini (Contains Gluten)

10.00 PER PERSON

LITTLE ITALY SAMPLER

Cured Meats

Marinated Vegetables (AG, VG)

Basil Pesto (AG, V)

Flatbreads & Crackers

22.00 PER PERSON

GEORGIA CHEESE TASTING BOARD

Chef's Selection of Local Cheeses

Georgia Bee Honey

Dried Fruit Garnish

Pecans & Almonds

Assorted Water Crackers

22.00 PER PERSON

PITA CHIP BAR

Pita Chips

Dips (AG, V)

Traditional Hummus, Pimento Cheese, Artichoke and Spinach Dip

9.00 PER PERSON

GARDEN FRESH CRUDITÉ OF VEGETABLES

Display Platter

Chef's Selection of Fresh Vegetables (AG, VG)

Buttermilk Ranch Dip (AG, V)

Traditional Hummus (AG, VG)

Fresh Basil Pesto (AG, V)

Crackers & Breadsticks

10.00 PER PERSON

INDIVIDUAL GARDEN FRESH CRUDITÉ CUPS

Chef's Selection of Fresh Vegetables (AG, VG)

Buttermilk Ranch Dip (AG, V)

Traditional Hummus (AG, VG)

Fresh Basil Pesto (AG, V)

12.00 EACH

JARCUTERIE & FRESH BAKED BREAD (AG)

Served in an individual glass jar

Imported Cured Meats Skewered

Domestic & Imported Cheese

Marinated Vegetables & Flat Bread

15.00 PER PERSON

ATL SLIDER BAR

Pulled BBQ Pork

House Pickle, GA Tangy BBQ Sauce, Mini Bun

Brisket

Coca-Cola Glaze, Fresh Slaw, Mini Bun

Impossible Beef Slider (VG)

Cajun Remoulade

24.00 PER PERSON

NUCHAS EMPANADAS

Argentine Beef

Chipotle Chicken

Portobello, Spinach & Mozzarella (V)

Pinto Beach (VG)

15.00 PER PERSON

GOURMET NACHO & SALSA BAR

Crispy Corn Tortilla Chips

Zesty Beef Chili (AG)

Spicy Queso (AG)

House Made Salsa Verde & Roja (AG, VG)

13.00 PER PERSON



DIETARY KEY

AG - AVOIDING GLUTEN **VG** - VEGAN
V - VEGETARIAN **N** - CONTAINS NUTS

CHEF ATTENDED STATIONS

All stations require a minimum of 50 guests and a chef attendant.

300.00 FOR 3 HOURS

After the first 3 hours, additional hours are charged at 70.00 each.

CARVED ITALIAN SAUSAGE

- Grilled Italian Rope Sausage (AG)
- Sautéed Tri-Color Peppers (AG, VG)
- Grilled Onions (AG, VG)
- Tomato Basil Sauce (AG, VG)
- Giardiniera (AG, VG)
- Mini Torpedo Rolls

24.00 PER PERSON

CARVED TURKEY

- Carved Turkey (AG)
- Sweet & Sour Coleslaw (AG, VG)
- Fingerling Potatoes (AG, VG)
- Cranberry Chutney (AG, VG)
- Dinner Rolls

26.00 PER PERSON

CARVED SALMON TEPPANYAKI

- Green Cabbage Salad (AG, VG)
- Sweet Soy Vinaigrette
- Wonton Chips
- Sweet Chili Glaze (AG, V)
- Sesame Rolls

30.00 PER PERSON

CARVED BRISKET

- Brisket with Bourbon Coca-Cola Glaze (AG)
- Pineapple, Jicama & Cucumber Slaw (AG, V)
- Mac & Cheese
- Texas Toast

26.00 PER PERSON

CARVED SMOKED RIBEYE

- Smoked Ribeye (AG)
- Creamed Spinach (AG, V)
- Horseradish (AG, V)
- Port Wine Tomato Glaze (AG, V)
- Mini Baguettes

32.00 PER PERSON

SHRIMP & GRITS

- Blackened Jumbo Shrimp
- Southern Style Shrimp Gravy
- Smoked Gouda Grits

28.00 PER PERSON

CHILLED PONCE CITY MARKET BOWLS STATION

Minimum order of 20 per bowl variety

Market Cobb Salad (AG)

Romaine Lettuce with Turkey, Egg, Garbanzo Beans, Bacon, Peppers, and Ranch Dressing

Buford HWY Latin Salad (AG)

Ancho Chicken, Pico de Gallo, Roasted Corn, Black Beans, Cilantro Vinaigrette

Tuna Poke Bowls (AG)

With Cucumber, Sweet onions, Wakame Salad, Sriracha Mayo Sauce tossed over Chilled Sweet Tangy Rice

Pineapple Poke Bowl (AG, VG)

With Cucumbers, Edamame, Sweet onions, Jalapeno, tossed in fire sauce over Chilled Sweet Tangy Rice

20.00 EACH

WARM BOWLS ACTION STATION

Requires a minimum of 50 guests and a Chef Attendant

Cuban-Style "Ropa Vieja"

Stewed Shredded Beef with Peppers and Onions, Saffron Rice, Cumin Accented Black Beans, Fresh Pico de Gallo, Cilantro Crema, Pickled Red Onion

Pesto Penne Primavera (VG)

Herb Roasted Broccoli, Carrot, Squashes (add Grilled Chicken +5.00)

Teriyaki Chicken

Jasmine Rice, Stir Fry Veggies, Teriyaki Glaze, Sesame seeds

Caribbean Chicken

Jerk Spiced Chicken Thigh, "Rice and Peas", Pineapple Relish

20.00 EACH



DIETARY KEY

- AG** - AVOIDING GLUTEN **VG** - VEGAN
- V** - VEGETARIAN **N** - CONTAINS NUTS

DOLCE VIDA

Tiramisu Cups

Assorted Italian Cookies

Mini Cream & Hazelnut Bomboloni

12.00 PER PERSON

FRENCH RIVIERA

Custard Eclairs

Creme Puffs

Assorted French Style Macarons

10.00 PER PERSON

AMERICANA

Fruit Filled Hand Pies

Cheesecake Bites

Chocolate Cake Pops

9.00 PER PERSON

LOAD IT UP! ICE CREAM SUNDAE BAR

Waffle Cones

Vanilla Bean Ice Cream

Dark Chocolate & Salted Caramel Sauces
Cake, Cookie Dough, Brownies, Chocolate
Chunk Cookies

Fresh Fruits

Nuts

Assorted Candy Toppings

Whipped Cream

20.00 PER PERSON

Banquet Attendant Required, 240.00 up to 4 hours

S'MORGASBORD

Marshmallow Loaf

Pretzel Rods

Graham Crackers

Hershey's Chocolates and Reese's Cups

Oreos

Brownie Bites

Liege Waffle Halves

Hazelnut Spread

Fresh Strawberries

16.00 PER PERSON

Chef Attendant Required, 300.00 up to 3 Hours

SIGNATURE DESSERTS

Carrot Cake

Red Velvet Cake

New York-Style Cheesecake Bites

Toffee and Chocolate Dessert Bars

14.00 PER PERSON

TRADITIONAL SHEET CAKE WITH CUSTOM LOGO

Half Sheet / **125.00 ea**

Serves approximately 40 to 45 guests.

Whole Sheet / **250.00 ea**

Serves approximately 75 to 90 guests.

Cake Cutting Attendant 240.00 up to 4 hours

CUPCAKE BAR

Lemon Meringue

Red Velvet

Double Chocolate

Vanilla Bean

10.00 PER PERSON

DIETARY KEY

AG - AVOIDING GLUTEN **VG** - VEGAN

V - VEGETARIAN **N** - CONTAINS NUTS



**HOSTED PLATINUM BAR
COCKTAILS**

Featuring Tito's Handmade Vodka, Bombay Sapphire, Maker's Mark, Jack Daniels, Woodford Reserve, Crown Royal, Captain Morgan, Flor de Cana ECO Rum 15yr, Casamigos Silver, Jameson, Johnnie Walker Black

9.50 PER DRINK

WINE

Priced by the glass.

Kendall Jackson Chardonnay / 8.00

Kim Crawford Sauvignon Blanc / 8.00

Louis Martini Cabernet Sauvignon / 8.00

Meomi Pinot Noir / 8.00

M Chapoutier Rose / 8.00

Korbel Brut / 8.00

BEER & SELTZERS

Imported / 7.00 ea

Stella, Blue Moon, Heineken, Sweetwater 420, Corona, Heineken 0 (NA)

Domestic / 6.50 ea

Miller Lite, Ultra, Bud Light, Coors Light

Craft / 7.00 ea

Wild leap Super Lager, Chance IPA, Creature Comforts Tropicalia

White Claw Seltzer / 7.00 ea

Black cherry and pineapple flavors available. *Other flavors may be available upon request. Contact your sales manager for the latest offerings.*

BEVERAGES

Bottled Water/ 4.00 ea

Soft Drinks / 4.00 ea

Juices / 4.50 ea

**HOSTED GOLD BAR
COCKTAILS**

Featuring Local Wild Leap Vodka, Bombay, Glenmorangie, Jack Daniels, Jim Beam, Bacardi Superior, Jose Cuervo

7.50 PER DRINK

WINE

Priced by the glass.

Trinity Oaks Chardonnay / 7.00

Trinity Oaks Pinot Grigio / 7.00

Trinity Oaks Cabernet / 7.00

Trinity Oaks Merlot / 7.00

Trinity Oaks Pinot Noir/ 7.00

Wycliff Brut & Rose / 7.00

BEER & SELTZERS

Imported / 7.00 ea

Stella, Blue Moon, Heineken, Sweetwater 420, Corona, Heineken 0 (NA)

Domestic / 6.50 ea

Miller Lite, Ultra, Bud Light, Coors Light

Craft / 7.00 ea

Wild leap Super Lager, Chance IPA, Creature Comforts Tropicalia

White Claw Seltzer / 7.00 ea

Black cherry and pineapple flavors available. *Other flavors may be available upon request. Contact your sales manager for the latest offerings.*

BEVERAGES

Bottled Water/ 4.00 ea

Soft Drinks / 4.00 ea

Juices / 4.50 ea

BUBBLY BAR

A salute to a great glass!

Chilled selections of champagne and prosecco, served with delightful liquors and fresh fruit garnish. Mimosa, Bellini, and Kir Royale

13.00 PER PERSON

BLOODY MARY BAR

A fabulous starting point!

Tito's Handmade Vodka, zesty bloody mary mix and a smorgasbord or garnishes including cucumbers, cheese, and sausage with Tajín Rim

13.00 PERSON

BOURBON LIST

Liter bottles, 27 1.25 ounce pours

Eagle Rare

Taste: Bold, dry, oaky flavors, candied almonds and cocoa
Finish: Dry and lingering

Buffalo Trace Single Barrel

Taste: Notes of brown sugar and spice that give way to oak, toffee, dark fruit and anise
Finish: Long and smooth with serious depth

EH Taylor Single Barrel

Taste: Sweetness balanced with tobacco and dark spices
Finish: Cinnamon, toasted marshmallow, mild heat

Blade and Bow

Taste: Dried apricot, ripe pear and a sweet roasted grain
Finish: Notes of charred oak and warm winter spices

Whistlepig 6 Year Piggyback Rye

Taste: Vanilla, lemongrass, and spiced milk chocolate
Finish: Classic Rye Spice, spearmint and clove

225.00 BOTTLE, LIMITED AVAILABILITY

Rolling Bar Rental/ 250.00 ea

SPECIALTY COCKTAILS

Jalapeño Margarita / 12.00 ea

The kick of a margarita with the zip of jalapeño. Go way south of the border

Vodka Lemonade with a Twist / 12.00 ea

A blast of summer! Crisp Svedka Vodka, refreshing lemonade and Chambord.

*Beer & Wine Bar 900.00 Minimum (Per Bar)
Beer, Wine, & Liquor Bar 1250.00 Minimum (Per Bar)*

*Bartender Labor 240.00 Minimum
Additional Hours 60.00 (Per Hour)*



WHITE WINE

Priced by the bottle

Kim Crawford Marlborough New Zealand, Sauvignon Blanc / **61.00**

Bonterra, California Sauvignon Blanc *Organic / **48.00**

Benvolio, Italia Pinot Grigio / **60.00**

Bonterra, California Pinot Grigio *Organic / **48.00**

Rain Storm, Oregon Pinot Gris / **50.00**

Kendall-Jackson 'Vintner's Reserve' California, Chardonnay / **55.00**

House of Brown, California Chardonnay / **72.00**

Bonterra Estate, California Chardonnay *Organic / **85.00**

La Crema Monterrey, California, Chardonnay / **65.00**

Bonterra, California Chardonnay *Organic / **48.00**

Josh, California Chardonnay / **50.00**

Chateau St. Michelle Washington State, Riesling / **37.00**

Seven Daughters, California, Moscato / **45.00**

New Age San Rafael, Argentina, White Blend / **41.00**

Bonterra, California Rose *Organic / **48.00**

Conundrum, California White Blend / **50.00**

BUBBLY

Priced by the bottle

Lunetta Prosecco, Vento, Italy / **55.00**

Korbel Brut, California / **65.00**

Domaine Chandon Brut, California / **89.00**

J Vineyards Brut Cuvee / **100.00**

Veuve Cliquot "Yellow Label" Brut, Reims, France / **210.00**

*Beer & Wine Bar 900.00 Minimum (Per Bar)
Beer, Wine, & Liquor Bar 1250.00 Minimum (Per Bar)*

*Bartender Labor 240.00 Minimum
Additional Hours 60.00 (Per Hour)*

RED WINE

Priced by the bottle

La Crema, California Pinot Noir / **65.00**

Bonterra, California Pinot Noir *Organic / **48.00**

Mieomi Sonoma-Monterey-Santa Barbara, California, Pinot Noir / **81.00**

Bonterra, California Merlot *Organic / **48.00**

14 Hands Washington State, Merlot / **45.00**

Gascon Mendoza, Argentina, Malbec / **42.00**

Faustino Roja Reserve, Spain Tempranillo / **70.00**

Justin, Paso Robles Cabernet Sauvignon / **99.00**

Louis Martini Sonoma California, Cabernet Sauvignon / **65.00**

Simi Alexander Valley, California, Cabernet Sauvignon / **58.00**

Bonterra, California Cabernet *Organic / **48.00**

Bonterra ESTATE, California Cabernet *Organic / **85.00**

Josh, California Cabernet / **50.00**

Intercept, Paso Robles Cabernet / **60.00**

Brancia Super Tuscan, Italy Red Blend / **85.00**

Conundrum, California Red Blend / **50.00**

The Prisoner, Napa Valley Red Blend / **148.00**

Roscato, Italy, Rosso Dolce (Sweet Red Blend) / **39.00**



ESPRESSO EXPRESS

Power requirements: 208V/20 amps (provided by client)

Personal Barista

Enjoy personal barista service from our espresso cart in your booth. Beverage offerings include cappuccino, espresso, latte and mocha.

300 (8 oz.) Beverage Cups

Service includes milk, sugar, sugar substitute, milk, cups, sleeves and stirrers.

2075.00 PER DAY

Pricing is for a maximum of 8 hours. Additional hours are charged at 200.00 per hour. No half day service.

ENHANCEMENTS

Ripple Machine / 600.00 PER DAY

Want your logo added to your cappuccinos? Ripple Machines are available to print you logo on to cappuccino foam with edible food dye.

Cold Brew Coffee / 300.00 PER DAY

Pricing includes 50 cups

Almond Milk / 35.00 PER QUART

Additional 8 oz. Beverage Cups / 5.50 EACH

Billed on consumption

Additional Barista / 240.00 up to 4 hours

Price decreases to 65.00 per hour after 4 hours

SHAKE BREAK

Power requirements: 110V/20 amps (provided by client)

Smoothies or Milkshakes

Fresh made-to-order smoothies or creamy milkshakes served from a cart.

Smoothie flavors: Strawberry and Mango

Milkshake Flavors: Chocolate, Vanilla, and Strawberry

250 (9 oz.) Beverage Cups

1875.00 PER DAY

Pricing is for a maximum of 6 hours. Additional hours are charged at 200.00 per hour. No half day service

Additional 9 oz. Beverage Cups / 6.00 ea

POP-ABILITIES

Power requirements: 110V/20 amps (provided by client)

Popcorn - 250 (8 oz.) Cups

Bring the smell of fresh popcorn to your booth!

Popcorn bags, scoop, and napkins included.

975.00 PER DAY

Half day service not available.

Additional Popcorn Box (250 units) / 375.00 ea

Popcorn Attendant / 240.00 up to 4 hours

65.00 per hour each additional hour

YOM ICE CREAM POPS

Indulge in delicious frozen treats any time of day!

Enjoy a premium custard ice cream push pop

crafted in the heart of Atlanta from recipes

perfected over 16 years. 20 per case, per flavor

145.00 PER CASE

10 case minimum

250.00 PER DAYCART RENTAL FEE

Cart rental required

Popcicle Attendant / 240.00 up to 4 hours

65.00 per hour each additional hour

No electrical needed / uses dry ice

BINDI ITALIAN GELATO CART

Established in Milan in 1946 Bindi Desserts

provides authentic gelato in a variety of flavors.

Choose two flavors from the following: Pistachio,

Cappuccino, Vanilla, Chocolate, Sea Salt Caramel,

Strawberry, and Raspberry Sorbetto (Dairy Free).

216 (3 oz.) Servings

Requires Attendant / 240.00 up to 4 hours

65.00 per hour each additional hour

1750.00 PER DAY

Includes cart rental

Additional Servings / 8.00 per cup

EQUIPMENT RENTAL

Water Cooler / 75.00 per day

Silver Top Table / 175.00 per table per day

Portable Bar / 250.00 per bar per day





GUARANTEES

To provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please contact your Catering Sales Manager for additional information. If the guarantee is not received by the date stated on the contract, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual attendance/ consumption.

CHINA SERVICE

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outside Events (with the exception of plated meals) are accompanied by disposable wear. China Service in Exhibit Halls is available for an additional charge of \$3.00 per piece.

BAR SERVICE

For all events with alcohol service, a Certified Levy Restaurants Bartender is required. Alcohol cannot be brought into or removed from the Georgia World Congress Center.

PRICING

Levy Restaurants cannot guarantee pricing for longer than a 12-month period in advance. Pricing is based on market values and in-depth business analysis. Menu pricing typically does not increase more than 3% year over year.

LINEN/DÉCOR

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items. Your Catering Sales Manager will be happy to offer suggestions on the appropriate style and colors for your event.

LABOR CHARGE

Additional attendants or service staff may be requested over and above our normal staffing level for your event. The charge is 60.00 per hour, per attendant, with a four-hour 240.00 minimum. Charges for specialized services, such as carvers, chefs, bartenders, and cashiers are noted in the menu. There will be an additional 75.00 service charge on all events with a guarantee of less than fifty (50) people. Any unusual service requirements, late night events, or minimal revenue events may incur additional charges, please contact your Catering Sales Manager for additional information.

CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums, and specified function sheets constitute the entire agreement between the client and Levy Restaurants. For larger events, your Catering Sales Manager will outline the payment and contract process.

PREMIUM SERVICE STANDARDS

Levy Restaurants has a standard set time of 30 minutes prior to the start time listed on the event order. Levy Restaurants recommends 1 double sided buffet line per 150 guests. Levy Restaurants recommends 1 server per 30 guests for all plated meals. Levy Restaurants recommends 1 bartender per 125 guests.

EXHIBITOR SERVICE STANDARDS

For all events contracted for an exhibitor booth, Levy Restaurants does NOT provide the following items- Tables, Bars, Trash Service or Electrical Drops. Levy Restaurants does have equipment items available for rent, or items can be rented from the shows' general services contractor. The exhibitor is also required to provide adequate space for all requested catering services. All service ware provided in an exhibitor booth is disposable, if china or glass service is requested there will be an additional fee of \$3.00 per service piece. There is a minimum order of \$250 per day for the exhibiting company, if the minimum is not met there will be a \$100 service fee assessed on the catering order.

SERVICE YIELDS

1 gallon equals 10-12 servings
1 pound equals 12-15 servings

RETAIL CONCEPTS

If retail concepts are requested by a customer to be set or opened for an event, there will be a minimum of \$1,200 per cart per day. Placement of the carts would be based on attendee flow and access to power and data lines. All Levy Restaurants retail and restaurant concepts are cashless. A pre guaranteed number of paper vouchers can be purchased through your catering sales manager for use at all food outlets inside the convention center. There are voucher requirements and vouchers are not sold on consumption, ask your catering sales manager for details.

SERVICE CHARGE / TAXES

All prices listed in this catering menu are not reflective of the 24% service charge and 8.9% tax.

GEORGIA WORLD CONGRESS CENTER



Georgia World
Congress Center
Authority



CATERING ORDER FORM AND SERVICE AGREEMENT

REVISED 10/23

COMPANY (INCLUDE BOOTH NAME IF DIFFERENT)		MAIN CONTACT	
BILLING ADDRESS			
CITY	STATE, COUNTRY	ZIP CODE	
PHONE NUMBER	EMAIL ADDRESS		
EVENT/TRADESHOW	MEETING ROOM (INCLUDE BUILDING)	BOOTH NUMBER (INCLUDE BUILDING)	
ONSITE AUTHORIZED CONTACT/CONTACT NUMBER			# OF EXPECTED GUESTS

DAY/DATE	REQUESTED DELIVERY TIME/END TIME (CONTACT MUST BE PRESENT)	ITEM DESCRIPTION	QUANTITY	PRICE

(Please use additional sheet if needed)

TERMS AND CONDITIONS:

- PLEASE** contact our office if you do not receive your catering agreement, banquet orders, and balance due within **(14)** days of placing your order; receipt of these forms **CONFIRMS** your order has been placed.
- Full payment must be received **(7)** business days prior to the start of services (checks and/or wire transfers must be received **(10)** days prior); all replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to the credit card on file.
- Orders received within **(7)** business days of the event will incur a 40% late fee. Orders will be fulfilled based on availability.
- Additions/Increases for the next day must be requested by **12 p.m. the previous day** and will incur a 40% late fee. Orders will be fulfilled based on availability.
- Cancellations/Decreases require 48-hour notice; however, you will still incur all charges.**
- Actual service delivery times may be one hour prior to your requested delivery time.**
- 24% Service Charge, 8.9% Sales Tax, and 3% City Liquor Tax (where applicable) will be added to the total.
- If the food/beverage order is less than \$250.00 per day, a \$100.00 service fee will be assessed to the catering order.
- If purchasing alcoholic beverages, the undersigned agrees to comply with all applicable laws regarding the use, sale, serving, or other disposition of such alcoholic beverages. Accordingly, the undersigned agrees to indemnify and forever hold harmless Levy Restaurants and the GWCCA from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from the undersigned use, sale, serving, or other disposition of such alcoholic beverages.

Please let this letter serve as my formal written authorization and approval for you to charge the credit card on file for any and all charges and costs related to food services at the Georgia World Congress Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before the event, and any additional charges incurred during the event. You will receive a link to pay for your services via email from authorize.net.

Signature _____ Date _____ Sales Representative Signature _____ Date _____

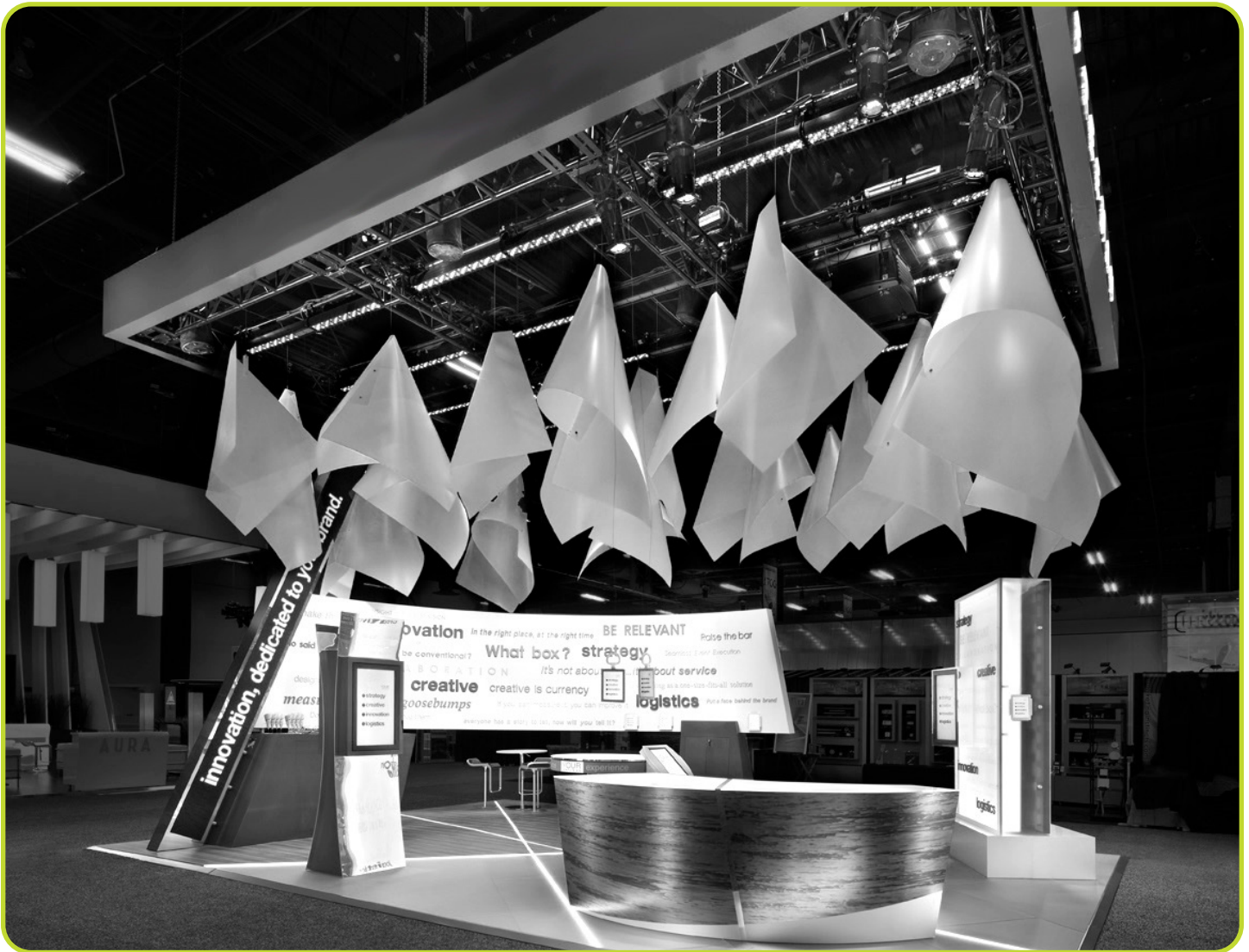
MAIL, FAX, OR SCAN TO: **LEVY RESTAURANTS** 285 Andrew Young International Blvd., NW, Atlanta, GA 30313-1591
Ph: 404-223-4500 | Fax: 404-223-4511 | Email: foodservicesgwcc@gwcc.com



International
Association of
Exhibitions and Events®

Guidelines for Display Rules and Regulations

2023 North American Update



The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2023 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event. Organizers might find line of sight rules are best for linear booths and cubic content rules for configurations of island, peninsula or perimeter booths.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR OR IN-LINE BOOTH

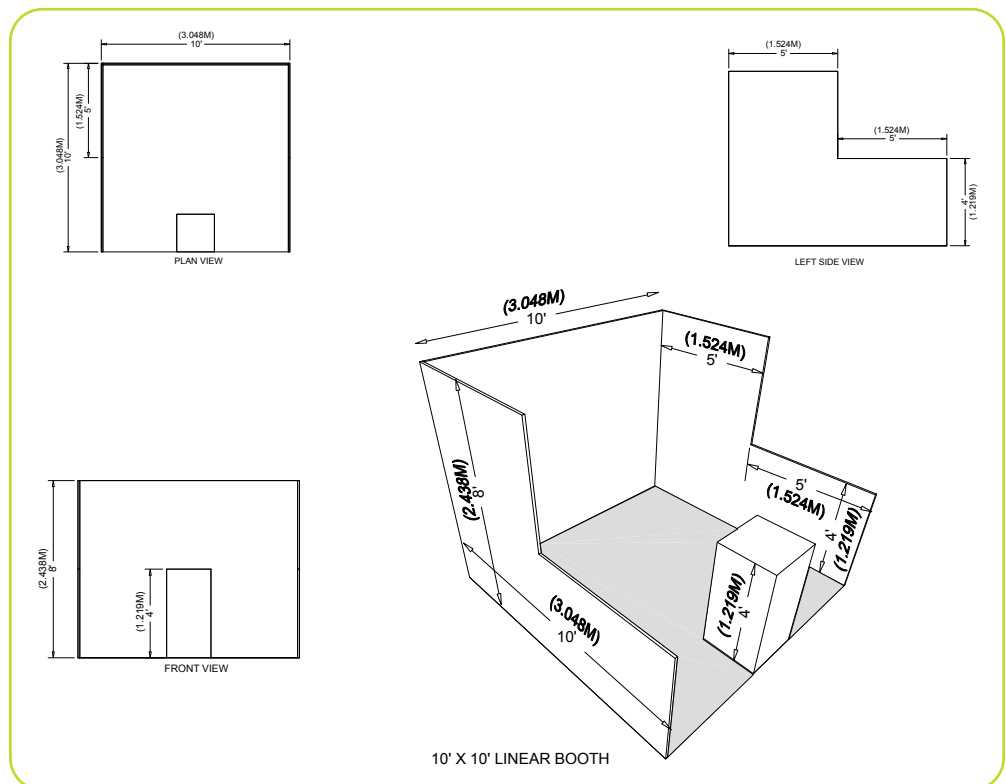
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

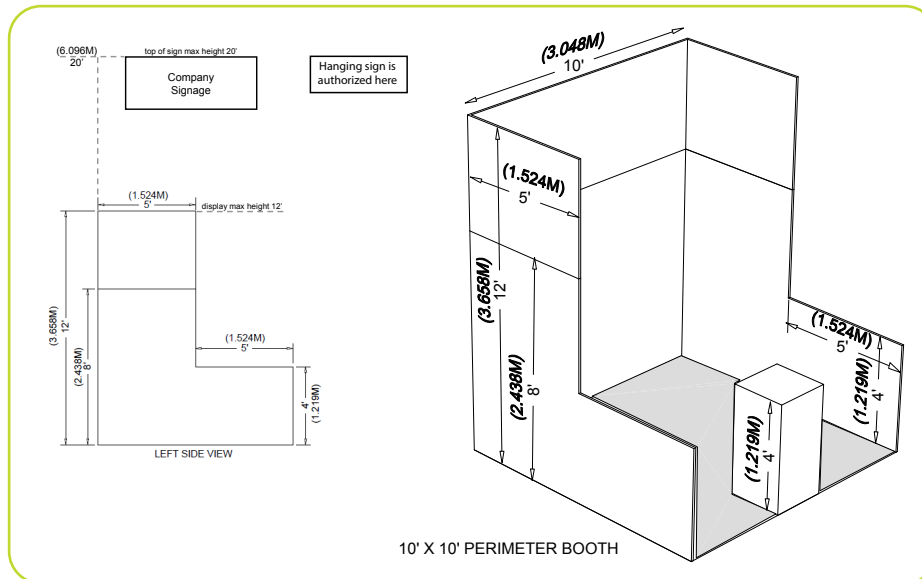


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

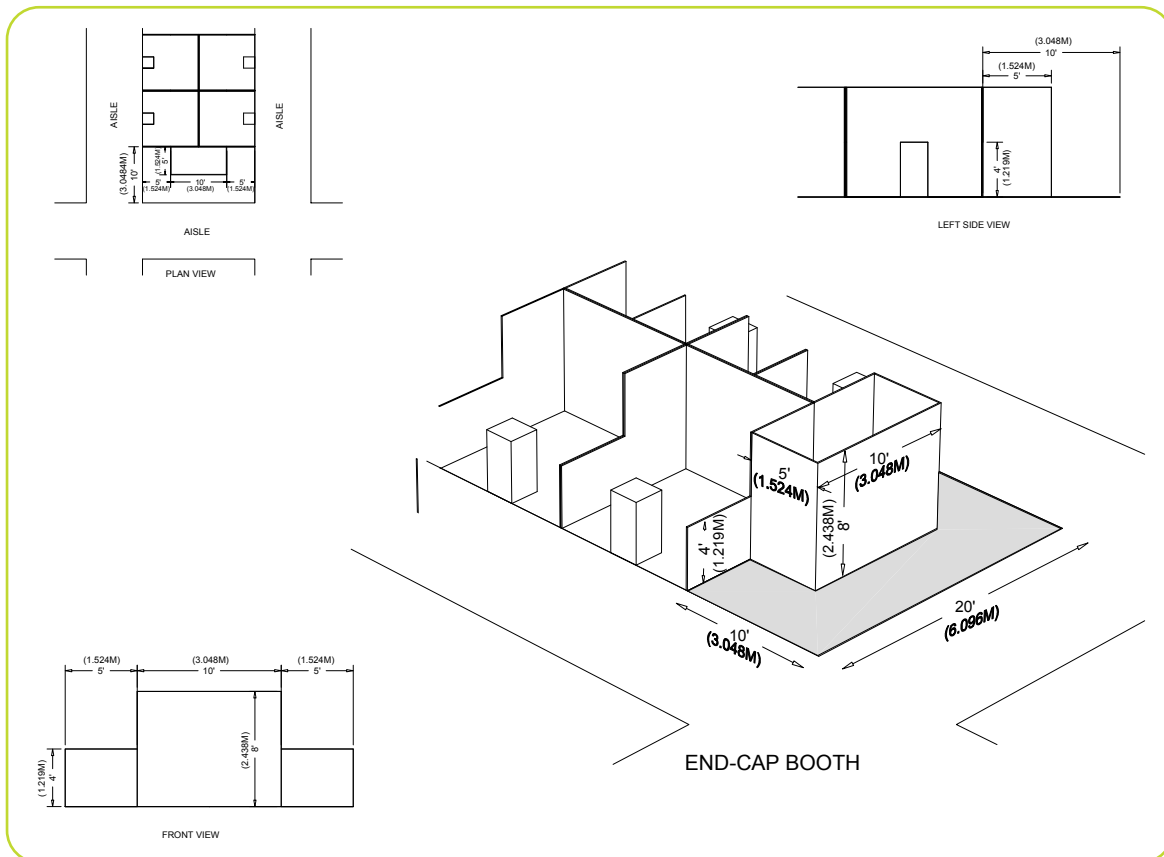


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

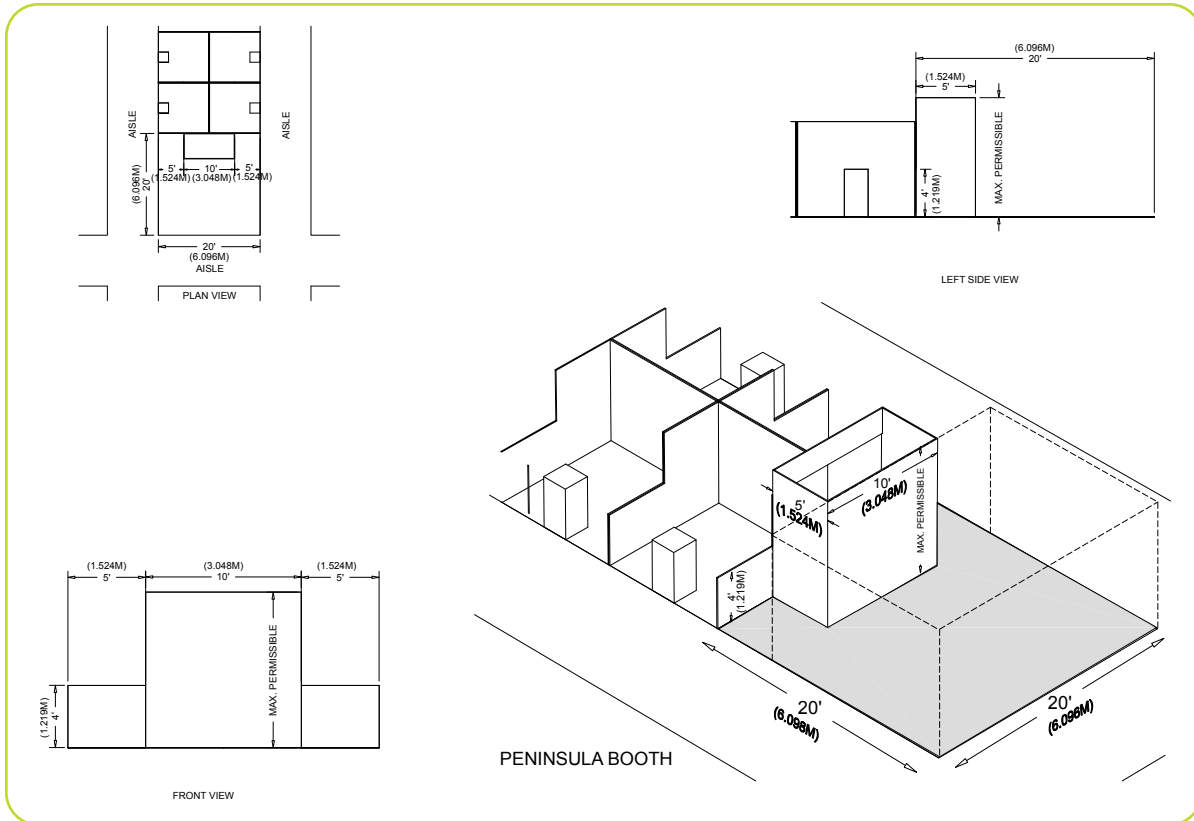


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

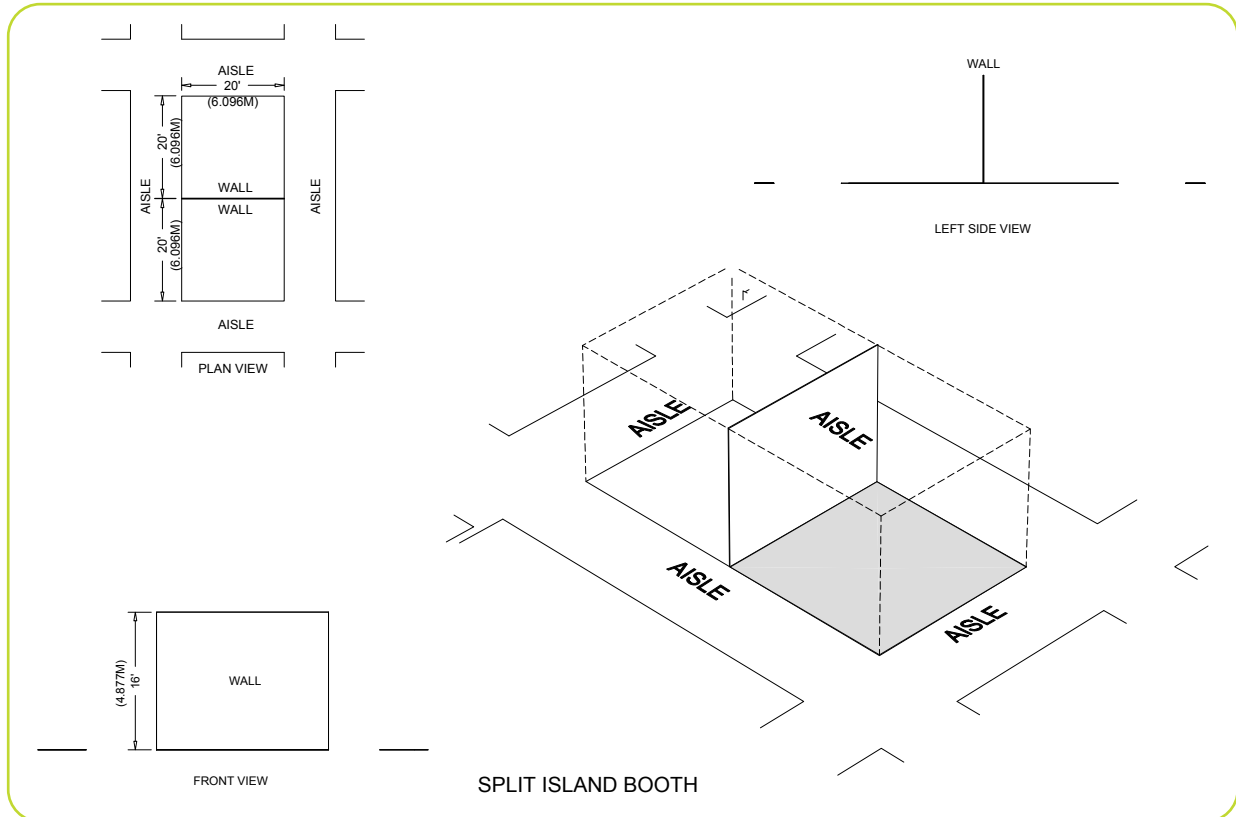


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.



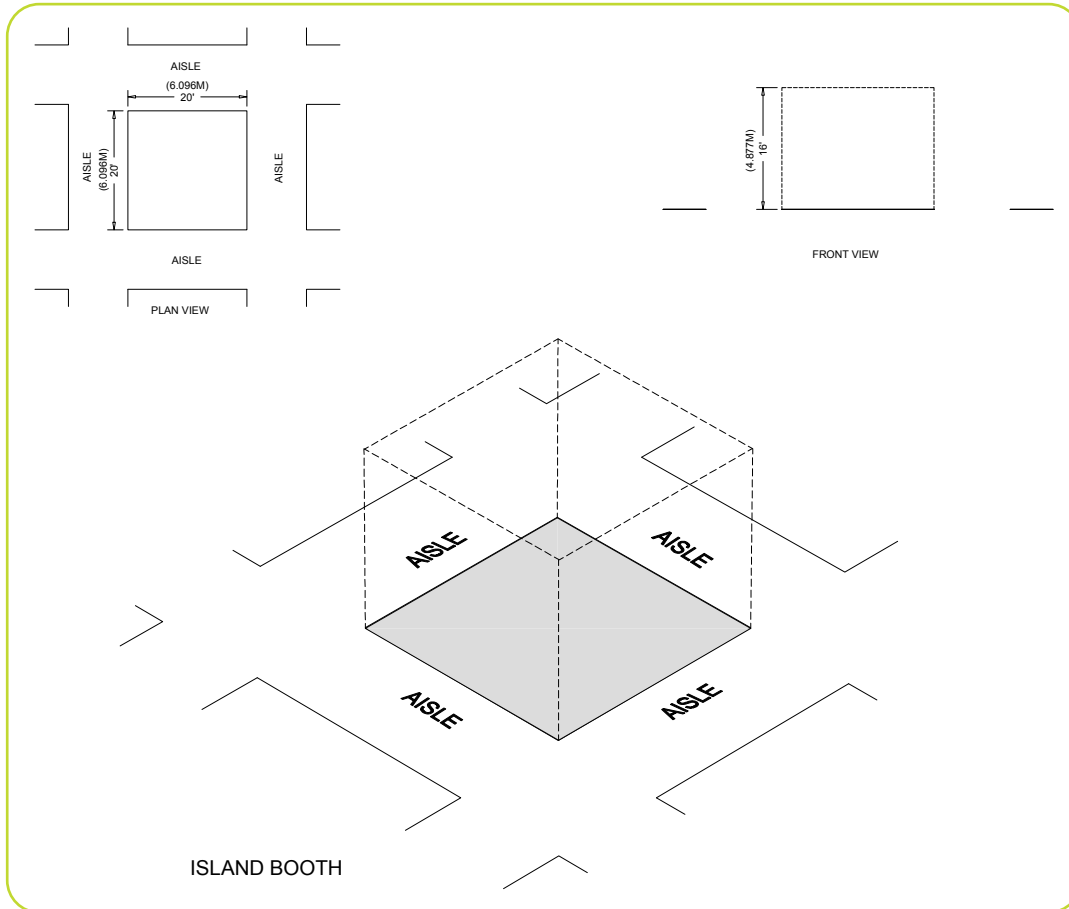
Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

For large shows with big exhibitors, it may be difficult to maintain the entire booth and hanging sign to be within 16ft. If you make it 20 ft then you run the risk of lots of large booths (with or without signs) being 20 ft and dwarfing all around them. That is fine as long as everyone is aware of it. An alternative could be to offer a max booth height of 16 ft and each exhibitor must have a 4 ft gap between the top of the booth and the bottom of the hanging sign. The only exception is if the booth and hanging sign can stay below 16ft. It is far from perfect but does allow at least the ability to see through a booth.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

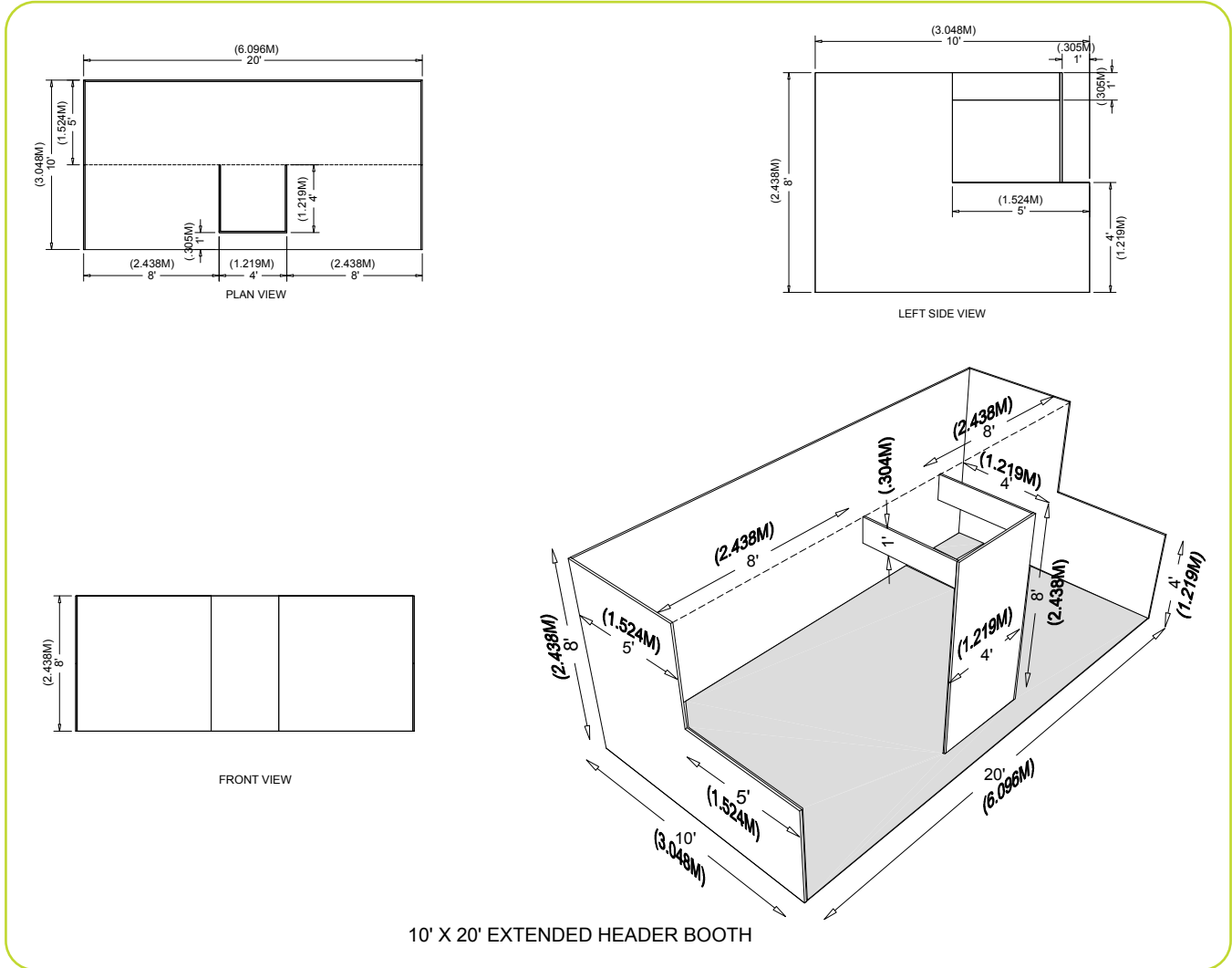


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. Island booths should not be allowed at less than 400 sq ft. Island booths at 200 or 300 sq ft basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the *IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space* in the Appendix on page 17.

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

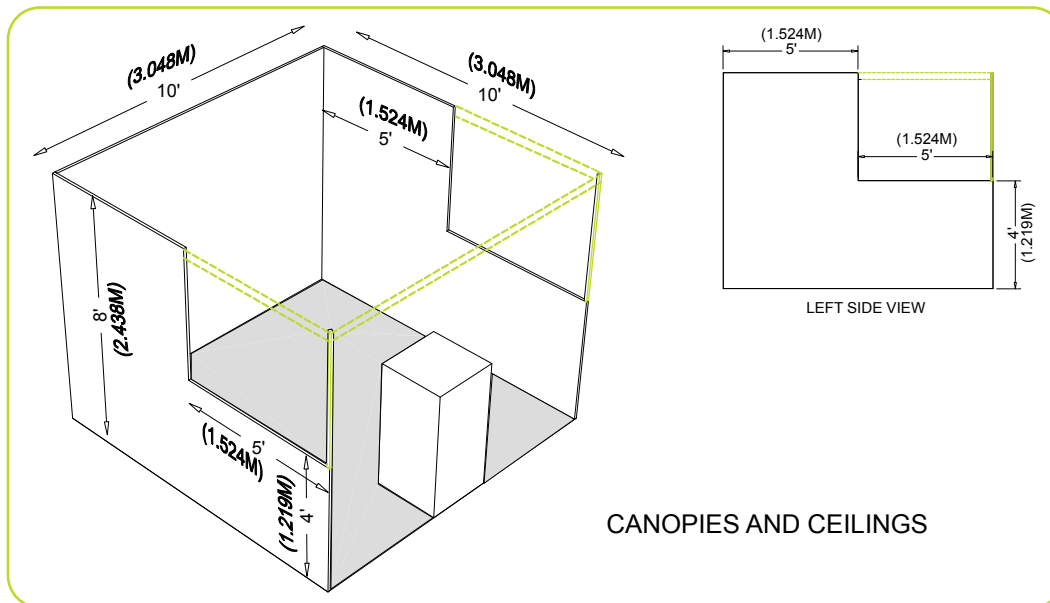
Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

A canopy sign is similar to an awning on a building, except it does not include the goal of providing shelter. It extends from a booth to serve the function as a marquee. Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths, and height limits).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



STRUCTURES AND TIE-OFFS

Structures

Show Organizer requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications for any custom-built suspended elements such as but not limited to non-serially manufactured signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please reach out to the rigging vendor.

Tie-offs

Show Organizer reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls). If you anticipate needing this service, please reach out to the rigging vendor review and pre-authorization.”

HANGING SIGNS AND GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

Sign Hanging Points must be engineered, and the hardware must be domestic, forged, shouldered, rated, and stamped with Working Load Limit (WLL). All overhead rigging must comply with facility and show management regulations. The official contractor and/or facility will require an engineered print of all truss and lighting rigging including rigging point loads, as well as any ground supported truss structures or LED video walls. . All submitted files should be in DWG format. This information is typically required at least three weeks out form the first day of move-in of an event. Electrical signs must be in working order and in accordance with the National Electrical Code. If any hang point exceeds 200 lbs. please notify the official contractor for official authorization.

TEARDROP SIGNS AND TENTS

Placement of Teardrop flags must be positioned in the back ½ of all linear booths.

Tents – must have no copy on the sides or back side and not exceed 8ft height limit. I would also specifically address the tents with extended ceilings, see below. Under no circumstances are these acceptable in a linear booth regardless of whether they have copy or not.

TRUSS

Truss is a frame used to carry a cover over a booth or suspend lighting or technical equipment over a booth. Some shows will allow to go over the height limit but require plans to the organizer and service contractor for approval.

VIDEO DISPLAYS

Show Organizer reserves the right to request approval from a registered design professional (Civil or Structural Engineer) and/or a peer review from a registered design professional for all non-serially manufactured LED and Video Display systems. All LED and video display systems must comply to ANSI E1.50-1. This applies to ground supported and suspended LED and Video Display systems. If you anticipate needing this service, please reach out to your rigging vendor.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.

- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor for approval.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements and rules regarding who is permitted to provide equipment and labor; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

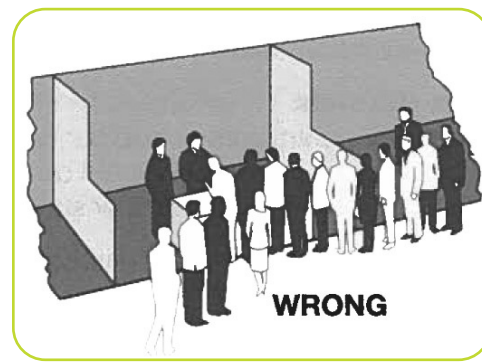
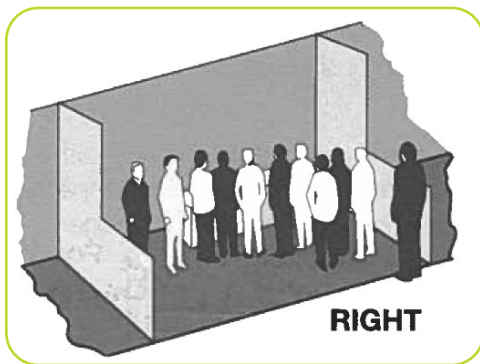
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel. Many organizers ask that demonstration plans be submitted for approval.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](http://www.ascap.com), [BMI](http://www.bmi.com) and [SESAC](http://www.sesac.com), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES (FOR BOTH GAS AND ELECTRIC VEHICLES)

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation. Need to get guidelines for placing, displaying electric vehicles.
- Check with your facility regarding any weight load limits.
- Show organizers should request information from exhibitors in advance of the show if they are bringing in a vehicle Usually 45 days is the standard.
- Vehicles can only be moved to and from their booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Recommend checking with facilities regarding some areas of exhibit hall that may not have points available to alert exhibitors.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers also may note which size booths and configurations will be provided with pipe and drape. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

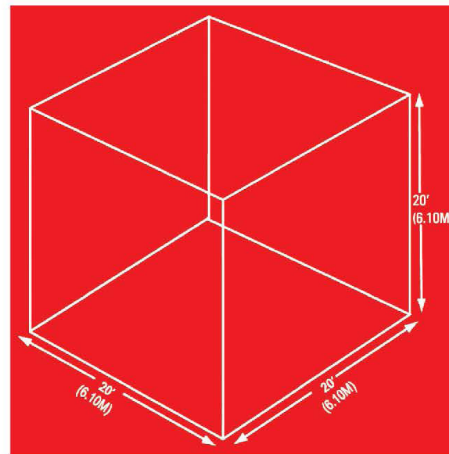
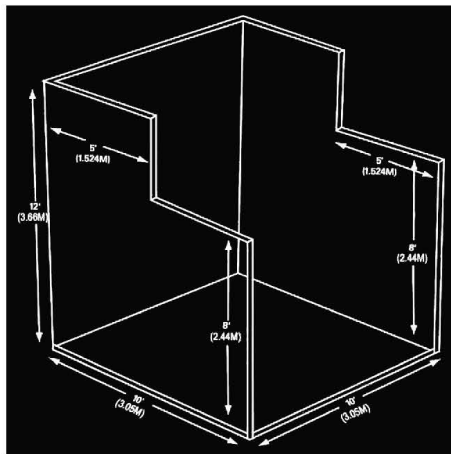
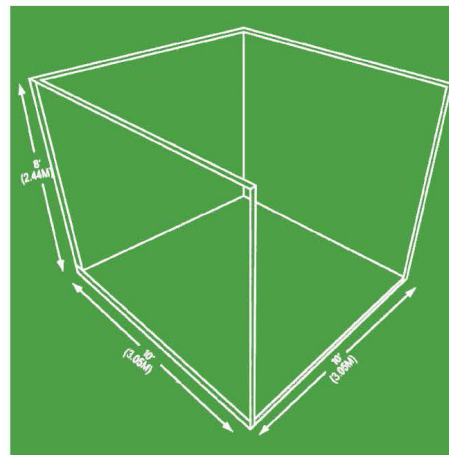
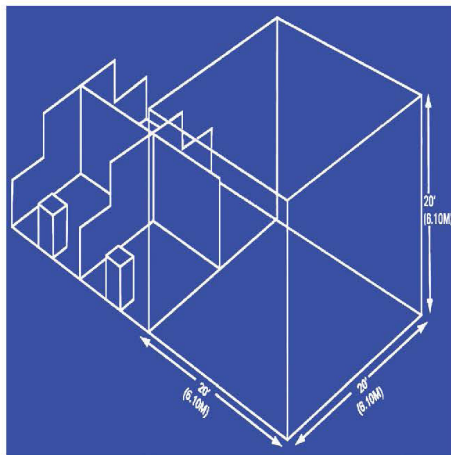
ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

APPENDIX



White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space



WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

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WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

Introduction

IAEE presents the following white paper as an academic briefing without recommendation regarding the use of full cubic content for linear exhibit space and its potential impact on the exhibitions and events industry. As it pertains to exhibition booths, cubic content is a unit of measurement allowing display materials and products to occupy 100 percent of the exhibit space purchased, regardless of sightlines, up to a height established by the exhibition's rules.

It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for its exhibition. Based on the nature of the exhibition, it is ultimately the choice of the exhibition organizer whether to allow use of full cubic content in linear exhibit space, or to observe the line-of-sight set-back rule. IAEE's publication, *Guidelines for Display Rules and Regulations* is intended to be viewed as guidelines, and not rules.

This white paper addresses the dynamics involved in the likelihood that as more international exhibitors participate in U.S.-based events, the expectations for cubic content availability will also increase. Thus the questions are:

- How can this new trend best be met, if at all?
- What methods might be employed to allow dual usage of both cubic content booths and line-of-sight booths?
- What are the advantages/disadvantages of doing so?

Further, many exhibitions and events today already allow for cubic content, primarily due to the nature of the industry sector it serves. It is prudent for the exhibition organizer considering cubic content for their exhibitions to review the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice.

Research

IAEE requested feedback and input from its members from which 10 responses were received. Task force members then conducted telephone interviews with 35 show organizers whose organizations represent various industry sectors. Additional information was gathered through comments from the EDPA LinkedIn online discussion group. The responses are reflected in this document as to the advantages, disadvantages, international exhibitors, etc.

Use of Cubic Content

Under the current IAEE *Guidelines for Display Rules and Regulations*, cubic content, as it pertains to exhibitions and events, generally allows an exhibitor utilizing island space (a minimum of four 10' x 10' booths, open on four sides), to occupy 100 percent of the island space with both product and display materials. Regarding linear booths, it states "It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth." A Split Island Booth may also be allowed to utilize full cubic content of the booth when it backs up to another Split Island Booth.

The IAEE Guidelines for Display Rules and Regulations are not rules. Therefore some organizers have revised the Guidelines to fit their own needs as it pertains to cubic content and other guidelines. For instance, some heavy equipment exhibitions, for safety purposes, may require a setback of nine to twelve inches from the aisle line to prevent tripping. Others may require a 20 percent sightline of island booths.

For the purpose of this document we will restrict comments to construction and use of linear space. Many organizers today are permitting use of cubic content in linear booths because either their exhibitors find cubic content to be beneficial to their display, or because they want international exhibitors to feel welcome. It also reduces the need to police exhibits to enforce setback rules. The IAEE *Guidelines for Display Rules and Regulations* do not suggest cubic content should be implemented for linear booths; however cubic content in a linear booth is acceptable when the organizer has advantageous reasons to allow it. Prior to putting cubic content into practice, exhibition organizers must be proactive in communications with exhibitors, and understand the effect it will have on the exhibition. This document contains feedback from show organizers who allow use of cubic content in linear booths and those who do not. The intent is to assist a show organizer in making the best decision for their show.

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International Exhibitions vs. US Exhibitions – Display Guidelines

Most European exhibitions and other countries allow the use of cubic content. Larry Kulchawik, senior vice president of 3D Exhibits, Inc., says, “Not all rules, styles, and customs are the same from country to country ... this is only one part of the country differences in trade show marketing, but a big one.”

Cubic Content for linear booths in the U.S. is not as popular as it is in other countries, but more and more U.S. organizers are finding it necessary to allow cubic content in linear booths for the sake of attracting and accommodating international exhibitors. Many U.S. exhibitions have government-sponsored international pavilions that typically are island spaces, back-to-back booths or booths facing each other with an aisle between. Depending on the type of space, these pavilions often are allowed to utilize full cubic content in the U.S.

International exhibitors occupying linear space sometimes bring in their own display house to help them conform to the U.S. display guidelines. The difference between U.S. display regulations and their country’s regulations, such as cubic content, square meters and square feet can be perplexing to a show’s new international exhibitor.

“Some clients want to capture the clientele in an enclosed stand and generally these clients have invitations in advance of the show so they have an appointment. Others prefer to enclose their stand to immerse the potential viewers in an experience. What better way than to take away the distraction of the other stands. Those that choose the open feel are trying to educate potential customers or get their corporate identity out there for everyone to see,” Mac Kieltyka, project manager of Creative Solutions Group.

Reasons to Consider

Aside from accommodating international exhibitors, or the belief that cubic content is more conducive to certain types of product displays or experiences, the fact is, today’s exhibitors want more return on their investment. Many exhibitors feel they should be able to utilize all the space they have paid for without a five-foot setback rule. Exhibitors want to display their products in a structure or setting that is best suited toward maximizing their investment. Ultimately it is the show organizer who will decide whether cubic content is a practical display regulation.

Key Responses from Exhibition Organizers Allowing Cubic Content (11 of 33 responses) – In Their Own Words

“With the exception of one or two shows, all are cubic content. We have utilized cubic content for years and feel it gives our customers more value for their money by allowing them to use more of their space. The one or two shows we do not use cubic content on, we rarely get any push back and those shows do have an international presence. What feedback we do get (which is minimal) is typically centered on obstructions from a neighboring booth. These objections often come from those who have not read our exhibitor manual where cubic content is prominently addressed.”

“We have already implemented it for all nine shows we run in North America. Linear Booth Use of Space: Shows allow exhibitors full “Cubic Content” use of the exhibit space. Therefore, you are allowed to place displays or materials at the full eight foot (2.44m) height throughout the entire width and depth of your exhibit space. Perimeter Booth Dimensions and Use of Space: All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m). There were a few complaints initially, but they were a minority and have now stopped. We make sure to explain the rules clearly to new exhibitors and to remind everyone frequently. We implemented this because it made it more consistent for our international exhibitors from around the world, and eliminated the majority of our set-up issues onsite (which are mostly due to sightline issues).”

“Our exhibition allows for the use of the cubic content of exhibit spaces. The feedback has been overwhelmingly positive. Most companies exhibit in some international shows. They appreciate the consistency of having the same rules and also see the common sense approach to allow exhibitors to use all their space. And, since it is fully implemented, it is fair for all. We allow cubic content in all areas.”

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"We do have an abbreviated cubic content rule for islands and split islands. The entire cubic content of the space may be used up to the maximum allowable height; however exhibitors must follow the line-of-sight guidelines (20 percent) listed above. The line-of-sight guideline referenced above states: All booths regardless of size or type should be designed in such a way so as to eliminate line-of-sight obstructions from one exhibit to the next. A solid wall or banner between an island or split-island booth and a row of linear booths (particularly along the perimeter) is inappropriate. This is particularly important along shared walls and borders between linear and split-island exhibits. If you are planning a hardwall installation that could obstruct the view to neighbors' booths, a booth variance form and schematic must be submitted for review. **NEW** – All island booths regardless of size should allow 20 percent of visibility on all sides excluding the shared back wall. Examples: 20' x 20' Island: each side of the booth must have visibility for a minimum of 4'. 30' x 40' Island: the 30' sides of the booth must allow visibility for a minimum of 6'; the 40' sides of booth must allow visibility of 8'. Exhibitors may use Plexiglas or similar material to create a wall that will allow for line-of-sight from one booth to the next.

The linear 10' x 10's have a harder time understanding that they must follow the standard IAEE rules allowing for no product or displays over 4' tall in the front half of the booth. We have had this guideline in place for about three years now, but have always allowed them to receive a variance if their theaters, meeting rooms, etc., did not allow for this amount of line-of-sight. However, at this time we are telling exhibitors that we will be enforcing the rule for the 2012 show. Our exhibitor advisory committee requested that we begin enforcing the rule for next year."

"Exhibitors are to show respect for fellow exhibitors and fire marshal rules must be met – island exhibits and linear."

"Yes, exhibits can be closed on three sides for linear booths, totally closed in for islands."

"We approve on a request-only basis. Show is less than 10 percent cubic content exhibits."

"We will allow cubic content for booths that are against an outside wall that do not have adjacent booths/neighbors."

Exhibition Organizers Who Do Not Allow Cubic Content (22 of 33 responses) – In Their Own Words

"We do not like the reduced sightlines that this would create."

"We feel it is important to protect sightlines. We spend time communicating with them (international exhibitors) to try to set expectations before they arrive for the show."

"Most overseas exhibitors want to comply with line-of-sight rules when they exhibit in the U.S; however, some request cubic content and those requests are granted. No complaints from neighbors."

"While the cubic approach to booth content may eliminate some issues and policing, we believe in the line-of-sight good neighbor policy. If exhibitors want to use cubic content for their booth, they can purchase an island."

"Unfair to our small exhibitors that depend on a fair sightline into their booth."

Note: All other exhibition organizers interviewed said they use the line-of-sight in the *IAEE Guidelines for Display Rules and Regulations*.

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Hardwall, Fabric, Portable, Modular, Table Top Displays, Pipe & Drape – Living Together

There are many different types of displays used in exhibitions. If the organizer chooses to allow cubic content in linear booths, the organizer needs to be aware of the responsibility to communicate the rules clearly to all exhibitors so there are no surprises on site. A portable exhibit may only extend five feet out from the backwall but its neighbor may have hardwall at eight-foot height out to the aisle line. The portable exhibit must be aware the sightline will be impacted and the hardwall exhibitor must be sure the backsides of the panels are finished. This is true with all exhibits in a linear space cubic content exhibition. If the rules allow for cubic content in linear spaces, then it is a fair environment for all to choose how they wish to use that space; but communication is key to a smooth operation.

It is rare to expect a U.S. exhibition or its general service contractor, to provide hardwall for all exhibitors; however, exhibitions using all hardwall do exist in the U.S.

Floor Plan Layouts to Accommodate Linear Cubic Content Booths – Special Layouts

None of the show organizers interviewed indicated a need for a split floor plan, i.e., certain areas of the floor are designated for linear cubic content booths.

Cubic Content for Products

Some exhibition organizers allow products to exceed the four-foot high rule five feet in from the aisle line. Others do not and strictly enforce the sightline setback. The types of products displayed may determine whether an organizer chooses to permit products only (not booth structure) to occupy the cubic content of a linear booth. However, for example, if the product is banner stands that are eight feet or 10 feet tall, a row of banner stands at the aisle line may be very intrusive to a neighbor. On the other hand, a piece of machinery that is six feet tall may not cause a major problem. Exceptions may also depend upon the size of a booth such as 10' by 20' versus 10' by 10'. Under certain circumstances, an organizer may prefer to make the exception a variance, subject to show management review and approval. This option provides the organizer more control if product is an exception to the set-back guidelines.

Equipment/Display Material: The following is an example of display rules for a specific type of item:

- SPECIAL PROVISIONS: Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 42" in height when positioned more than 5' from the back wall of a single-aisle exhibit booth space or the center line of a three-aisle exhibit booth space, unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66". Free-standing units, including those intended to be the focal point in an exhibit, may not exceed 42" in height when placed more than 5' from the back wall of the exhibit booth space unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8' high x 32" wide x 32" deep.

Perspective

It is inevitable that exhibition organizers will have varying thoughts and opinions about allowing exhibitors to have full use of the cubic content space within their linear booth. Just as there are many different opinions as to whether end cap booths are permissible in floor plan layouts due to the somewhat difficult situations they often times create, the exhibition organizer must make the determination as to what is best for their exhibition.

It is often wise to consult with an exhibition's Exhibits Advisory Board. Alternatively, an organizer may consider conducting a focus group of the exhibition's exhibitors to determine their interest and gain their feedback.

A linear space exhibitor utilizing cubic content for the first time may also experience some higher costs. If they bring a hardwall display that reaches 8' high for three sides of their exhibit, when in the past they utilized a fabric display, obviously their labor, shipping and drayage costs will be higher. However, that is the decision of the exhibitor if the exhibition organizer is allowing cubic content for linear displays and the exhibitor chooses to take advantage of the space in this fashion.

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Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Linear Booth

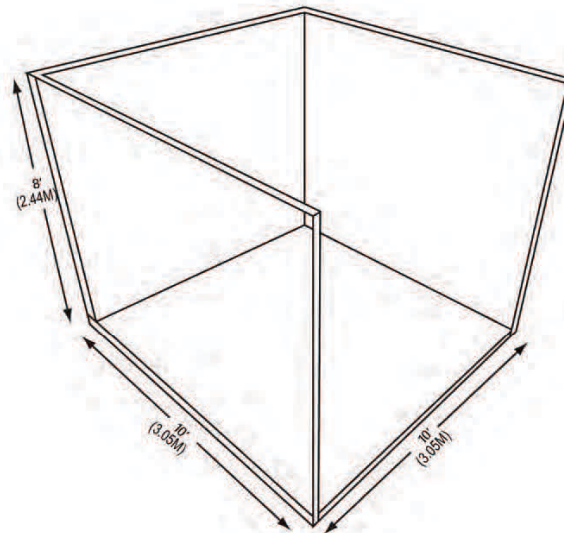
Linear Booths have only one side open to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths. Floor covering is required in all rented space.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m), with a maximum back wall height limitation of 8ft (2.44m).

Use of Space

Messe Frankfurt Shows allow exhibitors full “Cubic Content” use of the exhibit space. Therefore, you are allowed to place displays or materials at the full 8 ft. (2.44m) height throughout the entire width and depth of your exhibit space.



LINEAR BOOTH (10' X 10') (3.05m x 3.05m)

Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

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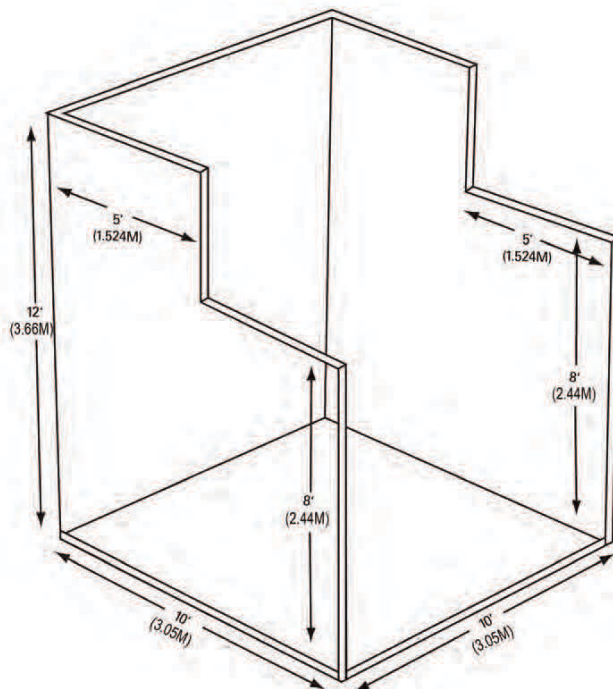
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. Floor covering is required in all rented space.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m).



PERIMETER BOOTH (10' X 10') (3.05m x 3.05m)

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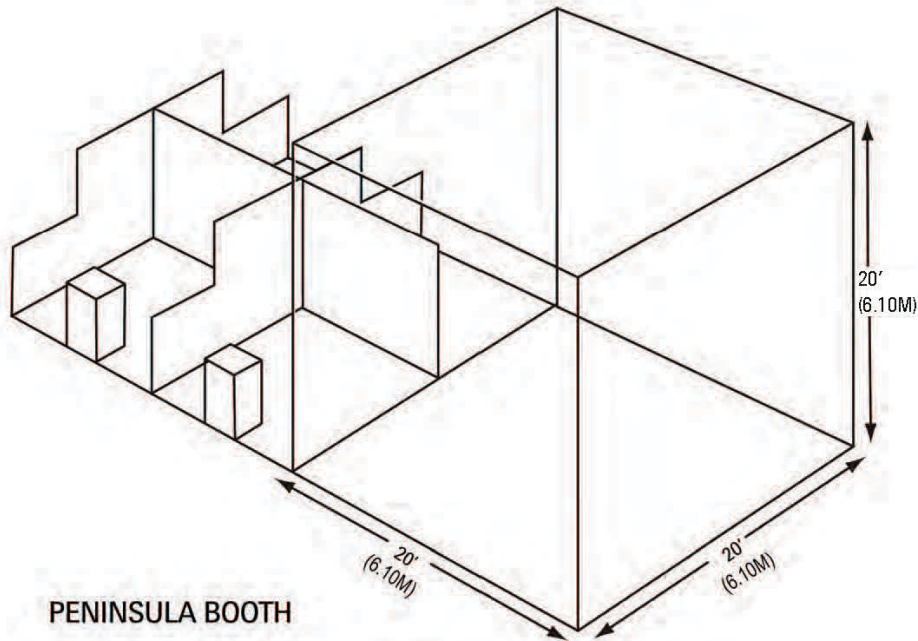
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and is a minimum of 20' x 20' (6.10m) in size. Floor covering is required in all rented space.

Dimensions

A Peninsula Booth is usually 20' x 20' (6.10m x 6.10m) or larger. Twenty feet (20') (6.10m), including hanging signage, is the maximum height allowed throughout the booth space. The connecting wall between the peninsula booth and any neighbors must be "finished off" (clean and presentable to visitors) on the side facing the connecting neighbors.



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Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Island Booth

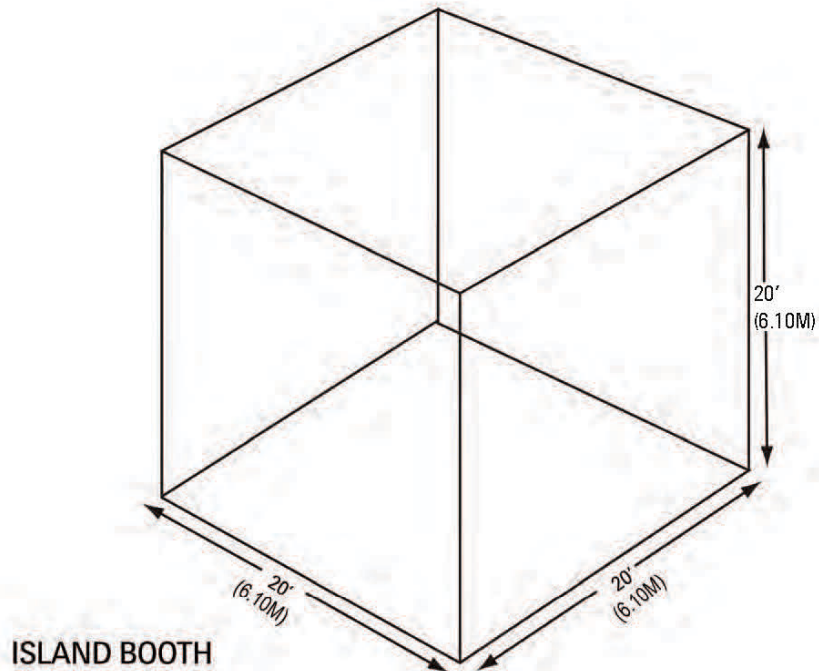
An Island Booth is any size booth exposed to aisles on all four sides. Floor covering is required in all rented space.

Dimensions

An Island Booth is typically 20' x 20' (6.10m x 6.10m) or larger.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height of twenty feet (20') (6.10m), including any hanging signage.



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IAEE appreciates the efforts of the Cubic Content Task Force in developing this White Paper:

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Additional appreciation goes to the following organizations that contributed relevant content for this white paper.

American Society of Mechanical Engineers
Association of Equipment Manufacturers
Corcoran Expositions
Distribution Solutions Conference
ExpoNation LLC
Home Builders Show
IMN Solutions
InfoComm
International Association of Fairs and Expositions
Messe Frankfurt
National Association of Broadcasters
National Restaurant Association
Reed Exhibitions

IAEE EXTENDS A SPECIAL THANK YOU TO THE FOLLOWING VOLUNTEERS FOR THEIR INPUT:

Russell Wingard, CEM

Vice President, Client Solutions
Freeman

Frank Sheridan

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A division of Emerald X, LLC