



ISA 2019

Knoxville Convention Center
Halls A & B
Knoxville, TN
August 11-14, 2019



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 at 407-292-0025 or eventservices@ags-expo.com

Table of Contents

Conference Information

| | |
|------------------------------|---|
| Guidelines for Display | 5 |
|------------------------------|---|

Official Contractor

| | |
|---|----|
| Turnkey Marketing for Exhibitors | 10 |
| Official Show Information | 11 |
| Official Service Contractors & Exhibitor Appointed Contractors | 13 |
| Recap of Services | 14 |
| Method of Payment Form | 15 |
| Payment Terms and Conditions | 16 |
| Third-Party Billing Agreement | 18 |
| Notification of Intent to use Non-official Service Contractors | 19 |
| Example Certificate of Insurance | 20 |
| Labor Rules & Regulations | 21 |

Standard Furnishings

| | |
|--|----|
| Carpet Order Form | 23 |
| Table Order Form | 24 |
| Seating & Accessories Order Form | 25 |
| ePed - Charging Table | 26 |
| Popular Furnishings Brochure | 27 |

Display Solutions

| | |
|--|----|
| Essential Series Turn-Key Simple | 32 |
| Elite Series Turn-Key Simple | 33 |
| Room to Show Off 20' x 20' or larger | 34 |
| Graphic File Requirement Guidelines | 37 |

Custom Furnishings

| | |
|-------------------------------------|----|
| Custom Furnishings Catalog | 40 |
| Custom Furnishings Order Form | 71 |

Booth Labor & Cleaning

| | |
|--|----|
| Booth Labor Order Form | 80 |
| Outbound Shipping for AGS Supervised Labor Only | 81 |
| Forklift Order Form | 82 |
| Booth Cleaning Order Form | 83 |
| Booth Layout Form | 84 |

Shipping &

Material Handling

| | |
|--|-----|
| Material Handling & Rates | 86 |
| Special Handling Definitions | 90 |
| Reducing Material Handling Costs | 91 |
| Freight Re-Route Policy | 92 |
| Shipping Addresses | 93 |
| Shipping Labels | 94 |
| Material Handling Order Form | 96 |
| Outbound Bill of Lading/ Shipping Label Request | 97 |
| Inbound Shipping Information Form | 98 |
| Premium Return Service | 99 |
| Cartload Service Order Form | 100 |
| Vehicle Spotting Order Form | 101 |
| Terms & Conditions of Contract - Material Handling Services | 102 |
| UPS Freight Shipping | 107 |

Ancillary Services

| | |
|---|-----|
| Electrical & Utilities Order Form | 111 |
| Internet Services | 113 |

Conference Information

Conference Information and Forms

Guidelines for Display5



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019



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.



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019



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.

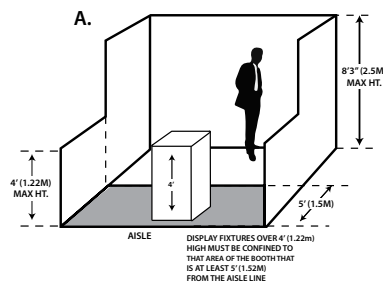
STAFFING

Exhibit space must be staffed throughout ALL show hours.

Guidelines for Display

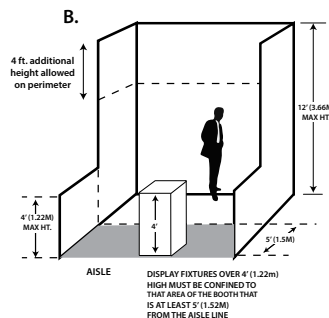
STANDARD BOOTH (ILLUSTRATION A)

- 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).



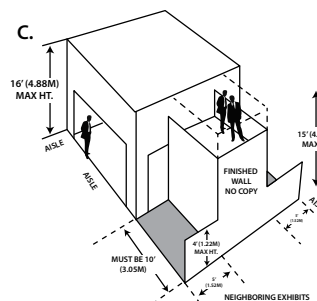
PERIMETER BOOTH (ILLUSTRATION B)

- 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.



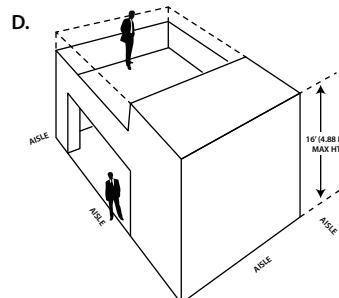
PENINSULA (ILLUSTRATION C)

- 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)

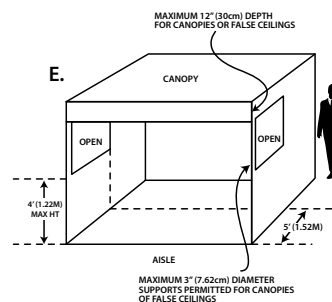
- Maximum Height:** 16'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** Full use of space is permitted.



Guidelines for Display

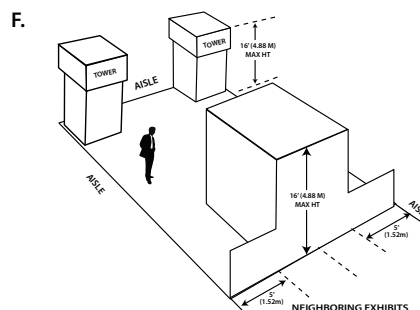
CANOPIES/CEILINGS (ILLUSTRATION E)

- 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.



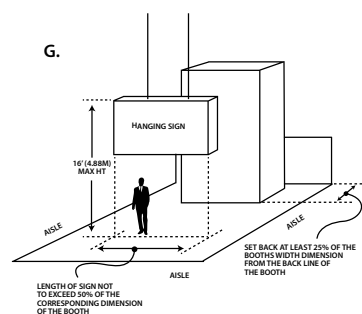
TOWERS (ILLUSTRATION F)

- 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.



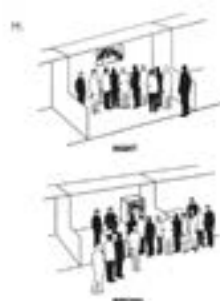
HANGING SIGNS (ILLUSTRATION G)

- Maximum Height:** 16' (to top of sign) Island or Peninsula;
- 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

Event Information and Forms

| | |
|---|----|
| Turnkey Marketing for Exhibitors | 10 |
| Official Show Information | 11 |
| Official Service Contractors & Exhibitor Appointed Contractors | 13 |
| Recap of Services | 14 |
| Method of Payment Form | 15 |
| Payment Terms and Conditions..... | 16 |
| Third-Party Billing Agreement | 18 |
| Notification of Intent to use Non-official Service Contractors | 19 |
| Example Certificate of Insurance..... | 20 |
| Labor Rules & Regulations..... | 21 |

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, 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](#)



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August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



Official Show Information

As the Official Service Contractor for ISA 2019, 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

Phone: 407.292.0025

4561 SW 34th Street

Fax: 407.292.4414

Orlando, FL 32811

Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Halls A & B

Backwall Drape: Hunter Green/Teal/Teal/Hunter Green

Siderail Drape: Hunter Green

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

Aisle Carpet Color: Gray

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" Hunter Green Skirted Table

(1) ID Sign

Show Schedule

Other Details

EXHIBITOR MOVE-IN

Saturday August 10, 2019 8:00 AM - 2:00 PM

***Partners with large vehicles & equipment only**

Saturday August 10, 2019 2:00 PM - 5:00 PM

Sunday August 11, 2019 9:00 AM - 3:00 PM

EXHIBIT HOURS

Sunday August 11, 2019 7:30 PM - 9:30 PM
Welcome Reception

Monday August 12, 2019 8:00 AM - 9:30 AM
Exhibitor Breakfast

Monday August 12, 2019 9:30 AM - 5:00 PM

Tuesday August 13, 2019 7:30 AM - 3:00 PM

EXHIBITOR MOVE-OUT

Tuesday August 13, 2019 3:30 PM - 6:00 PM

- Empty crates and cartons will be returned beginning at **3:30 PM on Tuesday, August 13th**
- All carriers must check-in no later than **5:00 PM on Tuesday, August 13th**
- All exhibitor materials must be removed from the exhibit facility by **6:00 PM on Tuesday, August 13th**
- **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 13th**
- **Avoid long wait times, order Premium Return service (pg. 99). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!**
- **All booths must be set by 3:00 PM on Sunday, August 11, 2019 to allow time for hall cleaning prior to Welcome Reception**

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



ISA 2019
Knoxville Convention Center
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August 11-14, 2019



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 2019

Booth #: _____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight
3718 E Gov John Sevier Hwy
Knoxville, TN 37914

Delivery Window

- Deliveries only accepted between 7/12/19 - 8/2/19
- 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 Knoxville Convention Center
Halls A & B
701 Henley Street
Knoxville, TN 37902

Delivery Window

- Saturday, August 10, 2019 - 8:00 AM - 5:00 PM
- Sunday, August 11, 2019 - 9:00 AM - 3:00 PM
- All booths must be set by 3:00 PM on Sunday, August 11, 2019

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 26, 2019

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



ISA 2019
Knoxville Convention Center
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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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August 11-14, 2019



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 | 7/11/19 | | |
| Appointed Contractors Insurance Certificate | 7/11/19 | | |
| Event Services | | | |
| Booth Carpeting | 7/26/19 | | |
| Furnishings & Accessories | | | |
| Standard | 7/26/19 | | |
| Custom | 7/26/19 | | |
| Display Solutions | | | |
| Labor Services | | | |
| Labor (Installation & Dismantle) | 7/26/19 | | |
| Booth Set-up Diagrams | 7/26/19 | | |
| Outbound Shipping Information | 7/26/19 | | |
| Forklift Labor | 7/26/19 | | |
| Sign Hanging Services | 7/26/19 | | |
| 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 | 7/31/19 | | |
| Floral | | | |
| Telephone | 7/31/19 | | |
| Internet | 7/26/19 | | |
| Insurance | | | |
| Audio-Visual & Computer Rentals | | | |
| | | | |
| | | | |



ISA 2019
Knoxville Convention Center
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August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
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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Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
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.
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.



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



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.



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



Third-Party Billing Agreement

As an exhibitor electing to use a third-party for my billable services, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions outlined in the Payment Terms and Conditions within this Exhibitor Service Manual. In the event that the named third-party fails to meet the required payment terms, charges will revert back to me, the exhibiting company. **All invoices are due and payable upon receipt, by either party.**

Exhibiting Firm

| | | |
|---------------------------------|--------|----------|
| Exhibitor Company Name: | | Booth #: |
| Exhibitor Contact Name: | | |
| Phone: | Email: | |
| Address: | | |
| City: | State: | Zip: |
| Exhibitor Signature (Required): | | |

Third-Party

The following items are to be charged to the Third-Party:

All Services OR Furniture/Carpet Material Handling Booth Cleaning Labor

| | | |
|---|--------|------|
| Third-Party Company Name: | | |
| Contact Name: | | |
| Phone: | Email: | |
| Address: | | |
| City: | State: | Zip: |
| Third-Party Payer Signature (Required): | | |

Third-Party Credit Card Information:

Payment in full must accompany your order. Please note, we will use this authorization to charge your credit/debit card account for all orders noted above, at anytime, including those placed onsite by your representative. These charges may include all services provided by AGS Expo Services including but not limited to material handling, labor, and product orders. For tax-exempt status, within the state of the event, please submit a tax-exempt certificate. **We gladly accept VISA, MasterCard and American Express.**

| | | |
|------------------------------|------------|------|
| Credit Card Number: | Exp. Date: | |
| Card Holder Name (Print): | | |
| Signature: | | |
| Credit Card Billing 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 Web: www.ags-expo.com

THIRD-PARTY BILLING AGREEMENT



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Deadline Date
JULY 11TH
Method of payment must accompany your order



| | | |
|--------------------|-----------|--------------|
| 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: **Thursday, July 11, 2019**

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/05/2016

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:

INSURANCE AGENT/BROKER NAME 1.

STREET ADDRESS

CITY, STATE, ZIP

PHONE:

CONTACT: YOUR AGENT'S NAME

PHONE: XXX-XXX-XXXX

FAX: XXX-XXX-XXXX

EMAIL ADDRESS: YOUR AGENT'S EMAIL ADDRESS

INSURER(S) ATTENDING COVERAGE

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:

INSURED:

NAME OF INSURED: **THIS MUST BE THE LEGAL NAME OF THE CONTRACTING PARTY, THE EXHIBITOR-APPOINTED CONTRACTOR.** 2.

COVERAGES:

CERTIFICATE NUMBER:

REVISION NUMBER:

I HEREBY 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 PERTAIN, 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 (AND) CLAUSES.

| TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | LIMITS |
|--|--------------------|------------------------------------|-------------------------------------|---|
| GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> LIABILITY <input checked="" type="checkbox"/> OCCUR 3. | POLICY # INSURER A | 05/05/0000 | 05/05/0000 | EACH OCCURRENCE \$ 1,000,000 PRODUCTS TO REMOVED \$ 500,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMB OF AGG \$ 2,000,000 |
| AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-SCHEDULED AUTOS 4. | POLICY # INSURER B | 05/05/0000 | 05/05/0000 | BODILY INJURY (PER PERSON) \$ 1,000,000 BODILY INJURY (PER PROPERTY DAMAGE) \$ 1,000,000 EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 |
| UMBRELLA <input checked="" type="checkbox"/> EXCESS LIA <input checked="" type="checkbox"/> OCCUR 5. | POLICY # INSURER C | 05/05/0000 | 05/05/0000 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 |
| WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY <input checked="" type="checkbox"/> ANY EMPLOYEE <input checked="" type="checkbox"/> ANY CONTRACTOR/EXECUTIVE <input checked="" type="checkbox"/> OFFICER/DIRECTOR <input checked="" type="checkbox"/> EMPLOYEE EXCLUDED 6. | POLICY # INSURER D | 05/05/0000 | 05/05/0000 | BODILY INJURY (PER PERSON) \$ 1,000,000 BODILY INJURY (PER PROPERTY DAMAGE) \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (attach ACORD 104, 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. ***EXHIBITOR COMPANY NAME*** 4.

CERTIFICATE HOLDER:

AGS EXPOSITION SERVICE COMPANY INC

4501 SW 34TH STREET

ORLANDO, FL 32811

5.

CANCELLATION:

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, CAP, CIC

X Signature 9.

- 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.



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



Labor Rules & Regulations

Labor Rules & Regulations for Knoxville, TN

Union Information

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

Loading and Unloading Display Material and Equipment

The unloading and delivery of all display material and equipment from the convention site docks to the exhibitors' booths and loading out from the exhibitors' booths to trucks at the docks must be performed by the Official Service Contractor who has jurisdiction to deliver such service at the convention site. Please refer to Shipping Information for further information.

Personally Owned Vehicles (POV's) such as cars, pick up trucks and minivans that are utilized for the unloading/loading of exhibit materials will be monitored by AGS Freight Personnel. This will allow exhibitors the opportunity to unload quickly and safely into the exhibit area.

Installation and Dismantle

TN is a "right-to-work" state. Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor from the Stagehands Union, qualified display houses or personnel from their own companies to install and dismantle displays. Please refer to the Exhibit Installation & Dismantling Labor Order Form for further information. All cleaning is properly the jurisdiction of the Official Service Contractor operating in the building. Display houses or full time employees from the I & D companies, may not clean exhibit booths. All rigging and sign hanging must be performed by the Official Service Contractor.

Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

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

Standard Furnishings

Catalog and Order Forms

| | |
|--|----|
| Carpet Order Form | 23 |
| Table Order Form | 24 |
| Seating & Accessories Order Form | 25 |
| ePed - Charging Table | 26 |
| Popular Furnishings Brochure | 27 |

How Can We Help?

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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
Method of payment must accompany your order



| | | |
|--------------------|-----------|--------------|
| 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' | \$169.06 | \$219.78 |
| <input type="checkbox"/> | 10'x20' | \$338.12 | \$453.68 |
| <input type="checkbox"/> | 10'x30' | \$439.56 | \$680.52 |
| <input type="checkbox"/> | 10'x40' | \$659.33 | \$907.36 |

| Island Booth | | | | | | | |
|--|---|--|---|------------|----------------|----------------|-------------|
| Booth Dimensions 20x20 Min. | | | | Total Area | Discount Price | Standard Price | Total Price |
| | x | | = | | \$3.68/sq.ft. | \$4.78/sq.ft. | \$ |
| <ul style="list-style-type: none">• 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 | \$5.04/sq.ft. | \$6.98/sq.ft. | = \$ <input type="text"/> |

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

Cherry Red Onyx Black Charcoal Imperial 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="text"/> x <input type="text"/> | = <input type="text"/> sq.ft. x | \$1.79 /sq.ft. | \$2.32 /sq.ft. | = \$ <input type="text"/> |
| 1" Foam Padding | <input type="text"/> x <input type="text"/> | = <input type="text"/> sq.ft. x | \$3.57 /sq.ft. | \$4.64 /sq.ft. | = \$ <input type="text"/> |
| Visqueen | <input type="text"/> x <input type="text"/> | = <input type="text"/> sq.ft. x | \$0.89/sq.ft. | \$1.16/sq.ft. | = \$ <input type="text"/> |
| Carpet Tape | <input type="text"/> x <input type="text"/> | = <input type="text"/> sq.ft. x | \$0.79 /ft. | \$1.03 /ft. | = \$ <input type="text"/> |

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 (9.25%): \$ _____
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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
Method of payment must accompany your order



| | | |
|--------------------|-----------|--------------|
| 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 | \$138.60 | \$207.90 |
| | 4' Table - 42" high | \$176.40 | \$264.60 |
| | 6' Table - 30" high | \$176.40 | \$264.60 |
| | 6' Table - 42" high | \$214.20 | \$321.30 |
| | 8' Table - 30" high | \$214.20 | \$321.30 |
| | 8' Table - 42" high | \$252.00 | \$378.00 |

| Unskirted Tables | | | |
|------------------|---------------------|----------|----------|
| Qty | Item | Discount | Standard |
| | 4' Table - 30" high | \$98.25 | \$147.24 |
| | 4' Table - 42" high | \$130.04 | \$194.92 |
| | 6' Table - 30" high | \$113.88 | \$170.69 |
| | 6' Table - 42" high | \$153.49 | \$230.11 |
| | 8' Table - 30" high | \$129.52 | \$194.67 |
| | 8' Table - 42" high | \$176.68 | \$265.03 |

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 | \$71.88 | \$89.84 |
| | 6'L x 8"W x 8"H | \$90.22 | \$112.78 |
| | 8'L x 8"W x 8"H | \$108.51 | \$135.64 |

| 4th Side Skirts (Optional - only applicable to 6' and 8' tables) | | | |
|--|-----------------------|----------|----------|
| Qty | Item | Discount | Standard |
| | 4th Side Skirted 30"h | \$75.08 | \$112.35 |
| | 4th Side Skirted 42"h | \$83.48 | \$124.95 |

STEP 2 – Select Skirt Color

Blue Teal Hunter Green Black White Gray

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 (9.25%): \$ _____
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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
Method of payment must accompany your order



| | | |
|--------------------|-----------|--------------|
| 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 | \$119.70 | \$179.55 |
| | Padded Side Chair | \$109.20 | \$163.80 |
| | Padded Stool | \$133.35 | \$200.55 |

| Display Items | | | |
|---------------|-----------------------------------|----------|----------|
| Qty | Item | Discount | Standard |
| | Display Case (5'x36" full view) | \$584.65 | \$722.59 |
| | Display Case (6'x36" full view) | \$658.05 | \$789.65 |
| | Vert. Display Case (6' - 5 shelf) | \$669.29 | \$803.13 |
| | Ticket Tumbler | \$143.22 | \$214.68 |
| | Tack Board (vert. or hori.) | \$279.90 | \$349.88 |
| | Grid Panel (per meter) | \$194.01 | \$232.81 |
| | Chrome Sign Holder 22"x28" | \$119.88 | \$149.85 |
| | Literature Rack | \$177.98 | \$237.28 |
| | Easel | \$70.38 | \$99.57 |
| | Bag Rack | \$92.39 | \$138.44 |
| | Garment Rack | \$108.48 | \$135.60 |
| | Clothes Tree | \$108.48 | \$135.60 |
| | Fishbowl | \$17.94 | \$22.43 |

| Specialty Items | | | |
|-----------------|---------------------------------|----------|----------|
| Qty | Item | Discount | Standard |
| | Chrome Stanchion | \$69.68 | \$87.10 |
| | Plastic Chain (per foot) | \$4.94 | \$7.41 |
| | Black Velour Rope (8' sections) | \$53.82 | \$67.27 |

| Specialty Tables | | | |
|------------------|----------------------------------|----------|----------|
| Qty | Item | Discount | Standard |
| | Rectangle Table 18"x36"x18"H | \$111.83 | \$167.74 |
| | Square Table 17"x17"x18"H | \$105.04 | \$156.08 |
| | Pedestal Table 30"Dx30"H | \$209.30 | \$314.63 |
| | Pedestal Table 30"Dx40"H | \$235.43 | \$353.48 |
| | ePed - Charging Table, Powered ⚡ | \$310.00 | \$403.00 |

| Booth Basics | | | |
|--------------|------------------------------|----------|----------|
| Qty | Item | Discount | Standard |
| | Wastebasket | \$25.02 | \$31.27 |
| | Shrink Wrap (per roll) | N/A | \$86.00 |
| | Banding (per foot) | N/A | \$2.87 |
| | Velcro (per foot) | N/A | \$2.87 |
| | Clear Packing Tape (roll) | N/A | \$19.73 |
| | Drape Hardware/Bases & Poles | \$19.49 | \$24.36 |

| Specialty Drape (Show management approval) | | | |
|--|--|----------|----------|
| 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 |
| Black | White | Gray |

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

Total Order

Subtotal: \$ _____

Sales Tax (9.25%): \$ _____

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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
Method of payment must accompany your order

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



ePed - Charging Table

ePed Table

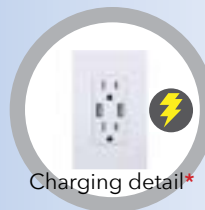
This is how we innovate...

The brightly lit [LED ePed table](#) reimagines the traditional pedestal table, giving a dramatic visual presence that powers your experience on the show floor. It is also fully equipped with USB and electrical* outlets for convenient, flexible use as a charging station.



Advance Rate
\$310.00

ePed Table
LED Pedestal Table
36"W 43"H
Charging Station Feature



Charging detail*

CANCELLATION POLICY: Show site cancellations will be subject to 100% cancellation charge
*Electrical is not included. Please order separately

Total Order

Quantity: _____ x \$310 = Subtotal \$ _____

Tax (9.25%): \$ _____

Total Order: \$ _____

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Phone: 407.292.0025 • Fax: 407.292.4414

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

EPED - CHARGING TABLE



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
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



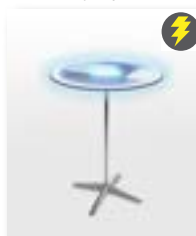
Wastebasket



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

| | |
|--|----|
| Essential Series Turn-Key Simple | 32 |
| Elite Series Turn-Key Simple | 33 |
| Room to Show Off 20' x 20' or larger | 34 |
| Graphic File Requirement Guidelines | 37 |

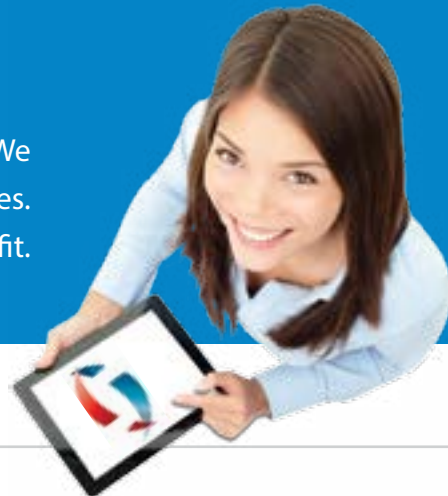


How Can We Help?

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

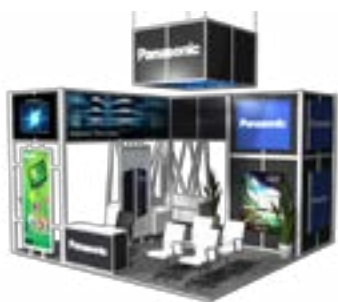


Ready to Speak to Our Team?

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!***

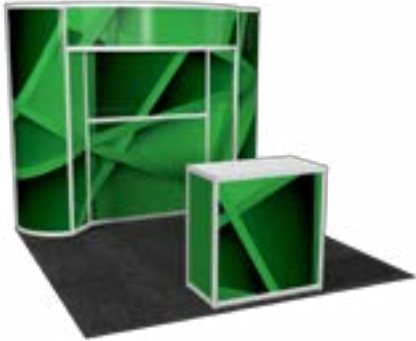


For a more immersive look at our products, click on the booths to view each one in 3D!

Ready to Speak to our Exhibit Sales Team?

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

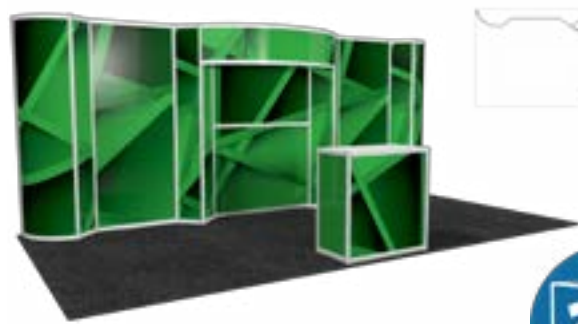
10x10



Mod 2

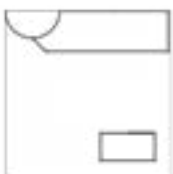
The MOD 2 display has a unique curved design element and is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding.

10x20



Mod 2

The MOD 20' or 20' 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 your 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 a 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

ELITE SERIES | TURN-KEY SIMPLE

10x10 10x20



Elite 1

Includes:

- 1 x frame: 116" w x 94" h x 43" d
- 1 x 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



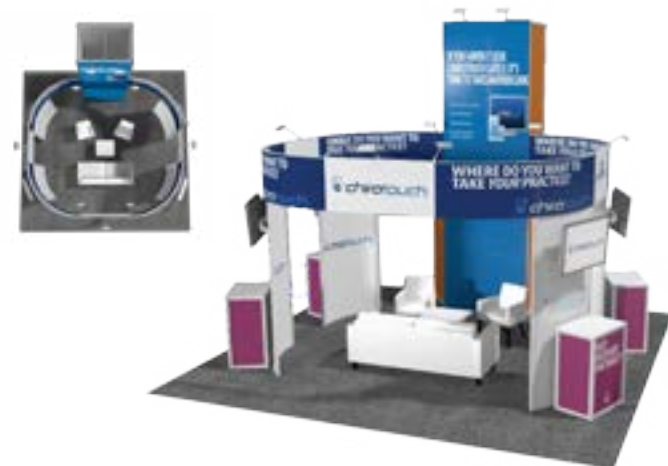
Elite 11

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 cladded 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 manufacturers 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' 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

| | |
|------------------------------------|----|
| Custom Furnishings Catalog..... | 40 |
| Custom Furnishings Order Form..... | 71 |

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



SELECTION

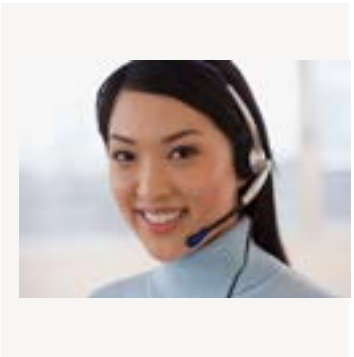


DESIGN

TRUSTED



SOLUTIONS



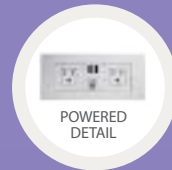
MODERN



SERVICE

Power Up In Style.

Denotes Powered Products



POWERED
DETAIL

HEDGE

H D G 4 F T

Boxwood Hedge, 4'

46"L 9"D 47"H



ROMA



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



ROMA



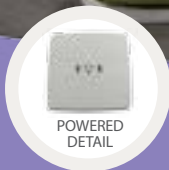
SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H



WIRELESS CHARGING TABLE, POWERED

CUBPOW

(white, ac plug-in)
20"L 20"D 18"H



POWERED
DETAIL

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.

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

Powered Tables



Ventura
POWERED
TABLES



Ventura Powered
Bar Tables
72.25"L 26.25"D 42"H
(silver frame)

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

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

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

Powered Banquettes.

Denotes Powered Products

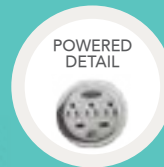


MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two 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.



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



POWERED
DETAIL

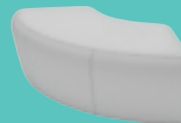
Detail of Electrical
Charging Outlet



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



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




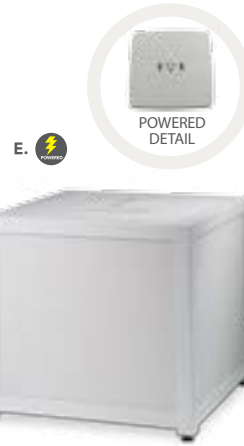
BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H



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

Powered Pedestals

 Denotes AC and USB charging outlets



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

(Mobile devices must be compatible with Qi wireless charging pad.)

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

Wireless Charging Table, Powered


E) CUBPOW

(white, AC plug-in)

20"L 20"D 18"H

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

Powered Tech Desk

 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

Soft Seating

Create Engaging Booth Environments

HEDGE

HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"H

PEDESTAL

PDL42W

Powered Locking
(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)
30"Round 29"H

HOP1

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

REGIS

REGOTT End Table

(brushed metal)

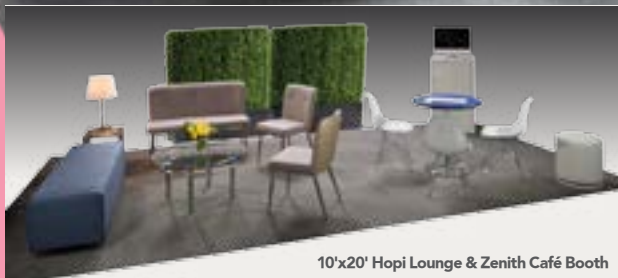
16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman


(blue fabric)

17"RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

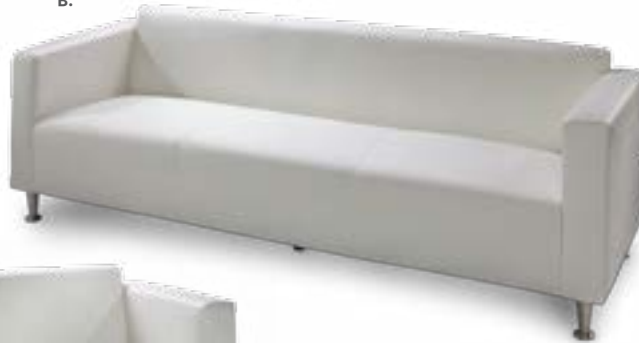
Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

A) BCHWHT Chair

(white vinyl)

36"L 30.5"D 28"H

B) BSFWHT Sofa

(white vinyl)

86"L 28"D 30"H

C) 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

Denotes Powered Products



Modular Seating to Design
Custom Exhibits

MUNICH

MNCHSC Sectional 3pc.

(gray fabric)

93.5"L 27"D 28.5"H



POWERED
DETAIL



HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H



MNCHLV Munich Armless Loveseat

(gray fabric)

45"L 27"D 28.5"H



MNCHCC Munich Corner Chair

(gray fabric)

26"L 27"D 28.5"H



MNCHCH Munich Armless Chair

(gray fabric)

22.5"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

(platinum suede)

A) SO1 Sofa

69"L 29"D 33"H

B) OTS Ottoman

25"L 31"D 18"H

C) SO2 Sofa Sectional 3pc.

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



LA BREA
LABREA Chair
(charcoal gray, fabric)
35"L 27"D 40"H



WENTWORTH
WENCHA Chair
(brown vinyl)
32.1"L 26"D 31.5"H



AURA
AURA Round Table
(white metal)
15" Round 22"H



Accent Chairs



Madrid Chair

A) BCW

(white vinyl)
30"L 30"D 31"H

B) OCH

(black vinyl)
30"L 30"D 31"H

C) FAIRCW

Fairfax Chair

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

D) MNCHCH

Munich Armless Chair

(gray fabric)
22.5"L 27"D 28.5"H

E) HOPCH

Hopi Chair

(gray linen)
21"L 25"D 34"H

F) PROGB

Pro Executive Guest Chair

(black vinyl)
24"L 22"D 36"H

Meeting & Stage Chairs



Marina Chair

17.5"L 19.5"D 35"H

A) MARCBK (black vinyl)

B) MARCBR (brown fabric)

C) MARCWH (white vinyl)

Meeting Chair

25.5"L 23.5"D 34"H

D) OCMESP (espresso vinyl)

E) OCMTAU (taupe fabric)

F) OCMWHT (white vinyl)

Group Seating

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



A.



B.

MALBA

20"L 20"D 32"H

A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA

17.5"L 19.5"D 35"H

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

A.



B.



C.



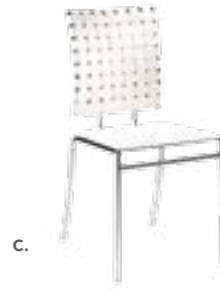
D.



E.



Styles & Shapes



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

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

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

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

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

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

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

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

**I) BLDCRD
Blade Chair**
(red)
20.5"L 19"D 30.5"H

Mix & Match

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

J) LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H
K) 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)

19"L 19"D 19"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.



K.

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)

K) MAR011

(orange fabric)

Accent Tables

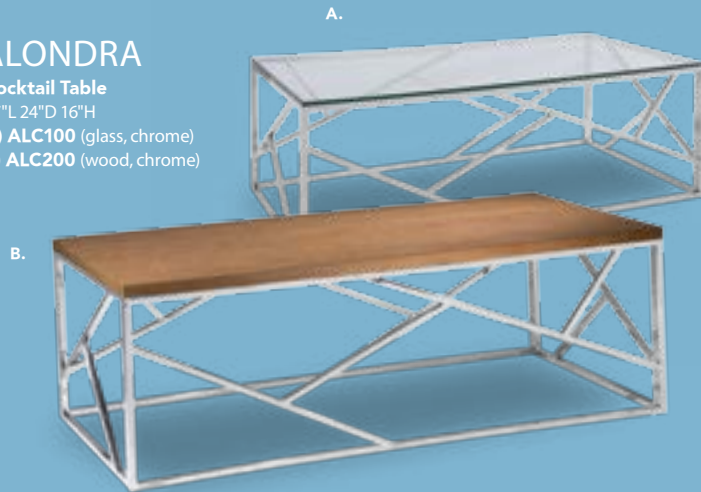
ALONDRA

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



ALONDRA

End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

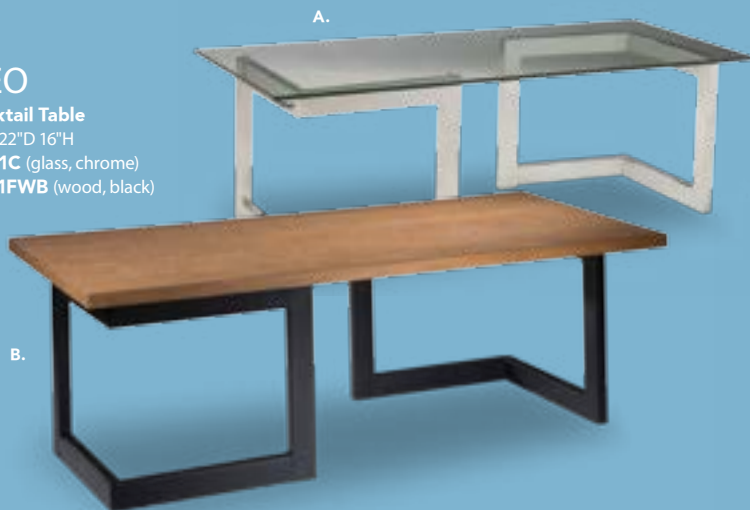
GEO

Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)



GEO

End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

Styles & Shapes

Available in Power



Sydney Cocktail Tables

(brushed steel)

48\"/>

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

C) SYDBEC (blue)

D) SYDWDC (wood)

Sydney End Tables

27\"/>

E) E1W (white)

F) E1Y (black)

G) SYDBEE (blue)

H) SYDWDE (wood)

Regis Tables

(brushed metal)

I) REGBEN Bench Table

47\"/>

J) REGOTT End Table

16\"/>

Silverado Tables

(glass, chrome)

K) E1E End Table

24\"/>

L) C1E Cocktail Table

36\"/>

Oliver Tables

(walnut finish)

M) EOLI End Table

22\"/>

N) COLI Cocktail Table

47\"/>

Rustic Tables

(wood)

O) ETBL E-Table

21\"/>

P) TMBTBL Timber Table

16\"/>

Aura Round Table

Q) AURA

(white metal)

15\"/>

Edge LED Cube Table

R) CUBTBL

(plexi top, white plastic)

19\"/>

A/C power only

Wireless Charging Table, Powered

S) CUBPOW

(white, AC plug-in)

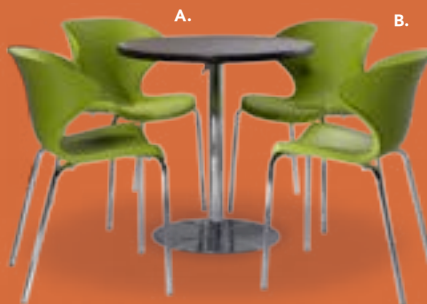
20\"/>

Café Tables



A) 30BEHC Blue Hydraulic Café Table
(chrome base, blue top)
30"RND 29"H

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



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



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

30" Round Café Tables

Standard Black Base

30" RND 29"H

A) 30WDBC (wood top)

B) ZTB (red top)

Hydraulic Chrome Base

30" RND 29"H

C) 30WHHC (white top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H



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

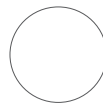


Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

Café Tables

Standard Black Base
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)



A.



B. | I.



C. | J.



D. | H.



E.



F.



G.



K. | Q.



L. | R.



M.



N.



O.



P.

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

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

T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H



Bar Tables



A) 30WHHB
30" Round Bar Table
 (white top, chrome
 hydraulic base)
 30"RND 45"H

B) AP512
Apex Barstool
 (blue ultra suede)
 21"L 21"D 33"H

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

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



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



E) 30BEHB
30" Round Bar Table
 (blue top, chrome
 hydraulic base)
 30"RND 45"H

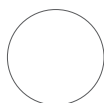
F) LMBAR
Laguna Barstool
 (maple, chrome)
 18"L 20"D 47"H

Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE



A. | J.



B. | K.



C.



D.



E. | I.



F.



G.



H.



L. | S.



M. | T.



N.



O.



P.



Q.



R.

Bar Tables

Standard Black Base 30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

Bar Tables

Hydraulic Chrome Base 30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)

Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

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

V) 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"H

G) BSS (black, chrome)

H) BST (white, chrome)

I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



P.



Q.



R.



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

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

Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

Conference Tables



PWRUSB

Powered Conference Table Module

(black) 5"L 2.25"D 2"H

Includes two AC and two 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. I B.



C.



D.



E.



F.



G.



H.



I.



J.



K. I L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42"RND 30"H

B) 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)

F) 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

Pro Executive High Back Chair

25"L 24"D 48"H

A) PROEXE (white vinyl)

B) PROEXB (black vinyl)

Adjustable height



Task Stool

TASKST

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height

Pro Executive Guest Chair

24"L 22"D 36"H

PROGB (black vinyl)



Pro Executive Mid Back Chair

24"L 22"D 40"H

A) PROMID (white vinyl)

B) PROMDB (black vinyl)

Adjustable height



Communal and Powered Tables

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.

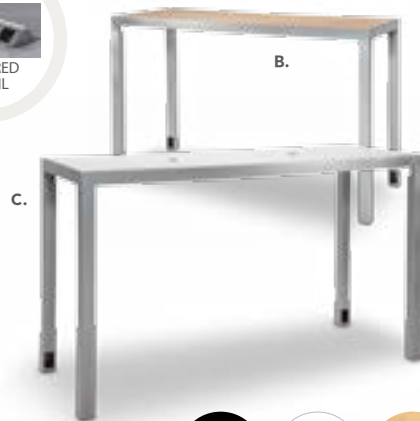



Table Top Options

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

Ventura CAFÉ TABLES



Denotes AC and USB
charging outlets 

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)

Ventura Powered Café Tables

72.25"L 26.25"D 30"H
(silver frame)

A) VNTCBK (black top)
B) VNTCWH (white top)

Ventura Communal Café Tables (silver frame)

Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)

White Top
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top
E) VNTCBN (solid)

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) TASKST Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable

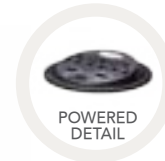


TECH POWERED DESK



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

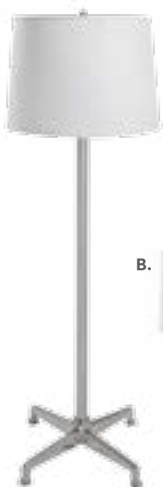
(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

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

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 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



Denotes AC and USB charging outlets



Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

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



Midtown Powered Counter
60"L 18"D 42"H
(pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)



(back)



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



Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



Midtown Bar

60"L 18"D 42"H
(pewter/glass)

A) MTBUUL
(unlighted)

B) MTBLPI
(lighted with plug-in)

Apex Barstool

C) APS12
(blue ultra suede)
21"L 21"D 33"H

LIGHTED & GREENERY PRODUCTS



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



A) CUBL20 Edge LED Cube Ottoman

(white plastic)
19"L 19"D 19"H

A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
19"L 19"D 19"H

A/C power only

C) HDG7FT Boxwood Hedge, 7'

36.5"L 12"D 84"H

D) HDG4FT Boxwood Hedge, 4'

46"L 9"D 47"H



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| Powered | | | | |
|--------------------------|---|----------------------------|----------------------|------------|
| | Center Cone w/ Electrical Charging Outlet (BNQTL7) | White Vinyl | 38"RND 51"H | \$614.90 |
| | Full Banquette w/ Electrical Charging Outlet (BNQ417) | White Vinyl | 72"RND 51"H | \$1,952.50 |
| | Midtown Powered Counter, Lighted w/Plug In (MTCLPI) | Pewter | 60"L 18"D 42"H | \$1,336.50 |
| | Midtown Powered Counter, Unlighted (MTCPL) | Pewter | 60"L 18"D 42"H | \$1,259.50 |
| | Naples Chair, Powered (NPLCHP) | Black Vinyl | 36"L 30"D 28"H | \$561.00 |
| | Naples Loveseat, Powered (NPLLOP) | Black Vinyl | 62"L 30"D 28"H | \$731.50 |
| | Naples Sofa, Powered (NPLSOP) | Black Vinyl | 87"L 30"D 28"H | \$889.90 |
| | Powered Conference Table Module (PWRUSB) | Black | 5"L 2.25"D 2"H | \$64.90 |
| | Roma Chair, Powered (CHRPWR) | White Vinyl | 37"L 31"D 33"H | \$555.50 |
| | Roma Sofa, Powered (SFAPWR) | White Vinyl | 78"L 31"D 33"H | \$885.50 |
| | Sydney Powered Cocktail Table (C1WP) | White, Brushed Steel | 48"L 26"D 18"H | \$313.50 |
| | Sydney Powered Cocktail Table (C1YP) | Black, Brushed Steel | 48"L 26"D 18"H | \$313.50 |
| | Ventura Communal Bar Table, Powered (VNTBLK) | Black Top, Silver Frame | 72.25"L 26.25"D 42"H | \$676.50 |
| | Ventura Communal Bar Table, Powered (VNTWHT) | White Top, Silver Frame | 72.25"L 26.25"D 42"H | \$676.50 |
| | Ventura Communal Café Table Powered (VNTCBK) | Black Top, Silver Frame | 72.25"L 26.25"D 30"H | \$522.50 |
| | Ventura Communal Café Table Powered (VNTCWH) | White Top, Silver Frame | 72.25"L 26.25"D 30"H | \$522.50 |
| | Wireless Charging Table, Powered (CUBPOW) | White, AC Plug In | 20"L 20"D 18"H | \$390.50 |
| Soft Seating Collections | | | | |
| | Allegro Chair (CHR002) | Blue Fabric | 36"L 34.5"D 30"H | \$429.00 |
| | Allegro Sofa (SFA002) | Blue Fabric | 73"L 34.5"D 30"H | \$616.00 |
| | Baja Chair (BCHWHT) | White Vinyl | 36"L 30.5"D 28"H | \$478.50 |
| | Baja Loveseat (BLVWHT) | White Vinyl | 61"L 30.5"D 28"H | \$704.00 |
| | Baja Sofa (BSFWHT) | White | 86"L 28"D 30"H | \$764.50 |
| | Fairfax Chair (FAIRCW) | White Vinyl, Brushed Metal | 30"L 27"D 30"H | \$302.50 |
| | Fairfax Sofa (FAIRSW) | White Vinyl, Brushed Metal | 62"L 27"D 30"H | \$418.00 |
| | Hopi Chair (HOPCH) | Gray Linen | 21"L 25"D 34"H | \$203.50 |
| | Hopi Loveseat (HOPLV) | Gray Linen | 48"L 25"D 34"H | \$319.00 |
| | Key Largo Chair (KEYCHR) | Black, Fabric | 35"L 35"D 34"H | \$275.00 |
| | Key Largo Loveseat (KEYLOV) | Black, Fabric | 57"L 35"D 34"H | \$319.00 |
| | Key Largo Sofa (KEYSOF) | Black, Fabric | 79"L 35"D 34"H | \$423.50 |
| | Munich Armless Chair (MNCHCH) | Gray Fabric | 22.5"L 27"D 28.5"H | \$401.50 |
| | Munich Armless Loveseat (MNCHLV) | Gray Fabric | 45"L 27"D 28.5"H | \$709.50 |
| | Munich Corner Chair (MNCHCC) | Gray Fabric | 26"L 27"D 28.5"H | \$484.00 |
| | Munich Sectional, 3 Pc. (MNCHSC) | Gray Fabric | 93.5" 27"D 28.5"H | \$1,584.00 |
| | Naples Chair (NPLCHR) | Black Vinyl | 36"L 30"D 28"H | \$511.50 |
| | Naples Loveseat (NPLLOV) | Black Vinyl | 62"L 30"D 28"H | \$616.00 |
| | Naples Sofa (NPLSOF) | Black Vinyl | 87"L 30"D 28"H | \$737.00 |
| | South Beach Sectional (SO2) | Platinum Suede, 3 Pieces | 152"L 40"D 33"H | \$1,397.00 |
| | South Beach Sofa (SO1) | Platinum Suede | 69"L 29"D 33"H | \$583.00 |
| | Tangiers Chair (TANCHR) | Beige Textured | 34"L 37"D 36"H | \$368.50 |
| | Tangiers Loveseat (TANLOV) | Beige Textured | 57.5"L 37"D 37"H | \$594.00 |

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|-----------------------|---------------------------------|-----------------------|-----------------------|----------|
| | Tangiers Sofa (TANSOF) | Beige Textured | 78"L 37"D 36"H | \$599.50 |
| Accent Chairs | | | | |
| | Key West Chair (OCB) | Black | 31"L 31"D 31"H | \$352.00 |
| | La Brea Swivel Chair (LABREA) | Charcoal Gray, Fabric | 35"L 27"D 40"H | \$363.00 |
| | Madrid Chair (BCW) | White | 30"L 30"D 31"H | \$566.50 |
| | Madrid Chair (OCH) | Black | 30"L 30"D 31"H | \$636.90 |
| | Wentworth Chair (WENCH) | Brown Vinyl | 32"L 26"D 31.5"H | \$291.50 |
| | Swanson Swivel Chair (SWAN) | White Vinyl | 28"L 25"D 30"H | \$319.00 |
| Meeting Chairs | | | | |
| | Meeting Chair (OCMESP) | Espresso | 25.5"L 23.5"D 34"H | \$253.00 |
| | Meeting Chair (OCMTAU) | Taupe Fabric | 25.5"L 23.5"D 34"H | \$253.00 |
| | Meeting Chair (OCMWHT) | White Vinyl | 25.5"L 23.5"D 34"H | \$253.00 |
| Group Seating | | | | |
| | Altura Guest Chair (XC6) | Black Crepe | 25"L 20"D 34"H | \$275.00 |
| | Berlin Chair (CS8) | Black, White | 18"L 22"D 32"H | \$110.00 |
| | Blade Chair (BLDCRD) | Red | 20.5"L 19"D 30.5"H | \$60.50 |
| | Blade Chair (BLDCSB) | Sky Blue | 20.5"L 19"D 30.5"H | \$60.50 |
| | Brewer Chair (SC3) | Onyx, Black | 20"L 20"D 32"H | \$148.50 |
| | Christopher Chair (XCHR) | White Vinyl, Chrome | 17"L 19"D 35"H | \$93.50 |
| | Duet Stack Chair (DUET) | Black, Chrome | 21"L 23"D 33"H | \$66.00 |
| | Laguna Chair (LMCHR) | Maple, Chrome | 18"L 19"D 34"H | \$126.50 |
| | Lucent Chair (LUCHCL) | Frosted, Acrylic | 19.5"L 19.75"D 45.5"H | \$159.50 |
| | Malba Chair (MALGRN) | Green | 20"L 20"D 32"H | \$99.00 |
| | Malba Chair (MALGRY) | Gray | 20"L 20"D 32"H | \$99.00 |
| | Marina Chair (MARCBE) | Ocean Blue Fabric | 17.5"L 19.5"D 35"H | \$130.90 |
| | Marina Chair (MARCBK) | Black Vinyl | 17.5"L 19.5"D 35"H | \$130.90 |
| | Marina Chair (MARCBR) | Brown Fabric | 17.5"L 19.5"D 35"H | \$130.90 |
| | Marina Chair (MARCRD) | Red Fabric | 17.5"L 19.5"D 35"H | \$130.90 |
| | Marina Chair (MARCVH) | White Vinyl | 17.5"L 19.5"D 35"H | \$130.90 |
| | Razor Armless Chair (SC10) | White | 15.38"L 15.5"D 30.5"H | \$77.00 |
| | Rustique Chair w/ arms (RSTDIN) | Gunmetal | 20"L 18"D 31"H | \$132.00 |
| | Syntax Chair (CS4) | Black, Chrome | 23"L 19"D 31"H | \$176.00 |
| | Zenith Chair (ZENCHR) | White, Chrome | 18.5"L 22"D 32"H | \$141.90 |
| Ottomans | | | | |
| | Beverly Bench Ottoman (BVLYBK) | Black Vinyl | 60"L 20"D 18"H | \$346.50 |
| | Beverly Bench Ottoman (BVLYBN) | Brown Fabric | 60"L 20"D 18"H | \$346.50 |
| | Beverly Bench Ottoman (BVLYGR) | Gray Fabric | 60"L 20"D 18"H | \$346.50 |

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| | Beverly Bench Ottoman (BVLN) | Linen Fabric | 60"L 20"D 18"H | \$346.50 |
| | Beverly Bench Ottoman (BVLYOB) | Ocean Blue Fabric | 60"L 20"D 18"H | \$346.50 |
| | Beverly Bench Ottoman (BVLRYD) | Red Fabric | 60"L 20"D 18"H | \$346.50 |
| | Beverly Bench Ottoman (BVLYWH) | White Vinyl | 60"L 20"D 18"H | \$346.50 |
| | Edge LED Cube Ottoman (CUBL20) | White, Plastic | 20"L 20"D 20"H | \$163.90 |
| | Endless Curved Ottoman (END01B) | Black | 60.5"L 37.5"D 15"H | \$368.50 |
| | Endless Curved Ottoman (END01W) | White | 60.5"L 37.5"D 15"H | \$368.50 |
| | Endless Square Ottoman (END02B) | Black | 34"L 34"D 15"H | \$313.50 |
| | Endless Square Ottoman (END02W) | White | 34"L 34"D 15"H | \$313.50 |
| | Half Bench Ottoman (WHT12) | White Vinyl | 39"L 22.5"D 18"H | \$319.00 |
| | Marche Swivel Ottoman (MAR001) | White Vinyl | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR002) | Gray Fabric | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR003) | Linen Fabric | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR004) | Raspberry Fabric | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR005) | Red Fabric | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR006) | Rose Quartz Fabric | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR007) | Plum Fabric | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR008) | Meadow Green | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR009) | Pear Yellow Fabric | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR010) | Blue Fabric | 17"RND 18"H | \$159.50 |
| | Marche Swivel Ottoman (MAR011) | Orange Fabric | 17"L 17"D 18"H | \$170.50 |
| | Ottoman Ring (BNQR17) | White Vinyl | 72"RND 18"H | \$1,501.50 |
| | Quarter Curve Ottoman (BNQ7) | White Vinyl | 53"L 22"D 18"H | \$423.50 |
| | Sally Stool/Ottoman (SAL) | White | 12"RND 17"H | \$82.50 |
| | South Beach Wedge Ottoman (OTS) | Platinum Suede | 25"L 31"D 18"H | \$280.50 |
| | Vibe Cube Ottoman (VIB01) | Green Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB02) | Blue Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB03) | Pink Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB04) | Red Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB05) | Yellow Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB06) | Gold/Bronze Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB07) | Beige Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB08) | Orange Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB09) | White Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB10) | Black Vinyl, Waterproof | 18"L 18"D 18"H | \$121.00 |
| | Vibe Cube Ottoman (VIB11) | Steel Blue Vinyl | 18"L 18"D 18"H | \$126.50 |
| | Vibe Cube Ottoman (VIB12) | Silver Vinyl | 18"L 18"D 18"H | \$126.50 |

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| | Vibe Cube Ottoman (VIB13) | Purple Vinyl | 18"L 18"D 18"H | \$126.50 |
| Accent Tables | | | | |
| | Alondra Cocktail Table (ALC100) | Glass, Chrome | 47"L 24"D 16"H | \$284.90 |
| | Alondra Cocktail Table (ALC200) | Wood, Chrome | 47"L 24"D 17"H | \$284.90 |
| | Alondra End Table (ALE100) | Glass, Chrome | 20"L 20"D 20"H | \$209.00 |
| | Alondra End Table (ALE200) | Wood, Chrome | 20"L 20"D 21"H | \$209.00 |
| | Aura Round Table (AURA) | White Metal | 15"RND 22"H | \$126.50 |
| | E Table (ETBL) | Wood | 21"L 15.5"D 27.5"H | \$159.50 |
| | Edge LED Cube Table (CUBTBL) | White, Plastic, Plexi Top | 20"L 20"D 20"H | \$163.90 |
| | Geo Cocktail Table (C1C) | Glass, Chrome | 50"L 22"D 16"H | \$225.50 |
| | Geo Cocktail Table (C1FWB) | Wood, Black | 50"L 22"D 17"H | \$253.00 |
| | Geo End Table (E1C) | Glass, Chrome | 26"L 26"D 20"H | \$220.00 |
| | Geo End Table (E1FWB) | Wood, Black | 26"L 26"D 21"H | \$220.00 |
| | Oliver Cocktail Table (COLI) | Walnut Finish | 47"L 27"D 19"H | \$214.50 |
| | Oliver End Table (EOLI) | Walnut Finish | 22"RND 22"H | \$181.50 |
| | Regis Bench/Table (REGBEN) | Brushed Metal | 47"L 15.5"D 16"H | \$251.90 |
| | Regis End Table (REGOTT) | Brushed Metal | 16"L 15.5"D 16.5"H | \$181.50 |
| | Silverado Cocktail Table (C1E) | Glass, Chrome | 36"RND 17"H | \$247.50 |
| | Silverado End Table (E1E) | Glass, Chrome | 24"RND 22"H | \$225.50 |
| | Sydney Cocktail Table (C1W) | White, Brushed Steel | 48"L 26"D 18"H | \$247.50 |
| | Sydney Cocktail Table (C1Y) | Black, Brushed Steel | 48"L 26"D 18"H | \$247.50 |
| | Sydney Cocktail Table (SYDBEC) | Blue | 48"L 26"D 18"H | \$258.50 |
| | Sydney Cocktail Table (SYDWDC) | Wood | 48"L 26"D 18"H | \$258.50 |
| | Sydney End Table (E1W) | White, Brushed Steel | 27"L 23"D 22"H | \$220.00 |
| | Sydney End Table (E1Y) | Black, Brushed Steel | 27"L 23"D 22"H | \$220.00 |
| | Sydney End Table (SYDBEE) | Blue | 27"L 23"D 22"H | \$225.50 |
| | Sydney End Table (SYDWDE) | Wood | 27"L 23"D 22"H | \$225.50 |
| | Timber Table (TMBTBL) | Wood | 16"RND 17"H | \$154.00 |
| Café Tables w/ Standard Black Base | | | | |
| | 30" Round Café Table w/ Standard Black Base (30WH29) | White Laminate Top | 30"RND 29"H | \$203.50 |
| | 30" Round Café Table w/ Standard Black Base (ZTB) | Red Top | 30"RND 29"H | \$203.50 |
| | 30" Round Café Table w/ Standard Black Base (ZTG) | Silver Textured Top | 30"RND 29"H | \$203.50 |
| | 30" Round Café Table w/ Standard Black Base (ZTJ) | Graphite Nebula Top | 30"RND 29"H | \$203.50 |
| | 30" Round Café Table w/ Standard Black Base (ZTK) | Maple Top | 30"RND 29"H | \$203.50 |
| | 30" Round Café Table w/ Standard Black Base (30BEBC) | Blue | 30" RND 29"H | \$203.50 |
| | 30" Round Madison Café Table w/ Standard Black Base (ZTA) | Gray Acajou | 30"RND 29"H | \$196.90 |
| | 30" Round Café Table w/ Standard Black Base (30WDBC) | Wood | 30" RND 29"H | \$203.50 |

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| | 36" Round Café Table w/ Standard Black Base (ZTN) | Graphite Nebula Top | 36"RND 29"H | \$218.90 |
| | 36" Round Café Table w/ Standard Black Base (ZTP) | Maple Top | 36"RND 29"H | \$218.90 |
| | 36" Round Café Table w/ Standard Black Base (ZTQ) | White Laminate Top | 36"RND 29"H | \$218.90 |
| Café Tables w/ Hydraulic Base | | | | |
| | 30" Round Café Table w/ Hydraulic Base (30BRHC) | Red Top | 30"RND 29"H | \$280.50 |
| | 30" Round Café Table w/ Hydraulic Base (30GRHC) | Graphite Nebula Top | 30"RND 29"H | \$280.50 |
| | 30" Round Café Table w/ Hydraulic Base (30MTHC) | Maple Top | 30"RND 29"H | \$280.50 |
| | 30" Round Café Table w/ Hydraulic Base (30STHC) | Silver Textured Top | 30"RND 29"H | \$280.50 |
| | 30" Round Café Table w/ Hydraulic Base (30WHHC) | White Laminate Top | 30"RND 29"H | \$280.50 |
| | 30" Round Madison Café Table w/ Hydraulic Base (30MAHC) | Gray Acajou | 30"RND 29"H | \$262.90 |
| | 30" Round Café Table w/ Hydraulic Base (30BEHC) | Blue | 30"RND 29"H | \$275.00 |
| | 30" Round Café Table w/ Hydraulic Base (30WDHC) | Wood | 30" RND 29"H | \$275.00 |
| | 36" Round Café Table w/ Hydraulic Base (36GRHC) | Graphite Nebula Top | 36"RND 29"H | \$297.00 |
| | 36" Round Café Table w/ Hydraulic Base (36MTHC) | Maple Top | 36"RND 29"H | \$297.00 |
| | 36" Round Café Table w/ Hydraulic Base (36WTHC) | White Laminate Top | 36"RND 29"H | \$297.00 |
| Bar Tables w/ Standard Black Base | | | | |
| | 30" Round Bar Table w/ Standard Black Base (30WH42) | Liquid White Top | 30"RND 42"H | \$225.50 |
| | 30" Round Bar Table w/ Standard Black Base (VTB) | Red Top | 30"RND 42"H | \$225.50 |
| | 30" Round Bar Table w/ Standard Black Base (VTG) | Silver Textured Top | 30"RND 42"H | \$225.50 |
| | 30" Round Bar Table w/ Standard Black Base (VTJ) | Graphite Nebula Top | 30"RND 42"H | \$225.50 |
| | 30" Round Bar Table w/ Standard Black Base (VTK) | Maple Top | 30"RND 42"H | \$225.50 |
| | 30" Round Madison Bar Table w/ Standard Black Base (VTA) | Gray Acajou | 30"RND 42"H | \$220.00 |
| | 30" Round Bar Table w/ Standard Black Base (30WDBB) | Wood | 30" RND 42"H | \$225.50 |
| | 30" Round Bar Table w/ Standard Black Base (30EBB) | Blue | 30" RND 42"H | \$225.50 |
| | 36" Round Bar Table w/ Standard Black Base (VTN) | Graphite Nebula Top | 36"RND 42"H | \$242.00 |
| | 36" Round Bar Table w/ Standard Black Base (VTP) | Maple Top | 36"RND 42"H | \$242.00 |
| | 36" Round Bar Table w/ Standard Black Base (VTW) | White Laminate Top | 36"RND 42"H | \$242.00 |
| | Rustique Square Metal Bar Table (RSTSQT) | Gunmetal | 23.75"L 23.75"D | \$236.50 |
| Bar Tables w/ Hydraulic Base | | | | |
| | 30" Round Bar Table w/ Hydraulic Base (30BRHB) | Red Top | 30"RND 45"H | \$280.50 |
| | 30" Round Bar Table w/ Hydraulic Base (30GRHB) | Graphite Nebula Top | 30"RND 45"H | \$280.50 |
| | 30" Round Bar Table w/ Hydraulic Base (30MTHB) | Maple Top | 30"RND 45"H | \$280.50 |
| | 30" Round Bar Table w/ Hydraulic Base (30STHB) | Silver Textured Top | 30"RND 45"H | \$280.50 |
| | 30" Round Bar Table w/ Hydraulic Base (30WHHB) | White Laminate Top | 30"RND 45"H | \$280.50 |
| | 30" Round Madison Bar Table w/ Hydraulic Base (30MAHB) | Gray Acajou | 30"RND 45"H | \$262.90 |
| | 30" Round Bar Table w/ Hydraulic Base (30BEHB) | Blue | 30"RND 45"H | \$275.00 |
| | 30" Round Bar Table w/ Hydraulic Base (30WDHB) | Wood | 30" RND 45"H | \$275.00 |

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| | 36" Round Bar Table w/ Hydraulic Base (36GRHB) | Graphite Nebula Top | 36"RND 45"H | \$297.00 |
| | 36" Round Bar Table w/ Hydraulic Base (36MTHB) | Maple Top | 36"RND 45"H | \$297.00 |
| | 36" Round Bar Table w/ Hydraulic Base (36WTHB) | White Laminate Top | 36"RND 45"H | \$297.00 |
| Barstools | | | | |
| | Apex Barstool (APS08) | Black Vinyl | 21"L 21"D 33"H | \$198.00 |
| | Apex Barstool (APS12) | Blue Ultra Suede | 21"L 21"D 33"H | \$198.00 |
| | Apex Barstool (APS59) | Red Vinyl | 21"L 21"D 33"H | \$198.00 |
| | Apex Barstool (APS75) | White Vinyl | 21"L 21"D 33"H | \$198.00 |
| | Banana Barstool (BS5) | Black, Chrome | 21"L 22"D 30"H | \$220.00 |
| | Banana Barstool (BST) | White, Chrome | 21"L 22"D 30"H | \$220.00 |
| | Blade Barstool (BLDBRD) | Red | 20.5"L 20.125"D 40.5"H | \$115.50 |
| | Blade Barstool (BLDBSB) | Sky Blue | 20.5"L 20.125"D 40.5"H | \$115.50 |
| | Christopher Barstool (XBAR) | White Vinyl, Chrome | 19"L 15"D 41"H | \$159.50 |
| | Laguna Barstool (LMBAR) | Maple, Chrome | 18"L 20"D 47"H | \$159.50 |
| | Lift Barstool (ROLLBL) | Black Vinyl | 15"RND 23-33.5"H | \$187.00 |
| | Lift Barstool (ROLLGY) | Gray Vinyl | 15"RND 23-33.5"H | \$187.00 |
| | Lift Barstool (ROLLRD) | Red Vinyl | 15"RND 23-33.5"H | \$187.00 |
| | Lift Barstool (ROLLWH) | White Vinyl | 15"RND 23-33.5"H | \$187.00 |
| | Lucent Barstool (LUBSCL) | Frosted, Acrylic | 22"L 22.5"D 45.5"H | \$229.90 |
| | Oslo Barstool (BSC) | White | 17"L 20"D 30"H | \$229.90 |
| | Rustique Barstool (RSTSTL) | Gunmetal | 13"L 13"D 30"H | \$121.00 |
| | Shark Barstool (BS001) | White, Chrome | 22"L 19"D 34-44"H | \$280.50 |
| | Syntax Barstool (BSR) | Black, Chrome | 23"L 19"D 32"H | \$192.50 |
| | Zenith Barstool (ZENBAR) | White, Chrome | 19"L 20"D 44"H | \$143.00 |
| | Zoey Barstool (BS002) | White, Chrome | 15"L 16"D 26-30.5"H | \$258.50 |
| | Zoey Barstool (BS003) | Black, Chrome | 15"L 16"D 26-30.5"H | \$258.50 |
| Conference Tables | | | | |
| | 10' Table (CT10GR) | Granite | 120"L 46"D 29"H | \$715.00 |
| | 42" Round Madison Conference Table (CB8) | Gray Acajou | 42"RND 29"H | \$346.50 |
| | 42" Round Table (CB1) | Graphite Nebula | 42"RND 29"H | \$346.50 |
| | 42" Round Table (CONF42) | White Laminate | 42"RND 29"H | \$346.50 |
| | 6' Conference Table (CB2) | Graphite Nebula | 72"L 42"D 29"H | \$407.00 |
| | 6' Table (CT06GR) | Granite | 72"L 36"D 29"H | \$412.50 |
| | 8' Conference Table (CB3) | Graphite Nebula | 96"L 48"D 29"H | \$478.50 |
| | 8' Table (C508GR) | Granite | 96"L 44"D 29"H | \$478.50 |
| | Atomic 36" Round Table (36ATO) | Glass | 36"RND 30"H | \$275.00 |
| | Atomic 42" Round Table (42ATO) | Glass | 42"RND 30"H | \$275.00 |

CUSTOM FURNISHINGS ORDER FORM

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



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Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
Method of payment must accompany your order



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

| | | | | |
|----------------------------------|---|-------------------------|------------------------------|----------|
| | Geo Table, Rectangle (CE2) | Glass, Chrome | 60"L 36"D 29"H | \$394.90 |
| | Geo Table, Rectangle (CF2) | Glass, Black | 60"L 36"D 29"H | \$394.90 |
| | Geo Table, Rounded Square (CE1) | Glass, Chrome | 42"L 42"D 29"H | \$280.50 |
| | Geo Table, Rounded Square (CF1) | Glass, Black | 42"L 42"D 29"H | \$280.50 |
| | Madison 10' Table (MADC10) | Gray Acajou | 120"L 48"D 29"H | \$819.50 |
| | Madison 5' Table (MADC05) | Gray Acajou | 60"L 48"D 29"H | \$412.50 |
| | Madison 8' Table (MADC08) | Gray Acajou | 96"L 60"D 29"H | \$819.50 |
| | Merlin Multi Use Table (MERLIN) | Gray Laminate, Black | 46"L 29"D 30"H | \$302.50 |
| | Work Table (WD3) | White Laminate, White | 48"L 24"D 30"H | \$291.50 |
| Executive Chairs | | | | |
| | Pro Executive Guest Chair (PROGB) | Black Vinyl | 24"L 22"D 36"H | \$225.50 |
| | Pro Executive High Back Chair (PROEXB) | Black Vinyl | 25"L 24"D 48"H Adj | \$319.00 |
| | Pro Executive High Back Chair (PROEXE) | White Classic Vinyl | 25"L 24"D 48"H Adj | \$319.00 |
| | Pro Executive Mid Back Chair (PROMDB) | Black Vinyl | 24"L 22"D 40"H Adj | \$209.00 |
| | Pro Executive Mid Back Chair (PROMID) | White Classic Vinyl | 24"L 22"D 40"H Adj | \$209.00 |
| | Task Stool (TASKST) | Black Fabric | 27.5"L 27.5"D 32.75"-40.25"H | \$130.90 |
| Communal Tables w/ Solid Tops | | | | |
| | Ventura Communal Bar Table (VNTBNP) | Black Top, Silver Frame | 72.25"L 26.25"D 42"H | \$583.00 |
| | Ventura Communal Bar Table (VNTMNP) | Maple Top, Silver Frame | 72.25"L 26.25"D 42"H | \$583.00 |
| | Ventura Communal Bar Table (VNTWNP) | White Top, Silver Frame | 72.25"L 26.25"D 42"H | \$583.00 |
| | Ventura Communal Café Table (VNTCMN) | Maple Top, Silver Frame | 72.25"L 26.25"D 30"H | \$460.90 |
| | Ventura Communal Café Table (VNTCBN) | Black Top, Silver Frame | 72.25"L 26.25"D 30"H | \$460.90 |
| | Ventura Communal Café Table (VNTCWN) | White Top, Silver Frame | 72.25"L 26.25"D 30"H | \$460.90 |
| Communal Tables w/ Grommet Holes | | | | |
| | Ventura Communal Café Table w/ Grommet Holes (VNTCWW) | White Top, Silver Frame | 72.25"L 26.25"D 30"H | \$460.90 |
| | Ventura Communal Café Table w/Grommet Holes (VNTCMW) | Maple Top, Silver Frame | 72.25"L 26.25"D 30"H | \$460.90 |
| | Ventura Communal Bar Table w/ Grommet Holes (VNTBMW) | Maple Top, Silver Frame | 72.25"L 26.25"D 42"H | \$583.00 |
| | Ventura Communal Bar Table w/ Grommet Holes (VNTBWW) | White Top, Silver Frame | 72.25"L 26.25"D 42"H | \$583.00 |
| Office & Product Display | | | | |
| | 3 Drawer File Cabinet on Castors (TECH3) | Black Metal, Laminate | 16"L 20"D 28"H | \$126.50 |
| | Madison Bookcase (BC8) | Gray Acajou | 36"L 12"D 72"H | \$372.90 |
| | Madison Credenza (CR8) | Gray Acajou | 60"L 20"D 29"H | \$440.00 |
| | Madison Executive Desk (JD8) | Gray Acajou | 60"L 30"D 29"H | \$515.90 |
| | Posh Shelving (PSHCCS) | Chrome, Acrylic | 36"L 18"D 72"H | \$438.90 |
| | Powered Locking Pedestal, 36" (PDL36B) | Black | 24"L 24"D 36"H | \$445.50 |
| | Powered Locking Pedestal, 36" (PDL36W) | White | 24"L 24"D 36"H | \$445.50 |
| | Powered Locking Pedestal, 42" (PDL42B) | Black | 24"L 24"D 42"H | \$528.00 |

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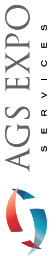
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CUSTOM FURNISHINGS ORDER FORM



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

Custom Furnishings Order Form

| | | | | |
|----------|--|--|------------------|------------|
| | Powered Locking Pedestal, 42" (PDL42W) | White | 24"L 24"D 42"H | \$528.00 |
| | Tech Desk, Powered (TECH) | Black Metal, Laminate w/electrical unit | 60"L 30"D 30"H | \$401.50 |
| | Tech Desk, Powered w/ 3 Drawer File Cabinet (TECH3B) | Black Metal, Laminate w/electrical unit | 60"L 30"D 30"H | \$489.50 |
| Lamps | | | | |
| | Mason Floor Lamp (LA15) | Brushed Silver | 18"RND 55"H | \$192.50 |
| | Mason Table Lamp (LA14) | Brushed Silver | 16"RND 26"H | \$126.50 |
| Bars | | | | |
| | Midtown Bar, Lighted w/ Plug In (MTBLPI) | Pewter | 60"L 18"D 42"H | \$1,336.50 |
| | Midtown Bar, Unlighted (MTBUUL) | Pewter | 60"L 18"D 42"H | \$1,252.90 |
| Greenery | | | | |
| | Boxwood Hedge, 4' (HDG4FT) | Green | 46"L 9"D 47"H | \$394.90 |
| | Boxwood Hedge, 7' (HDG7FT) | Green | 36.5"L 12"D 84"H | \$647.90 |

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.

Subtotal: \$ _____
 19% Service Charge: \$ _____
 Sales Tax (9.25%): \$ _____
Total Custom Furnishings Order: \$ _____

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 Phone: 407.292.0025 • Fax: 407.292.4414

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

Booth Labor & Cleaning

Information and Order Forms

| | |
|--|----|
| Booth Labor Order Form | 80 |
| Outbound Shipping for AGS Supervised Labor Only..... | 81 |
| Forklift Order Form..... | 82 |
| Booth Cleaning Order Form | 83 |
| Booth Layout Form..... | 84 |

How Can We Help?

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



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Knoxville, TN
August 11-14, 2019

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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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Phone: 407.292.0025 • Fax: 407.292.4414

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

BOOTH LABOR ORDER FORM



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JULY 26TH
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: _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
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JULY 26TH
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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. | \$278.25 | \$347.81 |
| Overtime: | Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday. | \$417.38 | \$523.82 |
| Sunday/Holidays: | All day Sunday and observed Holidays where applicable. | \$514.76 | \$643.45 |

• 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
Phone: 407.292.0025 • Fax: 407.292.4414

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



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Method of payment must accompany your order



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

Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal, and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

Please Indicate Booth Area

| |
|---|
| BOOTH SIZE - _____ X _____ = _____ (sq. ft. round up to the nearest 100 sq. ft.) |
|---|

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded up to the nearest 100 sq. ft.

Vacuuming Service *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

- ☐ Vacuuming Nightly \$0.55/sq. ft.* ☐ Vacuuming Once Before Event \$0.61/sq. ft.

**Please calculate for (3) event days.*

Periodic Porter Service

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

- ☐ Periodic Porter Service - Daily .. \$140.00/day** ☐ Day-Specific Porter Service \$155.00/day

***Please calculate for (3) event days.*

(Please indicate days) _____

- ☐ **Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal, and other similar labor services.

Quoted as needed.***

- **Straight-Time:** \$129.00/hr . 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** \$161.00/hr . 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Sunday/Holidays:** . \$194.00/hr . all day Sunday and observed Holidays, where applicable.

****One (1) Hour Minimum for all service calls.*

Other Cleaning Services

- ☐ Shampooing of Carpet \$0.95/sq. ft.
- ☐ Mopping and Waxing..... \$0.95/sq. ft.
- ☐ Anti-Static Carpet Treatment.... \$0.25/sq. ft.
- Shampooing and mopping available before show opens **ONLY**

Total Order

Total Sq. Ft.

X

Vacuuming: \$0.55/sq. ft. or \$0.61/sq. ft. x _____ Days = \$ _____

Shampooing/Mopping: \$0.95/sq. ft. x _____ Days = \$ _____

Anti-Static Treatment: \$0.25/sq. ft. x _____ Days = \$ _____

Porter Service: \$140.00 or \$155.00/day x _____ Days = \$ _____

Tax (9.25%): \$ _____

Total Booth Cleaning Order: \$ _____

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BOOTH CLEANING ORDER FORM



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

Booth Layout Form

This grid must be attached to the following order forms to ensure proper placement of items in your booth.
Please print/photocopy as needed.

- ☐ Pegboard / Tackboard - *Seating & Accessories Form*
- ☐ Special Colored Drape - *Seating & Accessories Form*
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - *Display Solutions Form*
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - *Carpet Form*
- ☐ Installation and Dismantling - *Labor Order Form*

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

indicate adjacent
booth or
aisle number:

| | | | | | | | | | |
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indicate adjacent
booth or
aisle number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to AGS for your orders to be processed.**

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

BOOTH LAYOUT FORM

Shipping & Material Handling

Information and Order Forms

| | |
|--|-----|
| Material Handling & Rates | 86 |
| Special Handling Definitions | 90 |
| Reducing Material Handling Costs | 91 |
| Freight Re-Route Policy | 92 |
| Shipping Addresses | 93 |
| Shipping Labels..... | 94 |
| Material Handling Order Form..... | 96 |
| Outbound Bill of Lading/Shipping Label Request | 97 |
| Inbound Shipping Information Form | 98 |
| Premium Return Service..... | 99 |
| Cartload Service Order Form | 100 |
| Vehicle Spotting Order Form | 101 |
| Terms & Conditions of Contract - Material Handling Services | 102 |
| UPS Freight Shipping | 107 |

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ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

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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.



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



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 \$31.60 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 40% 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 Knoxville 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.**



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



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 **\$30.40** 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 Knoxville 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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



Material Handling Information & Rates

Small Package Rates (Cont.)

the first piece is \$55.00 and each subsequent piece is \$20.00. 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.



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



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

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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
Method of payment must accompany your order



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 13th by 5:00 PM
Freight Re-Route Time: Tuesday, August 13th 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.



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
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 2019

Booth #: _____

{PLACE APPROPRIATE ADDRESS HERE}

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight
3718 E Gov John Sevier Hwy
Knoxville, TN 37914

Delivery Window

- Deliveries only accepted between 7/12/19 - 8/2/19
- 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 Knoxville Convention Center
Halls A & B
701 Henley Street
Knoxville, TN 37902

Delivery Window

- Saturday, August 10, 2019 - 8:00 AM - 5:00 PM
- Sunday, August 11, 2019 - 9:00 AM - 3:00 PM
- All booths must be set by 3:00 PM on Sunday, August 11, 2019.

- **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.
- **Misabeled packages have the potential of being refused at show site.** Please remember to include **AGS Expo Services c/o Knoxville 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.



**TO: AGS Expo Services
c/o UPS Freight
3718 E Gov John Sevier Hwy
Knoxville, TN 37914**

ISA 2019

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
7/12/19 - 8/2/19**

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
3718 E Gov John Sevier Hwy
Knoxville, TN 37914**

ISA 2019

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
7/12/19 - 8/2/19**

ADVANCE SHIPPING LABEL



TO: AGS Expo Services
c/o Knoxville Convention Center
Halls A & B
701 Henley Street
Knoxville, TN 37902

ISA 2019

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Saturday, August 10, 2019 - 8:00 AM - 5:00 PM

Sunday, August 11, 2019 - 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 Knoxville Convention Center
Halls A & B
701 Henley Street
Knoxville, TN 37902

ISA 2019

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Saturday, August 10, 2019 - 8:00 AM - 5:00 PM

Sunday, August 11, 2019 - 9:00 AM - 3:00 PM

DIRECT SHIPPING LABEL



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
Method of payment must accompany your order



| | | |
|--------------------|-----------|--------------|
| 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 - (7/12/19 - 8/2/19)

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

Direct to Show Site - (8/10/19 - 8/11/19)

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

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 40% Overtime Surcharge will be applied for any mandatory weekend move-in and any move-out after 4:30PM.**

Special Handling at Show Site - (8/10/19 - 8/11/19)

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

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

- \$55.00 1st Carton, \$20.00 each add., per day

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 @ \$55.00 for the first package and \$20.00 for each additional package contained in the same shipment

Total Number of Packages _____ x \$55.00 / \$20.00 = \$ _____

Total Order

Material Handling Services - Subtotal: \$ _____

40% Overtime Surcharge (Subtotal x 40%): \$ _____

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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019



| | | |
|--------------------|-----------|--------------|
| 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: _____

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
Method of payment must accompany your order



| | | |
|--------------------|-----------|--------------|
| 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

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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
Method of payment must accompany your order



| | | |
|--------------------|-----------|--------------|
| 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

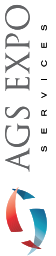
Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

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



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

Discount Price Deadline Date
JULY 26TH
Method of payment must accompany your order



| | | |
|--------------------|-----------|--------------|
| 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 10, 2019 - 8:00 AM - 5:00 PM
Sunday, August 11, 2019 - 9:00 AM - 3:00 PM

Exhibitor Move-Out:

Tuesday, August 13, 2019 - 3:30 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: | | | | \$ |

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ISA 2019
Knoxville Convention Center
Knoxville, TN
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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.

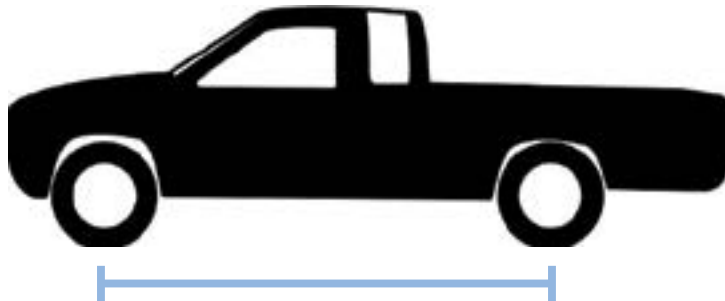
For rolling/self-propelled/towed/pushed vehicles, AGS will receive equipment at show site and deliver to the exhibitor's booth. AGS will also handle the outbound as an inclusive service.

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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VEHICLE SPOTTING ORDER FORM



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
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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



ISA 2019
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Terms & Conditions of Contract - Material Handling Services

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. 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.



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
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Terms & Conditions of Contract - Material Handling Services

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.

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. **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.**

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:



ISA 2019
Knoxville Convention Center
Knoxville, TN
August 11-14, 2019

**Discount Price
Deadline Date
JULY 26TH**
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Terms & Conditions of Contract - Material Handling Services

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, 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.

9. 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.

10. 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



ISA 2019
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Terms & Conditions of Contract - Material Handling Services

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.

11. 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, 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

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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!

Place Pro Label Here

www.upsfreight.com/tradeshow

| DATE | B/L NO. | KEYWORD | SHOW |
|------|---------|---------|------|
|------|---------|---------|------|

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 | <input type="checkbox"/> COLLECT | <input checked="" type="checkbox"/> PREPAID |
| 5 | SPECIAL INSTRUCTIONS | | |
| | | | |
| 6 | IF GOING TO SHOW, CHECK ONE | | |
| <input type="checkbox"/> ADVANCE WAREHOUSE → DELIVER BY _____ | | | |
| <input type="checkbox"/> 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 |

EMERGENCY CONTACT NUMBER:

CARRIER LIABILITY. Carrier liability for loss or damage will be the (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 \$2.50 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$1.00 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 determine 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.

| | | | | |
|------------------------|------------|------------------------|------|-----------------|
| 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

| | |
|--|-----|
| Electrical & Utilities Order Form..... | 111 |
| Internet Services..... | 113 |

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.



P. O. BOX 2543
KNOXVILLE, TN 37901

PHONE: (865) 522-5669
FAX: (865) 251-6041

E-MAIL: exhibitorkcc@kccsmg.com



An SMG Managed Facility

UTILITIES SERVICE ORDER FORM

MAKE ALL REMITTANCE PAYABLE TO: KNOXVILLE CONVENTION CENTER, ATTN: FINANCE DEPARTMENT.

Please Print All Information

NAME OF EVENT _____ DATE OF EVENT ____ / ____ / ____ BOOTH # _____

FIRM
NAME _____ CONTACT _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE# _____ FAX# _____

PAYMENT: CHECK ☐ CASH ☐ VISA ☐ MC ☐ AMEX ☐ DISCOVER ☐

CARD# _____ EXPIRATION _____ V-CODE _____

I ALSO AUTHORIZE SMG TO CHARGE ANY OUTSTANDING BALANCE AT THE TIME OF MOVE-OUT TO MY CREDIT CARD

SIGNATURE _____ NAME ON CARD _____

*For a receipt, please provide an **e-mail address**: _____

ELECTRICAL SERVICES

| <u>QUANTITY</u> | <u>DESCRIPTION</u> | <u>PRICE</u> | <u>EXTENSION</u> |
|-----------------|---------------------------------|--------------|------------------|
| _____ | 20 AMPS, 110 VOLTS | \$65 | _____ |
| _____ | 30 AMPS, 125 VOLTS | \$125 | _____ |
| _____ | 30 AMPS, 208 VOLTS, THREE-PHASE | \$200 | _____ |
| _____ | 50 AMPS, 208 VOLTS, THREE-PHASE | \$400 | _____ |
| _____ | 60 AMPS, 208 VOLTS, THREE-PHASE | \$500 | _____ |
| _____ | 100 AMPS, THREE-PHASE | \$500 | _____ |
| _____ | 200 AMPS, THREE-PHASE | \$700 | _____ |
| _____ | 400 AMPS, THREE-PHASE | \$900 | _____ |

Above rates include power outlets only, it does NOT include extension cords (see below)

| | | | |
|-------|------------------------------------|-----------|-------|
| _____ | Extension Cords/Power Strips, each | \$15 | _____ |
| | | SUB-TOTAL | _____ |

OTHER UTILITY SERVICES

| <u>QUANTITY</u> | <u>DESCRIPTION</u> | <u>PRICE</u> | <u>EXTENSION</u> |
|-----------------|--|--------------|------------------|
| _____ | Water Connection – up to 7,500 gallons | \$150 | _____ |
| _____ | Water Connection – over 7,500 gallons | \$300 | _____ |
| _____ | Compressed Air Service | \$150 | _____ |
| _____ | Cable Box Service (Comcast) | \$50 | _____ |
| _____ | Telephone Line with handset – DIGITAL ANALOG (circle one please) | \$225 | _____ |
| | | SUB-TOTAL | _____ |

**PAID ORDERS RECEIVED 10 DAYS OR MORE BEFORE FIRST
MOVE-IN DATE WILL BE 1ST PRIORITY**

TOTAL _____

PLEASE CONTACT exhibitorkcc@kccsmg.com FOR ADDITIONAL NEEDS

CONDITIONS AND SAFETY REGULATIONS FOR ELECTRICAL SERVICE

1. WALL, COLUMN AND PERMANENT BUILDING UTILITY OUTLETS ARE NOT PART OF BOOTH SPACE AND ARE NOT TO BE USED BY EXHIBITORS UNLESS SPECIFIED OTHERWISE.
2. ALL EQUIPMENT, REGARDLESS OF SOURCE OF POWER, MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL BUILDING AND SAFETY CODES.
3. ALL SERVICE CONNECTIONS AND OVERLOAD PROTECTION TO SUCH EQUIPMENT MUST BE MADE BY THE "KCC HOUSE ELECTRICIAN" ONLY.
4. ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, HORSEPOWER, ETC.
5. ALL APPROPRIATE EXHIBITOR'S EXTENSION CORDS MUST BE OF THE THREE-WIRE GROUNDED TYPE, RESIDENTIAL TYPE EXTENSION CORDS AND POWER STRIP CORDS ARE PROHIBITED BY LOCAL BUILDING AND SAFETY CODES.
6. ALL EXPOSED NON-CURRENT CARRYING METAL PARTS OF FIXED EQUIPMENT, WHICH ARE LIABLE TO BE ENERGIZED, MUST BE GROUNDED.

THE PARTIES AGREE THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE EXCLUDED FROM THIS AGREEMENT. KNOXVILLE CONVENTION CENTER DOES NOT ASSUME ANY LIABILITY FOR DAMAGES OR ANY TYPE WHATSOEVER OR LOSS OF ANTICIPATORY PROFITS RESULTING FROM THE USE OF EQUIPMENT OR SERVICES OR DELIVERY OR INSTALLATION, OR DAMAGE OF ANY SORT WHATSOEVER TO USER'S GOODS OR EQUIPMENT ARISING FROM ANY CAUSE WHATSOEVER.

Internet Services Order Form

ORDER ONLINE: www.shownets.net Phone: 800-310-4454

| | | | |
|------------------|------------------|--------|------|
| Company Name: | Booth / Room #: | | |
| Billing Address: | City: | State: | Zip: |
| Event Name: | Event Run Dates: | | |
| On-Site Contact: | Phone: | Fax: | |
| Email Address: | | | |

Network Services

(Advanced pricing is greater than 14 days prior to event without exception)

A. BUNDLED INTERNET SERVICES - Best Value ☆ - Inclusive for the Duration of Event

| Bundled Services: no additional wired connections or hardware (switch) supported | Qty | Advanced | Standard | Total |
|--|-----|----------|----------|-------|
| A1 - Single drop/connection sharing 3Mbps + 2 Wireless Codes | | \$649 | \$749 | |
| A2 - Single drop/connection sharing 5 Mbps + 5 Wireless Codes | | \$1149 | \$1249 | |
| A3 - Single drop/connection sharing 12 Mbps + 10 Wireless Codes | | \$1199 | \$1299 | |

B. WIRELESS ONLY INTERNET SERVICES - Per Day / Per Device. Ordering also available on-site. SSID: .KCC_Expo

| Exhibitor Wireless Services (per device) | # Devices | # of Days | Price per day | Total |
|--|-----------|-----------|---------------|-------|
| 1 wireless device (phone, tablet, laptop, etc) connected at up to 3 Mbps | | 1 | \$24.95 | |
| | | 3 | \$39.95 | |
| | | 5 | \$54.95 | |

C. WIRED PRIVATE BANDWIDTH INTERNET SERVICES - Inclusive for the Duration of Event.

| Wired Services: one wire to your booth with the specified bandwidth -NO hardware provided (switch/cables) | Qty | Advanced | Standard | Total |
|---|-----|----------|----------|-------|
| C1 - Single drop/connection up to 2 Mbps -1 included + purchase up to 10 additional connections | | \$399 | \$499 | |
| C2 - Single drop/connection up to 5 Mbps -5 included + purchase up to 20 additional connections | | \$599 | \$699 | |
| C3 - Single drop/connection up to 10 Mbps -15 included + purchase up to 30 additional connections | | \$799 | \$899 | |
| Custom SSID Hotspot added to C1-3 ONLY (Meeting Room or Expo Booth only) | | \$250 | \$350 | |
| Additional Wired Connections - requires a switch (Not public IP Addresses) | | \$100 | \$125 | |
| Switch Rental | | \$150 | \$175 | |
| Cable Rental (up to 50', longer runs require custom cabling consult) | | \$50 | \$75 | |

Grand Total

➡ Custom solutions tailored to your requirements as well as additional bandwidth and hardware options are available by calling the number below ➡

Internet Services Order Form

Information and Conditions

showNets (Supplier) is the exclusive provider for wired and wireless network services at the Knoxville Convention Center. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. Only the company (its officers, employees and agents) that orders service is authorized to use the Internet connection. This service cannot be re-sold or distributed to any other company or individual. Our rates are based on a per device charge. Each device attached to the showNets network must pay for networking service. **DISCLAIMER; LIMITATION OF LIABILITY; CUSTOMER'S RESPONSIBILITIES SUPPLIER'S OBLIGATIONS UNDER THIS AGREEMENT ARE IN LIEU OF ALL WARRANTIES, EXPRESS OR IMPLIED. SUPPLIER WILL NOT BE LIABLE FOR INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, THIRD PARTY CLAIMS, LOSS OF PROFITS OR INCOME, OR LOSS OF USE OR OTHER BENEFITS, ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S USE OR INABILITY TO USE THE SERVICE HEREIN REQUESTED, OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS OR PROFITS) WHETHER OR NOT SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. THE SERVICE IS PROVIDED ON AN "AS IS" BASIS. THIS IS IN LIEU OF ALL OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE. YOUR EXCLUSIVE REMEDY AND SHOWNETS MAXIMUM LIABILITY SHALL BE THE ACTUAL AMOUNT PAID TO SHOWNETS WITH RESPECT TO THE DEFICIENT SERVICES.** Customers/exhibitors accept responsibility to ensure that all of their files are adequately duplicated and documented. Supplier is not responsible for Customer's failure to do so, or for the cost of reconstructing data stored on disc files, tapes, memories, etc., lost during the performance of service under this Agreement. Supplier will not be liable for loss of funds contained in, dispensed by, or associated with any Services under this Agreement. Supplier will not be responsible for failure to provide service due to strikes or causes beyond Supplier's reasonable control. Services Order Request and Payment THIS SERVICES ORDER MUST BE RECEIVED WITH FULL PAYMENT AND/OR CREDIT CARD AUTHORIZATION TWO WEEKS PRIOR THE START OF SHOW TO QUALIFY FOR THE ADVANCED RATE. Orders received inside of the two week period will be charged the standard rate. Both wireless access and on-site orders will go through our automated system and will require a credit card for payment. For a wired connection, booth location and location of the Network Connection must be identified to process your order. All monies are collected by showNets. All requests for credit or refund should be directed to showNets. Credit can not be given for service installed and not used. Refunds will not be granted for service installed and deemed inoperative due to faulty exhibitor equipment or off-site service problems. A \$50.00 service fee will be charged for all returned checks. Services Installation And Equipment Use For a wireless connection, the process is automated. Open a browser and enter the information requested, choose a service level and enter your credit card information. There is a \$10.00 Service fee for all Manual Wireless transactions. For a private wired connection, you will receive access to the Internet via a userid and password for one device. If you order prior to the event, connect your machine to the Cat5 cable that is installed at your location. Open a browser and enter your userid and password to access the Internet. If you order on-site, connect your machine to the Cat5 cable installed in your location. Open a browser and enter the information requested, choose a service level and enter your credit card information. For a public IP wired connection, a printed copy of the full TCP/IP address information will be provided to you prior to the event to facilitate your configuration of the demonstration machine. To connect additional devices to the network you will need to order additional network connections. Please see the Order Form. Enter your IP information into your machine and then connect your machine to the Cat5 cable that is installed at your location. Keep in mind; the Internet is a public domain. We do not guarantee the performance of any connection outside of the facility. showNets has no control over nor is it responsible for the external network performance once the network traffic leaves the Knoxville Convention Center network and is received by the ISP's POP router and beyond.. REMEMBER, ONE (1) PUBLIC OR PRIVATE TCP/IP ADDRESS MUST BE ORDERED FOR EACH MACHINE TO BE CONNECTED TO THE INTERNET. NO ROUTER, DHCP SERVERS, NAT SERVERS, PROXY SERVERS, STREAMING APPLICATIONS OR VOIP ARE ALLOWED WITH ANY OF OUR SERVICES. IF YOU REQUIRE ANY OF THESE SERVICES, WE WILL ACCOMMODATE YOUR REQUEST WITH A WRITTEN QUOTATION. NO WIRELESS DEVICES ARE ALLOWED ON THE NETWORK WITHOUT SHOWNETS PRIOR WRITTEN CONSENT. IF YOU REQUIRE YOUR OWN WIRELESS NETWORK WITHIN YOUR LOCATION, WE WILL REVIEW YOUR REQUEST AND FOLLOW UP WITH A WRITTEN QUOTATION IF APPROPRIATE. Cancellation Policy showNets must be notified in writing two (2) weeks prior to show date to cancel an Internet Access Order. The cancellation fee is \$200.00. Orders placed inside 2 weeks of the show cannot be cancelled and are non-refundable.

The preferred method to complete an order transaction is on our website => www.shownets.net.

To avoid additional charges, your order is not complete until you include a diagram of your booth indicating your drop location(s).

Payment Type: ALL ORDER PAYMENTS MUST BE RECEIVED PRIOR TO START OF SHOW

Please select one. ☐ AMEX ☐ MASTERCARD ☐ VISA ☐ Check

Please contact us directly at [800-310-4454](tel:800-310-4454) to process your credit card OR check

Credit card payments appear as "showNets, LLC" on monthly statements.

Customer Acceptance of Information and Conditions (see above).

| | | |
|--|--|--|
| | | |
|--|--|--|

Customer - Print Authorized Name

Customer - Authorized Signature

Date

**DO NOT EMAIL OR FAX YOUR CREDIT CARD INFORMATION TO SHOWNETS.
IF Credit Card is preferred method of payment, please order via www.shownets.net or call 800-310-4454**