



2017 FIVE STAR CONFERENCE AND EXPO
SEPTEMBER 18-20 | DALLAS, TEXAS | HYATT REGENCY

EXHIBITOR KIT

EXHIBITOR SERVICES PROVIDED BY:



WELCOME EXHIBITOR

Dear Exhibitor,

We take great pleasure in notifying you that **Show Box Expo** has been selected as the “Official Service Contractor” for the Five Star Conference and Expo. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information as well as an order form for services you may require. Questions regarding shipping, storage, furniture, graphics and labor, the convention’s policies, space assignments, display limitations and event schedules should be directed to:

Show Box Expo
Phone/Fax: 214.525.6705
Email: orders@showboxexpo.com

Analyze your needs carefully and submit your order forms with full payment before **Friday, September 1st, 2017** to save money as well as ensure the availability of your items.

EVENT SCHEDULE*Subject to Change***EXHIBITOR MOVE IN**

Monday, September 18, 2017 8:30AM - 5:30PM

EXPO HOURSTuesday, September 19, 2017 8:00AM - 5:00PM
Wednesday, September 20, 2017 8:00AM - 2:00PM**EXHIBITOR MOVE OUT**

Wednesday, September 20, 2017 2:00PM - 8:00PM

EXHIBIT HALL DETAILS, ORDERS & SUPPLIES**EXHIBIT BOOTH CONSTRUCTION**

Each 10x10 booth back wall and sides are piped and draped with black draping. Back walls are 8' high (exhibit displays are not to exceed 12' on the back wall). Side divider walls are 8' high (exhibit displays are prohibited from additional side booth walls over 3').

CARPET

Aisles and expo floor will not be carpeted in the Expo Hall. Additional premium padded carpet is available through Show Box Expo, please see order form included in this kit.

FURNITURE AND ADDITIONAL ITEMS TO RENT

Show Box Expo has a variety of essentials to serve your exhibitor needs. Please see the listed items and order forms in this kit.

AUDIO VIDEO EQUIPMENT, RIGGING & INTERNET SERVICES, POWER & ELECTRICAL

Submit order to PSAV, reference details and order form on page 29.

CLEANING, LABOR AND ADDITIONAL BOOTH SERVICES

Customer service is our priority. Show Box Expo can take the hassle out of booth set up and dismantle. Order Services through Show Box Expo. Please reference additional information and order forms in this kit.

SIGNAGE, CUSTOM PRINTING AND DISPLAYS

We judge books by their cover. Maximize your brand and highlight your company display. Our expansive collection of printing and booth display options will certainly exceed your expectations. Show Box Expo has a team of printing and design experts ready to help! Contact Show Box Expo at orders@showboxexpo.com.

DISCOUNT DEADLINE

All Show Box Expo orders must be received by September 1, 2017 to take advantage of the advanced order discount pricing.

EVENT INFORMATION NOTES**EXHIBITOR SHIPPING**

Material handling charges will apply

All shipments must be prepaid.

Please submit Show Box Expo Exhibitor Order Form by August 25, 2017

Form is provided in this Show Box Expo Kit

Preferred Carrier

PGL has been selected as the preferred carrier for the Five Star Conference. Please reference information on page 33.

ADVANCED SHIPPING

Warehouse will accept shipments Monday, August 7, 2017 - September 9, 2017

Advance shipments MUST be received by Friday, September 9 at 5:30PM (PST).

Warehouse Shipping Address

[Company Name] & [Booth #__]
Five Star c/o PGL
2800 Story Rd. West
Irving, TX 75038

DIRECT SHIPPING

The Convention Center will not accept delivery of show materials or freight.

Freight carriers should deliver freight to the attention of "Show Box Expo".

Direct shipments are to arrive NO SOONER than Sunday, September 17, 2017

Direct shipment cutoff is Sunday, September 17, 2017

Show Site Shipping Address

Hyatt Regency Dallas
c/o Showbox Expo
[company name] & [booth number]
300 Reunion Blvd., Dallas, TX 75207
Five Star Conference and Expo

POST SHOW PAPERWORK AND SHIPPING

Outbound shipping will be available onsite as a courtesy of our preferred carrier, PGL.

CONTACT INFORMATION ON SITE

Show Box Expo
Direct: 214-525-6705
Email: orders@showboxexpo.com

BOOTH PACKAGES

BOOTH PACKAGE PRICING

Booth packages are budget friendly as well as utilitarian, combining the essential booth accessories at one low rental price

STANDARD BOOTH PACKAGE

- 2 - side chairs
- 1 - 6' skirted table
- 1 - wastebasket

Discount: \$199.00 (order must be received by September 1, 2017)

Standard Price: \$249.00

PREMIUM BOOTH PACKAGE

- 2 - side chairs
- 1 - 6' skirted table
- 1 - wastebasket
- 10'x10' padded premium carpet square (available in Charcoal, Light Gray, Dark Gray, Tan, and Blue)

Discount: \$399.00 (order must be received by September 1, 2017)

Standard Price: \$450.00

Substitutions are not permitted. If you require alterations or additions please review the additional items provided by Show Box Expo. No credit or refund will be given for items not used. Each item may also be ordered separately.

ORDERING TERMS & CONDITIONS

ADVANCED ORDERS

To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours. Advanced payments will be indicated and any balance due will be net terms due on receipt of balance invoice or total.

ORDER PRICING AND AVAILABILITY

All prices for furniture and material goods include delivery, installation, and rental charge for the duration of the event and removal at the close of the event.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.

Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The availability of furnishings at show site may be limited and for that reason cannot be guaranteed.

CANCELLATION AND REFUNDS

Items cancelled prior to September 1, 2017 will be refunded at 100 percent. Items cancelled after September 1, 2017 and before September 8, 2017 will be refunded at 50 percent. Items cancelled on show site are non-refundable and billed at 100 percent. Exceptions to this policy include (but are not limited to) Luxury Furniture, Custom Signs, and/or Graphics. Luxury Furniture cancelled after August 11, 2017 will be billed at 100 percent. All custom signs, orders and graphics are non refundable.

ADDITIONAL TERMS & CONDITIONS

Orders may not be processed without full payment. Please review our Payment Policies for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other "official suppliers" (i.e. Electrical, Internet, Telephone, Audio Visual, etc.), please follow the payment and mailing instructions indicated on each of the forms located in the Show Box Expo Exhibitor Kit.

All orders for services and materials provided by Show Box Expo will require a signed Credit Card Authorization form on file. Full payment must be received for services requested before the order will be delivered. If you choose to pay by check, a credit card is still required to be on file.

CREDIT CARD AUTHORIZATION

The Credit Card Authorization form will be kept in file to authorize SHOW BOX EXPO to charge to your provided credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the Credit Card Authorization form and return prior to the start of the show or otherwise indicated on the form.

LABOR REQUEST, DISMANTLING, RIGGING, & FORKLIFT

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the Credit Card Authorization form. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.

ON SITE ORDERS

All services requested at the start of the event are required to pay upon request at show site. If payment is not collected prior to or shortly after service, orders will be due and payable upon presentation of invoice at the show.

ITEM DISCREPANCIES

Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to Show Box Expo immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the Show Box Expo supervisor in charge. Credits and adjustments will not be made on information received after the show.

PAYMENT

Full payment, including any applicable tax, is due in advance or at show site. All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed. Orders received without payment after the discount price deadline date will be charged at the standard price, additional charges to apply. Please reference amounts as stated on the order form, website or as indicated on the Event Information Notes page of the Show Box Expo Exhibitor Kit.

All equipment, furniture and material goods are on a rental basis for the duration of the show or event and remain the property of Show Box Expo, unless otherwise specified. It is Exhibitor's responsibility to check the Exhibitor's invoice and order for accuracy prior to the close of the Show or Event.

Any pre-approved unpaid balance after the close of the event; terms will be net, due and payable upon receipt of invoice. The exhibiting firm is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment. Effective 30 days after invoice date, any unpaid balance will incur a finance charge.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

Show Box Expo has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, cleaning, installation, and dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) is any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the Official Contractors.

The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance prior to the event move in date.

Each representative of an EAC must physically pick-up, in person, an 'Exhibit Crew' badge at the Show Box Expo Service Center. If an EAC representative does not have any identification that verifies her/his employment by the EAC, she/he must be accompanied to the Show Box Expo Service Desk by a representative who does have verifying identification.

These services shall not conflict with existing labor regulations or contracts and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the designated venue and Event/Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official rules and regulations of this exposition.

EAC soliciting business on the show floor is restricted through the duration of the event.

IMPORTANT

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return the EAC form along with a Certificate of Insurance which names Show Box Expo as additionally insured for each EAC firm being utilized.

Please clearly note Company Name and Show Name on the "Certificate of Insurance" form. The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability, and workers compensation as required in the state the exposition is located.

EAC form must be received by Friday, September 8, 2017

If the EAC form and the "Certificate of Insurance" are not received by the above due date, the Exhibitor or EAC will be required to order labor from Show Box Expo.

MATERIAL HANDLING SERVICES

Material Handling fees may apply to all exhibitors.

Please reference the special handling terms for additional charges may apply.

Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into/out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge.

PRICING

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one cwt (hundred weight). There is a 200 lbs. minimum charge for each shipment. Please refer to the Material Handling Rate for event prices. Calculate Total CWT (Enter in increments of 100 lbs. only; make sure to round up to the next 100 lbs.)

Please reference pricing guidelines provided in this packet for further details.

SPECIAL HANDLING

Special handling charges will apply to the following terms, conditions and circumstances.

MIXED SHIPMENTS

Mixed shipments include a mix of both crated and uncrated materials.

GROUND LOADING & UNLOADING

Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.

STACKED SHIPMENTS

Shipments that require multiple items to be moved or removed for delivery to booth. (I.e. loose items stacked on top of crates and/or pallets.)

PIECE LOADING & UNLOADING

Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.

NO DOCUMENTATION

Shipments that arrive from a carrier without a Bill of Lading, which requires additional time and labor to process.

EXCESS OF SMALL SHIPMENTS

Ten or more loose pieces that are not palletized or crated.

UNCRATED SHIPMENTS

Shipments indicating equipment that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting tools. (Carpet is considered an uncrated shipment).

SPECIAL HANDLING PRICING

Please reference pricing guidelines provided in this packet for further details.

NEEDED INFORMATION

All exhibitors are required to submit the Show Box Expo Exhibitor Form including the Bill of Lading Form with the calculated material handling charges. The Return Exhibitor Bill of Lading must also be filled out at close of show. The Bill of Lading is available at the service desk during your event. Without a Bill of Lading the shipment may be brought back to the Show Box Expo warehouse and surcharges will apply.

LABOR SERVICES: MATERIAL & SPECIAL HANDLING

ADDITIONAL TERMS & CONDITIONS

Show Box Expo will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.

Show Box Expo will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at event close.

Show Box Expo is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove them from exhibit hall. Show Box Expo recommends all valuable items be covered by YOUR insurance company to protect against theft.

In the event the designated carrier fails to pick up by the specified time, shipments will be re-directed by the show carrier.

Make certain all of your materials are properly insured against fire, theft, and all hazards while in transit, to/from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.

Please contact Show Box Expo for any questions or concerns regarding additional special handling fees.

LABOR SERVICES

RESPONSIBILITY FOR LABOR

Show Box Expo, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury, or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

Show Box Expo will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.

Show Box Expo will not be responsible for improperly packed or concealed damages to exhibit.

Claims for loss, injury, or damage, which are not submitted in writing to Show Box Expo within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against Show Box Expo or its subcontractors more than one year after the accrual of the action.

The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

LABOR SERVICES

LABOR SERVICES

PROVIDING HELP WITH SETUP & TAKE DOWN

EXHIBITOR SUPERVISION *(No additional charge)*

This is the preferred method of setup. The exhibitor provides all setup for their own booth. All work to be performed ONLY under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour "Not Ready" charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Show Box Expo will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit.

All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

SHOW BOX EXPO SUPERVISION *(Exhibitor does not have to be present/additional charge)*

All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00. If Show Box Expo, is performing your booth setup without exhibitor supervision, you must provide detailed setup instructions or have an exhibitor representative supervise the setup. Without these instructions, Show Box Expo cannot complete the setup.

ADDITIONAL TERMS AND CONDITIONS

PRICING & PAYMENT

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.

STRAIGHT TIME/OVER TIME

Labor scheduled Monday-Friday 8:00AM-4:30PM will be considered Straight Time. Exhibitor booth and shipping labor scheduled/worked 4:30PM-8:00AM Monday-Friday, or any hours on Saturday, Sunday and Holidays will be considered Over Time.

ALL ORDERS MUST BE PAID IN ADVANCE

Orders for display labor will not be processed without pre-payment. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker(s) at the time specified, a one (1) hour "Not Ready" charge per worker will apply.

CANCELLATIONS

Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker(s) at the time specified, a one (1) hour "Not Ready" charge per worker will apply.

CARTLOAD SERVICE

Help expedite the process and reduce your hassles with Cartload Service. This service will be available during move in and move out at the event. You can make the arrangements at the Show Box Expo Exhibitor Service desk prior to (or before the end of) the show. If you have any questions please contact Show Box Expo Exhibitor Service Department at 214-525-6705.

RULES

1. You must arrive in a privately owned vehicle*
2. This service is for exhibitors who have small hand carry items all of which must fit in a 3' x 4' pushcart.
3. Your vehicle must unload at the receiving dock of the exhibit hall.
4. Show Box Expo personnel will direct vehicles.
5. A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include sedans, pick-ups, passenger vans, taxis, or sports utility vehicles.
6. Cart weight must be less than 200 lbs., cartload pieces must be less than 2'x2'x4'
7. Advanced orders will receive preferential service at show site. Please indicate the approximate date, time, and type of vehicle you will be arriving in when ordering.

*A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include sedans, pick-ups, passenger vans, taxis, or sports utility vehicles.

DEFINITION

A cartload is ten (10) pieces or less, weighing less than 200 lbs. total. There is a maximum of two (2) cartload trips per booth. Each trip is one way. If additional trips are required, exhibitor will be charged for special handling.

PRICING

Show Box Expo is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of \$50.00 (ST) or \$62.50 (OT) each way. A booth requiring more than 2 trips will be charged the special handling rate.

CHECK IN PROCEDURE

1. One person will check in with a Show Box Expo Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must remain with the vehicle at all times or you must return to your vehicle within 10 minutes.
3. A laborer will be dispatched to assist unloading of your vehicle on a first come, first serve basis.

Pre-orders will receive preferential service at show site, but you can also order this service at the Show Box Expo Service Desk.

LABOR SERVICES: IN-BOOTH FORKLIFT

IN-BOOTH FORKLIFT

In-booth forklift service may be required to assemble displays, or when uncrating, positioning, and re-skidding equipment and/or machinery. Additionally assisting with moving of equipment and materials weighing 200 lbs. or more within your booth space.

OVER 5,000 LBS.

Forklifts need to be ordered in advance for more than 5,000 lbs. capacity. Please contact Show Box Expo at orders@showboxexpo.com for a quote.

PAYMENT TERMS

All orders must be paid in advance. Orders for in-booth forklift will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

ADDITIONAL TERMS & CONDITIONS

In-booth forklift service does not replace material handling. Storage of empty crates, pallets, or packaging is not included with service, check with Show Box Expo for availability. Valid exhibitor representation is required to be present while forklift service is in operation.

EXHIBITOR SHIPPING

All shipments must be PREPAID, collect shipments may be REFUSED.

SHIPPING REQUIREMENTS

A PGL or Show Box Expo Bill of Lading is required for ALL shipments. Please fill out the Bill of Lading form that is included in the Show Box Expo Kit. Additional blank Bills of Lading will be available at Show Box Expo service desk located on show site.

SHIPPING LABELS

Please use the provided shipping labels for all shipments. Place at least one label on each piece shipped to ensure proper delivery. If more labels are needed copies are encouraged.

INCOMPLETE SHIPMENTS

Shipments received without receipts, freight bills, or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply. No liability will be assumed by Show Box Expo for these shipments.

ADVANCED SHIPMENTS**SHIPPING TO WAREHOUSE**

Received shipments are only accepted during freight business hours Monday - Friday. Weekend and Holiday delivery is not available, contact Show Box if you have additional questions regarding receiving hours.

Shipments arriving at the warehouse after specified date will be charged a late to warehouse fee of \$150.00 in addition to any other charges incurred, and are not guaranteed to be received.

DIRECT SHIPMENTS**SHIPPING TO SHOW SITE**

Shipments will be received during the designated move in periods as well as throughout the event. Reference Exhibitor Event Notes for receiving date guidelines. If shipments arrive before or after the specified time frame they may be refused.

OUTBOUND SHIPMENTS

Our preferred carrier, PGL, will be available onsite with paperwork ready to help you with any of your shipping needs

OUTBOUND SHIPMENTS continued.**PICK UP**

If you will be using a carrier other than PGL, you must contact your designated carrier with pick up information.

If your carrier fails to show up or check in by the designated driver check in time (see Exhibitor Event Notes for details) your shipment will be redirected to the Show Box Expo warehouse and additional charges will apply.

It is YOUR responsibility to contact and make all arrangements for any other carrier than the preferred carrier. If using an alternate carrier please provide Show Box Expo with shipping documents and/or labels as well as the BOL.

Show Box Expo reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check in deadline. Additional charges may apply.

RETURN SHIPPING BOL

After your booth is packed, labeled, and ready to be shipped please bring the completed return shipping Bill of Lading form to the service desk. If your carrier fails to show up, your shipment will be re-directed through Show Box Expo and additional charges will apply.

ADDITIONAL SHIPPING TERMS & CONDITIONS

As an exhibitor, it is your responsibility to instruct your carrier of the proper delivery dates.

Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

Your Show Box Expo Bill of Lading will be available for verification and signature at the Show Box Expo Service Desk located at show site.

Full payment must be received for services requested before the order will be processed. A Show Box Expo representative will be available at show site for further questions.

EXHIBITOR FAQ

WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

The most cost effective way to send your shipment is to consolidate and shrink-wrap your shipments into one. If your shipment is broken-up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment.

WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event), and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.

HOW DO I CALCULATE MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one cwt (hundred weight). There is a 200 lbs. minimum charge for each shipment. Please refer to the event Pricing Sheet for the current Material Handling rates and event prices. Calculate Total CWT (Enter in increments of 100 lbs. only; make sure to round up to the next 100 lbs.)

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING AND SPECIAL HANDLING?

Special handling is for certain items and shipments that may require additional work. Please see the list of items and definitions considered special handling in the material handling section of the Show Box Expo Kit. Special Handling will incur an additional fee for the listed items, it includes everything that is provided for material handling.

WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. Crated containers include: crates, fiber, and properly packed skids.

HOW IS STRAIGHT TIME AND OVERTIME DETERMINED?

Straight Time is Monday-Friday for between the hours of 8:00AM-4:30PM Over Time is considered any work conducted between the hours of 4:30PM-8:00AM Monday-Friday and any hours on Saturday, Sunday and Holidays.

ARE EXHIBITORS ALLOWED TO CARRY THEIR OWN FREIGHT?

Exhibitors may use a two-wheel dolly or hand-carry their own freight into the exhibit hall. Please keep in mind for some shows parking may be limited for unloading and loading. A designated entrance for POVs will be provided and an allotted amount of time will be given per vehicle for loading and unloading.

EXHIBITOR FAQ

WHO DO I CONTACT FOR RECEIVING FREIGHT AND LOADING DOCK ENTRANCE?

Show Box Expo has the responsibility of receiving and handling all exhibit materials, empty materials, and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. Show Box Expo will not be responsible, however, for any materials they do not handle. Show Box Expo will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the Show Box Expo Freight Desk. Do not proceed to the docks until told to do so.

DOES MY EXHIBIT BOOTH COME WITH A NEARBY OUTLET FOR POWER?

Power is available upon request. If you require power for your booth please refer to the order form on pages 34-35 for pricing deadlines dates and details.

WILL WIFI AND/OR INTERNET CONNECTION BE AVAILABLE FOR THE EVENT?

Wifi and/or Internet connections are available for purchase via the Showbox order website.

WILL AUDIO VISUAL AND OTHER TECHNICAL EQUIPMENT BE AVAILABLE FOR RENT?

Yes, audio/visual, technical equipment and labor will be available via the Showbox order website.

DO YOU ACCEPT CHECKS FOR PAYMENT?

Checks are accepted for all orders. If a check will be submitted for payment please attach with a copy of your order forms and mail to Show Box Expo. If you choose to pay by check, a credit card is still required to be on file. All checks should be made payable to: Single Family Rental Summit.

Mail to: Show Box Expo

Attn: Five Star Conference and Expo
1234 Medical District Dr.
Dallas, TX 75207

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

Advanced Shipping and Direct Shipping.

Advanced Shipping is sending your materials, to a designated warehouse that will store your freight and then deliver it directly to your booth space during Show Box Expo move in. Delivery hours are 8:30AM - 5:00PM, Monday - Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Direct shipping is sending your materials directly to show site during the designated move in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

WHAT IS A BILL OF LADING?

A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for Show Box Expo to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING OUT AT THE END OF THE SHOW?

You may use any carrier of your choice. It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. Show Box Expo cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

WHAT IS THE MOVE OUT PROCEDURE?

A Show Box Expo Bill of Lading is required on ALL outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped please return the completed Bill of Lading form to the service desk. If you are not using our preferred carrier, you must call your designated carrier with pick up information. If your carrier fails to show up, your shipment will be re-directed through the preferred carrier, any discount rates will not apply and additional charges may occur. A Show Box Expo representative will be available at show site for further questions

HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event, contact our Exhibitor Service Department at orders@showboxexpo.com.

LABOR: CARTLOAD PRICING

Show Box Expo is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth. A booth requiring more than 2 trips will be charged the special handling rate

	Pre-order	Show Site		
Straight Time	\$50	\$55	Monday-Friday	8:00 am to 4:30 pm
Overtime	\$62.5	\$80	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day

LABOR: CARTLOAD REQUEST ORDER FORM

Number of Cartloads Needed	
Additional Charges (Special Handling charged for more than 2 trips)	
Total	

IN BOOTH FORK LIST REQUEST

OF FORKLIFTS UP TO 5,000 LBS. (W/OPERATOR):

WEIGHT OF HEAVIEST PIECE (LBS.):

DATE:

TIME:

APPROXIMATE HOURS:

INSTALL:

DISMANTLE:

DESCRIBE WORK TO BE DONE:

PLEASE SPECIFY OTHER EQUIPMENT NEEDED:

WILL YOU NEED STRAPS, CHAINS, OR FORK EXTENSIONS?

PLEASE PROVIDE A CONTACT NAME AND PHONE NUMBER FOR THE PERSON IN CHARGE OF YOUR MOVE IN:

CONTACT NAME:

PHONE:

LABOR REQUEST

Labor Rates - Rates are based on one(1) man, per one(1) hour.

	Pre-order	Show Site		
Straight Time	\$40	\$55	Monday-Friday	8:00 am to 4:30 pm
Overtime	\$60	\$80	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$80	\$110	Sundays & Holidays	All Day

LABOR ORDER FORM

Number of Workers Needed	
Number of hours per worker	
Total Amount	

All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

If Show Box Expo, is performing your booth setup without exhibitor supervision, you must provide detailed setup instructions or have an exhibitor representative supervise the setup. Without these instructions, Show Box Expo cannot complete the setup. **Please provide a summary of instructions, to-do list and/or needed directions:**

Without these instructions, Show Box Expo cannot complete the setup. **Please provide a summary of instructions, to-do list and/or needed directions:**

MATERIAL HANDLING

Pricing is based on event schedule. All pricing is subject to change.

CHARGES INCLUDE

- Delivery to your booth
- Storage and return of empties at the close of the event
- Removal of your freight from your booth
- Reloading onto your outbound carrier
- Receiving and unloading your freight at the docks

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one cwt (hundred weight). There is a 200 lbs. minimum charge for each shipment.

Calculate Total CWT

(Enter in increments of 100 lbs. only; make sure to round up to the next 100 lbs.)

Example below is based on the published rate for Show Site pricing:

350 lbs. would be rounded to 400 lbs. divided by 100 = 4 Total CWT
 4 CWT x \$59.00 = Material Handling Charge \$236.00

MATERIAL HANDLING PRICING		
<i>Rate Classifications</i>	<i>Price Per CWT</i>	<i>200 lbs minimum</i>
Warehouse Shipment		
Crated or Skidded	\$49.00	\$98.00
Special Handling	\$61.25	\$122.50
Show Site Shipment		
Crated or Skidded	\$59.00	\$118.00
Special Handling	\$73.75	\$147.50
Small Package. 40lb maximum weight.		
First Carton	\$35	
Each Additional	\$15	

200 lbs. minimum charge for each order.

Special Handling will be charged for the following:
 Mixed Shipments
 Ground Loading & Unloading
 Stacked Shipments
 Piece Loading & Unloading
 No Documentation
 Excess of Small Shipments
 Ten or more loose pieces that are not palletized or crated.
 Uncrated shipments
 Further explanation and definitions for Material and Special Handling are found on pages 9-10 in the Show Box Expo Kit.

MATERIAL HANDLING ORDER FORM		
<i>Type</i>	<i>Total Weight/Quantity</i>	<i>Total Price</i>
Warehouse - Crate/Skid		
Warehouse - Special Handling		
Show Site - Crate Skid		
Show Site - Special Handling		
Small Package		
Material Handling Total		

FURNITURE AND CARPET ORDER

Please fill out the quantity of items in the “quantity needed” column, and the total price in the “total” column, totaling all items at the end of the form.



ITEM NUMBER	QUANTITY NEEDED	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BP-1		Standard Booth Package 2 Chairs, 6'x30" Table, Wastebasket	\$199.00	\$249.00	
BP-2		Premium Booth Package 10x10 Premium Padded Carpet, 2 Chairs, 6'x30" Table, Wastebasket	\$399.00	\$450.00	
C-1		Blue - Premium Padded 10x10 carpet	\$269.00	\$329.00	
C-2		Dark Gray - Premium Padded 10x10 carpet	\$269.00	\$329.00	
C-3		Light Gray - Premium Padded 10x10 carpet	\$269.00	\$329.00	
C-4		Tan - Premium Padded 10x10 carpet	\$269.00	\$329.00	
C-5		Charcoal - Premium Padded 10x10 carpet	\$269.00	\$329.00	
C-6		Custom Sized Premium Padded Carpet	\$2.69/sq. ft.	\$3.00/sq. ft.	



ITEM NUMBER	QUANTITY NEEDED	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
DT-1		Skirted Table 6' L x 30" W x 29" H	\$109.00	\$149.00	
DT-2		Modular High Stool - 29" H	\$99.00	\$129.00	
DT-3		Side Chair	\$29.00	\$49.00	
DT-4		Wastebasket	\$9.00	\$19.00	
DT-5		Literature Rack	\$129.00	\$159.00	
DT-6		Easel	\$40.00	\$60.00	
DT-7		Glass Container (Business Card Drop)	\$10.00	\$20.00	

ITEM NUMBER	QUANTITY NEEDED	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	WC-1	White Contemporary Club Chair	\$309.00	Advance order only - Deadline: September 4, 2017	
	WC-2	White Contemporary Club Chair	\$269.00	Advance order only - Deadline: September 4, 2017	
	WC-3	White Contemporary Sofa	\$499.00	Advance order only - Deadline: September 4, 2017	
	WC-4	White Contemporary Sofa	\$599.00	Advance order only - Deadline: September 4, 2017	
	WC-5	White Contemporary Bench	\$109.00	Advance order only - Deadline: September 4, 2017	
	WC-6	Sofa, Loveseat, Chair + Coffee and End table	\$1,109.00	Advance order only - Deadline: September 4, 2017	
	BL-1	Black Leather Club Chair	\$399.00	Advance order only - Deadline: September 4, 2017	
	BL-2	Black Leather Love Seat	\$579.00	Advance order only - Deadline: September 4, 2017	



ITEM NUMBER	QUANTITY NEEDED	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BL-3		Black Leather Sofa	\$509.00	Advance order only - Deadline: September 4, 2017	
BL-4		Sofa, Loveseat, Chair + Coffee and End table	\$1049.00	Advance order only - Deadline: September 4, 2017	
T-4		Rectangular Coffee Table	\$139.00	Advance order only - Deadline: September 4, 2017	
T-1		Rectangular Coffee Table	\$139.00	Advance order only - Deadline: September 4, 2017	
T-2		25' - 36" Bar Table w/Std Base	\$89.00	Advance order only - Deadline: September 4, 2017	
T-3		30"-42" White Spandex Skirted Cocktail Table	\$99.00	Advance order only - Deadline: September 4, 2017	
SC-1		Steel/Black Sled Base Stacking Chair	\$29.00	Advance order only - Deadline: September 4, 2017	
SC-2		Stage Chair, White	\$119.00	Advance order only - Deadline: September 4, 2017	



ITEM NUMBER	QUANTITY NEEDED	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
SC-3		Stage Chair, Black	\$129.00	Advance order only - Deadline: September 4, 2017	
FL-1		Santa Cruz Floor Lamp	\$129.00	Advance order only - Deadline: September 4, 2017	
FL-2		Salon Floor lamp	\$149.00	Advance order only - Deadline: September 4, 2017	
				TOTAL	

PLANTS

ITEM NUMBER	QUANTITY NEEDED	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
F-1		4 FT Green Plant	\$77.00	\$99.00	
F-2		6 FT Green Plant	\$100.75	\$119.00	
F-3		Ferns	\$45.00	\$59.00	
F-4		Mums	\$45.00	\$59.00	
F-5		12" Cut Floral Arrangement	\$65.00	\$79.00	
				TOTAL	

CREDIT CARD AUTHORIZATION/ FINAL ORDER TOTALS

FROM:

COMPANY NAME _____ BOOTH NUMBER _____

CARDHOLDER NAME _____ CREDIT CARD NUMBER _____

TYPE: DISCOVER VISA MASTERCARD AMERICAN EXPRESS EXPIRATION DATE MM/YY CSC

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL ADDRESS _____

SIGNATURE _____ DATE _____

I agree to the conditions stated in this manual and authorize my credit card for purchase of the above selected items totaling the amount shown.

AMOUNT TOTALS FROM DIFFERENT FORMS

RENTAL UNITS (DISPLAY FURNITURE, CARPET, ETC.): \$ _____

CUSTOM DISPLAYS (TABLE TOPS & FREE STANDING): \$ _____

MATERIAL HANDLING (\$98/200 CWT MINIMUM): \$ _____

DISPLAY LABOR FORM: \$ _____

IN-BOOTH FORKLIFT: \$ _____

CARTLOAD SERVICES: \$ _____

TAX (8.25%) _____

GRAND TOTAL: \$ _____

EXHIBITOR APPOINTED CONTRACTOR (EAC)

Show Box Expo has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, installation, and dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) is any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the Official Contractors.

The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance prior to the event move in date.

Each representative of an EAC must physically pick-up, in person, an 'Exhibit Crew' badge at the Show Box Expo Service Center. If an EAC representative does not have any identification that verifies her/his employment by the EAC, she/he must be accompanied to the Show Box Expo Service Desk by a representative who does have verifying identification.

These services shall not conflict with existing labor regulations or contracts and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the designated venue and Event/Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official rules and regulations of this exposition.

EAC soliciting business on the show floor is restricted through the duration of the event.

IMPORTANT

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return the EAC form along with a Certificate of Insurance which names Show Box Expo as additionally insured for each EAC firm being utilized.

Please clearly note Company Name and Show Name on the "Certificate of Insurance" form. The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability, and workers compensation as required in the state the exposition is located.

EAC form must be received by September 8, 2017

If the EAC form and the "Certificate of Insurance" are not received by the above due date, the Exhibitor or EAC will be required to order labor from Show Box Expo.

INFORMATION IN THIS BOX MUST BE FILLED OUT	
Exhibiting Firm:	Booth Number:
Authorized Contact Name & Title	
Authorized Contact Signature:	
Full Name of EAC:	
Address of EAC:	
City, State, Zip:	
Authorized EAC Contact Name & Title:	
Authorized EAC Contact Signature:	
EAC Representative on Show Site:	
Phone Number:	Fax Number:
Email Address:	
Type of service being performed:	

SHOWBOXEXPO

RUSH RUSH

DO NOT DELAY

MUST DELIVER BY SEPTEMBER 9, 2017

SHIP TO: _____
COMPANY NAME

Five Star Conference and Expo
c/o Showbox Expo/Five Star
2800 Story R. West
Irving, TX 75038

WAREHOUSE

BOOTH #: _____
SHIPMENT #: _____ OF _____ PIECES

SHOWBOXEXPO

RUSH RUSH

DO NOT DELAY

MUST DELIVER BY SEPTEMBER 9, 2017

SHIP TO: _____
COMPANY NAME

Five Star Conference and Expo
c/o Showbox Expo/Five Star
2800 Story R. West
Irving, TX 75038

WAREHOUSE

BOOTH #: _____
SHIPMENT #: _____ OF _____ PIECES

ADVANCED SHIPPING The WAREHOUSE labels are provided for your convenience to help ensure that all items are delivered correctly. Please make sure all shipped items, boxes and containers are clearly marked with your company name and booth number. Warehouse will accept shipments NO SOONER than August 7, 2017. Advanced shipments MUST be received by September 9, 2017.

SHOWBOXEXPO

RUSH RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 17

SHIP TO: _____
COMPANY NAME

Five Star Conference and Expo
c/o Showbox Expo/Five Star
300 Reunion Blvd.
Dallas, TX 75207

SHOW SITE

BOOTH #: _____
SHIPMENT #: _____ OF _____ PIECES

SHOWBOXEXPO

RUSH RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 17

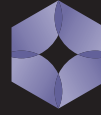
SHIP TO: _____
COMPANY NAME

Five Star Conference and Expo
c/o Showbox Expo/Five Star
300 Reunion Blvd.
Dallas, TX 75207

SHOW SITE

BOOTH #: _____
SHIPMENT #: _____ OF _____ PIECES

DIRECT SHIPPING The SHOW SITE labels are provided for your convenience to help ensure that all items are delivered correctly. Please make sure all shipped items, boxes and containers are clearly marked with your company name and booth number. Direct shipments are to arrive NO SOONER than September 17, 2017. Direct shipment cutoff is September 18, 2017.



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DALLAS



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH NO.:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

➤ If you have a special request or need additional equipment, please call 214.712.7088. Email completed form to DFWRD-PSAV1@hyatt.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE
LCD Projector		\$ 800
Blu-ray Player / Recorder		\$ 285
AUDIO EQUIPMENT	QTY	PRICE
CD Player		\$ 200
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 180
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier 380		\$ 380
Individual Small Powered Speaker (up to five people)		\$ 290
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 860
4-Channel Mixer		\$ 260
CUSTOM ITEMS	QTY	PRICE
Windows Laptop		\$ 440
Wireless Presenter		\$ 170
Direct Box		\$ 180
LED Uplight		\$ 245
		\$

MONITORS	QTY	PRICE
24" LCD Data Monitor (1280x1024)		\$ 435
32" LCD Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 560
46" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 990
55" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 1230
70" Monitor (Dual-Post Stand, Table Stand, Speakers)		Please contact PSAV for quote
ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 215
42"- 54" Rolling Cart w/Black Skirt		\$ 180
INTERNET ACCESS	QTY	PRICE
Wired Internet Access (Per Line/Per Device) Up to 1Mbps Bandwidth ADVANCED ORDER		\$ 570
Wireless Internet Access (Per Device) Up to 1Mbps Bandwidth ADVANCED ORDER		\$ 155
Dedicated Bandwidth		Please contact PSAV for quote

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

TAX-EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.




SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

SPECIAL REQUESTS Please add any items not listed above that you require.



 <p>HYATT REGENCY DALLAS AT REUNION</p>	<p>ELECTRICAL ORDER FORM ATTENTION: Engineering Department Hyatt Regency Dallas 300 Reunion Blvd Dallas, Tx 75207 Office #(214)712-7020, Fax# (214)712-7080 Email: DFWRD-Engineering.static@hyatt.com</p>
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PLEASE PRINT OR TYPE: **ADVANCE ORDER:** Check **FLOOR ORDER** Check

Floor order applies if full payment is not received 10 days prior to event start date

Function Room: _____	Hotel Contact: _____
Event/Show Name: _____	Company Contact: _____
Event Dates: _____	Telephone Number: _____
Company Name: _____	Fax Number: _____
Company Address: _____	E-mail: _____
City: _____	Set-up Date/Time: _____
State: _____ Zip Code: _____	Booth # _____

Print Authorized Signature: _____

Authorized Signature: _____

ALL PREPAID SERVICES WILL BE FIRST PRIORITY									
Outlet Accessories				Power Outlets					
QTY	(Rental Only)	Advance Order	Floor Order	Total	QTY	Advance Order	Floor Order	Total	
_____	Extension Cord	\$ 25.00	\$ 30.00	\$ -	_____	1000 watt 120v	\$ 150.00	\$ 180.00	\$ -
_____	Power Strip	\$ 20.00	\$ 24.00	\$ -	_____	20 amp 1ph/120v	\$ 180.00	\$ 216.00	\$ -
_____					_____	20 amp 3ph/208v	\$ 300.00	\$ 360.00	\$ -
Labor									
QTY	Hourly Rates	Advance Order	Floor Order	Total	_____	30 amp 1ph/120v	\$ 250.00	\$ 300.00	\$ -
_____	Banners under 8'	\$ 100.00	\$ 120.00	\$ -	_____	30 amp 1ph/208v	\$ 275.00	\$ 330.00	\$ -
_____	Banners 8' and over	\$ 150.00	\$ 180.00	\$ -	_____	60 amp 3ph/208v	\$ 700.00	\$ 840.00	\$ -
_____	*Cable Feed	\$ 150.00	\$ 180.00	\$ -	_____	100 amp 1ph/208v	\$ 800.00	\$ 960.00	\$ -
_____	*Water Line	\$ 75.00	\$ 90.00	\$ -	_____	100 amp 3ph/208v	\$ 1,000.00	\$ 1,200.00	\$ -
_____	*Drain	\$ 75.00	\$ 90.00	\$ -	_____	200 amp 3ph/208v	\$ 1,600.00	\$ 1,920.00	\$ -
_____	*Compressed Air	\$ 75.00	\$ 90.00	\$ -	_____	400 amp 3ph/208v	\$ 3,000.00	\$ 3,600.00	\$ -
*For Water, Drain, Cable Feed, and Compressed Air please contact Engineering @214-712-7020 to verify that your booth is located near a connection. In some cases these requests may not be approved.					30 amp and above circuits are not supplied with receptacles. All outlet requests include one typical connection. Power not listed will be priced on a cost per amp basis. The above prices are based on conventional power being available in the immediate area.				
For High Speed Internet Access, Special Lighting, Production Services and Rigging please contact PSAV @214-712-7088									
Live Plant Rental Fees									
QTY	Plant Type	Advance Order	Floor Order	Total	METHOD OF PAYMENT				
_____	6' Ficus Tree	\$ 42.00	\$ -	\$ -	MA# _____	Check # _____	Credit Card <input type="checkbox"/>		
_____	6' Areca Palm	\$ 42.00	\$ -	\$ -	CC # _____	Exp Date _____			
_____	6' Kentia Palm	\$ 66.00	\$ -	\$ -	Cardholder Name _____				
_____	2-3' Fern	\$ 18.00	\$ -	\$ -	Signature (required) _____				
_____	2-3' Silver Bay Ag	\$ 18.00	\$ -	\$ -	SUMMARY OF CHARGES				
_____	2-3' Arboicola Bush	\$ 18.00	\$ -	\$ -	Power Outlets/Materials	\$	-		
_____	Orchid	\$ 36.00	\$ -	\$ -	Plant Rental Fees	\$	-		
_____	Bromeliad	\$ 24.00	\$ -	\$ -	24% Service Charge (required & taxable)	\$	-		
_____	*Delivery and Pickup	\$ 150.00	\$ -	\$ -	Labor Total	\$	-		
				\$ -	Subtotal	\$	-		
				\$ -	Sales tax @ 8.25%	\$	-		
				\$ -	INVOICE TOTAL	\$	-		

*A \$150 delivery/pickup fee will be added to your plant order
 For additional items or info call The Plant Place @ 972.869.3808
Make checks Payable to: Hyatt Regency Dallas