Table of Contents

HARGROVE SERVICES

General Information
General Information – show schedules, booth equipment and shipping information
Payment & Order Recap Forms – Advance Order Deadline: Thursday, July 5, 2018
Third-Party Billing Agreement
Union Rules & Regulations
Move-Out Information
Exhibitor Terms and Conditions
Security Guidelines

Booth Furnishings & Rentals
Hargrove Catalogs:
• Furniture, Accessories & Carpeting
• Modular & Fabric Rental Exhibits
Forms:
• Tables & Drapery
• Chairs, Accessories & Display Cabinets
• Carpet
• Cleaning
• Signs & Graphics
• Modular Rental Exhibits
• Fabric Rental Exhibits

Shipping Information
Shipping
Advance Shipping Labels

Material Handling
Material Handling Information
Material Handling Hints
Forms:
• Material Handling Estimate
• Vehicle/Machinery Spotting Service

Labor
Forms:
• Labor
• Hargrove-Supervised Labor
• Exhibitor-Appointed Contractor (EAC) – Deadline for Submission: Thursday, July 5, 2018

ADDITIONAL SHOW SERVICES

Audio Visual and Computer Equipment – SmartSource
Electrical Service – FilmWerks International, Inc.
Lead Retrieval – Boomset
General Information

LOCATION & DATES

United States Coast Guard Yard
Baltimore, MD

Wednesday, July 18 to Thursday, July 19, 2018

EXHIBITOR MOVE-IN

Tuesday, July 17 10:00 AM to 5:00 PM

NOTE: After 4:30 PM, overtime rates will be in effect.

SHOW HOURS

Wednesday, July 18 7:00 AM to 5:00 PM
Thursday, July 19 7:00 AM to 4:00 PM

EXHIBITOR MOVE-OUT

Thursday, July 19 4:00 PM to 8:00 PM

NOTE: After 4:30 PM, overtime rates will be in effect.

Outside carriers must be checked in by Thursday, July 19 at 6:00 PM. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each 10' x 10' booth includes the following standard equipment:

- 8' High Draped Backwall – Colors: Red, White & Blue
- 3' High Draped Siderails – Color: Blue
- 1 – 6' Draped Table – Color: Blue
- 1 – 110V 20 Amp Electrical Outlet
- 2 – Side Chairs
- 1 – Wastebasket
- 1 – 7” x 44” Identification Sign with Company Name & Booth Number

The floor – including the booth spaces – will be covered wall-to-wall with Black Astro Turf.
General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Hargrove’s advance prices apply to orders received with payment by:
Thursday, July 5, 2018

Questions? 301.306.4627 or exhibitorservices@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins Thursday, June 14 at 10:00 AM and ends Wednesday, July 11 at 4:00 PM.

Advance shipping address:
(Your Company Name & Booth Number)
Multi-Agency Craft Conference 2018
c/o Hargrove
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD  20785

Advance Warehouse Receiving Hours:  Monday thru Friday, 10:00 AM to 4:00 PM

NOTE: Wednesday, July 4 is a holiday and the advance warehouse will be closed.

DIRECT SHIPPING

There is NO DIRECT SHIPPING to this event.

All show materials must be consigned to Hargrove and shipped to the advance warehouse. Any shipment sent directly to the facility may be refused and will incur material handling fees plus a 50% direct-shipping surcharge. If your materials cannot arrive at the advance warehouse on or before Wednesday, July 11, contact Exhibitor Services at 301.306.4627 or exhibitorservices@hargroveinc.com.

Hargrove Shipping is strongly recommended for outbound shipments.
PAYMENT FORM

Company Name: ___________________________________________ Booth: __________
Address: ________________________________________________
City: _____________________________________________________ State/Zip: __________
Contact Name: ___________________________________________ Email: ______________
Phone: ___________________________________________________ Cell / Mobile Phone: ________
Fax: _____________________________________________________

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FASCIMILE, POSTAL MAIL OR IN ANY OTHER MANNER TO HARGROVE, LLC, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE “SERVICE KIT,” INCLUDING BUT NOT LIMITED TO THE “EXHIBITOR TERMS AND CONDITIONS.”

Payment Policy:
Payment in full must accompany your order. Discounted rates will not apply to orders received without payment.
Please note: We will use this authorization to charge your credit/debit card account for all orders, at anytime, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC. including but not limited to material handling, labor, and shipping charges.
For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer*. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:
Credit Card Number**:

EXP: ______ / ______

Cardholder’s Billing Address: ________________________________

Cardholder: _____________________________________________ Signature: ______________

Order Payment Method:
Charge the above listed credit card. OR Check Enclosed # _______ Dated ______/____/_____ (Ref: 5039730CH) OR

Wire Transfer* on _______ from _______ in _______ (Date) (Bank) (Country)

* Send wire transfers to:
Hargrove, LLC
c/o Branch Banking and Trust Company (BB&T Bank)
College Park, MD 20740
USA
ABA #055003308, Account #000515731151, SWIFT Code: BRBTUS33
Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following wire transfer fees: $20 for wire transfers originating within the US, $40 for transfers originating from a bank in any other country.

Third-Party Billing:
In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained above.
ORDER RECAP FORM

Company Name: ____________________________  Booth: ____________

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the Payment Form regardless of payment method.

Calculation of Orders (totals from Hargrove’s order forms):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables &amp; Drapery</td>
<td>$</td>
</tr>
<tr>
<td>Chairs, Accessories &amp; Display Cabinets</td>
<td>$</td>
</tr>
<tr>
<td>Carpet</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning</td>
<td>$</td>
</tr>
<tr>
<td>Signs &amp; Graphics</td>
<td>$</td>
</tr>
<tr>
<td>Modular Rental Exhibits</td>
<td>$</td>
</tr>
<tr>
<td>Fabric Rental Exhibits</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling Estimate</td>
<td>$</td>
</tr>
<tr>
<td>Labor</td>
<td>$</td>
</tr>
<tr>
<td>Shipping</td>
<td>$</td>
</tr>
<tr>
<td>Other Hargrove Services</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL DUE TO HARGROVE, LLC</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Order Payment Method:

☐ Charge the Credit Card listed on the Payment Form.

☐ Check Enclosed # _______ Dated _____ / _____ / ____ (Ref: 5039730CH)

☐ Wire Transfer on _______ from ___________________________ in ___________________________ (Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.306.4627 or email us at exhibitorservices@hargroveinc.com.
THIRD-PARTY BILLING AGREEMENT

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions provided to you with the “Service Kit,” including but not limited to the “Exhibitor Terms and Conditions.” In the event that the named third party fails to meet the required payment terms, charges will revert back to me, the exhibiting company.

Exhibitor Company Name: ________________________________
Exhibitor Contact Name: ________________________________
Exhibitor Contact Info:
Address: __________________ City: __________ State: ______ Zip: __________
Phone: __________________ Fax: __________ Email: __________

All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
Signature: ____________________________ Date: __________

The following items are to be charged to the third party:

☐ ALL SERVICES  OR:
☐ FURNITURE/CARPET ☐ SIGNS ☐ BOOTH CLEANING
☐ MATERIAL HANDLING ☐ SHIPPING ☐ LABOR
☐ OTHER: ________________________________

Third-Party Name: ________________________________
Third-Party Contact: ________________________________
Third-Party Contact Info:
Address: __________________ City: __________ State: ______ Zip: __________
Phone: __________________ Fax: __________ Email: __________

All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
Signature: ____________________________ Date: __________

Payment Policy:
Payment in full must accompany your order. Discounted rates will not apply to orders received without payment.
Please note: We will use this authorization to charge your credit/debit card account for all orders noted above, at anytime, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC including but not limited to material handling, labor, and shipping charges. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File: ☐ ☐ ☐ ☐ ☐
Credit Card Number**: ________________________________ EXP: __________ / __________
Cardholder’s Billing Address: ________________________________

Cardholder: ____________________________ Signature: ____________________________

** Hargrove will apply all charges incurred at show site to this card.
To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:
☐ Charge the above listed credit card.  OR  ☐ Check Enclosed # _______ Dated _____/____/____ (Ref: 5039730CH)
Union Rules & Regulations

BALTIMORE, MARYLAND

To assist you in planning for your participation in this Baltimore, Maryland show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Baltimore unions.

Booth Set-Up & Dismantling
Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries. Exceptions:

1. Two (2) full-time employees of the exhibiting company may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used.
2. Within a 10’ x 10’ or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used.
3. Regardless of booth size, the unpacking and placing of the exhibitor’s products on the display may be done by the exhibiting company’s full-time employees.

Material Handling
The Carpenters Union also claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries. Exception: An exhibitor may move material that can be hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s) nor the assistance of union personnel.

Freight
Hargrove has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

Work Breaks & Gratuities
Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate wage scale.

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods.

In General
Any questions arising with regard to union jurisdictions or practices should be directed to the designated Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety
Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.
MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Hargrove has instituted the following Move-Out Schedule for this show.

**Address for post-show pick-up (for GPS purposes):**
600 Pittman Road
Curtis Bay, MD

**Thursday, July 19 at 4:00 PM – Exhibitor Move-Out officially begins.**

NOTE: See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

**Thursday, July 19 at 6:00 PM – Deadline for driver check-in.**

Exhibitors who wish to ship materials by any carrier other than the official carrier should advise their carrier(s) to be checked in with the Hargrove Dock Supervisor by **Thursday, July 19 at 6:00 PM**. The Coast Guard requires all drivers entering the base to be on a list. Complete the below form and submit to Hargrove by **Thursday, July 5**. Once on the base, drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Hargrove Service Center. Drivers whose Material Handling Agreements have not been turned in will be placed in a holding queue until the booth is packed and a Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by **Thursday, July 19 at 6:00 PM**, Hargrove reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

Hargrove Shipping is strongly recommended for outbound shipments.

**Thursday, July 19 at 8:00 PM – Exhibits packed and Material Handling Agreements turned in to Hargrove.**

All Material Handling Agreements must be turned in to the Hargrove Service Center to be validated. Do not leave the Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded. Material Handling Agreements and additional labels will be available at the Hargrove Service Center at your convenience. No Material Handling Agreements will be issued until your balance is paid in full.

**Thursday, July 19 at 8:00 PM – Final clean up, Exhibitor Move-Out ends.**

The US Coast Guard Yard requires a list of everyone entering the base, including drivers. Drivers not on the list will be turned away.

Please provide the following information:

Carrier Name: _________________________________________________________

Driver Name: _________________________________________________________

_________________________________________________________

Provide the names of all possible drivers.
1. GENERAL PROVISIONS.

(a) Definitions. As used throughout this Exhibitor Terms and Conditions (this “Agreement”), the following terms have the following meanings: (i) “Hargrove” means, collectively, Hargrove, LLC, a Maryland corporation, and its officers, directors, managers, employees, agents, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which Hargrove may retain; (ii) “Exhibitor” means, collectively, you, the exhibitor at the subject Show, and your officers, directors, managers, employees, agents, labor which you elect to secure from Hargrove, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which you may retain; (iii) “Show” means each and every event or show in which Hargrove serves as the general service contractor or for which Hargrove otherwise delivers or makes available a Service Kit to the Exhibitor; and (iv) “Service Kit” means, collectively, the service manual, kit package, and/or rate card, and all corresponding checklists, schedules, forms, rules, regulations, procedures, policies, guidelines, tool kits, information, order forms, and other documentation which Hargrove provides or otherwise makes available to the Exhibitor in connection with a particular Show, as the case may be.

(b) Acceptance. All of the terms and conditions set forth in this Agreement and each Service Kit (collectively, “Terms and Conditions”) constitute a part of the contractual relationship between Hargrove and the Exhibitor. The Exhibitor shall automatically be deemed to have accepted all of the Terms and Conditions, regardless of whether they are set forth in this Agreement or the Service Kit, upon the occurrence of any of the following: (i) the Exhibitor’s execution of Hargrove’s Payment Form; (ii) the Exhibitor’s placement of any order with Hargrove, including but not limited to material handling, labor, rental equipment or any services rendered; or (iii) the Exhibitor’s participation in a Show. By participating in a Show in which Hargrove serves as a general services contractor, the Exhibitor acknowledges that it shall derive economic benefit from the services Hargrove provides and, as consideration for such economic benefit, the Exhibitor hereby accepts and agrees to comply with all Terms and Conditions.

2. PAYMENT TERMS.

(a) Payment. Full payment for all services, including any applicable tax, is due at the time the order is placed or services will not be rendered. All payments must be tendered in immediately-available U.S. funds and all checks must be drawn on a U.S. bank. Hargrove will issue a final invoice (“Final Invoice”) for any unpaid charges after the completion of the Show. Any outstanding balance shall accrue interest at the rate of one and one half percent (1.5%) per thirty (30) days until paid in full. Interest will begin to accrue beginning on the thirtieth (30th) day following the final day of the Show. If the Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, the Exhibitor authorizes Hargrove to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor’s account.

(b) Disputed Charges. Upon the commencement of the Show, the Exhibitor may obtain a statement of the Exhibitor’s account (“Exhibitor Account Statement”) at the Hargrove Service Center. The Exhibitor is responsible for reviewing all charges contained on the Exhibitor Account Statement prior to the completion of the Show. If the Exhibitor disputes any charges appearing on the Exhibitor Account Statement, it must notify Hargrove in writing prior to the close of the Show of the dispute and the basis therefor. If Hargrove does not receive written notice concerning a disputed charge prior to the close of the Show, the Exhibitor shall be deemed to have accepted all charges as reflected on the Exhibitor Account Statement. No adjustments will be made to items appearing on the Exhibitor Account Statement after the close of the Show. For any charges appearing on the Final Invoice that did not appear on the Exhibitor Account Statement, the Exhibitor shall have thirty (30) days from the date of the Final Invoice to notify Hargrove in writing of any disputed charges and the basis thereof. Failure to provide written notice of a disputed charge within thirty (30) days of the Final Invoice shall be deemed an acceptance of all charges contained on the Final Invoice.

(c) Collection of Unpaid Charges. If the Exhibitor fails to pay any charge when due and owing under the terms of this Agreement or any other agreement governing payment obligations between Hargrove and the Exhibitor, Hargrove may engage a collection agency or legal counsel to collect the unpaid balance, in which case the Exhibitor shall be responsible for all costs associated with collecting the unpaid balance, including but not limited to any reasonable attorneys’ fees incurred by Hargrove.

(d) No Right Of Offset. In the event of any dispute between the Exhibitor and Hargrove regarding any loss, damage or claim, the Exhibitor shall not withhold payment, or any partial payment, due to Hargrove as an offset for the alleged loss or damage. Any such dispute shall be resolved independently from the Exhibitor’s payment obligations to Hargrove for services rendered.

(e) Cancellation or Termination. If the Show is cancelled because of reasons beyond Hargrove’s control, the Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Hargrove will not issue refunds to the Exhibitor of any payments made before the date of cancellation.

(f) Payment for Advanced Costs. The Exhibitor shall be charged, and the Exhibitor agrees to pay, all such charges that Hargrove may be obligated to pay on behalf of the Exhibitor and all such charges that Hargrove reasonably determines may be necessary to advance on behalf of the Exhibitor, including but not limited to any shipping charges.
EXHIBITOR TERMS AND CONDITIONS (CONT.)

(g) Third-Party Billing. In the event that the Exhibitor has arranged for an exhibit house or such other third party to handle the Exhibitor’s billing, a Third-Party Billing Agreement must be completed. The Exhibitor is responsible for all charges incurred at the Show, should the Exhibitor’s appointed display house or such other third party fail to meet the required payment terms as more particularly set forth herein.

(h) Additional Fees and Other Charges. The Exhibitor shall have thirty (30) days from the date of the Final Invoice:

i. to notify Hargrove in writing of any credit card changes necessary for billing purposes such as transferring payments from one credit card to another, and after this date a processing fee will apply to any payment transfers;

ii. to request in writing any back-up documentation such as receiving reports, weight tickets, labor tickets, etc., and after this date a processing fee will apply; and

iii. to present a valid tax exemption certificate for the state in which the event is held, and after this date Hargrove will not be able to honor the exemption.

3. MATERIAL HANDLING.

(a) Responsibility for Exhibitor Materials. The protection of all of the Exhibitor’s materials, including but not limited to its exhibit, booth properties, company products, personal belongings to include laptops, mobile devices, purses, etc. and all collateral materials belonging to the Exhibitor (collectively, “Exhibitor Materials”), is the sole responsibility of the Exhibitor. The Exhibitor agrees to insure all Exhibitor Materials from the time they depart the Exhibitor’s premises until they are returned to the Exhibitor’s premises after the Show. HARGROVE AND ITS SUBCONTRACTORS DO NOT INSURE THE EXHIBITOR MATERIALS AGAINST LOSS OR DAMAGE AND WILL NOT COMPENSATE THE EXHIBITOR FOR THE FULL REPLACEMENT VALUE SHOULD LOSS OR DAMAGE OCCUR TO THE EXHIBITOR MATERIALS.

(b) Delivery. If the Exhibitor elects to have Hargrove store any of the Exhibitor Materials prior to the Show, the Exhibitor agrees to deliver all of the Exhibitor Materials to Hargrove’s warehouse prior to the published deadline date. Hargrove reserves the right to charge, and the Exhibitor agrees to pay, an additional charge in an amount equal to fifty percent (50%) of the advanced rate per cwt if the Exhibitor Materials are delivered to the warehouse after the published deadline.

(c) Packaging. The Exhibitor shall be solely responsible for packaging and labeling all Exhibitor Materials. The Exhibitor acknowledges that the Exhibitor Materials shall be handled by Hargrove utilizing forklifts and other similar means and agrees to package all materials accordingly. The Exhibitor shall label all Exhibitor Materials with the name of the Show, the Exhibitor’s company name, and booth number. Hargrove shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Hargrove does not accept for handling any packaging containing hazardous materials. Any materials requiring specialized storage, including but not limited to accessible, dry, or refrigerated storage, are stored at the Exhibitor’s own risk. Hargrove shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials, or for damage to goods requiring specialized storage.

(d) Empty Containers. Hargrove shall make available empty container labels at the Hargrove Exhibitor Service Center. The Exhibitor agrees to affix an “empty” label on all empty packaging and to remove all previous labels. The Exhibitor acknowledges that Hargrove: (i) shall assume that all packaging labeled as “empty” contain no materials therein; and (ii) assumes no responsibility, and shall not be liable, for any loss or damage to any Exhibitor Material while such materials are in an empty storage container.

(e) Carriers and Loading. In no event shall Hargrove or its subcontractors be liable for any damage to the Exhibitor Materials after the same have been delivered to the Exhibitor’s appointed carrier, shipper or agent for transportation after the conclusion of the Show. The Exhibitor agrees that Hargrove and/or its agents shall load the Exhibitor Materials onto the carrier under the directions from the carrier or driver of that carrier. If any employee of Hargrove or any of Hargrove’s subcontractors signs a delivery receipt, Material Handling Agreement, Bill of Lading or any similar documentation (collectively, “Material Handling Agreements”), it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Hargrove assumes no responsibility for loss, damage, theft or disappearance of Exhibitor Materials which arise out of improperly loaded or labeled materials.

(f) Unattended Materials. The Exhibitor acknowledges that there may be a period of time after the delivery of the Exhibitor Materials to the Exhibitor’s booth and the arrival of the Exhibitor and/or a period of time after the Exhibitor completes packaging of the Exhibitor Materials and the pickup of such materials in which the Exhibitor Materials are left unattended. Hargrove assumes no responsibility for any loss, damage, theft or disappearance of any Exhibitor Materials after the same have been delivered to the Exhibitor’s booth at the Show site or before they have been picked up for reloading at the conclusion of the Show. Hargrove recommends the securing of security services from the facility or Show management.

(g) Material Handling Adjustments. All Material Handling Agreements submitted to Hargrove by the Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Hargrove and the actual count of such items in the booth at the time of pick-up. Hargrove is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of the Exhibitor’s materials.
EXHIBITOR TERMS AND CONDITIONS (CONT.)

(h) Materials Left Behind. If the Exhibitor fails to arrange to have any Exhibitor Materials returned to the Exhibitor after the conclusion of the Show, whether through Hargrove or otherwise, the Exhibitor agrees that Hargrove shall have the right, but not the obligation, to arrange to have such Exhibitor Materials returned to Hargrove’s warehouse. Hargrove and its subcontractors reserve the right to change designated carriers if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. Consistent with the foregoing, the Exhibitor agrees that, in such circumstances, the Exhibitor will be solely responsible for payment to the replacement carrier that Hargrove and its subcontractors utilize. Hargrove and its subcontractors assume no responsibility as a result of engaging a replacement carrier. The Exhibitor further agrees to reimburse Hargrove for any costs and expenses incurred in removing and transporting such Exhibitor Materials, including but not limited to the costs of shipment and storage. Notwithstanding anything contained herein to the contrary, removal of Exhibitor Materials is the exclusive responsibility of the Exhibitor, and Hargrove shall have no responsibility for removing such materials and shall not be liable for any loss, damage, theft or disappearance of Exhibitor Materials left at the Show premises subsequent to the termination of the Show.

(i) Limitation of Liability for Material Handling. If, and only if: (a) the Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to the negligence of Hargrove, its subcontractors or their employees; and (b) if such losses were not substantially caused or contributed to by the Exhibitor or its carrier, including but not limited to the failure to properly pack the Exhibitor Materials, the failure to properly label the Exhibitor Materials, or the failure to secure the Exhibitor Materials at the Show premises (those circumstances described by the preceding subsections (a) and (b) being referred to herein as the “Hargrove Material Handling Liability Circumstances”), Hargrove and its subcontractors shall be liable to the Exhibitor in an amount not to exceed the lesser of the following ("Hargrove Material Handling Liability Cap"): (i) $1.00 per pound per article, with a maximum liability of $50.00 per item; or (ii) $1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. The Exhibitor agrees that the amounts set forth in the immediately preceding sentence constitute the maximum amount for which Hargrove could be liable to the Exhibitor for damages to Exhibitor Materials. For the avoidance of doubt, Hargrove’s obligation to compensate the Exhibitor for loss or damage to the Exhibitor Materials shall be limited solely to the Hargrove Material Handling Liability Circumstances and in an amount not to exceed the Hargrove Material Handling Liability Cap.

(j) Declarations of Declared Value. Declarations of the “declared value” of the Exhibitor Materials are between the Exhibitor and the selected carrier only, and are in no way an extension of Hargrove's maximum liability stated herein or an increase to the Hargrove Material Handling Liability Cap. Hargrove will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, Hargrove will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

(k) Claims for Damage to Exhibitor Materials. The Exhibitor agrees to present any claim for damages to the Exhibitor Materials alleged to have been caused by Hargrove and/or its subcontractors to Hargrove by the move-out date, unless the alleged damage relates to shipping services, in which case a claim must be presented to Hargrove within ten (10) days of receipt of the Exhibitor Materials either by the Exhibitor or its appointed carrier, whichever is earlier ("Exhibitor Material Damage Claim Period"). Hargrove and/or its subcontractors shall not be responsible for any claim not presented within the foregoing timeframe and the Exhibitor agrees to release any and all claims and causes of action arising from damage to the Exhibitor Materials not presented to Hargrove within the Exhibitor Material Damage Claim Period.

(l) Lien. The Exhibitor hereby grants to Hargrove a security interest in and a lien on all of the Exhibitor Materials and all of the proceeds thereof, including but not limited to any insurance proceeds (collectively, “Collateral”), to secure the payment of all amounts owed by the Exhibitor to Hargrove, whether for services, goods, labor or supplies provided by Hargrove or its subcontractors or for costs advanced by Hargrove for the benefit of the Exhibitor (collectively, “Obligations”). Hargrove shall have all of the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time (“UCC”), and any notice that Hargrove is required to give under the UCC to have been caused by Hargrove and/or its subcontractors to Hargrove by the move-out date, unless the alleged damage relates to shipping services, in which case a claim must be presented to Hargrove within ten (10) days of receipt of the Exhibitor Materials either by the Exhibitor or its appointed carrier, whichever is earlier ("Exhibitor Material Damage Claim Period"). Hargrove and/or its subcontractors shall not be responsible for any claim not presented within the foregoing timeframe and the Exhibitor agrees to release any and all claims and causes of action arising from damage to the Exhibitor Materials not presented to Hargrove within the Exhibitor Material Damage Claim Period.

4. LIMITATIONS ON LIABILITY.

(a) Remedy Limitation. Except in instances in which the Exhibitor alleges damages to its Exhibitor Materials (in which case the limitation set forth in the Section of this Agreement which is captioned “Limitation of Liability for Material Handling” shall apply), in the event of a breach by Hargrove of this Agreement or any other agreement between Hargrove and the Exhibitor, whether such breach results from non-conforming goods, services or otherwise, the Exhibitor’s sole and exclusive remedy shall be limited to the reduction or elimination of the charge or charges billed to the Exhibitor for that portion of the goods, services or work that was nonconforming.

(b) Limitation on Consequential Damages. In no event shall Hargrove be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether in contract or in tort, even if Hargrove has been advised or has notice of the potentiality of such damages. Such excluded damages include, but are not limited to, lost profits, loss of use, and interruption of business or other consequential or indirect economic loss.
EXHIBITOR TERMS AND CONDITIONS (CONT.)

(c) **Indemnification.** Exhibitor hereby agrees that it shall indemnify, defend and hold harmless Hargrove and each of its affiliated entities, directors, members, managers, directors, officers, employees, agents, representatives, attorneys and consultants (collectively, “Hargrove Indemnitees”) from and against any and all claims, demands, settlements, judgments, liabilities, obligations, losses, penalties, damages, charges, costs, expenses, attorneys’ fees and court costs (collectively, “Losses”), including but not limited to Losses arising from property damage, personal injuries or death, which may be imposed upon, incurred by, or asserted against, the Hargrove Indemnitees in any matter arising out of or related to the Exhibitor’s use of, or otherwise associated with, the Show premises and/or any of the services, materials, labor or goods rendered or provided by Hargrove in connection with the Show, as the case may be, even if such Losses were caused by the Hargrove Indemnitees’ own negligence. Notwithstanding the terms of the preceding sentence to the contrary, the Exhibitor shall not be obligated to indemnify, defend or hold harmless the Hargrove Indemnitees: (i) to the extent such Losses are caused by the fraud, gross negligence or willful misconduct of the Hargrove Indemnitees; or (ii) from or against any of the Hargrove Indemnitees’ lost profits or indirect, special, consequential, exemplary or punitive damages.

(d) **Waiver and Release.** As consideration for the various services rendered by Hargrove to the Exhibitor, whether directly or indirectly as the general services contractor for the Show, Exhibitor waives, releases, acquits and forever discharges the Hargrove Indemnitees from any and all liability whatsoever for any claims, damages, losses or injuries arising out of the matters for which Hargrove has disclaimed liability for under this Agreement.


5. MISCELLANEOUS.

(a) **Labor Under Supervision of Exhibitors.** If the Exhibitor elects to secure labor directly from Hargrove to work under the Exhibitor’s supervision, the Exhibitor shall be responsible for supervising such labor in a reasonable manner so as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations.

(b) **Liability for Actions of Labor Secured From Hargrove.** The Exhibitor acknowledges and agrees that, if the Exhibitor secures labor from a Hargrove employee to perform work for the Exhibitor (whether under the direction of Hargrove or the Exhibitor), such employee shall act on behalf of and as an agent for the Exhibitor at all times the employee is rendering services on behalf of the Exhibitor. Consistent with the foregoing, Hargrove shall have no liability for any damages caused by such employee while rendering services on behalf of the Exhibitor.

(c) **Choice of Law/Consent to Jurisdiction.** Any dispute arising under or related to this Agreement or the services rendered by Hargrove in connection with the Show, including but not limited to the construction of this Agreement, shall be governed by the laws of the State of Maryland, exclusive of conflicts of law principles. The Exhibitor agrees to the exclusive jurisdiction and venue of the state and federal courts located within the State of Maryland for the purposes of any suit related to such a dispute.

(d) **Force Majeure.** Hargrove shall not be deemed to be in breach of this Agreement or any other agreement with the Exhibitor to the extent that performance of Hargrove’s obligations is prevented by an act of God, war, government regulations, terrorism, disasters, strikes, civil disorder, curtailment of transportation facilities, any emergency beyond Hargrove’s control, or any other occurrence which would make it illegal or impossible for Hargrove to perform its obligations under this Agreement.

(e) **Headings.** The headings used throughout this agreement are inserted for convenience only and shall not be used to interpret or construe the meaning or terms of this Agreement.
SECURITY GUIDELINES

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Hargrove, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.

- Do not list the contents of crates and cartons on your shipping labels. A label that reads “27” color monitor” is an open invitation for thieves.

- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.

- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.

- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.

- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.

- Never store items in containers marked “Empty.”

- Show management may provide security to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor’s property by Hargrove, Show Management, or their agents.

- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.
Greetings from your Hargrove Exhibitor Services team! We are standing by to help ensure you have a productive show experience. Please contact us if you have questions or need more information. We look forward to doing whatever it takes to help you.

See you at the show!
Tables

At Hargrove we know that displaying your company’s products and materials effectively is an important consideration as you ensure your exhibit program is successful. You may also want to create a space for your sales team to chat with clients or offer give aways. The Hargrove inventory includes a variety of standard and special order tables and counters to ensure your exhibit program’s success. Need more options? Contact us today.

• ROUND TABLES
  approx. 18” tall x 30” in diameter
  approx. 30” tall x 30” in diameter
  approx. 42” tall x 30” in diameter

Actual item may vary.

• DRAPE TABLES
  Table: 30” tall x 24” wide
  Counter: 42” tall x 24” wide

• UNDRAPE TABLES
  Table: 30” tall x 24” wide
  Counter: 42” tall x 24” wide

Table Drapery

Tables are skirted on three sides with a fire-retardant poly sateen fabric and topped with white vinyl. The fourth side of the table can be draped at an additional cost. Undraped tables include the white vinyl table top.

Actual colors may vary. Some colors not available for certain shows.
Chairs

When you need seating for a product demonstration, one-to-one sit down with a client or seating for a presentation, Hargrove offers a variety of seating options to suit your needs and booth style. Standard seating is depicted. Contact us today for more seating options.

- **PADDED SIDE CHAIR**
  approx 30” tall x 17” wide x 22” deep
- **BARSTOOL**
  approx 42” tall x 19” wide x 21” deep

Actual item may vary.
Carpet

The details matter. Materials used in your booth must complement your brand, products and services. Hargrove offers an unlimited range of carpet colors and padding to ensure your booth impresses attendees.

Standard

- Custom colors available
- Plush carpet orders include protective clear plastic covering at no additional charge.
- We recommend special cut or plush carpet for island, peninsula or inline booths larger than 10’ x 40’ for color matching.
- Special cut carpet which is new or nearly new carpet and cut from the same roll is available to ensure color match at an additional cost.
- Actual colors may vary.
- Some colors not available for certain shows.

CARPET DETAILS

<table>
<thead>
<tr>
<th>Standard</th>
<th>Plush</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Black</td>
</tr>
<tr>
<td>Blue</td>
<td>Charcoal</td>
</tr>
<tr>
<td>Burgundy</td>
<td>Navy</td>
</tr>
<tr>
<td>Grey</td>
<td>Nu-Blue</td>
</tr>
<tr>
<td>Red</td>
<td>Platinum</td>
</tr>
<tr>
<td>Teal</td>
<td>Red</td>
</tr>
</tbody>
</table>
Accessories

Ensuring your exhibit’s success is more important than ever before. Hargrove offers a variety of accessories to help you gather business cards, guide booth traffic and keep your booth tidy so your prospective clients have the best experience possible.

- **EASEL**
  approx. 56” tall x 30” wide x 27” deep

- **LITERATURE RACK**
  approx. 60” tall x 11” wide x 14” deep

- **SIGN HOLDER**
  for 28” tall x 22” wide sign

- **STRAIGHT BAG RACK**
  approx. 49” to 70” tall x 12” wide x 25” deep

- **WASTEBASKET**
  approx. 16” tall x 11” wide x 9” deep

- **RETRACTABLE STANCHION**
  approx. 42” tall with 14” diameter base, 8’ belt

- **CHROME STANCHION**
  approx. 42” tall with 14” diameter base, 8’ rope

- **SLANTED BAG RACK**
  approx. 49” to 70” tall x 12” wide x 25” deep

- **POSTERBOARD (HORIZONTAL)**
  approx. 4’ tall x 8’ wide

- **POSTERBOARD (VERTICAL)**
  approx. 8’ tall x 4’ wide

- **FISH BOWL**

*Actual item may vary.*
Counters

Need a cabinet or display case that can incorporate your graphics or includes lighting? Hargrove offers a variety of systems to enhance your exhibit space and a few of our options are included here.

• LARGE CABINET
  approx. 42” tall x 82” wide x 23” deep

• SMALL CABINET
  approx. 42” tall x 43” wide x 23” deep

• ILLUMINATED DISPLAY CASE
  approx. 41” tall x 80” wide x 21” deep
  NOTE: electricity required

• CURVED COUNTER
  approx. 42” tall x 60” wide x 22” deep

Actual item may vary.
Signage and Graphics

Need to announce a presentation, showcase in-booth talent, schedule or promote a new product line? Hargrove can help you with all of your graphics needs.

HARGROVE SIGNAGE AND GRAPHICS ADVANTAGES

• Quality, state-of-the-art printing
• Superb resolution
• Experienced team accustomed to fast turn arounds
• Environmentally friendly materials at competitive prices

VINYL BANNERS
Unlimited sizes. Priced per square foot

STANDARD CARD STOCK SIGNS

7” x 11”
11” x 14”
7” x 44”
14” x 22”
14” x 44”
22” x 28”
28” x 44”
Hargrove’s Rental Exhibit Solutions offer you the flexibility and creativity to design an attractive environment at a cost-effective price.
Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:

**Standard HMS 10A Includes:**

- 8’H x 10’W Booth Structure
  - Choice of White or Black Sintra Infill Panels
- Header Graphic with Company Logo
- (3) White Adjustable Shelves
- (1) Wastebasket
- Standard 10’ x 10’ Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

**Available Upgrades:**

- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

---

**Standard HMS 10B Includes:**

- 8’H x 10’W Booth Structure with 3’ H Side Walls
  - Choice of White or Black Sintra Infill Panels
- Header Graphic with Company Logo
- 1M Small Front Reception Counter
  - Includes Internal Shelf, Lock & Key
- (3) White Adjustable Shelves
- (1) Wastebasket
- Standard 10’ x 10’ Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

**Available Upgrades:**

- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals
Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:

### Standard HMS 10C Includes:
- 8’H x 10’W Booth Structure
  - Choice of White or Black Sintra Infill Panels
- Header Graphic with Company Logo
- 1M Curved Front Reception Counter
  - Includes Internal Shelf, Lock & Key
- (1) Wastebasket
- Standard 10’ x 10’ Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

### Available Upgrades:
- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

### Standard HMS 20A Includes:
- 8’H x 20’W Booth Structure with 3’ H Side Walls
  - Choice of White or Black Sintra Infill Panels
- Center Header Graphic with Company Logo
- 2M Large Front Reception Counter
  - Includes Internal Shelf, Lock & Key
- (6) White Adjustable Shelves
- (1) Wastebasket
- Standard 10’ x 20’ Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

### Available Upgrades:
- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals
Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:

**Standard HMS 20B Includes:**
- 8'H x 20'W Booth Structure with 3' H Side Walls
  - Choice of White or Black Sintra Infill Panels
- Center Header Graphic with Company Logo
- 2M Large Front Reception Counter
  - Includes Internal Shelf, Lock & Key
- (6) White Adjustable Shelves
- (1) Wastebasket
- Standard 10’ x 20’ Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

**Available Upgrades:**
- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

**Standard HMS 20C Includes:**
- 8'H x 20'W Booth Structure with Closet & 3’H Curved Privacy Walls
  - Choice of White or Black Sintra Infill Panels
- Center Header Graphic with Company Logo
- 1M Small Front Reception Counter
  - Includes Internal Shelf, Lock & Key
- (3) White Adjustable Shelves
- (1) Wastebasket
- Standard 10’ x 20’ Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

**Available Upgrades:**
- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

Contact Us:
rentalexhibits@hargroveinc.com
+1 301.306.4799

Online Catalog:
HargroveExhibits.info
Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:

**Standard HMS 40A Includes:**
- 20' x 20' (8'H) Booth Structure with Lockable Center Closet & Wrap Around Headers
  - Choice of White or Black Sintra Infill Panels
- (4) Center Header Graphics with Company Logo
- (4) Curved Counters
  - Each Counter Includes Internal Shelf, Lock & Key
- (1) Wastebasket
- Standard 20’ x 20’ Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

**Available Upgrades:**
- Extended Center Header Above Closet
- Extended Curved Headers Above Counters
- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

Custom look and functionality that creates an experience at a cost-effective investment. Hargrove’s standard and upgraded rental solutions will take your exhibit experience to a new level. Contact us today!
Fabric Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following fabric solutions featured below are a perfect way to achieve a seamless look at a cost-effective price.

**HMS FB10 - 8' High x 10' Wide**

**Standard Fabric Framed Banner Includes:**

Includes the following rental materials & services:
- Rental Frame with Jack Legs for Support
- Single Sided Printed Fabric Graphic
- 1 Wastebasket
- Standard Carpet for Booth Size
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

**Available Upgrades:**
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

**NOTE:** All fabric framed banners are set 1' from rear drape line into the booth to allow additional space for jack leg supports.

**HMS FB 20 - 8' High x 20' Wide**

**HMS FB 30 - 8' High x 30' Wide**

Contact Us:
rentalexhibits@hargroveinc.com  
+1 301.306.4799

Online Catalog:  
HargroveExhibits.info
Company Name:  

Advance Order Deadline: Thursday, July 5, 2018  

- **SAVE UP TO 10%** by ordering online by the deadline date.  
- Advance order prices apply to orders received with payment by the deadline date.  
- Items canceled after delivery will be refunded 50% of the original price.  
- Drape color choices are **Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal** and **White**.  
- If a drape color is not indicated, Hargrove will provide show colors.  

<table>
<thead>
<tr>
<th>Description</th>
<th>Product #</th>
<th>Order Online Price (by 7/5/18)</th>
<th>Advance Price (by 7/5/18)</th>
<th>Standard Price (beginning 7/6/18)</th>
<th>Quantity</th>
<th>Color</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STANDARD TABLES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Tables (30&quot; diameter top)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low – 18&quot; high</td>
<td>E</td>
<td>$193</td>
<td>$245</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard – 30&quot; high</td>
<td>F</td>
<td>$193</td>
<td>$245</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tall – 42&quot; high</td>
<td>G</td>
<td>$193</td>
<td>$245</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draped Tables (30&quot; high x 24&quot; wide)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small (4’ long)</td>
<td>H4</td>
<td>$146</td>
<td>$186</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard (6’ long)</td>
<td>H6</td>
<td>$175</td>
<td>$223</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long (8’ long)</td>
<td>H8</td>
<td>$201</td>
<td>$256</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draped Counters (42&quot; high x 24&quot; wide)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small (4’ long)</td>
<td>I4</td>
<td>$175</td>
<td>$223</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard (6’ long)</td>
<td>I6</td>
<td>$201</td>
<td>$256</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long (8’ long)</td>
<td>I8</td>
<td>$229</td>
<td>$291</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped Tables (30&quot; high x 24&quot; wide)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small (4’ long)</td>
<td>HU4</td>
<td>$86</td>
<td>$109</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard (6’ long)</td>
<td>HU6</td>
<td>$111</td>
<td>$141</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long (8’ long)</td>
<td>HU8</td>
<td>$138</td>
<td>$175</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped Counters (42&quot; high x 24&quot; wide)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small (4’ long)</td>
<td>IU4</td>
<td>$111</td>
<td>$141</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard (6’ long)</td>
<td>IU6</td>
<td>$138</td>
<td>$175</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long (8’ long)</td>
<td>IU8</td>
<td>$163</td>
<td>$207</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DRAPE**  

- **4th-side Table Drape (30" high)**: HALL  
- **4th-side Counter Drape (42" high)**: IALL

**Subtotal:**  
**Tax 6%:**  
**TOTAL:** 

Want to save 10%? [Order online](#).
CHAIRS, ACCESSORIES & DISPLAY CABINETS

Advance Order Deadline: Thursday, July 5, 2018

Company Name: ___________________________ Booth: __________

- SAVE UP TO 10% by ordering online by the deadline date.
- Advance order prices apply to orders received with payment by the deadline date.
- Items canceled after delivery will be refunded 50% of the original price.
- Graphics/your logo may be added to counters and cabinets. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Need an item not listed? See our Specialty Furnishings Catalog and Order Form in this service manual for additional items.

<table>
<thead>
<tr>
<th>Description</th>
<th>Product #</th>
<th>Order Online</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STANDARD CHAIRS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barstool</td>
<td>Q</td>
<td>$119</td>
<td>$151</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair – Side (armless)</td>
<td>O</td>
<td>$94</td>
<td>$119</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ACCESSORIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bag Rack – Slanted</td>
<td>M</td>
<td>$111</td>
<td>$141</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bag Rack – Straight</td>
<td>L</td>
<td>$111</td>
<td>$141</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easel</td>
<td>A</td>
<td>$62</td>
<td>$78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fish Bowl</td>
<td>T</td>
<td>$18</td>
<td>$22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Rack</td>
<td>C</td>
<td>$174</td>
<td>$221</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posterboard – Horizontal (4’ high x 8’ wide)</td>
<td>R</td>
<td>$229</td>
<td>$291</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posterboard – Vertical (8’ high x 4’ wide)</td>
<td>S</td>
<td>$229</td>
<td>$291</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Holder (for 28” high x 22” wide sign)</td>
<td>B</td>
<td>$133</td>
<td>$169</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanchion – Chrome (per stanchion)</td>
<td>N</td>
<td>$111</td>
<td>$141</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanchion – Velour Rope (8’ length)</td>
<td>N1</td>
<td>$62</td>
<td>$78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanchion – Retractable, with Black Belt</td>
<td>N3</td>
<td>$132</td>
<td>$168</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td>J</td>
<td>$28</td>
<td>$35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DISPLAY CABINETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet – Small (approx. 42” high x 43” wide)</td>
<td>HMS-A</td>
<td>$478</td>
<td>$669</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet – Large (approx. 42” high x 82” wide)</td>
<td>HMS-F</td>
<td>$631</td>
<td>$883</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet – Curved (approx. 42” high x 60” wide)</td>
<td>HMS-D</td>
<td>$578</td>
<td>$809</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Counter Graphics</td>
<td>HMS-CCG</td>
<td>$125</td>
<td>$250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showcase (requires electricity for illumination)</td>
<td>HMS-G</td>
<td>$666</td>
<td>$932</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order online and save up to 10%.

Subtotal: ___________________________
Tax 6%: ___________________________
TOTAL: ___________________________

Want to save 10%? Order online.
**Carpet**

Advance Order Deadline: **Thursday, July 5, 2018**

**Company Name:**  
**Booth:**  

- **SAVE UP TO 10%** by ordering online by the deadline date.  
- Advance order prices apply to orders received with payment by the deadline date.  
- **Standard Carpet** color choices: Black, Blue, Burgundy, Grey, Red, Teal, and **Blue Jay** (Blue & Black speckled).  
- For island or peninsula booths, or in-line booths larger than 10’ x 40’, Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.  
- **Plush Carpet** color choices: **Black, Charcoal, White, Navy, Nu-Blue, Platinum, and Red.** Carpet poly is included with each Plush Carpet order.  
- Standard Carpet canceled after delivery will be refunded 50% of the original price.  
- Special-Cut and Plush Carpet orders are placed immediately upon receipt; we cannot issue a refund once your order has been processed.  
- If a carpet color is not indicated, Hargrove will provide show colors.

Need a custom color? Call 301.306.4627

<table>
<thead>
<tr>
<th>Description</th>
<th>Product #</th>
<th>Order Online Price (by 7/5/18)</th>
<th>Advance Price (by 7/5/18)</th>
<th>Standard Price (beginning 7/6/18)</th>
<th>Quantity</th>
<th>Color</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STANDARD CARPET</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For booths 10’ in depth and up to 40’ in length:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 10’</td>
<td>C1</td>
<td>$229</td>
<td>$291</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>C2</td>
<td>$458</td>
<td>$582</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>C3</td>
<td>$686</td>
<td>$874</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 40’</td>
<td>C4</td>
<td>$915</td>
<td>$1,165</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For booths greater than 10’ in depth and/or 40’ in length:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Cut – per sq ft</td>
<td>C5</td>
<td>$3.94</td>
<td>$5.01</td>
<td>sq ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PLUSH CARPET</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plush – per sq ft</td>
<td>C6</td>
<td>$5.59</td>
<td>$7.11</td>
<td>sq ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CARPET Padding &amp; POLY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Padding – per sq ft</td>
<td>C7</td>
<td>$1.75</td>
<td>$2.23</td>
<td>sq ft</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Padding – per sq ft</td>
<td>CD7</td>
<td>$3.50</td>
<td>$4.46</td>
<td>sq ft</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poly (protective plastic) – per sq ft</td>
<td>C8</td>
<td>$0.62</td>
<td>$0.78</td>
<td>sq ft</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order online and save up to 10%.  

**Subtotal:**  
**Tax 6%:**  
**TOTAL:**

Want to save 10%? [Order online](#).
CLEANING

Advance Order Deadline: Thursday, July 5, 2018

Company Name: ____________________________ Booth: ___________  

- **SAVE UP TO 10%** by ordering online by the deadline date.  
- **Order online** by the deadline date to receive the lowest price.  
- Advance order prices apply to orders received with payment by the deadline date.  
- Cleaning orders are based on the square footage of your booth (length x width).  
- Daily vacuuming service includes nightly emptying of wastebaskets rented from Hargrove.  
- Porter service is trash removal periodically throughout the show days. This service is recommended for exhibitors with lots of giveaways or food service.  
- Hargrove is the exclusive cleaning contractor for this show.

HELPFUL HINTS: To calculate your vacuuming/cleaning rate, multiply the length of your booth by the width to get the total square footage (i.e., quantity). Then, multiply the square footage (quantity) by the vacuuming/cleaning price. Please note that porter service is a daily rate.

<table>
<thead>
<tr>
<th>Description</th>
<th>Product #</th>
<th>Order Online Price (by 7/5/18)</th>
<th>Advance Price (by 7/5/18)</th>
<th>Standard Price (beginning 7/6/18)</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuuming/Cleaning – Pre-Show (one time) only, per sq ft</td>
<td>CL1</td>
<td>$0.53</td>
<td>$0.67</td>
<td></td>
<td>sq ft</td>
<td></td>
</tr>
<tr>
<td>Vacuuming/Cleaning – Daily (each show day), per sq ft</td>
<td>CL2</td>
<td>$0.96</td>
<td>$1.22</td>
<td></td>
<td>sq ft</td>
<td></td>
</tr>
<tr>
<td>Porter Service – up to 600 sq ft, per day</td>
<td>CL4</td>
<td>$146</td>
<td>$186</td>
<td></td>
<td>day(s)</td>
<td></td>
</tr>
<tr>
<td>Porter Service – 600-1600 sq ft, per day</td>
<td>CL5</td>
<td>$180</td>
<td>$230</td>
<td></td>
<td>day(s)</td>
<td></td>
</tr>
<tr>
<td>Porter Service – over 1600 sq ft, per day</td>
<td>CL6</td>
<td>Request a quote</td>
<td></td>
<td></td>
<td>day(s)</td>
<td></td>
</tr>
<tr>
<td>Shampooing or Wet Mop Service</td>
<td>CL7</td>
<td>Request a quote</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: ____________________________  
Tax 6%: ____________________________  
TOTAL: ____________________________  

Want to save 10%? **Order online.**
# SIGNS & GRAPHICS

**Advance Order Deadline:** Thursday, July 5, 2018

**Company Name:** ___________________________ **Booth:** __________

- **Online** and Advance order prices apply to orders received with payment by the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.
- Standard **copy color** choices: **Black**, **Blue**, and **Red**.
- Graphics/your logo may be added to signs/banners. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Sign/graphics orders are filled immediately upon receipt; we cannot issue a refund once your order has been processed.

Need a custom sign or banner? Call 301.306.4627

<table>
<thead>
<tr>
<th>Description</th>
<th>Product #</th>
<th>Order Online Price (by 7/5/18)</th>
<th>Advance Price (by 7/5/18)</th>
<th>Standard Price (beginning 7/6/18)</th>
<th>Vertical or Horizontal</th>
<th>Quantity</th>
<th>Copy Color</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11” sign</td>
<td>SB1</td>
<td>$47</td>
<td>$94</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11” x 14” sign</td>
<td>SB2</td>
<td>$62</td>
<td>$124</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7” x 44” sign</td>
<td>SB3</td>
<td>$62</td>
<td>$124</td>
<td></td>
<td>Horizontal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14” x 22” sign</td>
<td>SB4</td>
<td>$78</td>
<td>$156</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14” x 44” sign</td>
<td>SB5</td>
<td>$94</td>
<td>$188</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28” sign</td>
<td>SB6</td>
<td>$101</td>
<td>$202</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44” sign</td>
<td>SB7</td>
<td>$148</td>
<td>$296</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vinyl Banner (per sq ft)</td>
<td>SB8</td>
<td>Request a quote</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insite® BioBoard™ Panel</td>
<td>SB9</td>
<td>Request a quote</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logo Reproduction</td>
<td>SB10</td>
<td>$125</td>
<td>$250</td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easel Back</td>
<td>SB20</td>
<td>$8</td>
<td>$16</td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hargrove’s preferred graphics file formats (in order of preference):**

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop (.psd)
- Adobe InDesign (.indd)
- QuarkXpress (.qxd)
- Image Files (.tif)
- JPEG Images (.jpg)

**Sign Copy (exactly as you wish it to appear):**

________________________________________________________________________

________________________________________________________________________

**Illustrate Sign / Graphics Layout:**

[VERTICAL]

HORIZINTAL
MODULAR RENTAL EXHIBITS

Advance Order Deadline: Thursday, July 5, 2018

Company Name: ___________________________ Booth: _____________

All Modular Rental Exhibits Include: Material Handling of exhibit elements, installation and dismantling of exhibit, standard carpeting with daily vacuuming and (1) wastebasket.

- Advance order prices apply to orders received with payment by the advanced order deadline.
- Due to material and labor costs, orders canceled before move-in begins will be charged 50% of the original price; orders canceled after move-in begins are non-refundable.

To place your exhibit order, please indicate the quantity below and complete the remaining selections.

<table>
<thead>
<tr>
<th>MODULAR RENTAL EXHIBITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description / Product #</strong></td>
</tr>
<tr>
<td>For 10’ wide booth spaces:</td>
</tr>
<tr>
<td>HMS 10A – with (3) shelves</td>
</tr>
<tr>
<td>HMS 10B – with (3) shelves and small cabinet</td>
</tr>
<tr>
<td>HMS 10C – with a curved cabinet</td>
</tr>
<tr>
<td>For 20’ wide booth spaces:</td>
</tr>
<tr>
<td>HMS 20A – with (6) shelves and large cabinet</td>
</tr>
<tr>
<td>HMS 20B – with (6) shelves and small cabinet</td>
</tr>
<tr>
<td>HMS 20C – with small cabinet and locking closet</td>
</tr>
<tr>
<td>HMS 40A – for booth space at least 20’ deep</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description / Product #</th>
<th><strong>Advance Price</strong></th>
<th><strong>Standard Price</strong></th>
<th><strong>Available Upgrades</strong></th>
<th><strong>Selection</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For HMS 10A / 10B / 10C:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Velcro-Compatible – Black Fabric (HMS-VP)</td>
<td>$422</td>
<td>$591</td>
<td>Call for quote</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Velcro-Compatible – Grey Fabric (HMS-VP)</td>
<td>$422</td>
<td>$591</td>
<td>Call for quote</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>For HMS 20A / 20B / 20C / 40A:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Velcro-Compatible – Black Fabric (HMS-VP)</td>
<td>$716</td>
<td>$1,003</td>
<td>Call for quote</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Velcro-Compatible – Grey Fabric (HMS-VP)</td>
<td>$716</td>
<td>$1,003</td>
<td>Call for quote</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**Custom graphics are an available upgrade option listed on Page 2.

Continue to Page 2 to complete the remaining selections.
**MODULAR RENTAL EXHIBITS – PAGE 2 OF 2**

Advance Order Deadline: **Thursday, July 5, 2018**

Company Name: ___________________________  Booth: ___________

---

**HEADER COPY & COLOR**

**HEADER COPY** – Please indicate which color lettering you would like for the header:
- [ ] Black  [ ] Blue  [ ] Red  [ ] Grey  [ ] White  [ ] PMS Color: ________  [ ] Font Type: ________

**HEADER COPY** – Graphic must be submitted along with payment at time of order to receive advanced pricing.

**HEADER COPY** – Print exactly how you want it to appear.

---

**CARPET**

Our standard carpet and daily vacuuming are included in the price of your Modular Rental Exhibit. **Please select one of the following available colors:**

- [ ] Black  [ ] Blue  [ ] Red  [ ] Grey  [ ] White  [ ] PMS Color: ________  [ ] Font Type: ________

**AVAILABLE UPGRADES – ENHANCE YOUR EXHIBIT**

Choose from the following available upgrades to enhance your Modular Rental Exhibit and have a Rental Exhibit Sales Representative contact you for pricing by checking any of the following boxes:

- [ ] Create a Custom Exhibit
- [ ] Slatwall
- [ ] Plush Carpet / Padding
- [ ] Custom Cabinet / Counter
- [ ] Hanging Signs
- [ ] Printed Carpet / Padding
- [ ] Graphics / Custom Logo
- [ ] Ancillary Orders – AV, Electric, Furniture, etc.
- [ ] Vinyl Flex Flooring Solutions

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS-A</td>
<td>Cabinet - Small (approx. 43”w x 23”d x 42”h)</td>
<td>$478</td>
<td>$669</td>
<td></td>
</tr>
<tr>
<td>HMS-D</td>
<td>Cabinet - Curved (approx. 60”w x 22”d x 42”h)</td>
<td>$578</td>
<td>$809</td>
<td></td>
</tr>
<tr>
<td>HMS-F</td>
<td>Cabinet - Large (approx. 82”w x 23”d x 42”h)</td>
<td>$631</td>
<td>$883</td>
<td></td>
</tr>
<tr>
<td>HMS-CCG</td>
<td>Custom Counter Graphic</td>
<td>$125</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>HMS-G</td>
<td>Illuminated Showcase (electricity required – approx. 79½”w x 20½”d x 41”h)</td>
<td>$666</td>
<td>$932</td>
<td></td>
</tr>
<tr>
<td>HMS-H</td>
<td>Stem Light (electricity required)</td>
<td>$94</td>
<td>$132</td>
<td></td>
</tr>
<tr>
<td>HMS-I</td>
<td>Slanted Shelf (39” wide)</td>
<td>$101</td>
<td>$142</td>
<td></td>
</tr>
<tr>
<td>HMS-J</td>
<td>Flat Shelf (39” wide)</td>
<td>$66</td>
<td>$92</td>
<td></td>
</tr>
</tbody>
</table>

---

**TOTAL COST**

Rental Exhibit Price $__________ + Available Upgrades $__________ = Subtotal $__________ x 6% Tax = TOTAL: $__________

**PLEASE INCLUDE THE HARGROVE PAYMENT AND ORDER Recap FORM WITH YOUR ORDER**
FABRIC RENTAL EXHIBITS

Company Name: ___________________________ Booth: __________________

Advance Order Deadline: Thursday, July 5, 2018

All Fabric Rental Exhibits Include: Material Handling of exhibit elements, installation and dismantling of exhibit, standard carpeting with daily vacuuming and (1) wastebasket.

- Advance order prices apply to orders received with payment by the advanced order deadline.
- Due to material and labor costs, orders canceled before move-in begins will be charged 50% of the original price; orders canceled after move-in begins are non-refundable.

To place your exhibit order, please indicate the quantity below and complete the remaining selections.

### FABRIC RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Description / Product #</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Available Upgrades</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>For 10' wide booth spaces:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMS FB10 – 8’ H x 10’ W</td>
<td>$2,500</td>
<td>$3,500</td>
<td>Call for quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For 20' wide booth spaces:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMS FB20 – 8’ H x 20’ W</td>
<td>$5,500</td>
<td>$7,700</td>
<td>Call for quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For 30’ wide booth spaces:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMS FB30 - 8’ H x 30’ W</td>
<td>$8,500</td>
<td>$11,900</td>
<td>Call for quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: ____________

### CARPET

Our standard carpet and daily vacuuming are included in the price of your Fabric Rental Exhibit. Please select one of the following available colors:

- BLACK
- BLUE
- GRAY
- RED
- TEAL
- YELLOW

### AVAILABLE UPGRADES – ENHANCE YOUR EXHIBIT

Choose from the following available upgrades to enhance your Fabric Rental Exhibit and have a Rental Exhibit Sales Representative contact you for pricing by checking any of the following boxes:

- Plush Carpet / Padding
- Printed Carpet / Padding
- Vinyl Flex Flooring Solutions
- Ancillary Orders – AV, Electric, Furniture, etc.
- Custom Cabinet / Counter

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS-A</td>
<td>Cabinet - Small (approx. 43”w x 23”d x 42”h)</td>
<td>$478</td>
<td></td>
<td>$669</td>
</tr>
<tr>
<td>HMS-D</td>
<td>Curved Cabinet (approx. 60”w x 22”d x 42”h)</td>
<td>$578</td>
<td></td>
<td>$809</td>
</tr>
<tr>
<td>HMS-F</td>
<td>Cabinet - Large (approx. 82”w x 23”d x 42”h)</td>
<td>$631</td>
<td></td>
<td>$883</td>
</tr>
<tr>
<td>HMS-CGG</td>
<td>Custom Counter Graphic</td>
<td>$125</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>HMS-G</td>
<td>Illuminated Showcase (electricity required – approx. 79½”w x 20½”d x 41”h)</td>
<td>$666</td>
<td></td>
<td>$932</td>
</tr>
<tr>
<td>HMS-H</td>
<td>Stem Light (electricity required)</td>
<td>$94</td>
<td></td>
<td>$132</td>
</tr>
</tbody>
</table>

Subtotal: $__________

TOTAL COST

Rental Exhibit Price $__________ + Available Upgrades $__________ = Subtotal $__________ x 6% Tax = TOTAL: $__________

PLEASE INCLUDE THE HARGROVE PAYMENT AND ORDER RECAP FORM WITH YOUR ORDER
MATERIAL HANDLING INFORMATION

As the General Service Contractor / Official Drayage Contractor for this show, Hargrove, LLC ("Hargrove") will schedule the moving in and out of all Exhibitor Material. All shipments, if it is possible, should be received at Hargrove’s warehouse prior to the published deadline date. Shipments received at Hargrove’s warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove’s “General Information” pages for the address and specific dates and times for warehouse freight receiving for this Event / Show.

When shipping your materials, please include the name of the Event / Show, your company name and your booth number on each piece. For your convenience, sample labels are provided in the Service Kit. You may copy these labels or use your own if you need more labels than provided.

To ship your materials with Hargrove, request a quote or contact Hargrove Shipping at 301.306.4620 or Shipping@hargroveinc.com.

Material Handling includes:

- Receiving and unloading your shipments at Hargrove’s warehouse (30 days free storage prior to Event / Show date).
- Reloading onto a Hargrove trailer.
- Delivery of shipment to exhibit hall.
- Placement of shipment in your booth space.
- Removal and storage of empty containers.
- Return of empties to booth at close of Event / Show. [Note: All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.]
- Removal of all packed and labeled materials from exhibit booth.
- Reloading onto outbound carrier for return shipment (based on shipping information provided in your Hargrove Material Handling Agreement).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Estimate form for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

Overtime / Off-Target

An overtime and/or off-target surcharge, per cwt, for each occurrence will apply if:

- Your advance shipment is received at the warehouse on straight-time, but delivered to the Event / Show site on overtime due to scheduling.
- Your shipment is moved to or out of Event / Show site on overtime due to scheduling.
- Your shipment is received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- Your direct shipment is received at Event / Show site outside of the exhibitor move-in schedule.

Outbound Instructions

At the close of the Event / Show, each Exhibitor must complete a Hargrove Material Handling Agreement and shipping labels for its Exhibitor Materials. Blank Material Handling Agreements and labels are available at the Hargrove Service Center. If any shipment is left in a booth for which no disposition is provided, or if a requested carrier fails to pick up or refuses to take shipment, Hargrove will re-route such shipment or return material to Hargrove’s warehouse at the Exhibitor’s expense.
MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors.

Tips that can save you money:
Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

What is “Material Handling/Drayage?”
The term “drayage” is the moving of exhibit materials from one location to another. Whether you ship to Hargrove’s advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth?
Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined?
Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule, to name just a few. These rates vary from city to city.

How is the weight of my shipment determined?
Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove weighs the shipment, the exhibitor will be charged for double handling.

Small shipments vs. large shipments:
Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor’s warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments vs. direct (to show site) shipments:
In general, it is best to ship your materials to the “advance shipment” address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit?
The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:
- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient’s name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.
Material Handling Estimate

- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates.
- Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, unskidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

**NOTE:** Shipments handled before 8:00 AM or after 4:30 PM Monday thru Friday, or anytime Saturday, Sunday or holiday, will be accessed a 40% overtime surcharge.

<table>
<thead>
<tr>
<th>Description</th>
<th>Product #</th>
<th>Price – per CWT unless noted otherwise</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAREHOUSE (ADVANCE) SHIPMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>MH1</td>
<td>$99.00</td>
<td>$198.00</td>
</tr>
<tr>
<td>Small Package - first piece (applies to shipment weighing 30 pounds or less)</td>
<td>MH2</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Small Package - each additional</td>
<td>MH3</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Special Handling/Uncrated Shipment</td>
<td>MH4</td>
<td>$138.60</td>
<td>$277.20</td>
</tr>
<tr>
<td>Overtime Surcharge - Crated or Skidded Shipment</td>
<td>MH5</td>
<td>$39.60</td>
<td>$79.20</td>
</tr>
<tr>
<td>Overtime Surcharge - Special Handling/Uncrated Shipment</td>
<td>MH6</td>
<td>$55.44</td>
<td>$110.88</td>
</tr>
<tr>
<td>Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline</td>
<td>MH7</td>
<td>$49.50</td>
<td>$99.00</td>
</tr>
</tbody>
</table>

*NOTE:* Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.

**SHOW SITE (DIRECT) SHIPMENT**

There is **NO DIRECT SHIPPING** to this event. All show materials are to be consigned to Hargrove and sent to the advance warehouse. Any shipment sent directly to the facility may be refused and will be subject to material handling fees plus a 50% direct-shipping surcharge.

If your materials cannot arrive at the advance warehouse on or before Tuesday, July 10, contact Exhibitor Services at 301.306.4627 or exhibitorservices@hargroveinc.com.

**OFF-TARGET SURCHARGE** - shipment received at show site

<table>
<thead>
<tr>
<th>Product #</th>
<th>Description</th>
<th>Price per CWT/Piece</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH14</td>
<td></td>
<td>$49.50</td>
<td>$99.00</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS SERVICE**

- Return to Warehouse (includes hold period** / first 5 days of storage) | MH15 | $40.00 | $200.00 |
- Warehouse Storage Fee - per day (outside advance warehouse acceptance period) | MH16 | $5.00 | $25.00 |
- Motorized Vehicle Spotting Fees (round-trip, per axle) | MH17 | $175 per axle | |
- Marshaling Yard Fee | MH18 | $30 per shipment | |

**Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.

**TOTAL:**

---

Hargrove Drive • Lanham, MD 20706 • 301.306.4627 • Fax 301.731.5438 • exhibitorservices@hargroveinc.com
VEHICLE / MACHINERY SPOTTING SERVICE

Company Name: ____________________________ Booth: ____________

Exhibitors with vehicles, self-propelled or pushed, scheduled for display must notify Hargrove, LLC in writing and will be subject to spotting fees. “Spotting” is the placement and removal of a vehicle, trailer or machinery on the show floor, including outdoor display areas.

Important: There are no docks at show site.

Exhibitors with vehicular displays must complete and return the following form to Hargrove – with the Payment Form – by Thursday, July 5. Orders by telephone will not be accepted.

VEHICLE / MACHINERY SPOTTING FEES
$175.00 per axle, round-trip

NOTE: Any vehicle/machine requiring additional placement services, such as towing or re-placement of vehicle/machine, will incur additional labor charges. See Labor Form for details.

Rules Regarding Display Vehicles
- Battery leads must be disconnected and ends taped.
- Gasoline-powered vehicles must contain less than one gallon of fuel per vehicle.
- Fuel tanks must have locking gas caps.
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Vehicles inside of tent cannot be turned on, operated or moved during show hours.
- All spotting service orders are subject to Hargrove’s Payment Policy and Exhibitor Terms and Conditions.
- Key(s) should be available to Show Management and/or Hargrove at all times.

* Contact Hargrove by Thursday, July 5 with delivery date and time.

Quantity and type/description of vehicle(s) to be spotted:

________________________________________________________

Dimensions: Length: _____ Width: _____ Height: _____ Weight (lbs): _____

** Special needs/handling and/or arrangements to unload/reload vehicle(s):

________________________________________________________

________________________________________________________

________________________________________________________

Contact Name: ____________________________ Title: ____________

Phone: ____________ Fax: ____________ Email: ____________

(SIGNATURE) ____________________________ (DATE) ____________

Hargrove Drive • Lanham, MD 20706 • 301.306.4627 • Fax 301.731.5438 • exhibitorservices@hargroveinc.com
LABOR

Advance Order Deadline: Thursday, July 5, 2018

Company Name: ___________________________ Booth: __________

<table>
<thead>
<tr>
<th>Description – per hour, unless noted otherwise</th>
<th>Product #</th>
<th>Advance Price (by 7/5/18)</th>
<th>Standard Price (7/6 – 7/14/18)</th>
<th>Floor Order Price (beginning 7/15/18)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISPLAY LABOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Straight Time</td>
<td>L1</td>
<td>$89.00</td>
<td>$106.80</td>
<td>$124.60</td>
</tr>
<tr>
<td>Overtime</td>
<td>L2</td>
<td>$125.00</td>
<td>$150.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>Double Time / Holiday</td>
<td>L3</td>
<td>$175.00</td>
<td>$210.00</td>
<td>$245.00</td>
</tr>
<tr>
<td>Supervision Fee</td>
<td>L4</td>
<td></td>
<td></td>
<td>30%, with $50 minimum</td>
</tr>
<tr>
<td>Shrink Wrap Skid (per skid)</td>
<td>LS</td>
<td>$40.00</td>
<td>$48.00</td>
<td>$56.00</td>
</tr>
<tr>
<td>Band Skid or Crate (per piece)</td>
<td>LB</td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>FORKLIFT &amp; RIGGING LABOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forklift w/ operator - up to 5,000 lbs. - Straight Time</td>
<td>L5</td>
<td>$259.00</td>
<td>$310.80</td>
<td>$362.60</td>
</tr>
<tr>
<td>Forklift w/ operator - up to 5,000 lbs. - Overtime</td>
<td>L6</td>
<td>$295.00</td>
<td>$354.00</td>
<td>$413.00</td>
</tr>
<tr>
<td>Forklift w/ operator - up to 5,000 lbs. - Double Time</td>
<td>L7</td>
<td>$345.00</td>
<td>$414.00</td>
<td>$483.00</td>
</tr>
<tr>
<td>Forklift w/ operator - over 5,000 lbs.</td>
<td>L8</td>
<td></td>
<td></td>
<td>Request a quote</td>
</tr>
<tr>
<td>4-Stage Forklift w/ operator</td>
<td>L9</td>
<td></td>
<td></td>
<td>Request a quote</td>
</tr>
<tr>
<td>Forklift Cage w/ rigger</td>
<td>L12</td>
<td></td>
<td></td>
<td>Request a quote</td>
</tr>
<tr>
<td>Boomlift w/ 3-man crew</td>
<td>L15</td>
<td></td>
<td></td>
<td>Request a quote</td>
</tr>
<tr>
<td>Scissor Lift w/ 2-man crew</td>
<td>L18</td>
<td></td>
<td></td>
<td>Request a quote</td>
</tr>
<tr>
<td>ACCESSIBLE STORAGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessible Storage - per 1/4-trailer per day storage fee</td>
<td>L24</td>
<td>Request a quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product #</th>
<th>Date</th>
<th>Estimated Start Time</th>
<th># of Workers or Lifts</th>
<th>Est. # Hours per Workers or Lifts</th>
<th>Est. Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Will Labor be Hargrove-supervised?  [ ] Yes  [ ] No  

If yes, complete the Hargrove-Supervised Labor Instruction Form.

Subtotal:  

Supervision Fee (if applicable):  

TOTAL:  

- **Straight Time**: Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime**: Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday-Sunday.
- **Double Time**: Rates apply on select holidays.
- **Billing**: There is a minimum of one-hour charged. Time is billed in increments of ½-hour thereafter.
- **Cancellation Policy**: 24-hour notice required to cancel labor. Labor ordered and not used will be charged a one-hour “No Show” charge. This policy applies to installation and dismantling labor orders.
- **Hanging Sign Labor**: Hanging signs are not available at this event.
- **Accessible Storage Fee**: Consists of storage space plus access labor. Accessible storage labor charges are billed in ½-hour increments. When a forklift is necessary, time for use of equipment will also be charged.
- **Crew Sizes**: A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
- **Policies**: Only pre-ordered labor for the START of the work day is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to the labor desk to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.
HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

NOTE: Complete and return this form only if your display is to be set up and/or dismantled by Hargrove and there will not be a supervisor (i.e., no exhibitor representative) present.

<table>
<thead>
<tr>
<th>Exhibitor:</th>
<th>Booth #:</th>
</tr>
</thead>
</table>

SET-UP / DISMANTLING / PACKING INFORMATION

A rendering of and/or instructions for my exhibit is enclosed with this order.  
Yes  No

A rendering of and/or instructions for my exhibit is packed in the display case(s).  
Yes  No  Case #

My exhibit has a key:  No  Yes, that is located in:

Carpet:  with exhibit  rented from Hargrove  Other:  Size:  Color:

Electrical Placement *:  drawing attached  drawing with exhibit  To be installed under carpet?:  Yes  No

* Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form.

Instructions:

In case of emergency, please call (name):  at (cell phone #):

INBOUND SHIPPING INFORMATION

Carrier:  Carrier Phone:  Date Shipped:

Shipped to:  Warehouse  Show Site  Other:  Date Shipped:

Shipped from (company, city & state):

Total Number of:  Crates:  Cartons:  Cases:  Other (qty & describe):

OUTBOUND SHIPPING INFORMATION

Ship to (company):  Attn:  Booth #:

Street:  Phone:  State:  Zip:

Carrier Name:  Carrier Phone:  Phone:  Is this shipment going to another show?  No  Yes, Show Name:

This shipment must arrive no later than:  Day:  Date:  Time:  AM  PM

Date & Time of Scheduled Pick-Up **:

NOTE: If outbound shipping is to be a split shipment, check here and attach specific instructions and addresses.

If designated carrier fails to show up, Hargrove should:

□ Re-route via:
  □ Ground  □ Next Business Day  □ 2nd Business Day  □ Deferred (3-5 Business Days)

□ Return shipment to warehouse at exhibitor’s expense.

** NOTE: Exhibitor is responsible for contacting the carrier and scheduling the pick-up.

I understand that Hargrove, LLC shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove’s supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display.  I further understand that it is my/our responsibility to provide Hargrove with complete and accurate written instructions for the installation, dismantling, packing and/or shipping of said display by Hargrove supervised labor.  Payment of all labor services supervised by Hargrove will be my/our responsibility as the exhibitor.

Cancellation Policy: A 24-hour notice is required to cancel supervision labor.  Supervisor labor ordered and not used will be charged as a one-hour “no show” charge.

Authorized Signature  Print Name  Date
EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Booth: ________________  Submission Deadline: Thursday, July 5, 2018

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment MUST abide by the following:

A. Exhibitor must notify Show Management and Hargrove in writing no later than Thursday, July 5.

B. Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of $1,000,000 liability coverage, including property damage by Thursday, July 5.

C. Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.

D. 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. Contractor shall provide evidence of compliance upon request.

E. The EAC shall share with Hargrove 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, etc.

F. The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.

G. The EAC may not, under any circumstances solicit business on the show floor.

H. 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.

I. The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove.

J. 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.

K. All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

Name of EAC/Service Firm: ________________________________
EAC Address: __________________________________________
EAC Phone: __________________________ EAC Fax: __________
EAC Contact Name: ________________________________ Email: ________________________________

- The EAC/Service Firm must notify Hargrove of the names of all exhibiting companies for whom they have orders, and the names of all employees working for them on the show.
- All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on each Certificate of Insurance.
- EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.
ADDITIONAL SHOW SERVICES

Audio Visual and Computer Equipment – SmartSource
Electrical Service – FilmWerks International, Inc.
Lead Retrieval - Boomset
WE'RE PROUD TO SERVE AS YOUR OFFICIAL TECHNOLOGY PROVIDER

Exhibiting Company: 
Booth #:

Onsite Contact: 
Onsite Cell:

Delivery Date: 
Time Frame: 
Pickup Date: 
Time Frame:

Ordered By: 
Email Address:

Credit Card: 
Expiration Date: 
Security Code: 
Phone #:

Billing Address: 
City: 
State: 
Zip:

ORDER TODAY!

For Fast and Easy Ordering, Order Online, or Submit this Completed Form to exhibitorsales@smartsourcerentals.com

<table>
<thead>
<tr>
<th>Audio Visual Equipment</th>
<th>Show Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>90” LED Display with Speakers*</td>
<td>$1,895</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>80” LED Display with Speakers*</td>
<td>$1,389</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>65” LED Display with Speakers</td>
<td>$995</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>55” LED Display with Speakers</td>
<td>$675</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>46” LED Display with Speakers</td>
<td>$545</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>40” LED Display with Speakers</td>
<td>$425</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>32” LED Display with Speakers</td>
<td>$285</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>60” LED Touch Screen*</td>
<td>$1,395</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>55” LED Touch Screen*</td>
<td>$1,195</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>46” LED Touch Screen*</td>
<td>$995</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>42” LED Touch Screen*</td>
<td>$795</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>40” LED Touch Screen*</td>
<td>$920</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>32” LED Touch Screen*</td>
<td>$580</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>27” LCD Widescreen Display*</td>
<td>$170</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>24” LCD Widescreen Display*</td>
<td>$90</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>20” LCD Display (4:3)*</td>
<td>$35</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>19” LCD Display (4:3)*</td>
<td>$25</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>LED Tiles</td>
<td>Call For Pricing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEC 46” LCD Video Wall Panel*</td>
<td>$1,100</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>NEC 55” LCD Video Wall Panel*</td>
<td>$1,450</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>2X 46” LCD Video Wall**</td>
<td>$4,125</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>2X 46” LCD Video Wall**</td>
<td>$4,125</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>2X 55” LCD Video Wall**</td>
<td>$6,525</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>3X 55” LCD Video Wall**</td>
<td>$14,500</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Video Walls</th>
<th>Show Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 Lumen Projector</td>
<td>$625</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>8’ x 8’ Tripod Projection Screen</td>
<td>$195</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>7.5” x 10” FastFold Screen w/Dress Kit</td>
<td>$595</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Meyer Self-Powered Mini Speaker</td>
<td>$175</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>JBL Pro 10” Powered Speaker Includes Stand</td>
<td>$155</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Booth Sound System (2) MM Meyers Speakers w/stands, Mixer &amp; Wireless Mic</td>
<td>$710</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Wireless Mic Kit (1) Lav, (1) HH, (1) Receiver</td>
<td>$300</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Stand &amp; Accessories</th>
<th>Show Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall Bracket For SmartSource Displays between 19” and 24”</td>
<td>$25</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>72” Single Post Floor Stand For SmartSource Displays from 19” and 24”</td>
<td>$85</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>72” Dual Post Floor Stand For SmartSource Displays of 32” and larger</td>
<td>$85</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>SpanDEX Wrap for Dual Post Stand</td>
<td>$35</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Accessory Shelf for Dual Post Stand</td>
<td>$30</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Mifi Hotspot Device Activation Fee Included</td>
<td>$150</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

*Includes Wall Mount or Table Top Stand, **Includes Floor Stand or Wall Mount

Customer is responsible for the coordination of required union labor and drayage, along with any associated fees.

Show Name: Multi-Agency Craft Conference 
Show Dates: July 17-19, 2018 
Show Code: MACC0718

For specific details regarding your rental order, please refer to our Terms & Conditions.
Additional Electrical Outlets Order Form

Every booth at the MACC Conference 2018 comes equipped with a single 110 Volt, 20-Amp electrical outlet. An additional 110 Volt, 20-Amp electrical outlet can be purchased directly from Filmwerks International by indicating your need below (For 208/220 Volt please call for a quote). These additions are priced for the duration of the event and cannot be rented on a single-day basis. Prices include delivery of the service to one location at the rear of the booth for peninsula and in-line booths; for island booths and/or booths requiring multiple additional outlets an additional hour of labor must also be purchased. A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show load-in, a location will be determined by Filmwerks in order to maintain delivery schedules. Separate outlets should be purchased for each piece of equipment and/or each power location. NO refunds will be applied to electrical services cancelled after installation.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>SHOW RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Additional 110 V, 20-Amp Service Outlet</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-Hour of Additional Labor (Required for Island Booths or Multiple Additional Outlets)</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A/C Extension Cable</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power Strip</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extension/Power Strip Combo</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>

ELECTRICAL TOTAL: 

Credit Card Authorization Form

Please make your selection below and email/fax completed form by FRIDAY, JULY 6th to:
Filmwerks International
Fax: (910) 675-1343
Email: dorianw@filmwerksintl.com

Company/Org Name: ___________________________ Booth #: __________ Dates of Show: 07/18-07/19, 2018
Individual Name: ___________________________ Email Address: ___________________________
Card Type: VISA  Amex  Discover  MasterCard   Card #: ___________________________
Cardholder Name: ___________________________ Exp. Date: _____ / _____ Sec Code: __________
Billing Address: ___________________________ City: __________ State: _____ Zip: _________

I, __________________________________  authorize Filmwerks International to charge my credit card for the amount of $_____
as noted above for charges related to additional electrical services incurred at the 2018 MACC Conference in Baltimore, MD.

Signature: _________________________________
Date: ___________________
TERMS & CONDITIONS

1. Cancellation: The Lessee may cancel this order on or before 15th by notifying Filmwerks in writing of cancellation and incurring a fee equaling 2% of the total order. No refunds will be issued for any cancellations on or after July 16th.

2. Risk of Loss: Rental equipment is the responsibility of the Lessee. Any equipment which is lost, damaged, or stolen while in Lessee’s care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.

3. Insurance for the subject equipment is Lessee’s responsibility.

4. Payment tendered for the specified equipment with this reservation is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee will be notified in writing before any additional charges are made not explicitly stated in the form above. Lessee is responsible for all charges.

5. It is the responsibility of the exhibitor to advise a representative of Filmwerks International of any problems with their order at show site listed to the phone number in the footer. Absolutely no credits will be issued after show closing.