



1921 Bellamah NW  
Albuquerque, NM 87104  
t. 505.243.9889  
f. 505.243.8197  
www.cssabq.com

email us @  
esr@cssabq.com

## FOR YOUR INFORMATION

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

**NLIT Summit 2023**  
**Wisconsin Center Hall A**  
**Milwaukee, Wisconsin**  
**Wednesday, June 28 – Thursday June 29, 2023**

Dear Exhibitor:

**WELCOME!** CSS is pleased to be selected by show management to serve as your Official Service Contractor.

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- [On-Line Ordering](#) is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at [esr@cssabq.com](mailto:esr@cssabq.com) or (505) 243-9889 to obtain one.
- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 5.5% in Wisconsin**. Sales tax is applicable to rentals. Labor, and material handling services are exempt in the state of Wisconsin. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889**.

We look forward to serving you from start to finish. We are here to make sure your experience is a complete success. If you need assistance or additional information, please contact our Exhibitor Service Department:

Email: [esr@cssabq.com](mailto:esr@cssabq.com)  
1921 Bellamah Ave. NW  
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Phone: (505) 243-9889  
Fax: (505) 243-8197

Or visit us on the World Wide Web at <http://www.cssabq.com>.



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## SHOW INFORMATION QUICK REFERENCE

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

<b>SHOW NAME:</b>	NLIT Summit 2023	
<b>EXHIBITOR MOVE-IN:</b>	Tuesday, June 27, 2023	10:00AM – 4:00PM
<b>SHOW DATE(S):</b>	Wednesday, June 28, 2023	9:00AM – 4:00PM
	Thursday, June 29, 2023	9:00AM – 4:00PM
<b>EXHIBITOR MOVE-OUT:</b>	Thursday, June 29, 2023	4:00PM – 8:00PM

Outside freight carriers must be checked in by:

**Thursday, June 29, 2023 @ 7:00PM**

All materials must be packed with bill(s) of lading turned in to **CSS** by:

**Thursday, June 29, 2023 @ 8:00PM**

<b>SHOW LOCATION:</b>	Wisconsin Center Exhibit Hall A 400 W. Wisconsin Ave. Milwaukee, WI 53203
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<b>ALL BOOTH PACKAGES:</b>	<b>10' x 10'</b>
(Included with booth purchase)	8' Black Draped Back Wall
	3' Black Draped Side Rail
	(1) 6' Black Draped Table
	(2) Molded Plastic Chairs
	(1) Waste Basket w/ Liner
	(1) Basic Electric Drop ( <i>provided by the facility</i> )
	(1) 7" x 44" ID Sign
	Basic wifi for light internet browsing will be provided

The exhibit hall **IS NOT** carpeted.

#### IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	<b>Tuesday, May 30, 2023</b>
Submission deadline for exhibitor appointed contractor (EAC) notification:	<b>Tuesday, May 30, 2023</b>
Last date to receive certificate of insurance for EAC:	<b>Tuesday, May 30, 2023</b>
Advance Orders and Payment Deadline:	<b>Friday, June 16, 2023</b>
Last date freight can arrive at the advance warehouse:	<b>Thursday, June 22, 2023</b>
First date for direct shipments to facility:	<b>Monday, June 26, 2023</b>

#### SHIPPING INFORMATION:

##### ADVANCE FREIGHT RECEIVING

**Monday – Friday 8:00AM – 2:30PM**

**Thursday, May 30, 2023 – Thursday, June 22, 2023**

##### ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #  
NLIT 2023  
c/o **CSS**  
YRC Milwaukee – 313  
6880 South Howell Ave  
Oak Creek, WI 53154

##### FIRST DAY FOR DIRECT FREIGHT

**Monday, June 26, 2023 --- 8:00AM – 5:00PM**

**Tuesday, June 27, 2023 --- 10:00AM – 4:00PM**

##### DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #  
c/o **CSS**  
NLIT 2023  
Wisconsin Center – Hall A  
850 N. 6<sup>th</sup> Street  
Milwaukee, WI 53203



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# CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

### CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the **CSS** Payment Policy, the **CSS** Material Handling Information and Limits of Liability, and the **CSS** Conditions and Regulations for electrical usage provided with your Service Kit. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show.** (There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)

Account #:

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

Expiration Date:

--	--	--	--

Billing Zip Code:

--	--	--	--	--

Card Verification # (3 or 4 Digit Code on Card):

--	--	--	--

Cardholder Signature

Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furniture	
Upgrade Furniture	
Carpet/Prestige Carpet	
Rental Display	
Labor	
Material Handling	
Cleaning	
Floral	
Sign/Graphics	
<b>Information included but ordered from another location</b>	
Facility Services – Internet, Electrical, Rigging	XXXXXXXX
AV	XXXXXXXX
<b>Estimated Total</b> (includes State Tax where applicable)	

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.  
**This form is intended as a tool to assist you and is not a replacement for any other form.**



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## PAYMENT POLICY

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

### ADVANCE PRICING

To obtain the advance pricing, full payment must be included with your order. Orders received after the advance payment deadline date or made at the Exhibitor Service Center during the show, will be billed at the "Standard Price" as listed on the enclosed forms. **Telephone orders will not be accepted.**

### PAYMENT OPTIONS

We offer two convenient ways for you to order and pay for your show services provided by **CSS**.

1. Service Kit (pdf download)
  - a. Advance payment by **Company Check, Wire Transfer, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
    - i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add \$25.00 to amounts transferred to be considered paid in full.
    - ii. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
  - b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **Friday, June 16, 2023**. *(There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)*
2. **On-Line Ordering**
  - a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

### PAYMENT TERMS

**To process your order for services and materials listed in this Exhibitor Service Kit, we must have your completed and signed Credit Card Authorization form or full payment in advance or you must place your order on-line.** Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center at the show. **Charges may not be disputed after the show.**

**Items ordered and delivered but subsequently canceled will be charged 50% of the order price to cover labor involved.**

**Please notify your company representative who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.**

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Form**). **Third Parties must contact CSS for an on-line log in.**





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## THIRD PARTY PAYMENT FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

**CSS** will present show site invoices to third parties for payment of services rendered to exhibitors, provided the following conditions are met:

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by **Friday, June 16, 2023**.
- This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site**.
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

Please indicate below which items/services are to be invoiced to the third party:

☐

Furniture/Carpet

☐

Booth Cleaning

☐

Material Handling

☐

Booth Labor

Other:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED. IN THE EVENT THE NAMED THIRD PARTY DOES NOT MAKE PAYMENT UPON PRESENTATION OF INVOICE AT SHOW SITE, SUCH CHARGES WILL BE PRESENTED TO THE EXHIBITING COMPANY FOR PAYMENT BEFORE THE CLOSE OF THE SHOW.

Event Name: <b>NLIT 2023</b>	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
Email address:	Email address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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## FURNISHINGS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DRAPED DISPLAY TABLES - 30" HIGH (choose skirt color below)			
Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	172.15	223.80
	6'L X 30"H Draped Table	207.05	269.17
	8'L X 30"H Draped Table	241.90	314.47
DRAPED DISPLAY COUNTERS - 40" HIGH (choose skirt color below)			
	4'L X 40"H Draped Counter	214.00	278.20
	6'L X 40"H Draped Counter	248.90	323.57
	8'L X 40"H Draped Counter	283.80	368.94
	30"D X 40"H Spandex Round Highboy	239.60	311.48
UNDRAPED DISPLAY TABLES - 30" HIGH			
	4'L X 30"H Undraped Table	110.50	143.65
	6'L X 30"H Undraped Table	134.90	175.37
	8'L X 30"H Undraped Table	160.50	208.65
	30"D X 30"H Conference Table/Pedestal	239.60	311.48
UNDRAPED DISPLAY COUNTERS - 40" HIGH			
	4'L X 40"H Undraped Counter	119.80	155.74
	6'L X 40"H Undraped Counter	141.90	184.47
	8'L X 40"H Undraped Counter	173.30	225.29
	30"D X 40"H Conference Counter/Pedestal	239.60	311.48
TABLE SKIRTING (choose skirt color below)			
	4th Side Table Drape for Table 30"H	72.10	93.73
	4th Side Table Drape for Counter 40"H	87.00	101.00
	Individual Table Skirt for Table 30"H	79.00	95.00
	Individual Table Skirt for Counter 40"H	100.00	116.00
SPECIAL DRAPERY (6' minimum) (choose drape color below)			
	3' High Drapery/linear ft.	18.41	23.93
	8' High Drapery/linear ft.	23.25	30.23
	3' Upright with Half Base	24.00	28.00
	8' Upright with Full Base	25.00	30.00
	Crossbar	25.00	30.00
STANDARD FURNITURE AND ACCESSORIES			
	Side Chair	95.35	123.96
	Padded Chair	124.45	161.79
	Upholstered Bar Stool with Back	152.35	198.06
	Bag Rack	178.68	232.25
	Literature Rack	267.60	298.80
	Aluminum Easel	55.85	72.61
	Wastebasket with Liner	33.50	43.55
	Fishbowl	39.00	47.00
	4' x 8' Poster Board (circle choice) Horizontal or Vertical	251.25	326.63
	4'L X 7"H Table Riser (draped in vinyl)	76.05	98.87
	6'L X 7"H Table Riser (draped in vinyl)	93.50	121.55

\*Maximum load on boards is 50 lbs. Poster Boards are black & Velcro/push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES (please circle choice)					SPANDEX COLOR CHOICES (please circle choice)		
Blue	Gold	Teal	Red	Hunter Green	Red	Black	Blue
Black	White	Silver	Burgundy	Plum	White	Teal	Silver

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (5.5%)	\$
<b>TOTAL</b>	<b>\$</b>



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## STANDARD FURNISHINGS

### CONVENTION SERVICES OF THE SOUTHWEST, INC.



**DRAPED TABLE**  
2' W X (4', 6', OR 8' L) X 30" H



**DRAPED COUNTER**  
2' W X (4', 6', OR 8' L) X 40" H



**UNDRAPED TABLE/COUNTER**  
2' W X (4', 6', OR 8' L) X 30" H OR 40" H

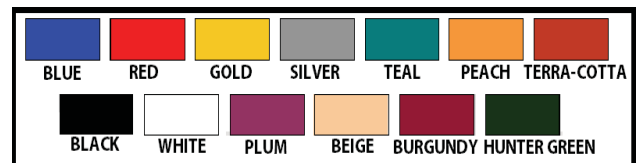


**SPANDEX HIGHBOY**  
30" D X 40" H

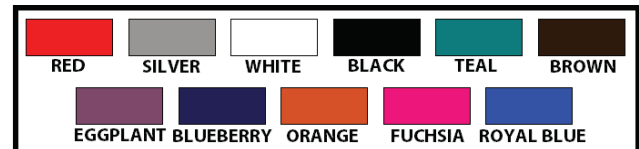


**ROUND CONFERENCE  
TABLE/COUNTER**  
30" D x 30" or 40" H

#### DRAPE COLORS



#### SPANDEX COLORS



**SIDE CHAIR**



**PADDED SIDE CHAIR**



**UPHOLSTERED BAR STOOL**



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## STANDARD FURNISHINGS

### CONVENTION SERVICES OF THE SOUTHWEST, INC.



BAG RACK



ALUMINUM EASEL



LITERATURE STAND



POSTER BOARD  
(HORIZONTAL)  
4' X 8'



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## UPGRADE FURNISHINGS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

**Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.**

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	30AGBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	30AGBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	30AGHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30AGHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30BEBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	30BEBB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	30BEHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30BEHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30BKHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30BKHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30BKSB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	30BKSC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	30BRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30BRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30GRHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30GRHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30GSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	30GSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	30GSBH	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30GSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30MAHB	30" Round Madison Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30MTHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30MTHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30OSBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	30OSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	30OSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30OSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30WDBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	30WDBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30WDHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30WH29	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30WHHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	30YBBB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	

**\*\*REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE\*\***

Please contact **CSS** for custom/specialty items not listed on this order form.

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (5.5%)	\$
<b>TOTAL</b>	<b>\$</b>

Choose an item.

Rev MM.YY



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## UPGRADE FURNISHINGS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

**Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.**

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	30YSBC	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	30YSHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	339.03	406.84	
	30YSHC	30" Round Cafe Table w/ Hydraulic Base	30"RND 29"H	339.03	406.84	
	36ATO	Atomic 36" Round Table	36"RND 30"H	339.03	406.84	
	36BKHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	367.90	441.48	
	36BKHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	365.21	438.25	
	36BKSB	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	299.76	359.71	
	36BKSC	36" Round Cafe Table w/ Standard Black Base	36"RND 29"H	276.90	332.28	
	36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	367.90	441.48	
	36GRHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	365.21	438.25	
	36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	367.90	441.48	
	36MTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	365.21	438.25	
	36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	367.90	441.48	
	36WTHC	36" Round Cafe Table w/ Hydraulic Base	36"RND 29"H	365.21	438.25	
	42ATO	Atomic 42" Round Table	42"RND 30"H	340.60	408.72	
	42BKCT	42" Round Table	42"RND 29"H	425.43	510.52	
	ALC100	Alondra Cocktail Table	47"L 24"D 16"H	365.21	438.25	
	ALC200	Alondra Cocktail Table	47"L 24"D 17"H	365.21	438.25	
	ALE100	Alondra End Table	20"L 20"D 20"H	276.90	332.28	
	ALE200	Alondra End Table	20"L 20"D 21"H	276.90	332.28	
	ATHCHA	Atherton Chair	27"L 31"D 30"H	601.90	722.28	
	AURA	Aura Round Table	15"RND 22"H	163.63	196.36	
	BC8	Madison Bookcase	36"L 12"D 72"H	486.20	583.44	
	BCHWHT	Baja Chair	36"L 30.5"D 28"H	650.00	780.00	
	BCW	Madrid Chair	30"L 30"D 31"H	713.41	856.09	
	BKC10N	10' Table	120"L 48"D 29"H	1,006.20	1,207.44	
	BKC10P	10' Table, Powered	120"L 48"D 29"H	1,218.10	1,461.72	
	BKCT5N	5' Table	60"L 48"D 29"H	527.80	633.36	
	BKCT5P	5' Table, Powered	60"L 48"D 29"H	604.76	725.71	
	BKCT8N	8' Table	96"L 48"D 29"H	1,006.20	1,207.44	
	BKCT8P	8' Table, Powered	96"L 48"D 29"H	1,218.10	1,461.72	
	BLDBRD	Blade Barstool	20.5"L 20"D 40.5"H	142.68	171.22	
	BLDBSB	Blade Barstool	20.5"L 20"D 40.5"H	142.68	171.22	
	BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	84.50	101.40	
	BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	84.50	101.40	
	BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	855.40	1,026.48	
	BNMCOW	Brooklyn Meeting Chair	24.5"L 25.5"D 31.75"H	351.00	421.20	

**\*\*REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE\*\***

Please contact **CSS** for custom/specialty items not listed on this order form.

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (5.5%)	\$
<b>TOTAL</b>	<b>\$</b>

Choose an item.

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## UPGRADE FURNISHINGS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
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Authorized by:		

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QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	BNMCSW	Brooklyn Meeting Chair, Swivel	24.5"L 25.5"D 31.75"H	351.00	421.20	
	BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	601.90	722.28	
	BS001	Shark Barstool	22"L 19"D 34-44"H	359.98	431.98	
	BS002	Zoey Barstool	15"L 16"D 30-34.75"H	325.94	391.13	
	BSFWHT	Baja Sofa	86"L 30"D 28"H	995.80	1,194.96	
	BSR	Syntax Barstool	23"L 19"D 43.25"H	242.17	290.60	
	BSS	Banana Barstool	21"L 22"D 41"H	296.40	355.68	
	BST	Banana Barstool	21"L 22"D 41"H	296.40	355.68	
	BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	510.52	
	BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	510.52	
	BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	510.52	
	BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	510.52	
	BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	510.52	
	BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	510.52	
	BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	425.43	510.52	
	BVSMBK	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMBL	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMBN	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMGN	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMGY	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMNL	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMNLV	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMOR	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMRD	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMWH	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	BVSMYL	Beverly Small Bench Ottoman	30"L 20"D 18"H	317.20	380.64	
	C1C	Geo Cocktail Table	50"L 22"D 16"H	307.62	369.14	
	C1E	Silverado Cocktail Table	36"RND 17"H	314.16	376.99	
	C1FWB	Geo Cocktail Table	47"L 24"D 17"H	307.62	369.14	
	C1W	Sydney Cocktail Table	48"L 26"D 18"H	314.16	376.99	
	C1WP	Sydney Powered Cocktail Table	48"L 26"D 18"H	410.80	492.96	
	C1Y	Sydney Cocktail Table	48"L 26"D 18"H	314.16	376.99	
	C1YP	Sydney Powered Cocktail Table	48"L 26"D 18"H	410.80	492.96	
	CB8	42" Round Madison Table	42"RND 29"H	425.43	510.52	
	CE1	Geo Table, Rounded Square	42"L 42"D 29"H	359.98	431.98	
	CE2	Geo Table, Rectangle	60"L 36"D 29"H	527.80	633.36	
	CF1	Geo Table, Rounded Square	42"L 42"D 29"H	359.98	431.98	

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<b>TOTAL</b>	<b>\$</b>

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## UPGRADE FURNISHINGS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
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QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	CF2	Geo Table, Rectangle	60"L 36"D 29"H	527.80	633.36	
	CHR002	Allegro Chair	36"L 34.5"D 30"H	650	780	
	CNTCHR	Century Chair	30"L 30"D 31"H	601.90	722.28	
	COCHTP	Cordoba Chair	37"L 32"D 32.75"H	526.50	631.80	
	COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	752.70	903.24	
	CONF42	42" Round Table	42"RND 29"H	425.43	510.52	
	CS4	Syntax Chair	23"L 19"D 32.25"H	224.90	269.88	
	CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	509.60	611.52	
	CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	307.62	369.14	
	DIVBAR	Clear Divider, Bar/Counter	48-70"L 12"D 31.5"H	209.30	251.16	
	DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	837.20	1,004.64	
	DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	418.60	502.32	
	DIVFST	Clear Divider, Sofa/Table	34"L 11"D 47-74"H	375.70	450.84	
	DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	552.50	663.00	
	DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	418.60	502.32	
	DUET	Duet Stack Chair	21"L 23"D 33"H	84.50	101.40	
	E1C	Geo End Table	24"L 24"D 20"H	274.89	329.87	
	E1E	Silverado End Table	24"RND 22"H	287.98	345.58	
	E1FWB	Geo End Table	20"L 20"D 21"H	274.89	329.87	
	E1W	Sydney End Table	27"L 23"D 22"H	276.90	332.28	
	E1Y	Sydney End Table	27"L 23"D 22"H	274.89	329.87	
	END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	516.10	619.32	
	END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	516.10	619.32	
	END02B	Endless Square Ottoman	34"L 34"D 15"H	430.30	516.36	
	END02W	Endless Square Ottoman	34"L 34"D 15"H	430.30	516.36	
	FAIRCW	Fairfax Chair	27"L 26"D 30"H	456.30	547.56	
	FAIRSW	Fairfax Sofa	62"L 26"D 30"H	574.60	689.52	
	GENCHA	Genesis Chair	27.5"L 27.5"D 40-43.5"H	268.35	322.02	
	HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	603.20	723.84	
	HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	942.50	1,131.00	
	JD8	Madison Executive Desk	60"L 30"D 29"H	635.70	762.84	
	KEYCHR	Key Largo Chair	35"L 35"D 34"H	465.30	547.56	
	KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	527.80	633.36	
	KEYSOF	Key Largo Sofa	79"L 35"D 34"H	574.60	689.52	
	LA14	Mason Table Lamp	16"RND 26"H	242.17	290.60	
	LA15	Mason Floor Lamp	18"RND 55"H	280.80	336.96	
	LABREA	La Brea Swivel Chair	35"L 27"D 40"H	526.50	631.80	

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QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	LENCHA	Lena Chair	27"L 25"D 31"H	526.50	631.80	
	LMBAR	Laguna Barstool	18"L 20"D 47"H	197.60	237.12	
	LMCHR	Laguna Chair	18"L 19"D 34"H	155.77	186.92	
	LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	296.40	355.68	
	LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	224.90	269.88	
	MADC05	Madison 5' Table	60"L 48"D 29"H	527.80	633.36	
	MADC08	Madison 8' Table	96"L 60"D 29"H	1,006.20	1,207.44	
	MADC10	Madison 10' Table	120"L 48"D 29"H	1,006.20	1,207.44	
	MALGRN	Malba Chair	20"L 20"D 32"H	117.81	141.37	
	MALGRY	Malba Chair	20"L 20"D 32"H	117.81	141.37	
	MAR001	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR002	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR003	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR004	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR005	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR006	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR007	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR008	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR009	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR010	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR011	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR012	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR013	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR014	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR015	Marche Swivel Ottoman	17"RND 18"H	224.90	269.88	
	MAR016	Marche Swivel Ottoman	17"L 17"D 18"H	224.90	269.88	
	MARBBE	Marina Barstool	21"L 17.5"D 41.5"H	302.38	362.86	
	MARBBK	Marina Barstool	21"L 17.5"D 41.5"H	302.38	362.86	
	MARBBR	Marina Barstool	21"L 17.5"D 41.5"H	302.38	362.86	
	MARBRD	Marina Barstool	21"L 17.5"D 41.5"H	302.38	362.86	
	MARBWH	Marina Barstool	21"L 17.5"D 41.5"H	302.38	362.86	
	MARCBE	Marina Chair	17.5"L 19.5"D 35"H	179.40	215.28	
	MARCBK	Marina Chair	17.5"L 19.5"D 35"H	179.40	215.28	
	MARCBR	Marina Chair	17.5"L 19.5"D 35"H	179.40	215.28	
	MARCRD	Marina Chair	17.5"L 19.5"D 35"H	179.40	215.28	
	MARCWH	Marina Chair	17.5"L 19.5"D 35"H	179.40	215.28	
	MESCTB	Mesa Cocktail Table	32.25"RND 17.25"H	250.90	301.08	

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	MESCTG	Mesa Cocktail Table	36"RND 17.25"H	250.90	301.08	
	MESCTW	Mesa Cocktail Table	32.25"RND 17.25"H	250.90	301.08	
	MESETB	Mesa End Table	20.5"RND 21.25"H	184.60	221.52	
	MESETG	Mesa End Table	24"RND 21.25"H	184.60	221.52	
	MESETW	Mesa End Table	20.5"RND 21.25"H	184.60	221.52	
	MIRWHT	Miramar Divider, White	63"L 23"D 83"H	505.70	606.84	
	MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	490.88	589.06	
	MONCHA	Montreal Chair	30"L 23.25"D 30"H	650.00	780.00	
	MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	1,709.50	2,051.40	
	MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	1,538.08	1,845.70	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	1,709.50	2,051.40	
	MTCPUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	1,613.30	1,935.96	
	NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	808.60	970.32	
	NPLCHR	Naples Chair	36"L 30"D 33.25"H	650.00	780.00	
	NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	1,010.10	1,212.12	
	NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	855.40	1,026.48	
	NPLSOF	Naples Sofa	87"L 30"D 33.25"H	995.80	1,194.96	
	NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	1,184.30	1,421.16	
	OCMWHT	Meeting Chair	25.5"L 23.5"D 34"H	351.00	421.20	
	P30BWH	30" Round Bar Table, Powered	30"R 42"H	770.90	925.08	
	P30CWH	30" Round Café Table, Powered	30"R 42"H	770.90	925.08	
	PALSO	Palm Beach Sofa	69"L 29"D 33"H	842.40	1,010.88	
	PASCHR	Pasadena Chair	27"L 25"D 26"H	367.90	441.48	
	PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	561.56	673.87	
	PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	561.56	673.87	
	PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	667.59	801.11	
	PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	667.59	801.11	
	PROEXB	Pro Executive High Back Chair	25"L 24"D 45-48"H	404.48	485.38	
	PROEXE	Pro Executive High Back Chair	25"L 24"D 45-48"H	404.48	485.38	
	PROGB	Pro Executive Guest Chair	24"L 26"D 36"H	281.44	337.73	
	PROMDB	Pro Executive Mid Back Chair	24"L 22"D 36.75-39.75"H	275.60	330.72	
	PROMID	Pro Executive Mid Back Chair	24"L 22"D 36.75-39.75"H	275.60	330.72	
	PSHCCS	Posh Shelving	36"L 18"D 72"H	536.69	644.03	
	REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	325.94	391.13	
	REGOTT	Regis End Table	16"L 15.5"D 16.5"H	276.90	332.28	
	ROLLBL	Lift Barstool	15"RND 23-33.5"H	235.62	282.74	
	ROLLGY	Lift Barstool	15"RND 23-33.5"H	235.62	282.74	

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	ROLLRD	Lift Barstool	15"RND 23-33.5"H	235.62	282.74	
	ROLLWH	Lift Barstool	15"RND 23-33.5"H	235.62	282.74	
	RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	163.63	196.36	
	RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D 41.25"H	310.70	372.84	
	RSTSTL	Rustique Barstool	13"L 13"D 30"H	143.99	172.79	
	SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	84.50	101.40	
	SC3	Brewer Chair	20"L 20"D 32"H	189.81	227.77	
	SEDBBK	Sedona Side Table	15.75"L 15.75"D 24"H	154.70	185.64	
	SEDBWD	Sedona Side Table	15.75"L 15.75"D 24"H	157.40	185.64	
	SEDBWH	Sedona Side Table	15.75"L 15.75"D 24"H	157.40	185.64	
	SFA002	Allegro Sofa	73"L 34.5"D 30"H	842.40	1,010.88	
	STECHA	Sterling Chair	33"L 33.5"D 32"H	808.60	970.32	
	STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,184.30	1,421.16	
	STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	74.10	88.92	
	STNSGN	Stanchion Sign Holder	10"L 13"H	62.40	74.88	
	SWAN	Swanson Swivel Chair	28"L 25"D 30"H	409.50	491.40	
	SYDBEC	Sydney Cocktail Table	48"L 26"D 18"H	314.16	376.99	
	SYDBEE	Sydney End Table	27"L 23"D 22"H	276.90	332.28	
	SYDWDC	Sydney Cocktail Table	48"L 26"D 18"H	314.16	376.99	
	SYDWDE	Sydney End Table	27"L 23"D 22"H	276.90	332.28	
	TAOBBK	Taos Side Table	15.75"L 15.75"D 24"H	154.70	185.64	
	TAOBWD	Taos Side Table	15.75"L 15.75"D 24"H	154.70	185.64	
	TAOBWH	Taos Side Table	15.75"L 15.75"D 24"H	154.70	185.64	
	TASKST	Task Stool	27.5"L 27.5"D 32.75"-40.25"H	171.60	205.92	
	TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	468.00	561.60	
	TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	468.00	561.60	
	TECH	Tech Desk, Powered	60"L 30"D 30"H	503.97	604.76	
	TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	188.50	226.20	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	621.78	746.14	
	TMBTBL	Timber Table	16"RND 17"H	195.04	234.05	
	VALCHA	Valencia Chair	28"L 30.5"D 31"H	456.30	547.56	
	VALSOF	Valencia Sofa	63"L 30.5"D 31"H	574.60	689.52	
	VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	

**\*\*REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE\*\***

Please contact **CSS** for custom/specialty items not listed on this order form.

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (5.5%)	\$
<b>TOTAL</b>	<b>\$</b>

Choose an item.

Rev MM.YY



1921 Bellamah NW  
Albuquerque, NM 87104  
t. 505.243.9889  
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www.cssabq.com

email us @  
esr@cssabq.com

## UPGRADE FURNISHINGS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

**Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.**

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB14	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB15	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB16	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VIB17	Vibe Cube Ottoman	18"L 18"D 18"H	155.77	186.92	
	VILHUB	Village Charging Hub	12"L 12"D 28.25"H	314.60	377.52	
	VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,084.00	1,300.80	
	VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	812.50	975.00	
	VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	812.50	975.00	
	VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	812.50	975.00	
	VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	848.90	1,018.68	
	VNTCBN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	618.80	742.56	
	VNTCMN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	618.80	742.56	
	VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	618.80	742.56	
	VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	848.90	1,018.68	
	VNTCWN	Ventura Communal Cafe Table	72.25"L 26.25"D 30"H	618.80	742.56	
	VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	72.25"L 26.25"D 30"H	618.80	742.56	
	VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	812.50	975.00	
	VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,084.00	1,300.80	
	VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	812.50	975.00	
	VTA	30" Round Madison Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	274.89	329.87	
	VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	299.76	359.71	
	VTP	36"Round Bar Table w/ Standard Black Base	36"RND 42"H	299.76	359.71	
	VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	299.76	359.71	
	WD3	Work Table	48"L 24"D 30"H	373.07	447.68	
	WENCHA	Wentworth Swivel Chair	31"L 24"D 31.5"H	409.50	491.40	
	XBAR	Christopher Barstool	19"L 19"D 41"H	224.90	296.88	
	XCHR	Christopher Chair	17"L 19"D 35"H	132.60	159.12	
	ZENBAR	Zenith Barstool	19"L 20"D 44"H	202.90	243.48	
	ZENCHR	Zenith Chair	18.25"L 22"D 32"H	150.80	180.96	

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Tax (5.5%)	\$
<b>TOTAL</b>	<b>\$</b>

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City/State/Zip:	Email Address:	
Authorized by:		

**Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.**

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	ZTA	30" Round Madison Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	ZTB	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	ZTJ	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	ZTK	30" Round Cafe Table w/ Standard Black Base	30"RND 29"H	254.80	305.76	
	ZTN	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	276.90	332.28	
	ZTP	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	276.90	332.28	
	ZTQ	36"Round Cafe Table w/ Standard Black Base	36"RND 29"H	276.90	332.28	

**\*\*REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE\*\***

Please contact **CSS** for custom/specialty items not listed on this order form.

**PLEASE READ PAYMENT POLICY**

SUBTOTAL	\$
Tax (5.5%)	\$
<b>TOTAL</b>	<b>\$</b>

Choose an item.

Rev MM.YY



CORT®

EVENTS

# TRADESHOW

FURNISHINGS | 2022



DISCOVER  
MORE THAN  
A SEAT.  
DISCOVER A  
MEETING OF  
THE MINDS.

CORT®  
EVENTS



**Now that we're back together,** it's time to get back to the exchanging of ideas, the collaborative back and forth. At CORT Events, we know it's not just about the chairs you need, it's about the connections you'll make in them. And we'll make sure you make a lasting impression.

Visit us at [cortevents.com](https://cortevents.com) or contact a CORT associate to learn more.

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# Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips  
to life throughout the catalog!



**Spin Around.** Swivel chairs maximize functionality and allow you to engage with those all around. They're particularly helpful in smaller spaces!



**Get Connected.** Communal tables facilitate networking opportunities and build connections.

**Creature Comforts.** Comfortable "living room" spaces relax clients and encourage genuine conversation.



**Keep it Green.** Lifelike greenery warms up booth environments by bringing nature indoors.



**Demo Down.** Ottomans are a great way to design small theaters for quick demonstrations.

# Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips  
to life throughout the catalog!

**Level the Field!** Low and casual  
seating makes clients more  
comfortable and open to learning.



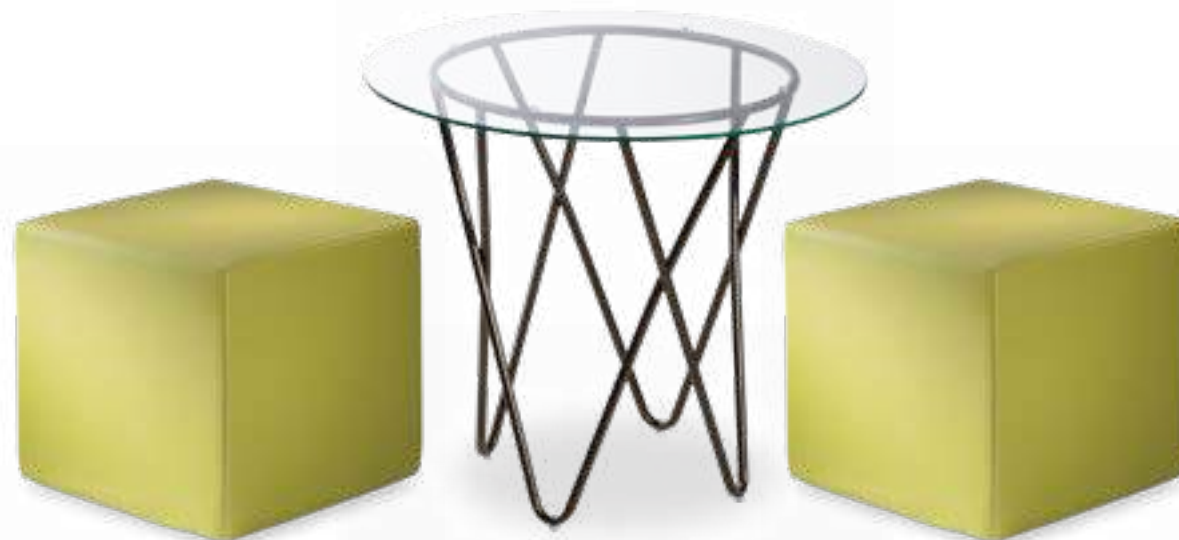
**Charge It!** Powered products  
encourage clients to linger in  
the booth as they recharge.



**Provide a Pop!** Colorful furnishings attract  
more attention while reinforcing brand themes.



**Gather Round!** Ottomans styled around  
an accent table create an informal campfire  
setting for small group discussions.



**Form and Function.** Use a clear  
divider (or two!) that fits between  
sofas or conference tables to  
safely hold face-to-face meetings.



**Stay Social.** Style eye-catching  
spaces worth sharing on social  
networks to increase  
brand exposure.





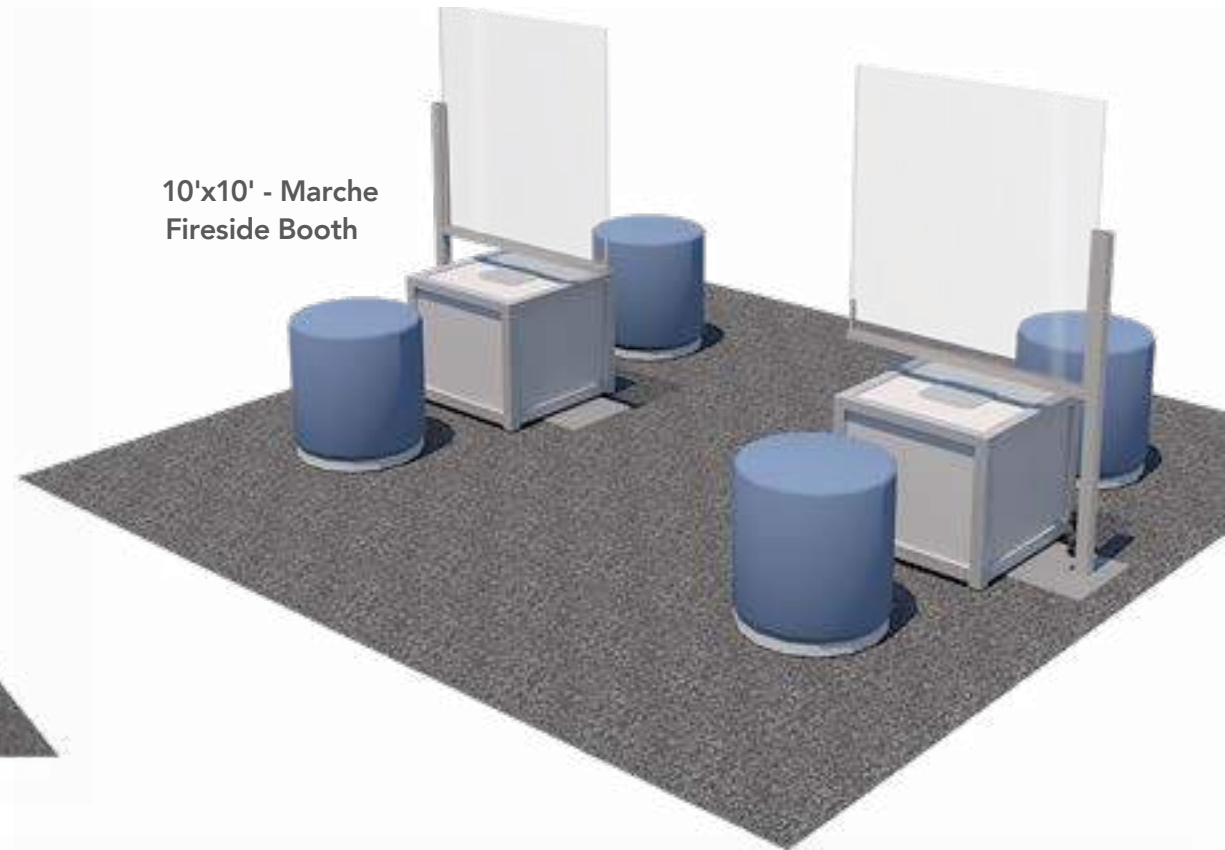
# Curated Designs for Safe 10'x10' Exhibits



Scan or click the QR  
code for best practices in  
designing safe exhibits.



10'x10' - Ventura  
Conference Booth



10'x10' - Marche  
Fireside Booth

10'x10' - Atherton  
Conversation Booth



10'x10' - Zoey  
Consultation Booth



# Curated Designs for Safe 10'x20' Exhibits



Scan or click the QR  
code for best practices in  
designing safe exhibits.

10'x20' -  
Bowery/Marina  
Meeting Booth



10'x20' -  
Madison  
Presentation  
Booth



10'x20' - Beverly  
Demonstration Booth



10'x20' -  
Wireless Charging  
Engagement  
Booth



# P O W E R E D

Collections





# Powered Seating



## Naples Collection



**A) NPLSOP Naples Sofa, Powered**  
(black vinyl) 87"L 30"D 33.25"H

**B) NPLCHP Naples Chair, Powered**  
(black vinyl) 36"L 30"D 33.25"H

**C) NPLLOP Naples Loveseat, Powered**  
(black vinyl) 62"L 30"D 33.25"H

## Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.



## Tech Tablet Chair

**TCHGRY Tech Tablet Chair**  
(gray vinyl, white metal tablet, chrome base)  
30.5"L 29"D 33.5"H  
*Also available without tablet (TCHP).*

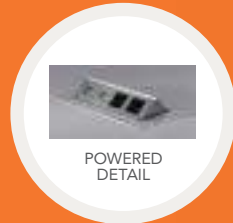


POWERED  
DETAIL



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

# Powered Communal Tables



## Ventura Bar Tables, Powered

A) VNTWHT (white top)  
B) VNTBLK (black top)  
(silver frame) 72.25"L 26.25"D 42"H



### Styling Tip:

One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

## Ventura Cafe Tables, Powered

C) VNTCWH (white top)  
D) VNTCBK (black top)  
(silver frame) 72.25"L 26.25"D 30"H



## Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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

# Powered Tables



## Sydney

Powered  
Cocktail Tables



**Sydney Powered  
Cocktail Tables**  
C1WP (white top)  
C1YP (black top)  
(brushed steel)  
48"L 26"D 18"H

**30" Round Cafe/Bar  
Tables, Powered**  
P30CWH Cafe (30" RND 29"H)  
P30BWH Bar (30" RND 42"H)  
(white top, black)



## Wireless Charging Table

**CUBPOW Wireless  
Charging Table, Powered**  
(white, AC plug-in) 20"L 20"D 18"H  
Mobile devices must have Qi  
wireless charging capability.



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



# Powered ⚡ Desks & Conference Tables



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



C.

D.



**Powered Conference**  
**Tables 5', 8', 10'** (black top, silver)  
**D) BKCT5P 5' 60" L 48" D 29" H**  
**E) BKCT8P 8' 96" L 48" D 29" H**  
**F) BKC10P 10' 120" L 48" D 29" H**

*Also available without power.*

**Non-Powered Conference**  
**Tables 5', 8', 10'**  
(black top, silver)  
**BKCT5N 5' 60" L 48" D 29" H**  
**BKCT8N 8' 96" L 48" D 29" H**  
**BKC10N 10' 120" L 48" D 29" H**

E.



F.

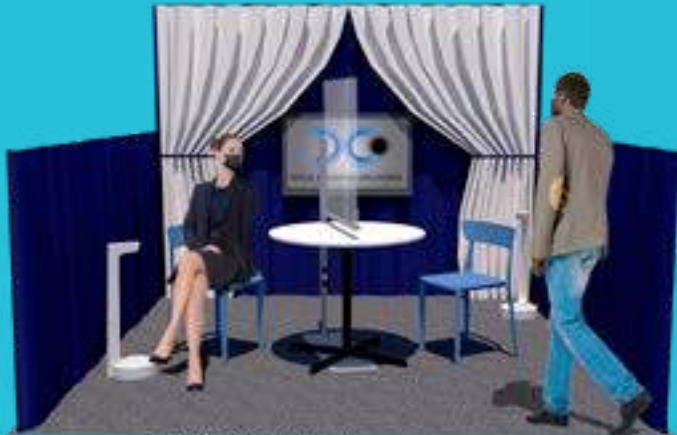


**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# Powered Products



## Village Charging Hub



**VILHUB**  
**Village Charging Hub**  
(cream)  
12"L 12"D 28.25"H



POWERED  
DETAIL



**Styling Tip:**  
Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.

# Powered Pedestals

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



## Powered Locking Pedestals

White  
**PDL36W** 24"L 24"D 36"H  
**PDL42W** 24"L 24"D 42"H

Black  
**PDL36B** 24"L 24"D 36"H  
**PDL42B** 24"L 24"D 42"H



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

# Inspired Designs. Creature Comforts.

When guests are comfortable, they're more likely to linger and relax, resulting in candid and meaningful conversations with your team. Offer a "living room" style design in your booth space to provide that comfort, as well as an escape from the standard trade show experience. Go traditional with matched soft seating sets, or mix and match for a uniquely trendy look!



## 20'x20' - Valencia Networking Booth

Soft Seating | p 26

Bar & Cafe Tables | p 80

Barstool Collections | p 84

Midtown Counter & Bars | p 114

Boxwood Hedges | p 116

Dividers | p 122





# SOFT SEATING

Collections



# Soft Seating Collections

## Valencia

**VALCHA Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H

**VALSOF Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H



**Level The Field!:**

Low and casual seating makes clients more comfortable and open to learn about your product.

## Sterling

**STESOF Sofa**  
(gray fabric)  
82"L 33.5"D 32"H

**STECHA Chair**  
(gray fabric)  
33"L 33.5"D 32"H



# Soft Seating Collections

## Cordoba

**COCHTP Chair**  
(taupe fabric, black)  
37"L 32"D 33"H

**COLVTP Loveseat**  
(taupe fabric, black)  
60.5"L 32"D 33"H



## Fairfax

**FAIRSW Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H

**FAIRCW Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H



# Soft Seating Collections

## Allegro

**CHR002 Chair**  
(blue fabric)  
36"L 34.5"D 30"H

**SFA002 Sofa**  
(blue fabric)  
73"L 34.5"D 30"H



## Palm Beach

**PALSOF Sofa**  
(white vinyl)  
69"L 29"D 33"H



## Key Largo

**KEYSOF Sofa**  
(black fabric)  
79"L 35"D 34"H

**KEYCHR Chair**  
(black fabric)  
35"L 35"D 34"H

**KEYLOV Loveseat**  
(black fabric)  
57"L 35"D 34"H





# Soft Seating Collections

## Baja


**BCHWHT Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**BSFWHT Sofa**  
(white vinyl)  
86"L 30"D 28"H



**BLVWHT Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H



Powered Products 



## Naples

**NPLCHR Chair, Standard arms**  
(black vinyl)  
36"L 30"D 33.25"H  
Powered option available (NPLCHP).



**NPLSOF Sofa, Standard arms**  
(black vinyl)  
87"L 30"D 33.25"H  
Powered option available (NPLSOP).



**NPLLLOV Loveseat, Standard arms**  
(black vinyl)  
62"L 30"D 33.25"H  
Powered option available (NPLLLOP).



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

# ACCENT Chairs





# Accent Chairs



Bowery  
**BOWCHA Swivel Chair**  
(ochre fabric, chrome)  
29.75" L 31" D 27.25" H



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



Brooklyn Meeting  
**BNMCSW Swivel Chair**  
(white vinyl, black)  
24.5" L 25.5" D 31.75" H

Make it •  
**SWIVel**



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



Wentworth  
**WENCHA Swivel Chair**  
(brown vinyl, black)  
31" L 24" D 31.5" H



10'x20' - Meeting Booth

# Accent Chairs

Montreal  
**MONCHA Chair**  
(blue, black metal)  
30"L 23.25"D 30"H



Lena  
**LENCHA Chair**  
(moss green leather, bronze)  
27"L 25"D 31"H



Madrid  
**BCW Chair**  
(white, chrome)  
30"L 30"D 31"H

## Create Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

Brooklyn  
**BNMCOW Chair**  
(white vinyl, oak-look)  
24.5"L 25.5"D 31.75"H



A.



B.



C.



D.



E.



F.

**A) TCHP Tech Chair, No Tablet**  
(gray vinyl, chrome base)  
30.5"L 29"D 33.5"H

**B) MNCHCH Munich Armless Chair**  
(gray fabric) 22.5"L 27"D 28.5"H

**C) CNTCHR Century Chair**  
(gray velvet) 30"L 30"D 31"H

**D) ATHCHA Atherton Chair**  
(distressed brown leather, blackened steel) 27"L 31"D 30"H

**E) PROGB Pro Executive Guest Chair**  
(black vinyl) 24"L 26"D 36"H

**F) PASCHR Pasadena Chair**  
(white molded plastic w/ chrome tower base) 27"L 25"D 26"H



# INDIVIDUAL Seating





# CHAIRS

24.5"L 25.5"D 31.75"H

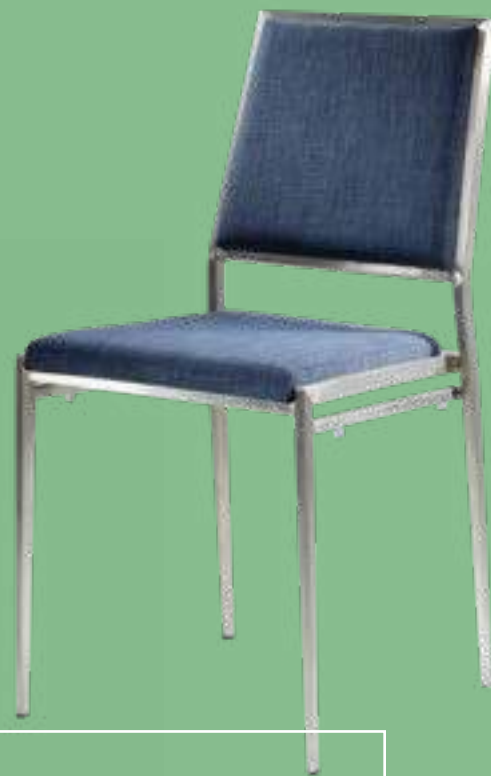


**A) BNMCO Brooklyn Meeting Chair** (white vinyl, oak-look)  
**B) BNMC SW Brooklyn Meeting Chair, Swivel** (white vinyl, black)

Frame finish black metal or oak-look.



M A R I N A



# CHAIRS

17.5"L19.5"D35"H



**A) MARCBR** (brown fabric) **B) MARCBE** (ocean blue fabric)  
**C) MARCRD** (red fabric) **D) MARCWH** (white vinyl) **E) MARCBK** (black vinyl)

All frames brushed metal.



# Individual Seating

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



Lucent  
**LUCHCL Chair**  
(frosted acrylic, chrome)  
19.5"L 19.75"D 32.5"H



A.



B.



C.



D.



E.



F.



G.



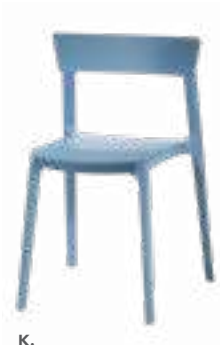
H.



I.



J.



K.



L.

**A) CS4 Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H

**B) XCHR Christopher Chair**  
(white vinyl, chrome)  
17"L 19"D 35"H

**C) SC3 Brewer Chair**  
(onyx, black) 20"L 20"D 32"H

**D) RSTDIN Rustique Chair w/ arms**  
(gunmetal) 20"L 18"D 31"H

**E) ZENCHR Zenith Chair**  
(white, chrome)  
18.25"L 22"D 32"H

**F) DUET Duet Stack Chair**  
(black, chrome) 21"L 23"D 33"H

**G) SC10 Razor Armless Chair**  
(white) 15.5"L 23.5"D 30.5"H

**H) OCMWHT Meeting Chair**  
(white vinyl, wenge)  
25.5"L 23.5"D 34"H

**Malba Chair**  
**I) MALGRN** (green, chrome)  
**J) MALGRY** (gray, chrome)  
20"L 20"D 32"H

**Blade Chair**  
**K) BLDCSB** (sky blue)  
**L) BLDCRD** (red)  
20.5"L 19"D 30.5"H

# Versatile Executions.

**When space is limited, furnishing with pieces that are versatile and multipurpose is key to providing a well-rounded experience.** Ottomans serve as both additional seats and tables depending on your need. Stage them around accent tables for a comfortable campfire setting, or line them up in rows to create an audience for your presentation. Colorful options also help amplify your brand's style.



## 10'x20' - Beverly Demonstration Booth

**Powered Products** | p 22

**Ottomans** | p 52

**Bar Tables** | p 80

**Barstool Collections** | p 84

**Dividers** | p 122



# OTTOMAN

Collections

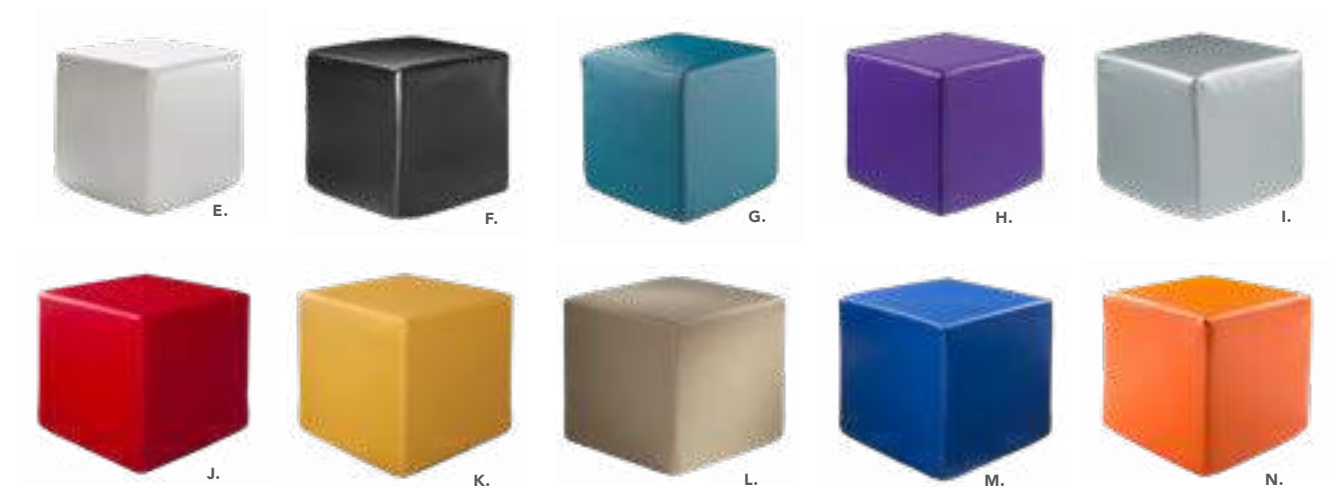
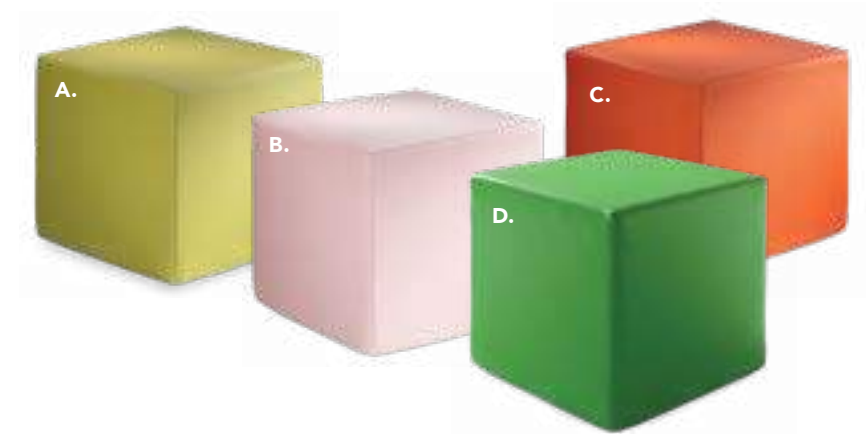


**Provide a Pop!**  
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

# CUBE

## OTTOMANS

18"L18"D18"H



**A) VIB14** (citrus green vinyl) **B) VIB17** (desert rose vinyl) **C) VIB16** (spice orange vinyl)  
**D) VIB01** (green vinyl) **E) VIB09** (white vinyl) **F) VIB10** (black vinyl) **G) VIB11** (steel blue vinyl)  
**H) VIB13** (purple vinyl) **I) VIB12** (silver vinyl) **J) VIB04** (red vinyl) **K) VIB05** (bright yellow vinyl)  
**L) VIB15** (taupe vinyl) **M) VIB02** (blue vinyl) **N) VIB08** (orange vinyl)





# SMALL BENCH

OTTOMANS

30"L20"D18"H



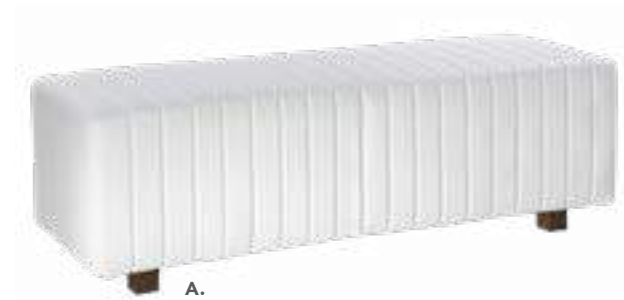
- A) BVSMOR** (orange fabric) **B) BVSMGN** (olive green fabric) **C) BVSMWH** (white vinyl)  
**D) BVSMBK** (black vinyl) **E) BVSMBL** (ocean blue fabric) **F) BVSMBN** (brown fabric)  
**G) BVSMGY** (gray fabric) **H) BVSMNL** (linen fabric) **I) BVSMNLV** (lavender fabric)  
**J) BVSMRD** (red fabric) **K) BVSMYL** (yellow fabric)



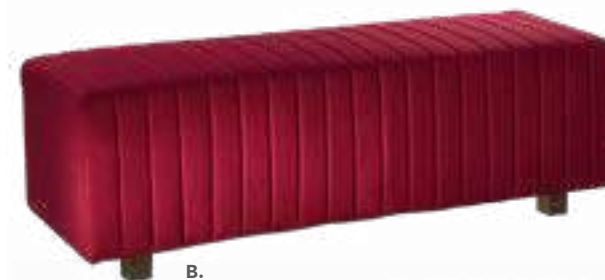
# BENCH

OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

**A) BVLYWH** (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)  
**E) BVLYBK** (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



# SWIVEL

OTTOMANS

17" RND 18"H



- A) MAR011** (orange fabric) **B) MAR016** (ivory faux sheep fur) **C) MAR009** (pear yellow fabric)  
**D) MAR005** (red fabric) **E) MAR001** (white vinyl) **F) MAR006** (rose quartz fabric) **G) MAR007** (plum fabric)  
**H) MAR010** (blue fabric) **I) MAR002** (gray fabric) **J) MAR003** (linen fabric) **K) MAR004** (raspberry fabric)  
**L) MAR008** (meadow green fabric) **M) MAR015** (black vinyl) **N) MAR012** (forest green vinyl)  
**O) MAR013** (teal velvet) **P) MAR014** (distressed brown vinyl)



# Ottomans



Squares  
**Endless**  
**END02B** (black vinyl, chrome)  
**END02W** (white vinyl, chrome)  
34"L 34"D 15"H



Curved  
**Endless**  
**END01W** (white vinyl, chrome)  
**END01B** (black vinyl, chrome)  
60.5"L 37.5"D 15"H



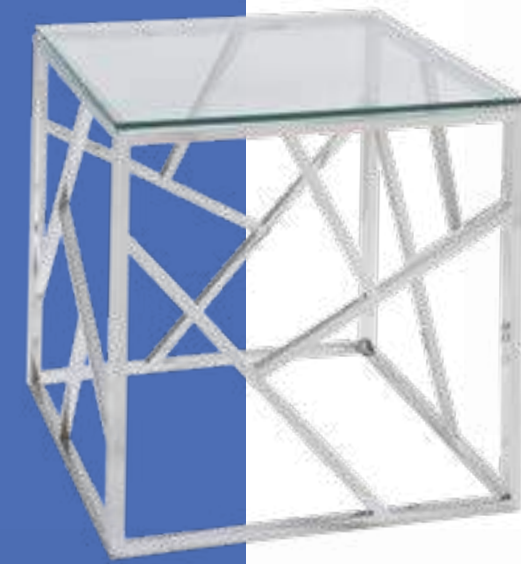
## Demo Down

Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

Bench  
**REGBEN Regis**  
(brushed metal)  
47"L 15.5"D 16"H



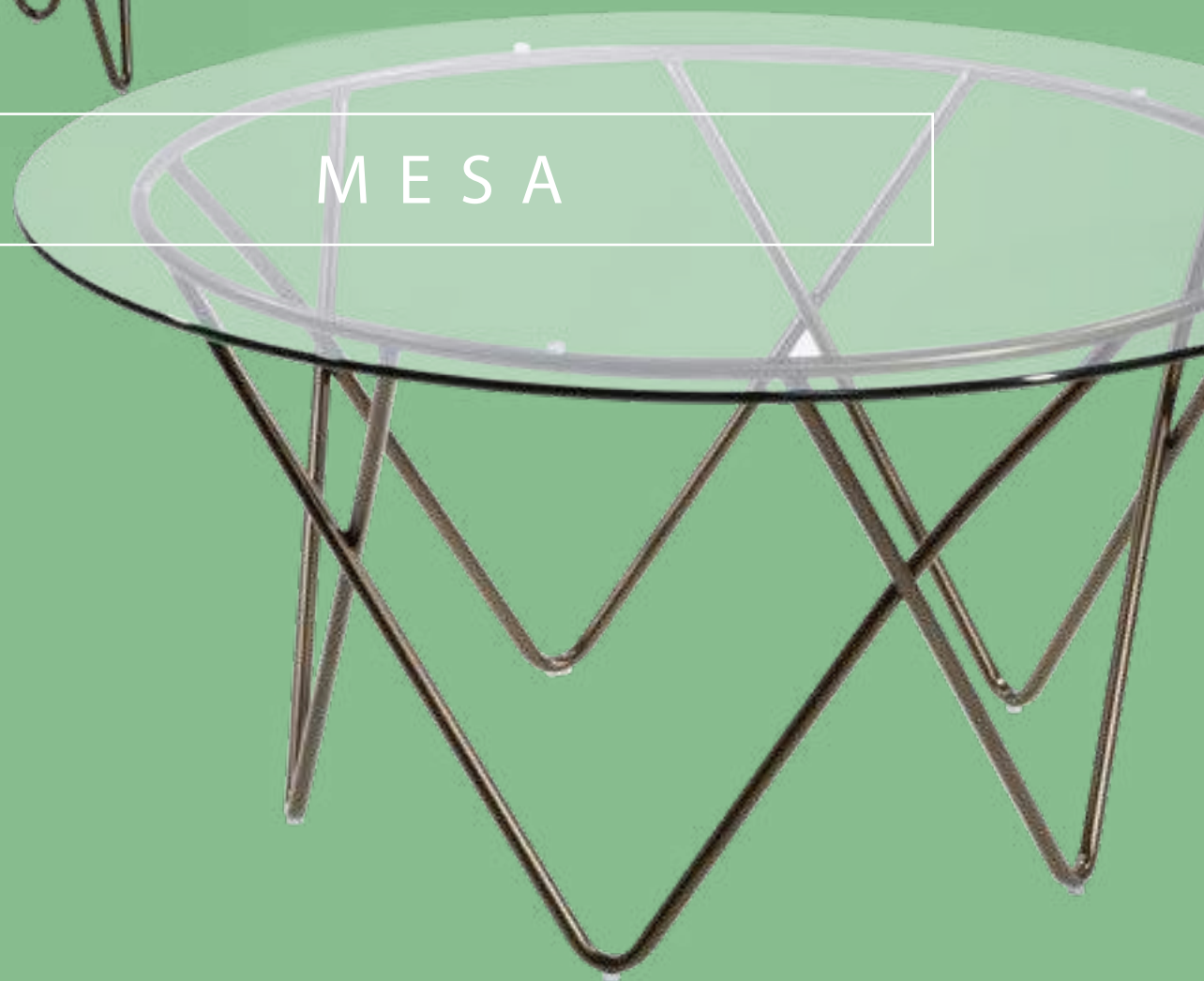
# ACCENT Tables







M E S A



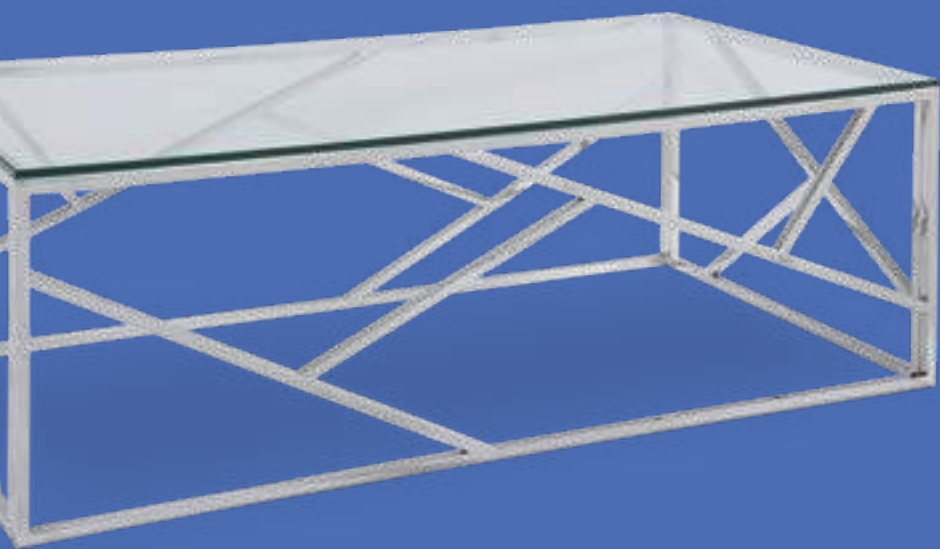
# ACCENT

COCKTAIL & END TABLES  
32.25" RND 17.25" H | 20.5" RND 21.25" H



**A) MESCTW Cocktail Table / B) MESETW End Table** (barnwood top)  
**C) MESCTB Cocktail Table / D) MESETB End Table** (black top)  
**E) MESCTG Cocktail Table 36" RND / F) MESETG End Table 24" RND** (glass top)

All frames bronze finish.



A L O N D R A



# ACCENT

COCKTAIL & END TABLES

47"L 24"D 16"H | 20"L 20"D 20"H



A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)  
C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.





G E O



# ACCENT

COCKTAIL & END TABLES



A) C1C Cocktail Table / B) E1C End Table (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H  
C) C1FWB Cocktail Table / D) E1FWB End Table (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H





SYDNEY



# ACCENT

COCKTAIL & END TABLES

48"L 26"D 18"H | 27"L 23"D 22"H



**Cocktail Tables** A) C1W (white) B) C1Y (black) C) SYDBEC (blue) D) SYDWDC (barnwood)  
**End Tables** E) E1W (white) F) E1Y (black) G) SYDBEE (blue) H) SYDWDE (barnwood)

All frames brushed steel.



TAOS | SEDONA

# SIDE

## TABLES

15.75 "L 15.75 "D 24 "H



**Taos Tables A) TAOBWH** (white top) **B) TAOBBK** (black top) **C) TAOBWD** (barnwood top)  
**Sedona Tables D) SEDBWH** (white top) **E) SEDBBK** (black top) **F) SEDBWD** (barnwood top)

All frames bronze finish.

# Accent Tables



Regis  
**REGBEN Bench Table**  
(brushed metal)  
47"L 15.5"D 16"H

**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



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



Timber  
**TMBTBL End Table**  
(wood)  
16"RND 17"H



**Wireless CUBPOW Charging Table, Powered**  
(white, AC plug-in)  
20"L 20"D 18"H

## Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.



Silverado  
**C1E Cocktail Table**  
(glass top, chrome)  
36"RND 17"H

**E1E End Table**  
(glass top, chrome)  
24"RND 22"H

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



# Stay on Brand.

**Tie in your brand's style or color scheme in your booth designs to leave a lasting impression on your customers.** Classic black and whites, or venture out with bold colors; go natural with wood textures, or stay sleek with metals! No matter your preference, dozens of bar and cafe table options are available to meet your needs and amplify your brand's voice.



## 10'x20' - Wireless Charging Demonstration Booth

**Powered Tables** | p 16

**Ottomans** | p 52

**Bar Tables** | p 80

**Barstool Collections** | p 84

**Safety Collection** | p 120



## B A R & C A F E Tables

# Bar & Cafe Tables



**Rustique**  
**RSTSQT Square**  
**Metal Bar Table**  
(gunmetal)  
23.75"L 23.75"D 41.25"H

## Bar Tables

Standard Black Base

30" RND 42"H

**VTJ** (graphite nebula top)

**VTK** (maple top)

**VTB** (red top)

**30WH42** (white top)

**30WDBB** (barnwood top)

**30BKSB** (black top)

**30AGBB**

(brushed gunmetal top)

**30OSBB** (orange top)

**VTA**

(Madison/gray acajou top)

**30BEBB** (blue top)

**30YBBB** (brushed yellow top)

**30GSBB** (green top)

36" RND 42"H

**VTN** (graphite nebula top)

**VTP** (maple top)

**VTW** (white top)

**36BKSB** (black top)

## Bar Tables

Hydraulic Chrome Base

30" RND 45"H

**30GRHB**

(graphite nebula top)

**30MTHB** (maple top)

**30BRHB** (red top)

**30WHHB** (white top)

**30WDHB** (barnwood top)

**30BKHB** (black top)

**30AGHB**

(brushed gunmetal top)

**30OSHB** (orange top)

**30MAHB**

(Madison/gray acajou top)

**30BEHB** (blue top)

**30YSHB** (brushed yellow top)

**30GSHB** (green top)

36" RND 45"H

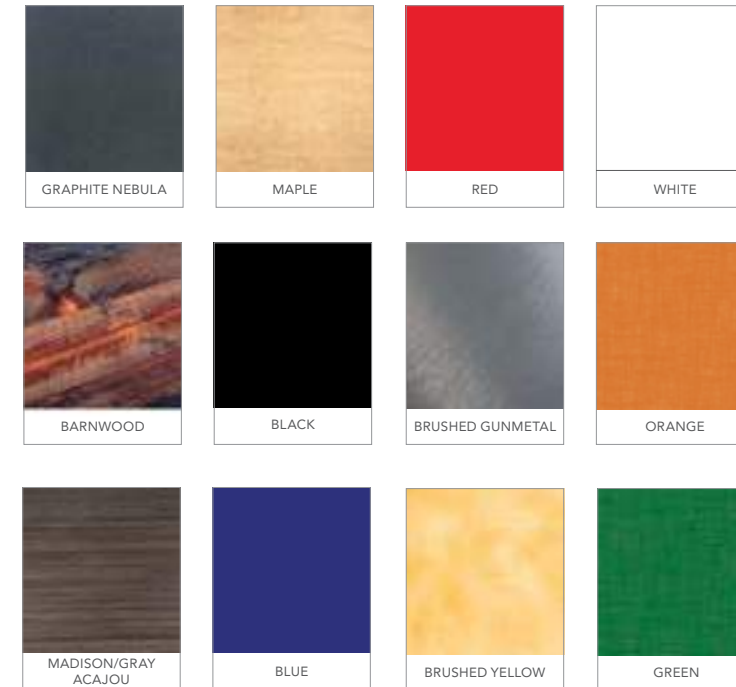
**36GRHB** (graphite nebula)

**36MTHB** (maple top)

**36WTHB** (white)

**36BKHB** (black top)

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.



## Create Space

Mix and match table tops with base options to create the perfect combination for your needs.

**30" Round Cafe/Bar Tables, Powered** ⚡  
**P30BWH Bar**  
(30" RND 42"H)  
**P30CWH Cafe**  
(30" RND 29"H)  
(white top, black)



## Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

**30GRHC** (graphite nebula top)

**30MTHC** (maple top)

**30BRHC** (red top)

**30WHHC** (white top)

**30WDHC** (barnwood top)

**30BKHC** (black top)

**30AGHC** (brushed gunmetal top)

**30OSHC** (orange top)

**30MAHC** (Madison/gray acajou top)

**30BEHC** (blue top)

**30YSHC** (brushed yellow top)

**30GSHC** (green top)

36" RND 29"H

**36GRHC** (graphite nebula top)

**36MTHC** (maple top)

**36WTHC** (white top)

**36BKHC** (black top)

## Cafe Tables

Standard Black Base

30" RND 29"H

**ZTJ** (graphite nebula top)

**ZTK** (maple top)

**ZTB** (red top)

**30WH29** (white top)

**30WDBC** (barnwood top)

**30BKSC** (black top)

**30AGBC** (brushed gunmetal top)

**30OSBC** (orange top)

**ZTA** (Madison/gray acajou top)

**30BEBC** (blue top)

**30YSBC** (brushed yellow top)

**30GSBC** (green top)

36" RND 29"H

**ZTN** (graphite nebula top)

**ZTP** (maple top)

**ZTQ** (white top)

**36BKSC** (black top)



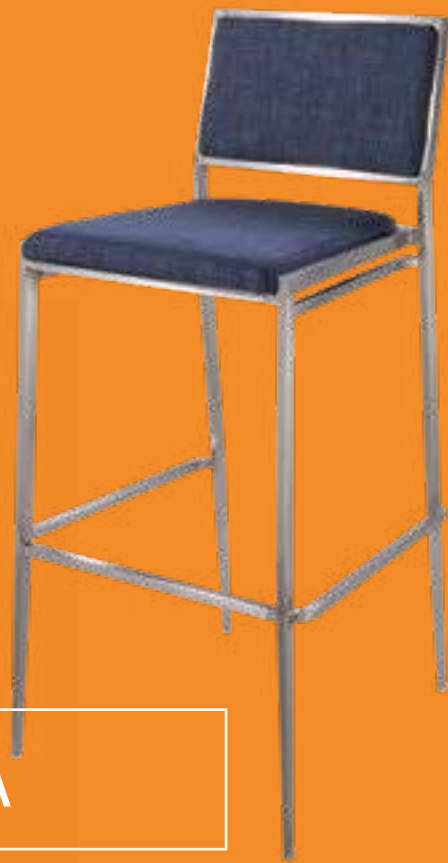
# BARSTOOL

Collections





M A R I N A



# BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.

B.



C.

D.

E.

**A) MARBBE** (ocean blue fabric) **B) MARBBR** (brown fabric)  
**C) MARBRD** (red fabric) **D) MARBWH** (white vinyl) **E) MARBBK** (black vinyl)

All frames brushed metal.



LIFT

# BARSTOOL

COLLECTION  
15 "RND23 - 33.5 "H



A.



B.



C.

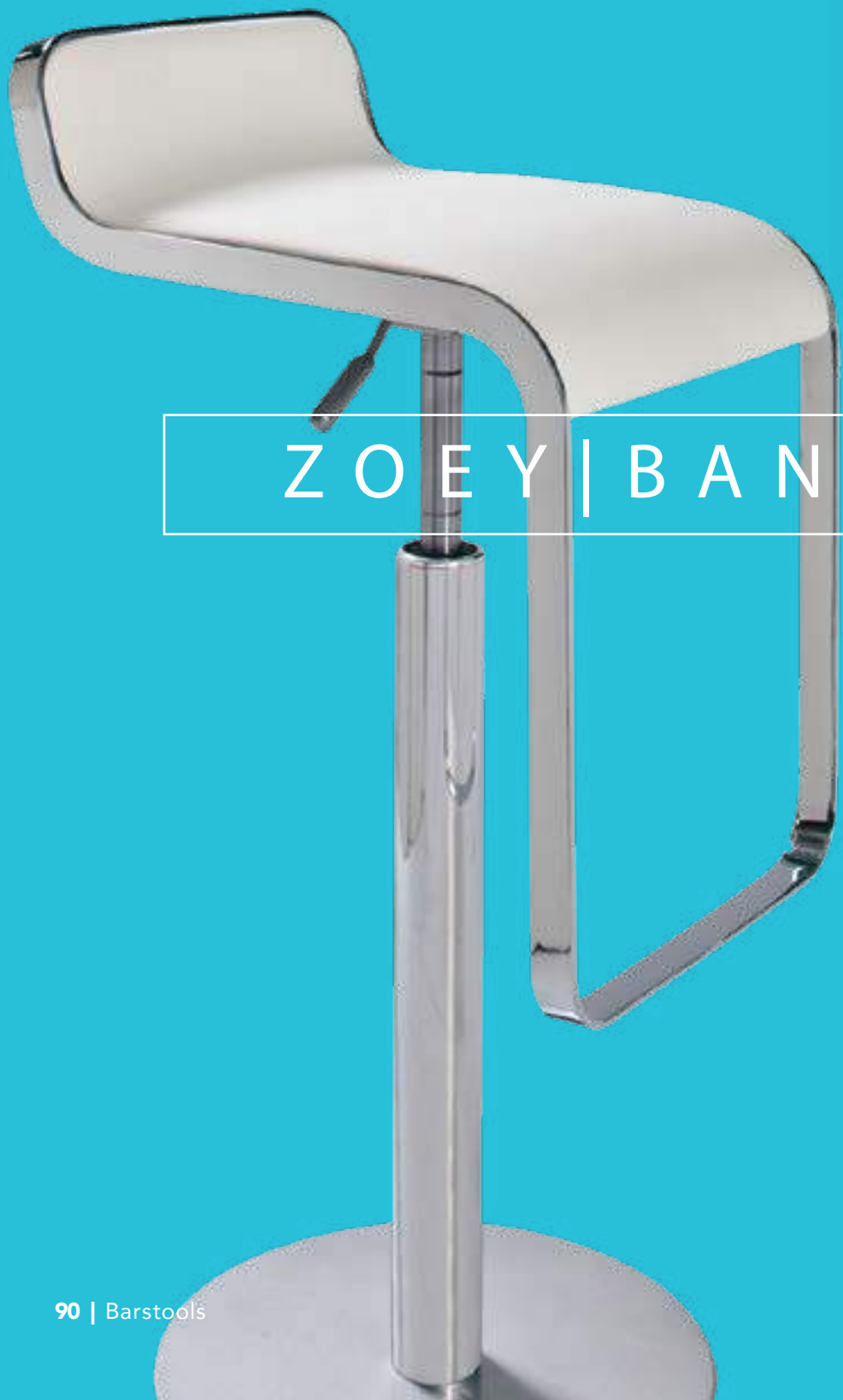


D.

**A) ROLLWH** (white vinyl) **B) ROLLRD** (red vinyl)  
**C) ROLLBL** (black vinyl) **D) ROLLGY** (gray vinyl)

All bases chrome finish. Adjustable height.





ZOEY | BANANA



# BARSTOOL

COLLECTIONS



A.



B.



C.



**Zoey Barstool** 15"L 16"D 30-34.75"H **A) BS002** (white, adjustable height)  
**Banana Barstool** 21"L 22"D 41"H **B) BSS** (black) **C) BST** (white)

All bases chrome finish.

# Barstools Styles



Blade  
**BLDBRD** (red)  
**BLDBSB** (sky blue)  
20.5"L 20"D 40.5"H



Zenith  
**ZENBAR Barstool**  
(white, chrome)  
19"L 20"D 44"H



## Styling Tip:

Create proper distance between individuals by pairing one barstool with each 30" or 36" round, or placing one barstool at each end of a communal table.



A.



B.



C.



D.



E.

**A) XBAR Christopher Barstool**  
(white vinyl, chrome)  
19"L 19"D 41"H

**B) BS001 Shark Barstool**  
(white, chrome, adjustable height)  
22"L 19"D 34-44"H

**C) BSR Syntax Barstool**  
(black, chrome)  
23"L 19"D 43.25"H

**D) LUBSCL Lucent Barstool**  
(frosted acrylic, chrome)  
22"L 22.5"D 45.5"H

**E) RSTSTL Rustique Barstool**  
(gunmetal) 13"L 13"D 30"H

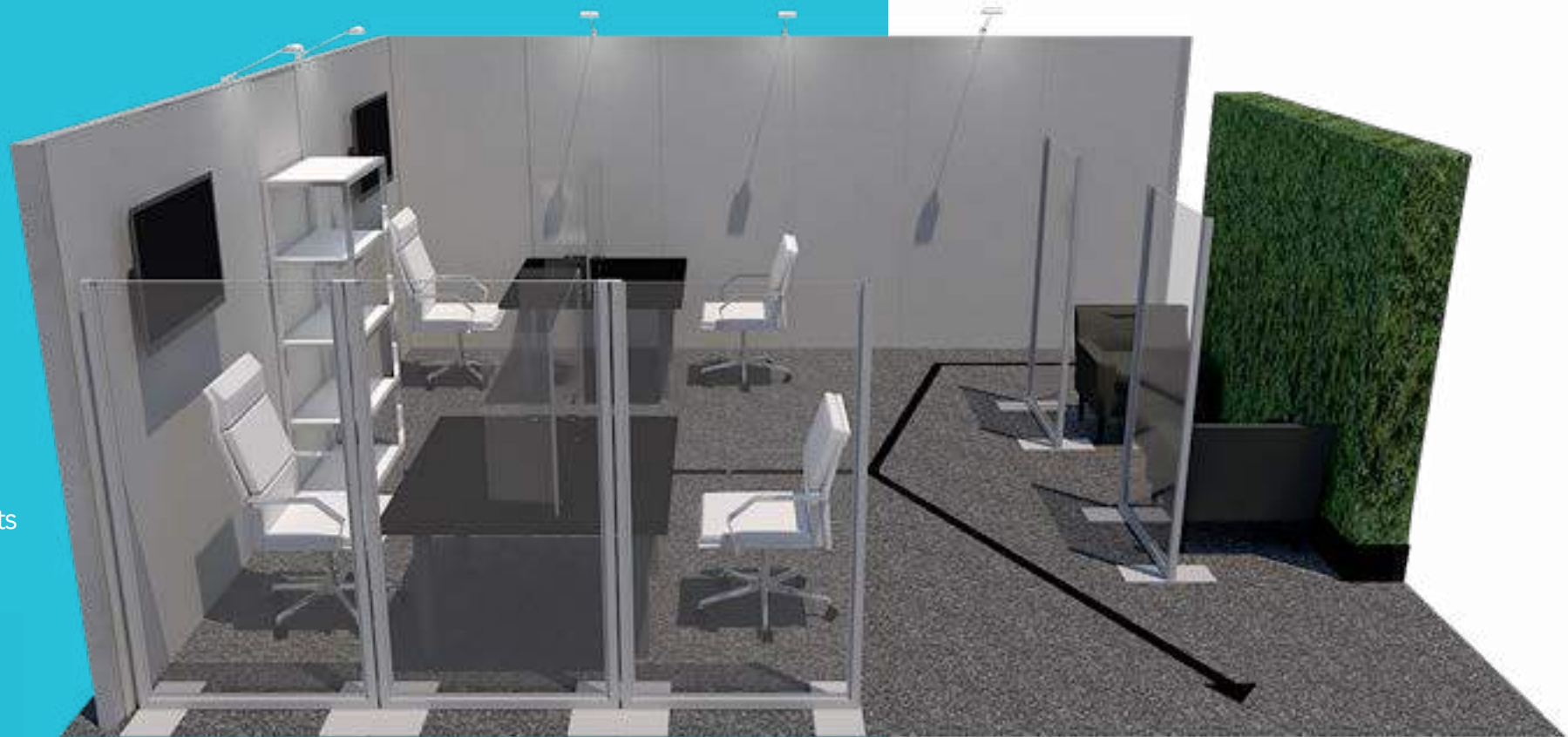


Laguna  
**LMBAR Barstool**  
(maple, chrome)  
18"L 20"D 47"H

# Meet in Style.

**Professional doesn't have to mean stale.** Set up a temporary workplace away from the office that serves both form and function. Pair office furnishings with safety products so you and your customers can confidently get down to business.

10'x20' -  
Madison  
Presentation  
Booth



20'x20' - Executive Meeting Booth

**Executive Seating** | p 98  
**Madison Desk & Storage** | p 106  
**Powered Desks & Conference Tables** | p 108  
**Dividers** | p 122





# OFFICE

Collections

# Executive Seating

Pro High Back  
Executive Chairs  
A) PROEXE  
(white vinyl, chrome)

B) PROEXB  
(black vinyl, chrome)

25"L 24"D 45-48"H  
Adjustable height



Pro Mid Back  
Executive Chairs  
C) PROMID  
(white vinyl, chrome)

D) PROMDB  
(black vinyl, chrome)

24"L 22"D 36.75-39.75"H  
Adjustable height



Pro Guest  
PROGB Executive Chair  
(black vinyl, chrome)  
24"L 26"D 36"H



Cupertino  
CUPCHA Mid Back Chair  
(black vinyl, chrome)  
27"L 30.5"D 40-43"H  
Adjustable height



Genesis  
GENCHA Chair  
(black fabric, black)  
27.5"L 27.5"D 40-43.5"H  
Adjustable height



Task  
TASKST Stool  
(black fabric, black)  
27.5"L 27.5"D 32.75"- 40.25"H  
Adjustable height





42" ROUND



# CONFERENCE

TABLES  
42" RND 29" H



**A) CONF42** (white top) **B) CB8** (Madison/gray acajou top)  
**C) 42BKCT** (black top)

All bases black finish.





G E O



# CONFERENCE

## TABLES



**Rounded Square Tables** 42"L 42"D 29"H **A) CF1** (glass top, black) **B) CE1** (glass top, chrome)  
**Rectangular Tables** 60"L 36"D 29"H **C) CF2** (glass top, black) **D) CE2** (glass top, chrome)

# Conference Tables

## Styling Tip:

Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

Dividers | pg 122



A.



B.



C.



## Madison Conference Tables

(gray acajou top)

A) MADC05 5' 60"L 48"D 29"H

B) MADC08 8' 96"L 60"D 29"H

C) MADC10 10' 120"L 48"D 29"H

## Atomic Round Table

(glass, chrome)

42ATO 42" RND 30"H

36ATO 36" RND 30"H



## Work Table

WD3

(white top, white)

48"L 24"D 30"H



A.



B.



C.



## Black Conference Tables 5', 8', 10'

(black top, silver)

A) BKCT5N 5' 60"L 48"D 29"H

B) BKCT8N 8' 96"L 48"D 29"H

C) BKCT10N 10' 120"L 48"D 29"H

Also available with power.





# MADISON



10'x20' - Madison Presentation Booth

## EXECUTIVE DESK & STORAGE

A.



DESK FRONT

B.

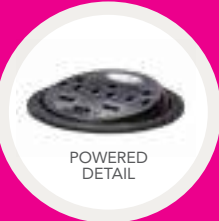


DESK BACK

- A) JD8 Executive Desk** (gray acajou) 60"L 30"D 29"H  
**B) BC8 Bookcase** (gray acajou) 36"L 12"D 72"H



# Powered ⚡ Desks & Conference Tables



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



D.



**Powered Conference  
Tables 5', 8', 10'**  
(black top, silver)  
**D) BKCT5P 5' 60" L 48" D 29" H**  
**E) BKCT8P 8' 96" L 60" D 29" H**  
**F) BKCT10P 10' 120" L 48" D 29" H**

*Also available without power.*

**Non-Powered Conference  
Tables 5', 8', 10'**  
(black top, silver)  
**BKCT5N 5' 60" L 48" D 29" H**  
**BKCT8N 8' 96" L 60" D 29" H**  
**BKCT10N 10' 120" L 48" D 29" H**

E.



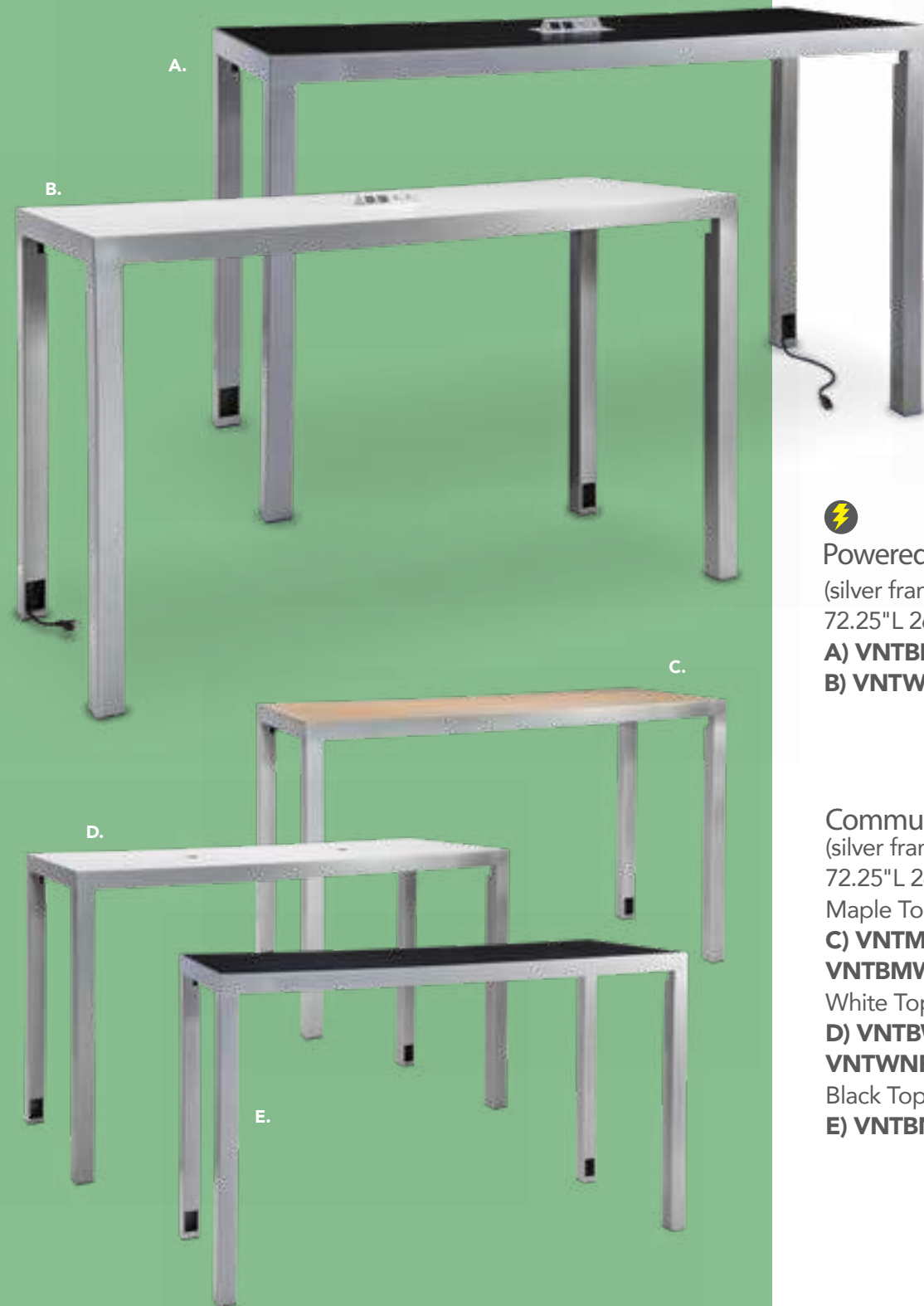
F.



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

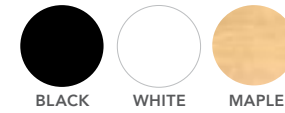
# Ventura

## Powered & Communal Tables



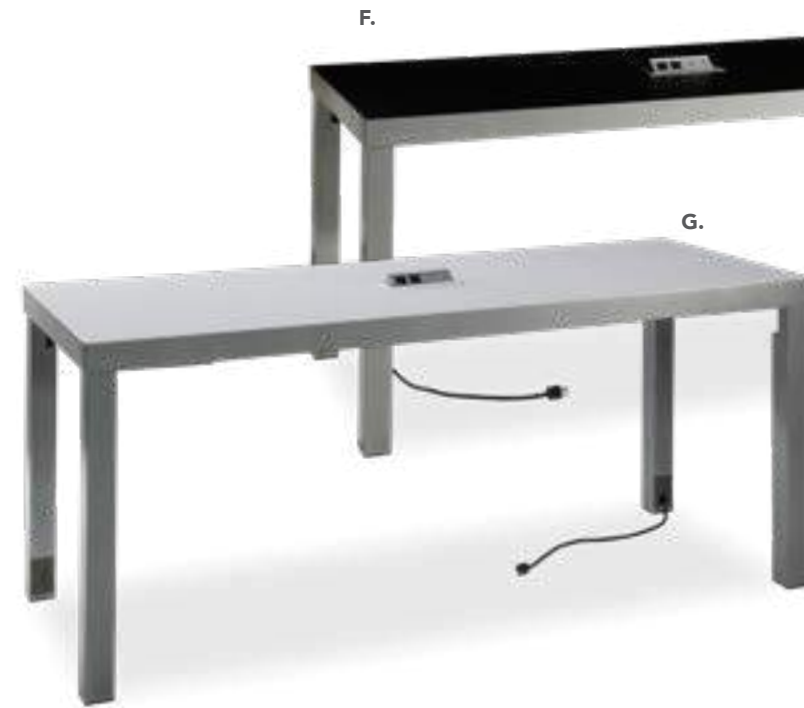
**Powered Bar Table**  
(silver frame)  
72.25"L 26.25"D 42"  
**A) VNTBLK** (black top)  
**B) VNTWHT** (white top)

**Communal Bar Table**  
(silver frame)  
72.25"L 26.25"D 42"H  
Maple Top  
**C) VNTMNP** (solid)  
**VNTBMW** (grommets)  
White Top  
**D) VNTBWW** (grommets)  
**VNTWNP** (solid)  
Black Top  
**E) VNTBNP** (solid)



### TABLE TOP OPTIONS

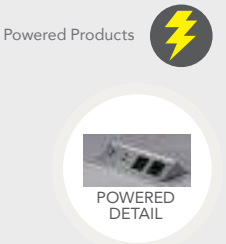
Colors not available in all table options.  
Please check options listed.



**Powered Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
**F) VNTCBK** (black top)  
**G) VNTCWH** (white top)



**Communal Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
Maple Top  
**H) VNTCMN** (solid)  
**VNTCMW** (grommets)  
White Top  
**I) VNTCWW** (grommets)  
**VNTCWN** (solid)  
Black Top  
**J) VNTCBN** (solid)



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



# Office Accessories & Decor

## Embrace The Organic

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.



Boxwood Hedge  
**A) HDG7FT**  
Boxwood Hedge, 7'  
36.5"L 12"D 84"H  
**B) HDG4FT**  
Boxwood Hedge, 4'  
46"L 9"D 47"H



20'x20' -  
Executive Meeting Booth  
**Accent Chairs** | p 36  
**Executive Seating** | p 98  
**Conference Tables** | p 104  
**Boxwood Hedges** | p 116  
**Dividers** | p 122



Mason Lamps  
(brushed silver)  
**A) LA15 Floor Lamp**  
18" RND 55"H  
**B) LA14 Table Lamp**  
16" RND 26"H



Posh Shelving  
**PSHCCS** 36"L 18"D 72"H  
(chrome, acrylic)

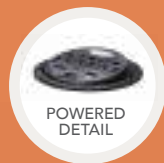


Divider, Freestanding  
Whiteboard  
**DIVFWB** (silver, white)  
39"L 9"D 72"H





# Midtown Counter & Bar



Powered Counter ⚡  
60"L 18"D 42"H (taupe glass top, pewter)  
**MTCPUL** (unlighted)  
**MTCLPI** (lighted with plug-in)



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



20'x20' - Midtown  
Greenery Booth  
**Accent Chairs** | p 36  
**Accent Tables** | p 64  
**Bar & Cafe Tables** | p 80  
**Barstool Collections** | p 84  
**Boxwood Hedges** | p 116

Bar  
60"L 18"D 42"H (taupe glass top, pewter)  
**A) MTBUUL** (unlighted)  
**B) MTBLPI** (lighted with plug-in)

A.



B.





# Boxwood Hedges

A) HDG7FT Boxwood Hedge, 7'  
36.5"L 12"D 84"H

B) HDG4FT Boxwood Hedge, 4'  
46"L 9"D 47"H



Accent Chairs | p 36  
Accent Tables | p 64



## Keep it Green

Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.

Bar & Cafe Tables | p 80  
Barstool Collections | p 84





# Design safe environments without sacrificing style.

**It is possible! Keep your staff and clients healthy while creating beautiful, engaging spaces to network, educate and promote your offerings.** At CORT Events, we're sharing creative and sensible guidelines to help you plan for the most effective and thoughtful spaces.

Look for expert tips throughout the catalog, and scan or click the QR code for more!



20'x20' - Midtown  
Greenery Booth

**Accent Chairs** | p 36

**Accent Tables** | p 64

**Bar & Cafe Tables** | p 80

**Barstool Collections** | p 84

**Boxwood Hedges** | p 116





# S A F E T Y

Collection

# Dividers

Clear Dividers  
**A) DIVFRE Freestanding**  
(Silver, Clear) 39"L 1.5"D 72"H

**B) DIVFWL Freestanding Wall Unit**  
(Silver, Clear) 40"L 1.5"D 72"H

**C) DIVFCR Freestanding Corner**  
(Silver, Clear) 39"L 39"D 72"H



Bar & Cafe Tables | p 80  
Barstool Collections | p 84



Bars | p 114



Clear Dividers  
**D) DIVBAR Bar/Counter**  
(Silver, Clear)  
48-70"L 12"D 31.5"H

**E) DIVFST Sofa/Table**  
(Silver, Clear)  
34"L 11"D 47-74"H  
Adjustable height.



Sofas | p 26



## Attract, Connect and Inspire.

CORT Events offers a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.

Connector  
Detail

B.

C.

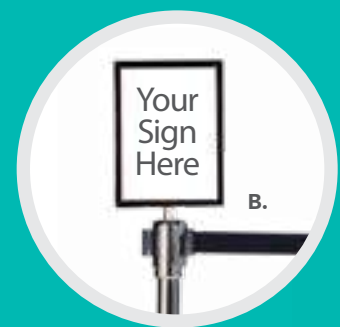




# Dividers



Accent Chairs | p 36  
Accent Tables | p 64  
Boxwood Hedges | p 116



A.

Stanchion w/ Retractable Belt

**A) STNCH1**

(black, chrome) 96"L 37"H

Rented individually; two needed to complete a section.

**B) STNSGN Stanchion Sign Holder**

(black, chrome) 10"L 13"H



Conference Tables | p 100  
Executive Seating | p 98

C.

**C) DIVFWB Divider, Freestanding Whiteboard**  
(silver, white) 39"L 1.5"D 72"H



D.

**D) MIRWHT Miramar Divider, White**  
(molded plastic)  
**Vertical:** 63"L 23"D 83"H  
**Horizontal:** 83"L 23"D 63"H



Accent Chairs | p 36  
Accent Tables | p 64





# Making You Look Good, By Design.™

**Our team of seasoned event and exhibition experts are here to help you accomplish your goals, while standing out from the competition.** We're more than just a furniture supplier - we're your partner in creating an environment that fosters engagement, develops relationships and amplifies your message.

Have a question? Scan the QR code to get in touch with a CORT Events team member today!



Accent Chairs | p 36  
Accent Tables | p 64  
Boxwood Hedges | p 116  
Dividers | p 122

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Nationwide Service | 24 hours a day, 7 days a week, 365 days a year



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## CARPET ORDER FORM

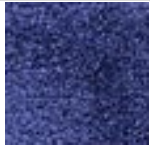
### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

#### STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	253.55	329.62
	10' x 20' carpet	497.60	647.14
	10' x 30' carpet	744.40	967.72
	SPECIAL CUT STANDARD CARPET (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.)	\$4.80 per sq. ft.	\$6.24 per sq. ft.
	Visqueen	\$1.36 per sq. ft.	\$1.64 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$2.10 per sq. ft.	\$2.73 per sq. ft.

#### STANDARD CARPET COLOR (please circle color choice)



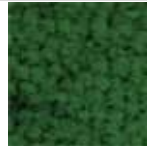
Blue



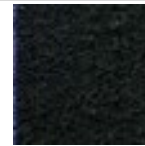
Red



Grey



Green



Black



Burgundy

#### FULL PAYMENT MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

#### NO TELEPHONE ORDERS WILL BE ACCEPTED.

**\*\*All utility lines must be installed before carpet installation. Utilities should be ordered in advance. \*\***

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (5.5%)	\$
<b>TOTAL</b>	<b>\$</b>





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## PRESTIGE CARPET ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

**\*\*\*ORDERS PLACED AFTER THE ABOVE DEADLINE DATE, PLEASE CALL FOR AVAILABILITY\*\*\***

#### SPECIAL CUT PRESTIGE CARPET

Enhance your exhibit with 30 oz. plush, heavy-cut polyester pile carpet

Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ square feet x \$8.45 = \$ \_\_\_\_\_ TOTAL

#### PRESTIGE CARPET COLOR (please circle color choice)

Pink	Magenta	Cherry Red	Red Fire	Cherry Blossom	Hay Loft	Navel
Orange	Butter Cream	Sunshine	Lime Green	Wintergreen	Pine	Forest
Pacific	Orion Blue	Lite Blue	Nautical	Caribbean	Process Blue	Bright Blue
Atlantic	Reflex Blue	Blueberry	Intense Blue	Deep Blue	Navy	Purple
Cream	Vanilla	Snowflake	White	Aluminum	Flannel	Fog
Tanium	Silver Mist	Grey Blue	Medium Grey	Cool Grey	Steel	Charcoal
Grey	English Grey	Smokey	Smoke	Black		

**Visqueen** is available at **\$1.70** (advanced price) or **\$2.25** (standard price) per square foot installed

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ square feet x \$1.36 or \$1.64 = \$ \_\_\_\_\_ TOTAL

**Carpet Padding** is available at **\$3.70** (advanced) or **\$4.85** (standard) per square foot installed (100 sq. ft. min charge)

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ square feet x \$2.10 or \$2.73 = \$ \_\_\_\_\_ TOTAL

**\*\*NO REFUNDS ON SPECIAL ORDER CARPET – ALL SALES ARE FINAL\*\***

Carpet Samples are available upon request – please fill out the mailing information below.

Mail Photo to:	_____		
Attention:	_____		
Company:	_____		
Address:	_____		
City:	State:	Zip Code:	
Phone Number:	_____		

#### PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

**NO TELEPHONE ORDERS WILL BE ACCEPTED.**

**\*\*All utility lines must be installed before carpet installation. Utilities should be ordered in advance. \*\***

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (5.5%)	\$
<b>TOTAL</b>	<b>\$</b>



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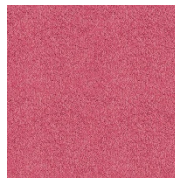
email us @  
esr@cssabq.com

## PRESTIGE CARPET COLORS

### CONVENTION SERVICES OF THE SOUTHWEST, INC.



PINK



MAGENTA



CHERRY RED



RED FIRE



CHERRY  
BLOSSOM



HAY LOFT



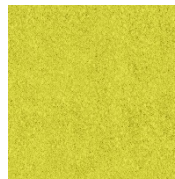
NAVEL



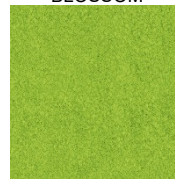
ORANGE



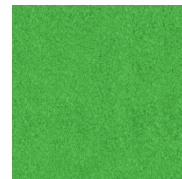
BUTTER CREAM



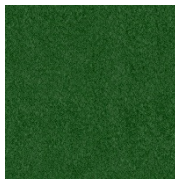
SUNSHINE



LIME GREEN



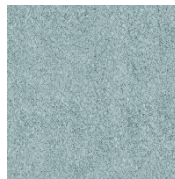
WINTERGREEN



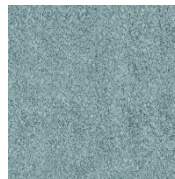
PINE



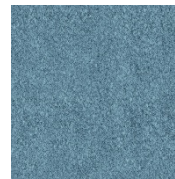
FOREST



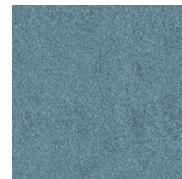
PACIFIC



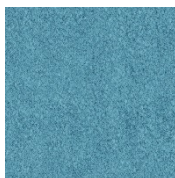
ORION BLUE



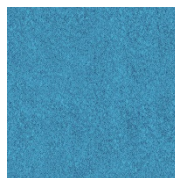
LITE BLUE



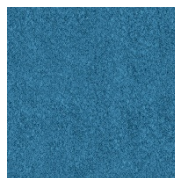
NAUTICAL



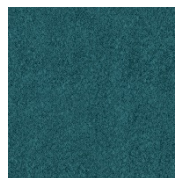
CARIBBEAN



PROCESS BLUE



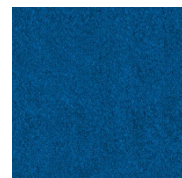
BRIGHT BLUE



ATLANTIC



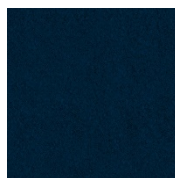
REFLEX BLUE



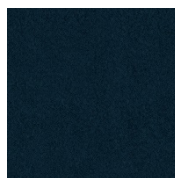
BLUEBERRY



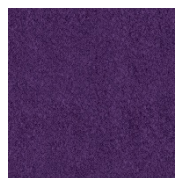
INTENSE BLUE



DEEP BLUE



NAVY



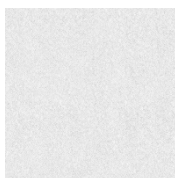
PURPLE



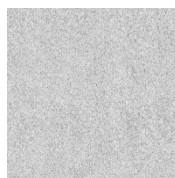
CREAM



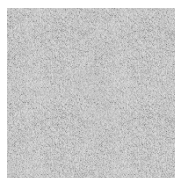
VANILLA



SNOWFLAKE



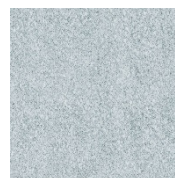
WHITE



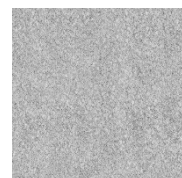
ALUMINUM



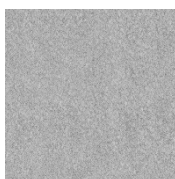
FLANNEL



FOG



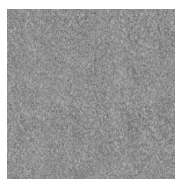
TITANIUM



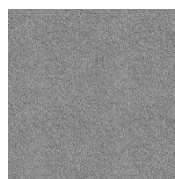
SILVER MIST



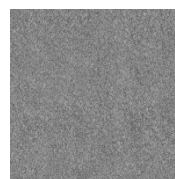
GREY BLUE



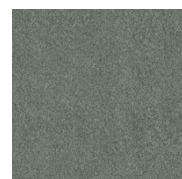
MEDIUM GREY



COOL GREY



STEEL



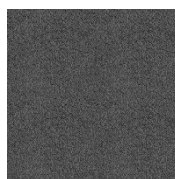
CHARCOAL



GREY



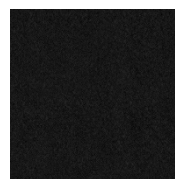
ENGLISH GREY



SMOKEY



SMOKE



BLACK



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## RENTAL DISPLAY

### CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

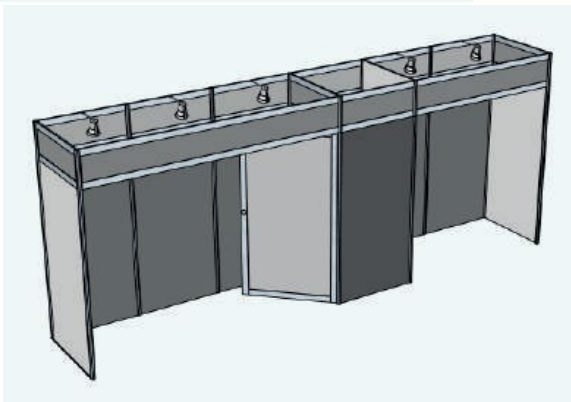
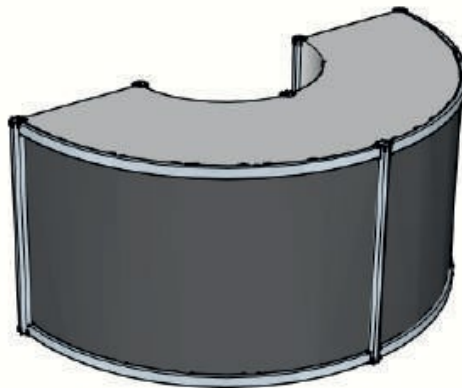
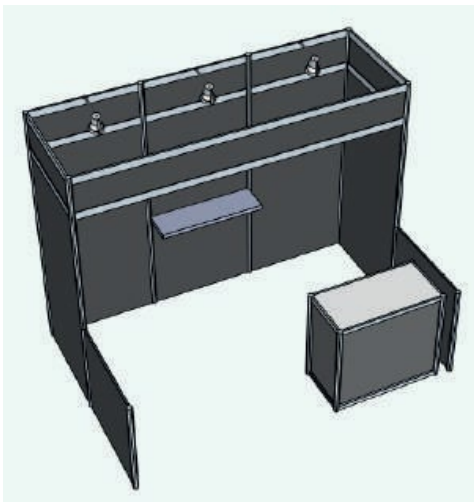
#### Rental Display Units

Please contact CSS Exhibitor Services Department to order Rental Display Units at

Email: [esr@cssabq.com](mailto:esr@cssabq.com)

Or

Phone: (505) 243-9889







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f. 505.243.8197  
www.cssabq.com

email us @  
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## LABOR ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Display labor & Forklift will be billed in 1/2 hour increments with a **one-hour minimum**.

DISPLAY LABOR RATES	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$166.00	\$182.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$216.00	\$232.00
Sundays and Holidays	\$266.00	\$282.00

FORKLIFT RATES WITH OPERATOR	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$282.00	\$310.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$332.00	\$360.00
Sundays and Holidays	\$382.00	\$410.00

#### SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN:

##### PLAN A - EXHIBITOR SUPERVISION

☐

All work is performed under the supervision of the Exhibitor. Starting time can be guaranteed only in those instances where persons are requested for the start of the working day, 8:00AM. If labor is not picked up or canceled without 24-hour's notice, your estimated labor hours will be charged. **The exhibitor must check in at the service desk to pick up labor ordered and check labor out at the service desk, upon completion of the work. If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged.**

Representative Name/Company
-----------------------------

##### PLAN B – CSS SUPERVISION

☐

\*\*\*Please fill out all outbound shipping information.

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$50 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

#### Please complete this section:

	Labor Type	No. of People	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION						
DISMANTLE						

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Forklift Tax (5.5%)	\$
<b>TOTAL</b>	<b>\$</b>



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**EXHIBITOR APPOINTED CONTACTOR (EAC)**  
Submission Deadline for Notification & Certificate of Insurance: **Tuesday, May 30, 2023**

## CONVENTION SERVICES OF THE SOUTHWEST. INC.

### EXHIBITORS WHO CHOOSE TO HAVE AN EXHIBIT SERVICE FIRM (OTHER THAN THE OFFICIAL LABOR CONTRACTOR) SUPERVISE LABOR, UNPACK, ERECT, ASSEMBLE, DISMANTLE, AND PACK DISPLAYS / EQUIPMENT MUST ABIDE BY THE FOLLOWING:

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than **Tuesday, May 30, 2023**.
- Exhibitor must ensure their contractor (EAC) provides **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by **Tuesday, May 30, 2023**. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If **CSS** does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with **CSS** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide **CSS** and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. (*Show aisles and public space are not part of the booth area.*)
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

NAME OF EXHIBITOR APPOINTED CONTRACTOR:	
ADDRESS:	
CONTACT, TELEPHONE # & FAX:	

The EAC must notify **CSS** of the names of all exhibiting companies for whom they have orders and the names of all employees working for them on the show floor. All EACs must provide insurance certificates to **CSS** and Show Management of the exhibition. Please list show name, location, and Exhibitor name on Certificate of Insurance. **Exhibitor Appointed Contractors will not have access to the show floor without a Certificate of Insurance on file with CSS.**

COMPANY:	BOOTH:
ADDRESS:	CONTACT NAME:
CITY:	SIGNATURE:
STATE: ZIP:	PHONE:
EMAIL:	FAX:

**NLIT Summit 2023**



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esr@cssabq.com

## MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

#### MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material handling** (drayage) charges and shipping charges are not the same thing.
  - “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock.
  - “Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills, or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. *(\*This estimate will be binding on both parties and no adjustments will be made after the show closes.)*
- ❖ **We will accept all cartons, crates, and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose materials, uncrated materials, or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights otherwise CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be assessed material handling charges by **CSS**. *(Please refer to the **Material Handling Rate Sheet**.)* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when freight arrives at the advance warehouse prior to the first scheduled day or after the last scheduled day indicated on both the show information sheet and the Material Handling Rate Sheet. If freight is delivered prior to the first scheduled day of advance freight receipt, storage charges may apply. If freight is delivered after the last scheduled day of advance freight receipt, additional delivery charges may apply.

#### **MATERIAL HANDLING INCLUDES:**

- Storing your booth, equipment, and materials in our warehouse for up to 30 days in advance of the show. *(Advance shipments only)*
- Delivering materials to your booth at show site.
- Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.
- Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated carriers based on information provided on your show site bill of lading (obtained from **CSS** Service Center).

#### **MATERIAL HANDLING DOES NOT INCLUDE:**

- Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the **Labor Order Form** enclosed in the Exhibitor Service Kit.
- Scheduling any carrier for pick-up or delivery of your materials, if other than the official show carrier(s). All carriers must be checked in by the designated re-routing time or exhibitor freight will be either re-routed with show carrier or returned to **CSS** warehouse at exhibitor expense. Please refer to **Material Handling Rate Sheet** for re-route times.





1921 Bellamah NW  
Albuquerque, NM 87104  
t. 505.243.9889  
f. 505.243.8197  
www.cssabq.com

email us @  
esr@cssabq.com

## **MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY**

### **CONVENTION SERVICES OF THE SOUTHWEST. INC.**

#### **LIMITS OF LIABILITY**

##### **PLEASE READ:**

**CSS'** liability is limited to physical loss or damage to a specific article which is lost or damaged, and in any event **CSS'** maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

**CSS** will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit said materials.

Claims for loss or damage that are not submitted to **CSS** within 30 days of the close of the show shall be considered waived.

The consignment or delivery of a shipment to **CSS** by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this document.

To expedite removal of materials from the show site, **CSS** shall have the authority to change designated carriers, if such carriers do not pick-up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show without a bill of lading will be re-routed with the preferred carrier. No liability will be assumed as a result of such re-routing or handling.

**INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE ALL ARRANGEMENTS FOR PICK-UP AND DELIVERY OF FREIGHT. IF YOU CHOOSE TO USE OUR PREFERRED CARRIER, WE WILL MAKE ALL OUTBOUND ARRANGEMENTS FOR YOU. A COMPLETED BILL OF LADING WILL STILL BE REQUIRED.**

##### **CSS will not be responsible for:**

- Shipments delivered to the wrong booth due to improper labeling by the exhibitor.
- Misdirected shipments or removal of crates to storage due to old labels appearing on crates.
- Damage to uncrated or improperly packed materials, or concealed damage.
- Loss, theft, or disappearance of Exhibitor's material after it has been delivered to the exhibit booth.
- Loss, theft, or disappearance of Exhibitor's material prior to materials being picked up from exhibit booths for reloading after close of the show. **CSS** will check all bills of lading covering outgoing shipments at time of actual pick up from the exhibit booth. Corrections will be made to the bill of lading where discrepancies occur.
- Loss, damage, or delay due to fire, acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond **CSS** control.

**The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.**



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## MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

ADVANCE FREIGHT RECEIVING Monday – Friday 8:00AM – 2:30PM Thursday, May 30, 2023 – Thursday, June 22, 2023 ADVANCE SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # NLIT 2023 c/o CSS YRC Milwaukee - 313 6880 South Howell Ave. Oak Creek, WI 53154	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Monday, June 26, 2023 --- 8:00AM – 5:00PM Tuesday, June 27, 2023 --- 10:00AM – 4:00PM DIRECT SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # c/o CSS NLIT 2022 Wisconsin Center – Hall A 850 N. 6 <sup>th</sup> Street Milwaukee, WI 53203	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

**Our preferred freight carrier is: CSS Logistics (505) 243-9889**

**\*\*Freight will be re-routed from show floor on Thursday, June 29, 2023 @ 8:00PM\*\***

<b>SAMPLE:</b> Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 145</u> per cwt = <u>\$ 725</u>
---

#### ADVANCE FREIGHT RATES: (includes crates, skidded, and carton materials)

**\$ 145** per cwt. **\$ 290** minimum charge  
Weight \_\_\_\_\_ ÷ 100 = Total CWT \_\_\_\_\_ @ **\$ 145** per cwt = \$ \_\_\_\_\_

#### DIRECT FREIGHT RATES: (includes crates, skidded, and carton materials)

**\$ 132** per cwt. **\$ 262** minimum charge  
Weight \_\_\_\_\_ ÷ 100 = Total CWT \_\_\_\_\_ @ **\$ 132** per cwt = \$ \_\_\_\_\_

**All charges are per hundred pounds (cwt) with a 200 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.**

#### ADDITIONAL RATES:

**"Late Shipments"** and **"Off Target" freight** will be charged an **additional \$24 per cwt.** (200 lb. minimum applies)

**"Small Package"** or shipments weighing 30 lbs. or less will be charged a **\$63 material handling fee.**

**Banding and Shrink Wrap** will be charged at **\$73** per skid or crate.

**Outbound Material Handling Only** (freight handled at close of show only) will be charged **\$75 per cwt.** (200 lb. minimum applies)

**PLEASE READ PAYMENT POLICY**

SUBTOTAL	\$
Tax Exempt	\$ -----
<b>TOTAL</b>	<b>\$</b>

# ADVANCE WAREHOUSE SHIPPING LABELS



## ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**NLIT 2023**

**c/o CSS**

YRC Milwaukee - 313  
6880 South Howell Ave.  
Oak Creek, WI 53154

Warehouse Hours: M-F - 8:00AM-2:30PM

**MUST ARRIVE BY:** Thurs, June 22, 2023

**RUSH**



## ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**NLIT 2023**

**c/o CSS**

YRC Milwaukee - 313  
6880 South Howell Ave.  
Oak Creek, WI 53154

Warehouse Hours: M-F - 8:00AM-2:30PM

**MUST ARRIVE BY:** Thurs, June 22, 2023

**RUSH**

# DIRECT SHIPPING LABELS



## DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**NLIT 2023**

**c/o CSS**

Wisconsin Center – Hall A  
850 N. 6<sup>th</sup> Street  
Milwaukee, WI 53203

Must NOT arrive before 6/26/23

**DIRECT Shipments Received:**

Monday, June 26, 2023 – 8 AM – 5 PM  
Tuesday, June 27, 2023 – 10 AM – 4 PM

**RUSH**



## DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

BOOTH #: \_\_\_\_ NO. \_\_\_\_ of \_\_\_\_ PCS

**NLIT 2023**

**c/o CSS**

Wisconsin Center – Hall A  
850 N. 6<sup>th</sup> Street  
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Must NOT arrive before 6/26/23

**DIRECT Shipments Received:**

Monday, June 26, 2023 – 8 AM – 5 PM  
Tuesday, June 27, 2023 – 10 AM – 4 PM

**RUSH**





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## OUTBOUND SHIPPING INFORMATION

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

EVERY OUTBOUND SHIPMENT WILL REQUIRE A **CSS** BILL OF LADING AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL HAVE THEM AVAILABLE AT THE **CSS** SERVICE DESK FOR YOU TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

*This form is required when labor is **CSS** supervised.*

**SHIPPING INFORMATION (IMPORTANT:** If your freight is forwarding to another show, be sure to include the show name and your booth number):

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TO:** COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

**METHOD OF SHIPMENT** Please specify your choice by checking the following:

- ☐ The preferred carrier, **CSS Logistics**, is authorized to ship show materials to the above address.  
(Must complete/include CSS Logistics forms.)
- ☐ The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:  
(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)
- ☐ Common Carrier \_\_\_\_\_
- ☐ Van Line \_\_\_\_\_
- ☐ Air Freight \_\_\_\_\_

NUMBER OF DESIRED SHIPPING LABELS: \_\_\_\_\_ (Fed Ex and UPS shipping labels are not available)

- Once your shipment is packed and ready to be picked up, please return the BOL to the Exhibitor Services Center.
- Verify the piece count, weight, and that a signature is on the BOL prior to shipping out.
- Shipments without paperwork turned in will either be returned to our warehouse, or shipped through CSS Logistics at Exhibitor's expense.

# **KEEP IT SIMPLE**

## **CSS LOGISTICS, LLC**

### **For ALL your Tradeshow Freight Needs**



Ground

Air

Domestic Only

- Discounted Show Freight Rates
- Time Critical
- Automatic Tracking Notification upon request
- No Detention Charges – Outbound Ground
- No additional charges for weekend/after hours pickups
- Bill of Ladings and shipping labels emailed to you



**CSS LOGISTICS, Inc.**  
**1921 Bellamah NW**  
**Albuquerque, NM 87104**  
**p. 505.243.9889**  
**f. 505.243.8197**  
**CSSL@cssabq.com**



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**KEEP IT SIMPLE**  
**5% Show Discount on Round Trip Freight**  
(over show special weight of 140lbs)

## L O G I S T I C S

**CSS Logistics, Inc.** is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: NLIT Summit 2023  
Wisconsin Center  
June 28-29, 2023

Dear Exhibitor:

As the preferred carrier for CSS, we will take extra care in seamlessly moving your freight from point of origin to show, whether it ships to the advance warehouse or directly to the show floor.

We are offering a show special to ship to advance warehouse as well as from the show floor. This rate is deferred Ground Service to the Advance Warehouse and a credit card authorization form must be on file.

There is NO ADDITIONAL CHARGE for residential pick up/deliveries, lift gate requirements, fuel surcharges, and/or tradeshow overtime or detention fees. Charges are based on actual weight with additional charges only in cases of freight in excess of eight (8) linear feet.

CSS Logistics will not act as Importer of Record (IOR) or Ultimate Consignee and will not provide a Power of Attorney or FEIN numbers for international customs documentation.

### SHOW SPECIAL

**\$325.00** *each way*

Show Special Shipping is 3-14 Day Ground Deferred Transit Time depending on location.

Only applies to total shipping weight of up to 140lbs

*All items handled by CSS are subject to Material Handling charges regardless of carrier or weight.*

*Please contact CSS for Material Handling requirements for your show at [esr@cssabq.com](mailto:esr@cssabq.com)*

**You pack-n-wrap**

**We provide labels and shipping documents**

Ordering couldn't be simpler. There are two order forms attached for your convenience: One to ship to the advance warehouse and one to ship out at the end of the show. Complete the applicable information (greyed areas have been filled out for you), credit card authorization, and initial the limits of liability document (this is required), fax or email back, and we'll do the rest!

Thank you for your business!





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## ORDER FORM

### SHIP TO ADVANCE WAREHOUSE

L O G I S T I C S

### SHIP DIRECT TO ADVANCE WAREHOUSE

Show Name: **NLIT 2023**

Booth #:

**FREIGHT IS ACCEPTED FROM: Thursday, May 30 – Thursday, June 22, 2023 – Mon – Fri, 8:00am – 2:30pm**

Company:

Contact Name and Phone #

Pick Up Address:

City:

State:

Zip:

Pick-Up Date and TIME

Exhibitor:

Adv Whse Contact: Lorie Wrobel

Phone: 505-243-9889

c/o CSS

YRC Milwaukee - 313

Address: 6880 South Howell Ave.

City: Oak Creek

State: WI

Zip: 53154

#### SHIP BY GROUND (Circle One)

Standard Ground – 2-5 day weekday transit, add 2 days for Pickup & Delivery

Time Critical – ships 1-2 days faster than standard and includes weekends

#### SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2<sup>nd</sup> Day Air (Circle One): AM Standard Delivery

#### SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick-Up/Delivery Y / N

Lift Gate Required Y / N

High Rise Office Y / N

Limited Access Y / N

Dock Available Y / N

Hazardous Materials Y / N

Food Y / N

Poison Y / N

If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick-up fee may apply.

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks, and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

#### CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

Expiration Date:

CIV Code:

Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



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## ORDER FORM

### SHIP DIRECT TO TRADESHOW

L O G I S T I C S

### SHIP DIRECT TO TRADESHOW (SHOW SITE)

Show Name: **NLIT 2023**

Booth #

**FREIGHT IS ONLY ACCEPTED FROM: Mon, June 26, 2023 – 8 am – 5 pm & Tues, June 27, 2023 – 10 am – 4 pm**

Company:

Contact Name and Phone #

Pick-Up Address:

City:

State:

Zip:

Pick-Up Date and TIME

Exhibitor:

C/O CSS

Phone: 505-991-5711

Facility: Wisconsin Center

Hall A

Address: 850 N. 6<sup>th</sup> Street

City: Milwaukee

State: WI

Zip: 53203

#### SHIP BY GROUND (Circle One)

Standard Ground – 2-5 day weekday transit, add 2 days for Pickup & Delivery

Time Critical – ships 1-2 days faster than standard and includes weekends

#### SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2<sup>nd</sup> Day Air (Circle One): AM Standard Delivery

#### SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick-Up/Delivery Y / N

Lift Gate Required Y / N

High Rise Office Y / N

Limited Access Y / N

Remote Pick-Up/Delivery Y / N

Hazardous Materials Y / N

Food Y / N

Poison Y / N

If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick up-fee may apply.

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks, and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

#### CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

Expiration Date:

CIV Code:

Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



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## ORDER FORM

### RETURN FROM SHOW – GROUND ONLY

# LOGISTICS

### COMPLETE WHEN ORDERING OUTBOUND SERVICES (SHIPPING BACK FROM A SHOW)

Show Name: **NLIT 2023**

Booth #

#### Exhibiting Company:

Facility: Wisconsin Center – Hall A

Pick Up Address: 850 N. 6<sup>th</sup> Street

City: Milwaukee

State: WI

Zip: 53203

#### Ship TO (Consignee):

Contact Name and Phone #:

Address:

City:

State:

Zip:

#### COMPLETE IF SHIPPING TO ANOTHER TRADESHOW:

ALL Information Required to Schedule Delivery

**DELIVERY INFORMATION REQUIRED: ADVANCE WHSE or DIRECT**

Delivery date: Not before Not after

Exhibiting Company:

Show Name:

Booth #:

C/O:

Phone #:

Address:

City:

State:

Zip:

### SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND

#### SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick-Up/Delivery **Y / N**

Lift Gate Required **Y / N**

High Rise Office **Y / N**

Limited Access **Y / N**

Remote Pick-Up/Delivery **Y / N**

Hazardous Materials **Y / N**

Food **Y / N**

Poison **Y / N**

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

#### CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

Expiration Date:

CIV Code:

Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date





## UNIFORM BILL OF LADING TERMS AND CONDITIONS

### L O G I S T I C S

#### Sec 1

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

#### Sec 2

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

#### Sec 3

- (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.
- (b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed
- (c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.
- (d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier received the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

#### Sec 4

- (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.
- (b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

- (c) Where carrier has attempted to follow the procedure set forth in Section 4, subsections 4(a) and (b) and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.
- (d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

#### Sec 5

- (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.
- (b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

#### Sec 6

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

#### Sec 7

- (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.
- (b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.
- (c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

#### Sec 8

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

#### Sec 9

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



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## DAMAGE/LOSS LIMITATIONS

# LOGISTICS

### IMPORTANT INFORMATION ON LIMITS OF LIABILITY

#### FREIGHT DAMAGE OR LOSS

#### TRANSPORTING (CSS LOGISTICS) AND WAREHOUSING (CSS)

TRANSPORTATION: Damage or loss occurs during the movement of your freight from one location to another using a common carrier. All claims are to be processed through the freight carrier.

CSS Logistics is a freight broker. We arrange freight pick up and deliveries between exhibitors and a common carrier – our preferred carriers are YRC and Associated Global Systems (AGS). As a broker, CSS Logistics assumes no liability for loss or damage.

WAREHOUSING: Damage or loss occurs after delivery prior to arrival at your booth.

Our Advance Warehouse locations outside of New Mexico carry warehouseman's limits of liability which are typically between \$.30 – \$1.00 per pound depending on type of loss. New purchases (with proof of purchase) are the generally the higher amount. Some items such as exhibit booths over 5 years old, there is no recovery. All claims are filed with YRC.

CSS' liability in Albuquerque, New Mexico is limited to physical loss or damage to a specific article which is lost or damaged, and in any event CSS' maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. Claim must be made within 30 days of damage/loss. File your claim with CSS.

CSS will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit said materials.

The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this document.

**PLEASE INSURE YOUR TRADESHOW MATERIALS THROUGH YOUR EXISTING INSURANCE COMPANY.**

Freight carriers do offer transportation insurance for new purchases. Quoted upon request.

I have read and understand the above terms and limits.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature



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## CLEANING ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

#### CLEANING SERVICES (select only one of the services below)

SERVICES AVAILABLE		
Quantity (# of booths)	Description	Price
	<b>Initial Cleaning</b> (Vacuum & empty wastebasket(s) before first show day only)	\$ .50 per sq. ft. (One Day)
	<b>Daily Cleaning</b> (Vacuum & empty wastebasket(s) for all show days)	\$ .45 per sq. ft. (Daily)
	<b>Daily Porter Service</b> (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$2.00 per sq. ft. (Daily)

#### PLEASE COMPUTE COST BELOW.

(To compute booth size: Length x Width)

**NOTE: A MINIMUM OF 100 SQ. FT. WILL BE ASSESSED FOR TOTAL SQ. FT. AMOUNT.**

# of Booths	X	Booth Size	=	Total sq. ft.	X	Rate per sq. ft.	X	# of Days	=	Subtotal
_____	X	_____	=	_____	X	_____	X	_____	=	_____

**Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.**

Please bring any discrepancies regarding these services to our attention prior to show close.

**CSS** is unable to adjust invoices after the close of the show.

#### PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$ -----
<b>TOTAL</b>	<b>\$</b>





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## FLORAL ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12"W	111	134	
	Floral Arrangement 18"H x 12"W	156	188	
	Custom Designed Arrangement Color: Height: Width:	Contact for Quote		
	Potted Flowers (please circle choice) Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	102	121	
	Mums (select color) White Yellow Purple Rust	102	121	
	Small Ferns	64	77	
	Large Ferns	102	121	
	3 – 4 foot green plants	121	146	
	5 – 6 foot green plants	200	241	
	7 – 8 foot green plants	246	295	
		<b>Delivery Charge</b>		21
<b>PLEASE READ PAYMENT POLICY</b>		SUBTOTAL	\$	
		Tax (5.5%)	\$	
		<b>TOTAL</b>	<b>\$</b>	

Plants remain the property of the subcontractor for **CSS**. There will be an **additional charge** for plants **not in the booth** at the conclusion of the event. Floral arrangements are the property of the exhibitor and may be removed from show site. **All flowering plants will be subject to availability.** Substitutes of equal quality may be made upon decision of the florist.

**Rental price includes** decorative container, top dressing, and professional maintenance. ALL ORDERS MUST BE PAID IN FULL AT THE TIME THE ORDER IS PLACED.



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## SIGN/GRAPHICS ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>NLIT 2023</b>	Advance Payment Deadline: <b>Friday, June 16, 2023</b>	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Fill out section below. Include copy & rough layouts on a separate piece of paper and mail or fax to us. Please circle orientation of signage.

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		61	79	
	7" x 44"	Vertical Horizontal		75	98	
	11" x 14"	Vertical Horizontal		66	86	
	14" x 22"	Vertical Horizontal		92	120	
	22" x 28"	Vertical Horizontal		141	184	
	24" x 36"	Vertical Horizontal		198	257	
	28" x 44"	Vertical Horizontal		207	269	
	Meter Board (1 meter x 8')	Vertical (unframed)		468	560	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		
<b>PLEASE READ PAYMENT POLICY.</b>						
				SUBTOTAL	\$	
				Tax (5.5%)	\$	
				<b>TOTAL</b>	<b>\$</b>	

Orders placed within 48 hours of show start date will be charged at 150% of the standard price and may be subject to additional delivery or handling charges.

Note: Prices are based on DIGITAL OUTPUT mounted on Foam Core.

If you prefer other materials such as Fabric, Komatex, Plexi Glass, Koraplast, and/or Gator Foam, they will be quoted upon request.

#### Guidelines for Submitting Artwork:

Artwork should be submitted through the FTP website (please contact us for detailed instructions) or via e-mail in a zip folder (limited to 10 MB per email). In order for us to use a graphic file it must be saved in one of the following file formats:

**VECTOR FILES: .AI, .EPS (Please change fonts to outline or include font types.)**

**RASTER FILES: .PSD, .TIF, .EPS, .JPG**

When submitting a raster file, the **optimal resolution is 100 PPI** at 100% or **200 PPI** if file is built at 1/2 size. Lower resolution files will have a negative result on the image quality.

When submitting files, please include the following: Sign/Graphics Order Form, email address/originator of the artwork, printed color copy of the artwork, separations, and CMYK values.

#### PLEASE NOTATE BELOW OR ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



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## FIRE REGULATIONS

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

### FIRE PREVENTION REGULATIONS

#### **PLEASE READ CAREFULLY AND COMPLETELY!**

**Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and firefighting equipment are not to be blocked or concealed from view in any manner.**

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his/her authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a \$500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kW when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

**FIELD FLAME TEST:** Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one (1)-day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

**SPECIAL REQUIREMENTS:** Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limit: Fuel tank shall not exceed one quarter of the tank's capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m.) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

**OPEN FLAME DEVICES:** Neither open flame devices nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing



cooking and/or warming devices.

7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

**CANDLES AND OTHER OPEN-FLAME DEVICES:** The use of candles and other open-flame devices shall be in accordance with the following:

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than 1/4 teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than 1/4 teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self-extinguish if tipped over and that do not spill fuel or wax at the rate of more than 1/4 teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter; **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in ten (10) seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. EXCEPTION: The chimney need not be attached to any open-flame device that will self-extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Marshall, adequate safeguards have been taken, hand-held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

**FLAMING FOODS AND BEVERAGES:** Flaming Foods and Beverages shall be in accordance with the following:

1. Flammable liquids used in the preparation of flaming food and beverage shall be dispensed from a (1) once container or from a container not to exceed a one (1)-quart capacity and having a controlled pouring device that limits the flow to one (1) ounce.
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. Flaming food or beverages shall not be transported or carried while burning.
3. The person preparing or serving the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames.
5. The pouring, ladling, or spooning of flammable foods or beverages is restricted to a maximum height of eight (8) inches above the receiving receptacle.

**IN ALL CASES:**

1. All fuel containers shall be secured to prevent spillage when not in use.
2. Fuel canisters shall be safety sealed for storage.
3. Storage or refueling containers are not to exceed a maximum of 16 ounces.
4. The storage of **ANY** combustible behind booths is prohibited.
5. The pouring, ladling, or spooning of flammable liquid is restricted to a maximum height of 8 inches above the receiving receptacle.

No exhibition or show will be permitted to open without the approval of the Fire Marshal or his/her authorized representative. Fire inspections may be conducted during the course of move-in and tear down. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. If violations are found during the exhibition or show, violating booth(s) shall be subject to closure.

The Fire Marshal's Office understands that each exhibition, show, or event are different. Depending on the circumstances of the event additional items may need to be addressed. In these instances it will be necessary to follow IFC Section 2416.1 which states in part: When in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee, shall employ two or more qualified persons from within the fire department. Qualified persons would be as necessary for the greatest life safety, i.e. firefighters, paramedics, full truck crews, etc.



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## SAFETY TIPS AND INFORMATION

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

#### Safety is very important for everyone working in the Exhibit Hall.

Convention Services of the Southwest, Inc (CSS) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below, you will be doing your part in creating a safe work environment.

#### SAFETY GUIDELINES

- Only authorized personnel and employees allowed, all others are prohibited during move-in and move-out.
- Be aware of your surroundings. You are in an active work area with changing conditions. Pay attention.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas – these areas can be particularly dangerous.
- Stay clear of machinery. Look for obstacles, machinery, and equipment that are in use. Drivers of these vehicles or machines may not be able to see you.
- Never stand on furniture. These objects are not designed to support your standing weight.
- Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- Wear closed toe shoes.
- Clean up or report spills.
- Practice good housekeeping. Keep aisles free and clear of any and all debris.
- Be aware of your surrounding areas for electrical cords or other trip hazards. Sometimes the view of equipment or items may be obstructed.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe, please contact a **CSS** employee immediately.

***During move-in and move-out unsupervised individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.***

#### WORK ZONE

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representative are present at their own risk.



**ADDRESS**

555 W. Wells Street, Milwaukee, WI 53203

**PHONE NUMBER**

414.908.6000

**WEBSITE**

[WCD.org](http://WCD.org)

Dear Exhibitor,

Welcome to the National Laboratories Information Technology Summit 2023. As owners and operators of three of downtown Milwaukee's largest venues, the Wisconsin Center District (WCD) is proud to welcome you to the city we love for a terrific event.

As you prepare to exhibit in the Wisconsin Center please reference the Exhibitor Ordering Kit for all services, pricing and information you may need before you arrive.

We are pleased to feature an updated, easy-to-use, online ordering process. The new tiered pricing structure offers incentives for early orders and worry-free installation. The online store can be found at [NLIT Exhibitor Store](#).

The online store will be available on the below dates:

Advanced Pricing: March 28, 2023

Standard Pricing: May 27, 2023

Floor Rates: June 13, 2023

WCD venues are recognized for providing superb, captivating, and buzzworthy experiences, which starts with providing best in class service and support. If you have any additional questions do not hesitate to reach out to our team at [ExhibitorSvc@wcd.org](mailto:ExhibitorSvc@wcd.org).

All the best,

Marty Brooks  
President and CEO  
Wisconsin Center District



# Ordering Policies & Procedures

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**Ordering:** All orders must be placed online; no phone, email or faxed orders will be accepted. To place an order visit <https://wisconsincenter.com/exhibitor-information/>, click the Exhibitor Store button, select the event that is being attended, and order your items. Visit our Exhibitor How-To Guide for a step-by-step walkthrough of this process.

**Online Store and Pricing Structure:** The exhibitor store will open 90 days prior to the first contracted move in date of the show. Our tiered pricing is as follows:

- Advanced pricing - 31-90 days prior
- Standard pricing - 14-30 days prior
- Floor rate - 0-13 days prior

**Onsite Ordering:** A Service Desk will be available during move in, located next to the decorator. A WCD representative will be able to assist you with needs regarding services ordered and onsite ordering via the exhibitor kiosk.

**Payments:** All payments must be made at the time of your order via credit card, no checks will be accepted. The date which orders are received determines the applicable rate as stated above.

**Refunds:** Cancellations must be received prior to the installation of the event in order to qualify for a refund. Refund amount is based on the dates the cancellation notice is received. No refunds will be issued after installation of service.

- 100% Refund - 61-90 days prior
- 50% Refund - 31-60 days prior
- No Refund - 0-30 days prior

## General Terms and Conditions

- Booth numbers and booth layouts must be provided at the time an order is placed. Any changes must be communicated prior to move in. Changes to booth layouts after services are installed may be subject to labor charges.
  - Please complete the Booth Map Template and attach the document with your order.
- If an order requires additional labor charges, this will be billed post-event via an invoice.
- WCD electricians, IT technicians, and WCD engineers are the only authorized personnel with access to utility floor pockets. Utility requirements crossing aisles will not be installed unless pre-approved by show management and WCD management.
- Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibitor purposes. The exhibitor clean-up room, located near the dock office, can be opened for use if requested.
- All equipment must conform to all federal, state and local fire and safety codes. WCD reserves the right to inspect and reject any and all connections and equipment that any customer uses while in the WCD.

# Building Policies

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**Anchoring:** Any anchoring or drilling into the exhibit floor or any other surface within the WCD facilities is strictly prohibited.

**Animals:** Service animals are permitted within the WCD facilities. However, non-service animals/pets are not permitted within the WCD facilities without proper approval by WCD management.

**Audio Visual:** Conference Technologies Inc. (CTI) is the WCD's in-house audio-visual provider for all WCD facilities. Exhibitors may order and arrange services via the online ordering system. For additional information please contact the CTI sales team at 414-908-6190.

**Composting:** Can be made available upon request, please contact Levy Restaurants at 414-908-6154.

**Compressed Gas:** The use of compressed gas is permitted within the WCD with prior approval under the below circumstances.

- Cylinders are limited to one-pound capacity and a booth may only contain one cylinder at any one time. Reserve cylinders shall be limited to 20 and must be secured in a safe, non-public, area as designated by the WCD.
- Propane tanks larger than one pound must be stored outside of the facility on the loading dock.
- Forklifts are permitted to use propane tanks (limit of 30 pounds) within the WCD during load in and out days as long as they are properly secured and have been properly inspected prior to and after each use.
- Propane tanks on forklifts must be removed from the WCD and stored outside in the propane storage locations. A maximum of one propane tank may be left on or near one forklift for use during the event hours if needed for any reason.

**Confetti:** The use of glitter, confetti, sand, or simulated snow types of material is not permitted in WCD facilities without approval by WCD management. Any approved use will be subject to a cleaning fee.

**Decals:** Adhesive-backed decals are not permitted to be distributed or used inside the facilities.

**Display Vehicles:** When exhibiting motor vehicles inside WCD facilities the following requirements must be abided by:

- Display permit must be obtained from the City of Milwaukee - email [exhibitorsvc@wcd.org](mailto:exhibitorsvc@wcd.org) to inquire if show management has pulled this permit.
- Disconnect the battery
- Reduce the amount of gas to ¼ tank or less
- Lock or tape shut the gas cap
- Place a drip pan under vehicle's engine
- Avoid all carpeted areas of the building unless approved by WCD management

# Building Policies

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**Donations:** The WCD works closely with local charities to facilitate donations. Please contact [exhibitorsvc@wcd.org](mailto:exhibitorsvc@wcd.org) to coordinate or arrange for donations.

**Drone Policy:** The operation (flight) of any drone/aerial vehicles on WCD property is prohibited.

**Fire Extinguishers:** Exhibit booths with walls or enclosed ceilings larger than 10x10 (100 sq/ft) are required to have a portable fire extinguisher inside the structure.

**Food and Beverage:** Levy Restaurants is the exclusive provider for all food and beverage within WCD facilities. Exhibitors may order and arrange catering services via our online ordering system. For additional information please contact the Levy sales team at 414-908-6154.

**Fog/Hazers:** Only water-based machines are permitted within WCD facilities. The use of oil-based smoke, hazers or fog is strictly prohibited.

**Gratuities:** WCD policy prohibits the solicitation or acceptance of gratuities, regardless of the value. This includes offering leftover items that show management or exhibitors have given away or sold while participating in events within WCD facilities.

**Helium:** Helium balloons are not permitted in WCD facilities without approval by WCD management. Any approved use will be subject to a removal fee should balloons rise to the ceiling.

**Loading Dock:** The Wisconsin Center loading dock entrance is located at 850 N. 6<sup>th</sup> Street. The dock can only be entered from the North helix, and must always be exited via the South helix. There are sixteen (16) outdoor loading docks, and three (3) drive-in ramps. If show permits POV dock load in/load out - fifteen (15) minutes will be allowed for exhibitor vehicles to unload/load per vehicle.

**Medical Shows/Waste:** Any hazardous waste disposal and clean up must be approved prior to move in. The WCD will not handle any disposal of medical waste, this will be the responsibility of Show Management. Sharps must be in red containers, clearly labelled as such, and must not be disposed of in regular trash containers. Please do not leave needles and sharps boxes unattended.

**Pyrotechnics:** The use of pyrotechnics is prohibited in the Wisconsin Center.

**Public Safety Department (PSD) 414-908-6165:** In case of an emergency in and around our facilities, contact PSD at 6165 on any house phone. PSD will be able to route any necessary medical staff to the proper entry location, as well as assist where needed.

**Rigging:** IATSE Local 18 stagehand union must perform all rigging services. If any rigging is required for booth construction, sign hanging, or lighting purposes, please contact [exhibitorsvc@wcd.org](mailto:exhibitorsvc@wcd.org) to schedule riggers. The contracted decorator is not permitted to hang items in any of the WCD facilities.



## Building Policies

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**Shipping:** The WCD will not accept advance materials or freight due to storage limitations and liability concerns. All freight and packages must be shipped to the contracted decorator and will then be delivered to the WCD only during designated move in times. Early deliveries may be turned away or returned to sender. Exhibit materials must be removed from premise by the end of the designated move out period. WCD is not responsible for materials left behind. Onsite shipping options are not available unless arranged through show management.

**Smoking:** The WCD is a smoke and tobacco-free campus. All forms of smoking and the use of tobacco products, including vaping, chewing tobacco and e-cigarettes, are prohibited inside the facilities and anywhere on property, including the surrounding sidewalks and parking lot.

**Tape:** The contracted decorator is responsible for the removal of all tape and tape residue from all surfaces in the exhibition halls, pre-function, ballroom and meeting room floors. Any damages caused to a surface by the use of such tape or any tools for removal will be subject to a fee. Below are the approved materials for WCD facilities:

- Exhibit hall floor - Polyken double sided carpet tape
- Carpeted surfaces - Gaffers tape
- Walls and doors - Painter's tape or Remo Two mounting tape

**Tax Exempt:** Please reach out to [exhibitorsvc@wcd.org](mailto:exhibitorsvc@wcd.org) prior to placing an order if tax exempt status is needed.

## Green Initiatives

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The Wisconsin Center District has a Silver certification under Waste Management's Green Leader™ program. Please use the following tips to assist us with our green initiatives.

- Place cardboard and plastic in aisle ways or by pillars for WCD staff to collect and dispose of properly during move in/move out.
- Please dispose of any recyclable materials in the proper containers on the show floor.
- Consider using virtual presentation materials vs. printed materials.
- Use cloth table covers instead of disposable plastic or visqueen.
- Walk from your hotel to the WCD facilities via the city-wide skywalks.

# Electrical Services

The WCD offers a variety of electrical services through our experienced in-house building electricians.

<u>Standard 120V Services</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Standard 20-amp 120V	\$179	\$233	\$303
Standard 20-amp 120V + Power Strip	\$214	\$278	\$362
Standard 20-amp 120V + Extension Cord	\$214	\$278	\$362
Standard 20-amp 120V + Power Strip + Extension Cord	\$254	\$330	\$429

<u>208V Services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
10-30-amp 208V 1 phase	\$384	\$499	\$649
10-30-amp 208V 3 phase	\$484	\$629	\$818
40-60-amp 208V 1 phase	\$459	\$597	\$776
40-60-amp 208V 3 phase	\$594	\$772	\$1,004
70-100-amp 208V 1 phase	\$669	\$870	\$1,131
70-100-amp 208V 3 phase	\$964	\$1,253	\$1,629

<u>480V Services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
10-30-amp 480V 1 phase	\$709	\$922	Not Available
10-30-amp 480V 3 phase	\$814	\$1,058	Not Available
40-60-amp 480V 1 phase	\$759	\$987	Not Available
40-60-amp 480V 3 phase	\$824	\$1,071	Not Available
70-100-amp 480V 1 phase	\$814	\$1,058	Not Available
70-100-amp 480V 3 phase	\$1,054	\$1,370	Not Available

All 480V services will require hardwire installation by WCD electrical department from the ceiling bus-duct in the Exhibit Hall. 480V services are not available to order within 2 weeks of the show. Pricing above includes four (4) hours of electrical labor for install/removal. Additional labor fees may apply for any changes to location or if additional wiring is required.

Any order with 4 or more power connections will be subject to post event labor charges - this will be determined based on the location needed and time necessary for installation.

Electrical Labor      \$113/hour

# Electrical Services

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## Installation and Distribution

- WCD electricians will provide the initial electrical power source, exhibitors may then plug in their own equipment to that power source.
- Electrical service is run from the nearest floor pocket into the booth.
- Electrical outlets will be left at the back center of the booth unless a booth layout is provided with your online order. For orders with four (4) or more 120V power drops, any 208V services, or any 480V services a booth layout will be required.
  - Please complete the Booth Map Template and attach the document with your order.
- WCD will supply a NEMA L21-30 for 10-30Amp 208V hookups. If a different NEMA number plug is needed please enter that information in the description field when placing your order.

## Overhead Power

- If an overhead sign, truss, banner or other rigged item requires overhead 120V/208V/480V power, the WCD can provide this service throughout the Wisconsin Center exhibit hall. When ordering rigging packages, select one of the electrical rigging options.
- All 480V services will require hardwire installation by WCD electrical department from the ceiling bus-duct in the Exhibit Hall. Pricing includes four (4) hours of electrical labor for install/removal. Additional labor fees may apply for any changes to location or if additional wiring is required.

## Terms and Conditions

- The WCD is the exclusive provider for all electrical services. All electrical equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- All services listed include labor to install and remove said service. Additional fees may apply if there are open end machines, if hardwire installation is needed, or if cord caps or pigtails need to be provided. If an exhibitor requires additional electrical labor, outside the standard services, services will be billed at an hourly rate. Labor rates are based on current wage and benefit rates and are subject to change without notice.
  - Electrical labor will be billed starting at \$113/hour.
- All cords must be of the 3-wire grounded type and UL approved. Cords can be no smaller than 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The WCD will not provide step up or step-down transformers, our building power is 120V/208V and 277V/480V.
- The WCD is not responsible for voltage variations of the power company.



# Electrical Services

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## Frequently Asked Questions

### How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop                      250-550 watts
- Standard TV                            300-400 watts
- Standard Printer                      300-500 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator should not use the same power source.

### How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

### Is electrical a daily charge?

The electrical charge is for the duration of the event.

### How many outlets can I plug into?

There is one connection point per outlet or service ordered. Power strips can be ordered for an additional fee, but do not provide additional power. The WCD has 6-plug power strips available for rent. Exhibitors may bring their own, but must have circuit protection. Services exceeding 120V cannot accommodate power strips.

### When will my services be installed?

All pre-orders will be installed prior to exhibitor move in. Orders placed at the service desk are guaranteed to be installed before the show opens. Any special requests such as temporary chain motor power, programming machinery or testing equipment must be noted in your order.

### Do I need to submit a booth layout?

For orders with four (4) or more 120V power drops, any 208V services, or any 480V services, a booth layout will be required. Standard 10x10 booths without a layout will have power installed at the back centre of the booth. If no layout is provided and services need to be relocated after the initial installation, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.

# Information Technology Services

The WCD offers a variety of Information Technology (IT) services through an experienced team of in-house technicians.

All IT services are subject to a Wisconsin Sales tax at 5.5%.

<u>Wired Internet Service</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Single device, includes 1 private IP Address (DHCP), routers prohibited			
Basic (25Mbps)	\$304	\$395	\$514
Standard (100Mbps)	\$974	\$1,266	\$1,646
Premium (1Gbps)	\$5,959	\$7,747	\$10,074
Additional Devices	\$114	\$148	\$193

<u>Dedicated Wired Internet Service</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Multiple devices, 4 public IP addresses (static), routers supported			
5 Mbps	\$2,894	\$3,762	\$4,891

\*Speeds up to 1 Gbps available - contact [exhibitorsvc@wcd.org](mailto:exhibitorsvc@wcd.org) for additional pricing\*

<u>Wireless Internet Service</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Auto-generated password to the WCD shared events network, not rate limited			
Premium WIFI - 1 Device	\$174	\$226	\$294

<u>Custom Booth WIFI Network</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Wireless access point in booth, personalized SSID and Password, not rate limited			
WIFI Hotspot - 5 Devices	\$1,634	\$2,124	\$2,761
WIFI Hotspot - 15 Devices	\$3,514	\$4,568	\$5,939

<u>IT Labor</u>	\$142/hour
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# Information Technology Services

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## Installation and Distribution

- Internet service is delivered to a single location within your room or booth. If you require access for more than one computer or device, make sure you order service for all additional devices.
- All services will be installed during designated move-in times. Installation will be finalized once the event space is clear of freight and other obstacles. Services will be disconnected on the last day of the event, after the official closing time.
- Wired Internet service can extend up to 30' from the original drop location as long as cabling is sufficiently secured and stays within your contracted space; otherwise, additional wired Internet service(s) will be required.
- All services are tested once installation is completed. Performance reports and other statistics for Internet services are kept on file for up to one month and can be issued upon request.
- The WCD is not responsible for the installation, programming, or performance of customer (non-WCD) equipment. Additional labor costs may be applied if assistance is required for installing or troubleshooting of customer equipment if the problem is found not to be the fault of the WCD.
- Only WCD personnel can complete special wiring in WCD's facilities, unless arranged prior with written approval. Supplemental services ordered from outside providers will be placed in a WCD-controlled IT telecommunications room. These services will be extended to desired locations by WCD personnel and will be assessed co-location fees for services, plus wiring and labor.
- A drawing indicating service placement(s) is required to be submitted with all wired Internet orders. If a drawing is not received, WCD personnel will drop service in an area of the booth or room that they deem to be most convenient. Additional labor fees may be assessed to relocate lines once they have been placed.
  - Please complete the Booth Map Template and attach the document with your order.
- Rates quoted for all services include bringing the requested communication services to the booth or room in the most convenient manner and do not include special wiring, overhead drops, and/or special setup or installation of client equipment. Additional labor fees may be assessed when special services are required and would be invoiced post-event.
  - IT labor will be billed starting at \$142/hour.

## Terms and Conditions

- The WCD is the exclusive provider for all telephone and internet services. All materials and equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- Any resale or unauthorized distribution of these services is strictly prohibited.
- A replacement fee will be assessed on any materials and equipment that are damaged and/or not returned at the close of the event.
- Disputes concerning service must be filed in writing with the WCD IT Department prior to the close of the show. Disputes will be resolved by the WCD in a timely manner.



# Information Technology Services

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- The WCD cannot guarantee the performance or accessibility of services beyond WCD's Internet gateway.
- Wireless connection speeds will vary. The actual speed depends on a variety of factors, such as the number of users on the network, personal device capabilities, and the size and location of the upload or download.
- Wireless service is inherently vulnerable to interference from equipment and devices that transmit on the same radio channels, operate within the same frequency spectrum, or have the ability to corrupt or block wireless frequencies. The WCD cannot guarantee that interference will not occur.
- Credit will not be given for decreased wireless performance due to interference generated by the event and its exhibitors, contractors, or attendees.
- Using 5 GHz capable devices (802.11a/n/ac) is strongly encouraged as wireless speeds and connectivity will not be guaranteed in the 2.4 GHz band.
- The WCD is not responsible for wireless networks that it does not own or manage.
- The WCD does NOT recommend wireless service for critical event activities such as web presentations, online sales, registration, or video streaming. For these and other critical activities, the WCD recommends purchasing wired service.
- Customer provided access points are authorized for use within WCD facilities only with WCD's prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customers who attempt to set up their own wireless system can interfere with other events' services and/or WCD's wireless network. WCD requires all customers showcasing their wireless products to contact WCD no less than 30 days prior to the event move-in so that we may engineer a cohesive wireless network without interference. Approvals may incur an additional labor charge.
- The WCD does not provide security, such as firewalls or anti-virus features on its Internet services. It is the sole responsibility of the customer to provide their own necessary security precautions. The WCD is not responsible for any damages arising from the use of non-secured devices on the network.
- The WCD recommends that all devices directly or indirectly accessing the network have the latest anti-virus software, security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device which adversely effects the WCD network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice, at the WCD's discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and/or problem resolution.

# Information Technology Services

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## Frequently Asked Questions

### **I ordered a service that requires IP address information, how do I receive this information?**

When you are onsite and ready to configure your computers, please visit the Exhibitor Service desk to retrieve your IP information.

### **Do you offer Wireless Internet?**

The WCD offers free wireless internet service throughout our facilities. This service is designed for casual users and not guaranteed with fast browsing speeds. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed connections.

### **Do I need to submit a booth layout?**

A booth layout is required for all wired telephone and internet orders. For standard 10x10 booths without a layout, services will be installed at the back centre of the booth. If no layout is provided, and services need to be moved after they have been installed, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.



# Mechanical Services

The WCD offers a variety of mechanical services through our experienced in-house building engineers.

<u>Air/Gas Services</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Compressed Air 1/4"	\$204	\$265	\$345
Compressed Air 3/8"	\$204	\$265	\$345
Compressed Air 1/2"	\$279	\$363	\$472
Gas Line	\$264	\$343	\$446

<u>Water Services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Water - Running Line	\$199	\$259	\$336
Water - 1 Time Fill (up to 500gal)	\$199	\$259	\$336
Drain Only - 1/2" Line	\$199	\$259	\$336

Engineer Labor      \$113/hour

## Installation and Distribution

- WCD Engineers will provide the service from the nearest floor pocket into the booth. Exhibitors must furnish the necessary fittings to connect to 1/4", 3/8", or 1/2" female (NPT) thread for air and water connections. Exhibitors must also provide your own regulator for air pressures as the pressures may vary.
- WCD Engineers are unable to provide metric fittings, adaptors, or airlines.
- Air and water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitor booths.
- Air and water services are prohibited from crossing aisleways. WCD will work with show management to relocate a booth if a service order cannot be fulfilled in its current location.

## Terms and Conditions

- The WCD is the exclusive provider for all air and water services. All equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gasses from an outside vendor.
- All services listed include labor to install and remove said service. If an exhibitor requires additional engineering labor, outside the standard services, services will be billed at an hourly rate. Additional labor would be billed post-event pending the amount time required for installation and/or removal. Labor rates are based on current wage and benefit rates and are subject to change without notice.
  - Engineer labor will be billed starting at \$113/hour.



# Mechanical Services

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## Frequently Asked Questions

### **Do all water connections need a drain?**

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

### **Will you provide the fittings and hoses for my water and drain connections?**

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, fittings, filters, and hoses.

### **Can I fill my equipment via a sink?**

Exhibitors are not permitted to bring in their own water or use WCD sinks to fill their own equipment.

### **Do you allow exhibitors to bring in Helium balloons into the facilities?**

No, unfortunately we do not permit Helium balloons in any WCD facility.

### **Do I need to submit a booth layout?**

WCD requires a booth layout for all booths requesting air or water services. These services can only be provided from floor pockets located every 60' throughout the exhibit hall. If no layout is provided and services need to be moved after they have been installed, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.



# Rigging Services

The WCD provides rigging exclusively through IATSE Local 18.

<u>Sign Hanging Packages</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Basic Rigging Package	\$649	\$844	Not Available
<ul style="list-style-type: none"> <li>This package includes rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. All signs must be pre-assembled prior to scheduled sign hanging time.</li> </ul>			
Electrical Rigging Package	\$829	\$1,078	Not Available
<ul style="list-style-type: none"> <li>This package includes rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. All signs must be pre-assembled prior to scheduled sign hanging time. One (1) 20-amp 120V power connection will be provided to power the sign from the ceiling.</li> </ul>			
Basic Rigging with Assembly Labor	\$949	\$1,234	Not Available
<ul style="list-style-type: none"> <li>This package includes 2 stagehands for 1 hour for sign assembly, rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. Labor will arrive to your booth 1 hour prior to scheduled sign hanging time.</li> </ul>			
Electrical Rigging with Assembly Labor	\$1,129	\$1,468	Not Available
<ul style="list-style-type: none"> <li>This package includes 2 stagehands for 1 hour for sign assembly, rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. Labor will arrive to your booth 1 hour prior to scheduled sign hanging time. One (1) 20-amp 120V power connection will be provided to power the sign from the ceiling.</li> </ul>			

## Custom Rigging Packages

- Additional rigging options are available through Conference Technologies (CTI), WCD's in-house AV company. CTI will work closely with you to make sure all safety requirements are met for IATSE Local 18 rigging protocols and guidelines. All custom orders will need to be confirmed and paid for in full 14 days prior to the show move in. Please see the Conference Technologies page for contact information.

# Rigging Services

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## Terms and Conditions

- All rigging prices are based on signs with 1 or 2 hanging points. The sign/banner must weigh less than 150lbs, measure less than 20' in length, and less than 175 square feet. For signs with additional hanging points, additional fees may apply, email [exhibitorsvc@wcd.org](mailto:exhibitorsvc@wcd.org) to discuss your options.
- Exhibitors must be flexible with regards to days and times of load-in and take-down. WCD personnel will work with show management to determine the dates that work best for sign hanging in accordance to the show schedule.
  - A completed Sign and Banner Specifications form along with a photo of the hanging sign is required and must be submitted as an attachment with your order.
  - If Assembly labor is being ordered, instructions must also be submitted with the order.
- Diagrams and booth layouts are essential for planning rigging services. Diagrams must include location, dimensions, weight, and height from floor to bottom of suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.
  - Please submit all diagrams listed above as an attachment with your order.
  - Signs will be hung 14' to the bottom of the sign unless otherwise noted in the specifications.
- Signage will be positioned only once, exhibitor must be onsite for the install and must sign off on final placement before riggers leave their booth. Any changes or re-positioning of signage is not guaranteed, and will result in additional fees.
- Exhibitor must supply all frames, grommets, and hardware for hanging.
- Signs will be removed as move out conditions on the show floor allow. Exhibitors must be onsite for removal and are responsible for disassembling their sign.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- Due to HVAC obstructions in some areas of the exhibit hall, exact locations may be limited. WCD and IATSE Local 18 reserve the right to determine exact location based on structural limits of the building.



# Rigging Services

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## Frequently Asked Questions

### **How do I know if I qualify for the Basic Rigging Package?**

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds, is less than 20' in length, is less than 175 square feet, and does not require electrical rigging, truss, or motors, you qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or an illuminated sign), you qualify for the Electrical Rigging Package.

### **Can I order overhead lighting for my booth?**

If you would like to order overhead lights to brighten up your booth or illuminate specific objects, you will need to get a quote from Conference Technologies (CTI), WCD's in-house AV company. In most cases, lights cannot be attached to our ceilings. Instead, CTI can provide you with a truss, using motors, to hang lights and focus them over your booth. Please see the Conference Technologies page for contact information.

### **Do I ship my sign to you to put it together?**

No. You must ship your sign through the show's contracted decorator. If you select a rigging package with assembly, you will receive two stagehands for 1 hour of assembly prior to your scheduled hanging time. The sign must be clearly labeled in the booth, all assembly instructions and hardware must be included with the shipment. All exhibitors are required to disassemble their own signs and remove from the facility or ship with the contracted decorator.

### **Can I request load-in and load-out times?**

Yes, when submitting your rigging order, please complete and attach the Sign and Banner Specifications form with your order. Please note that your preferred timing is not guaranteed; however, we will try to do our best to accommodate your requests. If you do not provide a diagram or layout prior to load-in, then you may experience setup delays and may be subject to additional costs. Load-out will be scheduled based on conditions of the show floor and ability to maneuver the lifts through the space.

### **What type of diagram should I send?**

The most useful diagrams are on a proportioned grid to show dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures of the sign are helpful, but not as important as an accurate diagram with placement, height, and weight of sign or hanging item(s).

# Security Services

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The WCD has an exclusive security contract with PerMar Security Services.

<u>Security Guard (Booth)</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Per Hour Per Officer	\$25/hour	\$25/hour	Not Available

## Terms & Conditions

- Officers will be uniformed public safety officers who can cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock.

## Frequently Asked Questions

### When do you recommend ordering security for an exhibitor booth?

Our public safety department suggests ordering security for booths planning to have VIP appearances, book signings, etc. to monitor crowd control and escort as needed. Exhibitors with expensive equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

### Is there general overnight security in the exhibit hall?

WCD provides 24-hour security coverage for the facility; however, security coverage for the exhibit hall is determined by show management and may vary from event to event.

### How do I order security services?

Please email [exhibitorsvc@wcd.org](mailto:exhibitorsvc@wcd.org) to schedule any booth security needs.



Levy is proud to be the exclusive provider of all the food and beverage for the Wisconsin Center District. We are excited to provide you with a seamless online ordering experience. We look forward to partnering with you on any booth needs during the show! You can find all our offerings within our menu link below:

**[Exhibitor Menu – Wisconsin Center District](#)**

To ensure the best service, please submit your order via our online portal at least 14 business days prior to your event. Your order will be confirmed by email after payment.

If you have any questions, please contact us at [levycatering@wcd.org](mailto:levycatering@wcd.org)



# Booth Map Template

Event:	
Booth #:	
Booth Dimensions:	_____ x _____

Adjacent Booth # \_\_\_\_\_


Adjacent  
Booth #  
\_\_\_\_\_

Adjacent  
Booth #  
\_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## Important items to include:

Mark service locations (i.e. electrical, mechanical, IT services)

Include measurements for each service from the corner

Indicate adjacent booth numbers and/or aisles

Please note: If floorplan is not provided, services will be placed along the back-drape line

# Hanging Sign Specifications

## Sign Regulations

- Exhibitor must supply all frames, grommets, and hardware for hanging.
- Sign must be onsite, and built prior to the scheduled hang time.
  - o If union labor was pre-ordered, stagehands will arrive to your booth 1 hour prior to scheduled hang time.
- Signage will be positioned only once, exhibitor must be onsite for the install and must sign off on final placement before riggers leave their booth. Any changes or re-positioning of signage is not guaranteed, and will result in additional fees.
- Exhibitors are responsible for disassembling their sign.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- WCD reserves the right to determine exact location based on structural limits of the building.

## Exhibitor Information

Event:	
Booth #:	
On Site Contact:	
Phone #:	

## Sign Information

Height:		Width:		Depth:	
Material:		Weight:		Shape:	

Signs will be hung 14' to the bottom of the sign unless otherwise noted.

Installation and removal dates will be pre-determined by show management. WCD will return this completed form to the exhibitor no later than 10 days before show move in.

### Installation

Date	Start	End

### Removal

Date	Start	End



If you have any additional questions, please contact the Exhibitor Services Department at [exhibitorsvc@wcd.org](mailto:exhibitorsvc@wcd.org) and we will be happy to assist you!



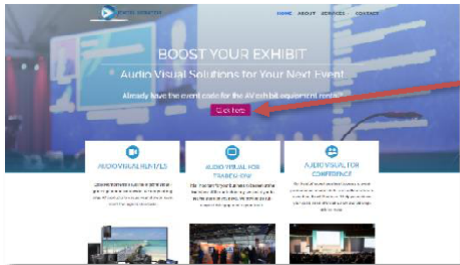


# Welcome to NLIT Summit 2023

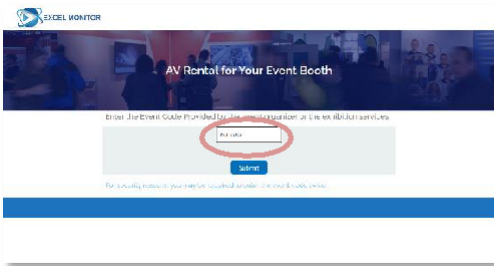
## June 28-29 Milwaukee, Wisconsin Center.

### Monitors/AV Equipment Rental for your booth

To place your order, Please follow the instructions below.



1. Go to [www.excelmonitor.com](http://www.excelmonitor.com)
2. Click "Already have the event code for the AV exhibit equipment rental?" <Click Here> button.



3. At the AV Rental for Your Event Booth window, enter the code "**NLIT2023**"(Case Sensitive) in the event code field and Click the < Submit> Button. \*You may need to enter the Event Code twice for security reasons.



4. Choose the AV equipment you want to rent and proceed as instructed on the screen.

Please contact us for additional peripherals or any questions.

Email: [avsupport@excelmonitor.com](mailto:avsupport@excelmonitor.com)

**Excel Monitor**

8 The Green Suite #13436 Dover, DE 19901

[www.excelmonitor.com](http://www.excelmonitor.com)