



Tobacco Plus Convenience Expo
Las Vegas Convention Center
Las Vegas, NV
January 29-30, 2014



AGS EXPO
S E R V I C E S



Official Contractor

Event Information and Forms

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**Discount Price
Deadline Date
JANUARY 13TH**
Method of payment must accompany your order



Official Show Information

AGS Expo Services would like to welcome you as the official service contractor for the Tobacco Plus Convenience Expo. The information below is only a brief summary of the important times, dates, addresses and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

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

EXHIBIT HALL INFORMATION

Backwall Drape: Blue / Black / Black / Blue
Siderail Drape: Black
Exhibit Hall Carpet Color: Hall is not carpeted, Floor covering is required
Aisle Carpet Color: Blue

BOOTH EQUIPMENT

Booth Size: 10' x 10'
Includes: 8' High Backwall Drape (1) Ashtray
3' High Siderail Drape (1) Wastebasket
1 - Single Line ID Sign (7" x 44")

Show Schedule

EXHIBITOR MOVE-IN

Monday	January 27, 2014	2:00 PM - 6:00 PM (Only for booths 600 sq ft or larger)
Tuesday	January 28, 2014	8:00 AM - 6:00 PM

EXHIBIT HOURS

Wednesday	January 29, 2014	10:00 AM - 5:00 PM
Thursday	January 30, 2014	10:00 AM - 5:00 PM

EXHIBITOR MOVE-OUT

Thursday	January 30, 2014	5:01 PM - 11:00 PM
Friday	January 31, 2014	8:00 AM - 12:00 PM

- Empty crates and cartons will be returned beginning at **5:01 PM on Thursday, January 30th**
- All carriers must check-in no later than **10:00 AM on Friday, January 31st**
- All exhibitor materials must be removed from the exhibit facility by **12:00 PM on Friday, January 31st**

Force Freight Deadline: All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, UPS Freight at **10:00 AM on Friday, January 31st**



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AGS Exhibitor Service Center Hours

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

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

Shipping Information

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

Name of Exhibiting Company
Tobacco Plus Convenience Expo
Booth #: _____
[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight - Sunset Transportation
4120 W Windmill Lane, Suite 103
Las Vegas, NV 89139

Delivery Window

- Deliveries only accepted between 12/26/13 - 1/20/14
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Las Vegas Convention Center
South Hall 1
3150 Paradise Road
Las Vegas, NV 89109

Delivery Window

- Monday, January 27, 2014 - 2:00 PM - 6:00 PM
(Only for booths 600 sq ft or larger)
- Tuesday, January 28, 2014 - 8:00 AM - 6:00 PM
- All booths must be set by 6:00 PM on Tuesday, January 28, 2014

Discount Deadlines & Policy Reminders

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

Show Order Discount Deadline - January 13, 2014
Graphics Order Discount Deadline - January 13, 2014

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

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

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

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

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



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Official Service Contractor

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

Official service contractors are appointed to:

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

Exceptions are:

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

Exhibitor Appointed Contractors (EACs)

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

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



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Discount Price Deadline Date
JANUARY 13TH
Method of payment must accompany your order



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

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

Credit Card

☐ **Credit Card**

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

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

Acct.# _____ Exp. Date _____

Card Holder Name (Print) _____

Signature: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Account Option *(please select one)*

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

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

Company Check

☐ **Company Check**

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in **U.S. currency**.
- Please print show name and booth number.

Check Number: _____

Amount Total: \$ _____

Wire Transfers

☐ **Wire Transfers**

Wire Transfer to:

• All wire transfers must include a \$50 service fee.

Bank United
44 E Central Blvd.
Orlando, Florida 33573

Payment Total: \$ _____

Transfer Fee: **\$50.00**

Amount Total: \$ _____

**PLEASE CALL TO OBTAIN ROUTING
AND ACCOUNT NUMBERS**

**Please reference event name &
booth number on your wire transfer.**

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

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

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

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

Submit Form

METHOD OF PAYMENT FORM



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Payment Terms and Conditions

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

1. By providing a signed copy of a Method of Payment Form and selecting, "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy when identified as such on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa or MasterCard. All payments must be made in U.S. Funds.
4. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.
5. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.
6. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
7. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
8. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
9. Payment for all labor, equipment and services whether ordered by the exhibitor, display builder, non-official/third party contractors or other parties shall be the ultimate responsibility of the exhibiting company.
10. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
11. Exhibitor/Third Party shall be responsible for any excise, property, sales or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event that the tax code changes after the publishing date of this service manual prior to or during an event, your invoice may be adjusted as required by law.
12. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
13. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method with which the service was originally purchased within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
14. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
15. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
16. All refunds less than \$35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply.
17. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be placed in your booth during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
18. Once services have been rendered and no problems or complaints have been made to the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
19. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Please see specific forms for cancellation fee details.



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



Notification of Intent

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

Please provide the following information:

Non-official Contractor Information (PLEASE PRINT OR TYPE)

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

Basic Requirements

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

Notification Deadline: **Friday, December 27, 2013**

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

Please Note:

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

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTORS

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

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

[Submit Form](#)



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Show Liability Insurance

The example below outlines all of the required information regarding a Certificate of Liability Insurance for your appointed contractor. In order for a third party contractor to provide labor or services, an insurance certificate must be on file for each non-official service provider.

ACORD TM CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 07/19/2007	
PRODUCER (407)849-0333 FAX (407)425-5694 Insurance Agent of America 1111 America Lane Orlando, FL 32801				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED ABC Company 1234 Corporate Lane Orlando, FL 32801				INSURERS AFFORDING COVERAGE		NAIC #	
				INSURER A: Scottsdale Ins Co			
				INSURER B: Hartford Underwriter		30104	
				INSURER C: Maxum Indemnity Company			
				INSURER D: A B C Insurance Company			
				INSURER E:			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
1	2	3	4	5	6	7	8
A		GENERAL LIABILITY	12345678	05/25/2007	05/25/2008	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Subcontractor)	\$ 100,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ -0-
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	\$ 1,000,000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
B		AUTOMOBILE LIABILITY	246810	05/25/2007	05/25/2008	COMBINED SINGLE LIMIT (E & A accident)	\$ 1,000,000
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY - EA ACC	\$
						ADD	\$
C		EXCESS/UMBRELLA LIABILITY	36912	05/25/2007	05/25/2008	EACH OCCURRENCE	\$ 2,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 2,000,000
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
							\$
D		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC1234567	05/25/2007	05/25/2008	WC STATU-TORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED?				E L EACH ACCIDENT	\$ 1,000,000
		If yes, describe under SPECIAL PROVISIONS below				E L DISEASE - EA EMPLOYEE	\$ 1,000,000
						E L DISEASE - POLICY LIMIT	\$ 1,000,000
		OTHER					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS A G S Exposition Service Company, Inc. are hereby named as additional insured, except for Workers Compensation. The insurance provided for the benefit of A G S Exposition Service Company Inc shall be primary insurance as respect any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other Insurance maintained by A G S Exposition Service Company Inc shall be excess and non-contributory.							
CERTIFICATE HOLDER A G S Exposition Service Company Inc 4561 S W 34th Street Orlando, FL 32811				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Byron Holton/CAF			

ACORD 25 (2001/08)

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

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



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Move-out Information

- The exhibits will officially close at **5:00 PM, Thursday, January 30, 2014**. The return of empty containers will begin as soon as the aisle carpet is removed. Please keep aisles clear of display materials to help expedite this process.
- **All accounts must be "paid in full" by 5:00 PM, Thursday, January 30, 2014.** If you show a balance due on your invoice, please fill out the attached **Method of Payment Form** and return it to our Service Center to settle your account. **No adjustments to invoices will be made after the close of the show.**
- All outbound shipments require an AGS Expo Services **bill of lading**. Shipping is not an automatic process. If your account is paid in full, and you have material handling services on file, your Dismantle Information Packet will include a bill of lading and labels. An automated Bill of Lading can also be completed at the GoKiosk located at the AGS Service Center. **Please fill out and return the bill of lading to the AGS Service Center when you are packed and ready to ship. DO NOT leave your bill of lading with your shipment in your booth. It must be returned to AGS for processing.**
- **If your bills of lading are not turned in by 11:00 AM, Friday, January 31, 2014, your freight may be forced off the floor.** AGS Expo Services does not assume any liability for materials left on the floor.
- Representatives from **UPS Freight** will be on-site for your shipping convenience. If you plan to use an **alternate carrier, you are responsible for making arrangements with that carrier.** You are also responsible for ensuring that your carrier checks-in for loading **no later than 11:00 AM on Friday, January 31, 2014.**

In the event your designated carrier fails to check-in, AGS reserves the right to re-route your materials via the official carrier, UPS Freight. When no disposition is provided, material will be taken to our warehouse and held until shipping instructions are received from the exhibitor. Exhibitors will be charged accordingly for this service and AGS Expo Services will not assume any liability for occurrences due to a result of re-routing or handling.

PLEASE NOTE

- It is possible that there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. AGS Expo Services accepts no responsibility for the loss or disappearance of exhibitor materials before they are picked-up from the exhibitor's booth for loading after the show. Therefore, exhibitors are encouraged to remain with their materials until such time as a carrier successfully receives them for shipping.
- FedEx and UPS Small Package service cannot provide targeted outbound pickups as necessary to clear the show floor. This is due to irregular pickup schedules especially after hours and weekends. As a result, exhibitors are encouraged to plan an alternate outbound method of shipping for show materials. AGS Expo Services takes no responsibility for materials left on the show floor, labeled or otherwise.



Standard Furnishings

Catalog & Order Forms

Booth Package Order Form.	136
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Seating & Accessories Order Form	139
Popular Furnishings Brochure.	140



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

Booth Packages

Tobacco Plus Convenience Expo is proud to offer you optional booth packages designed to make your planning and ordering process simpler. Each package contains unique options that can help to create a professional look for your exhibit.

Please check only one package.

STEP 1 - Select a package type:

☐ Booth Package A _____ \$364.77

for 10'x10' booths

- (1) 6' x 30" Skirted Table
- (2) Padded Side Chairs
- (1) 10' x 10' Carpet

☐ Booth Package B _____ \$729.54

for 10'x20' booths

- (2) 6' x 30" Skirted Table
- (4) Padded Side Chairs
- (1) 10' x 20' Carpet

STEP 2 - Select color options (if applicable):

CARPET COLOR

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

TABLE SKIRT COLOR

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

Total Order

Total Order = \$ _____

Please Note:

- Please add an additional 20% to orders after January 13, 2014.
- Only one (1) booth package allowed.
- Booth Packages will not be available on show site.
- **Items in packages cannot be exchanged for other items.**
- If no color is selected, the show color will apply.

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

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

[Submit Form](#)



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



Standard Carpet

In-line Booth			
Check One	Booth Size	Discount Price	Standard Price
<input type="checkbox"/>	10' x 10'	\$164.85	\$222.55
<input type="checkbox"/>	10' x 20'	\$329.70	\$445.10
<input type="checkbox"/>	10' x 30'	\$494.55	\$667.64
<input type="checkbox"/>	10' x 40'	\$659.40	\$890.20

Island Booth				
QTY	Booth Size	Discount Price	Standard Price	Total Price
	10' x 10'	\$237.00	\$284.00	\$
• Prices for Island Booths ONLY (Ex. 20' x 20' = 4 qty 10' x 10')				

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

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

Plush Carpet

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

Booth Dimensions			Total Area	Discount Price or	Standard Price	Total Price
	x	=	sq.ft. x	\$4.02/sq.ft.	\$5.22/sq.ft.	\$

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

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

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

Additional Items

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

Booth Dimensions			Total Area	Discount Price or	Standard Price	Total Price
1/2" Foam Padding	x	=	sq.ft. x	\$1.34 /sq.ft.	\$1.77 /sq.ft.	\$
1" Foam Padding	x	=	sq.ft. x	\$2.68 /sq.ft.	\$3.70 /sq.ft.	\$
**Visqueen	x	=	sq.ft. x	\$0.47/sq.ft.	\$1.00/sq.ft.	\$
**Carpet Tape	x	=	sq.ft. x	\$1.79 /ft.	\$2.60 /ft.	\$

Please Note:

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

Cancellation Policy

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

Total Order

Subtotal: \$ _____

** Taxes apply to noted items ONLY Sales Tax (8.10%): \$ _____

Total: \$ _____

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

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

Submit Form

CARPET ORDER FORM

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

Tables

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

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$111.85	\$151.00
	4' Table - 42" high	\$131.79	\$177.92
	6' Table - 30" high	\$131.79	\$177.92
	6' Table - 42" high	\$152.83	\$206.32
	8' Table - 30" high	\$152.83	\$206.32
	8' Table - 42" high	\$173.87	\$234.73

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$67.41	\$91.00
	4' Table - 42" high	\$87.74	\$118.45
	6' Table - 30" high	\$87.74	\$118.45
	6' Table - 42" high	\$108.07	\$145.89
	8' Table - 30" high	\$108.07	\$145.89
	8' Table - 42" high	\$127.33	\$171.90

Table Accessories

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

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$54.59	\$73.70
	6'L x 8"W x 8"H	\$63.67	\$85.95
	8'L x 8"W x 8"H	\$68.60	\$92.61

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$43.87	\$59.22
	4th Side Skirted 42"h	\$43.87	\$59.22

STEP 2 – Select Skirt Color

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

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



Table with Skirt



Table with Riser & Skirt

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

Total Order

Total: \$ _____



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



Seating & Accessories

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

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$83.97	\$113.36
	Padded Side Chair	\$73.27	\$98.92
	Padded Stool	\$90.45	\$122.10

Display Items			
Qty	Item	Discount	Standard
	Ticket Tumbler	\$79.00	\$106.65
	Tack Board (vert. or hori.)	\$179.76	\$242.68
	Grid Panel (per meter)	\$201.60	\$272.16
	Chrome Sign Holder 22"x28"	\$104.86	\$141.56
	Literature Rack	\$135.89	\$183.45
	Easel	\$48.15	\$65.00
	Bag Rack	\$87.74	\$118.45
	Garment Rack	\$87.74	\$118.45
	Clothes Tree	\$93.50	\$126.23
	Fishbowl	\$13.91	\$18.78

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	\$87.74	\$118.45
	Plastic Chain (per foot)	\$24.13	\$32.58
	Black Velour Rope (8' sections)	\$48.15	\$65.00

Specialty Tables			
Qty	Item	Discount	Standard
	Rectangle Table 18"x36"x18"H	\$83.03	\$112.09
	Square Table 17"x17"x18"H	\$80.67	\$108.90
	Pedestal Table 30"Dx30"H	\$151.16	\$204.07
	Pedestal Table 30"Dx40"H	\$167.01	\$225.46

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$21.40	\$28.89
	**Shrink Wrap (per roll)	N/A	\$83.87
	**Banding (per foot)	N/A	\$2.79
	**Velcro (per foot)	N/A	\$2.79
	**Clear Packing Tape (roll)	N/A	\$21.67
	Drape Hardware/Bases & Poles	\$17.28	\$23.33

Specialty Drape <i>(Show management approval)</i>			
Qty	Item	Discount	Standard
	8' High Drape (per foot)	\$11.25	\$14.94
	3' High Drape (per foot)	\$7.81	\$11.85
	Booth Close-off (Show Colors)	\$48.93	\$66.95

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

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

Total Order

Subtotal: \$ _____

**** Taxes apply to noted items ONLY** Sales Tax (8.10%): \$ _____

Total: \$ _____

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

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

Submit Form

Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

Skirted Tables



Available Skirt Colors



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

Popular Accessories



Rolling Rack



Literature Rack



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



Gray Pedestal Table
30"D x 42"H (30" optional)



Ticket Tumbler



Wastebasket



Rectangle Table
18"x36"x18"H



Fish Bowl



Chrome Stanchions
(Pictured with Chain)



Easel



Bag Rack



Chrome Sign Holder

Please Note:

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

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Phone: 407.292.0025 • Fax: 407.292.4414

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Displays & Graphics

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GET CREATIVE

CUSTOM DISPLAYS



AGS Exhibits is an integrated ideas factory offering a fusion of creativity and tradeshow industry expertise. Our aim is to generate a display that will help you realize your marketing objectives, build customer awareness and deliver your message with flair and creativity.

AGS has a long history of quality and experience in compelling display graphics. Our blending of efficient practices, new printing technologies and high-quality materials results in flawless graphics, customer focused service and on-time delivery.



Custom Display Services:

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

Display Graphics:

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

Let's Get Started!

phone: 407.292.0025

fax: 1.407.292.4414

email: exhibits@ags-expo.com

website: www.ags-expo.com/exhibits

TPCE 2014

Show Specials



CREATIVE SERVICES

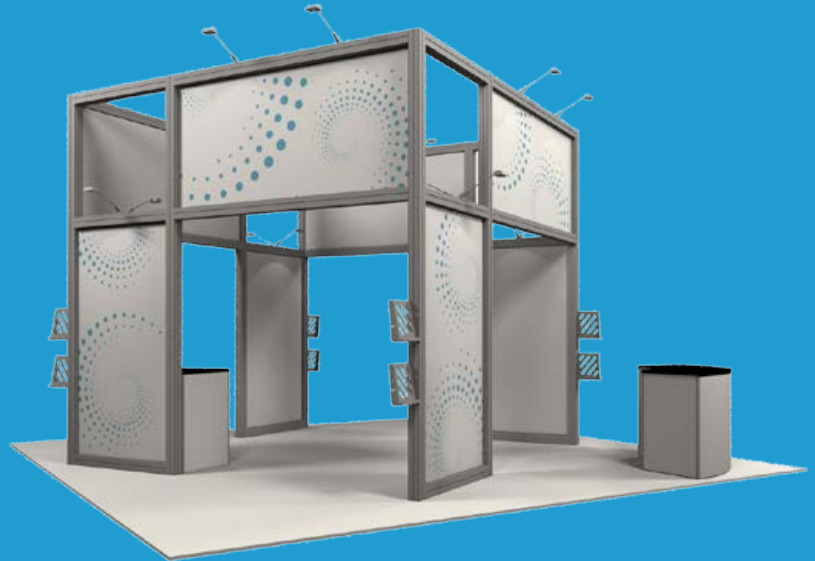
ProMod 10

MODERN & BOLD

- Modern aluminum system
- 153"w x 142"h x 153"D
- Double counter with panel
- Storage cabinet
- 8 graphic spaces
- Literature holder

PRICE \$8,700.00

ORDER NOW >>



ProMod 6

FLEXIBLE DESIGN WITH CUSTOM GRAPHICS

- 228"w x 96"h x 44"d
- Laminate panel reception counter
- Two work stations
- Seamless graphic space
- 2 monitor mounting brackets



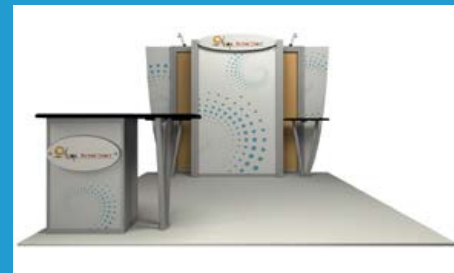
PRICE \$6,900.00

ORDER NOW >>

ProMod 3

AFFORDABLE OPTION WITH OPTIMAL GRAPHICS

- 120"w x 99"h x 24"d
- V leg counter with graphic
- Two V leg tables
- Large graphic space
- Unique frosted plexi wings



PRICE \$4,970.00


ORDER NOW >>


CONTACT US

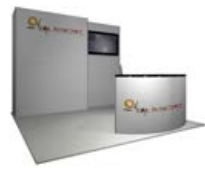
call: 1.800.292.6162


email: exhibits@ags-expo.com

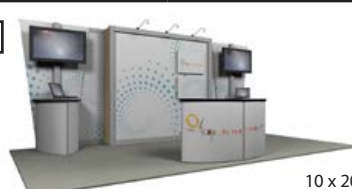
ProMod Displays


ProMod 1	
 <p>10 x 10</p>	
BASE RENTAL	\$2,942.50**
1 x frame: 118"w x 99"h x 46"d 1 x V leg counter 2 x V leg tables 4 x 50 watt spotlights 1 x monitor bracket (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

ProMod 3	
 <p>10 x 10</p>	
BASE RENTAL	\$4,970.00**
1 x frame: 120"w x 99"h x 24"d 1 x V leg counter 2 x V leg tables 2 x frosted plexi wings 2 x 50 watt spotlights Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

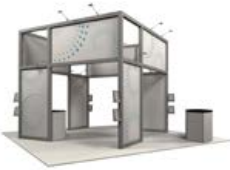


ProMod 4	
 <p>10 x 10</p>	
BASE RENTAL	\$5,900.00**
1 x frame: 117"w x 96"h x 25"d 1 x laminate panel double counter/storage cabinet 1 x monitor bracket (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

ProMod 5	
 <p>10 x 20</p>	
BASE RENTAL	\$5,451.00**
1 x frame: 228"w x 96"h x 42"d 1 x V leg counter 2 x straight leg tables 4 x literature holders 9 x 50 watt spotlights 6 x shelves 2 x monitor brackets (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

ProMod 6	
 <p>10 x 20</p>	
BASE RENTAL	\$6,900.00**
1 x frame: 228"w x 96"h x 44"d 1 x laminate panel reception counter 2 x laminate panel workstations 3 x 50 watt spotlights 2 x monitor brackets (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

ProMod 7	
 <p>10 x 20</p>	
BASE RENTAL	\$8,600.00**
1 x frame: 228"w x 96"h x 62"d 3 x laminate panel counters/storage cabinets 2 x 50 watt spotlights 2 x track lights 1 x monitor bracket (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

ProMod Displays

ProMod 10		ProMod 11		ProMod 12	
<input type="checkbox"/>  20 x 20		<input type="checkbox"/>  20 x 20		<input type="checkbox"/>  20 x 20	
BASE RENTAL	\$8,700.00**	BASE RENTAL	\$13,900.00**	BASE RENTAL	\$14,700.00**
1 x frame: 153.5" w x 142" h x 153.5" d 1 x laminate panel double counter/storage cabinet 16 x 120 watt floodlights 8 x literature holders Standard Carpet, 16oz. See Choice of Colors		1 x frame: 236" w x 189" h x 230" d 2 x counters 4 x V leg counters 16 x 120 watt floodlights 5 x monitor brackets (monitor not included) Standard Carpet, 16oz. See Choice of Colors		1 x frame: 236" w x 189" h x 235" d 1 x double counter 8 x 120 watt floodlights 1 x monitor bracket (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate		** Graphics pricing separate		** Graphics pricing separate	

Select Your Package (check only one box)

☐ **BASIC PACKAGE** - Priced as Listed on Unit. **Electrical not included with MDU**

PLEASE CHOOSE YOUR STANDARD CARPET COLOR:



☐ **PREMIUM PACKAGE** - Add \$1,127.00 + tax (per 10' unit, please call for 20' unit quote)

- Installation & Dismantle of Exhibit
- Upgraded 26 oz. Carpet
- Two Stylish Arm Lights (per 10' unit)
- Daily Vacuuming for Exhibit
- \$250.00 Credit toward Custom Graphics
- (1) 30" Pedestal Table, (2) Padded Side Chairs

PLEASE CHOOSE YOUR UPGRADED CARPET COLOR:



- Additional colors offered upon request.
- Rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

MDU CUSTOM GRAPHICS - \$250.00 Credit

AGS will contact you regarding your graphic order needs. AGS Graphics offers a variety of services to create a sleek and marketable look for your event. Please contact an Event Services Coordinator for file format requirements to prepare your graphics submission.



Tobacco Plus Convenience Expo
Las Vegas Convention Center
Las Vegas, NV
January 29-30, 2014

Discount Price Deadline Date
JANUARY 13TH
Method of payment must accompany your order



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

ProMod Displays Order Form

Quantity	Unit Name	Size	Discount Rental
	ProMod 1	10 x 10	\$2,942.50**
	ProMod 3	10 x 10	\$4,970.00**
	ProMod 4	10 x 10	\$5,900.00**
	ProMod 5	10 x 20	\$5,451.00**
	ProMod 6	10 x 20	\$6,900.00**
	ProMod 7	10 x 20	\$8,600.00**
	ProMod 10	20 x 20	\$8,700.00**
	ProMod 11	20 x 20	\$13,900.00**
	ProMod 12	20 x 20	\$14,700.00**
**Graphics pricing separate			

PLEASE NOTE:

- Complete MDU packages can only be guaranteed if ordered prior to the discount deadline date.
- A 30% surcharge will apply to all orders made after the discount deadline depending upon availability of MDUs and MDU accessories. Some changes cannot be completed on-site.
- Custom furnishings will be delivered to your booth separately from MDUs and accessories.
- No units include electrical service. Electrical services must be ordered separately.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

MDU Base Rental Price: \$ _____

Premium Package (If applicable): \$ _____

Total MDU Package: \$ _____

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

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

[Submit Form](#)



AGS EXPO
SERVICES

ESSENTIAL DISPLAYS

CREATIVE SERVICES

From interlocking systems to pop-up displays, our Modular Display Units and accessories successfully promote your marketing vision and brand.

Designed with the exhibitor in mind, each unit is unique, customizable and affordably priced.

- Low cost display options for any budget
- Wide variety of counters, pull-out displays and kiosks
- Varying lengths available to accommodate your space
- Turnkey display services include installation and dismantle
- Floor coverings and other on-site services available





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



Essential Displays Order Form

Make your exhibit stand out. AGS offers distinct turnkey displays to give your exhibit the look you need. Because our system is so flexible, we can design just about anything. If there is something special you would like constructed, please allow us the opportunity to provide your company with a specialized quote. Follow the steps below to organize and complete a Modular Display Unit that fits your needs and budget.

All Orders Include:

- Installation & Dismantle of Exhibit
- Standard Carpet
- Two Stylish Arm Lights (per 10' unit)
- Basic Header with Company Name

STEP 1 - Select an MDU (See next page for remaining steps)

Optima			
<input type="checkbox"/> 10' x 10'	\$2,115.00	<input type="checkbox"/> 10' x 20'	\$3,710.00

Optima PLUS			
<input type="checkbox"/> 10' x 10'	\$2,530.00	<input type="checkbox"/> 10' x 20'	\$4,427.50

Lynx			
<input type="checkbox"/> 10' x 10'	\$2,220.00	<input type="checkbox"/> 10' x 20'	\$3,885.00

Lynx PLUS			
<input type="checkbox"/> 10' x 10'	\$2,670.00	<input type="checkbox"/> 10' x 20'	\$4,672.50

Proforma			
<input type="checkbox"/> 10' x 10'	\$2,115.00	<input type="checkbox"/> 10' x 20'	\$3,710.00

Proforma PLUS			
<input type="checkbox"/> 10' x 10'	\$2,530.00	<input type="checkbox"/> 10' x 20'	\$4,427.50



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



Essential Displays Order Form

STEP 2 - Select Your Package (check only one box)

☐ **BASIC PACKAGE** - Priced as Listed on Unit

- Installation & Dismantle of Exhibit
- Standard Carpet
- Two Stylish Arm Lights (per 10' unit)
- Basic Header with Company Name

Electrical not included with MDU

PLEASE CHOOSE YOUR STANDARD CARPET COLOR:

<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gray	<input type="checkbox"/> Black	<input type="checkbox"/> Purple	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Teal
-------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	---------------------------------	---------------------------------------	-------------------------------

PLEASE INDICATE YOUR HEADER COPY:

- All header copy is printed in standard black lettering.

ALTERNATE PANEL COLORS (ADDITIONAL 35% CHARGE):

<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Gray	<input type="checkbox"/> Black	<input type="checkbox"/> Green
-------------------------------	------------------------------	-------------------------------	--------------------------------	--------------------------------

- All MDUs come with standard white panels.

☐ **PREMIUM PACKAGE** - Add \$1,127.00 + tax (per 10' unit, please call for 20' unit quote)

- Installation & Dismantle of Exhibit
- Upgraded 26 oz. Carpet
- Two Stylish Arm Lights (per 10" unit)
- Daily Vacuuming for Exhibit
- \$250.00 Credit toward Custom Graphics
- (1) 30" Pedestal Table, (2) Padded Side Chairs

PLEASE CHOOSE YOUR UPGRADED CARPET COLOR:

<input type="checkbox"/> Cherry Red	<input type="checkbox"/> Onyx Black	<input type="checkbox"/> Charcoal	<input type="checkbox"/> Colony Blue	<input type="checkbox"/> French Beige	<input type="checkbox"/> Emerald	<input type="checkbox"/> Gray Pearl
-------------------------------------	-------------------------------------	-----------------------------------	--------------------------------------	---------------------------------------	----------------------------------	-------------------------------------

- Additional colors offered upon request.
- Rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

MDU CUSTOM GRAPHICS - \$250.00 Credit

AGS will contact you regarding your graphic order needs. AGS Graphics offers a variety of services to create a sleek and marketable look for your event. Please contact an Event Services Coordinator for file format requirements to prepare your graphics submission.

ALTERNATE PANEL COLORS (ADDITIONAL 35% CHARGE):

<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Gray	<input type="checkbox"/> Black	<input type="checkbox"/> Green
-------------------------------	------------------------------	-------------------------------	--------------------------------	--------------------------------

- All MDUs come with standard white panels.

ESSENTIAL DISPLAYS ORDER FORM



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



Essential Displays Order Form

STEP 3 - Select Your Accessories:

Cabinets		
Qty	Item	Discount
	30" - 1 Meter x 1/2 Meter	\$497.55
	30" - 2 Meter x 1/2 Meter	\$716.90
	30" - 1 Meter Curved	\$405.10
	30" Sliding Doors	\$80.68
	42" - 1 Meter x 1/2 Meter	\$447.26
	42" - 2 Meter x 1/2 Meter	\$657.52
	42" - 1 Meter Curved	\$492.20
	42" Sliding Doors	\$80.79

Shelving		
Qty	Item	Discount
	Straight Shelves	\$70.09
	Angled Shelves	\$70.09
	Interior Shelves	\$80.79

Lighting & Light Boxes		
Qty	Item	Discount
	Swivel Flood Light	\$80.79
	Light Box - Small	Quote Only
	Light Box - Medium	Quote Only
	Light Box - Large	Quote Only

Literature Holders		
Qty	Item	Discount
	Leaflet Holder	\$48.58
	Brochure Holder	\$51.68
	Literature Rack	\$135.89

Paneling & Hooks		
Qty	Item	Discount
	1 Meter x 8' Slatwall	\$209.72
	Waterfall Hooks	\$21.94

PLEASE NOTE:

- Complete MDU packages can only be guaranteed if ordered prior to the discount deadline date.
- A 30% surcharge will apply to all orders made after the discount deadline depending upon availability of MDUs and MDU accessories. Some changes cannot be completed on-site.
- Custom furnishings will be delivered to your booth separately from MDUs and accessories.
- No units include electrical service. Electrical services must be ordered separately.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled after the discount deadline will be subject to a 100% cancellation fee.

Total Order

STEP 1 MDU Rental Price: \$ _____

STEP 2 Premium Package (If applicable): \$ _____
Alternate Panel Color (35% of MDU if applicable): \$ _____

STEP 3 Accessories - Subtotal: \$ _____
Total MDU Package: \$ _____

Display Cases

The Standard White Line



Full Vision



Half Vision



Quarter Vision



Corner Half Vision

The Standard White Line Features:

- Florescent lighting
- Sliding doors with lock (no mirrors)
- Solid Sides
- Matte white formica exterior
- Closed storage area in half and quarter vision cases
- Corner cases are available in half and quarter vision only
- Showcases available in 4', 5' and 6' lengths & 38" high
- Showcases available in full vision, half vision and quarter vision style

The Designer Line



Full Vision



Half Vision



Quarter Vision



Corner Quarter Vision

The Designer Line Features:

- Florescent lighting & glass sides
- Mirrored sliding doors with lock
- Brushed silver frame
- Textured gray formica exterior
- Rear Storage are with locked sliding doors (half & quarter vision only)
- Corner cases are available in half and quarter vision only
- Showcases available in 4', 5' and 6' lengths & 39" high & 20" deep
- Showcases available in full vision, half vision and quarter vision style

Display Cases

The Deluxe Line



Quarter Vision



Half Vision



Corner Quarter Vision

The Deluxe Line Features:

- Florescent lighting
- Mirrored sliding doors with lock
- Glass sides
- Bronze frame
- Glossy black formica exterior
- Limited quantities in glossy white exterior
- Rear storage area with locked sliding doors
- Available in 4', 5' and 6' lengths and corner cases
- Available in half vision and quarter vision

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

IN ORDER TO LIGHT ALL CASES, YOU MUST ORDER ELECTRICAL OUTLETS FOR CONNECTION (REFER TO THE ELECTRICAL SERVICES SECTION FOR ORDER FORMS).

Display Cases

Boutique Wall Case



The Boutique Wall Case Features:

- 5" Canopy
- Lighted display area
- Glass doors with lock
- Solid back or glass back
- Locking storage section
- 76" high x 13" deep x 48" wide
- 44" high glass display area
- 3 rows adjustable glass shelves

Choices

- Aluminum frame / Textured gray formica / Enhanced lighting
- Brushed gold frame / Glossy black formica / Enhanced lighting - matches Deluxe Line

Towers



The Tower Case Features:

- 6" Canopy with 2 halogen lights
- 3 Adjustable glass shelves
- Hinged framed door lock
- Clear glass on 4 sides
- 80" high x 20" deep x 20" wide
- 54" glass display

Choices

- Aluminum frame / Gray formica
- Brushed gold frame / etched verdigris formica
- Aluminum frame / white formica
- Brushed gold frame / glossy black formica



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

Display Cases

STANDARD WHITE					
SIZE	QUANTITY			PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION		
4 FOOT				\$425.00	
5 FOOT				\$475.00	
6 FOOT				\$525.00	
CORNER				\$550.00	

DESIGNER LINE - Brushed Silver Framing					
SIZE	QUANTITY			PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION		
4 FOOT				\$475.00	
5 FOOT				\$525.00	
6 FOOT				\$575.00	
CORNER				\$600.00	

DELUXE LINE - Bronze Framing					
SIZE	QUANTITY			PRICE	TOTAL
	HALF VISION	QUARTER VISION			
4 FOOT				\$525.00	
5 FOOT				\$575.00	
6 FOOT				\$625.00	
CORNER				\$650.00	

BOUTIQUE WALL CASES					
STYLE	QUANTITY		PRICE	TOTAL	
	GLASS BACK	SOLID BACK			
DESIGNER (TEXTURED GRAY)			\$625.00		
DELUXE (GLOSSY BLACK)			\$625.00		

TOWER CASES					
QUANTITY				PRICE	TOTAL
ALUM / GREY	GOLD / VERD	ALUM / WHITE	GOLD / BLACK		
				\$600.00	

Subtotal: \$ _____

19% Service Charge: \$ _____

Total: \$ _____

Please Note:

- There is a 19% service charge added to the total order for delivery and removal of all Display Cases.
- Orders must be received with payment on or before the deadline date listed above to be guaranteed.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.

Cancellation Policy: All order cancellations must be received prior to the discount deadline date. Orders cancelled after the discount deadline will be subject to a 100% cancellation fee.

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

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

Submit Form



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



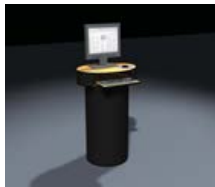
Computer Kiosk Order Form

Stylish and functional, each computer kiosk is constructed from anodized aluminum. These kiosks can serve as a centerpiece to any exhibit offering ample space to display computers, digital displays or information. Every unit can be customized for your needs to include custom counter tops, graphic panels and backlights.

All Orders Include:

- Installation & Dismantle of Unit
- White Sintra Panels
- Custom Graphics Upgrade Options
- Ample Counter Space for Computers

Select a Kiosk:



Kiosk A ☐

\$398.00 per unit

Designed with space in mind, this smaller Velcro® receptive unit can be covered in unique display graphics.



Kiosk B ☐

\$689.00 per unit

This kiosk offers wide tower graphic space with a full meter high counter and lockable storage space upon request.



Kiosk C ☐

\$546.00 per unit

With a wide semi-circular counter top, this kiosk has ample space for large monitors and computers.

Please Note:

- Computer kiosks can only be guaranteed if ordered prior to the discount deadline date posted at the top of this page.
- All orders received after the discount deadline date will be assessed a 30% surcharge and are subject to availability at the time the order is received.
- Units do not include electrical service. Electrical services must be ordered separately using the appropriate order form included in this Exhibitor Service Manual.

Total Order

Total Computer Kiosk Order: \$ _____



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



Signs & Graphics

Whatever your graphic needs, AGS will work closely with you to create effective and attractive display graphics. Tell us your objective and we will match you with the best product. We can also assist you with design and branding. If you have any questions, please contact us at 407.999.5699 or email us at graphics@ags-expo.com

Sign Sizes			
Quantity	Size (h x w)	Discount	Standard
	7" x 11"	\$41.28	\$82.56
	7" x 22"	\$47.63	\$95.26
	7" x 44"	\$51.48	\$102.96
	11" x 14"	\$51.70	\$103.40
	14" x 44"	\$70.79	\$141.58
	22" x 28"	\$78.13	\$156.26
	28" x 44"	Quote Only	Quote Only
	40" x 60"	Quote Only	Quote Only

NOTE: Optional Services may be required for signs with more than 10 words or those requiring special printing.

Substrates (Optional)

- | | | |
|------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Foamcore | <input type="checkbox"/> Acrylic | <input type="checkbox"/> Banner |
| <input type="checkbox"/> Duratrans | <input type="checkbox"/> Sintra | <input type="checkbox"/> Gator Board |
| <input type="checkbox"/> Canvas | <input type="checkbox"/> Show Card | |

Specialty Sizes (attach any details for quote)

Quantity _____ Size _____" x _____"

☐ Vertical ☐ Horizontal ☐ Use your judgement for layout

Background Color _____ Lettering Color _____

_____ H _____" x W _____"

☐ Vertical ☐ Horizontal ☐ Use your judgement for layout

Background Color _____ Lettering Color _____

Optional Services

Quantity	Item	Price
_____	Over 10 Words	\$1.00/word
_____	Alternate copy color	\$16.50/change
_____	Easel Back	\$5.00/sign
_____	Plastic sign holder	\$15.00/sign
_____	Logo sign	Quote Only

Sign Copy (please include any text, sketches, image files or design ideas when submitting your order)

Please Note:

- All sign prices above are quoted based on one (1) text color, white showcard, 10 words or less per sign and print-ready artwork.

Total Order

Order Subtotal: \$ _____

Sales Tax (8.10%): \$ _____

Total Order: \$ _____

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

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

[Submit Form](#)



Graphic File Requirement Guidelines

AGS's Preferred File Formats

Do not send images obtained from the Internet, Microsoft Word documents or Power Point slides for large format production. These are the preferred formats in order of preference;

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

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

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail (15MB max)

Fonts

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

Color Matching

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

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

What size will your final print be?

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

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

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

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

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

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



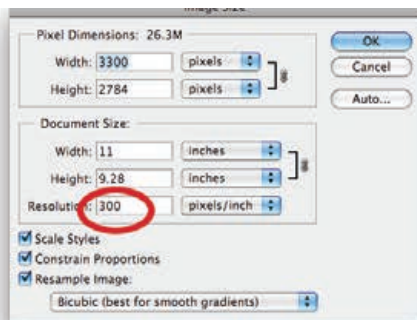
Graphic File Requirement Guidelines

Image Size and Resolution

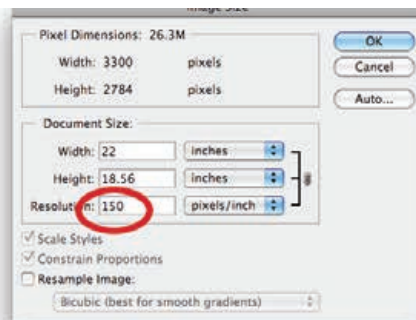
The resolution of an image is determined by the number of pixels per inch (ppi) printed on a page. Photographs and artwork files should always be an absolute minimum of 72 dpi at full production size. It is preferred that art sent to us for production be at least 150 dpi or higher. If the art's dimensions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

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

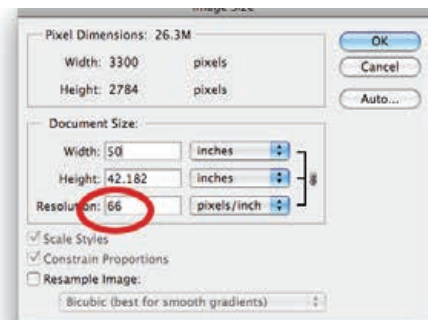
When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6'x 4' at 36 dpi) You can figure out if a file will print properly by opening it in Adobe PhotoShop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



Actual image size



Doubled in size



More than triple in size

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



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

Questions?

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

Phone: **407.999.5699**

email: **akhan@ags-expo.com**



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



Banner Stands Order Form

Roll Out Your Ideas

Our ultra-portable, lightweight, pullout banners make a perfect addition to any exhibit space. Display new products or billboard information.

Each display is durable providing a lifetime of use.

Changing your graphics?

Interchangeable graphics make this a simple and affordable way to keep your exhibit looking stylish and new.

Banner Stands			
Quantity	Name	Size	Discount
	Phoenix	31.5"W x 84"H	\$409.44
	Phoenix PLUS	39.25"W x 84"H	\$430.80
	Phoenix 2	(2x) 31.5"W x 84"H	\$513.00
	Opal	31.5"W x 78.5"H	\$287.80
	Diamond	36"W up to 95"H	\$321.40
<ul style="list-style-type: none"> • Quoted prices based on print-ready artwork. • Each unit comes with its own carrying case. • Prices do not include shipping. • Orders received after the deadline date will be assessed an additional 50% surcharge. 			
Total Order			
Order Subtotal: \$ _____ Sales Tax (8.10%): \$ _____ Total Order: \$ _____			



The Diamond



The Phoenix



The Opal



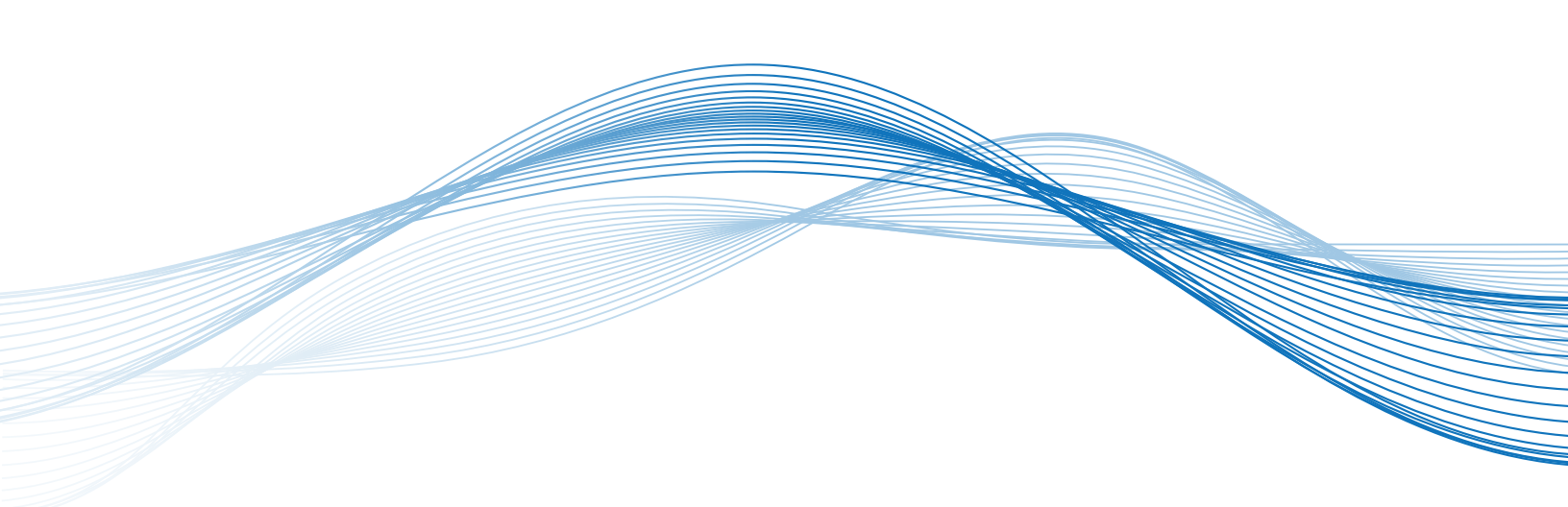
The Phoenix 2



The Phoenix PLUS

MORE TO CHOOSE FROM
Call 407.292.0025

BANNER STANDS ORDER FORM



Custom Furnishings

Catalog and Order Forms

Custom Furnishings Catalog	161
Custom Furnishings Order Form	174

Whisper

Sophistication



Whisper White Leather Sofa
87"L x 37"D x 35"H



Whisper White Leather Loveseat
61"L x 37"D x 35"H



Whisper White Leather Chair
35"L x 37"D x 35"H



Whisper White Leather Bench
60"L x 24"D x 17"H



Whisper White Leather Square
40"L x 40"D x 17"H



Whisper White Leather Circle
46" Round x 17"H

Sophistication



Sophistication White Leather Sofa
72"L x 31"D x 48"H



Sophistication White Leather
Loveseat
48"L x 31"D x 48"H



Sophistication White Leather Chair
27"L x 31"D x 48"H



Sophistication White Leather Corner
31"L x 31"D x 48"H



Sophistication White Leather
Outside Corner
48"L x 48"D x 48"H



Sophistication White Leather
Curve Banquette
84"L x 31"D x 48"H



Sophistication White Leather
Ottoman
31" SQ X 19"H

Continental



Continental White Leather Curved
Loveseat
82"L x 34"D x 31"H



Continental White Leather Reverse
Loveseat
72"L x 34"D x 31"H



Continental White Leather Wedge
Ottoman
30"L x 34"D x 19"H



Continental White Leather Curved
Bench
70"L x 26"D x 19"H

Metro



Metro Black Leather Sofa
85"L x 35"D x 35"H



Metro Black Leather Loveseat
60"L x 35"D x 35"H



Metro Black Leather Chair
82"L x 35"D x 35"H

Grammercy



Grammercy Charcoal Leather Sofa
82"L x 36"D x 36"H



Grammercy Charcoal Leather
Loveseat
57"L x 36"D x 36"H



Grammercy Charcoal Leather Chair
28"L x 36"D x 36"H



Grammercy Charcoal Leather
Corner
36"L x 36"D x 36"H



Grammercy Charcoal Leather
Chaise
28"L x 63"D x 36"H

Tuscany



Tuscany Brown Leather Sofa
79"L x 38"D x 38"H



Tuscany Brown Leather Loveseat
56"L x 38"D x 38"H



Tuscany Brown Leather Chair
33"L x 38"D x 38"H

Suave



Suave Midnight Black Sofa
77"L x 36"D x 33"H



Suave Midnight Black Loveseat
54"L x 36"D x 33"H



Suave Midnight Black Chair
32"L x 36"D x 33"H



Suave Midnight Black Scoop
30"L x 25"D x 20"H

Bella



Bella Chocolate Sofa
84"L x 38"D x 34"H



Bella Chocolate Loveseat
61"L x 38"D x 34"H



Bella Chocolate Chair
38"L x 38"D x 34"H

Imperial



Imperial Aubergine Sofa
82"L x 36"D x 36"H



Imperial Aubergine Chair
28"L x 36"D x 36"H



Imperial Aubergine Bench
48"L x 21"D x 18"H

Trusuede Tangerine



Trusuede Tangerine Sofa
84"L x 36"D x 33"H



Trusuede Tangerine Chair
40"L x 36"D x 33"H



Tangerine Orange Scoop
30"L x 25"D x 20"H



Trusuede Tangerine Bench
62"L x 24"D x 18"H

Stage Chairs



Empire Chair White Leather
28"L x 32"D x 32"H



Empire Chair Black Leather
28"L x 32"D x 32"H



Midnight Suede Stage Chair
25"L x 26"D x 37"H



Chamois Suede Stage Chair
25"L x 26"D x 37"H



Buckskin Suede Stage Chair
25"L x 26"D x 37"H



White Ibiza Chair
25"L x 24"D x 17"H



Black Ibiza Chair
25"L x 24"D x 17"H

Ottomans & Benches



Curved Bench, Continental Madras
White Leather
70"L x 26"D x 19"H



Square, Whisper White Leather
40"L x 40"D x 17"H



Square, Grammercy Charcoal
Leather
40"L x 40"D x 17"H



Bench, Whisper White Leather
60"L x 24"D x 17"H



Bench, Grammercy Charcoal
Leather
60"L x 24"D x 17"H



Metro Black Leather Cube
18"L X 18"D x 18"H



Whisper White Leather Cube
18"L X 18"D x 18"H

Round Ottomans & Banquettes



Round, Whisper White Leather
46" Round x 17"H



Whisper White Leather Banquette,
Tufted (2 pcs)
59" Round x 38"H



1/4 Round, Whisper White Leather
34"L 19"D 17"H



Round, Grammercy Charcoal
Leather
46" Round x 17"H



Grammercy Charcoal Leather
Banquette (2 pcs)
59" Round x 38"H



1/4 Round, Grammercy Charcoal
Leather
34"L 19"D 17"H

Bars



Manhattan Martini Bar
63"L x 29"W x 42"H



Ultimate Bar (Rectangle Top) Lighted
60"L x 36"W 50"H



Ultimate Bar (Radius Top) Lighted
82"L x 36"W 50"H



VIP 6' Glow Bar Lighted
72"L x 24"D x 42"H



VIP 4' Glow Bar Lighted
48"L x 24"D x 42"H



VIP Corner Bar Lighted
24"L x 24"D x 42"H



VIP Curve Bar Lighted
86"L x 24"D x 42"H

Occasional Tables



Reno Chrome Glass End Table
25" Round x 21"H



Reno Chrome Glass Cocktail Table
45"L x 32"D x 18"H



Reno Chrome Glass Sofa/Console
Table
46"L x 17"D x 29"H



Tribeca Black Wood End Table
25"W x 29"D x 24"H



Tribeca Black Wood Cocktail Table
50"L x 30"D x 19"H



Tribeca Black Wood Sofa/Console
Table
48"L x 18"D x 30"H



Harmony Cappuccino Wood End
Table
24" Round x 22"H



Harmony Cappuccino Wood
Cocktail Table
51"L x 28"D x 18"H

Occasional Tables

CUSTOM FURNISHINGS CATALOG



Harmony Cappuccino Wood Sofa/
Console Table
52"L x 18"D x 30"H



Vivid Glass End Table
26"L x 26"D x 21"H



Vivid Glass Cocktail Table
50"L x 24"D x 16"H



Vivid Glass Sofa/Console Table
50"L x 24"D x 30"H



Quad White End Table
24"L x 20"D x 22"H



Quad White Cocktail Table
44"L x 20"D x 18"H



Quad White Sofa/Console Table
44"L x 20"D x 30"H



Tetrad Storm Grey End Table
24"L x 20"D x 22"H



Tetrad Storm Grey Cocktail Table
44"L x 20"D x 18"H



Tetrad Storm Grey Sofa/Console
Table
44"L x 20"D x 30"H



Novel Single Bench End Table
15"L x 15"D x 16"H



Novel Double Bench Cocktail Table
46"L x 15"D x 16"H



Cube, White Cocktail Table
24"L x 24"D x 16"H



White Cube End Table
24"L x 24"D x 21"H



Black Cube End Table
24"L x 24"D x 16"H



Black Cube Cocktail Table
24"L x 24"D x 21"H

Lighting



Brushed Steel-White Vinyl Moire
Table Lamp
26"H



Brushed Steel-White Vinyl Moire
Floor Lamp
66"H



Brushed Nickel Table Lamp
29"H



Brushed Nickel Floor Lamp
60"H



Rubbed Bronze Table Lamp Floor
Lamp
28"H



Rubbed Bronze Floor Lamp
60"H



Brushed Steel/Red Vinyl Moire
Table Lamp
29"H



Brushed Steel/Red Vinyl Moire
Floor Lamp
66"H

Café Tables (Please Select Black Base or Chrome Base)



White Rectangle (Black or Chrome
Bases) 6' Cafe Table
72"L x 24"W x 29"H



White Square (Black or Chrome
Base) Cafe Table
24"SQ x 29"H



Maple (Black or Chrome Base) Cafe
Table
30" Round x 29"H
36" Round x 29"H



Black (Black or Chrome Base) Cafe
Table
30" Round x 29"H
36" Round x 29"H



White (Black or Chrome Base) Cafe
Table
30" Round x 29"H
36" Round x 29"H



HAYDEN CAFE TABLE II
78"L x 36"D x 30"H

Café Chairs



Leslie White Café Chair
20"W x 20"D x 39"H



Circle White Café Chair
25"W x 22"D x 30"H



Caprice Black & Chrome Café Chair
22"W x 32"H



Criss Cross Espresso Café Chair
17"W x 35"H



Criss Cross White Café Chair
17"W x 35"H



Escape Maple Café Chair
17"W x 32"H



Hayden Bench
67"L x 16"D x 17"H



Sonic Black Café Chair
20"W x 32"H

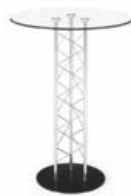
Bar Tables (Please Select Black Base or Chrome Base)



White Rectangle (Black or Chrome
Bases) 6' Bar Table
72"L x 24"D x 42"H



White Square (Black or Chrome
Base) Bar Table
24"SQ x 42"H



Chardonnay Glass & Chrome Bar
Table
31" Round x 42"H



Bravo White with Chrome Base
Bar Table
30" Round x 42"H



Black (Black or Chrome Base) Bar Table
30" Round x 42"H
36" Round x 42"H



Maple (Black or Chrome Base) Bar Table
30" Round x 42"H
36" Round x 42"H



White (Black or Chrome Base) Bar Table
30" Round x 42"H
36" Round x 42"H

Bar Stools



Regal Brown Stool
19"W x 24"D x 39"H



Criss Cross Espresso Stool
15"W x 19"D x 41"H



Criss Cross White Stool
15"W x 19"D x 41"H



Equino Black Stool
15"W x 13"D x 35"H



Equino White Stool
15"W x 13"D x 35"H



Caprice Black & Chrome Stool
25"W x 24"D x 32"H



Escape Maple Stool
16"W x 41"H



Sonic Black Stool
22"W x 42"H

Broadway



Broadway Wicker Sofa
80"L x 34"H x 32"H



Broadway Wicker Loveseat
50"L x 34"D x 32"H



Broadway Wicker Chair
34"L x 34"D x 32"H



Broadway Wicker Ottoman
27"L x 20"D x 16"H



Broadway Wicker Coffee Table
52"L x 26"D x 20"H



Broadway Wicker End Table
28"L x 28"D x 25"H

Executive Seating



Accord White Leather High Back
25"W x 25"D x 37"H



Accord Black Leather High Back
25"W x 25"D x 37"H



Goal Black With or Without Arms
Drafting Stool
25"W x 24"D x 48"H



Goal Black With or Without Arms
Task Chair
25"W x 24"D x 39"H



Tamiri Black Leather High Back
25"W x 27"D x 45"H



Tamiri Black Leather Mid Back
25"W x 27"D x 39"H



Tamiri Black Leather Guest Chair
25"W x 26"D x 37"H



Enterprise Black Fabric High Back
24"W x 27"D x 45"H



Enterprise Black Fabric Mid Back
24"W x 26"D x 39"H



Enterprise Black Fabric Guest Chair
24"W x 26"D x 37"H

Office Furniture



Mahogany (or Black) 72" Bookcase
36"W x 12"D x 72"H



Mahogany (or Black) Executive Desk
72"L X 36"D X 29"H



Mahogany (or Black) Jr. Exec. Desk
60"L x 30"D x 29"H



Mahogany (or Black) 2 Dr. Lateral File
36"W x 20"D x 29"H

Office Furniture



Mahogany Storage Credenza
66"W x 20"D x 29"H



42inch Round Conference Table
(Black)
42" Round x 29"H



42inch Round Conference Table
(Mahogany)
42" Round x 29"H



6' Conference Table (Figured
Mahogany)
72"L x 36"D x 29"H



6' Conference Table (Black)
72"L x 36"D x 29"H



8' Conference Table (Mahogany)
96"L x 48"D x 29"H



8' Conference Table (Black)
96"L x 48"D x 29"H



10' Conference Table (Mahogany)
120"L x 48"D x 29"H



10' Conference Table (Black)
120"L x 48"D x 29"H

Miscellaneous Items



Black Metal Vertical Legal 2 Dr. File
Cabinet
18"W x 25"D x 29"H



Black Metal Vertical Legal 4 Dr. File
Cabinet
18"W x 25"D x 52"H



Black Metal Lateral 2 Dr. File
Cabinet
36"W x 18"D x 27"H



Black Metal Lateral 4 Dr. File
Cabinet
36"W x 18"D x 54"H

Miscellaneous Items



Black Metal Storage Cabinet
36"W x 18"D x 72"H



Black Locking Pedestal
24"W x 24"D x 42"H
24"L x 24"D x 30"H
18"L x 18"D x 30"H
18"L x 18"D x 42"H



Literature Rack (4 Racks)
19"W 12"D 60"H



Literature Rack (10 Racks)
11"W 13.5"D 55"H



6' Oyster Grey Folding Table
72"L x 30"D x 29"H



8' Oyster Grey Folding Table
96"L x 30"D x 29"H



Comet Black Without Arms Chair
19"L 22"D 32"H



Comet Black With Arms Chair
23"L 22"D 32"H



Large Refrigerator (14 Cubic)
20"W 29.5"D 60"H



Small Refrigerator (4 Cubic)
32"H 21"W 22"D

RS Signature Series - Function



FUNCTION
82"L x 34"D x 31"H



FUNCTION ARMLESS CHAIR
82"L x 34"D x 31"H



FUNCTION CORNER
82"L x 34"D x 31"H



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



Whisper			
Quantity	Item	Dimensions	Price
	Whisper White Leather Sofa	87"L x 37"D x 35"H	\$575.00
	Whisper White Leather Loveseat	61"L x 37"D x 35"H	\$550.00
	Whisper White Leather Chair	35"L x 37"D x 35"H	\$450.00
	Whisper White Leather Bench	60"L x 24"D x 17"H	\$250.00
	Whisper White Leather Square	40"L x 40"D x 17"H	\$250.00
	Whisper White Leather Circle	46" Round x 17"H	\$250.00

Sophistication			
Quantity	Item	Dimensions	Price
	Sophistication White Leather Sofa	72"L x 31"D x 48"H	\$595.00
	Sophistication White Leather Loveseat	48"L x 31"D x 48"H	\$395.00
	Sophistication White Leather Chair	27"L x 31"D x 48"H	\$295.00
	Sophistication White Leather Corner	31"L x 31"D x 48"H	\$295.00
	Sophistication White Leather Outside Corner	48"L x 48"D x 48"H	\$395.00
	Sophistication White Leather Curve Banquette	84"L x 31"D x 48"H	\$595.00
	Sophistication White Leather Ottoman	31" SQ X 19"H	\$225.00

Continental			
Quantity	Item	Dimensions	Price
	Continental White Leather Curved Loveseat	82"L x 34"D x 31"H	\$595.00
	Continental White Leather Reverse Loveseat	72"L x 34"D x 31"H	\$575.00
	Continental White Leather Wedge Ottoman	30"L x 34"D x 19"H	\$250.00
	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$295.00
	Continental White Leather Half Moon Ottoman	33"L x 19"D x 19"H	\$250.00

RS Signature Series - Function			
Quantity	Item	Dimensions	Price
	Function Madras White Leather Banquette	112"L x 28"D x 29"H	\$1,250.00
	Function Madras White Leather Armless Chair	28"L x 28"D x 29"H	\$300.00
	Function Madras White Leather Corner	28"L x 28"D x 29"H	\$325.00

Metro			
Quantity	Item	Dimensions	Price
	Metro Black Leather Sofa	85"L x 35"D x 35"H	\$495.00
	Metro Black Leather Loveseat	60"L x 35"D x 35"H	\$470.00
	Metro Black Leather Chair	35"L x 35"D x 35"H	\$370.00

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Company Name	Tel #	Booth Number
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Grammercy			
Quantity	Item	Dimensions	Price
	Grammercy Charcoal Leather Sofa	82"L x 36"D x 36"H	\$550.00
	Grammercy Charcoal Leather Loveseat	57"L x 36"D x 36"H	\$475.00
	Grammercy Charcoal Leather Chair	28"L x 36"D x 36"H	\$300.00
	Grammercy Charcoal Leather Corner	36"L x 36"D x 36"H	\$350.00
	Grammercy Charcoal Leather Chaise	28"L x 63"D x 36"H	\$400.00

Tuscany			
Quantity	Item	Dimensions	Price
	Tuscany Brown Leather Sofa	79"L x 38"D x 38"H	\$495.00
	Tuscany Brown Leather Loveseat	56"L x 38"D x 38"H	\$470.00
	Tuscany Brown Leather Chair	33"L x 38"D x 38"H	\$370.00

Suave Midnight			
Quantity	Item	Dimensions	Price
	Suave Midnight Black Sofa	77"L x 36"D x 33"H	\$425.00
	Suave Midnight Black Loveseat	54"L x 36"D x 33"H	\$375.00
	Suave Midnight Black Chair	32"L x 36"D x 33"H	\$275.00
	Suave Midnight Black Scoop	30"L x 25"D x 20"H	\$150.00

Bella Chocolate			
Quantity	Item	Dimensions	Price
	Bella Chocolate Sofa	84"L x 38"D x 34"H	\$425.00
	Bella Chocolate Loveseat	61"L x 38"D x 34"H	\$375.00
	Bella Chocolate Chair	38"L x 38"D x 34"H	\$275.00

Imperial			
Quantity	Item	Dimensions	Price
	Imperial Aubergine Sofa	82"L x 36"D x 36"H	\$425.00
	Imperial Aubergine Chair	28"L x 36"D x 36"H	\$250.00
	Imperial Aubergine Bench	48"L x 21"D x 18"H	\$195.00

Tangerine			
Quantity	Item	Dimensions	Price
	Tangerine Orange Sofa	84"L x 36"D x 33"H	\$425.00
	Tangerine Orange Chair	40"L x 36"D x 33"H	\$300.00
	Tangerine Orange Scoop	30"L x 25"D x 20"H	\$150.00
	Tangerine Orange Bench	62"L x 24"D x 18"H	\$195.00



Company Name	Tel #	Booth Number
Billing Address	Email	
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Stage Chairs			
Quantity	Item	Dimensions	Price
	Empire Chair White Leather	28"L x 32"D x 32"H	\$325.00
	Empire Chair Black Leather	28"L x 32"D x 32"H	\$325.00
	Midnight Suede Stage Chair	25"L x 26"D x 37"H	\$175.00
	Chamois Suede Stage Chair	25"L x 26"D x 37"H	\$175.00
	Buckskin Suede Stage Chair	25"L x 26"D x 37"H	\$175.00
	Ibiza White Chair	25"L x 24"D x 17"H	\$450.00
	Ibiza Black Chair	25"L x 24"D x 17"H	\$450.00

Ottomans & Benches			
Quantity	Item	Dimensions	Price
	Curved Bench, Continental Madras White Leather	70"L x 26"D x 19"H	\$295.00
	Square, Whisper White Leather	40"L x 40"D x 17"H	\$250.00
	Square, Grammercy Charcoal Leather	40"L x 40"D x 17"H	\$250.00
	Bench, Whisper White Leather	60"L x 24"D x 17"H	\$250.00
	Bench, Grammercy Charcoal Leather	60"L x 24"D x 17"H	\$250.00
	Metro Black Leather Cube	18"L X 18"D x 18"H	\$125.00
	Whisper White Leather Cube	18"L X 18"D x 18"H	\$125.00

Round Ottomans & Banquettes			
Quantity	Item	Dimensions	Price
	Round, Whisper White Leather	46" Round x 17"H	\$250.00
	Round, Grammercy Charcoal Leather	46" Round x 17"H	\$250.00
	Whisper White Leather Banquette, Tufted (2 pcs)	59" Round x 38"H	\$750.00
	Grammercy Charcoal Leather Banquette (2 pcs)	59" Round x 38"H	\$750.00
	1/4 Round, Whisper White Leather	34"L 19"D 17"H	\$145.00
	1/4 Round, Grammercy Charcoal Leather	34"L 19"D 17"H	\$145.00

Bars			
Quantity	Item	Dimensions	Price
	Manhattan Martini Bar	63"L x 29"W x 42"H	\$650.00
	Ultimate Bar (Rectangle Top) Lighted	60"L 36"W 50"H	\$650.00
	Ultimate Bar (Radius Top) Lighted	82"L 36"W 50"H	\$650.00
	VIP 6' Glow Bar Lighted	72"L x 24"D x 42"H	\$650.00
	VIP 4' Glow Bar Lighted	48"L x 24"D x 42"H	\$550.00
	VIP Corner Bar Lighted	24"L x 24"D x 42"H	\$300.00
	VIP Curve Bar Lighted	86"L x 24"D x 42"H	\$850.00

Bar LED Lighting Support (1 option per bar)			
Quantity	Item	Dimensions	Price
	LED BAR Lighting Charger (for Multi-day Rentals)	To charge Bar each night	\$50.00
	6' Electrical Cord (if you don't want to charge LED & have electrical access to power lighting for show)	To Run Bar off Electricity	\$0.00

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Company Name	Tel #	Booth Number
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Occasional Tables			
Quantity	Item	Dimensions	Price
	Reno Chrome Glass End Table	25" Round x 21"H	\$145.00
	Reno Chrome Glass Cocktail Table	45"L x 32"D x 18"H	\$165.00
	Reno Chrome Glass Sofa/Console Table	46"L x 17"D x 29"H	\$190.00
	Tribeca Black Wood End Table	25"W x 29"D x 24"H	\$170.00
	Tribeca Black Wood Cocktail Table	50"L x 30"D x 19"H	\$180.00
	Tribeca Black Wood Sofa/Console Table	48"L x 18"D x 30"H	\$190.00
	Harmony Cappuccino Wood End Table	24" Round x 22"H	\$170.00
	Harmony Cappuccino Wood Cocktail Table	51"L x 28"D x 18"H	\$180.00
	Harmony Cappuccino Wood Sofa/Console Table	52"L x 18"D x 30"H	\$190.00
	Vivid Glass End Table	26"L x 26"D x 21"H	\$170.00
	Vivid Glass Cocktail Table	50"L x 24"D x 16"H	\$180.00
	Vivid Glass Sofa/Console Table	50"L x 24"D x 30"H	\$190.00
	Quad White End Table	24"L x 20"D x 22"H	\$170.00
	Quad White Cocktail Table	44"L x 20"D x 18"H	\$180.00
	Quad White Sofa/Console Table	44"L x 20"D x 30"H	\$190.00
	Tetrad Storm Grey End Table	24"L x 20"D x 22"H	\$170.00
	Tetrad Storm Grey Cocktail Table	44"L x 20"D x 18"H	\$180.00
	Tetrad Storm Grey Sofa/Console Table	44"L x 20"D x 30"H	\$190.00
	Novel Double Bench Cocktail Table	46"L x 15"D x 16"H	\$250.00
	Novel Single Bench End Table	15"L x 15"D x 16"H	\$225.00
	Cube, White Cocktail Table	24"L x 24"D x 16"H	\$125.00
	Cube, White End Table	24"L x 24"D x 21"H	\$125.00
	Cube, Black Cocktail Table	24"L x 24"D x 16"H	\$125.00
	Cube, Black End Table	24"L x 24"D x 21"H	\$125.00

Lighting			
Quantity	Item	Dimensions	Price
	Brushed Steel-White Vinyl Moire Table Lamp	26"H	\$90.00
	Brushed Steel-White Vinyl Moire Floor Lamp	66"H	\$105.00
	Brushed Nickel Table Lamp	29"H	\$90.00
	Brushed Nickel Floor Lamp	60"H	\$105.00
	Rubbed Bronze Table Lamp Floor Lamp	28"H	\$90.00
	Rubbed Bronze Floor Lamp	60"H	\$105.00
	Brushed Steel/Red Vinyl Moire Table Lamp	29"H	\$90.00
	Brushed Steel/Red Vinyl Moire Floor Lamp	66"H	\$105.00

CUSTOM FURNISHINGS ORDER FORM



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



Café Tables (Please Select Black Base or Chrome Base)			
Quantity	Item	Dimensions	Price
	Vivid Glass Square Cafe Table	42"SQ x 30"H	\$300.00
	Vivid Glass Rectangle Cafe Table	60"L x 36"D x 30"H	\$350.00
	White Rectangle (Black or Chrome Bases) 6' Cafe Table	72"L x 24"W x 29"H	\$150.00
	White Square (Black or Chrome Base) Cafe Table	24"SQ x 29"H	\$110.00
	Black (Black or Chrome Base) Cafe Table	30" Round x 29"H	\$130.00
	Black (Black or Chrome Base) Cafe Table	36" Round x 29"H	\$145.00
	Maple (Black or Chrome Base) Cafe Table	30" Round x 29"H	\$130.00
	Maple (Black or Chrome Base) Cafe Table	36" Round x 29"H	\$145.00
	White (Black or Chrome Base) Cafe Table	30" Round x 29"H	\$130.00
	White (Black or Chrome Base) Cafe Table	36" Round x 29"H	\$145.00
	Hayden Table	78"L x 36"D x 30"H	\$400.00

Café Chairs			
Quantity	Item	Dimensions	Price
	Leslie White Café Chair	20"W x 20"D x 39"H	\$65.00
	Circle White Café Chair	25"W x 22"D x 30"H	\$145.00
	Criss Cross White Café Chair	17"W x 35"H	\$110.00
	Criss Cross Espresso Café Chair	17"W x 35"H	\$110.00
	Hayden Bench	67"L x 16"D x 17"H	\$125.00
	Caprice Black & Chrome Café Chair	22"W x 32"H	\$95.00
	Escape Maple Café Chair	17"W x 32"H	\$95.00
	Sonic Black Café Chair	20"W x 32"H	\$95.00

Bar Tables (Please Select Black Base or Chrome Base)			
Quantity	Item	Dimensions	Price
	White Rectangle (Black or Chrome Bases) 6' Bar Table	72"L x 24"D x 42"H	\$170.00
	White Square (Black or Chrome Base) Bar Table	24"SQ x 42"H	\$140.00
	Chardonnay Glass & Chrome Bar Table	31" Round x 42"H	\$250.00
	Bravo White with Chrome Base Bar Table	30" Round x 42"H	\$195.00
	Black (Black or Chrome Base) Bar Table	30" Round x 42"H	\$160.00
	Black (Black or Chrome Base) Bar Table	36" Round x 42"H	\$180.00
	Maple (Black or Chrome Base) Bar Table	30" Round x 42"H	\$160.00
	Maple (Black or Chrome Base) Bar Table	36" Round x 42"H	\$180.00
	White (Black or Chrome Base) Bar Table	30" Round x 42"H	\$160.00
	White (Black or Chrome Base) Bar Table	36" Round x 42"H	\$180.00



Company Name	Tel #	Booth Number
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Bar Stools			
Quantity	Item	Dimensions	Price
	Regal Brown Stool	19"W x 24"D x 39"H	\$135.00
	Criss Cross Espresso Stool	15"W x 19"D x 41"H	\$135.00
	Criss Cross White Stool	15"W x 19"D x 41"H	\$135.00
	Equino Black Stool	15"W x 13"D x 35"H	\$165.00
	Equino White Stool	15"W x 13"D x 35"H	\$165.00
	Caprice Black & Chrome Stool (Not Pictured)	25"W x 24"D x 32"H	\$165.00
	Escape Maple Stool (Not Pictured)	16"W x 41"H	\$135.00
	Sonic Black Stool (Not Pictured)	22"W x 42"H	\$135.00

Broadway			
Quantity	Item	Dimensions	Price
	Broadway Wicker Sofa	80"L x 34"H x 32"H	\$695.00
	Broadway Wicker Loveseat	50"L x 34"D x 32"H	\$495.00
	Broadway Wicker Chair	34"L x 34"D x 32"H	\$350.00
	Broadway Wicker Ottoman	27"L x 20"D x 16"H	\$195.00
	Broadway Wicker End Table	28"L x 28"D x 25"H	\$195.00
	Broadway Wicker Coffee Table	52"L x 26"D x 20"H	\$225.00

Executive Seating			
Quantity	Item	Dimensions	Price
	Accord White Leather High Back	25"W x 25"D x 37"H	\$275.00
	Accord Black Leather High Back	25"W x 25"D x 37"H	\$275.00
	Goal Black With or Without Arms Task Chair	25"W x 24"D x 39"H	\$140.00
	Goal Black With or Without Arms Drafting Stool	25"W x 24"D x 48"H	\$140.00
	Tamiri Black Leather High Back	25"W x 27"D x 45"H	\$250.00
	Tamiri Black Leather Mid Back	25"W x 27"D x 39"H	\$215.00
	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$175.00
	Enterprise Black Fabric High Back	24"W x 27"D x 45"H	\$195.00
	Enterprise Black Fabric Mid Back	24"W x 26"D x 39"H	\$175.00
	Enterprise Black Fabric Guest Chair	24"W x 26"D x 37"H	\$145.00



Company Name	Tel #	Booth Number
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Office Furniture			
	Mahogany 72" Bookcase	36"W x 12"D x 72"H	\$205.00
	Black 72" Bookcase	36"W x 12"D x 72"H	\$205.00
	Mahogany Executive Desk	72"L X 36"D X 29"H	\$335.00
	Black Executive Desk	72"L X 36"D X 29"H	\$335.00
	Mahogany Jr. Exec. Desk	60"L x 30"D x 29"H	\$310.00
	Black Jr. Exec. Desk	60"L x 30"D x 29"H	\$310.00
	Mahogany 2 Dr. Lateral File	36"W x 20"D x 29"H	\$245.00
	Black 2 Dr. Lateral File	36"W x 20"D x 29"H	\$245.00
	Mahogany Storage Credenza	66"W x 20"D x 29"H	\$305.00
	Black Storage Credenza	66"W x 20"D x 29"H	\$305.00
	42" Round Mahogany Conference Table	42" Round x 29"H	\$225.00
	42" Round Black Conference Table	42" Round x 29"H	\$225.00
	6' Rectangle Mahogany Conference Table	72"L x 36"D x 29"H	\$250.00
	6' Rectangle Black Conference Table	72"L x 36"D x 29"H	\$250.00
	8' Rectangle Mahogany Conference Table	96"L x 48"D x 29"H	\$315.00
	8' Rectangle Black Conference Table	96"L x 48"D x 29"H	\$315.00
	10' Rectangle Mahogany Conference Table	120"L x 48"D x 29"H	\$525.00
	10' Rectangle Black Conference Table	120"L x 48"D x 29"H	\$525.00
	Vivid Glass Square Café Table	42"SQ x 30"H	\$300.00
	Vivid Glass Rectangle Cafe Table	60"L x 36"D x 30"H	\$350.00
	Hayden Table	78"L x 36"D x 30"H	\$400.00

Miscellaneous Items			
	Black Metal Vertical Legal 2 Dr. File Cabinet	18"W x 25"D x 29"H	\$120.00
	Black Metal Vertical Legal 4 Dr. File Cabinet	18"W x 25"D x 52"H	\$150.00
	Black Metal Lateral 2 Dr. File Cabinet	36"W x 18"D x 27"H	\$155.00
	Black Metal Lateral 4 Dr. File Cabinet	36"W x 18"D x 54"H	\$175.00
	Black Metal Storage Cabinet	36"W x 18"D x 72"H	\$200.00
	Black Locking Pedestal	24"W x 24"D x 42"H	\$275.00
	Black Pedestal	24"L x 24"D x 30"H	\$170.00
	Black Pedestal	24"L x 24"D x 42"H	\$190.00
	Black Pedestal	18"L x 18"D x 30"H	\$130.00
	Black Pedestal	18"L x 18"D x 42"H	\$150.00
	Literature Rack (4 Racks)	19"W 12"D 60"H	\$140.00
	Literature Rack (10 Racks)	11"W 13.5"D 55"H	\$125.00
	6' Oyster Grey Folding Table	72"L x 30"D x 29"H	\$80.00
	8' Oyster Grey Folding Table	96"L x 30"D x 29"H	\$100.00
	Comet Black Without Arms Chair	19"L 22"D 32"H	\$60.00
	Comet Black With Arms Chair	23"L 22"D 32"H	\$65.00
	White, 14 CUBIC FT.	20"W 29.5"D 60"H	\$495.00
	White, 4 CUBIC FT.	32"H 21"W 22"D	\$200.00

CUSTOM FURNISHINGS ORDER FORM



Tobacco Plus Convenience Expo
Las Vegas Convention Center
Las Vegas, NV
January 29-30, 2014

Discount Price Deadline Date
JANUARY 13TH
Method of payment must accompany your order



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

Custom Furnishings Order Form

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

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

Please Note:

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

Cancellation Policy: Orders cancelled at show site will be subject to a 100% cancellation fee

CUSTOM FURNISHINGS ORDER FORM

Total Order

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

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Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

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Booth Labor & Cleaning

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



Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$83.60	\$108.00
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	\$125.40	\$162.00
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	\$167.20	\$216.00

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

Supervision of Labor

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

Exhibitor Supervision Install ☐ Dismantle ☐

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

On-Site Representative Name/Company & Cell: _____

AGS Supervision Install ☐ Dismantle ☐

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

Exhibitor must also include outbound shipping instructions with this labor order.
(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ _____
AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ _____
Total Booth Labor: \$ _____



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



Outbound Shipping Instructions for AGS Supervised Labor

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

Company/Show: _____ Booth # _____

Address: _____

City _____ State _____ Zip: _____

Attention: _____

Select Shipping Method:

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

Name of Carrier _____

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

☐ Ground

☐ Air

Please Note:

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

Outbound Shipping Instructions

Bill Shipping Charges to (if different from above):

Shipper (Print): _____ Phone: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____

OUTBOUND SHIPPING INSTRUCTIONS FOR AGS SUPERVISED LABOR



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



Forklift Order Form

A forklift with operator is required when moving equipment or materials weighing 200 lbs. or more within your booth space. AGS suggests ordering the use of a forklift when setting-up or dismantling displays which require excess heavy lifting of materials or machinery that do not move under their own power. The rates below cover the cost of a forklift with operator.

Forklift Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$230.00	\$310.50
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$270.00	\$364.50
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	\$310.00	\$418.50
• Each Additional Laborer: Standard labor rates apply for additional laborers added to the order.			

Forklift Crew						
	Date	Time	# of Crews	Total Hours	Rate per Crew	Total Cost
Installation		AM / PM			\$	\$
Add. Laborers	Qty	AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
Add. Laborers	Qty	AM / PM			\$	\$
Total Labor Cost: \$						\$

Describe Work to Be Performed:

Forklift Information & Policies

Minimum charge for forklift is 1 hour per crew and includes:

- Getting tools and reporting to the booth.
- For the exhibitor's representative to return the crew to the service center upon completion of the work, check and approve the work order by signing it.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by AGS Expo Services.

Larger forklift/crane service available by advance request.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged as Material Handling. All rates subject to change.

Crew size is based on local Union jurisdiction and rules.

Order Confirmation

So that labor and equipment do not stand idle at your expense (due to uncertainties of truck arrivals), your order will be considered only a reservation and must be confirmed by a signed work order at the service center prior to the date and time specified by your order. We cannot guarantee the availability of crews at specific times without confirmation. Please confirm dismantling labor at the service center and allow time for return of empty crates and containers.

NOTE: If an exhibitor fails to request their labor at the reserved time, a 1 hour "No Show" charge per forklift and crew will be assessed. We understand that your calculation is only an estimate. Adjustments will be made accordingly and invoicing will be done based on actual hours worked.

Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this manual.

FORKLIFT ORDER FORM



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



Sign Hanging Approval Form

In conjunction with event management, AGS Expo Services has established the following rules and regulations for all sign hanging during this event. In order to hang a sign, each exhibitor must comply with the requirements below. Please complete and return this form by the deadline date at the top of this page.

SIGN HANGING REQUIREMENTS

1. All hanging signs must conform to the rules and regulations set for this event and the limitations of the facility. From the floor to the highest point of any sign, height is not to exceed 20' for islands and peninsulas (4 or more booth spaces) and/or 16' for perimeter booths.
2. All signs must have rigging points (with the exception of cloth banners). Both the exhibitor and/or their display house will be required to personally sign a statement guaranteeing the stress points are properly engineered.
3. AGS Expo Services may be responsible for pre-assembling hanging signs based on local Union jurisdictions. Set-up instructions must be provided for signs that require Union labor assembly.
4. Suspended signs must be 100% directly over the booth space of the exhibitor. Only islands and peninsulas (4 or more booth spaces) qualify for suspended signs.
5. Hanging-sign violations will require that the sign be removed and/or re-hung prior to the show's opening. Such removal and/or re-hanging will be invoiced at the expense of the violating exhibitor.

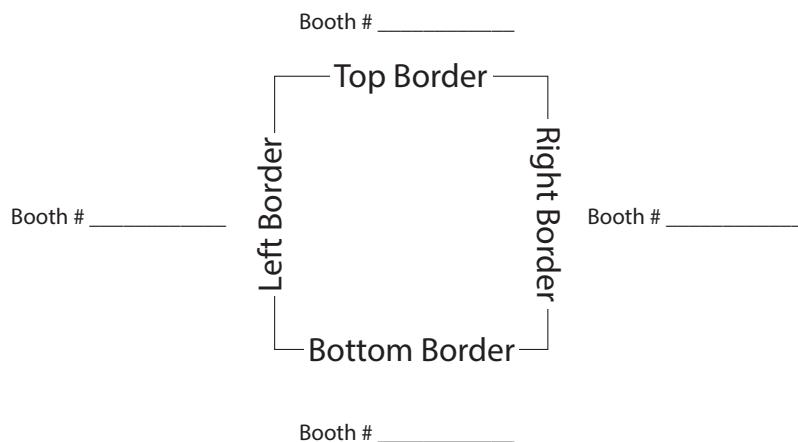
SIGN PARAMETERS & PLACEMENT

Size of Sign: Height _____ Length _____ Width _____ Weight _____

Shape of Sign: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other

Number of feet from floor to top of sign: _____

Using the diagram below to represent your booth space, indicate how far from each boundary you would like your sign to be placed. Please include the booth numbers from all neighboring booths. For island and peninsula booths, indicate all neighboring across-the-aisle booths.



For Official Use ONLY

Approved By: _____

Date: _____



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



Sign Hanging Order Form

All hanging signs must conform to the Sign Hanging Requirements set forth in the Sign Hanging Approval Form section of this Exhibitor Service Manual. This also includes any rules or regulations outlined by show management or by the facility. If Union jurisdiction dictates that the Official Contractor must assemble all hanging signs, an additional hour of labor must be ordered (See Labor Order Form).

Overhead signs must be sent in separate containers labeled "Hanging Sign" directly to the Advance Warehouse by Monday, February 3, 2011. Hanging anchor points must be prefabricated and ready for use. Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance on hanging services. Cable, clamps, etc. have additional charges.

Sign Hanging Rates (Equipment w/Crew)		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$515.00	\$695.25
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$635.00	\$857.25
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	\$755.00	\$1,019.25

Calculate Labor					
	Date 00 / 00 / 00	Time 00:00	Total Hours	Rate	Total Cost
Installation		AM / PM		\$	\$
Dismantle		AM / PM		\$	\$
Example Calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost				Total Labor Cost: \$	\$

Supervision of Sign Hanging

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

Exhibitor Supervision	Install <input type="checkbox"/>	Dismantle <input type="checkbox"/>	Contact: _____
Display House Supervision	Install <input type="checkbox"/>	Dismantle <input type="checkbox"/>	Contact: _____
AGS Supervision	Install <input type="checkbox"/>	Dismantle <input type="checkbox"/>	For supervision services AGS charges a fee of 35% or a \$50 minimum, per service (install/dismantle).

Please Note:

- An additional spotter and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantle of a job and charges will be billed according to prevailing labor rates (See Labor Order Form) or material costs.
- Twenty-four (24) hour notice is required for cancellation of labor services. The exhibitor will be charged one hour minimum per crew ordered if they fail to check-in at the AGS Service Center to confirm.

Total Order

Total Sign Hanging Cost- Subtotal: \$ _____

Add. Spotter Cost and/or Supervision Charge - Subtotal: \$ _____

Total Sign Hanging Labor: \$ _____



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



Booth Cleaning Order Form

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

Please Indicate Booth Area

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

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

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

This service includes vacuuming of carpet and exhibit space.

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

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

Periodic Porter Service

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

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

- ☐ Periodic Porter Service - Daily .. \$225.00/day** ☐ Day-Specific Porter Service \$250.00/day

(Please indicate days) _____

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

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

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

Quoted as needed.***

- **Straight-Time:** \$45.00/hr ... 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** \$67.50/hr ... 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Sunday/Holidays:** . \$90.00/hr ... all day Sunday and observed Holidays, where applicable.

Other Cleaning Services

- ☐ Shampooing of Carpet \$0.75/sq. ft.
- ☐ Mopping and Waxing..... \$0.75/sq. ft.
- Shampooing and Mopping available before show opens **ONLY**.
- ☐ Anti-Static Carpet Treatment... \$0.20/sq. ft.

Total Order

Total Sq. Ft.

X

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

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

Anti-Static Treatment: \$0.20/sq. ft. x _____ Days = \$ _____

Porter Service: \$125.00** or \$135.00/day x _____ Days = \$ _____

Total Booth Cleaning Order: \$ _____



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



Booth Layout Form

This grid must be attached to the following order forms to ensure proper placement of items in your booth.
Please print/photocopy as needed.

- ☐ Pegboard / Tackboard - Form
- ☐ Special Colored Drape - Form
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form
- ☐ Installation and Dismantling Order Form

To use this grid:

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

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

indicate adjacent
booth or
aisle number:

indicate adjacent
booth or
aisle number:

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

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



Shipping & Material Handling

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Las Vegas Convention Center
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Method of payment must accompany your order



Shipping Addresses

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

Name of Exhibiting Company

Tobacco Plus Convenience Expo

Booth #: _____

PLACE APPROPRIATE ADDRESS HERE

FROM OPTIONS BELOW

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight - Sunset Transportation
4120 W Windmill Lane, Suite 103
Las Vegas, NV 89139

Delivery Window

- Deliveries only accepted between 12/26/13 - 1/20/14
- Receiving Dock Open - 8:00 am - 4:30 pm Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Las Vegas Convention Center
South Hall 1
3150 Paradise Road
Las Vegas, NV 89109

Delivery Window

- Monday, January 27, 2014 - 2:00 PM - 6:00 PM
(Only for booths 600 sq ft or larger)
- Tuesday, January 28, 2014 - 8:00 AM - 6:00 PM
- All booths must be set by 6:00 PM on Tuesday, January 28, 2014. Please Note:

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



**TO: AGS Expo Services
c/o UPS Freight - Sunset Transportation
4120 W Windmill Lane, Suite 103
Las Vegas, NV 89139**

Tobacco Plus Expo 2014

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Wednesday, January 20 at 4:30 PM**

ADVANCE SHIPPING LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE



PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: AGS Expo Services
c/o UPS Freight - Sunset Transportation
4120 W Windmill Lane, Suite 103
Las Vegas, NV 89139**

Tobacco Plus Expo 2014

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Wednesday, January 20 at 4:30 PM**

ADVANCE SHIPPING LABEL



**TO: AGS Expo Services
c/o UPS Freight - Sunset Transportation
4120 W Windmill Lane, Suite 103
Las Vegas, NV 89139**

Tobacco Plus Expo 2014

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Wednesday, January 20 at 4:30 PM**

HANGING SIGNS LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: AGS Expo Services
c/o UPS Freight - Sunset Transportation
4120 W Windmill Lane, Suite 103
Las Vegas, NV 89139**

Tobacco Plus Expo 2014

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Wednesday, January 20 at 4:30 PM**

HANGING SIGNS LABEL



TO: c/o Las Vegas Convention Center
South Hall 1
3150 Paradise Road
Las Vegas, NV 89109

Tobacco Plus Expo 2014

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, January 28 at 6:00 PM

DIRECT SHIPPING LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: c/o Las Vegas Convention Center
South Hall 1
3150 Paradise Road
Las Vegas, NV 89109

Tobacco Plus Expo 2014

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, January 28 at 6:00 PM

DIRECT SHIPPING LABEL



Tobacco Plus Convenience Expo
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Method of payment must accompany your order



Reducing Drayage Costs

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

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

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

THE SHOW SITE

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

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

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

EXAMPLE OF SAVINGS

Received - *Multiple Shipments*

51 lbs.	charged @ \$88.73 per cwt. 200 lbs. min. = \$177.46	
43 lbs.	charged @ \$88.73 per cwt. 200 lbs. min. = \$177.46	
64 lbs.	charged @ \$88.73 per cwt. 200 lbs. min. = \$177.46	TOTAL = \$532.38

Received - *Single Shipment*

(3 pcs) 158 lbs.	charged @ \$88.73 per cwt. 200 lbs. min. = \$177.46	TOTAL = \$177.46
------------------	---	-------------------------

SAVE \$354.92

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

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



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Method of payment must accompany your order



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

Material Handling Order Form

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

MATERIAL HANDLING RATES (DEADLINE DATES)

Advanced Warehouse - (12/26/13 - 1/20/14)

- \$88.73 per 100 lbs, 200 lbs min.

Special Handling at Show Site - (1/27/14 - 1/28/14)

- \$126.80 per 100 lbs, 200 lbs min.

Direct to Show Site - (1/27/14 - 1/28/14)

- \$84.53 per 100 lbs, 200 lbs min.

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

- \$45.00 1st Carton, \$15.00 each add., per day

Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 35% Overtime Surcharge will be applied if your materials are handled after 4:30pm or before 8:00am.**

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ \$88.73 per 100 lbs. (200 lbs. min, \$177.46 Minimum)

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

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

Direct Shipments to Show Site

We will ship.... _____ lbs. @ \$84.53 per 100 lbs. (200 lbs. min, \$169.06 Minimum)

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

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

Special Handling at Show Site

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

We will ship.... _____ lbs. @ \$126.80 per 100 lbs. (200 lbs. min, \$253.60 Minimum)

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

Small Packages

We will ship.... _____ Packages @ \$45.00 for the first package and \$15.00 for each additional package contained in the same shipment

Total Number of Packages _____ x \$45.00 / \$15.00 = \$ _____

Total Order

Material Handling Services - Subtotal: \$ _____

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

Total Material Handling Cost: \$ _____

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

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

Submit Form



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



Inbound Shipping Information

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

Shipments to Warehouse

Shipper Name: _____

Origin (City/State): _____

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

Freight Description: _____

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

Carrier Name: _____

Pro Number: _____

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

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

Shipper Name: _____

Origin (City/State): _____

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

Freight Description: _____

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

Carrier Name: _____

Pro Number: _____

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

INBOUND SHIPPING INFORMATION FORM



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



AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With Premium Return Service you will get your crates and boxes back within the first hour* of move-out, getting you started on dismantle earlier and helping you avoid long move outs.

QUICK RETURN OF CRATES!

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

AVOID LONG DISMANTLES

PREMIUM RETURN SERVICE: \$210.00

☐ Yes, we would like *Premium Return Service*

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

Service Includes

- The storage of up to five (5) pieces; additional pieces \$20.00 per item
- Priority return of stored materials

Subtotal: \$ _____

(add additional pieces): \$ _____

Total Order: \$ _____

Please Note:

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

*Stored materials will be returned after aisle carpet has been removed.



PREMIUM RETURN SERVICE



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

Cartload Service Order Form



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

Cartload Rate
\$80.00 per cartload trip

Availability of Service

The cartload service begins on **Monday, January 27, 2014** and will be available to exhibitors during scheduled move-in hours only. Move-out will begin on **Thursday, January 30, 2014** and be available to exhibitors during scheduled move-out hours only. Please refer to the Show Information section of this Service Manual for scheduled move-in and move-out times.

Scheduling Cartload Services

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

Limits of Services

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

Rates

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

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

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

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



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Method of payment must accompany your order



Forced Freight Policy

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

Driver Check-in: Friday, January 30th by 10:00 AM
Forced Freight Time: Friday, January 30th at 10:01 AM

What is Forced Freight?

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

Bill of Lading

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

Official Show Carrier

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

Other Carriers

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

Forced Freight Contact

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



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JANUARY 13TH**
Method of payment must accompany your order



Material Handling Information & Rates

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

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

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

Material Handling Order Form

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

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

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

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

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

Insurance

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

Basic Tips for Shipping

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



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Material Handling Information & Rates

Shipping Labels

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

Crates & Material Packaging

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

Rate Classification

Advance Shipments to Warehouse - Services & Rates

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

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area and reloading on outbound truck(s). **The ROUND TRIP RATE of \$88.73 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$31.06 with a 200 lb. minimum.**

Off-Target Charges on Advance & Direct Shipments

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

Direct Shipments to Exhibit Site - Services & Rates

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

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$84.53 with a 200 lb. minimum applies for each 100 lbs. or fraction there of per shipment.**



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Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

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

Overtime charges on outbound shipments will be in effect if:

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

Overtime charges at the exhibit site subject to overtime rates:

- for each 100 lbs. or fraction thereof per shipment, the rate is **\$29.59 with a 200 lb. minimum.**

Special Handling - Shipments or Equipment Requiring Special Handling

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

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

The rate of \$126.80 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.

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

Small Package Rates

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

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



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Material Handling Information & Rates

Small Package Rates (Cont.)

the first piece is \$45.00 and each subsequent piece is \$15.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Machinery Handling & Rates

This is a third-tier classification of items that includes machines and other such equipment constituting bulk, single piece machinery. These items are either skidded, on wheels or require the use of special material handling equipment. These items can ONLY be received direct to the exhibit site and should be scheduled for delivery through AGS Expo Services to ensure that the proper unloading equipment will be present. If the Bill of Lading does NOT identify the weights of the various classifications (i.e. machinery, display, etc.), the entire shipment will be invoiced at the 'Direct to Show Site' rate and will not be subject to adjustment.

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

Please see the Machinery Rate section of this Exhibitor Service Manual for the appropriate charges and weight classifications.

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. **The base fee for this premium service to return empty storage containers at the close of show is \$210.00 for the first five containers. An additional surcharge applies per container thereafter, as specified on the Premium Return Service Order Form.**

Outgoing Shipments

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

Forced Freight Policy

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



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Terms & Conditions of Contract - Material Handling Services

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

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

1. Scope/Binding Effect:

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

2. Definitions:

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

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

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

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

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

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

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

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

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

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

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

3. Customer Obligations:

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

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

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



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

4. ICCTA Waiver; Mutual Indemnification:

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

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

c. AGS Indemnification. To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the limitations of liability set forth in Sections 4 and 5 of this

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

5. Disclaimer And Limitation Of Liability:

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

6. No Liability for Loss or Damage to Goods:

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

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

c. Force Majeure. AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or



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default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

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

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

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

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

h. Unattended Goods. AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.

i. Unattended Booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing

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

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

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

a. AGS Not Bailee or Shipper. The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.

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



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8. Measure of Damage:

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

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

9. Miscellaneous:

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

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

c. Filing of Claim. Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage

on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.

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

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

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

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

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

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.

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

All terms and conditions relative to Advanced Warehousing/ Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing



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

These terms apply to your order.

TERMS & CONDITIONS OF CONTRACT - MATERIAL HANDLING SERVICES

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

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



SIMPLIFY YOUR SHIPPING SOLUTIONS WITH UPS ENTERPRISE TRADE SHOW SERVICES

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.
- On-time performance guarantee ensures that your shipment will arrive at the trade show event or it's free*.

Outbound from the show

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

* Based on standard LTL service. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Customized rate shipments are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See UPS Freight's rules tariff for more information.



WE ♥ LOGISTICS™
thenewlogistics.com

UPS Enterprise Trade Show Services

Full range of services

Expedited

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

Standard

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

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

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

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

Freight services:

- North American Ground and Air
- International Air, Ocean and Brokerage

Package services:

- Ground
- Air
- International

Online resources

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

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Contact Trade Show Services at 800.988.9889 or via e-mail at upsfreighttradeshow@ups.com



EXHIBITOR COPY

UPS FreightSM

Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance

800-988-9889

www.upsfreight.com

DATE _____ B/L NO. _____ KEYWORD SHOW**1** SHIPPER: COMPLETE BLOCKS 1-8

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

2

TO: CONSIGNEE NAME

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

3 INVOICE CHARGES TO (THIRD PARTY)

ADDRESS		
CITY	STATE	ZIP CODE
ATTN:		PHONE NUMBER

4

FREIGHT CHARGES ARE

☐ COLLECT☐ PREPAID**5**

SPECIAL INSTRUCTIONS

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

7

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

HAZARDOUS MATERIALS

EMERGENCY CONTACT NUMBER: _____

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

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

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

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

(Signature) _____

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

EXHIBITOR/COMPANY NAME

CARRIER

SIGNATURE

PRINT NAME

DRIVER

DATE

PIECES RECEIVED

GF704

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

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

RULES

▲ UNIFORM BILL OF LADING TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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