SERVICE CONTRACTOR: LEVY EXPOSITION SERVICES INC.
14900 Interurban Avenue S., Suite 271
Seattle, WA 98168
T: 253 437 0031  F: 253 437 0032  E: operations@levyexpo.com

LOCATION: Seattle Convention Center
705 Pike Street
Seattle, WA 98101

CEILING HEIGHT: The ceiling height in the exhibit hall is 21’

EXHIBITOR MOVE-IN:
Thursday, March 14, 2024  8:00 am – 6:00 pm

EXHIBITION DATES:
Friday, March 15, 2024  8:30 am – 6:00 pm
Saturday, March 16, 2024  8:30 am – 6:00 pm
Sunday, March 17, 2024  8:30 am – 12:00 pm

EXHIBITOR MOVE-OUT:
Sunday, March 17, 2024  12:00 pm – 3:00 pm

**Please note that all exhibit materials must be removed from the exhibit Facility by 3:00 pm on Sunday, March 17, 2024.

BOOTH EQUIPMENT: Each 8’ x 10’ booth space includes the following:
- 8’ high drapery backwall – blue & white
- 3’ high drapery sidewall – blue
- 1 – 6’ x 2’ skirted table – blue
- 2 – side chairs
- 1 - wastebasket
- 1 – 7” x 44” booth identification sign

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed Levy Exposition Services Inc. order forms, your PAID order is to be received by February 22, 2024.

LEVY ONLINE ORDERING (LOLO): The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.

EXHIBIT FLOOR: The exhibit floor will be carpeted in ballroom grade carpeting.

SEATTLE CONVENTION CENTER: Please click on the link below to order utility services through SCC: https://seattleconventioncenter.com/exhibitor-services
SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between February 8, 2024 – March 7, 2024. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows:
(Labels are provided in the Material Handling Section of the manual)

AAS 2024 Annual Conference
Exhibiting Company Name
Booth # ___
Levy Exposition Services, Inc.
c/o Liberty CFS NV, Inc.
19604 84th Avenue South
Kent, WA 98032

All DIRECT shipments should not arrive prior to 8:00 am on Thursday, March 14, 2024. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of manual)

AAS 2024 Annual Conference
Exhibiting Company Name
Booth # ___
Seattle Convention Center
c/o Levy Exposition Services, Inc.
705 Pike Street
Seattle, WA 98101

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials MUST be packed and outbound bills of lading turned into the Levy Service Desk no later than 2:00pm on Sunday, March 17, 2024. All exhibitor materials MUST be removed from the facility by 3:00pm on Sunday, March 19th. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 2:00pm on Sunday, March 19th. In the event that your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc. with no liability to Levy.

POST SHIPPING PAPERWORK:

Our customer service center, which will be located in the rear of the exhibit hall, will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services bills of lading MUST be filled out and turned into the service center once your materials are packed for all outbound shipments. It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you MUST include this company’s name as well as the actual shipping company’s name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.
SAFETY RULES

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles MUST remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they MUST remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor’s display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.
SEATTLE, WASHINGTON UNION JURISDICTIONS
To assist you in planning for your participation in this event, we’re certain that you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling and erection. To help you understand the jurisdictions that the local unions have, we ask that you please read the following:

EXHIBIT INSTALLATION AND DISMANTLING
We currently have an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Carpenters Union as long as the exhibit can be installed and dismantled utilizing Full time company employees without the use of power tools or ladders and is 200 square feet or less in size. Labor required in excess of this must be ordered thru Levy Exposition Services. It is recommended that all display labor required be ordered in advance from the Levy Exposition Services Labor Order Form located in your exhibitor service manual. Proof of full time employment status must be carried at all times.

MATERIAL HANDLING
Exhibitors may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Levy Exposition Services will control access to the loading docks in order to provide for a safe and orderly move in/out. Only full time employees of the exhibiting companies will be permitted to hand-carry items into and out of the exhibit facility. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by Levy Exposition Services.

TIPPING
Levy Exposition Services requests that exhibitors refrain from tipping our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. Any request for a tip made by any employee of Levy Exposition Services should be brought to the attention of a Levy Exposition Services representative at the exhibitor service desk. We thank you in advance for your cooperation in this matter.

SAFETY
Standing on tables, chairs or other rental furniture is strictly prohibited. Our furniture rental items are not engineered to support your standing weight. Levy Exposition Services cannot and will not be held responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling or dismantling your exhibit, please order labor on the Labor Order Form and the necessary tools and ladders will be provided.
EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor’s responsibility can be summed up as simply: “Be a good neighbor!” All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths.

Dimensions: Linear Booths are most commonly ten feet (10’) wide and ten feet (10’) deep, i.e. 10’x10’. A maximum back wall height limitation of height feet (8’) is generally specified.

Use of Space: Regardless of the number of Linear Booths utilized, (e.g. 10’x20’, 10’x30’, 10’x40’, etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8’) is allowed only in the rear half of the booth space, with a four-foot (4’) height restriction imposed on all materials in the remaining space forward to the aisle.

One or more standard 10’x10’ units in a straight line.

Note: Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

PENINSULA END-CAP BOOTH

An end cap booth is exposed to aisles on three sides and composed of two booths.

Dimensions: End-cap Booths are generally ten feet (10’) deep by twenty feet (20’) wide. The maximum back wall height of eight feet (8’) is allowed only in the rear half of the booth space and within five feet (5’) of the two side aisles with a four-foot (4’) height restriction imposed on all materials in the remaining space forward to the aisle.

HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.

**All overhead hanging must be assembled, installed, and removed by Levy Exposition Services. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.**

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions: An Island Booth is 20’x30’ or larger, although it may be configured differently.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16’), including signage.

Please note that the ceiling height in the Exhibit Hall is 21 feet.
THIRD PARTY BILLING REQUEST

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>street</td>
</tr>
<tr>
<td></td>
<td>city</td>
</tr>
<tr>
<td></td>
<td>state/province</td>
</tr>
<tr>
<td></td>
<td>zip/postal code</td>
</tr>
<tr>
<td></td>
<td>country</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
</tr>
<tr>
<td></td>
<td>PURCHASE ORDER NUMBER</td>
</tr>
<tr>
<td>AUTHORIZED CONTACT SIGNATURE</td>
<td>AUTHORIZED CONTACT - PLEASE PRINT</td>
</tr>
</tbody>
</table>

Deadline Date
February 22, 2024

All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the THIRD PARTY must complete the credit card charge authorization on the Payment & Credit Card Authorization form. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

EXHIBITING FIRM

EXHIBITING FIRM

ADDRESS

CITY | STATE/PROVINCE | ZIP/POSTAL CODE

PHONE | FAX

AUTHORIZED SIGNATURE

THIRD PARTY

THIRD PARTY

ADDRESS

CITY | STATE/PROVINCE | ZIP/POSTAL CODE

PHONE | FAX

AUTHORIZED SIGNATURE

ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:

EXHIBITING FIRM’S CREDIT CARD CHARAGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS

CITY | PROV. / STATE

POSTAL/ZIP CODE | COUNTRY

TODAY’S DATE | MONTH / DAY / YEAR

CARD NUMBER

VISA | MASTERCARD | AMEX | CHECK

EXPIRY DATE

CARDHOLDER NAME (PLEASE PRINT)

SIGNATURE
# PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**COMPANY**

**BOOTH NUMBER**

**ADDRESS**
- street
- city
- state/province
- zip/postal code
- country

**PHONE**

**FAX**

**PO #**

**E-MAIL**

**AUTHORIZED CONTACT SIGNATURE**

**AUTHORIZED CONTACT - PLEASE PRINT**

**DATE**

---

**CREDIT CARD AUTHORIZATION**

- [ ] VISA
- [ ] MASTERCARD
- [ ] AMERICAN EXPRESS

**ACCOUNT NUMBER**

**EXPIRY DATE**

**CCVC**

**CARDHOLDER'S BILLING ADDRESS**
- city
- state/province
- zip/postal code
- country

**CARDHOLDER'S SIGNATURE**

**CARDHOLDER'S NAME - PLEASE PRINT**

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Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card and/or bank check, however, we require your credit card authorization to be on file with LES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

## CALCULATION OF ORDER FORMS

- Carpet, Drape, & Complements Rental Order Form
- Custom Carpet Order Form
- Table and Chair Rental Order Form
- Specialty Accessories Rental Order Form
- Rental Exhibits Order Form
- Cabinets Order Form
- Graphics & Sign Order Form
- Exhibit Booth Cleaning Order Form
- In-Booth Forklift Order Form
- Sign & Banner Hanging Order Form
- Labor Order Form
- Material Handling Order Form
- Specialty Furniture Order Form

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**FULL PAYMENT IN US FUNDS**

To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of

Check no. [ ] Dated [ ] in the amount of [ ]

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AAS 2024 Annual Conference
March 14 - 17, 2024
Seattle Convention Center
Seattle, WA
CARPET and DRAPE

Standard carpet color options

- Blue
- Red
- Teal
- Grey
- Burgundy
- Purple
- Black

Drape color options

- Blue
- Red
- Teal
- White
- Gold
- Black
- Purple
- Green
- Grey
- Burgundy

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
**CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE**

### CARPET OPTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet foam padding per sq. ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size ________ ft. x ________ ft.</td>
<td>2.25</td>
<td>2.93</td>
<td></td>
</tr>
<tr>
<td>Poly covering per sq. ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size ________ ft. x ________ ft.</td>
<td>1.25</td>
<td>1.63</td>
<td></td>
</tr>
</tbody>
</table>

### CARPET SELECTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size - 8 ft X 10 ft</td>
<td>310.25</td>
<td>403.75</td>
<td></td>
</tr>
<tr>
<td>8 ft X 20 ft</td>
<td>620.50</td>
<td>806.65</td>
<td></td>
</tr>
<tr>
<td>8 ft X 30 ft</td>
<td>930.75</td>
<td>1,210.40</td>
<td></td>
</tr>
<tr>
<td>8 ft X 40 ft</td>
<td>1,241.00</td>
<td>1,613.30</td>
<td></td>
</tr>
<tr>
<td>Custom cut size.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculate sq. ft. x price per sq. ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size ________ ft. x ________ ft.</td>
<td>4.93</td>
<td>6.40</td>
<td></td>
</tr>
</tbody>
</table>

### DRAPE (Includes installation and removal)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>________ lin. ft. of 3' high drape</td>
<td>$8.75/ft</td>
<td>$11.35/ft</td>
<td></td>
</tr>
<tr>
<td>________ lin. ft. of 8' high drape</td>
<td>$11.05/ft</td>
<td>$14.73/ft</td>
<td></td>
</tr>
</tbody>
</table>

### COMPLEMENTS (Also see Specialty Accessories Form)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Waste basket</td>
<td>27.00</td>
<td>35.10</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Chrome coat tree</td>
<td>120.00</td>
<td>156.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Aluminum easel</td>
<td>60.00</td>
<td>78.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Chrome sign holder 22&quot; X 28&quot;</td>
<td>140.00</td>
<td>182.60</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Chrome stanchions</td>
<td>35.00</td>
<td>45.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Velvet stanchion ropes - blue</td>
<td>35.00</td>
<td>45.50</td>
<td></td>
</tr>
</tbody>
</table>

### SPECIAL INSTRUCTIONS

- [ ] Blue
- [ ] Red
- [ ] Teal
- [ ] Grey
- [ ] Burgundy
- [ ] Purple
- [ ] Green
- [ ] Grey
- [ ] Burgundy

### COST SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE ADJUSTMENT (OFFICE USE ONLY)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25% CANCELLATION FEE (OFFICE USE ONLY)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.25% SALES TAX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL US DOLLARS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
</table>

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by **February 22, 2024**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.
CUSTOM CARPET

Deluxe Decorator 28oz. Carpet color options

- Black
- Red
- Nu Blue
- Silver Cloud
- Beige
- Charcoal
- Key Lime
- Navy
- Cobalt
- White
- Silky Beige

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
CUSTOM CARPET ORDER FORM

Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

☐ Black     ☐ Red     ☐ Nu Blue
☐ Silver Cloud ☐ Beige     ☐ Charcoal
☐ Key Lime     ☐ Navy     ☐ Cobalt
☐ White      ☐ Silky Beige

(CHECK BOX OF COLOR DESIRED)
SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
Orders must be received by **February 22, 2024** to guarantee availability.

<table>
<thead>
<tr>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Booth Size</strong></td>
<td><strong>late order</strong></td>
</tr>
<tr>
<td>_____ ft. x _____ ft. = _______sq. Ft. at</td>
<td>$7.20 per sq. ft.</td>
</tr>
<tr>
<td><strong>Carpet Pad</strong></td>
<td></td>
</tr>
<tr>
<td>_____ ft. x _____ ft. = _______sq. Ft. at</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

SPECIAL INSTRUCTIONS


EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>CANCELLATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFFICE USE ONLY)</td>
<td>(OFFICE USE ONLY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.25% SALES TAX</td>
</tr>
</tbody>
</table>

| TOTAL US DOLLARS |

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

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TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths

Skirt color options

- Blue
- Red
- Black
- Teal
- Burgundy
- Gold
- Green
- Grey
- Purple
- White

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high

Chairs

- Fabric Sled Base Chair
- Fabric Arm Chair
- Fabric Highback Stool

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
**TABLE AND CHAIR RENTAL ORDER FORM & INVOICE**

### TABLES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30” HEIGHT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ x 2’ Skirted</td>
<td>223.75</td>
<td>303.87</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ x 2’ Skirted</td>
<td>216.75</td>
<td>281.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ x 2’ Skirted</td>
<td>172.55</td>
<td>233.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth side of table skirted</td>
<td>61.20</td>
<td>79.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unskirted table</td>
<td>88.00</td>
<td>114.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Options</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burgundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gold</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purple</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **40” COUNTER HEIGHT**       |      |               |               |       |
| 8’ x 2’ Skirted              | 284.75 | 370.17        |               |       |
| 6’ x 2’ Skirted              | 257.55 | 334.81        |               |       |
| 4’ x 2’ Skirted              | 215.05 | 278.80        |               |       |
| Fourth side of table skirted | 66.30  | 88.74         |               |       |
| Unskirted table              | 98.00  | 127.40        |               |       |
| Color Options                |       |               |               |       |
| Blue                         |       |               |               |       |
| Red                          |       |               |               |       |
| Black                        |       |               |               |       |
| Teal                         |       |               |               |       |
| Burgundy                     |       |               |               |       |
| Gold                         |       |               |               |       |
| Green                        |       |               |               |       |
| Grey                         |       |               |               |       |
| Purple                       |       |               |               |       |
| White                        |       |               |               |       |

| **GREY PEDESTAL TABLE - 30” DIAMETER** |      |               |               |       |
| 30” Table height             | 179.00 | 232.70        |               |       |
| 40” Counter height           | 219.00 | 284.70        |               |       |

### SPECIAL INSTRUCTIONS

---

### EXHIBITOR INFORMATION

**COMPANY**

**CONTACT**

**BOOTH#**

### COST SUMMARY

**RATE ADJUSTMENT**

**CANCELLATION FEE**

**SUBTOTAL**

**10.25% SALES TAX**

**TOTAL US DOLLARS**

---

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**STANDARD RATE** will be applied to all orders not received and paid in full by **February 22, 2024**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

---

Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

AAS 2024 Annual Conference
March 14 - 17, 2024
Seattle Convention Center
Seattle, WA
SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FABRIC POSTER BOARD</td>
<td></td>
<td>144.00</td>
<td>187.00</td>
<td></td>
</tr>
<tr>
<td>4' x 8' grey fabric, covered both sides</td>
<td></td>
<td>Vertical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLACK UPRIGHT LITERATURE RACK</td>
<td></td>
<td>160.00</td>
<td>208.00</td>
<td></td>
</tr>
<tr>
<td>6 pockets for 8.5&quot; x 11&quot; material</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLEXIGLASS BROCHURE HOLDER</td>
<td></td>
<td>46.00</td>
<td>59.80</td>
<td></td>
</tr>
<tr>
<td>9&quot; x 11&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALUMINUM EASEL</td>
<td></td>
<td>60.00</td>
<td>78.00</td>
<td></td>
</tr>
<tr>
<td>Fits sign sizes:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24&quot; x 36&quot;</td>
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<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHROME SIGN HOLDER</td>
<td></td>
<td>140.00</td>
<td>182.60</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

ACCESSORIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE TOP PLEXI DRAW BOX</td>
<td></td>
<td>75.00</td>
<td>97.50</td>
<td></td>
</tr>
<tr>
<td>12&quot; x 12&quot; x 12&quot; tall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHROME BAG HOLDER OR CLOTHING STAND</td>
<td></td>
<td>120.00</td>
<td>156.00</td>
<td></td>
</tr>
<tr>
<td>CHROME COAT TREE</td>
<td></td>
<td>120.00</td>
<td>156.00</td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS


EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
</table>

COST SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE ADJUSTMENT (OFFICE USE ONLY)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25% CANCELLATION FEE (OFFICE USE ONLY)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.25% SALES TAX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL US DOLLARS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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RENTAL EXHIBITS

8’ x 10’ Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 8’ x 10’ Carpet
- 30” pedestal table (x1)
- Fabric sledbase chairs (x2)

Package A1
Base

Package B1
Base
- Curved header - block letters - black (logo extra)
- Curved front display counter

Package C1
Base

Package D1
Base
- Oversized header - block letters - black (logo extra)
- 20” x 39” x 39” high built-in counters on backwall (x2)

Package A2
Deluxe
- Base Package plus the below:
  - 10” deep shelves (x2)
  - 39” x 20” x 39” counter (x1)

Package B2
Deluxe
- Base Package plus the below:
  - Enclosed corner counter
  - 10” deep shelves (x2)

Package C2
Deluxe
- Base Package plus the below:
  - 10” deep shelves (x2)
  - 39” x 20” x 39” counter (x1)

Package D2
Deluxe
- Base Package plus the below:
  - 10” deep shelves (x2)
  - 39” x 20” x 39” counter (x1)

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
RENTAL EXHIBITS

8' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 8' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

**Package E1**
Base
- Straight headers (x2)

**Package F1**
Base
- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)

**Package G1**
Base
- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)

**Package H1**
Base
- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)

**Package E2**
Deluxe
- Base Package plus the below:
  - 10" deep shelves (x2)
  - 39" x 20" x 39" counter (x1)

**Package F2**
Deluxe
- Base Package plus the below:
  - Lockable door for storage area
  - 39" x 20" x 39" counter (x2)

**Package G2**
Deluxe
- Base Package plus the below:
  - 10" deep shelves (x4)

**Package H2**
Deluxe
- Base Package plus the below:
  - 10" deep shelves (x3)
  - 2m curved front counter (x1)

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Do you have questions? We would be pleased to help. Contact us at: 253 437 0031 operations@levyexpo.com www.levyexpo.com
## RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

### 8' x 10' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACKAGE A1 Basic - Base package with header</td>
<td>3</td>
<td>3,888.50</td>
<td>5,054.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE A2 Deluxe - Base package + (2) 10&quot; deep shelves, (1) 39&quot; x 20&quot; x 39&quot; counter</td>
<td>4</td>
<td>4,250.00</td>
<td>5,565.00</td>
<td>20,020.00</td>
</tr>
<tr>
<td>PACKAGE B1 Basic - Corner base package with curved counter, 1 curved header sign</td>
<td>4</td>
<td>4,428.00</td>
<td>5,650.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10&quot; deep shelves</td>
<td>4</td>
<td>4,650.00</td>
<td>5,750.00</td>
<td>19,000.00</td>
</tr>
<tr>
<td>PACKAGE C1 Basic - Base package with header</td>
<td>4</td>
<td>4,068.00</td>
<td>5,675.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE C2 Deluxe - Base package + (2) 10&quot; deep shelves, (1) 39&quot; x 20&quot; x 39&quot; counter</td>
<td>4</td>
<td>4,560.00</td>
<td>5,960.00</td>
<td>19,840.00</td>
</tr>
<tr>
<td>PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters</td>
<td>4</td>
<td>4,584.00</td>
<td>5,865.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE D2 Deluxe - Base package + (2) 10&quot; deep shelves, (1) 39&quot; x 20&quot; x 39&quot; counter</td>
<td>4</td>
<td>4,950.00</td>
<td>6,543.00</td>
<td>19,840.00</td>
</tr>
</tbody>
</table>

### 8' x 20' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACKAGE E1 Basic - Base package with headers</td>
<td>5</td>
<td>5,832.00</td>
<td>7,580.00</td>
<td>37,640.00</td>
</tr>
<tr>
<td>PACKAGE E2 Deluxe - Base package + (2) 10&quot; deep shelves, (1) 39&quot; x 20&quot; x 39&quot; counter</td>
<td>6</td>
<td>6,345.00</td>
<td>7,995.00</td>
<td>47,970.00</td>
</tr>
<tr>
<td>PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters</td>
<td>6</td>
<td>6,252.00</td>
<td>8,127.00</td>
<td>48,960.00</td>
</tr>
<tr>
<td>PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39&quot; x 20&quot; x 39&quot; counters</td>
<td>6</td>
<td>6,750.00</td>
<td>8,750.00</td>
<td>46,500.00</td>
</tr>
<tr>
<td>PACKAGE G1 Basic - Base package with header, (1) built-in counter</td>
<td>6</td>
<td>6,624.00</td>
<td>8,615.00</td>
<td>47,940.00</td>
</tr>
<tr>
<td>PACKAGE G2 Deluxe - Base package + (2) 10&quot; deep shelves</td>
<td>6</td>
<td>6,995.00</td>
<td>8,995.00</td>
<td>47,970.00</td>
</tr>
<tr>
<td>PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters</td>
<td>7</td>
<td>7,416.00</td>
<td>9,640.00</td>
<td>56,080.00</td>
</tr>
<tr>
<td>PACKAGE H2 Deluxe - Base package + (2) 10&quot; deep shelves, (1) curved front counter</td>
<td>7</td>
<td>7,995.00</td>
<td>9,995.00</td>
<td>54,965.00</td>
</tr>
</tbody>
</table>

### OPTIONS & INFORMATION

#### HARDWALL PANEL (non fabric) SELECTION
- White
- Grey
- Red
- Teal
- Blue
- Black
- Burgundy
- Purple

#### CARPET COLOR SELECTIONS
- Burgundy
- Purple

#### HEADER TO READ (up to 20 characters, black lettering on white)

<table>
<thead>
<tr>
<th>Header</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td></td>
</tr>
</tbody>
</table>

### ACCESSORY OPTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 meter Angled Shelves</td>
<td>58.00</td>
<td>75.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 meter Shelves</td>
<td>49.00</td>
<td>63.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spot Lights (For use with rental unit)</td>
<td>64.00</td>
<td>83.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Pockets 8 1/2&quot; x 11&quot;</td>
<td>26.00</td>
<td>33.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nylon Loop Fabric Panel per sq.ft.</td>
<td>$4.25</td>
<td>$5.53</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact for available color options**

### SPECIAL INSTRUCTIONS

#### EXHIBITOR INFORMATION
- COMPANY<br>
- CONTACT<br>
- BOOTH#<br>

#### COST SUMMARY
- RATE ADJUSTMENT (OFFICE USE ONLY)
- 25% CANCELLATION FEE (OFFICE USE ONLY)

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Adjustment</td>
<td>10.25%</td>
<td>11.25%</td>
<td>11.25%</td>
<td>11.25%</td>
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<tr>
<td>25% Cancellation Fee</td>
<td>10.25%</td>
<td>11.25%</td>
<td>11.25%</td>
<td>11.25%</td>
</tr>
</tbody>
</table>

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- will be applied to all orders not received and paid in full by **February 22, 2024**. We reserve the right to adjust orders calculated incorrectly.

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- will be applied to all orders received and then cancelled 2 weeks prior to install. If full service has been provided then 100% of original fee will be applied.
CUSTOM EXHIBITS

A more sophisticated technique to exhibit marketing messages creatively and effectively!

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.

Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.
CABINETS

Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- **Lock for doors**
- **Lighting**
  *Jewelry Case or Show Case*
- **Branding - graphic panels**

<table>
<thead>
<tr>
<th>Cabinet</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet &quot;A&quot;</td>
<td>1 meter cabinet with doors 39&quot; long x 20&quot; deep x 40&quot; high</td>
</tr>
<tr>
<td>Cabinet &quot;B&quot;</td>
<td>1 meter Jewelry Case with doors 39&quot; long x 20&quot; deep x 40&quot; high</td>
</tr>
<tr>
<td>Cabinet &quot;C&quot;</td>
<td>1 meter Show Case with doors 39&quot; long x 20&quot; deep x 40&quot; high</td>
</tr>
<tr>
<td>Cabinet &quot;D&quot;</td>
<td>2 meter cabinet with doors 80&quot; long x 20&quot; deep x 40&quot; high</td>
</tr>
</tbody>
</table>

Curved Cabinets

Optional Upgrades noted below:

- **Lock for doors**
- **Branding - graphic panels**

<table>
<thead>
<tr>
<th>Cabinet</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet &quot;E&quot;</td>
<td>1 meter curved cabinet 61&quot; long x 20&quot; deep x 40&quot; high</td>
</tr>
<tr>
<td>Cabinet &quot;F&quot;</td>
<td>1 meter curved cabinet with door 61&quot; long x 20&quot; deep x 40&quot; high <strong>Same as cabinet &quot;E&quot; but with door</strong></td>
</tr>
</tbody>
</table>

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### CABINETS ORDER FORM & INVOICE

<table>
<thead>
<tr>
<th>STYLE</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABINET &quot;A&quot;</td>
<td>1 meter Cabinet with doors □ Lock ($20.00 each)</td>
<td>650.00</td>
<td>850.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cabinet with + custom graphic panel</td>
<td>825.00</td>
<td>1,080.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;B&quot;</td>
<td>1 meter Jewelry Case with doors □ Lock ($20.00 each)</td>
<td>750.00</td>
<td>975.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jewelry Case + custom graphic panel</td>
<td>875.00</td>
<td>1,125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;C&quot;</td>
<td>1 meter Show Case with doors □ Lock ($20.00 each) □ Lights ($20.00 each)</td>
<td>880.00</td>
<td>1,150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Show Case + custom graphic panel</td>
<td>930.00</td>
<td>1,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;D&quot;</td>
<td>2 meter Cabinet with doors □ Lock ($20.00 each)</td>
<td>880.00</td>
<td>1,195.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 meter Cabinet + custom graphic panel</td>
<td>1,250.00</td>
<td>1,550.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;E&quot;</td>
<td>1 meter Curved cabinet (open back)</td>
<td>770.00</td>
<td>970.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Curved cabinet + custom graphic panel</td>
<td>1,095.00</td>
<td>1,350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;F&quot;</td>
<td>1 meter Curved cabinet with doors □ Lock ($20.00 each)</td>
<td>850.00</td>
<td>995.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Curved cabinet w/ doors + custom graphic panel</td>
<td>1,125.00</td>
<td>1,425.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

### EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
</table>

### COST SUMMARY

<table>
<thead>
<tr>
<th>COST SUMMARY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE ADJUSTMENT</td>
<td>(OFFICE USE ONLY)</td>
</tr>
<tr>
<td>CANCELLATION FEE</td>
<td>(OFFICE USE ONLY)</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
</tr>
<tr>
<td>10.25% SALES TAX</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>US DOLLARS</td>
</tr>
</tbody>
</table>

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by **February 22, 2024**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied.

Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

AAS 2024 Annual Conference
March 14 - 17, 2024
Seattle Convention Center
Seattle, WA
# GRAPHICS AND SIGN ORDER FORM & INVOICE

## STANDARD SIGN SIZES

<table>
<thead>
<tr>
<th>Quantity x Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td>41.00</td>
<td>53.00</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>48.00</td>
<td>62.00</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>58.00</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td>73.00</td>
<td>95.00</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>92.00</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>138.00</td>
<td>179.00</td>
<td></td>
</tr>
</tbody>
</table>

Prices listed are for one-color copy (up to 10 words) on a white background.

## OPTIONAL SERVICES

<table>
<thead>
<tr>
<th>Quantity x Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10 words (Add per word)</td>
<td>3.62</td>
<td>4.70</td>
<td></td>
</tr>
<tr>
<td>Easel back on sign (Up to 22&quot; x 28&quot;)</td>
<td>4.83</td>
<td>6.23</td>
<td></td>
</tr>
<tr>
<td>Logo sign</td>
<td>Quoted on Request</td>
<td>Quoted on Request</td>
<td></td>
</tr>
<tr>
<td>Banner</td>
<td>Quoted on Request</td>
<td>Quoted on Request</td>
<td></td>
</tr>
</tbody>
</table>

## DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files. Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
- Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of $75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

<table>
<thead>
<tr>
<th>Quantity x Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Prints per sq.ft.</td>
<td>$19.50</td>
<td>$29.00</td>
<td></td>
</tr>
</tbody>
</table>

## EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT</td>
<td>BOOTH#</td>
</tr>
</tbody>
</table>

## ADVERTISING SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

## ADDITIONAL SERVICES & TERMS

**CHOOSE YOUR LAYOUT**
- [ ] Vertical
- [ ] Horizontal
- [ ] Levy Exposition Services Inc. to design layout

**LETTER COLOR SELECTIONS**
- [ ] Blue
- [ ] Red
- [ ] Green
- [ ] Teal
- [ ] Black
- [ ] Purple

Black lettering will be provided unless otherwise specified.

## SPECIAL INSTRUCTIONS

- [ ] Digital files must be received at least three (3) weeks before show to receive discount price.
- [ ] All text MUST be outlined / converted to curves, or fonts included with image files.
- [ ] Art work is to be received as file ready.
- [ ] Editing & Design time is charged at a rate of $75.00 per hour (1 hour minimum).
- [ ] Digital files must be received at least three (3) weeks before show to receive discount price.

## COST SUMMARY

**RATE ADJUSTMENT** (OFFICE USE ONLY)

100% CANCELLATION FEE (OFFICE USE ONLY)

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>10.25% SALES TAX</th>
<th>TOTAL US DOLLARS</th>
</tr>
</thead>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by **February 22, 2024**. We reserve the right to adjust orders calculated incorrectly.

**A 100% CANCELLATION FEE** will be applied to all orders received then cancelled.

---

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AAS 2024 Annual Conference
March 14 - 17, 2024
Seattle Convention Center
Seattle, WA
# EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

## SERVICES

**OUR SERVICES INCLUDE THE FOLLOWING:**

- Exhibit Vacuuming
- Emptying of Wastebaskets
- General Housekeeping

## DISCOUNT RATE

**DISCOUNT RATE**

<table>
<thead>
<tr>
<th>TOTAL SQUARE FEET OF BOOTH SPACE</th>
<th>DAYS REQUIRED</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prior To Show Opening</td>
<td>After First Day</td>
<td>After Second Day</td>
</tr>
<tr>
<td></td>
<td>$0.95 =</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

100 Square Feet Minimum Order

**Total Number of Days**

**STANDARD RATE & ON-SITE ORDERS**

<table>
<thead>
<tr>
<th>TOTAL SQUARE FEET OF BOOTH SPACE</th>
<th>DAYS REQUIRED</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prior To Show Opening</td>
<td>After First Day</td>
<td>After Second Day</td>
</tr>
<tr>
<td></td>
<td>$1.24 =</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

100 Square Feet Minimum Order

**Total Number of Days**

## ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

## SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

## EXHIBITOR INFORMATION

**COMPANY**

**CONTACT**

**BOOTH**

## COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT (OFFICE USE ONLY)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25% CANCELLATION FEE (OFFICE USE ONLY)</td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL**

10.25% SALES TAX

**TOTAL US DOLLARS**

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**STANDARD RATE** will be applied to all orders not received and paid in full by February 22, 2024. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor’s, his agent’s or representative’s operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb Forklift and operator)</td>
<td>$340.00 per Hour</td>
<td></td>
</tr>
<tr>
<td>STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)</td>
<td>$176.00 per Hour</td>
<td></td>
</tr>
<tr>
<td>OVERTIME 4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays (Includes 5000 lb Forklift and operator)</td>
<td>$510.00 per Hour</td>
<td></td>
</tr>
<tr>
<td>OVERTIME 4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays (Foreman)</td>
<td>$274.00 per Hour</td>
<td></td>
</tr>
</tbody>
</table>

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.

EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
</table>

*PLEASE ADD 25% FOR ORDERS PLACED AFTER FEBRUARY 22, 2024.*

COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT (OFFICE USE ONLY)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25% CANCELLATION FEE (OFFICE USE ONLY)</td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL 25% LATE ORDER</td>
<td></td>
</tr>
<tr>
<td>10.25% SALES TAX</td>
<td></td>
</tr>
<tr>
<td>TOTAL US DOLLARS</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
SIGN & BANNER HANGING ORDER FORM & INVOICE

TERMS AND CONDITIONS

ALL OVERHEAD HANGING SIGNS MUST BE ASSEMBLED, INSTALLED AND DISMANTLED BY LEVY. SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK. THERE IS A MINIMUM CHARGE OF 2 HOURS FOR INSTALL AND 2 HOURS FOR DISMANTLE FOR ALL SIGN HANGING SERVICES

This order form is for labor and equipment that may be required for the hanging of signs, banners, decorations, etc. This order will be considered as a tentative reservation and must be confirmed with a signed work order at the Levy Exposition Services Inc. service desk.

A sign hanging crew consists of two men and a boom lift.

<table>
<thead>
<tr>
<th>LABOR RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR TIME</td>
</tr>
<tr>
<td>OVER TIME</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESTIMATED INSTALLATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR TIME</td>
</tr>
<tr>
<td>OVER TIME</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESTIMATED DISMANTLE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR TIME</td>
</tr>
<tr>
<td>OVER TIME</td>
</tr>
</tbody>
</table>

All Rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

NOTE: Any miscellaneous rigging supplies such as cable, shackles etc. required to install your sign will be calculated and added to your invoice upon completion of the installation

*PLEASE ADD 25% TO ORDERS PLACED AFTER FEBRUARY 22, 2024.

SUPERVISION SERVICES

(please indicate desired service)

- [ ] exhibitor supervised
- [ ] levy supervised (please add 50% for this service)

COST SUMMARY

<table>
<thead>
<tr>
<th>Rate Adjustment</th>
<th>(office use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% Cancellation Fee</td>
<td>(office use only)</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
</tr>
<tr>
<td>Supervision 50%</td>
<td></td>
</tr>
<tr>
<td>Additional 25% Late Order</td>
<td></td>
</tr>
<tr>
<td>10.25% Sales Tax</td>
<td></td>
</tr>
<tr>
<td>TOTAL US DOLLARS</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**
LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES  (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED
☐ MOVE IN
☐ MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A 50% Surcharge will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED
☐ MOVE IN
☐ MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor’s name _________________________________________

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the Exhibitor Service Desk one-half (½) hour before time requested.

LABOR RATES

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR TIME</td>
<td>8:00 AM - 4:30 PM Monday to Friday</td>
<td>$176.00 per Hour</td>
</tr>
<tr>
<td>OVER TIME</td>
<td>Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.</td>
<td>$274.00 per Hour</td>
</tr>
</tbody>
</table>

ESTIMATED INSTALLATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Time</th>
<th>Laborers</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR TIME</td>
<td>_____</td>
<td>_____</td>
<td>$176.00 per Hour</td>
<td>$_____ Total</td>
</tr>
<tr>
<td>OVER TIME</td>
<td>_____</td>
<td>_____</td>
<td>$274.00 per Hour</td>
<td>$_____ Total</td>
</tr>
</tbody>
</table>

A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments.

Date Required __________________________

Start Time __________________________

ESTIMATED DISMANTLE REQUIREMENTS

<table>
<thead>
<tr>
<th>Time</th>
<th>Laborers</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR TIME</td>
<td>_____</td>
<td>_____</td>
<td>$176.00 per Hour</td>
<td>$_____ Total</td>
</tr>
<tr>
<td>OVER TIME</td>
<td>_____</td>
<td>_____</td>
<td>$274.00 per Hour</td>
<td>$_____ Total</td>
</tr>
</tbody>
</table>

A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments.

Date Required __________________________

Start Time __________________________

INBOUND FREIGHT INFORMATION **BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL**

Carrier

Date Shipped

Pro Number

Number of Pieces

Weight

Arrival Date (Target)

☐ Loose Display

☐ Crated Display

Quantity of Ladders Required (Optional)

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH# __________________________

*PLEASE ADD 25% FOR ORDERS PLACED AFTER FEBRUARY 22, 2024.

COST SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE ADJUSTMENT (OFFICE USE ONLY)</td>
<td></td>
</tr>
<tr>
<td>CANCELLATION FEE (OFFICE USE ONLY)</td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
</tr>
<tr>
<td>SUPERVISION 50%</td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL 25% LATE ORDER</td>
<td></td>
</tr>
<tr>
<td>10.25% SALES TAX</td>
<td></td>
</tr>
<tr>
<td>TOTAL US DOLLARS</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

TERMS & CONDITIONS  Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE  A one (1) hour “per person, per hour” charge will be applied for all canceled labor orders.
-Outbound Shipping - Booth I&D Labor-

Exhibitor Name: ___________________________ Tel.: ___________________________ Booth #: ___________________________
Billing Address: ___________________________ Fax #: ___________________________
City / State / Zip: __________________________ Auth. by: __________________________

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 show and your booth number.

- Company / Show: ___________________________ Booth #: ___________________________
- Address: ___________________________
- City / State / Zip: ___________________________
- Attention: ___________________________

☐ Ship via carrier of exhibitor’s choice

Name of Carrier: ___________________________

☐ Ship via official show freight carrier

Select shipping method
☐ Ground
☐ Air

Select Service Provider: ___________________________

Please note:
- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy’s discretion.

Please review the Quick Facts for the Carrier Check-in time

-Billing Information-

Bill Shipping Charges to (if different from above):
Shipment (signature): ___________________________ Shipper (print name): ___________________________
Freight Charges Billed To (Company/Show):
Address: ___________________________
City / State / Zip: ___________________________
Telephone: ___________________________ Attention: ___________________________

-Company / Show: ___________________________ Booth #: ___________________________
- Address: ___________________________
- City / State / Zip: ___________________________
- Attention: ___________________________

-Exhibitor Name: ___________________________ Tel.: ___________________________ Booth #: ___________________________
Billing Address: ___________________________ Fax #: ___________________________
City / State / Zip: __________________________ Auth. by: __________________________

Select Carrier
Option 1:
☐ Ship via carrier of exhibitor’s choice

Name of Carrier: ___________________________

Option 2:
☐ Ship via official show freight carrier

Select shipping method
☐ Ground
☐ Air

Select Service Provider: ___________________________

Please note:
- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
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-Billing Information-

Bill Shipping Charges to (if different from above):
Shipment (signature): ___________________________ Shipper (print name): ___________________________
Freight Charges Billed To (Company/Show):
Address: ___________________________
City / State / Zip: ___________________________
Telephone: ___________________________ Attention: ___________________________
The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

~ WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR

~ WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR

~ WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.

DEFINITIONS
"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR’s booth. In case of cancellation, a one-hour “per person, per hour” charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR’S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is billing to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all orders, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not be responsible for, loss, delay, or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES’s reasonable control.

INDEMNIFICATION
LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES
LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES’s direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES’s reasonable control.

INDEMNIFICATION
LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES
EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION
EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR’s indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT
PLEASE REFER TO LES’S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.
ONE RATE. ONE FEE.

THE SIMPLIFIED PRICING OF PAYING PER POUND INCLUDES:

- Receiving and unloading your materials at the advance warehouse.
- Secure storage of materials for up to 30 days before the show.
- Transfer to show-site, unload, and deliver materials to your booth.
- Removal and storage of empty containers during the show.
- Returning empties from storage at the close of the show.
- Outbound loading of your materials onto your carrier of choice or Levy’s official carrier.
The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

**HOW DO I SHIP TO THE ADVANCE WAREHOUSE?**
- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

**HOW DO I SHIP TO SHOW SITE?**
- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

**WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?**
- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

**HOW SHOULD I LABEL MY FREIGHT?**
- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

**HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?**
- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**
- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.

**HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?**
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

**HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**
- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

**WHERE DO I GET A FORKLIFT?**
- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

**DO I NEED INSURANCE?**
- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

**OTHER AVAILABLE SERVICES** (may not be available in all locations)
- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE SEATTLE CONVENTION CENTER, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE.

Material Handling Service:

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for AAS 2024 Annual Conference. Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space,
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times.

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

Advance Receiving: Shipment(s) received at the Advance Warehouse between February 8, 2024 and March 7, 2024.

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse prior too February 8, 2024 or after March 7, 2024. Shipments received at show site prior to 8:00 am on Thursday, March 14, 2024.

Show Site Receiving: Shipment(s) shipped to and received at the Seattle Convention Center. Shipments cannot be received at the Seattle Convention Center prior to 8:00 am on Thursday, March 14, 2024.

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after March 7, 2024 could incur a $675.00 delivery fee if a dedicated truck is required to deliver freight to show site.

Advance and Direct Shipment Rates

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per lb.</th>
<th>Estimated Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Warehouse &amp; Show Site Receiving Rate</td>
<td>$3.50</td>
<td>$1,043.00</td>
</tr>
<tr>
<td>Early/Late to Warehouse &amp; Off Target Rate</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Dedicated Delivery from Advance Warehouse</td>
<td>$675.00 (flat fee)</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE NOTE:
Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor’s materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#  

RATE ADJUSTMENT (OFFICE USE ONLY)

SUBTOTAL

10.25% SALES TAX

TOTAL US DOLLARS

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**
SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect WILL NOT be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

AAS 2024 Annual Conference
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
19604 84th Avenue South
Kent, WA 98032

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time will not be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than February 8, 2024 and no later than March 7, 2024. Shipments that arrive prior to February 8, 2024 or after March 7, 2024 will be subject to the rate of $4.00 per pound. Shipments must include an official weight ticket or bill of lading.

ANY FREIGHT RECEIVED AT THE ADVANCE WAREHOUSE AFTER MARCH 7, 2024 COULD INCUR A $675.00 DELIVERY FEE (IN ADDITION TO LATE TO WAREHOUSE FEES) IF A DEDICATED TRUCK IS REQUIRED TO DELIVER FREIGHT TO SHOW SITE.
SHIPPING INSTRUCTIONS (CONT’D.)

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect WILL NOT be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

AAS 2024 Annual Conference
COMPANY NAME & BOOTH #
Seattle Convention Center
c/o Levy Exposition Services Inc.
705 Pike Street
Seattle, WA  98101

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE SEATTLE CONVENTION CENTER PRIOR TO 8:00 AM ON THURSDAY, MARCH 14, 2024. ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT ARRIVES WITHOUT APPROPRIATE PAPER WORK, IT WILL BE WEIGHED ON SITE AND AN ADDITIONAL FEE OF $0.20 PER POUND WILL BE ASSESSED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.
1. DEFINITIONS. “Levy Exposition Services Inc” (“LES”), and any sub-contractors affiliated within the show.

2. PACKAGING AND CRATES. LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES will not be liable for loss or damage to crates and containers or their contents when said items are in empty container storage.

4. INBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES will not be responsible or liable for any loss, damage, theft, or disappearance of EXHIBITOR’S materials after same have been delivered to EXHIBITOR’S booth at show site. LES highly recommends the securing of security services for Facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES will not be responsible or liable for any loss, damage, theft, or disappearance of EXHIBITOR’S materials before same have been picked up for reloading at the conclusion of the event. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.

6. LES’S RESPONSIBILITIES. LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES’s direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES’s reasonable control, nor for ordinary wear & tear in the handling of materials.

7. INSURANCE. It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.

8. CLAIM(S) FOR LOSS. Claims for loss or damage must be reported at show site.

   A. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.

   B. MAXIMUM RECOVERY. If found damaged LES’s sole and exclusive maximum liability for loss or damage to EXHIBITOR’S materials and EXHIBITOR’s sole and exclusive remedy is limited to $.50 per pound article with a maximum liability of $100.00 per item, or $1,500.00 per shipment.

9. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN SEATTLE, WASHINGTON.

10. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney’s fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:

   - EXHIBITOR’s negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR’s employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).

   - EXHIBITOR’s negligence, willful misconduct, or deliberate act of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.

   - EXHIBITOR’s violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

   - EXHIBITOR’s inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.

11. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.
TO: ______________________

(Exhibitor Name)

BOOTH # _______

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
19604 84th Avenue South
Kent, WA 98032

EVENT NAME:

AAS 2024 Annual Conference

NO. _____ # of _____ PCS.

---

The above labels are provided for your convenience. Place one on each piece shipped to the ADVANCE WAREHOUSE. If more labels are needed, copies are acceptable.
SHOW SITE

TO: ______________________

(EXHIBITOR NAME)

BOOTH # _______

Seattle Convention Center
c/o Levy Exposition Services Inc.
705 Pike Street
Seattle, WA  98101

EVENT NAME:

AAS 2024 Annual Conference

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the SHOW SITE.
*If more labels are needed, copies are acceptable.*
MOVE YOUR EXHIBIT WITH PEACE OF MIND

THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS

Putting service first and leveraging our 42 years of freight & customs experience

**Transportation Services**
- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer

**Customized Solutions**
- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.
100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.

Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us

LAS VEGAS | TORONTO
Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

- [ ] Freight & Customs
- [ ] Freight Only
- [ ] Customs Only
- [ ] Return Only

2a. Company
   - Name
   - Address1
   - Address2
   - City
   - State
   - ZipCode
   - Contact
   - Email
   - Phone #
   - IRS/Tax ID#

2b. P/U Date
   - From
   - To
   - Hours
   - Dlvy Date
   - Hours
   - From
   - To
   - Express
   - Economy LTL 7 - 10 Days
   - Int'l
   - Inside
   - Liftgate
   - Dock
   - Other

3. Exhibiting Company
   - Booth #
   - Name
   - Show Name
   - Address1
   - Address2
   - City
   - State
   - ZipCode
   - Onsite Contact
   - Cell Phone #

4. Check Box if the Return address is the same as 2a
   - Shipper
     - Address1
     - Address2
     - City
     - State
     - ZipCode
     - Contact
     - Phone#
     - PU Date
     - Arrive by

5. Carton(s)/Box
   - Vinyl Case(s)/Color
   - Wooden Crate(s)
   - Trunk(s)/On Wheels
   - Skid(s) - to contain # pieces

6. Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be $0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than $50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per $1000, Min $40.

   Exclusion: Does not include TV(s)/Monitor(s)

   DECLARED VALUE

7. Credit Card Information / Billing Address
   - Credit Card Number
   - Security Code
   - Exp. Date
   - Signature
   - Address
   - State
   - ZipCode
   - Phone
   - Email

Comments: Include any additional comments that will be helpful for the movement of freight and contents
REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Levy Exposition Services Inc. no later than February 22, 2024. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the Seattle Convention Center. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor’s own employees must provide Levy Exposition Services with Certificates of Insurance naming Levy Exposition Services Inc., Association of Asian Studies, AAS 2024 Annual Conference, and the Seattle Convention Center as additional insured’s by February 22, 2024. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen’s compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than February 22, 2024. If this form and the certificate of insurance from the non-official contractor is not received by February 22, 2024, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Name of Exhibiting Company: _______________________________ Booth Number: __________________________

Contracting Company Name: _______________________________________________________________________

Contracting Company Address: ______________________________________________________________________

City: _____________________ State: ________________ Zip: _______ Telephone: ___________________ Fax__________

Estimated Arrival at Show_________________________________ Number of Workers: _________________________

Authorized By: _________________________________________Title: ______________________________________

(Sign & Print Name)
2024 TRADE SHOW KIT CATALOG

specialty furniture
BLANC

Blanc Sofa
Bright White Leather
75 W x 35 D x 35 H

Blanc Loveseat
Bright White Leather
54 W x 35 D x 35 H

Blanc Chair
Bright White Leather
33 W x 35 D x 35 H

Blanc Bench Ottoman
Bright White Leather
48 W x 24 D x 18 H

Blanc Cube Ottoman
Bright White Leather
17” Square x 17” H

FUNCTION

Function Armless Chair
White Leather
28” Square x 29” H

Function Corner
White Leather
28” Square x 29” H
**CONTINENTAL**
Modular Seating Collection

- **Continental Curved Loveseat**
  - Bright White Leather
  - 82 W x 34 D x 31 H

- **Continental Reverse Curved Loveseat**
  - Bright White Leather
  - 72 W x 34 D x 31 H

- **Continental Wedge Ottoman**
  - Bright White Leather
  - 30 W x 34 D x 19 H

- **Continental Curved Bench**
  - Bright White Leather
  - 70 W x 26 D x 19 H

- **Continental Half Moon Ottoman**
  - Bright White Leather
  - 33 W x 19 D x 19 H

**SOPHISTICATION**
Modular Seating Collection

- **Sophistication Sofa**
  - White Leather
  - 72 W x 31 D x 48 H

- **Sophistication Loveseat**
  - White Leather
  - 48 W x 31 D x 48 H

- **Sophistication Chair**
  - White Leather
  - 24 W x 31 D x 48 H
SOPHISTICATED SEATING COLLECTION

**Sophistication Corner**
White Leather
31" Square x 48" H

**Sophistication Ottoman**
White Leather
31" Square x 19" H

**Boca Corner**
Black Leather
22" W x 27" D x 30" H

**Boca Armless**
Black Leather
27" Square x 30" H

**Metro Sofa**
Black Leather
85" W x 35" D x 35" H

**Metro Loveseat**
Black Leather
60" W x 35" D x 35" H

**Metro Chair**
Black Leather
35" Square x 35" H
METRO

Metro Square Ottoman
Black Leather
40 Square x 17 H

Metro Bench Ottoman
Black Leather
60 W x 24 D x 17 H

SUAVE MIDNIGHT

Suave Midnight Sofa
Midnight Suede
77 W x 36 D x 33 H

Suave Midnight Loveseat
Midnight Suede
54 W x 36 D x 33 H

Suave Midnight Chair
Midnight Suede
32 W x 36 D x 33 H

GRAMMERCY

Grammency Sofa
Charcoal Leather
82 W x 36 D x 36 H

Grammency Loveseat
Charcoal Leather
57 W x 36 D x 36 H

Grammency Chair
Charcoal Leather
28 W x 36 D x 36 H
GRAMMERCY

Grammercy Corner
Charcoal Leather
36 Square x 36 H

Grammercy Round Ottoman
Charcoal Leather
46 Round x 17 H

Grammercy Square Ottoman
Charcoal Leather
40 Square x 17 H

MONTANA MOCHA

Montana Mocha Sofa
Mocha Tan Fabric
79 W x 35 D x 34 H

Montana Mocha Loveseat
Mocha Tan Fabric
57 W x 35 D x 34 H

Montana Mocha Chair
Mocha Tan Fabric
35 Square x 34 H

CHANDLER

Chandler Sofa
Red Leather
76 W x 37 D x 35 H

Chandler Loveseat
Red Leather
53 W x 37 D x 35 H

Chandler Chair
Red Leather
31 W x 37 D x 35 H
**Chandler Bench Ottoman**
Red Leather
60 W x 24 D x 17 H

**Evoke**

**Evoke Sofa**
Coffee Resin Frame With Tan Cushions
81 W x 35 D x 27 H

**Evoke Chair**
Coffee Resin Frame With Tan Cushions
33 W x 35 D x 27 H

**Evoke Cocktail Table**
Coffee Resin Frame
48 W x 24 D x 18 H

**Evoke End Table**
Coffee Resin Frame
24 W x 28 D x 25 H

**Evoke Cube Table**
Coffee Resin Frame
18 Square x 18 H
NIKO

Niko Sofa
Grey Microfiber
81 W x 30 D x 38 H

Niko Loveseat
Grey Microfiber
58 W x 30 D x 38 H

Niko Chair
Grey Microfiber
31 W x 30 D x 38 H

STAGE CHAIRS

Midnight Stage Chair
Midnight Microfiber
25 W x 26 D x 37 H

Chamois Stage Chair
Beige Microfiber
25 W x 26 D x 37 H

Buckskin Stage Chair
Tan Microfiber
25 W x 26 D x 37 H

Empire Chair
- Black Leather
- White Leather
28 W x 32 D x 32 H

Monarch Chair
Bright White Leather
28 Square x 30 H
OTTOMANS & BENCHES

Curved Bench
Continental Bright White Leather
70 W x 26 D x 19 H

Square Ottoman
- Metro Black Leather
- Grammercy Charcoal Leather
40 Square x 17 H

Bench Ottoman
- Metro Black Leather
- Chandler Red Leather
- Grammercy Charcoal Leather
- Parma Brown Leather
60 W x 24 D x 17 H

Essentials Storage Ottoman
White Leather With Locking Mechanism
48 W x 24 D x 20 H
Lock Not Included

Grammercy Round Ottoman
Charcoal Leather
46 Round x 17 H

BANQUETTES & TURNING BEDS

Essentials Banquette
White Leather
60 Round x 48 H (2 Pieces)

Grammercy Banquette
Charcoal Leather
59 Round x 38 H (2 Pieces)

Essentials Turning Bed
White Leather
96 W x 48 D x 36 H
CUBE OTTOMANS

Rubix Cube Ottomans
- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango
18 Square x 18 H

Blanc Cube Ottoman
Bright White Leather
17 Square x 17 H

Metro Cube Ottoman
Black Leather
18 Square x 18 H
Essentials Turning Bed - Charged
White Leather
96 W x 48 D x 25 H
*White slip cover available for black charging unit.
*Maximum of 1 bed per power source.

Boca Corner - Charged
Bright White Leather
27 Square x 30 H
*Maximum of 4 daisy linked together per power source.

Boca Chair - Charged
Bright White Leather
22 W x 27 D x 30 H
*Maximum of 4 daisy linked together per power source.

Aspen Bar Table - Charged
White/Brushed Steel
72 W x 26 D x 42 H
*Maximum of 1 table per power source.

Aspen Cocktail Table - Charged
White/Brushed Steel
48 W x 24 D x 18 H
*Maximum of 1 table per power source.

White Conference Table - Charged
White
96 W x 43 D x 30 H
*Maximum of 1 table per power source.

Patrice Table Chair - Charged
Bright White Leather
28 W x 31 D x 31 H
*Maximum of 6 daisy linked together per power source.

Lincoln Bench - Charged
Bright White Leather
59 W x 39 D x 17 H
*Maximum of 3 daisy linked together per power source.
OCCASIONAL TABLES

Aria Tables - Red
End Table Red/Brushed Steel
24 W x 20 D x 22 H
Cocktail Table Red/Brushed Steel
44 W x 20 D x 18 H

Aria Tables - Green
End Table Green/Brushed Steel
24 W x 20 D x 22 H
Cocktail Table Green/Brushed Steel
44 W x 20 D x 18 H

Aria Tables - Blue
End Table Blue/Brushed Steel
24 W x 20 D x 22 H
Cocktail Table Blue/Brushed Steel
44 W x 20 D x 18 H

Aria Tables - Purple
End Table Purple/Brushed Steel
24 W x 20 D x 22 H
Cocktail Table Purple/Brushed Steel
44 W x 20 D x 18 H

Aria Tables - White
End Table White/Brushed Steel
24 W x 20 D x 22 H
Console Table White/Brushed Steel
44 W x 20 D x 30 H
Cocktail Table White/Brushed Steel
44 W x 20 D x 18 H

Aria Tables - Charcoal
End Table Storm Grey/Brushed Steel
24 W x 20 H x 22 H
Console Table Storm Grey/Brushed Steel
44 W x 20 D x 30 H
Cocktail Table Storm Grey/Brushed Steel
44 W x 20 D x 18 H

Tribeca Tables
End Table Black/Wood
24 W x 28 D x 22 H
Console Table Black/Wood
48 W x 18 D x 30 H
Cocktail Table Black/Wood
48 W x 28 D x 19 H

Novel Tables
End Table Satin Steel
15 Square x 16 H
Cocktail Table Satin Steel
46 W x 15 D x 16 H

Hylton Tablet Table
White/Brushed Steel
18 W x 12 D x 28 H
**OCCASIONAL TABLES**

**Fuze Tables**
- End Table Zebrawood Laminate/Chrome
  - 24 Square x 23 H
- Console Table Zebrawood Laminate/Chrome
  - 60 W x 16 D x 34 H
- Cocktail Table Zebrawood Laminate/Chrome
  - 40 Square x 16 H

**London Tables**
- End Table Marble/Chrome
  - 24 Square x 23 H
- Console Table Marble/Chrome
  - 60 W x 16 D x 34 H
- Cocktail Table Marble/Chrome
  - 40 Square x 16 H

**Brooklyn Tables**
- End Table Square Chrome
  - 22 Square x 20 H
- End Table Round Chrome
  - 20 Round x 20 H
- Cocktail Table Rectangle Chrome
  - 42 W x 24 D x 16 H
- Cocktail Table Round Chrome
  - 30 Round x 16 H

**Vivid Tables**
- End Table Smoked Powder Coat Finish
  - 26 Square x 21 H
- Console Table Smoked Powder Coat Finish
  - 50 W x 24 D x 30 H
- Cocktail Table Smoked Powder Coat Finish
  - 50 W x 24 D x 16 H

**Cube End Tables**
- Black
- White
  - 24 Square x 21 H

**Cube Cocktail Tables**
- Black
- White
  - 24 Square x 16 H
BARS & BAR BACKS

VIP Glow Bar 6’
Frosted Plexi With Built-in Wireless LED Kit
72 W x 24 D x 42 H (Bar)  
13 D x 18 H (Shelf)  
Includes Remote Control

VIP Glow Bar 4’
Frosted Plexi With Built-in Wireless LED Kit
48 W x 24 D x 42 H (Bar)  
13 D x 18 H (Shelf)  
Includes Remote Control

Bar
- Black
- White
48 W x 16 D x 42 H  
2 Shelves In Back

Blox Bar Back
Walnut/Brushed Metal
30 W x 16 D x 86 H
Please Inquire About Shelf Dimensions

Piazza Bar Back
- Black
- White
44 W x 12 D x 79 H  
13 W x 14 H (Inside Shelf)
STOOLS

Vienna Stool
- Smoke Grey
- Orange Acrylic
- Teal Acrylic
17 Square x 39 H

Criss Cross Bar Stool
- Espresso Leather
- White Leather
15 W x 19 D x 41 H

Colin Stool
- Natural Maple
20 W x 19 D x 46 H

Milo Bar Stool
- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White
20 W x 21 D x 41 H

Euro Bar Stool
- Black
22 W x 24 D x 42 H

Hourglass Bar Stool
- Black
- White
18 W x 20 D x 43 H

Equino Stool
- Black
- White
15 W x 13 D x 35 H
**STOOLS**

**Clara Stool**
- White
- 17 W x 21 D x 41 H

**Marcus Bar Stool**
- Steel
- 17 Square (at footbase) x 29 H

**Regal Stool**
- Brown Leather
- 19 W x 24 D x 45 H

**Caprice Stool**
- Black Fabric
- 25 W x 26 D x 44 H

**Sonic Stool**
- Black
- 22 W x 23 D x 42 H

**Nexus Stool**
- White
- 19 W x 20 D x 44 H

**CAFÉ CHAIRS**

**Vienna Chair**
- Smoke Grey Acrylic
- Orange Acrylic
- Teal Acrylic
- 21 Square x 32 H

**Milo Chair**
- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White
- 20 W x 21 D x 41 H
CAFÉ CHAIRS

Clara Chair
White
18 W x 21 D x 35 H

Leslie Chair
White
17 W x 21 D x 31 H

Criss Cross Chair
Dark Espresso Leather
Light White Leather
17 W x 21 D x 35 H

Elio Chair
Steel
17 Square x 33 H

Caprice Chair
Black
25 W x 24 D x 32 H

Comet Chair
Black
23 W x 22 D x 32 H (With Arms)
19 W x 22 D x 32 H (Without Arms)

Regal Dining Chair
Brown Leather
19 W x 23 D x 38 H

Sonic Chair
Black
20 W x 21 D x 32 H

Nexus Chair
White
19 W x 22 D x 32 H
CAFÉ CHAIRS

Colin Chair
Natural Maple
22 W x 19 D x 33 H

BAR TABLES

Euro Bar Table
Black/Black 30
30 Round x 42 H
Black/Black 36
36 Round x 42 H

Silk Bar Table
Black/Chrome 30
30 Round x 42 H
Black/Chrome 36
36 Round x 42 H

City Bar Table
Maple/Black 30
30 Round x 42 H
Maple/Black 36
36 Round x 42 H

Park Ave Bar Table
Maple/Chrome 30
30 Round x 42 H
Maple/Chrome 36
36 Round x 42 H

Summit Bar Table
White/Black 30
30 Round x 42 H
White/Black 36
36 Round x 42 H

Blanco Bar Table
White/Chrome 30
30 Round x 42 H
White/Chrome 36
36 Round x 42 H
BAR TABLES

Fuze Bar Table
Zebrawood Laminate/Chrome
36 Square x 42 H

Blanco Square Bar Table
White/Chrome
24 Square x 42 H

Blanco Rectangle Bar Table
White/Chrome
72 W x 24 D x 42 H

Spectrum Bar Table - Red
Red/Chrome
24 Square x 42 H

Spectrum Bar Table - Blue
Blue/Chrome
24 Square x 42 H

Spectrum Bar Table - Purple
Purple/Chrome
24 Square x 42 H

Spectrum Bar Table - Green
Green/Chrome
24 Square x 42 H

Zinc Bar Table
Chrome
24 Round x 42 H

Aspen Bar Table
White/Brushed Steel
72 W x 26 D x 42 H
CAFÉ TABLES

Euro Café Table
- Black/Black 30
- 30 Round x 30 H
- Black/Black 36
- 36 Round x 30 H

Silk Café Table
- Black/Chrome 30
- 30 Round x 30 H
- Black/Chrome 36
- 36 Round x 30 H

Park Ave Café Table
- Maple/Chrome 30
- 30 Round x 30 H
- Maple/Chrome 36
- 36 Round x 30 H

City Café Table
- Maple/Black 30
- 30 Round x 30 H
- Maple/Black 36
- 36 Round x 30 H

Summit Café Table
- White/Black 30
- 30 Round x 30 H
- White/Black 36
- 36 Round x 30 H

Blanco Café Table
- White/Chrome 30
- 30 Round x 30 H
- White/Chrome 36
- 36 Round x 30 H

Fuze Café Table
- Zebrawood Laminate/Chrome
- 36 Square x 30 H

Blanco Square Café Table
- White/Chrome
- 24 Square x 30 H

Blanco Rectangle Café Table
- White/Chrome
- 72 W x 24 D x 30 H
CAFÉ TABLES

Spectrum Café Table - Red
Red/Chrome
24 Square x 30 H

Spectrum Café Table - Blue
Blue/Chrome
24 Square x 30 H

Spectrum Café Table - Purple
Purple/Chrome
24 Square x 30 H

Spectrum Café Table - Green
Green/Chrome
24 Square x 30 H

Aspen Dining Table
White/Brushed Steel
72 W x 30 D x 30 H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96 W x 48 D x 30 H

OFFICE SEATING

Tamiri High Back Chair
Black Leather
25 W x 27 D x 45 H

Tamiri Mid Back Chair
Black Leather
25 W x 27 D x 39 H

Tamiri Guest Chair
Black Leather
25 W x 27 D x 37 H
**OFFICE SEATING**

Accord Chair
- Black
- White
- 25 Square x 44 H

Goal Task Chair
- Black
- 25 W x 24 D x 39 H

Goal Task Chair - Armless
- Black
- 21 W x 24 D x 39 H

Goal Drafting Stool
- Black
- 25 W x 24 D x 48 H

Goal Drafting Stool - Armless
- Black
- 21 W x 24 D x 48 H

**CONFERENCE TABLES**

Conference Table Round
- Black
- Mahogany
- 42 Round x 29 H

Command 6’ Conference Table
- Black
- Sirona
- White
- 72 W x 36 D x 31 H

Command 8’ Conference Table
- Black
- Sirona
- White
- 96 W x 48 D x 31 H
CONFERENCE TABLES

Command 10’ Conference Table
- Black
- Sirona
- White
120 W x 48 D x 31 H

OFFICE FURNITURE

Computer Kiosk
- Black
- White
24 Square x 42 H

Storage Credenza
- Black
- Mahogany
2 Filing Cabinets/2 Drawers/Inside Shelves
66 W x 20 D x 29 H

Jr Executive Desk
- Black
- Mahogany
Double Pedestal/Locking Drawers
60 W x 30 D x 29 H

Executive Desk
- Black
- Mahogany
Double Pedestal/Locking Drawers
72 W x 36 D x 29 H

5-Shelf Bookcase
- Black
- Mahogany
36 W x 12 D x 72 H
OFFICE FURNITURE

Vivid Café Table - Square
Clear Glass/Smoked Powder Coat Finish
42 Square x 30 H

Vivid Café Table - Rectangle
Clear Glass/Smoked Powder Coat Finish
60 W x 36 D x 30 H

Brooklyn Rectangle Dining Table
Clear Glass/Chrome
60 W x 36 D x 30 H

Brooklyn Round Dining Table
Clear Glass/Chrome
42 Round x 30 H

Aspen Dining Table
White/Brushed Steel
72 W x 30 D x 30 H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96 W x 48 D x 30 H
METAL FILE & STORAGE CABINETS

2-Drawer File
Black Letter
15 W x 25 D x 29 H
Black Legal
18 W x 25 D x 29 H

4-Drawer File
Black Letter
15 W x 25 D x 52 H
Black Legal
18 W x 25 D x 52 H

2-Drawer Lateral File
Black
36 W x 18 D x 27 H

4-Drawer Lateral File
Black
36 W x 18 D x 54 H

Storage Cabinet
Black
36 W x 18 D x 72 H
PEDESTALS

42" Display Pedestals
- Black
- 14 Square x 42 H
- 24 Square x 42 H
- 18 Square x 42 H
- White
- 14 Square x 42 H

36" Display Pedestals
- Black
- 14 Square x 36 H
- 24 Square x 36 H
- 14 Square x 36 H
- White
- 24 Square x 36 H

30" Display Pedestals
- Black
- 14 Square x 30 H
- 24 Square x 30 H
- 18 Square x 30 H
- White
- 14 Square x 30 H

Locking Pedestal
- Black
- White
- 24 Square x 42 H

Fuze Pedestal
- Zebrawood Laminate/Chrome
- 16 Square x 44 H

London Pedestal
- Marble/Chrome
- 16 Square x 44 H
MISCELLANEOUS ITEMS

Stanchion
Chrome
41 H
Stanchion Rope
Red Velour
6L

Nero Literature Rack
Black
14.75 W x 12 D x 53.5 H

Argento Literature Rack
Aluminum
14.75 W x 12 D x 53.5 H

Alto Literature Rack
Black/Metal
10.5 W x 9.5 D x 57 H

Compact Refrigerator
Black 4 Cubic Feet
21 W x 22 D x 32 H

LIGHTING

Silo Grey Lamps
Table Lamp
25 H
Floor Lamp
70 H

Silo White Lamps
Table Lamp
25 H
Floor Lamp
70 H

Neutrino Floor Lamp
Steel
67 H
DESIGN YOUR BOOTH SPACE YOUR WAY

20x20 Booth Footprint
Blanc Loveseat  Blanc Chair  Blanc Cube Ottoman
Brooklyn Round End Table  Brooklyn Round Cocktail Table
Aspen Bar Table - Charged  Nexus Stool
VIP Glow Bar 6  Argento Literature Rack

20x20 Booth Footprint
Aspen Dining Table  Colin Chair
Lincoln Bench - Charged  VIP Glow Bar 4

10x10 Booth Footprint
Niko Chair  Novel End Table  Fuzo Pedestal
Blanco 30 Round Bar Table with Tulip Base  Vienna Stool - Teal

20x10 Booth Footprint
Chandler Loveseat  Continental Curved Loveseat  Rose Table
Aria End Table - White  London Console Table

LEVY EXPOSITION SERVICES INC.
None
### Cafe Chairs (Pg. 16, 17 & 18)

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Description</th>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>0503-0032</td>
<td>15 lbs. Vienna Chair - Gray</td>
<td>21&quot; x 32&quot; H</td>
<td>$200.00</td>
</tr>
<tr>
<td>0503-0031</td>
<td>15 lbs. Vienna Chair - Orange</td>
<td>21&quot; x 32&quot; H</td>
<td>$200.00</td>
</tr>
<tr>
<td>0503-0030</td>
<td>15 lbs. Vienna Chair - Teal</td>
<td>21&quot; x 32&quot; H</td>
<td>$200.00</td>
</tr>
<tr>
<td>0503-10</td>
<td>19 lbs. Milo Chair - Black</td>
<td>21&quot; x 32&quot; H</td>
<td>$200.00</td>
</tr>
<tr>
<td>0503-11</td>
<td>19 lbs. Milo Chair - Black (Chromed)</td>
<td>21&quot; x 32&quot; H</td>
<td>$200.00</td>
</tr>
<tr>
<td>0503-15</td>
<td>19 lbs. Milo Chair - Chairteuse</td>
<td>21&quot; x 32&quot; H</td>
<td>$200.00</td>
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<tr>
<td>0503-12</td>
<td>19 lbs. Milo Chair - Chocolate</td>
<td>21&quot; x 32&quot; H</td>
<td>$200.00</td>
</tr>
<tr>
<td>0503-13</td>
<td>19 lbs. Milo Chair - Jade</td>
<td>21&quot; x 32&quot; H</td>
<td>$200.00</td>
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<tr>
<td>0503-14</td>
<td>19 lbs. Milo Chair - Victory Blue</td>
<td>21&quot; x 32&quot; H</td>
<td>$200.00</td>
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### Bar Tables (Pg. 18 & 19)

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Description</th>
<th>Size</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>99-05245-01</td>
<td>34 lbs. Euro Bar Table Black/Black 30&quot; Round</td>
<td>30&quot; x 42&quot; H</td>
<td>$320.00</td>
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<tr>
<td>99-05245-02</td>
<td>41 lbs. Euro Bar Table Black/Black 36&quot; Round</td>
<td>36&quot; x 42&quot; H</td>
<td>$370.50</td>
</tr>
<tr>
<td>99-05245-04</td>
<td>30 lbs. Silk Bar Table Black/Chrome 30&quot; Round</td>
<td>30&quot; x 42&quot; H</td>
<td>$315.00</td>
</tr>
<tr>
<td>99-05245-05</td>
<td>37 lbs. Silk Bar Table Black/Chrome 36&quot; Round</td>
<td>36&quot; x 42&quot; H</td>
<td>$370.50</td>
</tr>
<tr>
<td>99-05245-14</td>
<td>34 lbs. City Bar Table Maple/Black 30&quot; Round</td>
<td>30&quot; x 42&quot; H</td>
<td>$278.00</td>
</tr>
<tr>
<td>99-05245-15</td>
<td>41 lbs. City Bar Table Maple/Black 36&quot; Round</td>
<td>36&quot; x 42&quot; H</td>
<td>$370.50</td>
</tr>
<tr>
<td>99-05245-07</td>
<td>30 lbs. Park Ave Bar Table Maple/Chrome 30&quot; Round</td>
<td>30&quot; x 42&quot; H</td>
<td>$278.00</td>
</tr>
<tr>
<td>99-05245-08</td>
<td>37 lbs. Park Ave Bar Table Maple/Chrome 36&quot; Round</td>
<td>36&quot; x 42&quot; H</td>
<td>$370.50</td>
</tr>
<tr>
<td>99-05245-16</td>
<td>34 lbs. Summit Bar Table White/Black 30&quot; Round</td>
<td>30&quot; x 42&quot; H</td>
<td>$278.00</td>
</tr>
<tr>
<td>99-05245-17</td>
<td>41 lbs. Summit Bar Table White/Black 36&quot; Round</td>
<td>36&quot; x 42&quot; H</td>
<td>$370.50</td>
</tr>
<tr>
<td>99-05245-10</td>
<td>30 lbs. Galactic Bar Table White/Chrome 30&quot; Round</td>
<td>30&quot; x 42&quot; H</td>
<td>$278.00</td>
</tr>
<tr>
<td>99-05245-11</td>
<td>37 lbs. Galactic Bar Table White/Chrome 36&quot; Round</td>
<td>36&quot; x 42&quot; H</td>
<td>$370.50</td>
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<tr>
<td>99-05245-22</td>
<td>43 lbs. Fez Bar Table</td>
<td>36&quot; x 42&quot; H</td>
<td>$422.50</td>
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<tr>
<td>99-05245-12</td>
<td>28 lbs. Bar Table White/Chrome 24&quot;Square</td>
<td>24&quot; x 42&quot; H</td>
<td>$390.00</td>
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<tr>
<td>99-05245-13</td>
<td>69 lbs. Bar Table Black/White/Chrome 36&quot; Round</td>
<td>36&quot; x 42&quot; H</td>
<td>$585.00</td>
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<tr>
<td>99-05245-20</td>
<td>28 lbs. Spectrum Bar Table - Red</td>
<td>24&quot; x 42&quot; H</td>
<td>$409.50</td>
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<tr>
<td>99-05245-21</td>
<td>28 lbs. Spectrum Bar Table - Blue</td>
<td>24&quot; x 42&quot; H</td>
<td>$409.50</td>
</tr>
<tr>
<td>99-05245-18</td>
<td>28 lbs. Spectrum Bar Table - Purple</td>
<td>24&quot; x 42&quot; H</td>
<td>$409.50</td>
</tr>
<tr>
<td>99-05245-19</td>
<td>28 lbs. Spectrum Bar Table - Green</td>
<td>24&quot; x 42&quot; H</td>
<td>$409.50</td>
</tr>
<tr>
<td>99-05245-09</td>
<td>50 lbs. Zinc Bar Table</td>
<td>24&quot; x 42&quot; H</td>
<td>$549.00</td>
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<tr>
<td>99-05245-001</td>
<td>75 lbs. Aspen Bar Table</td>
<td>72&quot; x 26&quot; x 42&quot; H</td>
<td>$1,040.00</td>
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</table>

### Café Tables (Pg. 20 & 21)

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Description</th>
<th>Size</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>99-05036-01</td>
<td>30 lbs. Euro Café Table Black/Black 30&quot; Round</td>
<td>30&quot; x 30&quot; H</td>
<td>$300.00</td>
</tr>
<tr>
<td>99-05036-02</td>
<td>37 lbs. Euro Café Table Black/Black 36&quot; Round</td>
<td>36&quot; x 30&quot; H</td>
<td>$315.00</td>
</tr>
<tr>
<td>99-05036-04</td>
<td>27 lbs. Silk Café Table Black/Chrome 30&quot; Round</td>
<td>30&quot; x 30&quot; H</td>
<td>$300.00</td>
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<tr>
<td>99-05036-05</td>
<td>34 lbs. Silk Café Table Black/Chrome 36&quot; Round</td>
<td>36&quot; x 30&quot; H</td>
<td>$315.00</td>
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<tr>
<td>99-05036-07</td>
<td>27 lbs. Park Ave Café Table Maple/Chrome 30&quot; Round</td>
<td>30&quot; x 30&quot; H</td>
<td>$300.00</td>
</tr>
<tr>
<td>99-05036-08</td>
<td>34 lbs. Park Ave Café Table Maple/Chrome 36&quot; Round</td>
<td>36&quot; x 30&quot; H</td>
<td>$315.00</td>
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<tr>
<td>99-05036-14</td>
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<td>30&quot; x 30&quot; H</td>
<td>$300.00</td>
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<tr>
<td>99-05036-15</td>
<td>37 lbs. City Café Table Maple/Black 36&quot; Round</td>
<td>36&quot; x 30&quot; H</td>
<td>$315.00</td>
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<tr>
<td>99-05036-16</td>
<td>30 lbs. Summit Café Table White/Black 30&quot; Round</td>
<td>30&quot; x 30&quot; H</td>
<td>$300.00</td>
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<tr>
<td>99-05036-17</td>
<td>37 lbs. Summit Café Table White/Black 36&quot; Round</td>
<td>36&quot; x 30&quot; H</td>
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<tr>
<td>99-05036-10</td>
<td>27 lbs. Cafe Table White/Chrome 30&quot; Round</td>
<td>30&quot; x 30&quot; H</td>
<td>$300.00</td>
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<tr>
<td>99-05036-11</td>
<td>34 lbs. Cafe Table White/Chrome 36&quot; Round</td>
<td>36&quot; x 30&quot; H</td>
<td>$315.00</td>
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<tr>
<td>99-05036-22</td>
<td>40 lbs. Fez Café Table</td>
<td>36&quot; x 30&quot;</td>
<td>$455.00</td>
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<tr>
<td>99-05036-12</td>
<td>25 lbs. Cafe Table White/Chrome 24&quot;Square</td>
<td>24&quot; x 30&quot; H</td>
<td>$390.00</td>
</tr>
<tr>
<td>Order No.</td>
<td>Description</td>
<td>Qty</td>
<td>Size</td>
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<td>----------</td>
<td>---------------------------</td>
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<td>-------</td>
</tr>
<tr>
<td>09417-0036</td>
<td>7 lbs. Silo White Table Lamp</td>
<td>7</td>
<td>25&quot;H</td>
</tr>
<tr>
<td>09392-0001</td>
<td>7 lbs. Neutrino Steel Floor Lamp - Steel</td>
<td>7</td>
<td>67&quot;H</td>
</tr>
</tbody>
</table>

**Total Product** $ - 
**Late Fee %** $ - 
**Sub Total** $ - 
**Sales Tax %** 10.25% $ - 
**Total Amount Due** $ -
Exhibitor Services

We’re here for you online and onsite!

Managing the details to achieve a successful trade show can be time-consuming and overwhelming. That is why the Seattle Convention Center (SCC) has streamlined processes and a team of people dedicated to help you make it happen.

Before the event, all exhibitor services, from catering and audiovisual to internet and power, are ordered from our Exhibitor Services Center portal. This is where you can take advantage of advance online pricing. Next, our Exhibitor Services team collaborates with SCC service partners and show contractors to ensure a seamless experience.

During the event, we provide a staffed on-site service desk to provide customer support for last-minute details. Finally, after the event you’ll receive a report of services and consolidated, detailed billing.

Can’t find what you’re looking for in the Exhibitor Services Center? Let us know! Contact your Exhibitor Services Representative at 206-694-5015, or exhibitor.services@seattleconventioncenter.com.

Our exhibitor services include:

- Advance online pricing
- Premier customer support
- Coordination of facility services
- Onsite staffed service desk
- Post-event reporting of services
- Consolidated, detailed billing

SCC Service Partners

- **Aramark**
  - food and beverage (exclusive)
- **Edlen**
  - electrical, air/water/drain (exclusive)
- **Encore**
  - audiovisual (preferred)
- **Smart City**
  - telecommunication data and internet (exclusive)

Links not working or inactive?
Paste this URL into your browser to directly access your Exhibitor Services Center page:
[www.seattleconventioncenter.com/exhibitor-services](http://www.seattleconventioncenter.com/exhibitor-services)

If you believe you are eligible for tax exemption, or would like to pay by check or wire transfer you cannot order online. Please call or email us to obtain the order forms. Orders not placed online may result in a processing fee.
Win MORE Business with Advanced Lead Retrieval Tools

You’ve made the investment to exhibit, now get the highest ROI possible by capturing prospect information in just a few seconds. Expo Logic’s lead retrieval tools make it easy to scan badges, qualify leads, and even follow-up with leads!

LeadPod Pro

The LeadPod™ Pro app turns any iPhone, iPad or Android device into your own advanced lead retrieval tool. With the LeadPod Pro app you can scan an attendee’s badge using the camera on your device, capture their contact information instantly, take notes on each lead, and survey your lead with customizable surveys.

You can also save a lead as a contact on your phone, place a call to your lead or send them an email or text message – all directly from the app! This functionality makes lead follow-up a breeze and ensures you get the most out of the leads you capture.

LEARN MORE

LeadKey

The LeadKey® is a small, pocket-sized and batterypowered device. LeadKey has no screen and is good for gathering many leads quickly and efficiently; allowing you to focus on your booth and quality conversation.

LEARN MORE
To order online, go to myexpoleads.expologic.com and use show code: **AASAC24**

If you would like to fax or mail your order to us there will be a $7.95 processing fee.

---

**LeadPod Pro**

Mobile solution for iOS and Android devices, includes basic survey questions and note-taking capability.

*Minimum iOS Version 9.0, Minimum Android Version 5.0. All devices require AutoFocus Cameras*

**LeadKey**

Battery-powered, hand-held Badge Reader for mobile, data collection/management with online access to scanned sales lead data, via Exhibitor's password protected Internet portal. Sales leads will be uploaded after the show closes.

---

### Device Selection

<table>
<thead>
<tr>
<th></th>
<th>Initial Price</th>
<th>Starting 1/19/24</th>
<th>Starting 3/11/24</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LeadPod Pro</strong></td>
<td>$335/1st Unit</td>
<td>$385/1st Unit</td>
<td>$435/1st Unit</td>
<td>___</td>
<td>$___</td>
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<tr>
<td></td>
<td>$285/Addl.</td>
<td>$335/Addl.</td>
<td>$385/Addl.</td>
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<td>$___</td>
</tr>
<tr>
<td><strong>LeadKey</strong></td>
<td>$455/1st Unit</td>
<td>$505/1st Unit</td>
<td>$555/1st Unit</td>
<td>___</td>
<td>$___</td>
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<tr>
<td></td>
<td>$355/Addl.</td>
<td>$405/Addl.</td>
<td>$455/Addl.</td>
<td>___</td>
<td>$___</td>
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**Additional Services**

Insurance quantities must equal device quantities.

<table>
<thead>
<tr>
<th></th>
<th>COST</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Surveys</td>
<td>$95</td>
<td>___</td>
<td>$___</td>
</tr>
<tr>
<td>Custom Qualifiers</td>
<td>$95</td>
<td>___</td>
<td>$___</td>
</tr>
<tr>
<td>LeadKey Insurance</td>
<td>$45/each</td>
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<td>$___</td>
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**PROCESSING FEE** $7.95

(for mailed, faxed, emailed or phoned in orders)

---

**GRAND TOTAL** $_______
Your Contact and Payment Information

<table>
<thead>
<tr>
<th>Company</th>
<th>Billing Contact</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
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**Billing Street Address** (Must match the billing address on the credit card being used for payment)

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Phone** | **Fax**
---|---
|     |     |

**Email Address**

<table>
<thead>
<tr>
<th>Email Address (for on-site contact)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell Phone Number (for on-site contact)</th>
<th><strong>Booth Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Email Address (for on-site contact)**

<table>
<thead>
<tr>
<th>First Name (for on-site contact)</th>
<th><strong>Last Name (for on-site contact)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card (circle one if paying by credit card)</th>
<th><strong>Check Number</strong></th>
<th><strong>Total Amount Due</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>AMEX</td>
<td>VISA</td>
<td>MasterCard</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card Number</th>
<th><strong>CVV</strong></th>
<th><strong>Expires</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name as it appears on card** | **Signature**
---|---
| | |