



J&J Exhibitors Service

Setting the Standard in the Trade Show Industry for 80 Years.

Exhibitor Service Manual

TABLE OF CONTENTS



National Catholic Development Conference 2014
Chicago Marriott Downtown Magnificent Mile
October 5-8, 2014

TABLE OF CONTENTS

General Information

Table of Contents	2
Introduction	3
General Show Information	4
Method of Payment Form	5-6
Third Party Authorization Form	7
Exhibitor Appointed Contractor Form	8
F.A.Q.s – Frequently Asked Questions	9-10
Limits of Liability and Responsibility	11
Safety Information	12
Union Guidelines	13

Decorator Services and Labor

Furniture Package Order Form	14
Booth Accessories Order Form	15
Booth Carpet Order Form	16
Floral Order Form	17
Tradeshow Accessories Order Form	18
Signs and Graphics Order Form	19
Booth Rental Packages Brochure and Order Forms	20-24
Display Labor Order Forms	25-27
Booth Cleaning Order Form	28

Material Handling and Shipping

Limited Storage Capacity at the Chicago Marriott Downtown Hotel	29
Material Handling Information	30-31
Material Handling Order Form	32
Shipping Labels – Advance Shipment to Warehouse	33
Shipping Information	34-35

Utilities and Other Services

Audio / Visual Order Form	36-37
Custom Furnishings Brochure and Order Forms	38-56
Electrical Rental Order Forms	57-58



Welcome to the National Catholic Development Conference!

J&J Exhibitors Service, Inc. is proud to have been chosen as the Official General Service Contractor for the National Catholic Development Conference 2014. As a family owned and operated, certified Women's Business Enterprise (WBE), we thank you for your support.

This Exhibitor Service Manual is a comprehensive, step-by-step guide designed to facilitate your planning process for the National Catholic Development Conference 2014. We urge you to take a few moments, **NOW**, to review the Manual in detail. Here are some tips to maximize your use of the Exhibitor Service Manual:

Read the Manual! Familiarize yourself with this manual. We guarantee it will be to your benefit to read through the entire Manual in detail.

Order Early! Take advantage of advance discount savings! Meeting deadlines and placing orders in advance will save money and will assure that you receive prompt, on-site services. To secure your discounted rate, orders must be received on or before the discount deadline referenced in the Exhibitor Service Manual. Our policy requires payment in full at the time of order.

Keep copies of all orders! Be sure to keep copies of the orders, payments and shipping documents. Bring them to the show! If the person who has provided all the pre-show planning will not be on-site, be sure and share all this information with those representatives managing your exhibit.

We are confident that you will find the Exhibitor Service Manual to be a useful tool in planning for a successful show. Please feel free to contact us if you have any questions or need any assistance in planning for the National Catholic Development Conference 2014. J&J Exhibitors Service is here to help and we look forward to working with you.

Thank you for your continued support of the National Catholic Development Conference!

GENERAL SHOW INFORMATION



National Catholic Development Conference 2014
Chicago Marriott Downtown Magnificent Mile
October 5-8, 2014

GENERAL SHOW INFORMATION

Each Booth Includes 10' Wide x 8' Deep Pipe and Drape Booth
8' High Blue / Champagne / White / Champagne / Blue Draped Back Wall
3' High Blue Draped Side Walls
One (1) – 7" x 44" Company ID Sign

Carpet The exhibit hall is carpeted.
Enhance your presence with custom booth carpet. Please see the Booth Carpet Order Form to order booth carpet.

Show Colors Blue, Champagne and White

Schedule* **Friday, September 19, 2014** Discount Pricing Deadline*
**Important Cost Saving Tip: Save up to 30%! Complete and return all order forms prior to this date and take advantage of discounted savings!*

Friday, September 19, 2014 ALL Shipments Due to Advance Warehouse*
**Important Cost Saving Tip: Consolidate multiple shipments and all shipments weighing less than 200 pounds. Schedule all shipments to arrive by Friday, September 19, 2014 to avoid late-to-warehouse surcharges!*

Saturday, October 4, 2014
1:00 PM – 5:00 PM Exhibitor Move-In and Installation

Sunday, October 5, 2014
8:00 AM – 1:00 PM Exhibitor Move-In and Installation
1:30 PM – 5:00 PM Exhibit Hours

Monday, October 6, 2014
8:00 AM – 5:15 PM Exhibit Hours

Tuesday, October 7, 2014
8:00 AM – 12:00 PM Exhibit Hours
1:00 PM – 6:00 PM Exhibitor Dismantle and Move-Out*
**All exhibit materials must be dismantled, packed and a bill of lading submitted to the Exhibitor Service Center prior to 5:00 PM. Please have all carriers check-in with J&J by 4:00 PM on Tuesday, October 7, 2014 to ensure all exhibit materials are removed from the facility.*

Official Contractor J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
Chicago, Illinois 60616
Telephone Number: (312) 225-3323
Fax Number: (312) 225-9873
www.jjexhibitors.com
csr@jjexhibitors.com

J&J Coordinators Peggy Strocchia
Cathy Chambliss

METHOD OF PAYMENT ORDER FORM



National Catholic Development Conference 2014

Chicago Marriott Downtown Magnificent Mile

October 5-8, 2014

EXHIBITOR INFORMATION

COMPANY NAME

BOOTH NUMBER

CONTACT NAME

TITLE

ADDRESS

CITY/STATE/ZIP

PHONE

FAX

METHOD OF PAYMENT

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check, however, we require the **METHOD OF PAYMENT** form to accompany all orders. Orders will not be processed without payment in full.

☐ **COMPANY CHECK**

Check Number _____ Please make one check payable to: **J&J EXHIBITORS SERVICE, INC.**

☐ **CREDIT CARD CHARGE AUTHORIZATION**

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

☐ **AMERICAN EXPRESS**

☐ **MASTERCARD**

☐ **VISA**

CREDIT CARD ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

CARDHOLDER'S SIGNATURE

CARDHOLDER NAME (PLEASE PRINT)

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP

CALCULATION OF ORDERS

BOOTH ACCESSORIES

CARPET

DISPLAY RENTAL

CUSTOM SIGNS

FLORAL SERVICE

LABOR

MATERIAL HANDLING

OTHER

TOTAL FROM EACH ORDER FORM

\$

\$

\$

\$

\$

\$

\$

\$

TOTAL PAYMENT DUE

\$

RETURN TO: J&J Exhibitors Service, Inc.

2338 South Indiana Avenue Chicago, IL 60616
Phone (312) 225-3323 | Fax (312) 225-9873

csr@jjexhibitors.com
www.jjexhibitors.com

I have read, understand and agree to all terms as described and have advised our showsite representatives accordingly.

EXHIBITOR SIGNATURE:

BOOTH NUMBER:

COMPANY NAME:

DATE:

PAYMENT POLICY

We offer several convenient ways for you to pay for your furniture and carpet rentals, freight, signs and other services provided by J&J Exhibitors Service, Inc. in our role as the Official Contractor of your show. Please note, a completed credit card authorization form MUST BE ON FILE with J&J Exhibitors Service, Inc. in order for us to process ANY orders, regardless of your preferred method of payment.

Payment for Services – J&J Exhibitors Service, Inc. requires payment in full at the time services are ordered. Further, J&J Exhibitors Service, Inc. requires that you provide a credit card authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable charges.

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

Method of Payment – J&J Exhibitors Services, Inc., accepts American Express, MasterCard, Visa, check and bank wire transfer. Purchase orders are not considered payment. All payment must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks and a \$25.00 fee for all declined credit cards. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without an appropriate credit card on file.

Third Party Billing – Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. J&J Exhibitors Service, Inc. reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See the Third Party Authorization form for additional information.

Tax Exempt – If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Taxes vary by location and will be added to your invoice, if you do not submit your Tax Exempt Certificate with your initial order.

Adjustments and Cancellations – No adjustments to invoices will be made after the close of the show. All orders cancelled by the Exhibitor, due to the cancellation of an event or their non-participation at an event, may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and J&J Exhibitors Service, Inc. set-up costs and expenses.

Please complete this authorization form and return it with your payment in full and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, J&J Exhibitors Service, Inc., requires that your credit card charge authorization be on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call J&J Exhibitors Service at (312) 225-3323 or visit the J&J Service Desk at the show.

THIRD PARTY AUTHORIZATION FORM



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THIRD PARTY AUTHORIZATION

You may arrange for a third party to handle your display and be charged for services. J&J will agree to this arrangement if the third party has a satisfactory payment record with J&J and a credit card on file. **BOTH FIRMS** must complete this form, including **THIRD PARTY CREDIT CARD CHARGE AUTHORIZATION BELOW***. Return form by the deadline date.

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party."

EXHIBITOR'S SIGNATURE _____ DATE _____

***ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO J&J EXHIBITORS SERVICE, INC., NAMING J&J AS AN ADDITIONAL INSURED.**

PLEASE CHECK ITEMS TO BE BILLED TO THIRD PARTY:

- | | |
|---|---|
| ☐ ALL SERVICES | ☐ MATERIAL HANDLING/IN & OUT |
| ☐ I&D LABOR | ☐ BOOTH ACCESSORIES & CARPET |
| ☐ SIGNS | ☐ OTHER |
| ☐ TRANSPORTATION | |

THIRD PARTY INFORMATION

For your convenience, J&J will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of orders placed on showsite by your representatives. Please complete the information requested below:

☐ AMERICAN EXPRESS	CREDIT CARD ACCOUNT NUMBER _____	EXPIRATION DATE _____
	CARDHOLDER'S SIGNATURE _____	SECURITY CODE _____
☐ MASTERCARD	CARDHOLDER NAME (PLEASE PRINT) _____	
	CARDHOLDER BILLING ADDRESS _____	
☐ VISA	CITY/STATE/ZIP _____	
	THIRD PARTY COMPANY NAME _____	
	THIRD PARTY BILLING ADDRESS _____	
	CITY/STATE/ZIP _____	
	PHONE _____	FAX _____

RETURN TO: J&J Exhibitors Service, Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 | Fax (312) 225-9873 www.jjexhibitors.com

EXHIBITING COMPANY NAME: _____

BOOTH NUMBER _____

CONTACT NAME _____

PHONE _____

DATE _____

EXHIBITOR APPOINTED CONTRACTOR FORM



National Catholic Development Conference 2014

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October 5-8, 2014

EXHIBITOR APPOINTED CONTRACTOR

A Non-Official Contractor is a company other than the official contractors listed in the exhibitor service kit which provides a service (display and installation, florist, photography, audio visual, and other related services) and requires access to your booth during installation and dismantling. If your company plans to use a firm which is not the official service contractor as designated by Show Management, this form must be completed and returned to J&J Exhibitors Service, Inc.

Inform your Exhibitor Appointed Contractor they **MUST** send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. This Certificate of Insurance must name J&J Exhibitors Service, Inc. as an additional insured. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

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

**ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO:
J&J EXHIBITORS SERVICE, INC., NAMING J&J AS AN ADDITIONAL INSURED.**

EXHIBITOR'S SIGNATURE _____

DATE _____

EXHIBITOR APPOINTED CONTRACTOR COMPANY NAME

CONTACT

STREET ADDRESS

CITY/STATE/ZIP

PHONE

FAX

TYPE OF SERVICES TO BE PERFORMED

RETURN TO: J&J Exhibitors Service, Inc.

2338 South Indiana Avenue Chicago, IL 60616
Phone (312) 225-3323 | Fax (312) 225-9873

csr@jjexhibitors.com
www.jjexhibitors.com

EXHIBITING COMPANY NAME:

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

F.A.Qs Frequently Asked Questions



PAYMENT

1. When do advance rates and floor rates apply?

Advance rates apply to all furnishings and services ordered prior to the Advance Order Deadline date noted in your Exhibitor Service Kit. All furnishings or services ordered after the deadline are charged at the standard rate.

2. What are acceptable forms of payment?

Acceptable forms of payment are Cash, Check, MasterCard, Visa, American Express, Cashier's Checks and Traveler Check's.

3. Do I need to pay tax on any items?

When tax is applicable, the tax rate will be noted on the order form.

4. Since I am not from the state the show is being held in, do I still need to pay tax?

Tax is applicable to all exhibitors, regardless of their residence.

5. Are prices of items daily or for the duration of the show?

All rental prices listed are for the duration of the show and include delivery and removal.

6. Do I have to pay in advance for services or can I bring a check to the show?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card must still be on file.

7. Can I still get advanced prices if I fax a credit card authorization form over before the show but after the advance deadline date?

To receive Advance rates, your order must be received in full (with payment) before the Advance Order Deadline date. If the credit card authorization is not submitted with the order forms, the order is not full and will not be processed until all pages are included.

8. Is a purchase order an acceptable form of payment?

No, J&J Exhibitors Service, Inc. does not accept purchase orders as a form of payment.

9. What if I overestimated freight handling charges or cancel items and are due a refund from earlier payment?

If you over estimate your freight and a refund is required, the refund will be processed immediately after the close of the show.

FURNISHINGS

1. What furnishings come with my booth?

Each tradeshow is different. Look in the General Show Information page in your Exhibitor Service Kit, which will specifically list what items are included with your booth space.

2. Can I order at show site?

Yes, floor orders are accepted at show site. Remember that payment must be received before any furnishings or services will be rendered. Please also note that choice of items or colors may be limited.

3. What if certain items I ordered are not in my booth when I get there.

All items ordered in Advance of the show should be in your booth space, at the beginning of exhibitor move-in with the exception of floral, chairs and wastebaskets. These items are not dispersed until close to show time. If other furnishings (carpet, tables) are not in your booth at the time of your arrival, please visit our Service Desk and the problem will be resolved immediately.

4. What if I get to my booth and decide I do not want an item, do I get a refund?

If you have ordered an item or a booth cleaning service such as vacuuming or porter service and later decide you do not want the item or the service there is a 100% cancellation fee for those items already delivered to the booth space or any cleaning service cancelled at show site. A 50% cancellation fee will apply if the item is cancelled less than three days prior to the scheduled move-in date. No cancellation fee will apply to a booth cleaning service ordered provided the service is cancelled prior to the scheduled move-in date. Please note that cancellation fees for all other services including booth installation labor vary. Please refer to your Exhibitor Service Kit for cancellation fees of these services.

5. What type of chairs do you rent?

Arm Chairs, Side Chairs, High Stools and many others. Please see our Booth Accessories Order form.

6. Do I need to order back drape and side drape for my booth space?

Booth space is provided with 8' back and 3' side drape. You only need to order drape if you want to change from the color provided by the Association.

CARPET

1. Do I need to order carpet?

Please review your Exhibitor Service Kit.

2. What size carpet should I order for my booth?

The carpet should match the size of your booth. Traditionally, carpet is cut in 9' rolls, so carpet sizes come in 9'x10', 9'x20', etc. increments. This carpet will accommodate a 10'x10' booth fine. If you feel that you want carpet to cover your entire booth space, J&J Exhibitors Service provides special carpet sizes that are individually cut to match the size you request.

3. Do I have to order labor to install the carpet I order?

Labor is included in the rental price of the carpet.

4. Can I bring my own carpet?

Yes, you may bring your own carpet. Please contact a J&J customer service representative to ensure whether labor is required for the installation.

5. What is visqueen and do I need it?

Visqueen is a plastic covering for the carpet to protect it from tire marks or general abuse during set up. It is not required.

LABOR

1. Do I need to order labor for my booth?

Labor rules vary by city. Please review the Exhibitor Service Kit or contact a J&J customer service representative.

2. What are the differences/advantages in J&J Exhibitors Service or Exhibitor supervised labor.

Exhibitor Labor allows the exhibitor to supervise the labor of their booth, but you must be present. With our supervision, we provide a foreman to supervise the labor of the booth. It will be done at J&J Exhibitors Service's convenience but finished prior to schedule show time.

3. What if I ordered labor and no workers are in my booth at the time I indicated on my order form?

If you order labor, the labor men must be checked out at the Service Desk at the schedule time. If you are late, penalties do apply to ensure the starting and stopping times.

4. Can J&J Exhibitors Service set up my booth at other trade shows I participate in?

Yes, we would be happy to help. Please talk to a J&J customer service representative for details.

FORKLIFT/SPECIAL EQUIPMENT/SIGN HANGING

1. Do I need to order a forklift to take my shipment from the dock to my booth?

No, the material handling charge includes the unloading of your shipment to your booth.

2. When would I need to order a forklift?

During installation if you need placing or setting of your display once put into your booth.

3. What are the charges for a forklift?

The charges for a forklift vary according to the city. There is a one hour minimum charge for each usage. Please see your Exhibitor Service Kit.

4. What do I need to do to have a sign hung at show site and what are the charges?

You need to fill out the Hanging Sign Order form and return it with your other orders to us. Please ship your hanging signs to the Advance Receiving Warehouse labeled as a "Hanging Sign".

5. What if I have special needs for machinery or equipment to be moved to my booth?

Call ahead of time and talk to the coordinator handling the show so that we can make special arrangements.

SIGNAGE/GRAPHICS

1. How will my booth ID sign read?

Your booth ID sign will have your company name and booth number on it.

2. Can I get another sign made for my booth?

You can order additional signage by using the Sign Order form.

LIMITS OF LIABILITY & RESPONSIBILITY



The placing of an order for services and/or equipment by an Exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of J&J in its sole discretion. Upon participation in any J&J show or event, the Exhibitor and its agent shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once J&J has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to J&J or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. J&J Exhibitors Service and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by J&J.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by J&J or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packaging 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. Therefore, it is agreed that J&J and its subcontractors shall not be liable for the loss of, disappearance of, or damage to any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to J&J or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. J&J and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to J&J in time to obtain the proper equipment.
4. J&J and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor, disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water vandalism, acts of God, failure of power or utilities, and other events of force nature.
5. J&J and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. J&J and its subcontractors are not insurers; i.e., J&J does not insure the Exhibitor's property against loss of damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by J&J under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of service by J&J, or from the negligence of J&J, its subcontractors or their respective employees. If such loss or damage occurs, the liability of J&J and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. J&J and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential

damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. J&J will not be bound to honor any claim or action brought against J&J or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that J&J and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of J&J or its subcontractors sign a delivery receipt, bill of lading or other documentation, the parties agree that J&J or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. J&J and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and J&J and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, J&J shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and force shipped on a carrier determined by J&J and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. J&J assumes no liability as a result of rerouting or handling.
13. Dry and Cold Storage – Exhibitor stores product at its own risk. J&J assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with J&J or its subcontractors related to any loss or damages to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to J&J for freight handling services or any other services provided by J&J or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay J&J prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against J&J or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

SAFETY FIRST



National Catholic Development Conference 2014

Chicago Marriott Downtown Magnificent Mile

October 5-8, 2014

SAFETY IS IMPORTANT FOR EVERYONE!

J&J Exhibitors Service is committed to safety throughout our company and in the work we do. We request you make safety a part of your activities during the show. If you see something unsafe or which presents a hazard, please bring it to the attention of a J&J Exhibitors Service supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Listed below you will find a list of Loss Prevention Guidelines we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely.

THANK YOU FOR YOUR COOPERATION!

LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damages. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Please keep in mind the safety of your employees and those attending the show.

UNION GUIDELINES

To assist you in your planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

There are six major unions that have jurisdiction over trade shows in the Chicago area. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

TEAMSTER UNION

Teamsters are responsible for handling all materials in and out of the exhibit hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and/or dollies..

MACHINERY MOVERS & RIGGERS UNION

Riggers are responsible for all machinery. This includes the unloading of the machines from the trucks, moving the materials to your booth, and a one-time spotting of display ready equipment, which the exhibitor must supervise at the time of unloading. Riggers also remove skids and reskid machines, uncrate machines and respot machines in the booth if needed. This service must be ordered as needed, at the exhibitor's expense.

CARPENTERS UNION

Carpenters are responsible for uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, recrating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs.

DECORATORS UNION

Decorators are responsible for hanging all non-electrical signs, drape and cloth installation and tacked fabric panels. Decorators are also responsible for Velcro signs used in a booth that required tools or more than one person for installation.

ELECTRICAL UNION

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

PLUMBERS UNION

Plumbers are responsible for all plumbing work such as compressed air, water/drain, or natural gas.

HELPFUL HINTS

Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company:

1. Hand carry small items and pop up display through the main entrance only, not the dock. No hand trucks, carts or four wheeled dollies.
2. Install and dismantle displays within a 100 square foot booth space if one person can accomplish the task in ½ hour or less without the use of tools.
3. Install graphics, small signs, logos and graphics that are attached with pre-cut Velcro strips.
4. Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed ten feet in length.
5. Perform simple electrical requirements, such as installing light bulbs.

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of J&J Exhibitors Service. Please refrain from voicing complaints directly to the labor. J&J will be unable to adjust invoices after the close of the show.

FURNITURE PACKAGE ORDER FORM



National Catholic Development Conference 2014

Chicago Marriott Downtown Magnificent Mile

October 5-8, 2014

ESSENTIAL FURNITURE PACKAGES

Deadline Date: September 19, 2014

J&J Exhibitors Service offers one stop shopping convenience for all of your trade show needs. The following essential furniture packages are available at a discount from our already low discounted pricing. To receive these packages, your order and payment must be received by the **deadline date of September 19, 2014**.

Order early to take advantage of these reduced rate packages.



PACKAGE OPTION ONE

Package One Includes:

- One (1) Royal Blue Skirted Table (6' (l) x 2' (w) x 30" (h))
- Two (2) Side Chairs
- One (1) Wastebasket

Package Price
\$325.00

PACKAGE OPTION TWO

Package Two Includes:

- Royal Blue Booth Carpet
- One (1) Royal Blue Skirted Table (6' (l) x 2' (w) x 30" (h))
- Two (2) Side Chairs
- One (1) Wastebasket

Package Price
\$475.00

Quantity	Description		Price		Total
	Package Option One	x	\$325.00	=	
	Package Option Two	x	\$475.00	=	

Cancellations will be charged 50% of original price after set up begins and 100% of original price after installation.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL	\$
8% TAX	\$
PAYMENT ENCLOSED	\$

RETURN TO: J&J Exhibitors Service, Inc.

2338 South Indiana Avenue Chicago, IL 60616
Phone (312) 225-3323 | Fax (312) 225-9873

csr@jjexhibitors.com
www.jjexhibitors.com

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

BOOTH ACCESSORIES ORDER FORM



National Catholic Development Conference 2014

Chicago Marriott Downtown Magnificent Mile

October 5-8, 2014

PRICE LIST

Discount Deadline Date: September 19, 2014

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	TOTAL PRICE
UNSKIRTED DISPLAY TABLES, 30" High				
Unskirted 2' x 4' Table	\$85.25	\$111.00		
Unskirted 2' x 6' Table	\$100.50	\$130.75		
Unskirted 2' x 8' Table	\$115.75	\$150.50		
SKIRTED DISPLAY TABLES, 30" High				
<i>Skirting for Tables: White Vinyl Top and Pleated Skirt on 3 Sides</i>				
CIRCLE SKIRT COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White				
Skirted 2' x 4' Table	\$180.25	\$234.50		
Skirted 2' x 6' Table	\$195.50	\$254.25		
Skirted 2' x 8' Table	\$210.75	\$274.00		
4 th Side Skirted, Optional	\$50.25	\$65.50		
UNSKIRTED DISPLAY COUNTERS, 40" High				
Unskirted 2' x 4' Counter	\$95.25	\$124.00		
Unskirted 2' x 6' Counter	\$110.50	\$143.75		
Unskirted 2' x 8' Counter	\$125.75	\$163.50		
SKIRTED DISPLAY COUNTERS, 40" High				
<i>Skirting for Counters: White Vinyl Top and Pleated Skirt on 3 Sides</i>				
CIRCLE SKIRT COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White				
Skirted 2' x 4' Counter	\$190.25	\$247.50		
Skirted 2' x 6' Counter	\$205.50	\$267.25		
Skirted 2' x 8' Counter	\$215.75	\$280.50		
4 th Side Skirted, Optional	\$50.25	\$65.50		
RISERS				
<i>12" Wide, Draped in White Vinyl</i>				
4' Long x 12" High - Single Tier	\$85.25	\$111.00		
6' Long x 12" High - Single Tier	\$95.50	\$124.25		
8' Long x 12" High - Single Tier	\$105.75	\$137.50		
SPECIALTY DRAPE				
CIRCLE DRAPE COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White				
3' Drape	\$15.25 per Foot	\$19.75 per Foot		
8' Drape	\$25.75 per Foot	\$33.50 per Foot		
BOOTH ACCESSORIES				
Wastebasket	\$24.50	\$32.00		
Aluminum Easel	\$57.75	\$75.00		
Glass Bubble Bowl/Candy Jar	\$25.00	\$32.50		
Bag Stand	\$108.00	\$140.50		
Chrome Stand Literature Rack	\$106.75	\$139.00		
22" x 28" Chrome Sign Holder	\$106.75	\$139.00		
4' x 8' Bulletin Board	\$195.00	\$253.50		
5' Chrome Coat Rack	\$91.25	\$118.75		
Chrome Stanchion	\$79.00	\$92.75		
8' Black Theater Rope	\$37.75	\$49.25		
30" Round x 30" High Cocktail Table	\$157.50	\$204.75		
30" Round x 40" High Pedestal Table	\$168.00	\$218.50		
Side Chair	\$97.75	\$120.50		
Arm Chair	\$104.25	\$135.75		
High Stool	\$115.75	\$150.50		
SUBTOTAL				\$
*METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS				8% TAX
				\$
PAYMENT ENCLOSED				\$

RETURN TO: J&J Exhibitors Service, Inc.

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COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE 15

BOOTH CARPET ORDER FORM



National Catholic Development Conference 2014
 Chicago Marriott Downtown Magnificent Mile
 October 5-8, 2014

PRICE LIST

Discount Deadline Date: September 19, 2014

BOOTH CARPET

Rental includes installation, front edge taping, and removal at the close of the show. Custom Cut Carpet is required for all booths larger than 8'x30' or for booths configured as an island or peninsula. All carpets ordered from J&J are installed clean for your use. You may order additional cleaning services for debris created during setup and show hours. See the Booth Cleaning Order Form.

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL PRICE
CIRCLE CARPET COLOR: Black Hunter Green Red Royal Blue Silver Gray Teal			
8' x 10' Booth Carpet	\$205.00	\$266.50	\$
8' x 20' Booth Carpet	\$410.00	\$533.00	\$
8' x 30' Booth Carpet	\$615.00	\$799.50	\$
Custom Cut Carpet	\$4.50 per Square Foot	\$5.85 per Square Foot	

Booth Dimensions _____ x _____ = _____ Total Square Feet

Total Square Feet	x	Rate	=	Price
Custom Cut Carpet				\$

PADDING

J&J offers added comfort to our carpet with our foam carpet padding

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
Comfort Padding	\$1.75 per Square Foot	\$2.30 per Square Foot

VISQUEEN PLASTIC COVERING FOR PROTECTION

Includes installation and removal

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
Visqueen Plastic Covering	\$0.75 per Square Foot	\$1.00 per Square Foot

Booth Dimensions _____ x _____ = _____ Total Square Feet

Total Square Feet	x	Rate	=	Price
Comfort Padding				\$
Visqueen Plastic Covering				\$

Cancellations will be charged 50% of original price after set up begins and 100% of original price after installation.

	SUBTOTAL	\$
*METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS	8% TAX	\$
	PAYMENT ENCLOSED	\$

RETURN TO: J&J Exhibitors Service, Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
 Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY	BOOTH NUMBER
CONTACT NAME	PHONE
	DATE

FLORAL ORDER FORM



National Catholic Development Conference 2014

Chicago Marriott Downtown Magnificent Mile

October 5-8, 2014

PRICE LIST

Discount Deadline Date: September 19, 2014

Orders received after September 19, 2014 will be subject to a 30% late fee.

DESCRIPTION	DISCOUNT PRICE	QUANTITY	TOTAL PRICE
2 Foot Green Plants	\$50.00		
3 Foot Green Plants	\$60.00		
4 Foot Green Plants	\$70.00		
5 Foot Green Plants	\$80.00		
6 Foot Green Plants	\$90.00		
7 Foot Green Plants	\$105.00		
8 Foot Green Plants	\$120.00		
<i>Taller plant material is available, please inquire in advance</i>			
Potted Mums	\$45.00		
CIRCLE CHOICE OF COLOR: Bronze Lavender Yellow White			
Potted Ferns	\$45.00		
Potted Ivy	\$45.00		
Other			
Floral Arrangements	\$75.00 and Up		
Height _____ Width _____ Color _____			
Arranged Fresh Flower Bouquet	\$75.00 and Up		
Color: _____			

- Foliage plants and containers on rental basis only
- Prices include: Plant Installation, Decorative Container, Professional Maintenance, and Plant Removal
- Special plants and flowers can be obtained upon request
- Every effort will be made to ensure your color selection, however, we reserve the right to substitute based upon availability and quality.
- Orders cancelled within 7 days of the show, will be charged at 50%. Orders cancelled on site will be charged at 100%

	SUBTOTAL	\$
	8% TAX	\$
*METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS	PAYMENT ENCLOSED	\$

RETURN TO: J&J Exhibitors Service, Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
 Phone (312) 225-3323 | Fax (312) 225-9873 www.jjexhibitors.com

COMPANY	BOOTH NUMBER
CONTACT NAME	PHONE
	DATE

TRADESHOW ACCESSORIES ORDER FORM



National Catholic Development Conference 2014
 Chicago Marriott Downtown Magnificent Mile
 October 5-8, 2014

TRADESHOW ACCESSORIES

Discount Deadline Date: September 19, 2014
 Orders received after September 19, 2014 are subject to a 30% late fee.



BANNER STAND

The super affordable retractable banner stand was designed with price in mind and is quick and simple to erect. The banner stand combines elegance with excellent value. Soft carry case included.

Viewable print size: 31.5"w x 83.25"h

DESCRIPTION	BANNER STAND PRICE	QUANTITY	TOTAL PRICE
Hardware Price; including Printed Curl-Free Vinyl Graphics	\$385.00*	X	
SUBTOTAL			

*Prices do not include artwork. J&J Exhibitors Service offers full graphic design services tailored to your needs. Have us create a new design from scratch or polish off an existing design. Contact us today!

8' TABLE COVER

Set yourself apart with our full color imprinted table throw which fits over any 8' standard table. This economy throw is 3 sided leaving the back open for easy access to below table storage. Imprint on front, top and sides at no added cost. Flame retardant, premium polyester fabric. Machine washable and wrinkle resistant.



DESCRIPTION	8' TABLE COVER PRICE	QUANTITY	TOTAL PRICE
8' Table Cover	\$320.00*	X	
SUBTOTAL			

*METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS	SUBTOTAL	\$
	9.75% TAX	\$
	PAYMENT ENCLOSED	\$

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 Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY	BOOTH NUMBER
CONTACT NAME	PHONE
	DATE

SIGNS AND GRAPHICS ORDER FORM



National Catholic Development Conference 2014
 Chicago Marriott Downtown Magnificent Mile
 October 5-8, 2014

PRICE LIST

Discount Deadline Date: September 19, 2014

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	TOTAL PRICE
CHOOSE YOUR SIZE:				
<i>Signs are based on one color copy, white card stock and 10 words or less per sign</i>				
7" x 11" _____	\$39.30	\$53.95	_____	_____
7" x 44" _____	\$47.35	\$71.05	_____	_____
11" x 14" _____	\$40.90	\$63.85	_____	_____
14" x 22" _____	\$55.00	\$82.50	_____	_____
22" x 28" _____	\$77.10	\$110.65	_____	_____
28" x 44" _____	\$119.00	\$168.50	_____	_____
40" x 60" _____	\$174.00	\$231.00	_____	_____
Other _____			_____	_____

OPTIONAL SERVICE:

Over 10 words _____	\$2.10 per word	\$2.70 per word	_____	_____
Colored card stock _____	<i>Quoted upon request</i>		_____	_____
Change in color of copy _____	\$7.15 per change	\$9.35 per change	_____	_____
Easel back on sign _____	\$5.75	\$10.75	_____	_____
Weather Protection _____	\$13.20	\$26.00	_____	_____
Logo Sign _____	<i>Quoted upon request</i>		_____	_____
Banner _____	<i>Quoted upon request</i>		_____	_____

INDICATE YOUR SIGN COPY:

Please print. Attach a layout to this form if necessary.

CHOOSE YOUR STYLE AND COLOR:

Lettering Color: _____

Background Color: _____

Vertical

Horizontal

**Use Your Judgment
For Sign Layout**

- Please allow 24 Hours to deliver show-site orders.
- Orders received without payment cannot be processed.
- No refunds will be made on signs after order has been processed.
- For custom work and quotation, please contact your J&J Show Coordinator at (312) 225-3323.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL	\$
9.75% TAX	\$
PAYMENT ENCLOSED	\$

RETURN TO: J&J Exhibitors Service, Inc.

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COMPANY

BOOTH NUMBER

CONTACT NAME

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DATE

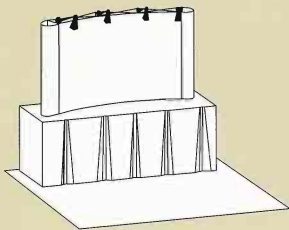


J&J Exhibitors Service
Full Service Trade Show Contractor

rental packages

Rental Displays That Fit Your Exhibiting Needs

We want your show to be a success. We have assembled a variety of display packages that you can rent for your show - from tabletops to backwalls to islands. Whether you need a display to showcase your product or a display that will carry your graphics and message, we are sure to have a package for you. Custom exhibits are also available for special needs. Call for more information.



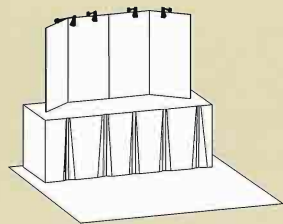
Package TT-1

Package Includes:

- 52" tall x 6' wide curved tabletop display with fabric panels
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



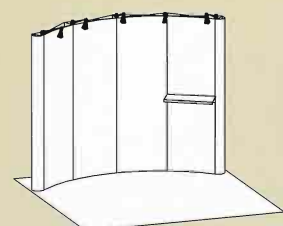
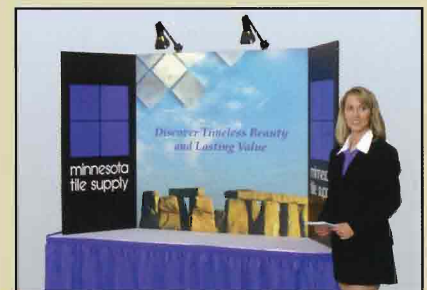
Package TT-2

Package Includes:

- 46" tall x 6' wide tabletop display with fabric panels
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



Package 10-1

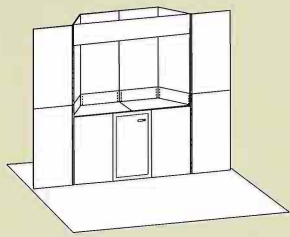
Package Includes:

- 8' or 10' curved display with fabric panels
- Case table
- 1 Product shelf
- SkyTrak™ spotlights

Graphic options:

- Full color graphic header
- Full color table graphic





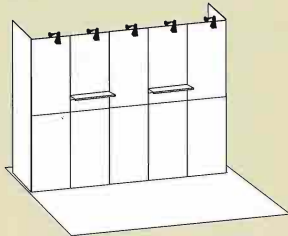
Package 10-2

Package Includes:

- 10' backwall with fabric or Lexan® panels
- 39" high built-in counter with wire management and lockable storage area
- Backlit header panel with lights

Graphic options:

- Full color graphic header



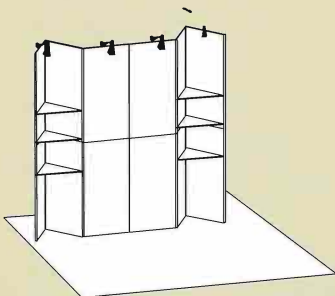
Package 10-3

Package Includes:

- 10' backwall display with fabric or Lexan® panels
- 2 Product shelves
- 5 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



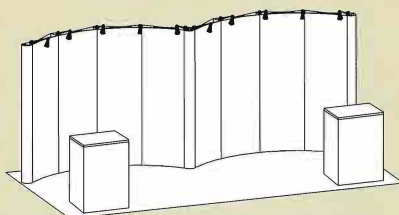
Package 10-4

Package Includes:

- 10' backwall display with fabric or Lexan® panels
- 6 triangular product shelves
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



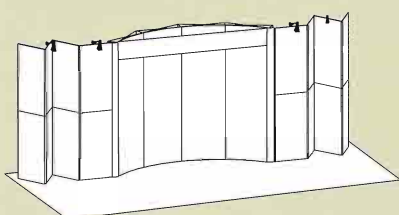
Package 20-1

Package Includes:

- 2 10' curved backwalls with fabric panels
- 2 Case tables
- 2 Shelves
- 10 SkyTrak™ spotlights

Graphic options:

- Full color graphic headers
- Full color table graphic



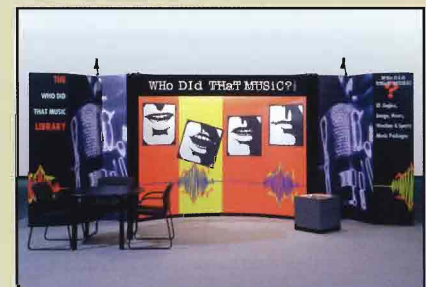
Package 20-2

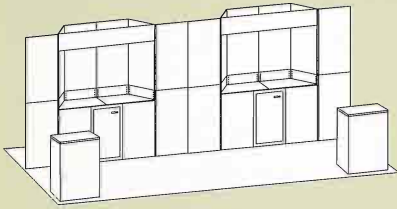
Package Includes:

- 20' Backwall with fabric panels
- Backlit header panel with lights
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header





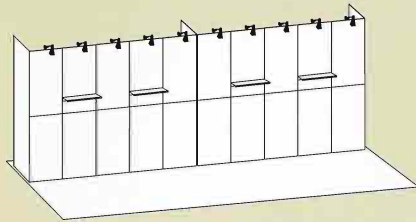
Package 20-3

Package Includes:

- 20' backwall with fabric or Lexan® panels
- 39" high built-in counters with wire management and lockable storage areas
- 2 Square tables
- 2 Backlit header panels with lights

Graphic options:

- Full color graphic headers



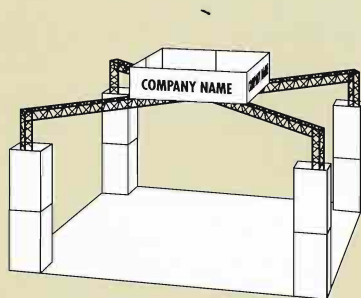
Package 20-4

Package Includes:

- 20' backwall with fabric or Lexan® panels
- 4 Product shelves
- 10 SkyTrak™ spotlights

Graphic options:

- Full color graphic headers



Package 2020-1

Package Includes:

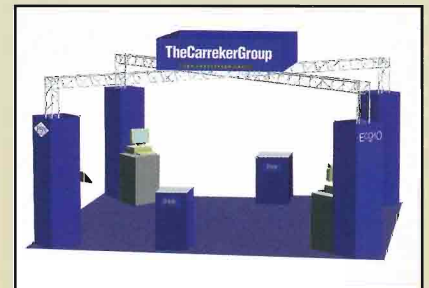
- 20' x 20' SkyTruss™ island
- 4 Towers with fabric or Lexan® panels
- Square header sign

Options:

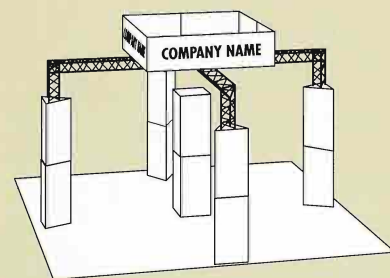
- Lighting, tables

Graphic options:

- Full color graphics on sign



Note: Height of SkyTruss be changed to fit show regulations.



Package 2020-2

Package Includes:

- 20' x 20' SkyTruss™ island
- 5 Towers with fabric or Lexan® panels
- Square header sign

Options:

- Lighting, tables

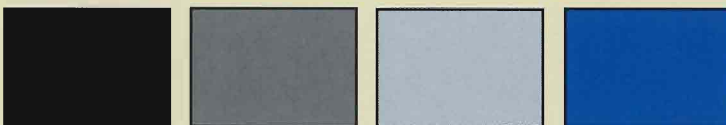
Graphic options:

- Full color graphics on sign



Note: Height of SkyTruss be changed to fit show regulations.

Fabric Color Choices



Black

Dark Gray

Silver

Blue

Lexan® Color Choices

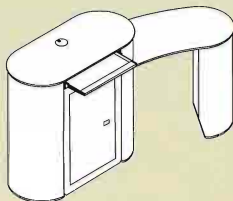
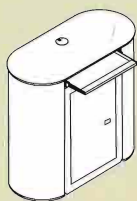


Black

White

Tables/Workstations

Fabric Panel Colors Available: Black, dark gray, silver, blue

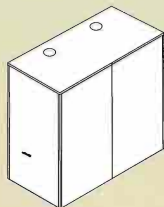
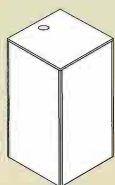


Oval Tambour Workstation

Sturdy table includes black laminate with management system and locking door.

Oval Tambour Workstation with Right Curved Extension

Sturdy table includes black laminate with management system and locking door.

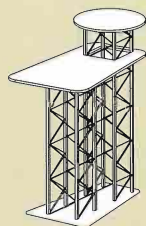


Square Workstation

23" x 23" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.

Double Workstation

23" x 46" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.



Open Rectangular Workstation

Sturdy truss workstation is 46" tall.

Closed Rectangular Workstation

Sturdy truss workstation is 46" tall. Includes locking door.



Truss Kiosk With Monitor Platform

Perfect for presentations! Monitor platform is at eye-level and sturdy enough to support your A/V equipment. Work surface is great for lead-taking. Monitor not included.

Contact

J&J Exhibitors Service

2338 South Indiana Avenue

Chicago, IL 60616

Facsimile: 312-225-9873

Telephone: 312-225-3323



BOOTH RENTAL PACKAGES ORDER FORM



National Catholic Development Conference 2014
 Chicago Marriott Downtown Magnificent Mile
 October 5-8, 2014

PRICE LIST

Discount Deadline Date: September 19, 2014

Orders received after September 19, 2014 are subject to a 30% late fee.

DESCRIPTION	DISCOUNT PRICE	QUANTITY	TOTAL PRICE
Table Top Display Package #1	\$925.00		
Table Top Display Package #2	\$925.00		
10' Backwall Display Package #1	\$1,485.00		
10' Backwall Display Package #2	\$1,650.00		
10' Backwall Display Package #3	\$1,825.00		
10' Backwall Display Package #4	\$1,825.00		
20' Backwall Display Package #1	\$2,850.00		
20' Backwall Display Package #2	\$2,850.00		
20' Backwall Display Package #3	\$3,900.00		
20' Backwall Display Package #4	\$2,275.00		
20' x 20' Island Display Package #1	\$11,275.00		
20' x 20' Island Display Package #2	\$12,265.00		
Tables/Workstations	Quoted upon request		

Choose Table Skirting: *Package TT-1 and TT-2 only*

CIRCLE SKIRT COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White

Choose Fabric and Lexan® Panel Color:

CIRCLE FABRIC: Black Dark Gray Silver Blue **CIRCLE LEXAN® PANEL COLOR:** Black Platinum White

Choose Carpet Color:

CIRCLE CARPET COLOR: Black Hunter Green Red Royal Blue Silver Gray Teal

Rental Fee includes:

- Carpet
- Carpenter Labor set up and dismantle
- Drayage/Material Handling for display rental properties only

Rental Fees does NOT include:

- Electrical
- Graphics
- Booth Cleaning

Orders cancelled within seven (7) days of the show will be charged at 50%. Orders cancelled on site will be charged at 100%

	SUBTOTAL	\$
METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS	8% TAX	\$
	PAYMENT ENCLOSED	\$

RETURN TO: J&J Exhibitors Service, Inc.

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COMPANY

BOOTH NUMBER

CONTACT NAME

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DATE



J&J Exhibitors Service



Your exhibit. Delivered and show-ready.

Worry-free Exhibiting with I&D from J&J

When you're on the show floor your focus should be on connecting with attendees, not the details of your trade show exhibit. When you entrust your exhibit installation and dismantle to J&J Exhibitors Service, we'll handle every aspect of your exhibit from move-in to the last crate off the floor. Our expert team and comprehensive management can make this aspect of exhibiting worry free. J&J Exhibitors Service's talented team can also help you create an attention-grabbing exhibit from a portable rental to custom build.

Across the nation, J&J is there to handle every aspect of your program. From managing your exhibit property to working with show services to complete your orders, we will ensure all details are completed before show open.

Let J&J Exhibitors Service provide you with expert and reliable service for one show or your annual schedule. Our services include:

- Turnkey program management
- Comprehensive show floor supervision
- Experienced labor for booth install and dismantle
- Custom built and portable rental exhibits
- Graphic design and production
- Dedicated account executive and management team
- Show service ordering and management
- Local and nationwide transportation
- Storage and warehousing

Exhibiting at a trade show is a significant investment. Make sure every last detail is executed to perfection. Choose J&J Exhibitors Service as your I&D partner.

Contact us today at 312-225-3323.

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PLUS

Over 80 years of serving
the tradeshow industry.

www.jjexhibitors.com

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Chicago, IL 60616
312-225-3323 | Phone
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25

J&J Exhibitors Service is a WBE-certified business.

DISPLAY LABOR ORDER FORM



National Catholic Development Conference 2014
 Chicago Marriott Downtown Magnificent Mile
 October 5-8, 2014

HOURLY RATES AND INFORMATION

Discount Deadline Date: September 19, 2014

HOURLY RATES FOR DISPLAY LABOR

	Description	Discount Rate	Standard Rate
Straight Time	Weekdays between 8:00 AM and 4:30 PM	\$175.25 per Hour	\$228.00 per Hour
Overtime	Weekdays between 4:30 PM and 6:30 PM Saturdays between 8:00 AM and 6:30 PM	\$228.50 per Hour	\$297.25 per Hour
Double Time	Weekdays before 8:00 AM and after 6:30 PM Saturdays before 8:00 AM and after 6:30 PM All day Sunday and Holidays	\$281.75 per Hour	\$366.50 per Hour

- One (1) hour minimum per worker. Labor thereafter is charged in half (½) hour increments.
- Start time guaranteed only when labor is requested for the start of the workday.
- Exhibitor must check in at J&J Service Desk to pick up labor personnel as ordered
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by J&J

INSTALLATION LABOR

☐ **J&J Supervised Labor** – Please complete the reverse side of this form

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

☐ **Exhibitor Supervised Labor**

Date	Time	No. of People	x	Approx. Hours Per Person	=	Hourly Rate	=	Total
								\$
							J&J Supervision add 25% (\$50.00 Minimum)	\$
							Total Installation	\$

DISMANTLE LABOR

☐ **J&J Supervised Labor** – Please complete the reverse side of this form

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

☐ **Exhibitor Supervised Labor**

Date	Time	No. of People	x	Approx. Hours Per Person	=	Hourly Rate	=	Total
								\$
							J&J Supervision add 25% (\$50.00 Minimum)	\$
							Total Installation	\$

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

PAYMENT ENCLOSED \$

RETURN TO: J&J Exhibitors Service, Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 | Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

COMPANY	BOOTH NUMBER
CONTACT NAME	PHONE
	DATE

Please complete this form only if J&J is supervising the labor for your booth and you will not be present to supervise the installation and/or dismantle.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____

Carrier Pro Number _____

Shipped To: ☐ Warehouse ☐ Show Site Date Shipped _____

Total Number of: Crates: _____ Fiber Cases: _____ Cartons: _____ Other (Specify): _____

SET UP INFORMATION

Set up Plan/Photo: ☐ Attached ☐ To Be Sent ☐ With Exhibit ☐ In Crate Number _____

Carpet: ☐ With Exhibit ☐ Rental from J&J Carpet Color _____ Carpet Size _____

Graphics: ☐ With Exhibit ☐ Shipped Separately

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship to: _____

Contact Name: _____

Telephone Number: _____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)

Carrier (If known) _____

PLEASE NOTE: The exhibitor is responsible for contacting the carrier of their choice

Freight Charges: ☐ Prepaid ☐ Bill to: _____
☐ Collect _____

Please note: J&J will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

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Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

BOOTH CLEANING ORDER FORM



National Catholic Development Conference 2014
Chicago Marriott Downtown Magnificent Mile
October 5-8, 2014

BOOTH CLEANING SERVICES

Discount Deadline Date: September 19, 2014

General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental. To ensure your booth is show ready, specify your requirements below. Please contact your J&J show coordinator with any special needs.

DESCRIPTION

DISCOUNT PRICE

STANDARD PRICE

Vacuuming, Includes emptying your wastebasket nightly

☐ Daily	\$0.60 per square foot	\$1.00 per square foot
☐ Before show opens only	\$0.85 per square foot	\$1.25 per square foot

Shampooing

☐ Before show opens only	\$1.00 per square foot	\$1.50 per square foot
---	------------------------	------------------------

Mopping and Waxing

☐ We will require mopping and waxing. Please call for quote
--

Cost of vacuuming and shampooing will be invoiced based on the total area of your booth, 100 square feet minimum

Booth Dimensions _____ x _____ = _____ Total Square Feet

	Total Square Feet	x	Rate	x	Number of Days	=	Price
Vacuuming							\$
Shampooing							\$

Porter Service

Porter Service Price: \$ _____

☐ We will require porter services. Please call for quote
J&J will empty wastebaskets, booth wipe down and maintain your exhibit area at two hour intervals, during show hours for the duration of the show at the hourly rates indicated below. Vacuuming not included

Porter Service Description:

HOURLY RATES FOR PORTER SERVICE

Straight Time	Weekdays Between 8:00 AM and 4:30 PM	\$45.75 per person per hour
Overtime	Weekdays Before 8:00 AM and after 4:30 PM All day Saturday and Sunday (4 Hour Daily Minimum)	\$68.50 per person per hour

To avoid a misunderstanding regarding any cleaning service, please bring any discrepancies to our attention at the service desk. J&J will be unable to adjust invoices after the close of the show.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

PAYMENT ENCLOSED \$ _____

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Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY	BOOTH NUMBER
CONTACT NAME	PHONE
	DATE

LIMITED STORAGE CAPACITY



National Catholic Development Conference 2014

Chicago Marriott Downtown Magnificent Mile

October 5-8, 2014

LIMITED STORAGE CAPACITY AT EXHIBIT SITE

The Chicago Marriott Downtown Magnificent Mile has limited storage space. Please do not send freight directly to the facility to avoid additional handling fees by the facility.

- Shipments misdelivered to the facility are subject to J&J Exhibitors Service material handling charges regardless of the consignee as J&J Exhibitors Service is the official show contractor.
- If your shipment arrives at the facility prior to the published move-in dates, the facility may refuse delivery. If they take possession of the shipment(s) charges will be incurred from the facility IN ADDITION to J&J Exhibitors Service material handling charges.
- All shipments should be sent and labeled as follows:

**NAME OF EXHIBITING COMPANY
YOUR BOOTH NUMBER
NATIONAL CATHOLIC DEVELOPMENT CONFERENCE 2014
c/o J&J EXHIBITORS SERVICE
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616**

BELLMAN POLICY

**Exhibitor freight must be either hand carried in by the Exhibitor
or by a J&J Exhibitors Service representative.**

Exhibitors many have bellman deliver their boxes to the Exhibition Hall doors where a teamster will deliver them to their exhibit space. Please be advised that J&J Exhibitors Service material handling rates will apply.

Exhibitors may hand carry display materials, if necessary, if the materials can be brought into the Exhibition Hall in one trip.

Please be sure when shipping materials to the show to indicate "c/o J&J Exhibitors Service" on the shipping label. Otherwise the facility will take possession of the shipment and exhibitors will incur charges from the facility in addition to J&J Exhibitors Service material handling charges.

MATERIAL HANDLING INFORMATION



National Catholic Development Conference 2014
Chicago Marriott Downtown Magnificent Mile
October 5-8, 2014

FREIGHT HANDLING SERVICES

J&J Exhibitors Service is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of the shipments. For rates and arrival information, see the Material Handling Order Form. J&J must have payment before forwarding freight.

All orders are governed by the J&J Payment Policy and Limits of Liability and Responsibility.

ADVANCED SHIPMENTS TO THE WAREHOUSE

J&J Exhibitors Service, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse up to 30 days prior to show move in. Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM to 2:00 PM

Rates Include

- Receiving at J&J Warehouse
- Reloading onto trucks and deliver to the exhibit site
- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For advanced shipments, label each piece and address all shipment documents/bills of lading as follows:

NAME OF EXHIBITING COMPANY
YOUR BOOTH NUMBER
NATIONAL CATHOLIC DEVELOPMENT CONFERENCE 2014
c/o J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616

Last day for shipments to arrive at the advance warehouse without surcharge

FRIDAY, SEPTEMBER 19, 2014

DIRECT SHIPMENTS TO THE EXHIBIT SITE

service not available

ATTENTION EXHIBITORS:

All exhibit materials must be sent in advance to the J&J Exhibitors Service warehouse. Direct to show site shipments will not be accepted at the Chicago Marriott Downtown Magnificent Mile. The Chicago Marriott Downtown Magnificent Mile does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Chicago Marriott Downtown Magnificent Mile will be consigned to J&J Exhibitors Service and you will be billed the appropriate material handling charges by J&J. Exhibitors may also be billed an additional receiving charge by the Chicago Marriott Downtown Magnificent Mile for any items sent directly to the hotel.

RETURN TO WAREHOUSE (OPTIONAL)

After the show, J&J Exhibitors Service can:

- Deliver freight to the warehouse
- Store Freight
- Reload freight on outbound carriers to ship to your specified destination

BILL OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be mailed with the enclosed "MATERIAL HANDLING SERVICE AND RATES" order form. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.

For the safety of your shipment, small package shipments should be sent to the advance warehouse.

EMPTY CONTAINER HANDLING AND STORAGE

Due to Fire Marshall regulations, empty containers cannot be stored in your booth during the show. Empty containers will be removed from your booth, placed in storage and returned to your booth at close of the Show. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. J&J Exhibitors Service assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

OUTBOUND SHIPPING AND HANDLING

Outbound materials will be moved from booth to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, J&J Exhibitors Service will have a Service Desk where labels, Bills of Lading and shipping information will be available.

When materials are labeled, packed and ready to be shipped, completed Bills of Lading should be turned into the J&J Service Desk.

In order to expedite removal of materials, J&J Exhibitors Service reserves the right to change designated carriers, if such carriers fail to pick up or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse to await shipping instructions from exhibiting company and will be charged accordingly.

INSURANCE

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

All materials handled by J&J Exhibitors Service are subject to our "Terms and Conditions" and are governed by our Payment Policy.

MATERIAL HANDLING CHARGES

Please refer to our enclosed "MATERIAL HANDLING SERVICE AND RATES" form. Rates are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

MATERIAL HANDLING ORDER FORM



National Catholic Development Conference 2014
Chicago Marriott Downtown Magnificent Mile
October 5-8, 2014

ADVANCED SHIPMENTS TO THE WAREHOUSE

Includes shipments received at the warehouse, delivered to the convention center, and unloaded at the dock and delivered to the booth with no additional handling required.

Warehouse Rate, received on or before Friday, September 19, 2014

A 30% (\$50.00 minimum) late to warehouse surcharge will apply if

- Freight is received after Friday, September 19, 2014

ROUND TRIP RATES, PER SHIPMENT.

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.		Minimum Shipment (200 Lb. minimum)		Estimated Charges
	X	\$189.75		\$379.50	=	\$

****Important Cost Saving Tips: Consolidate shipments weighing less than 200 Pounds.
Schedule all shipments to arrive by Friday, September 19, 2014.***

SMALL PACKAGE TO THE WAREHOUSE

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 pounds that is received on the same day, from the same shipper and delivered by the same carrier.

Warehouse Rate, received on or before Friday, September 19, 2014

- Freight received after Friday, September 19, 2014 will be assessed standard rates.

ROUND TRIP RATES, PER SHIPMENT.

Number of Packages		First Carton		Additional Carton		Estimated Charges
	X	\$50.00		\$45.00	=	\$

DIRECT SHIPMENTS TO THE EXHIBIT SITE *service not available*

ATTENTION EXHIBITORS:

All exhibit materials must be sent in advance to the J&J Exhibitors Service warehouse. Direct to show site shipments will not be accepted at the Chicago Marriott Downtown Hotel. The Chicago Marriott Downtown Hotel does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to Chicago Marriott Downtown Hotel will be consigned to J&J Exhibitors Service and you will be billed the appropriate material handling charges by J&J. Exhibitors may also be billed an additional receiving charge by Chicago Marriott Downtown Hotel for any items sent directly to them.

RETURN TO WAREHOUSE

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.		Minimum Shipment		Estimated Charges
	X	\$25.00		\$200.00	=	\$

*METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight.

PAYMENT ENCLOSED \$

RETURN TO: J&J Exhibitors Service, Inc.

2338 South Indiana Avenue Chicago, IL 60616
Phone (312) 225-3323 | Fax (312) 225-9873

csr@jjexhibitors.com
www.jjexhibitors.com

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

ADVANCE SHIPMENTS ONLY

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

NAT'L. CATHOLIC DEVELOPMENT CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616**

DELIVER BY SEPTEMBER 19, 2014

**EXHIBIT MATERIAL - RUSH
ADVANCE SHIPMENTS ONLY**

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

NAT'L. CATHOLIC DEVELOPMENT CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616**

DELIVER BY SEPTEMBER 19, 2014

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

NAT'L. CATHOLIC DEVELOPMENT CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616**

DELIVER BY SEPTEMBER 19, 2014

**EXHIBIT MATERIAL - RUSH
ADVANCE SHIPMENTS ONLY**

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

NAT'L. CATHOLIC DEVELOPMENT CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616**

DELIVER BY SEPTEMBER 19, 2014

EXHIBIT MATERIAL - RUSH



J&J Motor Service

Your freight. Delivered and show-ready.



J&J Motor Service is a full-service transportation company offering specialized freight services and time-definite pick-ups and deliveries throughout the United States and Canada. With more than 80 years of industry experience, we are the original trade show carrier. Our clients call us a partner you can trust to deliver.

J&J Motor Service has an outstanding reputation and a team that stands above the rest with our professional experience and focus on customer service. Family owned and operated, we offer competitive rates and guarantee our work.

Let J&J Motor Service deliver for you:

- On-time pick ups and on-target deliveries
- Extensive material handling/warehousing
- Custom crating, skidding, pad wrapping and specialized handling
- Professional service and experienced, industry drivers and representatives
- Show to show caravans
- Preferred carrier status
- Expedited freight capabilities
- Competitive rates and guaranteed service
- Specialized trailers and equipment
- Show site representatives providing valuable on-site assistance
- Nationwide capabilities as agents of Specialized Transportation, Inc. (STI)

Contact us today at 312-225-3323.



Trade show transportation requires a partner that knows the challenges of convention center deliveries so that you can rest assured your show or event properties arrive on time and within budget.

Whether it's one time service or a full calendar of events, you can count on J&J Motor Service to deliver for you

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PLUS

Over 80 years of serving
the tradeshow industry.

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J&J Motor Service
The Original Tradeshow Carrier

SHIPPING ESTIMATE REQUEST FORM

Please fill out the form and we will prepare a quote!

PICK UP INFORMATION
Requested Pick up Date and Time:
Shipper Name:
Shipper Address:
Shipper City, State and Zip:
Shipper Contact Name:
Shipper Contact Telephone Number:

DESTINATION INFORMATION
Requested Delivery Date and Time:
Destination Name:
Destination Address:
Destination City, State and Zip:
Destination Contact Name:
Destination Contact Telephone Number:

SHIPMENT INFORMATION
Number of Pieces:
Total Weight in Pounds::
Total Space Weight:
Individual Dimensions:
Exclusive/Dedicated Truckload:

Special Instructions:

CONTACT INFORMATION
Contact Name:
Company Name:
Telephone Number:
Fax Number:
Email Address:

A logistics coordinator will call to confirm receipt of your request and discuss your shipping needs!
Please fax or email this completed form to:

2338 South Indiana Avenue Chicago Illinois 60616
Telephone 312.225.3323 / Facsimile 312.225.9873 / Email: info@jjmotor.com



J&J Exhibitors Service

Your AV. Delivered and show-ready.

An Audiovisual Partner You Can Rely On

When it's your brand on the line you need an audiovisual partner you can trust. You need the right people, the right equipment and the latest technology...at a price that fits your budget. That's J&J Exhibitors Service. From full production consulting to equipment rental for events and trade shows of any size, we have the expertise to create audiovisual experiences that set your brand apart.

Your expert J&J team can design, install, and produce any event including audiovisual for association events, convention services, corporate meetings, product launches, trade shows and training services. Our team of trained technical directors, engineers, cameramen, lighting directors, electricians and stage hands knows their role in ensuring flawless execution. We make it easy – from the pre-planning stage to on-site support and prompt, detailed billing after the event. It's that simple. And it's why our customers trust us year after year with a 98% rate of repeat business.

Show Floor Audiovisual

Exhibitors count on J&J for their audiovisual and computer equipment for trade shows, conventions, and association events. We work with both individual exhibitors and exhibit design companies to flawlessly present brands on the show floor. We provide booth design and consultation, equipment rental, technical support and much more.

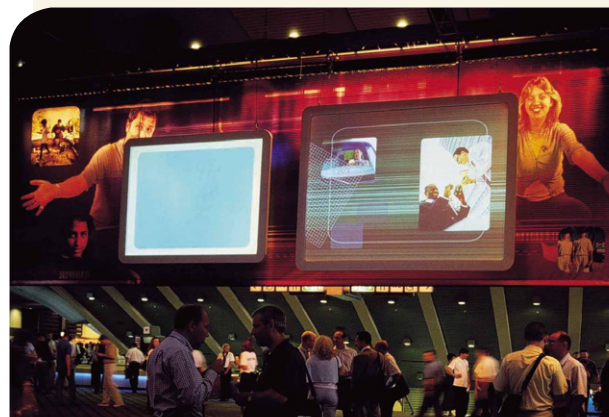
Event Production

Our technical directors help create exceptional corporate presentations and special events with the latest technology and expert staff that includes audio engineers, video engineers, cameramen, lighting directors, master electricians, staging technicians and project managers.

Meetings & Convention Services

The J&J team works closely with meeting and event organizers to support major corporate and association events. From site inspection and pre-planning to equipment specification and on-site event supervision, J&J can help make your event's audiovisual turnkey and worry free for you, your exhibitors and event participants.

Contact us today at 312-225-3323.



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PLUS

Over 80 years of serving
the tradeshow industry.

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36

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AUDIO/VISUAL ORDER FORM



National Catholic Development Conference 2014
 Chicago Marriott Downtown Magnificent Mile
 October 5-8, 2014

VIDEO EQUIPMENT PRICE LIST

Discount Deadline Date: September 19, 2014

DESCRIPTION	ADVANCE DAILY RATE	STANDARD DAILY RATE	QUANTITY	DAYS	TOTAL
DVD Player	\$100.00	\$130.00			

FLAT SCREEN DISPLAYS PRICE LIST

DESCRIPTION	ADVANCE DAILY RATE	STANDARD DAILY RATE	QUANTITY	DAYS	TOTAL
20" Multi-Sync Flat Screen	\$175.00	\$227.50			
32" Multi-Sync Flat Screen	\$340.00	\$442.00			
42" Multi-Sync Flat Screen*	\$450.00	\$585.00			
52" Multi-Sync Flat Screen*	\$600.00	\$780.00			
60" Multi-Sync Flat Screen*	\$1,470.00	\$1,911.00			
70" Multi-Sync Flat Screen*	Call for quote	Call for quote			
Plasma Stand	\$150.00	\$195.00			
Plasma Stand Shelf	\$30.00	\$39.00			

*Requires one hour of labor at \$89.50 for set-up/strike of plasma monitors.

DELIVERY / PICK UP INFORMATION

*Delivery Date: _____ Approximate Arrival Time: _____

*Exhibitor must be present to sign for order at time of delivery. Please contact the Exhibitor Service Desk for delivery. You must notify our representative that you are at your booth and have electrical power in place. Union Electricians will deliver in the order that requests are received. J&J Exhibitors Service is unable to guarantee a delivery time.

*Pick-up Date: _____

*Exhibitor is responsible for equipment until a J&J Exhibitors Service representative picks it up. Pick-up will be at the close of the show unless otherwise specified. No removal of equipment will take place during show hours.

LIMITS OF LIABILITY AND RESPONSIBILITY

1. Cancellation: in the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment, which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. On location set-up and take-down by required union labor is not included in the equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise a J&J Exhibitors Service representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS

EQUIPMENT SUBTOTAL	\$
22% SERVICE CHARGE	\$
8% TAX	\$
PAYMENT ENCLOSED	\$

RETURN TO: J&J Exhibitors Service, Inc.

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 www.jjexhibitors.com

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE



PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



CHR003



SFA003

MIRABEL



CHR001



SFA001

ALLEGRO



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



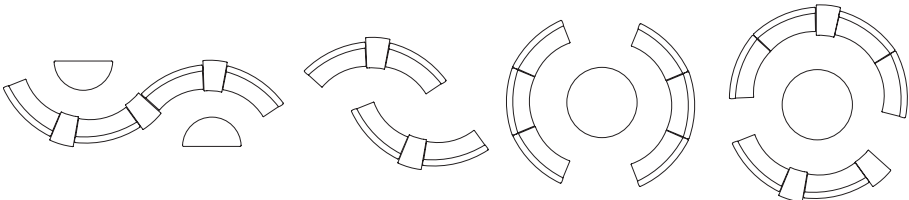
OTS

SO1



SO2

Suggested Uses of South Beach



MARRAKESH



CHN



SON

LISBON



CHC



LSC



SOC

MEMPHIS



MPC



MPS

NEWPORT



SED



COD

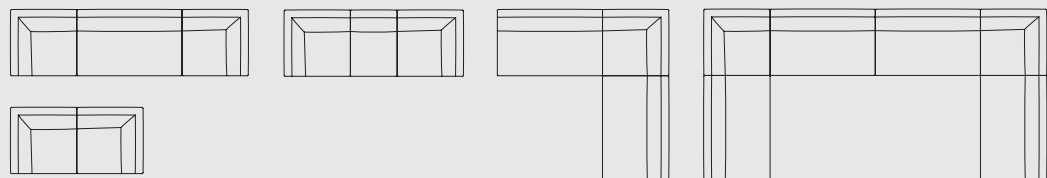


CHD



LSD

Suggested Uses of Newport



SOFAS & SECTIONALS



SFA003



SFA001



SFA002



SO1



SOC



SON



SOM



MPS



SED



SO2

LOVESEATS



LSD



LSM



LSC

SOFAS & SECTIONALS

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

SFA001 Mirabel
Brown Leather
76"L 35"D 32"H

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

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

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SON Marrakesh Sofa
Light Beige
83"L 36"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

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

LOVESEATS

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

CLUB CHAIRS



CHR003



CHR001



CHR002



CHC



CHN



OCB



MPC



CHD



COD

OCCASIONAL CHAIRS



CH001



CCE



OCA



OCH



BCW



OCU

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

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

CHR001 Mirabel
Brown Leather
36"L 35"D 32"H

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

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

CHN Marrakesh Chair
Light Beige
34"L 36"D 33"H

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

MPC Memphis Chair
(Mini Size) Black
27.25"L 31.75"D 27.5"H

**CHD Newport
Armless Chair**
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

OCCASIONAL CHAIRS

CH001 Casper Chair
Clear Acrylic
21"L 21"D 36.5"H

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

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Vinyl, Chrome
28"L 26"D 28"H

MEETING CHAIRS

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

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

OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



VIB08



PUZZ2SW



OTS



OTQ



OTN



OTP



OTM



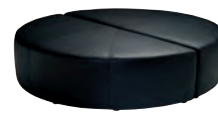
OTK



OTL



CCZ



CCB



CCW



OTH



OSC



CUBL20



SAL

OTTOMANS

Vibe Cube Ottoman

Waterproof

18"L 18"D 18"H

VIB01 Green Vinyl

VIB02 Blue Vinyl

VIB03 Pink Vinyl

VIB04 Red Vinyl

VIB05 Yellow Vinyl

VIB06 Gold/Bronze Vinyl

VIB07 Champagne Vinyl

VIB08 Orange Vinyl

PUZZ2SW Puzzle Bench Ottoman

White

48"L 24"D 18"H

OTS South Beach Ottoman

Wedge, Platinum Suede

25"L 31"D 18"H

OTQ Square Ottoman

White Leather

40"L 40"D 17"H

OTN Bench Ottoman

White Leather

24"L 60"D 17"H

OTP Square Ottoman

Black Leather

40"L 40"D 17"H

OTM Bench Ottoman

Black Leather

24"L 60"D 17"H

OTK Half Round Ottoman

Black Leather

6' L 3'D 17"H

OTL Half Round Ottoman

White Leather

6'L 3'D 17"H

CCZ Circle Ottoman

Black, White Leather

6'L 6'D 17"H

CCB Circle Ottoman

Black Leather

6'L 6'D 17"H

CCW Circle Ottoman

White Leather

6'L 6'D 17"H

OTH Milano Cube

Black Leather

17"L 17"D 18"H

OSC Milano Cube

White Leather

17"L 17"D 18"H

CUBL20 Edge Lighted Cube Ottoman

White Plastic

20"L 20"D 20"H

SAL Sally Stool

White

12" Round 17"H

GROUP SEATING



SCE



SC10



SC9



SC1



SC8



SCC



SCF



SCD



SC4



SC2



SC3



SC5



CO4



XC3



XC6



CS5



CS8



CS9

GROUP SEATING

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

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

SC9 Pantan Chair
White
20"L 24"D 33"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC8 Flex Chair
W/ Wheels
24"L 22"D 31"H

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

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

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

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

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

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

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

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

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

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

CS5 Vista Chair
Black, Chrome Legs
20"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

OCCASIONAL END TABLES



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

OCCASIONAL COCKTAIL TABLES

**COLI Oliver
Cocktail Table**
47"L 27"D 19"H

**C1E Silverado Cocktail
Table**
36" Round 17"H

C1D Soho Cocktail Table
Steel Base,
Chocolate Top
38"L 38"D 18.5"H

**C1K Inspiration Cocktail
Table**
42"L 28"D 18"H

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

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

**C1W Sydney Cocktail
Table**
White
48"L 26"D 18"H

**C1Y Sydney Cocktail
Table**
Black
48"L 26"D 18"H

OCCASIONAL END TABLES

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

EOLI Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base,
Chocolate Top
26"L 26"D 27"H

**E1K Inspiration
End Table**
24"L 28"D 22"H

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

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

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

**CUBTBL Edge LED
Cube Table**
W/ Plexi Top,
White Plastic
20"L 20"D 20"H

CONFERENCE TABLES



SAMPLE CONFERENCE SETS



CONFERENCE TABLES

- CG1 Manhattan Table**
Glass, Black
42" Round 29"H
- CF2 Geo Table**
Rectangle Glass, Black
60"L 36"D 29"H
- CE2 Geo Table**
Rectangle Glass, Chrome
60"L 36"D 29"H
- OCT6W Nova Oval Table**
6' White, Silver Powder
Coated Legs
71"L 36"D 29"H

- CE1 Geo Table**
Square Rounded Glass,
Chrome
42"L 42"D 29"H
- CF1 Geo Table**
Square Rounded Glass,
Black
42"L 42"D 29"H
- CB2 Table**
6' Graphite Nebula
72"L 36"D 29"H
- CB3 Table**
8' Graphite Nebula
96"L 36"D 29"H
- CD2 Table**
6' Grey Nebula
72"L 36"D 29"H

- CD3 Table**
8' Grey Nebula
96"L 36"D 29"H
- CC6 Table**
6' Mahogany
72"L 36"D 29.5"H
- CC7 Table**
8' Mahogany
96"L 48"D 29.5"H
- CC8 Table**
10' Mahogany
120"L 48"D 29.5"H
- CT06GR Table**
6' Granite
72"L 36"D 29"H

- C508GR Table**
8' Granite
96"L 44"D 29"H
- CT10GR Table**
10' Granite
120"L 46"D 29"H
- CC5 Table**
Mahogany
42"Round 29"H
- CB1 Table**
Graphite Nebula
42"Round 29"H
- CT42GR Table**
Granite
42"Round 29"H

- CD1 Table**
Grey Nebula
42"Round 29"H

EXECUTIVE CHAIRS



G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

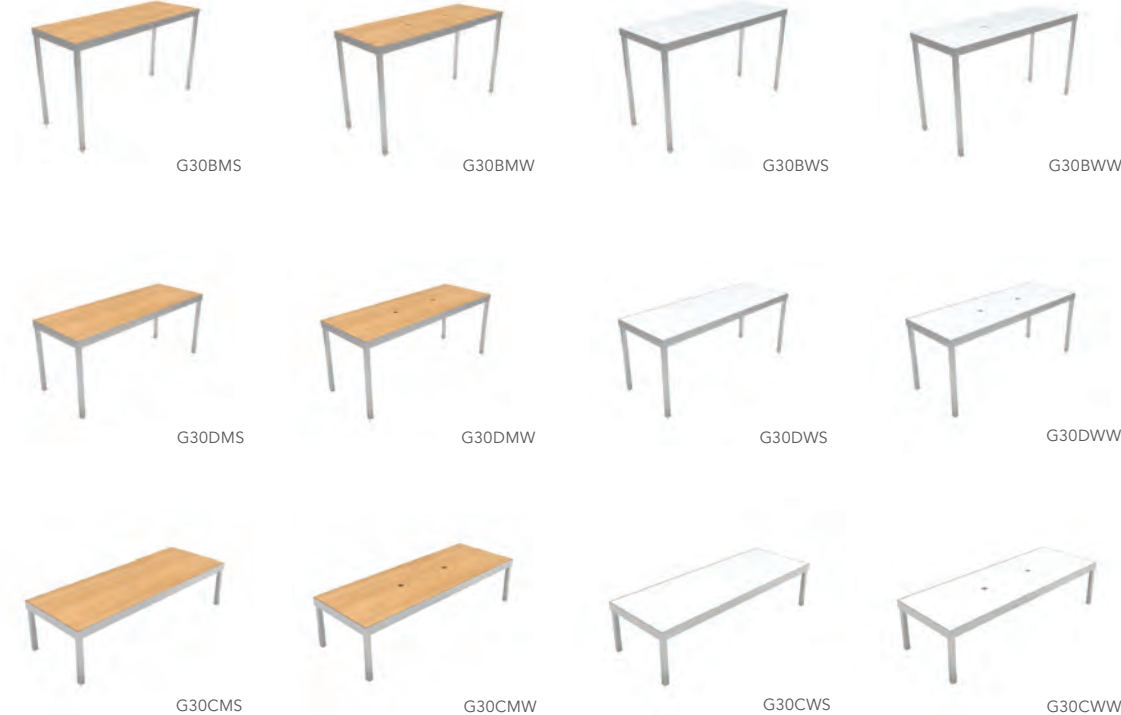
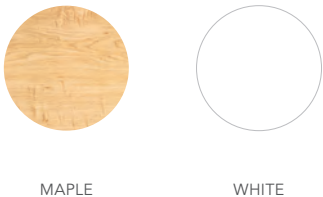


TABLE TOP OPTIONS



EXECUTIVE CHAIRS

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

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

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

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
W/ Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
W/ Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
W/ Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
W/ Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
W/ Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
W/ Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS



BS001



BS002



BS003



BSN



BS1



BS2



BS3



BST



BSS



BCE



BSD



BSC



BSL

BARSTOOLS

BS001 Shark Swivel Barstool

White Plastic W/ Arms,
Chrome Base
22"L 19"D 34"-44"H

BS002 Zoey Swivel Barstool

White Vinyl, Chrome Base
15"L 17"D 31"-35"H

BS003 Zoey Swivel Barstool

Black Vinyl, Chrome Base
15"L 17"D 31"-35"H

BSN Jetson Barstool

Black
18"L 19"D 29"H

BS1 Ohio Barstool

Red, Chrome
18" Round 31"H
Adjustable

BS2 Ohio Barstool

Black, Chrome
18" Round 31"H
Adjustable

BS3 Ohio Barstool

Grey, Chrome
18" Round 31"H
Adjustable

BST Banana Barstool

White, Chrome
21"L 22"D 30"H

BSS Banana Barstool

Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool

Transparent, Chrome
16.75"L 16"D 37.75"H

BSD Oslo Barstool

Blue
17"L 20"D 30"H

BSC Oslo Barstool

White
17"L 20"D 30"H

BSL Gin Barstool

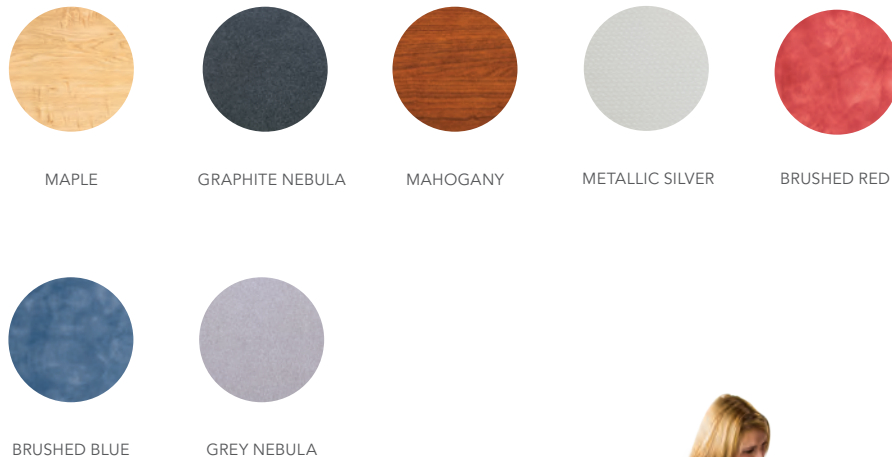
Maple, Chrome
16"L 16"D 29"H



BAR TABLES



TABLE TOP OPTIONS



BAR TABLES

Standard Black Base

30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTF Metallic Silver Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base

36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTM Grey Nebula Top

Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTF Metallic Silver Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

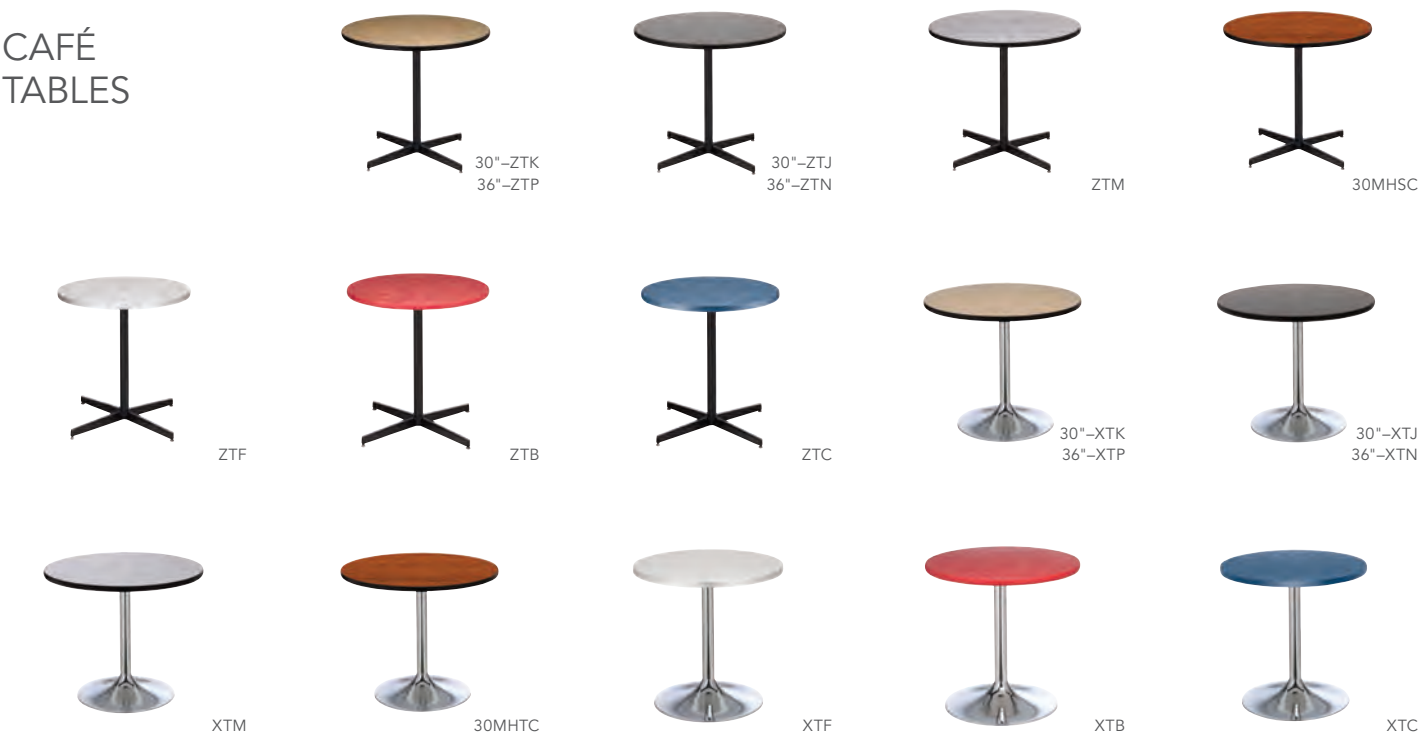
WTP Maple Top

WTN Graphite Nebula Top

WTM Grey Nebula Top



CAFÉ TABLES



SAMPLE BAR TABLE SETS



CAFÉ TABLES

Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTF Metallic Silver Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTM Grey Nebula Top

Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHTC Mahogany Top

XTF Metallic Silver Top

XTB Brushed Red Top

XTC Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTM Grey Nebula Top

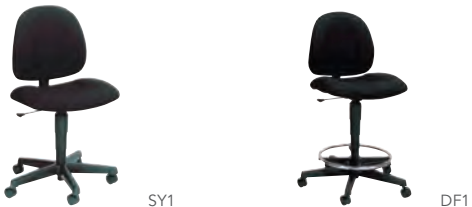
TRAINING ROOM



BOOKCASES & PRODUCT DISPLAYS



UTILITY CHAIRS



TRAINING ROOM

PO1 Lecturn Podium
Cherry
24"L 19"D 50"H

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

PO3 Kiosk
Black, Maple
24"L 21"D 42"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

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

BC7 Bookcase
Granite
36"L 13"D 71"H

PDL Locking Door Pedestal

Black
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

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

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

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

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

JD7 Executive Desk
Granite
60" L 30" D 29" H

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

CR7 Credenza
Granite
72" L 24" D 29" H

FILES

VF4 Vertical File
4 Drawer
27" L 19" D 52" H

VF2 Vertical File
2 Drawer
27" L 19" D 28" H

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

L27 Lateral File
Granite
36" L 20" D 29" H

FRIDGES

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

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



MOBILE TABLET STANDS



TBSTDW



TBSTND



TBBCHR



TBSHLF



TBPNTR

LAMPS



LA15



LA14



TRW



TRH

LIGHTED PRODUCTS



CUBL20



CUBTBL

MOBILE TABLET STANDS

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

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

MOBILE TABLET STAND ACCESSORIES

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

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

TBPNTR Wireless Printer Holder
3.3"L 1.9"D 5.28"H

LAMPS

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

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

TRW Trovato LED Floor Lamp
White
7"L 7"D 72"H

TRH Trovato Table Lamp
White
7"L 7"D 26"H

LIGHTED PRODUCTS

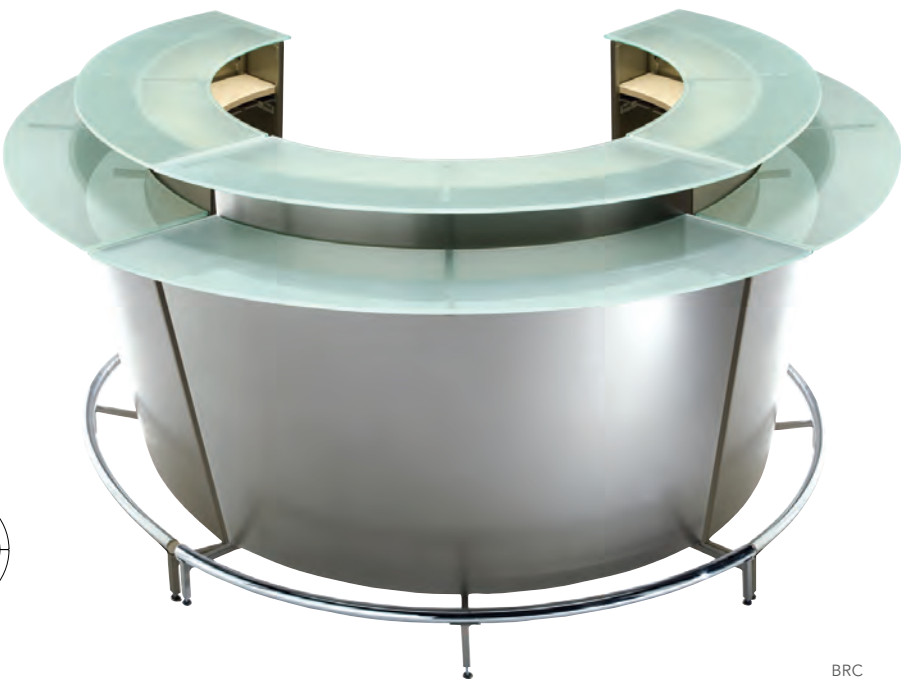
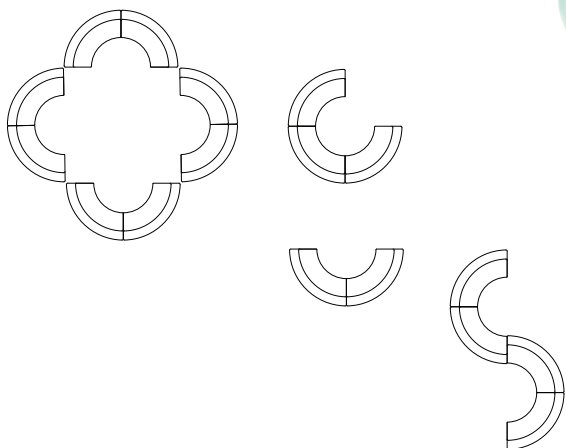
CUBL20 Edge Lighted Cube Ottoman
White Plastic
20"L 20"D 20"H

CUBTBL Edge LED Cube Table
W/ Plexi Top,
White Plastic
20"L 20"D 20"H

BARS



Suggested Uses of Martini Bar



BARS

BR1 Martini Bar
50"L 50"D 47"H

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars
100"L 100"D 47"H

ORDER INFORMATION		PAYMENT INFORMATION		DELIVERY INFORMATION	
EXHIBITING COMPANY:		ORDER TOTAL:	\$ -	SHOW NAME:	
ADDRESS:		LATE ORDER FEE (ADD 30%):	\$ -	BOOTH NUMBER (S)	
		STATE TAX: (EXCLUDING NV & CA)	\$ -	VENUE:	
PHONE:	FAX:	TOTAL DUE:	\$ -	SHOW DATE:	
CONTACT:		CREDIT CARD:			EXP:
EMAIL ADDRESS:		SIGNATURE:			
AUTHORIZED BY:		NAME: (PRINT)			



CODE	QTY	ITEM	DESCRIPTION	2014	EXTENDED
Sofas, Sectionals, Loveseats & Chairs					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 467	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 1,019	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 541	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 488	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 359	\$ -
SO N		SOFA	MARRAKESH	\$ 440	\$ -
CH N		CHAIR	MARRAKESH	\$ 312	\$ -
SFA002		SOFA	Allegro Sofa, Blue Fabric	\$ 492	\$ -
CHR002		CHAIR	Allegro Chair, Blue Fabric	\$ 332	\$ -
SFA003		SOFA	Roma Sofa - White Vinyl	\$ 592	\$ -
CHR003		CHAIR	Roma Chair, White Vinyl	\$ 386	\$ -
SFA001		SOFA	Mirabel Sofa, Brown Leather	\$ 592	\$ -
CHR001		CHAIR	Mirabel Chair, Brown Leather	\$ 386	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 412	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 365	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 1,052	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 470	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 259	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 323	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 387	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 275	\$ -
Bars & Barstools					
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 164	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 200	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 186	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 186	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 178	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 178	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 141	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 133	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 133	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 133	\$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,911	\$ -
BR 1		BAR, COUNTER	MARTINI BAR	\$ 1,011	\$ -
BS001		BARSTOOL	Shark Swivel Barstool	\$ 232	\$ -
BS002		BARSTOOL	Zoey Swivel Barstool - White	\$ 211	\$ -
BS003		BARSTOOL	Zoey Swivel Barstool - Black	\$ 211	\$ -

LATE ORDERS:

- Orders received within 14-days prior to show opening will incur a 30% late fee.

CANCELLATIONS:

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

PAYMENT:

CODE	QTY	ITEM	DESCRIPTION	2014	EXTENDED
Occasional Chairs & Ottomans					
OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	\$ 208	\$ -
OC H		OCCASIONAL CHAIR	Madrid, Black	\$ 563	\$ -
BCW		OCCASIONAL CHAIR	Madrid, White	\$ 562	\$ -
SC10		OCCASIONAL CHAIR	Razor Chair	\$ 59	\$ -
OC U		OCCASIONAL CHAIR	GLOBUS	\$ 288	\$ -
CC E		OCCASIONAL CHAIR	ICE, TRANSPARENT, CHROME	\$ 154	\$ -
CH001		OCCASIONAL CHAIR	Casper Chair, Clear Acrylic	\$ 134	\$ -
SCC		OCCASIONAL CHAIR	Fusion - Clear/White	\$ 102	\$ -
SCD		OCCASIONAL CHAIR	Fusion - Green/White	\$ 102	\$ -
SCE		OCCASIONAL CHAIR	Fusion - Red/White	\$ 102	\$ -
SCF		OCCASIONAL CHAIR	Fusion - Black/White	\$ 102	\$ -
OC B		TUB CHAIR	KEY WEST, BLACK	\$ 299	\$ -
CDYTB		OCCASIONAL TABLE	Candy Table - White/Balck	\$ 152	\$ -
CUBTBL		LIGHTED TABLE	Edge LED Cube Table	\$ 148	\$ -
CUBL20		OTTOMAN	Edge Lighted Cube - Plastic	\$ 146	\$ -
OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 180	\$ -
OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 248	\$ -
OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 278	\$ -
OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 290	\$ -
OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 249	\$ -
OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 278	\$ -
OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 290	\$ -
CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 452	\$ -
CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 452	\$ -
CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 452	\$ -
OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 84	\$ -
OS C		OTTOMAN	CUBE, WHITE LEATHER	\$ 84	\$ -
PUZZ2SW		OTTOMAN	Puzzle Bench	\$ 232	\$ -
VIB02		OTTOMAN	Vibe Cube Ottoman - Blue Vinyl	\$ 98	\$ -
VIB04		OTTOMAN	Vibe Cube Ottoman - Red Vinyl	\$ 98	\$ -
VIB03		OTTOMAN	Vibe Cube Ottoman - Pink Vinyl	\$ 98	\$ -
VIB05		OTTOMAN	Vibe Cube Ottoman - Yellow Vinyl	\$ 98	\$ -
VIB07		OTTOMAN	Vibe Cube Ottoman - Champagne Vinyl	\$ 98	\$ -
VIB01		OTTOMAN	Vibe Cube Ottoman - Green Vinyl	\$ 98	\$ -
VIB08		OTTOMAN	Vibe Cube Ottoman - Orange	\$ 98	\$ -
VIB06		OTTOMAN	Vibe Cube Ottoman - Gold/Bronze Vinyl	\$ 98	\$ -

Please fax or mail both copies to:

CHICAGO

2725 Davey Road, Suite 200
Woodridge, IL 60517
PHONE: 630.972.0146 FAX: 630.972.0269

- All orders must be received with full payment no later than 14 days prior to the show.
- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

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CODE	QTY	ITEM	DESCRIPTION	2014	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	2014	EXTENDED
Occasional Cocktail & End Tables						Conference Chairs, Stacking & Utility Seating					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 212	\$ -	SC 9		SIDE CHAIR	PANTON, WHITE	\$ 140	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 212	\$ -	SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 116	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 197	\$ -	SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 133	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 281	\$ -	SC 4		SIDE CHAIR	JETSON, BLACK	\$ 133	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 226	\$ -	SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 162	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 180	\$ -	SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 124	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 186	\$ -	SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 124	\$ -
COLI		Cocktail Table	Oliver Cocktail Table	\$ 180	\$ -	SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYZ BLACK	\$ 235	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 191	\$ -	SC10		SIDE CHAIR	RAZOR CHAIR	\$ 59	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 191	\$ -	CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 221	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 186	\$ -	XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 261	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 253	\$ -	XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 284	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 215	\$ -	XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 302	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 169	\$ -	XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 232	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 174	\$ -	XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 255	\$ -
EOLI		END TABLE	Oliver End Table	\$ 160	\$ -	XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 278	\$ -
Café Tables						OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 318	\$ -
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 151	\$ -	CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 81	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 168	\$ -	CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 81	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 151	\$ -	SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 145	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 168	\$ -	DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 215	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 168	\$ -	Desks, Bookcases, Credenzas & Files					
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 171	\$ -	JD 6		EXECUTIVE DESK	MAHOGANY	\$ 406	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 151	\$ -	JD 7		EXECUTIVE DESK	GRAPHITE	\$ 388	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 151	\$ -	CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 406	\$ -
30MHSC		CAFÉ TABLE	Mahogany with Black Base	\$ 208	\$ -	CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 383	\$ -
30MHTC		CAFÉ TABLE	Mahogany with Tulip Chrome Base	\$ 226	\$ -	BC 6		BOOKCASE	MAHOGANY, 72"	\$ 248	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 208	\$ -	BC 7		BOOKCASE	GRAPHITE, 72"	\$ 243	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 229	\$ -	L2 6		LATERIAL FILE	MAHOGANY	\$ 308	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 208	\$ -	L2 7		LATERIAL FILE	GRAPHITE	\$ 297	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 226	\$ -	VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 191	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 226	\$ -	VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 140	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 230	\$ -	Conference Tables					
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 208	\$ -	CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 302	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 208	\$ -	CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 290	\$ -
Bar Tables						CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 208	\$ -
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 174	\$ -	CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 197	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 180	\$ -	CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 214	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 174	\$ -	CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 234	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 180	\$ -	CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 394	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 180	\$ -	CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 324	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 197	\$ -	CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 394	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 174	\$ -	CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 266	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 174	\$ -	CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 301	\$ -
30MH5B		BAR TABLE	Mahogany with Black Base	\$ 217	\$ -	CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 371	\$ -
30MHTB		BAR TABLE	Mahogany with Tulip Chrome Base	\$ 243	\$ -	CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 591	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 221	\$ -	CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 267	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 243	\$ -	CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 267	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 221	\$ -	CT06GR		CONFERENCE TABLE	Conf Table, Granite, 6-Foot	\$ 234	\$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 243	\$ -	CT08GR		CONFERENCE TABLE	Conf Table, Granite, 8-Foot	\$ 284	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 243	\$ -	CT10GR		CONFERENCE TABLE	Conf Table, Granite, 10-Foot	\$ 426	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 243	\$ -	OCT6W		Conference Table	6' Nova Oval Conference Table, White w/Chrome Legs	\$ 397	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 221	\$ -	Communal Tables					
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 221	\$ -	G30BMW		Communal Table	G-30 Bar Table w/grommets - Maple	\$ 475	\$ -
Training Room						G30BMS		Communal Table	G-30 Bar Table, solid - Maple	\$ 475	\$ -
TBSTDW		MOBILE STAND	Mobile Tablet Stand White	\$ 152	\$ -	G30BWW		Communal Table	G-30 Bar Table, w/grommets - White	\$ 475	\$ -
TBSTND		MOBILE STAND	Mobile Tablet Stand Black	\$ 152	\$ -	G30BWS		Communal Table	G-30 Bar Table, solid - White	\$ 475	\$ -
TBBCHR		MOBILE STAND	Brochure Holder	\$ 49	\$ -	G30DMW		Communal Table	G-30 Café Table, w/grommets - Maple	\$ 380	\$ -
TBSHLF		MOBILE STAND	Charging Shelf	\$ 49	\$ -	G30DMS		Communal Table	G-30 Café Table, solid - Maple	\$ 380	\$ -
TBPNTR		MOBILE STAND	Wireless Printer Holder	\$ 49	\$ -	G30DWW		Communal Table	G-30 Café Table, w/grommets - White	\$ 380	\$ -
CP5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 290	\$ -	G30DWS		Communal Table	G-30 Café Table, solid - White	\$ 380	\$ -
PO3		KIOSK	BLACK & MAPLE	\$ 348	\$ -	G30CMW		Communal Table	G-30 Cocktail Table, w/grommets - Maple	\$ 255	\$ -
PO1		PODIUM	LECTURN, CHERRY	\$ 221	\$ -	G30CMS		Communal Table	G-30 Cocktail Table, solid - Maple	\$ 255	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 255	\$ -	G30CWW		Communal Table	G-30 Cocktail Table, w/grommets - White	\$ 255	\$ -
Product Displays, Lamps, & Refrigerators						G30CWS		Communal Table	G-30 Cocktail Table, solid - White	\$ 255	\$ -
ET 2		ETAGERE	BLACK	\$ 249	\$ -	Meeting Chairs					
ET 1		ETAGERE	SILVER	\$ 249	\$ -	OCMESP		MEETING CHAIR	Meeting Chair Espresso	\$ 145	\$ -
PMB36		Pedestals	Molded Plastic Pedestal, 24"x36"	\$ 288	\$ -	OCMTAU		MEETING CHAIR	Meeting Chair Taupe	\$ 115	\$ -
PMB42		Pedestals	Molded Plastic Pedestal, 24"x42"	\$ 340	\$ -						
TRW		Lamp	Trovato Floor Lamp - White	\$ 108	\$ -						
TRH		Lamp	Trovato Table Lamp - White	\$ 160	\$ -						
LA15		Lamp	Mason Floor Lamp - Brushed Silver	\$ 160	\$ -						
LA14		Lamp	Mason Table Lamp - Brushed Silver	\$ 108	\$ -						
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 609	\$ -						
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	\$ 203	\$ -						
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Order Total, add to top of Page 1										\$	-

Page 1 Sub Total

Page 2 Sub Total

COMPANY NAME AND BOOTH #: _____
SETUP DATE AND TIME: _____
END DATE AND TIME: _____



Rev 101613

DAILY RATES

QTY	EQUIPMENT	ADVANCE RATE	ON-SITE PRICE	Daily Subtotal
COMPUTER DISPLAY / VIDEO ALA CARTE ITEMS (Additional Labor charges may apply)				
	LCD PROJECTOR, 3300 to 4000 Lumens	\$580	\$696	
	6' TRIPOD SCREEN	\$95	\$114	
	FASTFOLD SCREEN (6x8' or 7.5x10')	\$260	\$312	
	20" LCD MONITOR (1024X768)	\$120	\$144	
	24" LCD MONITOR (1920X1080)	\$150	\$180	
	32" LCD MONITOR (1280X768)	\$300	\$360	
	42" PLASMA MONITOR WITH STAND	\$400	\$480	
	50" PLASMA MONITOR WITH STAND	\$500	\$600	
	70" TOUCH-SCREEN LCD MONITOR WITH STAND	\$650	\$780	
	DVD player	\$95	\$114	
	LAPTOP COMPUTER (PC)	\$250	\$300	
	LAPTOP COMPUTER (MAC)	\$350	\$420	
	COLOR LASER JET PRINTER	\$280	\$336	
	B/W LASER JET PRINTER	\$180	\$216	
	ADDITIONAL TONER	\$100	\$120	

AUDIO ALA CARTE ITEMS (Additional Labor charges may apply)

DAILY RATES

	POWERED PA SPEAKER SYSTEM (PAIR) WITH STANDS	\$300	\$360	
	WIRED MICROPHONE (aisle or tabletop)	\$90	\$108	
	WIRELESS MICROPHONE (lavalier or handheld)	\$210	\$252	
	AUDIO MIXER	\$95	\$114	
	MULTI-DISC CD PLAYER	\$95	\$114	
	COMPUTER AUDIO (Direct box & Cabling only)	\$50	\$60	

INTERNET / TELEPHONE / MISC ALA CARTE ITEMS

DAILY RATES

	WIRELESS MOUSE/ LASER POINTER	\$75	\$90	
	PROJECTION STAND or CART	\$50	\$60	
	FLIPCHART (with stand, paper pad & markers)	\$85	\$102	
	24'x13' PIPE AND DRAPE (Per 10' Panel)	\$250	\$300	
	CORK/WHITE BOARD	\$150	\$180	
	FAX MACHINE (requires telephone line)	\$250	\$300	
	POLYCOM SPEAKERPHONE (requires telephone line)	\$250	\$300	
	DDI TELEPHONE LINE*	\$130	\$156	
	WIRELESS HIGH-SPEED INTERNET CONNECTION (PER DEVICE)	\$55	\$66	
	WIRED HIGH-SPEED INTERNET CONNECTION (PER DEVICE)	\$225	\$270	

Call for dedicated bandwidth pricing

ELECTRICAL SERVICES

DAILY RATES

	120V CIRCUIT with outlet (UP TO 10 AMPS PER CIRCUIT)	\$85	\$102	
	ADDITIONAL POWER STRIPS	\$25	\$35	

208V Single phase / Three phase available, call for rates. Wall Outlets are not included with rental space

BANNERS / LABOR

	IN ROOM TECH (\$1000 10 hr Day rate, \$500 5 hr min)	\$100/hr	\$150/hr	
	VINYL BANNER HANGING (PER BANNER - UP TO 48 FT ²)	\$150/ea	\$150/ea	
	aisle SIGN HANGING (PER SIGN)	\$75/ea	\$150/ea	
	ONSITE SETUP/STRIKE LABOR (per hr.)	\$100/hr	\$100/hr	

*Long-distance charges and connection fees will apply - call for details

Multiply daily total by number of use days	X _____ days
SUBTOTAL before tax	\$

ALL EQUIPMENT AND REQUIRED ACCESSORIES WILL BE BILLED PER USE-DAY AT PUBLISHED PSAV PRICES, PLUS LABOR, LDW, SALES TAX AND 24% MARRIOTT SERVICE CHARGE.

For specialty equipment not listed, questions or other assistance please call (312) 245-6940.

A representative must be in your booth to sign for delivery of equipment.

PREVIOUS DISCOUNTS ARE NOT APPLIED TO ONSITE ADDITIONS UNLESS OTHERWISE ARRANGED.

Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV

Orders received less than 15 days before exhibit set-up will be charged ON-SITE rates

****Specialty Lighting & RIGGING Requests, Please Call for Quote****

FAX COMPLETED FORM TO 312-278-0100



RENTAL AGREEMENT

LESSEE DOES HEREBY RENT AND ACCEPT THE LISTED EQUIPMENT AND ACKNOWLEDGES THAT IT IS IN GOOD WORKING CONDITION AND AGREES TO PAY THE RENT FOR SAID PROPERTY AT THE RATE HEREIN STATED; LESSEE FURTHER AGREES TO TAKE CARE OF SAID EQUIPMENT AND TO USE IT IN A PROPER MANNER AND AGREES THAT IN THE EVENT ANY OF THE RENTED EQUIPMENT IS LOST OR DESTROYED BEFORE IT IS RETURNED, TO PROMPTLY PAY AN AMOUNT EQUAL TO THE REASONABLE COST OF REPAIRING OR REPLACEMENT OF SAME. LESSOR IS HEREBY RELEASED FROM ANY AND ALL CLAIMS FOR DAMAGES TO LESSEE, BY REASON OF USE OF SAID PROPERTY; LESSEE AGREES TO INDEMNIFY LESSOR FROM ANY AND ALL CLAIMS FOR DAMAGE TO ANY PERSON OR PROPERTY BY REASON OF THE USE OF SAID PROPERTY BY LESSEE OR ANY OTHER PERSON FROM DATE HEREOF UNTIL SAID PROPERTY IS RETURNED TO LESSOR. IT IS UNDERSTOOD THAT THE RENTAL COMMENCES AS OF THE DATE AND TIME HEREOF AND ENDS ONLY WHEN THE RENTED EQUIPMENT IS RETURNED. SHOULD SAID PROPERTY NOT BE RETURNED TO LESSOR AT THE TIME SPECIFIED AS HEREIN LISTED, IT IS AGREED THAT FAILURE TO PAY RENT OR IF DEFAULT IS MADE IN ANY OF THE TERMS HEREOF, LESSOR MAY AT ONCE TAKE POSSESSION OF SAID RENTED EQUIPMENT WHEREVER THE SAME MAY BE FOUND AND REMOVE THE SAME AND THE LESSOR OR IT AGENTS SHALL IN NO WAY BE LIABLE FOR ANY CLAIMS FOR DAMAGES OR INJURY IN THE REMOVAL OF SAID EQUIPMENT. LESSEE FURTHER AGREES THAT ALL CHARGES FOR RENTAL WILL BE PAID IN ADVANCE, OR IMMEDIATELY UPON RETURN OF MERCHANDISE OR UPON RECEIPT OF INVOICE FOR SAME AND THAT ALL COLLECTION FEES, COURT COSTS, OR ANY EXPENSE INCURRED IN COLLECTING AND RENTAL WILL BE PAID BY LESSEE. RENTER IS RESPONSIBLE FOR EQUIPMENT AND ALL LEGAL FEES CONNECTED WITH RENTAL OR COLLECTION

Notes for setup team:

Full payment, including sales tax, is due in advance. Purchase orders are not accepted. Cancellations less than 48 hours prior to exhibit load-in will be charged a one-day rate.

PAYMENT DETAILS (Please complete the requested information below):

EXHIBITOR COMPANY NAME:	
ON-SITE CONTACT NAME:	
EMAIL ADDRESS:	
BILLING STREET ADDRESS	
TELEPHONE NUMBER:	
CREDIT CARD ACCOUNT NUMBER <u>and</u> EXP DATE:	
CARD TYPE (CIRCLE ONE) [VISA] [MC] [DISCOVER] [AMEX]	
X _____ LESSEE SIGNATURE	
LESSEE NAME (PRINTED)	
CARDHOLDER ACKNOWLEDGES RECEIPT OF GOODS AND SERVICES IN THE AMOUNT OF THE TOTAL SHOWN HEREIN AND AGREES TO PERFORM THE OBLIGATIONS SET FORTH IN THE CARDHOLDER'S AGREEMENT WITH THE ISSUER	



EXHIBIT INFORMATION, RULES and

In order to minimize the risk of fire and keep exhibits in Chicago as safe as possible, the Chicago Fire Department has established regulations with which we must comply:

- The Municipal Code states that nothing can be stored behind or between exhibit booths, draperies or under tables.
- All materials that are needed for repacking purposes must be removed from exhibition area. You may keep a one-day supply of literature or product at your booth.
- Tents are not permitted as an exhibit
 - All exits must be kept clear

FOYER AREA EXHIBITS

- Compact Pop up Table Top Exhibits are not permitted (pictured here)



- Literature, Laptops, Computer Monitors are permitted
- Floor supported Pop Up Exhibits are permitted. **BUT**, if a table is supplied, it must be placed beside the exhibit. It is not permitted in front of the exhibit.
- Portable banner displays are permitted as long as they are placed beside the table.

The Chicago Fire Department strictly enforces the regulations. No exceptions.

Thank you for your cooperation



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