



ISA 2018

Greater Columbus Convention Center

Exhibit Hall A

Columbus, OH

August 4-8, 2018



AGS EXPO
SERVICES

Introducing



Trade Show Planning: Your Road Map to Success

NO EXHIBITOR LEFT BEHIND is more than a motto—it's our pledge to you. Our new Exhibitor Success Kit is one of many tools we've created to guarantee you have a smooth, positive experience. Whether you're exhibiting for the first time or an experienced exhibitor, this easy-to-use kit guides you through the steps of planning a successful event from start to finish.

“easy-to-use kit”

From decorating and setting up your booth to ordering key services, the kit provides all the product and service information, links, dates and order forms you'll need. It even offers the convenience of shopping online and ordering our services 24/7. Our goal is to simplify the process and deliver the unexpected while you remain focused on the show.

Speak To Our Team

If you have questions or need to discuss any display or graphics needs, contact your project manager on 407-292-0025 or eventservices@ags-expo.com

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Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

AUDIO VISUAL

Audio-visual or sound equipment will be permitted only in the exhibitor's space and in such intensity as it does not interfere with the activities of neighboring exhibitors. Any devices which project sound must be tuned to conversation level.

BOOTH DESIGNS

Exhibits must be designed, constructed and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage with a close off, any unsightly or unused booth materials stored behind booth curtains.

BOOTH HEIGHT

Standard booth (Illustration A) height is eight feet. No signage or display features will be permitted above this height unless the booth is a perimeter wall booth (Illustration B) in which case the maximum permitted height is 12 feet. If the booth configuration is a peninsula (Illustration C) and/or island (Illustration D) of four booths or more, then maximum height will be 16 feet.

CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

DEMONSTRATIONS (IN BOOTH)

Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.
4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product or packing materials may be left in the aisle during show hours.
7. No exhibit will be permitted which, in the view of Show Management, is offensive or poses a danger or potential danger to exhibitors or buyers.



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Guidelines for Display

HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 16 feet. This means that the top of the hanging sign can be no more than 16 feet off the ground. This will be strictly enforced!

ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY SHOW MANAGEMENT.

MULTI-STORY OR COVERED EXHIBITS

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
3. The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
4. There should be not less than two means of egress from each load-bearing area in a multi-story exhibit or from each occupied area of a covered assembly area.
5. A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times, from the time that the enclosure is completed until the time that the enclosure is dismantled.

NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

STAFFING

Exhibit space must be staffed throughout ALL show hours.



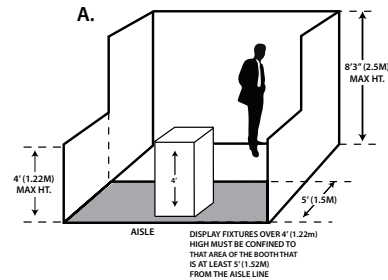
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Guidelines for Display

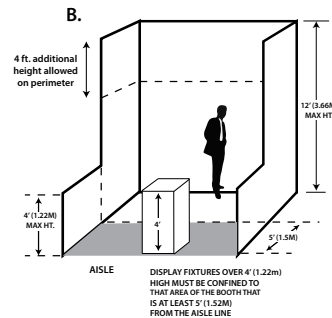
STANDARD BOOTH (ILLUSTRATION A)

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.
- Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's" in the "Furniture & Accessories" form in your Exhibitor Service Manual).



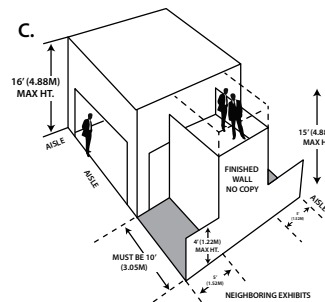
PERIMETER BOOTH (ILLUSTRATION B)

- Maximum Height:** 12' (Drape line is at 8')
- Hanging Signs:** Yes, top can be no more than 12' off the ground. Back wall only.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



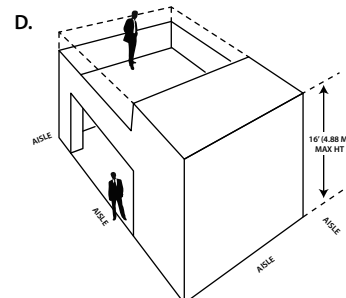
PENINSULA (ILLUSTRATION C)

- Maximum Height:** 16'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



ISLAND (ILLUSTRATION D)

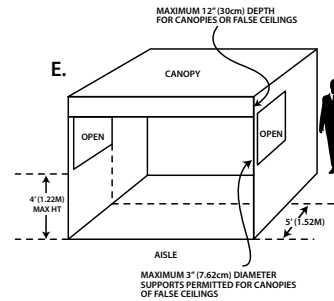
- Maximum Height:** 16'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** Full use of space is permitted.



Guidelines for Display

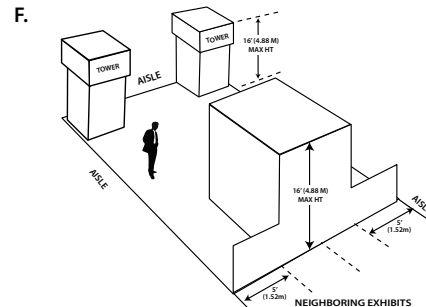
CANOPIES/CEILINGS (ILLUSTRATION E)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Drape:** 16'
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Fire Code:** Must meet with local fire codes and conform to the minimum life safety requirements.



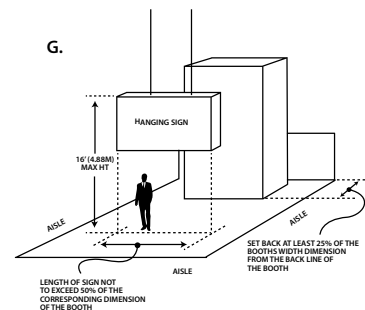
TOWERS (ILLUSTRATION F)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Structural Integrity:** All towers over 12' in height must have blueprints available for inspection. The signature/stamp of a structural engineer and exhibit company.



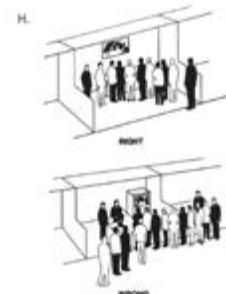
HANGING SIGNS (ILLUSTRATION G)

- Maximum Height:** 16' (to top of sign) Island or Peninsula;
12' (to top of sign) Perimeter only
- Maximum Width:** No more than 50% of the total booth length (if placed length-wise). No more than 50% of the total booth width (if placed width-wise).
- Location:** Must be contained within booth. No signs will be allowed on columns, pillars or in aisles.
- Approval:** Must be obtained prior to move-in from Show Management.



DEMONSTRATIONS (ILLUSTRATION H)

- Location:** Must be contained within the booth area so as not to interfere with aisle traffic or neighboring booth space.
- Samples:** Tables must be set back a minimum of 2' from aisle line
- Audio/Visual:** Must be tuned to conversation level
- Safety Precautions:** Hazard barriers must be provided as needed for moving or potentially dangerous machines.



Official Contractor

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**

AGS has partnered with **Y.E.S.** (Yare Event Services) to offer you a mix of marketing packages to help you create pre-event buzz, increase booth traffic and convert leads into business. All materials are professionally designed and developed by trade show experts using proven designs & methodologies for promoting your exhibitor presence and maximizing ROI. Options for all budgets.

Reach your prospects before, during & after the show
using the most effective elements of event marketing

- **Postcard Mailers:** Professionally designed mailings featuring event details and your company info, booth number and specials. Sent to attendees at key times before the event and to your best leads once the event is over.
- **Email Campaigns:** A series of e-blasts to promote your exhibitor presence and target your best prospects before, during and after the event. Effective exhibitor emails require specific elements, which our campaigns execute, including clearly written & formatted content with clean, fresh graphics & design.
- **Social Media:** Eye-catching graphics, posts and digital ads for Facebook, Twitter & Instagram that drive traffic to your booth and generate pre and post-event buzz for your company.
- **Event Splash Page:** A polished web page that allows you to promote your company, the event and your exhibit space. Your very own branded website also helps you cultivate pre-show interest in your products, services and specials, track the most promising leads ahead-of-time and schedule on-site appointments.
- **Print Materials:** Flyers, postcards, invitations, brochures and promotional materials that will get you noticed on the show floor and increase foot traffic.
- **Effective Messaging:** Exhibit-marketing content is an exact science. We develop messaging that provides the value your prospects want, entices them to your booth and increases your website traffic.
- **Deployment:** Don't have social media or e-blast capabilities, or time to handle? We can help with set-up and will even deploy on your behalf.

Pick Your Package or Create Your Own



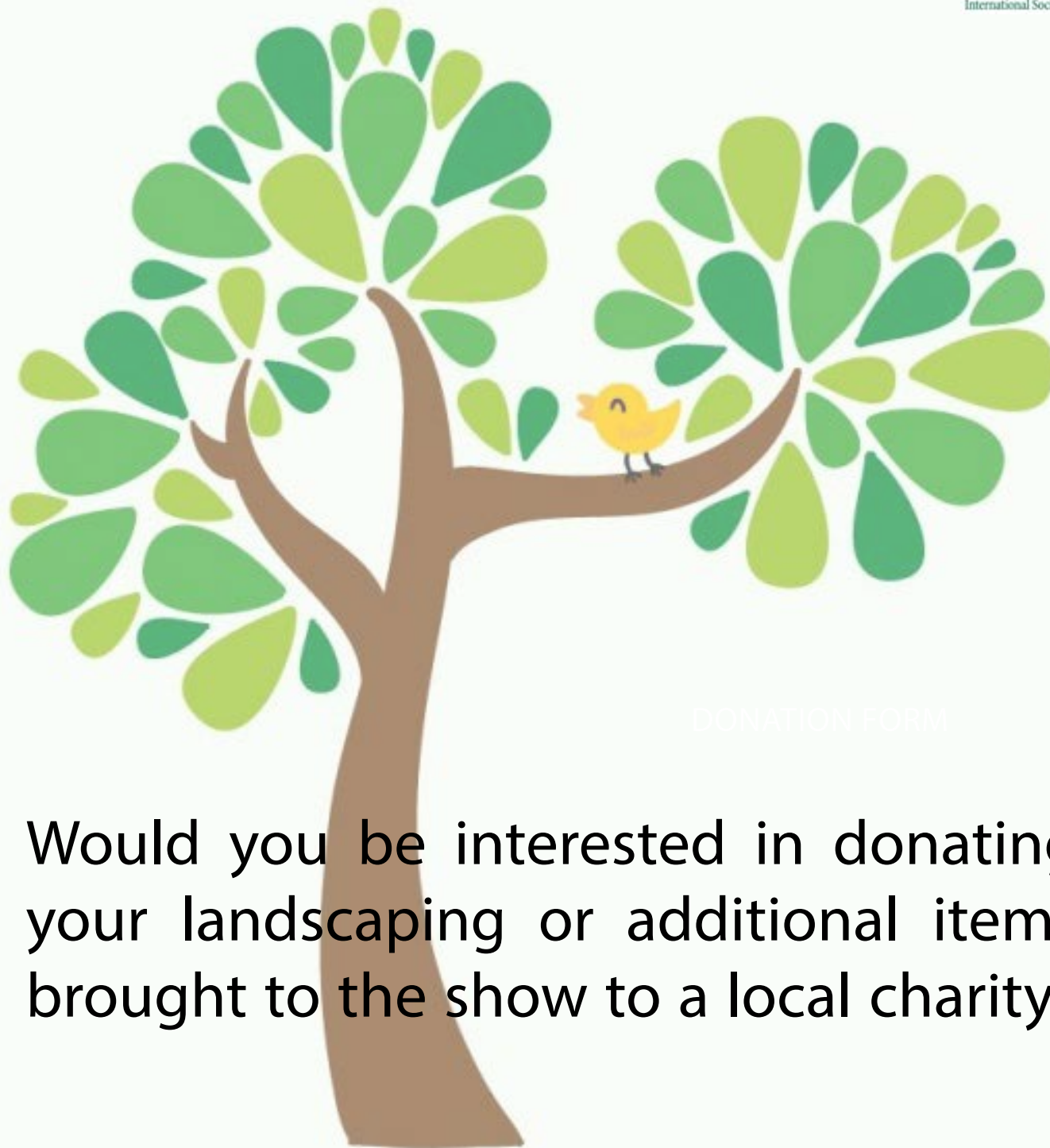
Ready to Get Started?



Call: 646-374-1357 | Email: info@yaregroup.com | Visit: www.yesmarketing.com | PICK YOUR PACKAGE HERE

Company Name:

Booth Number:



DONATION FORM

Would you be interested in donating your landscaping or additional items brought to the show to a local charity?

Yes! We'd love to donate our items!

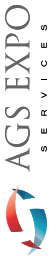
No, thank you

Please send this form to: tradeshow@isa-arbor.com



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**Discount Price
Deadline Date
JULY 20TH**
Method of payment must accompany your order



Official Show Information

As the Official Service Contractor for the ISA 2018 event, AGS Expo Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services
4561 SW 34th Street
Orlando, FL 32811

Phone: 407.292.0025
Fax: 407.292.4414
Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Exhibit Hall A

Backwall Drape: Purple

Siderail Drape: Purple

Exhibit Hall Carpet Color: Hall is NOT carpeted - Floor covering is mandatory

Aisle Carpet Color: Tuxedo

Booth Equipment

Booth Size: 10' x 10'

Includes:	8' Pipe and Drape	(2) Plastic Side Chairs
	3' Pipe and Drape	(1) Wastebasket
	(1) 6' x 30" Black Skirted Table	(1) ID Sign

Show Schedule

EXHIBITOR MOVE-IN

Saturday	August 4, 2018	8:00 AM - 2:00 PM
(Large Vehicles and Equipment Only)		
Saturday	August 4, 2018	2:00 PM - 5:00 PM
Sunday	August 5, 2018	9:00 AM - 3:00 PM

EXHIBIT HOURS

Sunday	August 5, 2018	7:30 PM - 9:30 PM (Welcome Reception)
Monday	August 6, 2018	9:00 AM - 10:30 AM (Exhibitor Breakfast)
Monday	August 6, 2018	11:00 AM - 4:30 PM
Tuesday	August 7, 2018	7:30 AM - 3:00 PM

EXHIBITOR MOVE-OUT

Tuesday	August 7, 2018	3:30 PM - 6:00 PM
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Other Details

- Empty crates and cartons will be returned beginning at **3:00 PM on Tuesday, August 7th**
- All carriers must check-in no later than **5:00 PM on Tuesday, August 7th**
- All exhibitor materials must be removed from the exhibit facility by **6:00 PM on Tuesday, August 7th**
- **Freight Re-Route Deadline:**
All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, UPS Freight at **5:01 PM on Tuesday, August 7th**
- **Avoid long wait times, order Premium Return service (pg.98). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!**

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

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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AGS Exhibitor Service Center Hours

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

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

Shipping Information

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

Name of Exhibiting Company

ISA 2018

Booth #: _____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight
3400 Refugee Rd
Columbus, OH 43232

Delivery Window

- Deliveries only accepted between 7/6/18 - 7/27/18
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Greater Columbus Convention Center
Exhibit Hall A
400 N. High Street
Columbus, OH 43215

Delivery Window

- Saturday, August 4, 2018 - 8:00 AM - 5:00 PM
- Sunday, August 5, 2018 - 9:00 AM - 3:00 PM
- All booths must be set by 3:00 PM on Sunday, August 5, 2018

Discount Deadlines & Policy Reminders

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

Show Order Discount Deadline - July 20, 2018

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

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

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

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

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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Official Service Contractor

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

Official service contractors are appointed to:

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

Exceptions are:

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

Exhibitor Appointed Contractors (EACs)

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

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

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

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at eventservices@ags-expo.com

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
Event Forms			
Method of Payment			
Notification of Intent to Use Non-official Contractor	7/6/18		
Appointed Contractors Insurance Certificate	7/6/18		
Event Services			
Booth Carpeting	7/20/18		
Furnishings & Accessories			
Standard	7/20/18		
Custom	7/20/18		
Display Solutions			
Labor Services			
Labor (Installation & Dismantle)	7/20/18		
Booth Set-up Diagrams	7/20/18		
Outbound Shipping Information	7/20/18		
Forklift Labor	7/20/18		
Sign Hanging Services	7/20/18		
Booth Cleaning and Porter Service			
Material Handling Services			
Material Handling - Advance/Direct Freight			
Premium Return Services - Priority Storage Return			
Shipping Method - UPS Freight.			
Ancillary Services			
Electrical/Utilities			
Floral			
Telephone			
Internet			
Insurance			
Audio-Visual & Computer Rentals			



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Discount Price Deadline Date
JULY 20TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Email	Signature	

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

Credit Card

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

Personal	Company	Third Party	Visa	Master Card	American Express
Acct.#: _____			Exp. Date: _____		
Card Holder Name (Print): _____					
Signature: _____					
Credit Card Billing Address: _____					
City: _____		State: _____		Zip: _____	

Account Option *(please select one)*

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

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

Company Check

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in **U.S. currency**.
- Please print show name and booth number.
- Company checks must be received 14 days prior to exhibitor move-in to provide adequate time for processing
- Orders are processed and appropriate discounts (if any) are applied on the date that your payment is received. A copy of your check by email, fax, etc. is not considered payment.

Check Number: _____

Amount Due: _____

Wire Transfers

***If you wish to make a payment via Wire Transfer, please call 407-292-0025,
or email us at eventservices@ags-expo.com,
to obtain bank information and routing identifiers.***

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

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

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

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

METHOD OF PAYMENT FORM



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**Discount Price
Deadline Date
JULY 20TH**
Method of payment must accompany your order



Payment Terms and Conditions

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

1. By providing a signed copy of a Method of Payment Form and selecting, "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy when identified as such on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa, MasterCard or American Express. All payments must be made in U.S. Funds.
4. AGS may accept Wire or ACH funds transfers to cover open or advance deposit for service. Regardless, a credit card is required on file. All transfers must be noticed to AGS via a trackable letter carrier service (attention to the event, company name, booth number and associated services) and the funds transferred at least ten business days prior to the first day of move-in for the associated event. If transfers are not noticed, and processed without details, AGS cannot guarantee the appropriate payment or credit to account. Fees apply to all transfers both by the processing institution as well as by AGS policy noted on the Method of Payment form. AGS may withhold services where payments are short/deficient due to fees.
5. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.
6. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay an open invoice/statement prior to the close of the show, the charges will automatically be applied to the credit card on file.
7. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
8. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
9. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
10. AGS Expo Services may from time to time audit and adjust accounts after the close of show. No statement or invoice is considered final, whether presented in advance, during or after an event/project. Please know that some services are actually considered estimates and therefore not calculated for actual payment until after the service is rendered. These services may include but are not limited to Labor, Material Handling, Furnishings and other rental and sale items within the Exhibitor Service Manual or quoted for custom sale/rental. As a result, adjustments/additions to billing may occur. Any balances that arise from an audit will be billed to the method of payment on account, or will be required to be paid in full upon presentation of an invoice/statement if no valid method of payment exists.
11. Payment for all labor, equipment and services whether ordered by the exhibitor, display builder, non-official/third party contractors or other parties shall be the ultimate responsibility of the exhibiting company.



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Payment Terms and Conditions

12. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
13. Exhibitor/Third Party shall be responsible for any excise, property, sales or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event a tax code or levied rate should change after the publishing date of a form and/or prior to fulfillment, your invoice may be adjusted as required by law.
14. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
15. Should a chargeback or dispute occur on payments to orders placed by an exhibitor or their agents, a fee equal to the fees assigned by the merchant processor or bank may be assessed and applied. In the event that a chargeback or dispute resolution is posted in favor of AGS Exposition Services, these fees will be due in addition to any outstanding balances.
16. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
17. AGS Expo Services reserves the right to refuse service to exhibitors with outstanding balances or a history of delinquency or disputes. AGS may require payment of open balances prior to any additional services being rendered, or for future orders to be processed. Where a history of delinquency or disputes exists, AGS may at its discretion require the payment of services in a particular method.
18. Company checks for ordered services must be received 14 days before move-in. Regardless, a credit card is required on file. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
19. All refunds less than \$35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply. AGS will only issue refunds within 30 days of sending the final invoice. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method in which the service was originally transacted, within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
20. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be sent to the primary email on file during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
21. Once services have been rendered and no issues/complaints have been formally brought (presented in writing via email or written notation on an existing invoice) to the attention of the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
22. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Please see specific forms for cancellation fee details.



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

Notification of Intent

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

Please provide the following information:

Non-official Contractor Information (PLEASE PRINT OR TYPE)

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

Basic Requirements

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

Notification Deadline: **Friday, July 6, 2018**

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

Please Note:

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

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTORS

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

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)																																			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																																							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																							
PRODUCER		CONTACT																																					
INSURANCE AGENT/BROKER NAME		YOUR AGENT'S NAME																																					
STREET ADDRESS		555-555-5555																																					
CITY, STATE, ZIP		TAX ID: 555-555-5555																																					
PHONE:		E-MAIL ADDRESS: YOUR AGENT'S EMAIL ADDRESS																																					
INSURED		INSURER(S) AFFORDING COVERAGE																																					
NAME OF INSURED. **THIS MUST BE THE LEGAL NAME OF THE CONTRACTING PARTY, THE EXHIBITOR-APPOINTED CONTRACTOR.**		INSURER A: GENERAL LIABILITY INSURER NAME																																					
		INSURER B: AUTOMOBILE LIABILITY INSURER NAME																																					
		INSURER C: UMBRELLA LIABILITY INSURER NAME																																					
		INSURER D: WORKERS' COMP LIABILITY INSURER NAME																																					
		INSURER E:																																					
		INSURER F:																																					
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:																																			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY RELY, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																																							
INSUR LTR	TYPE OF INSURANCE	AGGREGATE LIMIT	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)																																		
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B	ANY AUTO ALL OWNED AUTOS HIREN AUTOS	Y Y	POLICY # INSURER B	00/00/0000	00/00/0000																																		
C	UMBRELLA LIAB EXCESS LIAB	Y Y	POLICY # INSURER C	00/00/0000	00/00/0000																																		
D	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED? (Mandatory in HI)	Y/N	POLICY # INSURER D	00/00/0000	00/00/0000																																		
<table border="1"> <thead> <tr> <th colspan="2">LIMITS</th> </tr> </thead> <tbody> <tr> <td>EACH OCCURRENCE</td> <td>\$ 1,000,000</td> </tr> <tr> <td>DAMAGE TO RENTED PREMISES (Per occurrence)</td> <td>\$ 100,000</td> </tr> <tr> <td>MCU EXP (Any one person)</td> <td>\$ 5,000</td> </tr> <tr> <td>PERSONAL & ADV INJURY</td> <td>\$ 1,000,000</td> </tr> <tr> <td>GENERAL AGGREGATE</td> <td>\$ 2,000,000</td> </tr> <tr> <td>PRODUCTS - COMPOF AGG</td> <td>\$ 2,000,000</td> </tr> <tr> <td>COMBINED SINGLE LIMIT (Per accident)</td> <td>\$ 1,000,000</td> </tr> <tr> <td>BODILY INJURY (Per person)</td> <td>\$</td> </tr> <tr> <td>BODILY INJURY (Per accident)</td> <td>\$</td> </tr> <tr> <td>PROPERTY DAMAGE (Per accident)</td> <td>\$</td> </tr> <tr> <td>EACH OCCURRENCE</td> <td>\$ 2,000,000</td> </tr> <tr> <td>AGGREGATE</td> <td>\$ 2,000,000</td> </tr> <tr> <td>ADDITIONAL LIMITS</td> <td></td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EACH EMPLOYEE</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 1,000,000</td> </tr> </tbody> </table>						LIMITS		EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Per occurrence)	\$ 100,000	MCU EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMPOF AGG	\$ 2,000,000	COMBINED SINGLE LIMIT (Per accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$	EACH OCCURRENCE	\$ 2,000,000	AGGREGATE	\$ 2,000,000	ADDITIONAL LIMITS		E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EACH EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)																																							
YOU MUST LIST THE FOLLOWING AS ADDITIONAL INSURED: SHOW MANAGEMENT; SHOW NAME; FACILITY. THESE ENTITIES MUST BE NAMED AS ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS, EXCEPT FOR WORKERS' COMPENSATION. THE INSURANCE PROVIDED FOR THE BENEFIT OF AGS EXPOSITION SERVICE COMPANY INC SHALL BE PRIMARY INSURANCE IN RESPECT TO ANY CLAIM, LOSS, OR LIABILITY, ARISING OUT OF THE NAMED INSURED'S OPERATIONS FOR WHICH THE NAMED INSURED IS LIABLE. ANY OTHER INSURANCE MAINTAINED BY AGS EXPOSITION SERVICE COMPANY INC SHALL BE EXCESS AND NON-CONTRIBUTORY. THE SHOW DATES ARE: MONTH, DAY (S), YEAR AND IN CITY, STATE. ****EXHIBITING COMPANY NAME****																																							
CERTIFICATE HOLDER		CANCELLATION																																					
AGS EXPOSITION SERVICE COMPANY INC 4561 SW 34TH STREET ORLANDO, FL 32811		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.																																					
		AUTHORIZED REPRESENTATIVE IMA YUR BROKER, CAF, CIC X Signature																																					

EXAMPLE CERTIFICATE OF INSURANCE

- PRODUCER:** Insurance Agent/Broker who issues certificate.
- NAME OF INSURED:** This must be the legal name of the contracting party.
- TYPES OF INSURANCE:** This must include all types required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual. General Liability and Umbrella Liability must be "OCCURANCE" type.
- NAME OF ADDITIONAL INSUREDS:** In this area, you must list Show Management (by name), the Show itself (by name), and the facility (by name) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER:** AGS Expo Services, Inc. (AGS) MUST be listed as the certificate holder.
- POLICY EFFECTIVE DATE:** This date must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE:** This date must be on or after the last day of Exhibitor Move-Out.
- Limits:** The monetary limits must be the same or greater than what is required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual.
- AUTHORIZED REPRESENTATIVE:** This form must be signed (not stamped) by an authorized representative of the producer of the certificate.



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Labor Rules & Regulations

RULES AND REGULATIONS FOR COLUMBUS, OHIO

To assist you in planning for your participation in this upcoming exposition, we ask that you read the following rules and regulations:

EXHIBIT INSTALLATION AND DISMANTLING:

Full-time employees of the exhibiting company may set their own exhibits without assistance from AGS Expo labor. Any labor services that may be required beyond what your regular fulltime employees can provide must be rendered by the AGS Expo Services. Labor can be ordered in advance by returning the Display Labor form, or on show site at the AGS Service Center.

MATERIAL HANDLING:

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. AGS Expo Services will control access to the loading docks in order to provide for a safe and orderly movein/out. Only full-time employees of the exhibiting company will be allowed to handcarryitems. Unloading or reloading at the dock of any and all contracted carriers must be handled by AGS Expo Services.

TIPPING:

AGS Expo Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of an AGS representative at the service desk or correspondence may be directed to the attention of the General Manager at the office address.

SAFETY:

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary

Standard Furnishings

Catalog and Order Forms

Carpet Order Form	23
Table Order Form	24
Seating & Accessories Order Form	25
Popular Furnishings Brochure	26

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



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

Standard Carpet

In-line Booth			
Check One	Booth Size	Discount Price	Standard Price
<input type="checkbox"/>	10'x10'	\$158.00	\$205.40
<input type="checkbox"/>	10'x20'	\$316.00	\$424.00
<input type="checkbox"/>	10'x30'	\$410.80	\$636.00
<input type="checkbox"/>	10'x40'	\$616.20	\$848.00

Island Booth								
Booth Dimensions 20x20 Min.					Total Area	Discount Price	Standard Price	Total Price
<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>		\$3.50/sq.ft.	\$4.55/sq.ft.	\$
• Please note that all carpet is 10 ft wide and is installed accordingly								

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

Blue Red Gray Black Burgundy Purple Hunter Green Teal

Plush Carpet

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

Booth Dimensions			Total Area		Discount Price	Standard Price		Total Price
<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>	sq.ft. x	\$4.80/sq.ft.	\$6.65/sq.ft.	= \$

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

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

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

Additional Items

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

Booth Dimensions					Total Area		Discount Price	Standard Price		Total Price
1/2" Foam Padding	<input type="checkbox"/>	x	<input type="checkbox"/>	=	<input type="text"/>	sq.ft. x	\$1.70 /sq.ft.	\$2.21 /sq.ft.	=	\$
1" Foam Padding	<input type="checkbox"/>	x	<input type="checkbox"/>	=	<input type="text"/>	sq.ft. x	\$3.40 /sq.ft.	\$4.42 /sq.ft.	=	\$
Visqueen	<input type="checkbox"/>	x	<input type="checkbox"/>	=	<input type="text"/>	sq.ft. x	\$0.85/sq.ft.	\$1.10/sq.ft.	=	\$
Carpet Tape	<input type="checkbox"/>	x	<input type="checkbox"/>	=	<input type="text"/>	sq.ft. x	\$0.75 /ft.	\$0.98 /ft.	=	\$

Please Note:

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

Cancellation Policy

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

Total Order

Subtotal: \$ _____
Sales Tax (7.50%): \$ _____
Total: \$ _____

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

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

CARPET ORDER FORM



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

Tables

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

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$132.00	\$198.00
	4' Table - 42" high	\$168.00	\$252.00
	6' Table - 30" high	\$168.00	\$252.00
	6' Table - 42" high	\$204.00	\$306.00
	8' Table - 30" high	\$204.00	\$306.00
	8' Table - 42" high	\$240.00	\$360.00

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$93.57	\$140.23
	4' Table - 42" high	\$123.85	\$185.64
	6' Table - 30" high	\$108.46	\$162.56
	6' Table - 42" high	\$146.18	\$219.15
	8' Table - 30" high	\$123.35	\$185.40
	8' Table - 42" high	\$168.27	\$252.41

Table Accessories

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

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$68.46	\$85.56
	6'L x 8"W x 8"H	\$85.92	\$107.41
	8'L x 8"W x 8"H	\$103.34	\$129.18

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$71.50	\$107.00
	4th Side Skirted 42"h	\$79.50	\$119.00

STEP 2 – Select Skirt Color

Blue Teal Hunter Green Red Black Purple White Gray Burgundy Gold

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



Table with Skirt



Table with Riser & Skirt

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

Total Order

Subtotal: \$ _____
Sales Tax (7.50%): \$ _____
Total: \$ _____

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

Seating & Accessories

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

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$114.00	\$171.00
	Padded Side Chair	\$104.00	\$156.00
	Padded Stool	\$127.00	\$191.00

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	\$556.81	\$688.18
	Display Case (6'x36" full view)	\$626.71	\$752.05
	Vert. Display Case (6' - 5 shelf)	\$637.42	\$764.89
	Ticket Tumbler	\$136.40	\$204.46
	Tack Board (vert. or hori.)	\$266.57	\$333.22
	Grid Panel (per meter)	\$184.77	\$221.72
	Chrome Sign Holder 22"x28"	\$114.17	\$142.71
	Literature Rack	\$169.50	\$225.98
	Easel	\$67.03	\$94.83
	Bag Rack	\$87.99	\$131.85
	Garment Rack	\$103.31	\$129.14
	Clothes Tree	\$103.31	\$129.14
	Fishbowl	\$17.09	\$21.36

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	\$66.36	\$82.95
	Plastic Chain (per foot)	\$4.70	\$7.06
	Black Velour Rope (8' sections)	\$51.26	\$64.07

Specialty Tables			
Qty	Item	Discount	Standard
	Rectangle Table 18"x36"x18"H	\$106.50	\$159.75
	Square Table 17"x17"x18"H	\$100.04	\$148.65
	Pedestal Table 30"Dx30"H	\$199.33	\$299.65
	Pedestal Table 30"Dx40"H	\$224.22	\$336.65

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$23.83	\$29.78
	Shrink Wrap (per roll)	N/A	\$81.90
	Banding (per foot)	N/A	\$2.73
	Velcro (per foot)	N/A	\$2.73
	Clear Packing Tape (roll)	N/A	\$18.79
	Drape Hardware/Bases & Poles	\$18.56	\$23.20

Specialty Drape <i>(Show management approval)</i>			
Qty	Item	Discount	Standard
	8' Drape (per foot, 10' min per order)	\$11.25	\$14.94
	3' Drape (per foot, 10' min per order)	\$7.81	\$11.85
	Booth Close-off (Show Colors)	\$48.93	\$66.95

Specialty Drape Color:			
Blue	Teal	Hunter Green	Red
Black	Purple	White	Gray
Burgundy	Gold		

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

Total Order

Subtotal: \$ _____

Sales Tax (7.50%): \$ _____

Total: \$ _____

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

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

SEATING & ACCESSORIES ORDER FORM



ISA 2018
Greater Columbus Convention Center
Columbus, OH
August 4-8, 2018

**Discount Price
Deadline Date
JULY 20TH**
Method of payment must accompany your order



Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

Skirted Tables



Available Skirt Colors



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

Popular Accessories



Rolling Rack



Literature Rack



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



Gray Pedestal Table
30"D x 40"H (30" optional)



Ticket Tumbler



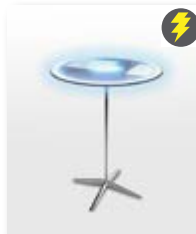
Wastebasket



Rectangle Table
18"x36"x18"H



6' & 5' Display Case
(6' Vert. Opt.)



ePed -Charging Table
(Electricity is not included)



Easel



Bag Rack



Chrome Sign Holder

Please Note:

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

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

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

Display Solutions

Creative Services for Exhibits

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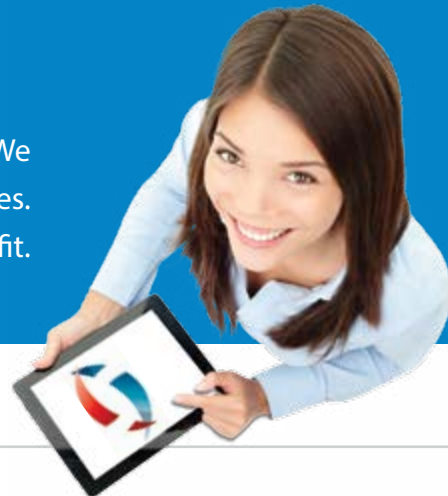


How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**

Exhibiting Simplified

Planning your exhibition space and need a helping hand? Don't worry. We offer a range of affordable services to help you achieve your event objectives. Plus a dedicated project manager will ensure our products are a perfect fit. *It just doesn't get any easier.*



Displays

From flexible, pre-packaged module designs to custom builds, our exhibit displays promise to engage, entertain and amaze attendees. Choose systems ranging from 10'x10' to 20'x20' and larger displays with varying configurations. [Learn More.](#)



Design Services

Looking for an easy, elegant, eye-catching way to display your message? Our experienced team of designers and copy experts will transform your vision into a fully customized trade display that visitors won't forget. [Learn More.](#)



Digitally Printed Graphics

Creating memorable designs and graphics for your banner stand, counter, booth or display doesn't have to cost a fortune. We offer affordable, full-color trade show graphics at the highest quality, with print resolution up to 1200 dpi. [Learn More.](#)



Install & Dismantle

From free shipping to our events to on-site installation and dismantle, our specialist teams handle everything. Plus there are never any material handling or management fees. [Learn More.](#)

Visit us online at www.ags-expo.com/exhibits

Contact your project manager at 407-999-9853 or exhibits@ags-expo.com

Custom Displays

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

Let's get started!



Custom Display Services

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

Display Graphics

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

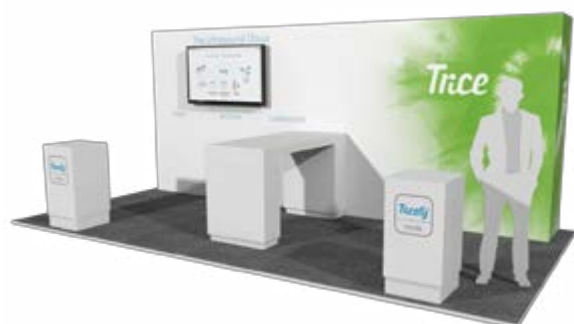
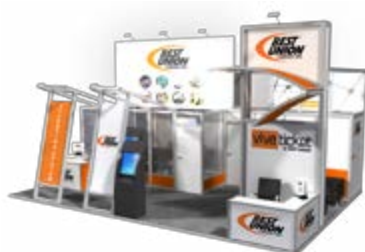


Ready to Speak to Our Team?

Contact your project manager at **407-999-9853** or **exhibits@ags-expo.com**

Custom Displays

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

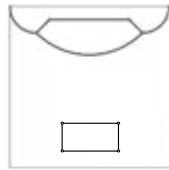
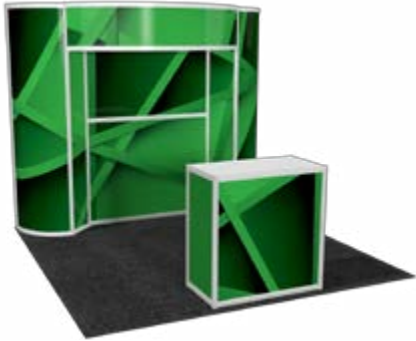


For a more immersive look at our products, click on the booths to view each one in 3D!

Ready to Speak to our Exhibit Sales Team?

Contact us at **407-999-9853** or **exhibits@ags-expo.com**

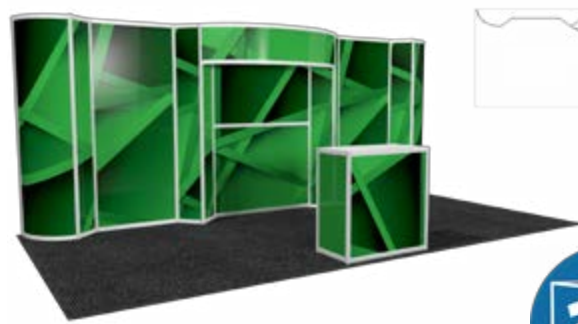
10x10



Mod 2

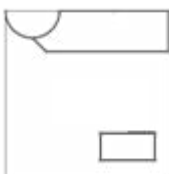
The MOD 2 display has a unique curved design element and is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding.

10x20



Mod 2

The MOD 2, 20' foot rental display is our second most popular unit in the Essential series. With its unique curved design elements, it is both stylish and within your budget. Branding is simple with this modern looking display structure, drawing attendees eyes to you branding elements and key content. This unit can be outfitted with any number of custom options.



Mod 3

This display is constructed of modern silver anodized aluminum and includes broad two-meter header. This model comes in 10 and 20-foot lengths with highly visible graphics space and can be customized with additional counters or kiosks.



Mod 3

The MOD 3 (10' x 20') Display has a distinct column-like graphics structure and a wide back-wall space for extended marketing content.

Turn-Key Simple Means...

All Display Rentals Include:

- Standard Carpet
- Lights
- Hassle Free, Install and Dismantle
- No Material Handling on Rental Units

Custom Options Available:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Additional Counters
- LCD Display or Mount

10x10

ELITE SERIES | TURN-KEY SIMPLE

10x20



Elite 1

Includes:

- 1 x frame: 116" w x 94" h x 43" d
- 1 counter
- 2 x Lumina 200 LED floodlights
- 1 x medium monitor mount **Monitor not included*
- 3 x literature holders
- Front counter not included



Elite 2

Includes:

- 1 x frame: 112" w x 95" h x 20" d
- 1 x counter near backwall
- 1 x medium monitor mount **Monitor not included*
- Front counter not included



Elite 7

Includes:

- 1 x frame: 232" w x 94" h x 20" d
- 2 x counters near backwall
- 2 x Lumina 200 LED floodlights
- 2 x medium monitor mounts **Monitor not included*



Elite 8

Includes:

- 1 x frame: 233" w x 96" h x 79" d
- 1 x counter near backwall
- 1 x medium monitor mounts **Monitor not included*

Turn-Key Simple Means...

All Display Rentals Include:

- Standard Carpet
- Hassle Free, Install and Dismantle
- No Material Handling on Rental Units

Custom Options Available:

- Stretch Fabric Graphic Panels
- Unique Floor Coverings
- Additional Counters
- LCD Display or Mount

ROOM TO SHOW OFF | 20' X 20' OR LARGER



Elite 10

The tower structure of the Elite 10 stands 15' 9" tall. The curved fabric graphic atop the tower will inform visitors with your brand and message. Three demonstration/work stations provide generous counter space, back-to-back monitor mounts to hold TVs/LCD screens and lots of accessible storage underneath.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display or Mount
- Lights



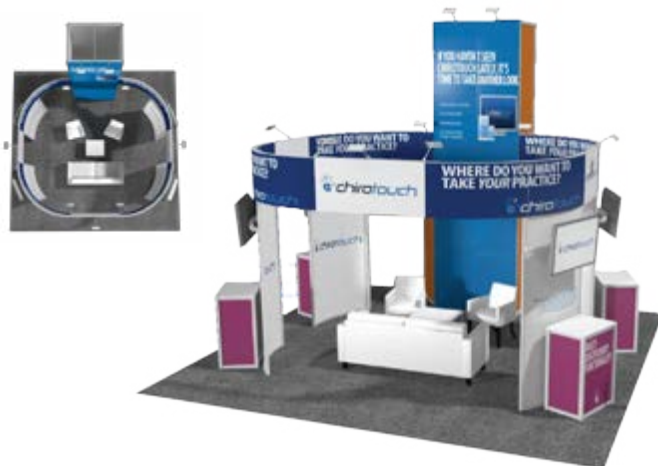
Elite 11

The Elite 11 is an 11' 10" tall square shaped structure which combines sleek aluminum hardware with double sided push-fit fabric graphics to inform visitors of your brand and messaging.

One interior counter is included and front reception counter is optional.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display or Mount
- Lights



Elite 13

The Elite 13 uses structural state of the art extruded aluminum to create sleek lines and shapes. Along with a 16' tower and circular header, the Elite 13 comes with standard carpet, storage and clad graphics to deliver a sophisticated look and dominating presence.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display or Mount
- Lights



Have a Larger Exhibit Space?

Contact your project manager at **407-999-9853** or **exhibits@ags-expo.com**

KIOSKS



KIOSK 01

Size:

- 45.25" x 94.5" x 25.625"

Includes:

- Monitor mount (monitor not included)

Graphic Options:

- Side panel 16.22" x 36.3"
- Front panel 29.88" x 32.56"



KIOSK 02

Size:

- 96" x 41.25" x 18"

Includes:

- Monitor mount (monitor not included)

Graphic Options:

- Printed front panel



KIOSK 03

Size:

- Circular base, height 96"

Includes:

- Monitor mount (monitor not included)

Graphic Options:

- Custom-cut graphics panels: options include foamcore & clear or frosted Plexiglas
- Top panel - 32" x 66"
- Bottom panel - 32" x 38.5"



KIOSK 04

Size:

- Base - 29.75" x 22.5"
- 47.5" high

Graphic Options:

- Bottom wrap graphics - 36.75" x 63.75"



KIOSK 05

Size:

- 96" x 37.5625" x 25.9375"

Includes:

- Panel doors

Graphic Options:

- White infills or printed infills



KIOSK 06

Size:

- 96" x 25.9375" x 17.875"

Graphic Options:

- Printed infills
- Custom panel - 8.5" x 54.25"

Note: Kiosks with mounted monitors cannot exceed 55" or 40lbs, and Kiosk 05 shelf cannot exceed 40lbs. All monitors are offered as an option.

Looking for more options?

Contact your project manager at **407-999-9853** or **exhibits@ags-expo.com**

BANNER STANDS

GOOD



Size:

- Graphic height = 83.75"
- Graphic widths = 31.5", 35.5", 39.25"

Features:

- Available in anodized silver
- Three piece bungee pole
- Premium grip rail
- Molded end caps
- Swivel-out foot for extra stability
- Supplied with quality carry bag
- Lifetime warranty against all manufacturer defects

BETTER



Size:

- Graphic height = 60" - 83.25"
- Graphic widths = 31.5", 35.5", 39.25"

Features:

- Hybrid bungee/telescoping pole with toolless quick rail
- Adjustable feet on base
- Anodized silver and black base options
- Molded end caps
- Supplied with a padded carry bag with strap
- Lifetime limited warranty against manufacturer defects

BEST



Size:

- Graphic height = 66.5" - 83"
- Graphic widths = 23.5", 31.5", 33.5", 35.5", 47.25"

Features:

- Hybrid bungee/ telescoping pole with toolless quick rail
- Accessory channel allows for the addition of an optional literature pocket or table accessory
- Adjustable feet on base
- Anodized silver base only
- Quick slide graphic to leader attachment
- Graphic tensioner
- Supplied with carry bag with strap
- Lifetime limited hardware warranty against manufacturer defects

**Display lights and banner stand cases are available for purchase for all three options*

Ready to Speak to our Exhibit Sales Team?

Contact us at **407-999-9853** or **exhibits@ags-expo.com**

Graphic File Requirement Guidelines

AGS's Preferred File Formats

These are the preferred formats in order of preference;

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

Please do not send images obtained from the Internet, Microsoft Word documents or Power Point slides for large format production.

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

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail (15MB max)
- Dropbox, WeTransfer and YouSendIt online file sharing services

Fonts

Please convert all fonts to "Outlines" before sending files.

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

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

Color Matching

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

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

What size will your final print be?

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

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

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

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

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

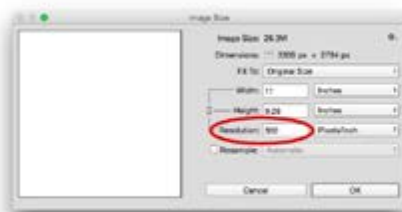
Image Size and Resolution

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

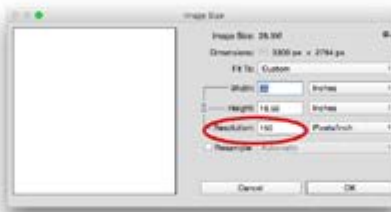
For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6'x 4' at 36 dpi) You can figure out if a file will print properly by opening it in

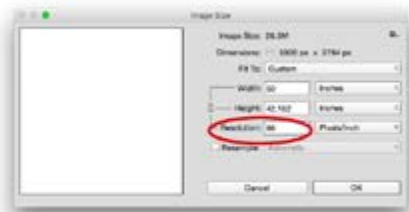
Adobe Photoshop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



Actual image size



Doubled in size



More than triple in size

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



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

Questions?

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

Phone: **407.292.0025**

Email: **eventservices@ags-expo.com**

Custom Furnishings

Furnishings Catalog and Order Forms

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



Style & Service Delivered®

Power Up In Style.

Denotes Powered Products



ROMA



CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H



ROMA



SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H



Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



POWERED
DETAIL

Powered Seating

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



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

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

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

Powered Tables



Ventura Powered Tables
A) VNTWHT Bar
(white top)
72.25"L 26.25"D 42"H
B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables
(white top)
C) G30DWP Café
72"L 26"D 30"H

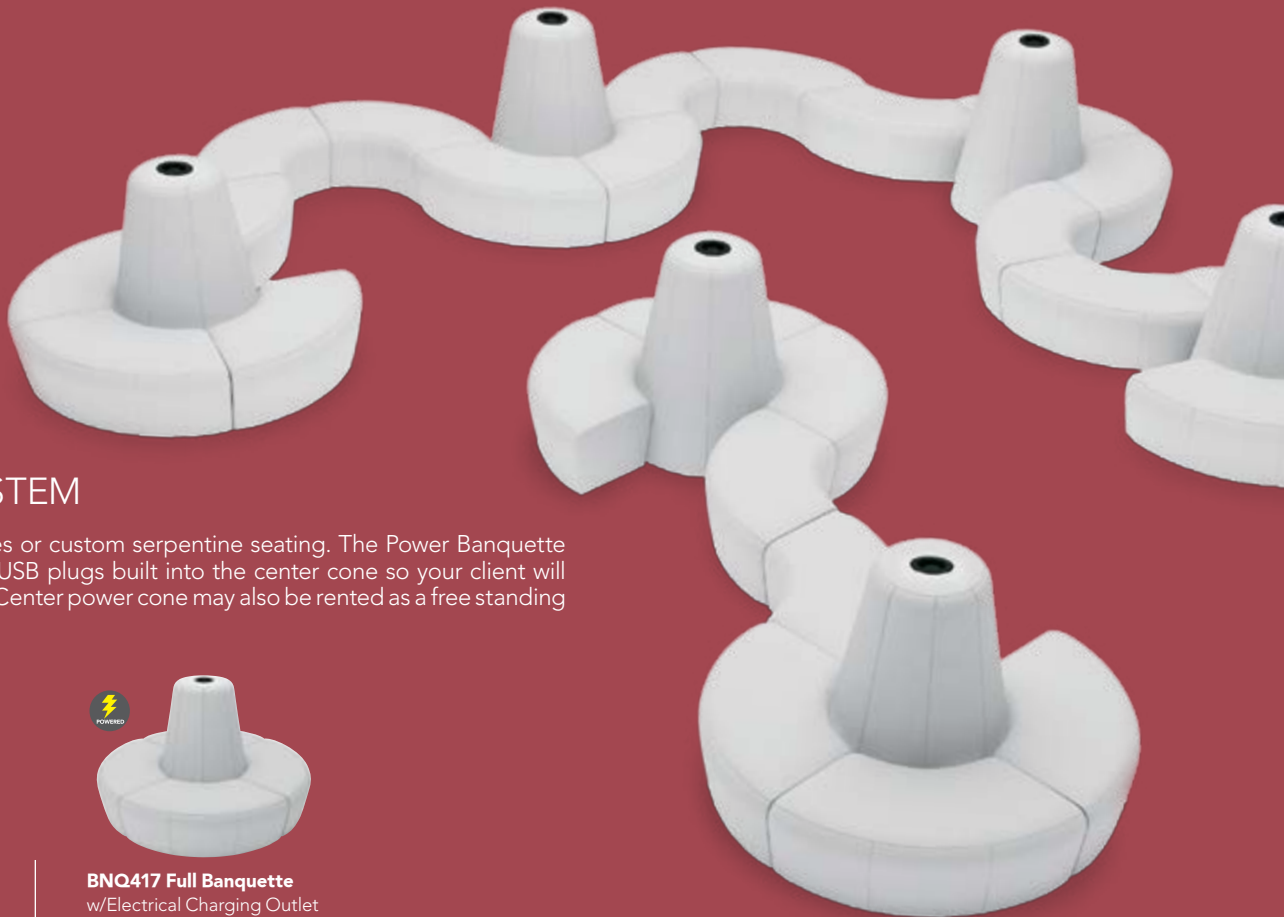
Sydney Powered Cocktail Tables
D) C1WP
(white, brushed steel)
48"L 26"D 18"H
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTW (white)
G) ADAPTB (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products

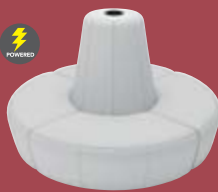


MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



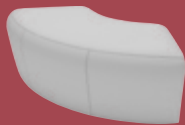
BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38"RND 51"H



BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72"RND 51"H



BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H



BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H



WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H



Detail of Electrical
Charging Outlet

Powered Pedestals



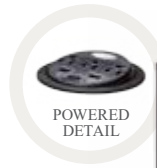
Denotes AC and USB charging outlets

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



POWERED
DETAIL

A. I.B. 

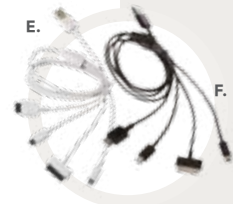


POWERED
DETAIL

C. I.D. 



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)



E.

F.

Powered Locking Pedestal

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

24"L 24"D 42"H

Charging Adapters

E) ADAPT W (white)

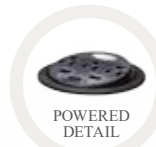
F) ADAPT B (black)

Charging adapters are available to rent for all powered products.

Powered Tech Desk



Denotes AC and USB charging outlets



POWERED
DETAIL

A. 



B. 

C.



D.

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)

60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)

60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)

16"L 20"D 28"H

Charging Adapter

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(lamine white top)

30"Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17"RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



BAJA

A) BCHWHT Chair

(white vinyl)

36"L 30.5"D 28"H

B) BLVWHT Loveseat

(white vinyl)

61"L 30.5"D 28"H

A.



B.



FAIRFAX

A) FAIRSW Sofa

(white vinyl, brushed metal)

62"L 26"D 30"H

B) FAIRCW Chair

(white vinyl, brushed metal)

27"L 26"D 30"H

A.



B.



C.



NAPLES

A) NPLCHR Chair

(black vinyl)

36"L 30"D 33.25"H

NPLCHP (Powered)

B) NPLSOF Sofa

(black vinyl)

87"L 30"D 33.25"H

NPLSOP (Powered)

C) NPLLOV Loveseat

(black vinyl)

62"L 30"D 33.25"H

NPLLOP (Powered)

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

C1E Cocktail Table
(glass, chrome)
36" Round 17" H



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



MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H



MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.



B.



C.

ALLEGRO

A) CHR002 Chair

(blue fabric)
36"L 34.5"D 30"H

B) SFA002 Sofa

(blue fabric)
73"L 34.5"D 30"H

TANGIERS

A) TANSOF Sofa

(beige textured)
78"L 37"D 36"H

B) TANCHR Chair

(beige textured)
34"L 37"D 36"H

C) TANLOV Loveseat

(beige textured)
57.5"L 37"D 37"H

KEY LARGO

A) KEYCHR Chair

(black fabric)
35"L 35"D 34"H

B) KEYLOV Loveseat

(black fabric)
57"L 35"D 34"H

C) KEYSOF Sofa

(black fabric)
79"L 35"D 34"H

SOUTH BEACH

A) SO1 Sofa

(platinum suede)
69"L 29"D 33"H

B) OTS Ottoman

(platinum suede)
25"L 31"D 18"H

C) SO2

Sofa Sectional 3pc.

(platinum suede)
152"L 40"D 33"H

Accent Chairs



SWANSON

SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H

KEY WEST

OCB Chair
(black)
31"L 31"D 31"H



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



Accent Chairs



A.



B.



C.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

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

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

**E) MNCHH
Munich Armless Chair**
(gray fabric)
22.5"L 27"D 28.5"H

F) HOPCH, Chair
(gray linen)
21"L 25"D 34"H



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)

ZENITH

A) ZENCHR Chair
(white, chrome)
18.25"L 22"D 32"H

**B) 30MAHC
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

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

**D) 30WHHC
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" Round 29"H



MALBA

MALGRY Chair
(gray)
20"L 20"D 32"H



MALBA

MALGRN Chair
(green)
20"L 20"D 32"H



Group Seating

Styles & Shapes



Berlin Chair
18"L 22"D 32"H
A) CS8 (black, white)
B) CS9 (red, white)

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

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

E) CH002
Wendy Chair
(clear acrylic)
15"L 20"D 36"H

F) SC10
Razor Armless Chair
(white)
15.38"L 15.5"D 30.5"H

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

H) XC6
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





Ottomans

VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



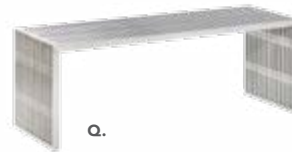
H.



K.



N.



Q.

Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl)

B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric)

D) BVLYRD (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric)

G) BVLYBN (brown fabric)

H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

O) SAL Sally Stool

(white)

12" Round 17"H

P) CUBL20 Edge

LED Cube

(white plastic)

20"L 20"D 20"H

A/C power only

Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

- A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)



C.

D.



ALONDRA

End Table

20"L 20"D 20"H

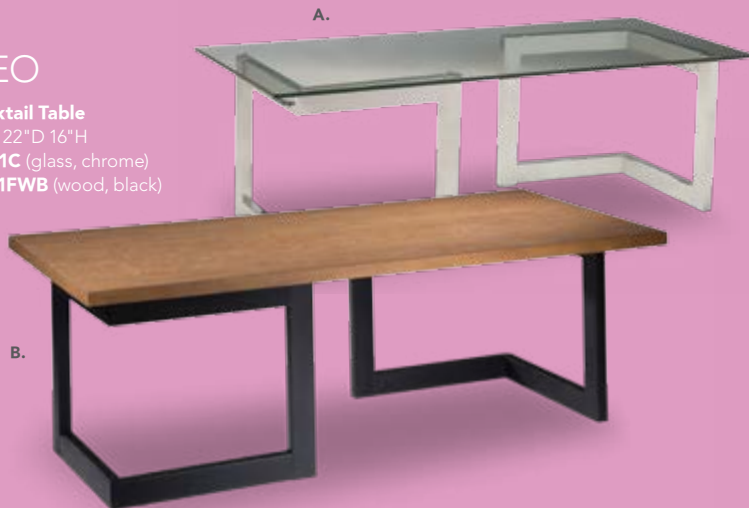
- C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

- A) C1C (glass, chrome)
B) C1FWB (wood, black)



C.

D.



GEO

End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) AURA

Aura Round Table

(white metal)

15" Round 22"H

N) CUBTBL Edge LED

Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Café Tables



A) 30MAHC Madison Hydraulic Café Table

(chrome base, gray acajou top)
30" RND 29"H

B) MALGRN Malba Chair

(green)
20"L 20"D 32"H



30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)
23"L 19"D 32.25"H

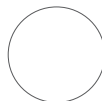


Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



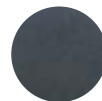
MAPLE



WHITE LAMINATE



SILVER TEXTURED



GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base
30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white laminate)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTQ (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" Round 29"H

- I) 30SBHC (liquid steel blue)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



A) 30WHHB
30" Round Bar Table
 (white laminate top, chrome hydraulic base)
 30"RND 45"H
B) AP512
Apex Barstools
 (blue ultra suede)
 21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
 (liquid steel blue top, chrome hydraulic base)
 30"RND 45"H

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



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

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



Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables

Standard Black Base

30" Round 42"H

A) VTJ (graphite nebula)

B) VTK (maple)

C) VTG (silver textured)

D) VTB (red)

E) 30WH42 (white laminate)

F) VTH (liquid steel blue)

G) VTA (Madison/
gray acajou)

36" Round 42"H

H) VTW (white laminate)

I) VTN (graphite nebula)

J) VTP (maple)

Bar Tables

Hydraulic Chrome Base

30" Round 45"H

K) 30GRHB (graphite nebula)

L) 30MTHB (maple)

M) 30STHB (silver textured)

N) 30BRHB (red)

36" Round 45"H

O) 36WTHB (white laminate)

P) 36GRHB (graphite nebula)

Q) 36MTHB (maple)



Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H

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



Barstools



A.

B.

C.

D.

LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75"

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 45"H

I) BSD (blue)

J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

L) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

M) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

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

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



O.



P.

Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference
tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. I. L.



M.



Atomic Round Tables
(glass, chrome)
A) 42ATO 42"RND 30"H
(not shown)
36ATO 36"RND 30"H

Geo Rounded Square Tables
42"L 42"D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

Geo Rectangular Tables
60"L 36"D 29"H
E) CF2 (glass, black)
D) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table
(gray laminate, black)
46"L 29"D 30"H
H) WD3 Work Table
(white laminate, white)
48"L 24"D 30"H

Conference Tables
(graphite nebula)
I) CB3 8'
96"L 48"D 29"H
J) CB2 6'
72"L 42"D 29"H

Conference Tables
(granite)
K) C508GR 8'
96"L 44"D 29"H
L) CT10GR 10'
120"L 46"D 29"H
M) CT06GR 6'
72"L 36"D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating

A.



Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.

A) PROEXE (white classic vinyl)

B) PROEXB (black vinyl)

B.



PROMDB Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 40"H Adjustable



PROMID Pro Executive Mid White Chair
(white vinyl)
24"L 22"D 40"H Adjustable



PROGB Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H



SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H

Communal and Powered Tables

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



Table Top Options

Colors not available in all table options.
Please check options listed to the right.



G30 CAFÉ TABLES



Denotes AC and USB
charging outlets



Charging adapters
are available to rent
for all Powered
Table Products.

Ventura Powered Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)

White Top
C) VNTBWW (grommets)
VNTWNP (solid)

Black Top
VNTBNP (solid)

G30 Powered Café Tables

72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables

(silver frame)
72"L 26"D 30"

Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)

White Top
D) G30DWS (solid)
E) G30DWW (grommets)

Office Essentials

MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

**C) PROMDB Pro Executive
Mid Back Chair**

(black vinyl)

24"L 22"D 40"H Adjustable

**D) PROEXE Pro Executive
High Back Chair**

(white classic vinyl)

25"L 24"D 48"H Adjustable

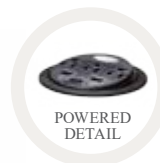


TECH COLLECTION



Denotes AC and USB charging outlets

A. 



B. 



C.



A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

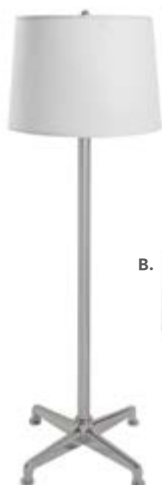
Charging Adapters

D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS

(brushed silver)

A) LA15 Floor Lamp

18" Round 55"H

B) LA14 Table Lamp

16" Round 26"H

SHELVING

C) PSHCCS

Posh Shelving

(Chrome, Acrylic)

36"L 18"D 72"H

D) BC8

Madison Bookcase

(gray acajou)

36"L 12"D 72"H

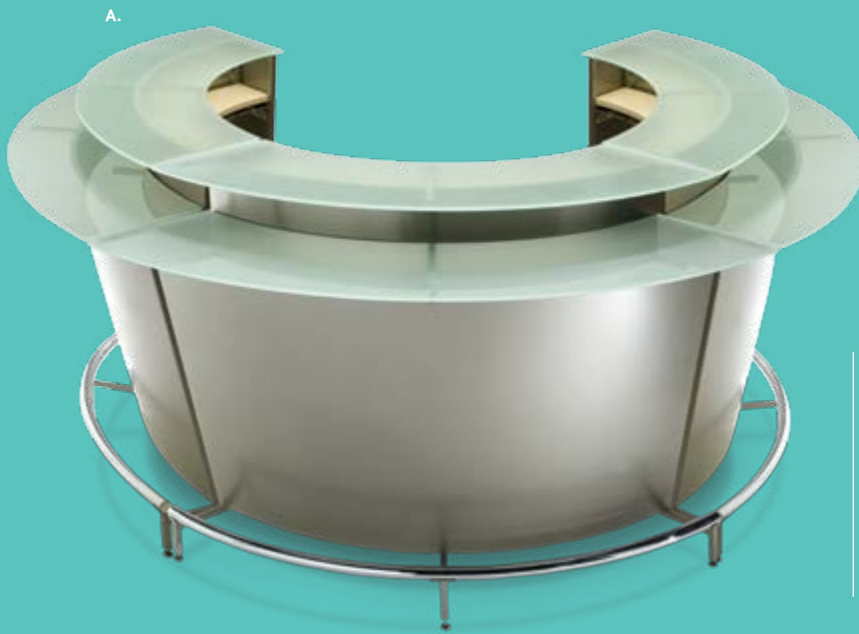
Show Essentials

REFRIGERATORS



C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

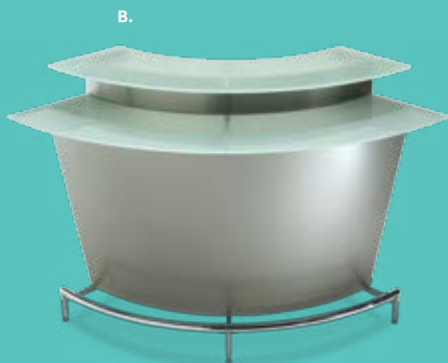
D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H



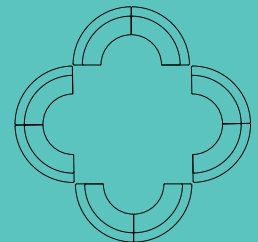
MARTINI BAR

A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67"L 22"D 45"H



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.

A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES



Denotes AC and USB charging outlets



TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR
Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF
Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR
Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H



ISA International Society of Arboriculture
Greater Columbus Convention Center
Columbus, OH
August 4-8, 2018

Discount Price Deadline Date
JULY 20TH
Method of payment must accompany your order



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

Powered				
	Center Cone w/ Electrical Charging Outlet (BNQTL7)	White Vinyl	38"RND 51"H	\$597.30
	Charging Adapter (ADAPT B)	Black	33"L	\$20.90
	Charging Adapter (ADAPT W)	White	33"L	\$19.80
	Full Banquette w/ Electrical Charging Outlet (BNQ417)	White Vinyl	72"RND 51"H	\$1,895.30
	G30 Café Table, Powered (G30DWP)	White Top	72"L 26"D 30"H	\$518.10
	Naples Chair, Powered (NPLCHP)	Black Vinyl	36"L 30"D 28"H	\$544.50
	Naples Loveseat, Powered (NPLLOP)	Black Vinyl	62"L 30"D 28"H	\$709.50
	Naples Sofa, Powered (NPLSOP)	Black Vinyl	87"L 30"D 28"H	\$863.50
	Powered Conference Table Module (PWRUSB)	Black	5"L 2.25"D 2"H	\$62.70
	Roma Chair, Powered (CHRPWR)	White Vinyl	37"L 31"D 33"H	\$535.70
	Roma Sofa, Powered (SFAPWR)	White Vinyl	78"L 31"D 33"H	\$859.10
	Sydney Powered Cocktail Table (C1WP)	White, Brushed Steel	48"L 26"D 18"H	\$303.60
	Sydney Powered Cocktail Table (C1YP)	Black, Brushed Steel	48"L 26"D 18"H	\$303.60
	Ventura Communal Bar Table, Powered (VNTBLK)	Black Top, Silver Frame	72.25"L 26.25"D 42"H	\$654.50
	Ventura Communal Bar Table, Powered (VNTWHT)	White Top, Silver Frame	72.25"L 26.25"D 42"H	\$654.50
Soft Seating Collections				
	Allegro Chair (CHR002)	Blue Fabric	36"L 34.5"D 30"H	\$416.90
	Allegro Sofa (SFA002)	Blue Fabric	73"L 34.5"D 30"H	\$595.10
	Baja Chair (BCHWHT)	White Vinyl	36"L 30.5"D 28"H	\$464.20
	Baja Loveseat (BLVWHT)	White Vinyl	61"L 30.5"D 28"H	\$679.80
	Fairfax Chair (FAIRCW)	White Vinyl, Brushed Metal	30"L 27"D 30"H	\$291.50
	Fairfax Sofa (FAIRSW)	White Vinyl, Brushed Metal	62"L 27"D 30"H	\$403.70
	Hopi Chair (HOPCH)	Gray Linen	21"L 25"D 34"H	\$196.90
	Hopi Loveseat (HOPLV)	Gray Linen	48"L 25"D 34"H	\$308.00
	Key Largo Chair (KEYCHR)	Black, Fabric	35"L 35"D 34"H	\$264.00
	Key Largo Loveseat (KEYLOV)	Black, Fabric	57"L 35"D 34"H	\$310.20
	Key Largo Sofa (KEYSOF)	Black, Fabric	79"L 35"D 34"H	\$407.00
	Munich Armless Chair (MNCHCH)	Gray Fabric	22.5"L 27"D 28.5"H	\$385.00
	Munich Armless Loveseat (MNCHLV)	Gray Fabric	45"L 27"D 28.5"H	\$684.20
	Munich Corner Chair (MNCHCC)	Gray Fabric	26"L 27"D 28.5"H	\$466.40
	Munich Sectional, 3 Pc. (MNCHSC)	Gray Fabric	93.5" 27"D 28.5"H	\$1,535.60
	Naples Chair (NPLCHR)	Black Vinyl	36"L 30"D 28"H	\$496.10
	Naples Loveseat (NPLLOV)	Black Vinyl	62"L 30"D 28"H	\$595.10
	Naples Sofa (NPLSOF)	Black Vinyl	87"L 30"D 28"H	\$711.70
	South Beach Sectional (SO2)	Platinum Suede, 3 Pieces	152"L 40"D 33"H	\$1,353.00
	South Beach Sofa (SO1)	Platinum Suede	69"L 29"D 33"H	\$566.50
	Tangiers Chair (TANCHR)	Beige Textured	34"L 37"D 36"H	\$357.50
	Tangiers Loveseat (TANLOV)	Beige Textured	57.5"L 37"D 37"H	\$572.00
	Tangiers Sofa (TANSOF)	Beige Textured	78"L 37"D 36"H	\$577.50

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Accent Chairs				
	Key West Chair (OCB)	Black	31"L 31"D 31"H	\$339.90
	La Brea Swivel Chair (LABREA)	Charcoal Gray, Fabric	35"L 27"D 40"H	\$352.00
	Madden Arm Chair (MADGRY)	Light Gray, Vinyl	27"L 32"D 33"H	\$363.00
	Madrid Chair (BCW)	White	30"L 30"D 31"H	\$548.90
	Madrid Chair (OCH)	Black	30"L 30"D 31"H	\$618.20
	Swanson Swivel Chair (SWAN)	White Vinyl	28"L 25"D 30"H	\$305.80
Meeting Chairs				
	Meeting Chair (OCMESP)	Espresso	25.5"L 23.5"D 34"H	\$242.00
	Meeting Chair (OCMTAU)	Taupe Fabric	25.5"L 23.5"D 34"H	\$242.00
	Meeting Chair (OCMWHT)	White Vinyl	25.5"L 23.5"D 34"H	\$242.00
Group Seating				
	Altura Guest Chair (XC6)	Black Crepe	25"L 20"D 34"H	\$262.90
	Berlin Chair (CS8)	Black, White	18"L 22"D 32"H	\$104.50
	Berlin Chair (CS9)	Red, White	18"L 22"D 32"H	\$104.50
	Brewer Chair (SC3)	Onyx, Black	20"L 20"D 32"H	\$144.10
	Christopher Chair (XCHR)	White Vinyl, Chrome	17"L 19"D 35"H	\$86.90
	Duet Stack Chair (DUET)	Black, Chrome	21"L 23"D 33"H	\$60.50
	Laguna Chair (LMCHR)	Maple, Chrome	18"L 19"D 34"H	\$122.10
	Malba Chair (MALGRN)	Green	20"L 20"D 32"H	\$93.50
	Malba Chair (MALGRY)	Gray	20"L 20"D 32"H	\$93.50
	Razor Armless Chair (SC10)	White	15.38"L 15.5"D 30.5"H	\$71.50
	Rustique Chair w/ arms (RSTDIN)	Gunmetal	20"L 18"D 31"H	\$124.30
	Syntax Chair (CS4)	Black, Chrome	23"L 19"D 31"H	\$170.50
	Wendy Chair (CH002)	Clear Acrylic	15"L 20"D 36"H	\$97.90
	Zenith Chair (ZENCHR)	White, Chrome	18.5"L 22"D 32"H	\$137.50
Ottomans				
	Beverly Bench Ottoman (BVLYBK)	Black Vinyl	60"L 20"D 18"H	\$333.30
	Beverly Bench Ottoman (BVLYBN)	Brown Fabric	60"L 20"D 18"H	\$333.30
	Beverly Bench Ottoman (BVLYGR)	Gray Fabric	60"L 20"D 18"H	\$333.30
	Beverly Bench Ottoman (BVLYLN)	Linen Fabric	60"L 20"D 18"H	\$333.30
	Beverly Bench Ottoman (BVLYOB)	Ocean Blue Fabric	60"L 20"D 18"H	\$333.30
	Beverly Bench Ottoman (BVLYRD)	Red Fabric	60"L 20"D 18"H	\$333.30
	Beverly Bench Ottoman (BVLYWH)	White Vinyl	60"L 20"D 18"H	\$333.30
	Edge LED Cube Ottoman (CUBL20)	White, Plastic	20"L 20"D 20"H	\$159.50
	Endless Curved Ottoman (END01B)	Black	60.5"L 37.5"D 15"H	\$355.30
	Endless Curved Ottoman (END01W)	White	60.5"L 37.5"D 15"H	\$355.30

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	Endless Square Ottoman (END02B)	Black	34"L 34"D 15"H	\$304.70
	Endless Square Ottoman (END02W)	White	34"L 34"D 15"H	\$304.70
	Half Bench Ottoman (WHT12)	White Vinyl	39"L 22.5"D 18"H	\$310.20
	Marche Swivel Ottoman (MAR001)	White Vinyl	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR002)	Gray Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR003)	Linen Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR004)	Raspberry Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR005)	Red Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR006)	Rose Quartz Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR007)	Plum Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR008)	Meadow Green	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR009)	Pear Yellow Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR010)	Blue Fabric	17"RND 18"H	\$154.00
	Ottoman Ring (BNQR17)	White Vinyl	72"RND 18"H	\$1,457.50
	Quarter Curve Ottoman (BNQ7)	White Vinyl	53"L 22"D 18"H	\$407.00
	Sally Stool/Ottoman (SAL)	White	12"RND 17"H	\$75.90
	South Beach Wedge Ottoman (OTS)	Platinum Suede	25"L 31"D 18"H	\$269.50
	Vibe Cube Ottoman (VIB01)	Green Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB02)	Blue Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB03)	Pink Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB04)	Red Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB05)	Yellow Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB06)	Gold/Bronze Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB07)	Beige Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB08)	Orange Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB09)	White Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB10)	Black Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB11)	Steel Blue Vinyl	18"L 18"D 18"H	\$118.80
	Vibe Cube Ottoman (VIB12)	Silver Vinyl	18"L 18"D 18"H	\$118.80
	Vibe Cube Ottoman (VIB13)	Purple Vinyl	18"L 18"D 18"H	\$118.80
Accent Tables				
	Alondra Cocktail Table (ALC100)	Glass, Chrome	47"L 24"D 16"H	\$276.10
	Alondra Cocktail Table (ALC200)	Wood, Chrome	47"L 24"D 17"H	\$276.10
	Alondra End Table (ALE100)	Glass, Chrome	20"L 20"D 20"H	\$199.10
	Alondra End Table (ALE200)	Wood, Chrome	20"L 20"D 21"H	\$199.10
	Aura Round Table (AURA)	White Metal	15"RND 22"H	\$123.20
	E Table (ETBL)	Wood	21"L 15.5"D 27.5"H	\$151.80

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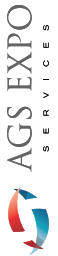
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	Endless Square Ottoman (END02B)	Black	34"L 34"D 15"H	\$304.70
	Endless Square Ottoman (END02W)	White	34"L 34"D 15"H	\$304.70
	Half Bench Ottoman (WHT12)	White Vinyl	39"L 22.5"D 18"H	\$310.20
	Marche Swivel Ottoman (MAR001)	White Vinyl	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR002)	Gray Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR003)	Linen Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR004)	Raspberry Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR005)	Red Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR006)	Rose Quartz Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR007)	Plum Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR008)	Meadow Green	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR009)	Pear Yellow Fabric	17"RND 18"H	\$154.00
	Marche Swivel Ottoman (MAR010)	Blue Fabric	17"RND 18"H	\$154.00
	Ottoman Ring (BNQR17)	White Vinyl	72"RND 18"H	\$1,457.50
	Quarter Curve Ottoman (BNQ7)	White Vinyl	53"L 22"D 18"H	\$407.00
	Sally Stool/Ottoman (SAL)	White	12"RND 17"H	\$75.90
	South Beach Wedge Ottoman (OTS)	Platinum Suede	25"L 31"D 18"H	\$269.50
	Vibe Cube Ottoman (VIB01)	Green Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB02)	Blue Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB03)	Pink Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB04)	Red Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB05)	Yellow Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB06)	Gold/Bronze Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB07)	Beige Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB08)	Orange Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB09)	White Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB10)	Black Vinyl, Waterproof	18"L 18"D 18"H	\$115.50
	Vibe Cube Ottoman (VIB11)	Steel Blue Vinyl	18"L 18"D 18"H	\$118.80
	Vibe Cube Ottoman (VIB12)	Silver Vinyl	18"L 18"D 18"H	\$118.80
	Vibe Cube Ottoman (VIB13)	Purple Vinyl	18"L 18"D 18"H	\$118.80
Accent Tables				
	Alondra Cocktail Table (ALC100)	Glass, Chrome	47"L 24"D 16"H	\$276.10
	Alondra Cocktail Table (ALC200)	Wood, Chrome	47"L 24"D 17"H	\$276.10
	Alondra End Table (ALE100)	Glass, Chrome	20"L 20"D 20"H	\$199.10
	Alondra End Table (ALE200)	Wood, Chrome	20"L 20"D 21"H	\$199.10
	Aura Round Table (AURA)	White Metal	15"RND 22"H	\$123.20

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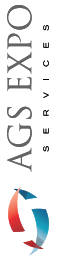
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	E Table (ETBL)	Wood	21"L 15.5"D 27.5"H	\$151.80
	Edge LED Cube Table (CUBTBL)	White, Plastic, Plexi Top	20"L 20"D 20"H	\$159.50
	Geo Cocktail Table (C1C)	Glass, Chrome	50"L 22"D 16"H	\$214.50
	Geo Cocktail Table (C1FWB)	Wood, Black	50"L 22"D 17"H	\$242.00
	Geo End Table (E1C)	Glass, Chrome	26"L 26"D 20"H	\$210.10
	Geo End Table (E1FWB)	Wood, Black	26"L 26"D 21"H	\$210.10
	Oliver Cocktail Table (COLI)	Walnut Finish	47"L 27"D 19"H	\$203.50
	Oliver End Table (EOLI)	Walnut Finish	22"RND 22"H	\$176.00
	Regis Bench/Table (REGBEN)	Brushed Metal	47"L 15.5"D 16"H	\$244.20
	Regis End Table (REGOTT)	Brushed Metal	16"L 15.5"D 16.5"H	\$174.90
	Silverado Cocktail Table (C1E)	Glass, Chrome	36"RND 17"H	\$238.70
	Silverado End Table (E1E)	Glass, Chrome	24"RND 22"H	\$218.90
	Sydney Cocktail Table (C1W)	White, Brushed Steel	48"L 26"D 18"H	\$239.80
	Sydney Cocktail Table (C1Y)	Black, Brushed Steel	48"L 26"D 18"H	\$239.80
	Sydney End Table (E1W)	White, Brushed Steel	27"L 23"D 22"H	\$210.10
	Sydney End Table (E1Y)	Black, Brushed Steel	27"L 23"D 22"H	\$210.10
	Timber Table (TMBTBL)	Wood	16"RND 17"H	\$146.30
Café Tables w/ Standard Black Base				
	30" Round Café Table w/ Standard Black Base (30WH29)	White Laminate Top	30"RND 29"H	\$196.90
	30" Round Café Table w/ Standard Black Base (ZTB)	Red Top	30"RND 29"H	\$196.90
	30" Round Café Table w/ Standard Black Base (ZTG)	Silver Textured Top	30"RND 29"H	\$196.90
	30" Round Café Table w/ Standard Black Base (ZTH)	Liquid Steel Blue Top	30"RND 29"H	\$196.90
	30" Round Café Table w/ Standard Black Base (ZTJ)	Graphite Nebula Top	30"RND 29"H	\$196.90
	30" Round Café Table w/ Standard Black Base (ZTK)	Maple Top	30"RND 29"H	\$196.90
	30" Round Madison Café Table w/ Standard Black Base (ZTA)	Gray Acajou	30"RND 29"H	\$191.40
	36" Round Café Table w/ Standard Black Base (ZTN)	Graphite Nebula Top	36"RND 29"H	\$212.30
	36" Round Café Table w/ Standard Black Base (ZTP)	Maple Top	36"RND 29"H	\$212.30
	36" Round Café Table w/ Standard Black Base (ZTQ)	White Laminate Top	36"RND 29"H	\$212.30
Café Tables w/ Hydraulic Base				
	30" Round Café Table w/ Hydraulic Base (30BRHC)	Red Top	30"RND 29"H	\$268.40
	30" Round Café Table w/ Hydraulic Base (30GRHC)	Graphite Nebula Top	30"RND 29"H	\$268.40
	30" Round Café Table w/ Hydraulic Base (30MTHC)	Maple Top	30"RND 29"H	\$268.40
	30" Round Café Table w/ Hydraulic Base (30SBHC)	Liquid Steel Blue Top	30"RND 29"H	\$268.40
	30" Round Café Table w/ Hydraulic Base (30STHC)	Silver Textured Top	30"RND 29"H	\$268.40
	30" Round Café Table w/ Hydraulic Base (30WHHC)	White Laminate Top	30"RND 29"H	\$268.40
	30" Round Madison Café Table w/ Hydraulic Base (30MAHC)	Gray Acajou	30"RND 29"H	\$247.50

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	36" Round Café Table w/ Hydraulic Base (36GRHC)	Graphite Nebula Top	36"RND 29"H	\$288.20
	36" Round Café Table w/ Hydraulic Base (36MTHC)	Maple Top	36"RND 29"H	\$288.20
	36" Round Café Table w/ Hydraulic Base (36WTHC)	White Laminate Top	36"RND 29"H	\$288.20
Bar Tables w/ Standard Black Base				
	30" Round Bar Table w/ Standard Black Base (30WH42)	Liquid White Top	30"RND 42"H	\$215.60
	30" Round Bar Table w/ Standard Black Base (VTB)	Red Top	30"RND 42"H	\$215.60
	30" Round Bar Table w/ Standard Black Base (VTG)	Silver Textured Top	30"RND 42"H	\$215.60
	30" Round Bar Table w/ Standard Black Base (VTH)	Liquid Steel Blue Top	30"RND 42"H	\$215.60
	30" Round Bar Table w/ Standard Black Base (VTJ)	Graphite Nebula Top	30"RND 42"H	\$215.60
	30" Round Bar Table w/ Standard Black Base (VTK)	Maple Top	30"RND 42"H	\$215.60
	30" Round Madison Bar Table w/ Standard Black Base (VTA)	Gray Acajou	30"RND 42"H	\$210.10
	36" Round Bar Table w/ Standard Black Base (VTN)	Graphite Nebula Top	36"RND 42"H	\$233.20
	36" Round Bar Table w/ Standard Black Base (VTP)	Maple Top	36"RND 42"H	\$233.20
	36" Round Bar Table w/ Standard Black Base (VTW)	White Laminate Top	36"RND 42"H	\$233.20
	Rustique Square Metal Bar Table (RSTSQT)	Gunmetal	23.75"L 23.75"D	\$226.60
Bar Tables w/ Hydraulic Base				
	30" Round Bar Table w/ Hydraulic Base (30BRHB)	Red Top	30"RND 45"H	\$268.40
	30" Round Bar Table w/ Hydraulic Base (30GRHB)	Graphite Nebula Top	30"RND 45"H	\$268.40
	30" Round Bar Table w/ Hydraulic Base (30MTHB)	Maple Top	30"RND 45"H	\$268.40
	30" Round Bar Table w/ Hydraulic Base (30SBHB)	Liquid Steel Blue Top	30"RND 45"H	\$268.40
	30" Round Bar Table w/ Hydraulic Base (30STHB)	Silver Textured Top	30"RND 45"H	\$268.40
	30" Round Bar Table w/ Hydraulic Base (30WHHB)	White Laminate Top	30"RND 45"H	\$268.40
	30" Round Madison Bar Table w/ Hydraulic Base (30MAHB)	Gray Acajou	30"RND 45"H	\$255.20
	36" Round Bar Table w/ Hydraulic Base (36GRHB)	Graphite Nebula Top	36"RND 45"H	\$288.20
	36" Round Bar Table w/ Hydraulic Base (36MTHB)	Maple Top	36"RND 45"H	\$288.20
	36" Round Bar Table w/ Hydraulic Base (36WTHB)	White Laminate Top	36"RND 45"H	\$288.20
Barstools				
	Apex Barstool (APS08)	Black Vinyl	21"L 21"D 33"H	\$189.20
	Apex Barstool (APS12)	Blue Ultra Suede	21"L 21"D 33"H	\$189.20
	Apex Barstool (APS59)	Red Vinyl	21"L 21"D 33"H	\$189.20
	Apex Barstool (APS75)	White Vinyl	21"L 21"D 33"H	\$189.20
	Banana Barstool (BSS)	Black, Chrome	21"L 22"D 30"H	\$210.10
	Banana Barstool (BST)	White, Chrome	21"L 22"D 30"H	\$210.10
	Christopher Barstool (XBAR)	White Vinyl, Chrome	19"L 15"D 41"H	\$151.80
	Laguna Barstool (LMBAR)	Maple, Chrome	18"L 20"D 47"H	\$154.00
	Lift Barstool (ROLLBL)	Black Vinyl	15"RND 23-33.5"H	\$181.50

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	Lift Barstool (ROLLGY)	Gray Vinyl	15"RND 23-33.5"H	\$181.50
	Lift Barstool (ROLLRD)	Red Vinyl	15"RND 23-33.5"H	\$181.50
	Lift Barstool (ROLLWH)	White Vinyl	15"RND 23-33.5"H	\$181.50
	Oslo Barstool (BSC)	White	17"L 20"D 30"H	\$223.30
	Oslo Barstool (BSD)	Blue	17"L 20"D 30"H	\$223.30
	Rustique Barstool (RSTSTL)	Gunmetal	13"L 13"D 30"H	\$113.30
	Shark Barstool (BS001)	White, Chrome	22"L 19"D 34-44"H	\$270.60
	Syntax Barstool (BSR)	Black, Chrome	23"L 19"D 32"H	\$185.90
	Zenith Barstool (ZENBAR)	White, Chrome	19"L 20"D 44"H	\$136.40
	Zoey Barstool (BS002)	White, Chrome	15"L 16"D 26-30.5"H	\$248.60
	Zoey Barstool (BS003)	Black, Chrome	15"L 16"D 26-30.5"H	\$248.60

Conference Tables

	10' Table (CT10GR)	Granite	120"L 46"D 29"H	\$691.90
	42" Round Madison Conference Table (CB8)	Gray Acajou	42"RND 29"H	\$336.60
	42" Round Table (CB1)	Graphite Nebula	42"RND 29"H	\$336.60
	42" Round Table (CONF42)	White Laminate	42"RND 29"H	\$336.60
	6' Conference Table (CB2)	Graphite Nebula	72"L 42"D 29"H	\$390.50
	6' Table (CT06GR)	Granite	72"L 36"D 29"H	\$400.40
	8' Conference Table (CB3)	Graphite Nebula	96"L 48"D 29"H	\$460.90
	8' Table (C508GR)	Granite	96"L 44"D 29"H	\$460.90
	Atomic 36" Round Table (36ATO)	Glass	36"RND 30"H	\$262.90
	Atomic 42" Round Table (42ATO)	Glass	42"RND 30"H	\$262.90
	Geo Table, Rectangle (CE2)	Glass, Chrome	60"L 36"D 29"H	\$383.90
	Geo Table, Rectangle (CF2)	Glass, Black	60"L 36"D 29"H	\$383.90
	Geo Table, Rounded Square (CE1)	Glass, Chrome	42"L 42"D 29"H	\$270.60
	Geo Table, Rounded Square (CF1)	Glass, Black	42"L 42"D 29"H	\$270.60
	Madison 10' Table (MADC10)	Gray Acajou	120"L 48"D 29"H	\$793.10
	Madison 5' Table (MADC05)	Gray Acajou	60"L 48"D 29"H	\$397.10
	Madison 8' Table (MADC08)	Gray Acajou	96"L 60"D 29"H	\$793.10
	Merlin Multi Use Table (MERLIN)	Gray Laminate, Black	46"L 29"D 30"H	\$293.70
	Work Table (WD3)	White Laminate, White	48"L 24"D 30"H	\$281.60

Executive Chairs

	Altura Steno Chair (SY1)	Black Crepe	25"L 26"D 21"H	\$170.50
	Pro Executive Guest Chair (PROGB)	Black Vinyl	24"L 22"D 36"H	\$214.50
	Pro Executive High Back Chair (PROEXB)	Black Vinyl	25"L 24"D 48"H Adj	\$306.90
	Pro Executive High Back Chair (PROEXE)	White Classic Vinyl	25"L 24"D 48"H Adj	\$306.90
	Pro Executive Mid Back Chair (PROMDB)	Black Vinyl	24"L 22"D 40"H Adj	\$200.20

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Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

CUSTOM FURNISHINGS ORDER FORM



ISA 2018
Greater Columbus Convention Center
Columbus, OH
August 4-8, 2018

Discount Price Deadline Date
JULY 20TH
Method of payment must accompany your order



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

Custom Furnishings Order Form

	Pro Executive Mid Back Chair (PROMID)	White Classic Vinyl	24"L 22"D 40"H Adj	\$200.20
Communal Tables w/ Solid Tops				
	G30 Communal Café Table (G30DMS)	Maple Top	72"L 26"D 30"H	\$453.20
	G30 Communal Café Table (G30DWS)	White Top	72"L 26"D 30"H	\$453.20

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

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

Please Note:

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

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled after the discount deadline but before show move-in begins may incur a 50% cancellation fee. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

Subtotal: \$ _____
 19% Service Charge: \$ _____
 Sales Tax (7.50%): \$ _____
Total Custom Furnishings Order: \$ _____

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CUSTOM FURNISHINGS ORDER FORM

Booth Labor

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**



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

Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$86.52	\$112.48
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	\$129.78	\$168.71
Sunday/Holidays:	All day Sunday and observed holidays.	\$151.41	\$196.83

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

- After the 1st hour time can be billed in 1/2 hour increments.

Supervision of Labor

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

Exhibitor Supervision

Install ☐ Dismantle ☐

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

On-Site Representative Name/Company & Cell: _____

AGS Supervision

Install ☐ Dismantle ☐

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

Exhibitor must also include outbound shipping instructions with this labor order.

(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ _____

AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ _____

Total Booth Labor: \$ _____

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BOOTH LABOR ORDER FORM



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Method of payment must accompany your order



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

AGS Supervised Labor Only

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

Company/Show: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

Select Shipping Method:

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

Name of Carrier _____

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

Please Note:

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

Outbound Shipping Instructions

Bill Shipping Charges to (if different from above):

Shipper (Print): _____ Phone: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____

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

Forklift Order Form

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

Forklift Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$265.00	\$331.25
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$397.50	\$498.88
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	\$490.25	\$612.81

• Each Additional Laborer: Standard labor rates apply for additional laborers added to the order.

- After the 1st hour time can be billed in 1/2 hour increments.

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

Describe Work to Be Performed:

Forklift Information & Policies

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

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

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

Larger forklift/crane service available by advance request.

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

Crew size is based on local Union jurisdiction and rules.

Order Confirmation

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

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

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

FORKLIFT ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
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Shipping & Material Handling

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Material Handling Information & Rates

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

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

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

Material Handling Order Form

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

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

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

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

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

Insurance

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

Basic Tips for Shipping

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



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Material Handling Information & Rates

Shipping Labels

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

Crates & Material Packaging

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

Rate Classification

Advance Shipments to Warehouse - Services & Rates

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

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area and reloading on outbound truck(s). **The ROUND TRIP RATE of \$79.00 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$23.70 with a 200 lb. minimum.**

Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject to a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

Direct Shipments to Exhibit Site - Services & Rates

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

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$76.00 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**



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Material Handling Information & Rates

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

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

Overtime charges on outbound shipments will be in effect if:

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

Overtime charges at the exhibit site subject to overtime rates:

- **For each 100 lbs. or fraction thereof per shipment, the rate is \$22.80 with a 200 lb. minimum.**

Special Handling - Shipments or Equipment Requiring Special Handling

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

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

The rate of \$114.00 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.

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

Small Package Rates

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

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



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Material Handling Information & Rates

Small Package Rates (Cont.)

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

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. **The fee for this premium service to return empty storage containers at the close of show is \$250.00 for (3) containers.**

Outgoing Shipments

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

Freight Re-Route Policy

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



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Special Handling Definitions

What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-Out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Improper Weight

- Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments



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Reducing Material Handling Costs

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

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

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

THE SHOW SITE

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

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

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

EXAMPLE OF SAVINGS

Received - **Multiple Shipments**

51 lbs.	charged @ \$79.00 per cwt. 200 lbs. min. = \$158.00	
43 lbs.	charged @ \$79.00 per cwt. 200 lbs. min. = \$158.00	
64 lbs.	charged @ \$79.00 per cwt. 200 lbs. min. = \$158.00	TOTAL = \$474.00

Received - **Single Shipment**

(3 pcs) 158 lbs.	charged @ \$79.00 per cwt. 200 lbs. min. = \$158.00	TOTAL = \$158.00
------------------	---	-------------------------

SAVE \$316.00

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Freight Re-Route Policy

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

Driver Check-in: Tuesday, August 7th by 5:00 PM

Freight Re-Route Time: Tuesday, August 7th at 5:01 PM

What is Freight Re-Route?

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

Bill of Lading

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

Official Show Carrier

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

Other Carriers

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

Freight Re-Route Contact

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



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Greater Columbus Convention Center
Columbus, OH
August 4-8, 2018

**Discount Price
Deadline Date
JULY 20TH**
Method of payment must accompany your order



Shipping Addresses

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

Name of Exhibiting Company

ISA International Society of Arboriculture

Booth #: _____

{PLACE APPROPRIATE ADDRESS HERE}

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight
3400 Refugee Rd
Columbus, OH 43232

Delivery Window

- Deliveries only accepted between 7/6/18 - 7/27/18
- Receiving Dock Open - 8:00 am - 4:30 pm
- Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Greater Columbus Convention Center
Hall A
400 N. High Street
Columbus, OH 43215

Delivery Window

- Saturday, August 4, 2018 - 8:00 AM - 5:00 PM
- Sunday, August 5, 2018 - 9:00 AM - 3:00 PM
- All booths must be set by 3:00 PM on Sunday, August 5, 2018.

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

SHIPPING ADDRESSES

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

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



**TO: AGS Expo Services
c/o UPS Freight
3400 Refugee Rd
Columbus, OH 43232**

ISA 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
7/6/18 - 7/27/18**

ADVANCE SHIPPING LABEL



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



**TO: AGS Expo Services
c/o UPS Freight
3400 Refugee Rd
Columbus, OH 43232**

ISA 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
7/6/18 - 7/27/18**

ADVANCE SHIPPING LABEL



TO: AGS Expo Services
c/o Greater Columbus Conv. Center
Hall A
400 N. High Street
Columbus, OH 43215

ISA 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Saturday, August 4, 2018 - 8:00 AM - 5:00 PM OR

Sunday, August 5, 2018 - 9:00 AM - 3:00 PM

DIRECT SHIPPING LABEL



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



TO: AGS Expo Services
c/o Greater Columbus Conv. Center
Hall A
400 N. High Street
Columbus, OH 43215

ISA 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Saturday, August 4, 2018 - 8:00 AM - 5:00 PM OR

Sunday, August 5, 2018 - 9:00 AM - 3:00 PM

DIRECT SHIPPING LABEL



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

Material Handling Order Form

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

MATERIAL HANDLING RATES (DEADLINE DATES)

Advanced Warehouse - (7/6/18 - 7/27/18)

- \$79.00 per 100 lbs, 200 lbs min.

Special Handling at Show Site - (8/4/18 - 8/5/18)

- \$114.00 per 100 lbs, 200 lbs min.

Direct to Show Site - (8/4/18 - 8/5/18)

- \$76.00 per 100 lbs, 200 lbs min.

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

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

Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 30% Overtime Surcharge will be applied for any mandatory weekend move-in and/or move-out after 4:30 PM.**

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ \$79.00 per 100 lbs. (200 lbs. min, \$158.00 Minimum)

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

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

Direct Shipments to Show Site

We will ship.... _____ lbs. @ \$76.00 per 100 lbs. (200 lbs. min, \$152.00 Minimum)

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

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

Special Handling at Show Site

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

We will ship.... _____ lbs. @ \$114.00 per 100 lbs. (200 lbs. min, \$228.00 Minimum)

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

Small Packages

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

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

Total Order

Material Handling Services - Subtotal: \$ _____

30% Overtime Surcharge (Subtotal x 30%): \$ _____

Total Material Handling Cost: \$ _____

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

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

MATERIAL HANDLING ORDER FORM



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

Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

Showsite Instructions:

- **Completed BOL must be turned in to the AGS Service Center prior to your departure.**
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.
- Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Ship to Address:

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention/Show/Booth #: _____

Number of Destinations: _____ Number of pieces: _____ Number of Labels Requested: _____

- **If you have more than (1) destination please fill out a form for each individual destination.**
- **Please indicate your piece count by type below.**

_____ Crate (Wood) _____ Skid (Pallet) _____ Cases (Plastic) _____ Carton (Cardboard) _____ Anvil Case/Trunks _____ Other (Bundles, pad wraps, etc)

Select Shipping Method:

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

Ship via carrier of exhibitor's choice - Name of Carrier _____

- If selecting a carrier other than UPS Freight, you must schedule the pickup.

****In the case that your carrier does not show please select one of the below dispositions for your shipment****

Re-Route via Show Carrier, UPS Freight

Drayback to Warehouse - Additional fees will apply

Is this shipment Prepaid or Collect? (Please select one):

☐

Prepaid

By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you)

☐

Collect

By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

Bill Shipping Charges to (if different from ship to address):

Shipper (Print): _____ Email: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____

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

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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

Inbound Shipping Information

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

Shipments to Warehouse

Shipper Name: _____

Origin (City/State): _____

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

Freight Description: _____

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

Carrier Name: _____

Pro Number: _____

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

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

Shipper Name: _____

Origin (City/State): _____

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

Freight Description: _____

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

Carrier Name: _____

Pro Number: _____

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

INBOUND SHIPPING INFORMATION FORM

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

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With Premium Return Service you will get return of your crates and boxes as a priority to expedite dismantle and reduce and avoid long move-outs.

PRIORITIZED RETURN OF CRATES!

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

AVOID LONG DISMANTLES

PREMIUM RETURN SERVICE: \$250.00

☐ Yes, we would like *Premium Return Service*

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

Service Includes

- The storage of up to three (3) pieces
- Priority return of stored materials
- This service is available for containers that measure 4'x8'x4' or smaller. This service is NOT available for skids.

Total Order: \$ _____

Please Note:

- This is a limited service and we ask that you make your Premium Return Service reservations in advance.
- This is not an alternative to Material Handling. Material Handling services must be established prior to ordering this service.
- All Premium Return Service labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.*
- This service must be established prior to the removal of materials from the floor. Labeling is the responsibility of the exhibitor.
- Taxes added where applicable.
- The storage of up to three (3) pieces included.
- **Cancellation Policy: Premium Return is a reserved space managed service, all cancellations must be made seven days prior to the event. Cancellations within seven days will be refunded 50%. No refunds will be made for on-site cancellations.**



PREMIUM RETURN SERVICE

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

Cartload Service Order Form

AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. Please see details of service and order form below.

Availability of Service

Cartload Service will only be available on the following dates and times:

Exhibitor Move-In:

Saturday, August 4, 2018 - 8:00 AM - 5:00 PM
Sunday, August 5, 2018 - 9:00 AM - 3:00 PM

Exhibitor Move-Out:

Tuesday, August 7, 2018 - 3:00 PM - 6:00 PM

Scheduling Cartload Services

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

Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: cars, pickup trucks, passenger vans, and other trucks primarily designated for passenger use. Please see below for POVs that meet the requirements. The maximum carry weight for the cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Anything greater than 199 lbs. will be assessed appropriate material handling charges.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

Rates

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

The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is \$76.00.

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

Date	Time	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	3:00 PM	1	\$76.00	\$76.00
Total Cartload Service Order:				\$

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

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

Vehicle Spotting Order Form

AGS Expo Services charges a round-trip fee of \$150.00 per vehicle to place a vehicle on the trade show floor or as hourly labor cost, whichever is greater. The facility requires all vehicles must be pushed in without the engine running.

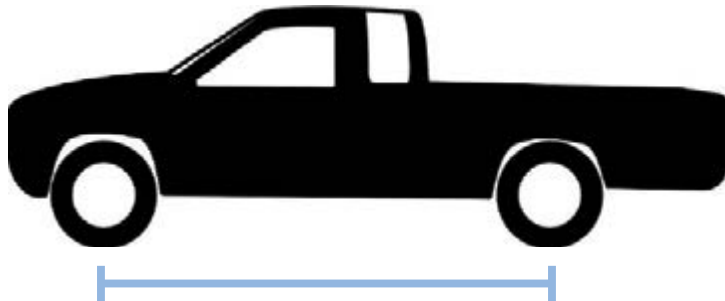
For rolling/self-propelled/towed/pushed vehicles, AGS will receive equipment at show site and deliver to the exhibitor's booth. AGS will also handle the outbound as an inclusive service.

If your vehicle is lifted off a flatbed or any other type of trailer, or must be towed/pushed using AGS equipment, additional charges for the lift(s), hitch(es) and driver(s) will be added to your billing. Please know that these services are considered forklift labor. You must order these services from the forklift labor order form within the manual or online.

Vehicle Diagram



A) Front Axle Distance



B) Distance From Front to Rear Axle

Vehicle Description	A) Distance	B) Distance	Total Weight	Total Price
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
Total All Items Ordered				\$
Payment Enclosed				\$

Please Note:

- For dual axle vehicles, measure distance from the front wheels to between the back wheels.
- The city Fire Marshal requires disconnecting the battery, taping the gas cap and placing a protective covering under the vehicle. All vehicles are required to have 1/8th of a tank or less of fuel.
- Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.
- All outdoor exhibit space vehicles will have this same charge applied.

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Terms & Conditions of Contract - Material Handling Services

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

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

1. **Scope/Binding Effect:**

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

2. **Definitions:**

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

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

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

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

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

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

"HAZMAT" refers to those articles, commodities and/or Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of

the ICC Termination Act of 1995, as amended from time to time.

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

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

3. **Customer Obligations:**

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

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

c. HAZMAT Compliance. Customer is obligated to disclose to AGS and Carrier if Customer's packages contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment.



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Customer is also responsible for all placarding associated with HAZMAT materials.

4. ICCTA Waiver; Mutual Indemnification:

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

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

c. AGS Indemnification. To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or

hours of exhibitor's space lease with event management.

5. Disclaimer And Limitation Of Liability:

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

6. No Liability for Loss or Damage to Goods:

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

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

c. Force Majeure. AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

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



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Terms & Conditions of Contract - Material Handling Services

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

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

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

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

i. Unattended Booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight

Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

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

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

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

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

8. Measure of Damage:

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

b. Labor. AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly negligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods,



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

d. Force Majeure. AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

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

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

g. Freight Re-Route. AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled. **Removal of all empty crates are the responsibility of the exhibitor including disposition or return to company warehouse. Empty crates which are abandoned by exhibitors will be assessed a Service Fee of \$300.00 or \$0.30/lb (whichever is greater) by AGS in addition to any fees applied by the Convention Center or Official Show Carrier for crate removal.**

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

i. Unattended Goods. AGS assumes no liability for loss or damage to unattended Goods received at the event site at

any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.

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

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

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

a. AGS Not Bailee or Shipper. The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will



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whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

10. **Miscellaneous:**

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

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

c. Filing of Claim. Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.

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

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

In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage.

Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.

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

e. Notice of Legal Action. In the event an exhibitor threatens potential legal action, all further communications will AGS personnel may cease, and future service to that exhibitor may be suspended.

11. **Jurisdiction, Choice of Forum; Prevailing Party Fees:**

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

12. **Advanced Warehousing/Temporary Storage/Long Term Storage:**

All terms and conditions relative to Advanced Warehousing/ Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin,



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mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

TERMS & CONDITIONS OF CONTRACT - MATERIAL HANDLING SERVICES

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

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



Trade show shipping made easier for you.



Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on time, your business could miss out on a golden opportunity to gain exposure within the industry.

At UPS Freight®, we understand your trade show needs, and we're here to make your trade show shipping experience easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the UPS Freight Trade Show Services Team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.

UPS Freight® Trade Show Services Team

UPS Freight has established special inbound and outbound rates to and from trade show sites on these services:

- LTL (less-than-truckload) freight shipping
- Truckload shipping
- Expedited shipping
- Specialized carriers (flatbeds, pad-wrapped, air freight, air-ride)

Contact us

Ready to take the next step?
Contact us today by phone at
800.988.9889 or via email at
upsfreighttradeshow@ups.com
to get started!

☐ STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

UPS Freight®



Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance

800-988-9889

www.upsfreight.com/tradeshows

DATE _____ B/L NO. _____ KEYWORD SHOW

1 SHIPPER: COMPLETE BLOCKS 1-8

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

2

TO: CONSIGNEE NAME

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

3 INVOICE CHARGES TO (THIRD PARTY)

ADDRESS		
CITY	STATE	ZIP CODE
ATTN:	PHONE NUMBER	

4 FREIGHT CHARGES ARE

☐ COLLECT

☒ PREPAID

5 SPECIAL INSTRUCTIONS

6 IF GOING TO SHOW, CHECK ONE

☐ ADVANCE WAREHOUSE → DELIVER BY _____

☐ SHOW SITE → TARGET/MOVE-IN DATE _____

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

HAZARDOUS MATERIALS

EMERGENCY CONTACT NUMBER: _____

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

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

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

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

(Signature) _____

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

8

EXHIBITOR/COMPANY NAME

CARRIER
UPS Freight

SIGNATURE

PRINT NAME

DRIVER

DATE

PIECES RECEIVED

GF704

MARK "X" IN "HM" COLUMN FOR HAZARDOUS MATERIALS *** Now available at www.upsfreight.com - UPGF 102 Series Rules Tariff

RULES

▲ UNIFORM BILL OF LADING TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ancillary Services

Service Providers and Order Forms

Utility Services	111
AV Services	112

The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.



For all Utilities please use the below link:

www.columbusconventions.com

The facility offers electrical, plumbing, internet, telephone, rigging, booth catering and cleaning services

For any questions in regards to facility services please contact:

cutilities@columbusconventions.com

As a reminder, exhibit shipments cannot be accepted at the Columbus Convention Center prior to direct receiving dates of 8/4/18-8/5/18. Shipping and freight instructions are included in this kit and any freight outside of those parameters will be denied by the center.



Presentation Technology LLC 75 Byfield Street Unit 4 Warwick RI 02888
401.270.9115 office 401.709.9453 fax

Dear ISA Exhibitors,

Presentation Technology is very pleased to have been selected as the official audio-visual provider for ISA's 2018 International Conference & Trade Show for our second year with the event.

We offer full audio-visual support to the trade show floor if you need any equipment for your booth. Please see the attached order form and if you need anything not listed, please email me at mfavorite@ptav.com as we have a large inventory that is too extensive to list on a one page form.

Best regards and looking forwards to seeing you in Columbus!

Martin

Martin Favorite
Sales Manager
Presentation Technology
75 Byfield Street
Unit 4
Warwick, RI 02888
Direct – 401.692.0675
Office – 401.270.9115



Presentation Technology LLC 75 Byfield St Unit 4 Warwick, RI 02888
401.270.9115 office 401.709.9453 fax

Event Name: 2018 ISA Int'l Conference & Trade Show Exhibitor Company: _____
Location: Greater Columbus Convention Center Contact: _____
Dates: August 5 - 8, 2018 Contact Phone: _____ Booth # _____
Ordering Deadline: July 31, 2018 Contact Email: _____
Delivery Time/Date: _____
Pickup Time/Date: _____

Equipment Description	List Price Per Day	Quantity	Days
Projection & Video			
42" HD LCD Data/Video Display, Table Stand Included	275		
55" HD LCD Data/Video Display	425		
Floor Stand For 42"/55" HD LCD Data/Video Display	75		
Miscellaneous			
25' Electrical Extension Cord	5		
50' Electrical Extension Cord	10		
Triple Tap Electrical Adapter	3		

Sub Total _____
Delivery/Pickup 75
TOTAL _____

☐ Visa ☐ MC ☐ AMEX

Credit Card Number Exp Sec Code

Cardholder Name

Billing Address

Signature

Please submit to exhibitors@ptav.com or
fax to 401.709.9453

If you do not receive a confirmation email
within 24 hours please call 401.270.9115
to confirm your order.