

2026 IFSA Global Expo



TABLE OF CONTENTS

*Viper Discount Deadline Date: Friday, August 16, 2026

Quick Reference/Deadlines:	Page 2
Move Out Information:	Page 3
Viper Shipping Order Form:	Page 6
Material Handling Rates & Info:	Pages 7 – 9
Inbound Shipping Labels:	Pages 10 – 11
Cleaning / I&D Labor:	Pages 12 – 13
EAC Forms:	Pages 14 – 16
Furnishings & Rental Carpet:	Pages 17 – 19
Pre-Printed BOL Request form:	Page 20
Custom Booth Packages:	Page 21 – 22
Visual FX AV Order Form:	Pages 23 – 25
Electrical / Internet / Rigging:	Page 26
Food & Beverage Ordering Form:	Page 32 – 33
Plants/Florals:	Page 35 – 36
IFSA Booth Instructions:	Page 37
Enhanced Furniture & Pricing:	Page 38+

CONTACT INFORMATION

Viper Show Coordinator:

Dani Olis | 847-800-7469 |

dani.olis@vipertradeshow.com

Show Management Contact:

Emily Dyer Fecas | edyerfecas@ifsa.aero

PRE-SHOW TIPS

- **Submit orders early to receive the discounted rate** – Please complete the necessary forms found in this kit or online at <https://order.vipertradeshow.com>. Standard pricing will apply to orders received after the published deadline.
- **Payments** – All orders and balances (including material handling) need to be paid prior to the first day of move in. Standard pricing will apply to all orders not paid by the Discount Deadline.
- **Preparing freight shipments** – We strongly encourage you to send all show freight to the advance warehouse. Some cost-saving tips are to consolidate your freight to have it delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received on or before the late to warehouse deadline to avoid late charges. **Material handling applies to every shipment received and charges will automatically be applied to your account upon receipt of each shipment.**
- **Review Quick Reference Page** – Please review the show schedule outlined and make sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight containers can take an hour+ after the close of the show. **Please plan accordingly!**
- **Shipment tracking** – It is recommended you track your shipment prior to the show to confirm it has been delivered. You can send the tracking information to your Viper Show Coordinator as soon as your freight is in transit.

SHOW SITE TIPS

- **Viper Service Desk** – The service desk will be located on the show floor for assistance with questions or show site orders.
- **Booth orders & freight delivery** – Our team completes a rental order and advance freight check prior to exhibitor setup to ensure everything pre-ordered and/or sent to the Advance Warehouse is in your booth. A Viper representative will be at the Viper service desk for assistance. Please address discrepancies immediately because credits are not provided to claims made post show.
- **Empty Storage** – Material Handling (drayage) service includes the storage of empty containers for the duration of the show. “Empty” stickers will be available at the Viper service desk. Place one sticker on each empty item (crates/skids/boxes) you want Viper to store. All items are returned at the close of the show and can take at least an hour to be returned.
- **Labor orders** – All exhibitor supervised labor orders will need to check in at the Viper service desk once ready for the labor.

QUICK REFERENCE & DEADLINES

Friday, July 31, by 12 pm CST

Artwork submission deadline.

All electronic, print ready artwork for modular rentals are due

Friday, August 7, 2026

First day of advance warehouse receiving

RECEIVING: M-F | 8AM – 4PM

Friday, August 14, 2026

Advance order discount deadline/cancellation deadline

Payment must be made in full to receive discounted rates.

Refunds will NOT be made after this deadline.

Friday, August 28, 2026

Late to Warehouse Deadline

The warehouse must receive your freight by EOD to avoid added late fees.

Friday, September 4, 2026

Last day of Advance Warehouse receiving

Last day Advance Warehouse will accept exhibit material.

(You will incur a late fee but your freight will be in your booth at the start of exhibitor move-in!)

Tuesday, September 8, 2026 | 8:00am – 8:00pm

All show site deliveries are to be delivered on the listed date(s). Shipments received before the date(s) are at risk of being refused, and additional charges by the venue or Viper may apply.

SHOW INFO AT A GLANCE

EXHIBITOR INSTALL / MOVE-IN

Sunday, September 6, 2026 | 3:00pm – 10:00pm (Halls A/B only)

Monday, September 7, 2026 | 8:00am – 10:00pm

Tuesday, September 8, 2026 | 8:00am – 10:00pm

SHOW HOURS

Wednesday, September 9, 2026 | 9:00am – 6:00pm

Thursday, September 10, 2026 | 9:00am – 4:00pm

EXHIBITOR DISMANTLE / MOVE-OUT

Thursday, September 10, 2026 | 4:00pm – 11:45pm

➤ **Driver Check-In Hours: 4:00pm - 9:00pm**

Friday, September 11, 2026 | 7:00am – 12:00pm

➤ **Driver Check-In Hours: 7:00am – 9:00am**

**Freight Force 9/11/26 at 9:00am | All drivers must check in with Viper by this deadline. Complete move-out information can be found on page 3 of the exhibitor*

ADVANCE WAREHOUSE

Receiving Hours: M-F | 8AM – 4PM

2026 IFSA Global

Viper Tradeshow Services

c/o RJF Cartage

318 Thomas Place

Fort Worth, TX 76140

All shipments must include company name, booth # and SHOW NAME on the freight. USE LABEL ON PAGE 10

SHOW SITE FACILITY

Receiving only during move-in

2026 IFSA Global

Gaylord Texan

Halls A, B, C

c/o Viper Tradeshow Services

1501 Gaylord Trail,

Grapevine, TX 76051

All shipments must include Co. name, booth # and SHOW NAME on the freight. USE LABEL ON PAGE 11

BOOTH PACKAGE ITEMS:

10'x10' Standard Booth

(3) 1M x 8' hard wall back panels (white)

(6) 1M x 8' hard wall side panels (white)

(1) Exhibitor Name Header

10'x10' Carpet

ONLINE ORDERING

<https://order.vipertradeshow.com>

Any questions, please email:

dani.olis@vipertradeshow.com

Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify me

DISMANTLE / MOVE OUT INFORMATION

FREIGHT FORCE: 9:00am on September 11th | LABOR FORCE: 7:00am on September 11th

Viper Transportation is the Official Carrier for this show. All carriers must check in at

Gaylord Texan – Halls A, B, C | 1501 Gaylord Trail, Grapevine, TX 76051

no later than 9:00am on September 11, 2026 to avoid force.

MOVE OUT INFORMATION

This information will also be distributed before the start of the last day of show hours. Please read these instructions to know what to expect and plan accordingly; share this information with your show site staff.

Exhibit Hall Officially Closes:	Thursday, September 10th 4:00pm
Stored empty crates and containers estimated return:	Thursday, September 10th 8:00pm
Labor Force: all exhibitors should have started dismantle by now: Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.	Friday, September 11th 7:00am
Freight Force - deadline for carriers to check in:	Friday, September 11th 9:00am

All outbound shipments loading onto a contracted carrier or personally owned vehicle require a Viper Tradeshow Services Bill of Lading (BOL). Please follow these instructions.

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to arrive by **9:00am on April 11th**. We suggest telling them **8:00am**, giving them room to fail without failing you! Here is the address for your convenience:

Gaylord Texan – Halls A, B, C | 1501 Gaylord Trail, Grapevine, TX 76051

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
5. Once you have packed up all your materials, please hand in your BOL to the Viper Service Desk. (Do not leave it in your booth.) We will sign it and give you a copy, keep a copy and give the driver a copy. Please note, material handling must be paid in full.

***In the event you fail to turn in your BOL or your carrier does not check in by the 9:00am deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of \$3.30/pound for shipments 1000 lbs. or more, \$3.90/pound for shipments 999 lbs. or less; with a **\$875.00 minimum**. Actual or dimensional weight will apply, whichever is greater; material handling must be paid in full and applies to every shipment. Charges will be applied to the credit card on file. All Viper shipments, including reconsigned shipments, will be weighed by Viper. **Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.** *AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.**

Viper Transportation is the Official Carrier for this show. If you would like Viper to be your carrier, simply complete and send us the shipping order form. Your BOL and labels will be delivered to your booth before the last days' exhibit hours.

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **3:00pm** (1 hour before show closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.

Dani Olis | dani.olis@vipertradeshow.com | 847-800-7469

TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT:

Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in US currency.

OUTSTANDING PAYMENTS:

Viper Tradeshow Services requires payment for all services upon receipt of the order, including receiving shipments at the advance warehouse.

It is the responsibility of the Exhibitor to advise the Viper Tradeshow Services Service Center representative of any problems with any orders before the start of the show. No credits will be issued after the exhibition closing.

Government Agencies please note: If your firm or agency requires a purchase order be issued for any services rendered such purchase order must accompany the order forms.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services. Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

Viper Tradeshow Services reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.

Viper Tradeshow Services will accept payment by company check, or Method of Payment for Visa, MasterCard or American Express. Viper Tradeshow Services reserves the right to check the credit available on any card presented. If the exhibitor fails to pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in US Funds or by credit card, cash, check, or bank wire transfer, when previously arranged by Viper Tradeshow Services.

Tax Exemption Status: If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers. Payment for all labor, equipment, and services, whether ordered by the exhibitor, display builder, non-official contractor, or other parties, shall be the responsibility of the exhibitor at the event. **A tax exemption certificate must be submitted prior to submitting orders.**

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 usually be done by "riders" to existing policies.

The exhibitor must report the damage or loss at the Viper service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived.

Viper shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, Viper shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

Material Handling Form (MHA) aka Bill of Lading (BOL): Your bill of lading must be turned in no later than the force times listed on the Quick Reference page. Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out.

All Material Handling Agreements submitted to Viper by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. Viper is not responsible for shipments left in booths by exhibitors. *Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier, Viper Transportation, at the expense of the exhibitor! Your bill of lading must be turned in no later than the force times listed on the Quick Reference Page.*

Small Package Shipments: Includes cartons received without documentation and delivered to the booth without guarantee of piece count and documentation, including but not limited to FedEx, UPS, Airborne, and DHL.

"Hand Carry": The ability for an exhibitor to "hand carry" their materials onto the exhibit hall through the front entrance without the use of wheels, including but not limited to, luggage carts, four wheel or two-wheel dollies, baggage carts.

Cancellation of orders: Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. All refunds for cancelled or adjusted orders before the deadline, will be processed at the close out of the show unless additional services/rental items are ordered. Any orders cancelled after the deadline will be charged at full. Credits will not be given for orders cancelled after this deadline or at show site. This is void for any full show cancellations at which point Viper will communicate policy. Refunds processed after 90 days of original payment will be paid via check or wire.

Dimensional weight is calculated by L x W x H (in.) divided by 200. Material handling and Shipping rates for this show are on actual or dimensional weight, whichever is greater.

Final Show Audit: Viper Tradeshow Services reserves the right to perform a Final Audit of this event for up to 120 days after the move out date of the event. Also, an end of the year review in December. If additional charges for any service, labor or equipment are found, it will be added to the Exhibitor's invoice and the credit card on file will be charged. A Final Audit Invoice with explanation of any additional charges will be sent to the Exhibitor. If Viper does not have payment information, the invoice sent to the Exhibitor will be due upon receipt.

METHOD OF PAYMENT

Exhibitor Information

Exhibiting Company Name: _____ Booth #: _____ Booth Size: _____

EAC/Third Party Billing Company Name (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Show Site Contact: _____ Cell Phone: _____

Ways to Order:

Online via Credit Card | Login & Place Orders | <https://order.vipertradeshow.com>

Email: dani.olis@vipertradeshow.com

Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Payment Terms

Full payment is due when order is placed or when shipments are received.

All orders and balances (including material handling) need to be paid prior to the first day of move in.

Payment must be received prior to the discount deadline to receive the discounted rates

ACH or Wire Transfer payments need to be received prior to the show. A Method of Payment form and credit card must be submitted for final balances

Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Booth Cleaning:	\$
Installation & Dismantle Labor:	\$
Furniture/Accessories/Floral:	\$
Flooring/Padding/Visqueen:	\$
Modular Rental Displays:	\$

Estimated Total Viper Tradeshow Services Orders: \$ _____

**A receipt with actual totals will be emailed to contact on file.*

Method of Payment / Credit Card Charges*

***3.5% convenience fee will be applied to all orders paid via credit card**

All state and local taxes apply.

By signing this payment form, you are authorizing to charge your credit card account for your advance orders, and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative; including labor, material handling and shipping.

You can place your credit card on file through your online account at <https://order.vipertradeshow.com>.

Or please email dani.olis@vipertradeshow.com to receive the Quick Bill Sign Up Link to place a credit card on file

Cardholder Signature: _____

Name Printed: _____

Billing Address (if different from above): _____

Company Check # (Please note show name on check): _____ Date check mailed: _____

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (7-15 business days) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.90/lb. on shipments under 1,000 lbs. and \$3.30/lb. for shipments over 1,000 lbs. A **\$875.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.90/lb. for shipments under 1,000 lbs. and \$4.30/lb. for shipments over 1,000 lbs.; a \$1,078.00 minimum applies. **Material Handling charges apply to all shipments. Actual or dimensional weight will apply, whichever is greater. Dimensional weight is calculated by L x W x H (in.) divided by 200. *3.5% convenience fee, state & local taxes apply.**

All Viper shipments will be weighed by Viper for inbound and outbound shipping orders.

***If expedited shipping is required, please email your Show Coordinator for a quote: dani.olis@vipertradeshow.com**

Exhibitor: _____ Booth #: _____

Inbound shipping from:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Pickup Contact: _____ Phone: _____

Requested Pickup Date/Time: _____

Is this a residence: YES NO Do you have a dock: YES NO

Is this a Round Trip shipment: YES NO (if return address is different than above, please provide address below)

Special Instructions (inside pickup, liftgate required, receiving hours, etc): _____

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate		
	Box		
	Fiber Case		
	Pallets		

Outbound Shipping: _____ I only need outbound shipping (if this option is selected, please add your shipping address below)

Is this a residence: YES NO Do you have a dock: YES NO

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Delivery Contact: _____ Phone: _____

Special Instructions (inside delivery, liftgate required, receiving hours, etc): _____

Acceptance & Payment

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping, otherwise, I am purchasing only supplemental insurance (does not include AV or computer equipment) protection (up to \$5,000.00) at \$75.00 for every \$1,000.00 declared value.

***Please note Viper Tradeshow is not liable for shipping A/V, computer equipment and does not cover shipping containers*.**

Insurance Cost (each way) \$ _____ (\$75/\$1000 value) Declared value \$ _____

I am not purchasing supplemental insurance protection: _____ (please sign or initial)

AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment

Signature to officially place this order and acceptance of terms: _____

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
<p>2026 IFSA Viper Tradeshow Services c/o RJF Cartage 318 Thomas Place Fort Worth, TX 76140 *USE LABEL ON PAGE 10 Receiving Hours: M- F 8 AM – 4 PM</p>	<p>2026 IFSA Gaylord Texan Halls A, B, C c/o Viper Tradeshow Services 1501 Gaylord Trail, Grapevine, TX 76051 *USE LABEL ON PAGE 11 Sunday, September 6, 2026 3:00pm – 10:00pm (Halls A/B only) Monday, September 7, 2026 8:00am – 10:00pm Tuesday, September 8, 2026 8:00am – 10:00pm</p>

A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.

Straight Time (ST) | Monday – Friday: 8:00 am – 4:00 pm

Over Time (OT) | Monday – Friday before 8:00 am & after 4:00 pm

Double Time (DT) | Any time Saturday, Sunday

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number. Dimensional weight is calculated by L x W x H (in.) divided by 200.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- **A weight ticket/bill of lading must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket/bill of lading is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.**
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.
- Material handling charges will automatically be applied to your account upon receipt of each shipment.
- Disposal of exhibit materials is not included as part of material handling. Please contact your show coordinator for a disposal quote

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
 Pounds Divided by 100, rounded up: _____ Your CWT (no less than 2)

Advance Warehouse & Show-Site Deliveries

	RATE PER CWT
Show-Site - Move In & Move Out – DT and/or OT (additional 30% fee)	\$53.70 / CWT
Boxed, crated, or skidded shipment via common carrier.....	\$179.00 / CWT
Boxed, crated, or skidded shipment via POV, Van Line or specialized carrier, FedEx, UPS, (special handling)	\$232.70 / CWT
Common carrier shipment received after 8/28/2026	\$232.70 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment rec'd after 8/28/2026 (special handling) ...	\$286.40 / CWT
Off-target shipment (before or after Highlighted Times Above) via common carrier	\$232.70 / CWT
Off-target shipment (before or after Highlighted Times Above) via POV, or specialized (special handling)	\$286.40 / CWT
Loose/uncrated or shipment requiring special handling (30% fee added to the above rates)	\$53.70 / CWT
Off-target shipment - received before or after receiving dates (30% fee added to the above rates)	\$53.70 / CWT
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Exhibitor: _____ **Booth #:** _____



VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 28 days free storage if delivered by the advance deadline receiving date listed below, and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to an exhibitor's booth, and turning in Bill of Lading to the service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

Special Handling 30% Surcharge

Special Handling rates shall be applied to the total standard charges, but are not limited to the following types of shipments. Multiple scenarios may incur multiple special handling charges.

Van Line Shipments	All Shipments delivered by a Van Line Carrier will be charged special handling due to additional labor/handling, designated unloading/loading, etc.
Loose Freight	Shipments packed in such a manner as to require special handling (i.e., loose display parts, loose carpet rolls unskidded, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
Mixed/Undetermined Description	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e., 1 lot 20 assorted pieces, etc.) Including any mixed lot/multiple shipments that are delivered together.
Must be Delivered by Hand	Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services' control (i.e., elevators, rooms forklifts cannot be used, etc.)
Small Package Carriers (SPC)	The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded or received at the warehouse/show site before 8 AM or after 4:30 PM on weekdays, anytime Saturday, Sunday or holidays or after ONE WEEK OUT. Additionally, when warehouse freight must be moved into the exhibit site on overtime, due to scheduling conflict beyond the control of Viper Tradeshow Services, or show move in or move out times are after 4:30 PM on weekdays, on Saturday, Sunday, or Holidays overtime charges will apply.

Material Handling / Special Handling Definitions

Material Handling: Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading.

CWT: 'Hundred weight' - a unit of measurement for weight, equal to 100 pounds.

Storage Terms: Exhibitors may hand deliver their own materials to the exhibit facility through the front doors. The use or rental of dollies, flat trucks or other mechanical equipment is not permitted. Viper Tradeshow Services must control access to the loading docks in order to provide a safe and orderly move-in/out. Material handling fees must be paid in full for any materials that require empty storage.

Multiple Shipments: Any shipments received from multiple locations or received at different times/dates are considered separate and will be assessed multiple Material Handling minimums. No cumulative weights will be allowed on minimums or split shipments.

Ground Loading/Unloading: Vehicles that are not dock height preventing the use of loading docks, such as U-hauls, flat bed double drop trailers, company vehicles with trailers that are not dock level, etc.

Constricted Space Loading/Unloading: Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full car trailer – top to bottom, side to side.

Designated Piece Loading/Unloading: Drivers that require the crew to bring multiple pieces of the freight to the rear of the trailer to the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded sequence to ensure all items fit.

Stacked Shipments: Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity: Shipment integrity involves shipments on a carrier that are intermingled or delivered in such a manner additional labor is needed to sort through and separate the various shipments on a truck for delivery.

Alternate Delivery Location: Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver shipments to different levels in the same building, or to other buildings in the same facility.

Mixed Shipments: Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for this shipment but does require special handling.

"No Documentation": Shipments arrive from a small package carrier (including, not limited to, FedEx, UPS, DHL) without an individual Bill of Lading or shipments without a certified weight ticket which requires additional time, labor and equipment to process.

Difference Between Crated and Uncrated Shipments: Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped and/or unskidded without proper lifting bars and hooks.

Dimensional weight is calculated by L x W x H (in.) divided by 200. Material handling and Shipping rates for this show are on actual or dimensional weight, whichever is greater.

INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show.

**A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.
Some cost-saving tips are to have all freight delivered in a single shipment on an LTL freight carrier.**

Shipment 1

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 2

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 3

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Exhibitor: _____ Booth #: _____

ADVANCE WAREHOUSE SHIPPING LABELS

For your convenience, labels are provided below for advance warehouse delivery.
We encourage you to make copies and fill in your specific information and tape two labels on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
2026 IFSA Viper Tradeshow Services c/o RJF Cartage 318 Thomas Place Fort Worth, TX 76140	*Deliver by August 28, 2026 to avoid late fees* **Last day of warehouse receiving September 4, 2026** Weight ticket or BOL must be presented at the time of the
	PIECE: _____ OF _____

SHOW SITE SHIPPING LABELS

For your convenience, labels are provided below for show site delivery.

We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
2026 IFSA Gaylord Texan Halls A, B, C c/o Viper Tradeshow Services 1501 Gaylord Trail Grapevine, TX 76051	<div style="border: 1px solid black; padding: 5px;"><p>*Deliver on Sunday, September 6, 2026 3:00pm – 10:00pm (Hall A/B Only) Monday, September 7, 2026 8:00am – 10:00pm Tuesday, September 8, 2026 8:00am – 10:00pm ONLY</p><p>Weight ticket or BOL must be presented at the time of the delivery.</p></div> <p>PIECE: _____ OF _____</p>

BOOTH CLEANING

*Please contact your Viper Show Coordinator for a quote if you have specific cleaning requests.

Vacuuming

A Booth Unit = One (1) 10' x 10' / 8' x 10' / 2Mx 2M / 2M x 3M Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: _____ x \$165.00 Discount / \$195.00 Standard

Subtotal: \$ _____

Subtotal x Number of Days: _____ TOTAL: \$ _____

Porter Service

Emptying refuse from containers as necessary throughout the show hours. A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: _____ x \$132.00 Discount / \$162.00 Standard

Subtotal: \$ _____

Subtotal x Number of Days: _____ TOTAL: \$ _____

Exhibitor: _____ Booth #: _____

DISPLAY LABOR (Installation & Dismantle) INFO

Display Labor Hourly Rates

Straight Time (ST) | Monday – Friday: 8:00 am – 4:00 pm
 Over Time (OT) | Monday – Friday before 8:00 am & after 4:00 pm
 Double Time (DT) | Any time Saturday, Sunday

Exhibitor Supervised:

DISCOUNT

ST: \$106.25 per person, per hour
 OT: \$159.38 per person, per hour
 DT: \$212.50 per person, per hour

STANDARD

ST: \$159.38 per person, per hour
 OT: \$239.06 per person, per hour
 DT: \$318.75 per person, per hour

Viper Supervised (35% supervision included)**:

DISCOUNT

ST: \$143.44 per person, per hour
 OT: \$215.16 per person, per hour
 DT: \$286.88 per person, per hour

STANDARD

ST: \$215.16 per person, per hour
 OT: \$322.73 per person, per hour
 DT: \$430.31 per person, per hour

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below. Viper will not be responsible for any damage or loss of materials during installation, dismantle, unpacking or packing. There is a 1 hour minimum per worker at 1/2-hour increments thereafter.

Viper Tradeshow Services Supervised Labor: Exhibits are set up prior to exhibitor’s arrival under the direction of Viper Tradeshow Services I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. ***Please provide complete booth plans, schematics, instructions and photos for this service along with inbound and outbound shipping information.***

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Services Center to pick up labor for installation and dismantle. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor.

All labor and equipment requests should be confirmed prior to the first day of move-in. **Requested starting times cannot be guaranteed; however, every effort is made to meet all requests.** Viper Tradeshow Services reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed.

YOU MUST CHOOSE EXHIBITOR SUPERVISED OR VIPER SUPERVISED LABOR.

Please provide supervisors name and cell number: _____

Installation Calculation & Order **CIRCLE ONE:** Exhibitor Supervision or Viper Supervision**

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. TOTAL AMOUNT OF HOURS _____ x _____ (RATE) \$ _____

Dismantle Calculation & Order **CIRCLE ONE:** Exhibitor Supervision or Viper Supervision**

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. TOTAL AMOUNT OF HOURS _____ x _____ (RATE) \$ _____

Services cancelled after the discount/cancellation date are charged at full value.

The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.

***** IF ORDERING VIPER SUPERVISED LABOR – PLEASE COMPLETE THE FOLLOWING PAGE AND EMAIL TO YOUR SHOW COORDINATOR.***

Exhibitor: _____ Booth #: _____



VIPER SUPERVISED LABOR INFORMATION FORM

****Please email this form to dani.olis@vipertradeshow.com**

Please confirm you have emailed your Exhibitor Service Coordinator complete booth plans, schematics, special instructions, and photos for this service: (circle one) YES NO

****If not, please email ASAP**

Whom may we contact if we have any questions or concerns during installation/dismantle of your booth?

NAME: _____ Phone: _____

INBOUND SHIPPING INFORMATION: (Please complete all areas). If you want Viper Transportation to ship your freight to the show, please also complete the Viper Shipping Order Form and Method of Payment Form found in the Kit.

Freight will be sent to: Warehouse: _____ Show Site: _____ Date Shipped: _____

Carrier: _____ Tracking #: _____

Total number of: Crates: _____ Cartons: _____ Fibercases: _____ Skids: _____

Do you want Viper to be your outbound carrier: YES* NO

***Please complete the Viper Shipping Order Form found in the Kit.**

NOTE: *If you are not using Viper Transportation for outbound shipping, you are responsible for booking an outbound carrier to recover your freight during the published move-out. We do not call your carrier to confirm pick-up arrangements; if your carrier fails to recover your freight it will be re-consigned to the house carrier at freight force time indicated on the quick reference page. Please note we cannot supply pre-printed small package labels for FedEx, UPS, DHL and others alike – you must print those airbills.*

OUTBOUND SHIPPING INFORMATION:

 (Please complete all areas).

This information will be used to complete a pre-printed Bill of Lading (BOL) on your behalf at the close of the show.

This info must be provided for a Viper Transportation shipment OR non-Viper Transportation shipment.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

CARRIER NAME: _____

Exhibitor: _____ Booth #: _____

EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

Please complete and return both EAC forms

Viper Tradeshow Services, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to: ensure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are: the exhibitor may provide supervision; exhibitor may appoint an exhibit installation contractor or display builder.

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

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address, and telephone number of the firm.
2. EAC agrees to comply with all the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
 - i. Commercial General Liability, including contractual liability, with a minimum limit of \$1,000,000, \$2,000,000 general aggregate and \$2,000,000 products and complete operations aggregate.
 - ii. Automobile Liability with a limit of not less than \$1,000,000 combined single limit, each accident. All owned, hired, and non-owned boxes marked.
 - iii. Workers Compensation, as required by law, with Employers Liability limits of not less than \$1,000,000.
 - iv. Umbrella/Excess Liability with a limit of not less than \$1,000,00 each occurrence/aggregate.
 - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear identification badges as determined by Show Management. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
11. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
12. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
13. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all its activities with Viper Tradeshow Services.
14. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
15. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set-up of the booth or force the setup into overtime.
16. The EAC/Exhibitor should arrange the protection of the product in the booth.
17. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
18. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

I have read the Exhibitor Appointed Contractors section of this manual and understand the terms and conditions. I understand that all the contractors listed above must be approved by Viper Tradeshow Services. I understand it is my responsibility to see that each representative from any EAC for my company abides by the rules and regulations of the event. I also understand that any EAC listed above that is not approved by Viper Tradeshow Services will not be permitted on the floor.

Name: _____ Date: _____
Company: _____ Booth #: _____
Signature: _____

USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

Please be sure to read the Official Services & Exhibitor Appointed Contractors (EAC) Guidelines. Exhibitors who plan to have an EAC unpack, install, assemble, dismantle and pack displays, equipment or materials must provide this form to Viper Tradeshow Services no later than 14 days before the start of the move-in and see that their EAC adheres to the guidelines outlined on the previous page.

Notification of EAC: To be received no later than 14 days in advance

For Exhibitor (Company Name):

Show Name:

2026 IFSA Global Expo

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form in this kit for additional requirements.
*Before submitting service order forms (including this one). Preferably before the early registration deadline.
2. Provide Viper Tradeshow Services the names of all exhibiting companies for whom they have orders on
*To be received no later than 14 days before move-in.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor
*Upon arrival at show site.

Viper Tradeshow Services reserves the right to refuse any Non-Official Service Contractor (EAC) access to the show floor if any of the above conditions are not met. If there is a problem providing the necessary information within the deadlines, Viper Tradeshow Services must be contacted in advance of the deadline.

STANDARD FURNITURE, ACCESSORIES & FLORAL

No credit will be given after close of event on items ordered but not received. Cancellation Policy: No refunds on orders cancelled after discount deadline.

30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Table

Qty: _____ 6' Table

Qty: _____ 8' Table

Qty: _____ 4th Side Drape

Qty: _____ Undraped Table

DISCOUNT:

\$269.00

\$329.00

\$389.00

\$67.00

\$65.00 Less than list price above

STANDARD:

\$329.00

\$389.00

\$449.00

\$87.00

42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Counter

Qty: _____ 6' Counter

Qty: _____ 8' Counter

Qty: _____ 4th Side Drape

Qty: _____ Undraped Counter

DISCOUNT:

\$326.00

\$386.00

\$446.00

\$77.00

\$65.00 Less than price list above

STANDARD:

\$386.00

\$446.00

\$506.00

\$97.00

Café Table / Café Chairs



30" x 30" Table (L2)

Qty: _____

\$448.50 Discount

\$584.25 Standard



Side Chair (L1)

Qty: _____

\$169.25 Discount

\$220.75 Standard



Arm Chair (L3)

Qty: _____

\$201.25 Discount

\$261.00 Standard



Plastic Folding Chair

Qty: _____

\$110.00 Discount

\$140.00 Standard

Bar Table / Bar Stools



42" x 30" Bar Table (M2)

Qty: _____

\$480.25 Discount

\$624.50 Standard



Euro Barstool (M1)

Qty: _____

\$418.00 Discount

\$544.00 Standard



Gray Bar Stool (M5)

Qty: _____

\$293.00 Discount

\$382.00 Standard

Exhibitor: _____ Booth #: _____

ACCESSORIES & FLORAL/RENTAL PLANTS

*No credit will be given after close of event on items ordered but not received. Cancellation Policy: No refunds on orders cancelled after discount deadline. *

Accessories

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ Wastebasket	\$60.00	\$80.00
Qty: _____ Tripod Easel	\$107.00	\$127.00
Qty: _____ 4' Single Tier Table Riser	\$170.00	\$220.00
Qty: _____ 6' Single Tier Table Riser	\$220.00	\$270.00
Qty: _____ 8' Single Tier Table Riser	\$270.00	\$320.00
Qty: _____ Bag Rack	\$176.00	\$226.00
Qty: _____ Rope & Stanchions, ea.	\$254.00	\$314.00
Qty: _____ 4' x 8' Poster Board	\$522.00	\$582.00
Qty: _____ Accordion Lit Stand (K1)	\$388.25	\$505.00

Floral / Rental Plants

Fresh Floral Arrangements

Small Floral Arrangement:	Qty: _____	\$302.00 Discount / \$418.00 Standard
Medium Floral Arrangement:	Qty: _____	\$429.00 Discount / \$555.00 Standard
Large Floral Arrangement:	Qty: _____	\$543.00 Discount / \$686.00 Standard

Artificial Plants

2 Foot Green Plant	Qty: _____	\$199.00 Discount / \$233.00 Standard
3 Foot Green Plant	Qty: _____	\$233.00 Discount / \$278.00 Standard
4 Foot Green Plant	Qty: _____	\$278.00 Discount / \$330.00 Standard
5 Foot Green Plant	Qty: _____	\$330.00 Discount / \$397.00 Standard
6 Foot Green Plant	Qty: _____	\$397.00 Discount / \$469.00 Standard

Exhibitor: _____ Booth #: _____

All Standard furniture, accessories, & Enhanced furniture options are available to order online at <https://order.vipertradeshow.com>

CARPET SELECTIONS

*No credit will be given after close of event on items ordered but not received. Cancellation Policy: No refunds on orders cancelled after discount deadline. *

CIRCLE COLOR SELECTION BELOW – Plush Carpet only available in solid colors.



Red



Royal Blue



Green



Charcoal Grey



Navy Blue



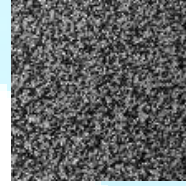
Speckled Red



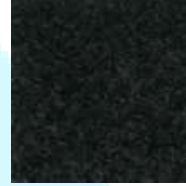
Speckled Blue



Speckled Green



Speckled Grey



Black

Standard Carpet Rates

SIZE	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Custom Per Sq. Ft.	\$4.60	\$5.60	

Prestige Flooring Rates

SIZE	SQ. FT.	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Astroturf Per Sq. Ft		\$13.00	\$15.00	
White Vinyl Per Sq. Ft		\$13.00	\$15.00	
*Custom Vinyl/Astroturf padding Per Sq. Ft.		\$13.00	\$15.00	
Plush Per Sq. Ft		\$13.00	\$15.00	

*Padding is HIGHLY recommended for vinyl and astroturf flooring if electrical is to be laid underneath flooring.

Padding | Visqueen

SIZE	SQ. FT.	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$4.50	\$5.25	
Double Padding Per Sq. Ft		\$7.50	\$8.25	
Visqueen Per Sq. Ft.		\$1.00	\$1.75	

Standard Carpet per sq. ft.: \$ _____

Prestige Flooring per sq. ft.: \$ _____

Padding/Visqueen per sq. ft.: \$ _____

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

All flooring, padding and visqueen options are available to order online at <https://order.vipertradeshow.com>

* Request for Pre-printed Bill of Lading (BOL) & Outbound Shipping Labels *

In order to have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth the morning of show close, we must receive this form prior to move out. Email this form to: dani.olis@vipertradeshow.com Please fill out a form for each shipment.

Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL or others alike. The exhibiting company and/or EAC will need to supply these labels for their shipment. Any freight left on the show floor without a proper label and/or bill of lading (BOL), will be reconsigned to the house carrier, Viper Transportation, and the exhibitor will be responsible for shipping costs. Viper Transportation cannot guarantee delivery dates, nor compete with other shipping carrier's costs.

Show Location

Gaylord Texan - Halls A, B, C | 1501 Gaylord Trail, Grapevine, TX 76051

****Please make sure your Carrier checks-in (at the freight desk) NLT than 9:00am on September 11, 2026.**

Exhibitor Information

Company Name: _____ Booth #: _____

Contact: _____ Phone: _____

Email Address: _____

Shipping Destination 1

*Please let us know how many shipping labels you will require: _____

(Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL)

OUTBOUND CARRIER: _____

Delivering to (Company Name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Shipping Destination 2

*Please let us know how many shipping labels you will require: _____

(Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL)

OUTBOUND CARRIER: _____

Delivering to (Company Name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Show Site Instructions:

Once your shipment(s) is/are packed and ready to be picked up, **please return the outbound bill of lading (BOL) to the Viper service desk.** Verify the correct piece count and sign this legal document. Any shipments without paperwork turned in will be reconsigned onto the house carrier at the exhibitor's expense. Viper does not accept responsibility for any exhibitor property left on the show floor unattended at any time, for any reason. Do not leave the bill of lading (BOL) in your booth – you must bring to the Viper service desk.

IFSA BOOTH PACKAGE PRICING

*Artwork and payment for Modular Rental Displays must be submitted BY the discount deadline

10x10 Displays - Contact Viper for Additional Custom Exhibit Options!

*All prices include shipping, labor, select custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



N-BTH009 - 10' x 10' Display Bundle to include:

- 8'H x 10'W Nexus Backwall (Full Graphics)
- 3 Arm Lights
- 1M Counter (No Graphic)
- 30" x 42" High Boy (1)
- Gray Barstool (2)
- 10' x 10' Carpet

\$8,074.62



N-BTH010 - 10' x 10' Engagement Bundle to include:

- 8'H x 10'W Nexus Backwall (Full Graphics)
- 3 Arm Lights
- 1/2M Counter (2) (No Graphics)
- Gray Barstool (2)
- 10' x 10' Carpet

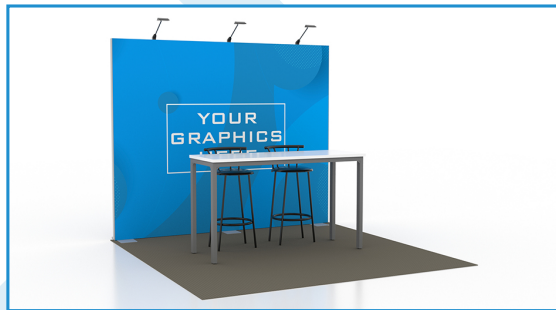
\$8,687.70



N-BTH011 - 10' x 10' Essentials Bundle to include:

- 8'H x 10'W Nexus Backwall (Full Graphics)
- 3 Arm Lights
- 2M Counter (No Graphics)
- 30" x 42" High Boy (1)
- Gray Barstool (2)
- 10' x 10' Carpet

\$8,859.06



N-BTH012 - 10' x 10' Personal Bundle to include:

- 8'H x 10'W Nexus Backwall (Full Graphics)
- 3 Arm Lights
- Aspen Bar Table (1)
- Gray Barstool (2)
- 10' x 10' Carpet

\$7,701.12



N-BTH013 - 10' x 10' Showcase Bundle to include:

- 8'H x 10'W Nexus Backwall (Full Graphics)
- 3 Arm Lights
- Gray Barstool (2)
- Agile Bar (1)
- 2M Counter (No Graphics)
- 10' x 10' Carpet

\$9,084.60

Exhibitor: _____ Booth #: _____

IFSA BOOTH PACKAGE PRICING

*Artwork and payment for Modular Renal Displays must be submitted BY the discount deadline

10x20 Displays - Contact Viper for Additional Custom Exhibit Options!

*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



N-BTH014 - 10' x 20' Display Bundle to include:

- 8'H x 20'W Nexus Backwall (Full Graphics)
- 6 Arm Lights
- 1M Counters (2) (No Graphics)
- 30"x 42" High Boy (2)
- Gray Barstools (4)
- 10' x 20' Carpet

\$15,029.10



N-BTH015 - 10' x 20' Engagement Bundle to include:

- 8'H x 20'W Nexus Backwall (Full Graphics)
- 6 Arm Lights
- Gray Barstools (4)
- 1/2M Counter (2) (No Graphics)
- 10' x 20' Carpet

\$14,729.40



N-BTH016 - 10' x 20' Essentials Bundle to include:

- 8'H x 20'W Nexus Backwall (Full Graphics) 6 Arm Lights
- 30"x42" High Boy (2)
- Gray Barstools (4)
- 2M Counter (2) (No Graphics)
- 10' x 20' Carpet

\$17,443.44



N-BTH017 - 10' x 20' Personal Bundle to include:

- 8'H x 20'W Nexus Backwall (Full Graphics)
- 6 Arm Lights
- Aspen Bar Table (2)
- Gray Barstool (4)
- 10' x 20' Carpet

\$15,127.56

Exhibitor: _____ Booth #: _____



Meeting/Conference Specialists

When you're searching for the best in audio visual needs for your event, look to Visual FX as your partner in success! We understand tradeshows and conferences and your need for quality products, attentive representatives, and superior services that reflect your vision.

No meeting is too large or small. At Visual FX, we have the staff necessary to partner in the production of your full scope convention visual and audio productions, or equipment available for simple rentals as you prefer. Our products are designed to present you and your company with a professional and confident look. Our design specialists are experienced in listening to your visions and ideas and transform them into reality.

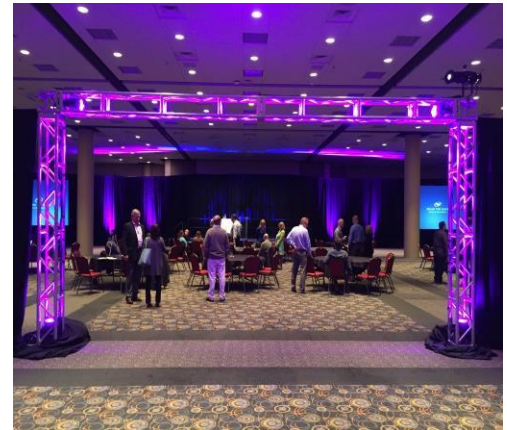
Creative Solutions

Anyone can provide a backdrop for your speakers. Visual FX works with you to create an environment and experience that highlights your speakers and their message in the best possible light. You don't share the same message year after year, why should your general session look the same? How can Visual FX help you showcase your speakers with a fresh look and energy? Let us find out together!



Products:

- Audio Sound Systems
- Microphones Wired/Wireless
- Video Projectors/Screens
- Video Monitors Rentals
- LCD Projector Packages
- Computers/ Laptops, Desktops
- Lighting/ Colored LED's, Stage Wash
- Scenic Stage Sets/ Velour Drape
- Audience Response Systems
- Printers/ Color & B/W, Radios



Customer Service Commitment

Visual FX was created with customer service in mind. We pride ourselves in ensuring your event runs to your liking, and we settle for nothing less than total satisfaction. With all the facets of a convention you have to manage, and multitudes people to consider, we make it our goal to provide an AV collaboration that is friendly and professional, but most importantly thorough and seamless. We are committed to your success; so you create the vision and we will create the Visual FX!



2575 Northwest Parkway, Elgin IL 60124 Ph. 847.426.3100

Exhibitor Order Form

Last updated [11/25]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			\$100.00	
Wireless Microphone- Handheld			\$220.00	
Wireless Microphone- Lavalier			\$220.00	
4-Channel Mixer			\$110.00	
8-Channel Mixer			\$195.00	
2 Powered Speakers w/ Stand			\$340.00	
XLR Cables (25ft)			\$40.00	
Video Equipment	Qty	Days	Daily Rate	Total
Micca Box			\$125.00	
19" Flat screen monitor			\$260.00	
23" Flat screen monitor			\$325.00	
32" LED monitor with table stand			\$450.00	
42" LED monitor with table stand			\$600.00	
50" LED monitor with table stand			\$750.00	
65" LED monitor with table stand			\$875.00	
LCD Data Projector 2500 Lumens			\$750.00	
LCD Data Projector 4000 Lumens			\$995.00	
Screens	Qty	Days	Daily Rate	Total
6' Tripod Screen			\$175.00	
8' Tripod Screen			\$200.00	
6' x 12' Fast-fold Screen			\$975.00	
7.6' x 14' Fast-fold Screen			\$1,500.00	
9' x 16' Fast-fold Screen			\$2,300.00	
Computer Systems	Qty	Days	Daily Rate	Total
Laptop Computer			\$370.00	
Wireless Mouse & Keyboard			\$110.00	
Mouse & Keyboard (wired)			\$85.00	
Ethernet Cables (25' to 50')			\$50.00	
VGA Cables (10ft)			\$40.00	
HDMI Cables (6ft)			\$60.00	
Multi-media Speakers			\$110.00	
Packages & Miscellaneous Accessories	Qty	Days	Daily Rate	Total
LCD Support Package (8ft easel screen, safelock table, advancer, cables)			\$350.00	
LCD Projector Package, 2500 Lumens			\$1250.00	
HP Black & White Printer			\$325.00	
Whiteboard Package			\$135.00	
Flipchart Package w/Easel			\$65.00	
Flipchart Pad			\$45.00	
Easel			\$40.00	
Black Velour Drape 16' high 10' Section			\$300.00	
Powerstrip			\$30.00	
Extension Cord 25'			\$40.00	
**Prices are based on a daily rate.				
	Equipment Total			\$175.00
	Delivery/Pickup			
	% sales tax			
*** Cancellation fee, 100% within 14days of Show Date.	Other fees			
	Grand Total			

Visual FX, Inc.
2575 Northwest Parkway
Elgin, IL 60124
Phone 847.426.3100
Email: Rob@visualfxav.com



Exhibitor Information / Method of Payment

Show Name: _____
Exhibitor: _____
Booth Number: _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Fax: _____
Email: _____
Show Site Contact if Different Than Above: _____
Cell Phone: _____

For Use of an Exhibitor Appointed Contractor / Third Party

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this Service Kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Authorized Signature for Exhibiting Company _____

Visual FX Orders

Audio Equipment	\$	_____
Video Equipment	\$	_____
Screens	\$	_____
Computer Systems	\$	_____
Miscellaneous Accessories	\$	_____
Delivery/Pickup	\$175	_____
Total Visual FX Orders	\$	_____

Method of Payment / Credit Card Charges:

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

Please circle appropriate credit card

Please provide credit card number ~

MasterCard **Visa** **American Express** Number: _____
Expiration Date: _____ Security Code: _____
Cardholder's Signature: _____
Name Printed: _____
Address (if different than above) _____

**PLEASE IMPRINT YOUR CARD USING A PENCIL TO
TRACE OVER THE NUMBERS**

Company Check - Please note show name on check! Date check being mailed: _____

Email orders to: rob@visualfxav.com

Mail to: 2575 Northwest Parkway, Elgin, IL 60124



Exhibitor Kit

Gaylord Texan Resort & Convention Center
Exhibitor Services
1501 Gaylord Trail, Grapevine, Texas 76051

ADVANCE PRICE DEADLINE
Wednesday, August 26, 2026

2026 IFSA September 9–10, 2026

Dear Exhibitor,

All utilities and Information Technology services are available through online ordering only using the following link:

<https://gaylordtexan.boomerecommerce.com/home/579/EventHome>

For questions about these services, call or email the following:

Utilities	texanexhibithall@gaylordhotels.com	817-778-3680
I.T. Solutions	texanitsales@gaylordhotels.com	817-778-3600
Catering/Food Information	kelly.wilcox@gaylordhotels.com	

Other services available from this kit, along with their contact numbers:

Grapevine Fire Marshal Permit Application	817-778-3680
https://grapevine.mccicloud.io/Forms/GaylordPermitApplication	

Encore Rigging	https://encoreglobal.com/rigging-request	
Creative Greenery of Dallas		972-442-5592

For shipping instructions, call FedEx Office	817-778-1470
--	--------------

Our staff will be happy to answer any general questions about the show or direct you accordingly.

Thank you!



Convention Center Rules & Regulations

Gaylord Texan Resort & Convention Center
Exhibitor Services
1501 Gaylord Trail, Grapevine, Texas 76051

p 817-778-3680

Rules and Regulations for Exhibits and Displays

Utilities Orders

- A discounted rate is available for orders received by the Advance Price Deadline of fourteen (14) days prior to show start. Any change made to an advance order or standard priced order will be charged at a rate according to the date.
- Payment is accepted in the form of VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. The local sales tax (currently at 8.25%) will be applied to all equipment, services, and labor orders.
- **Checks and cash will not be accepted.** Any check received will be promptly returned via U.S. Mail with a request for a credit card payment. Full payment must be received at least fourteen (14) days prior to the first day of show to qualify for the Advance Price.
- **Cancellation for services must be received *in writing* at least 48 hours prior to move-in date to avoid charges.** Each service is handled by individual departments and must be cancelled through each department separately (e.g., Utilities, Information Technology, Rigging, Audio-Visual, etc.). **Credit for services not used will not be given if cancelled less than 48 hours prior to move-in date.**

Labor/Special Instructions

- Utilities labor and material charges are based on booth diagram specifications and show floor requests from exhibitors or third-party setup persons, including decorators and exhibit houses.
- Island booths without a diagram will not be set until booth representative arrives at show site and speaks with Exhibitor Services.
- **Utility rates do NOT include connecting utilities (power, water, air, drainage) to equipment inside the booth.** Labor charges may apply for relocation of electricity source or exhibitor-installed cords requiring troubleshooting and/or redistribution in booth. **Labor rates: 7:00AM–6:00PM, \$100 per hour 6:01PM–6:59AM, \$150 per hour (1 hour minimum)**
- The exhibitor will be required to make all final connections to their equipment. Gaylord Texan staff does not make connections to equipment. Furthermore, Gaylord Texan will provide any special receptacles requested in advance.

Carts/Supplies

- Gaylord Texan does NOT supply any equipment (e.g., carts, dollies, hand-trucks, pallet-jacks, forklifts, etc.). All material moving must be arranged through the general contractor.
- Gaylord Texan does NOT provide cleaning supplies, vacuums, large waste receptacles, or janitorial services for the exhibit space. All cleaning must be arranged through the general contractor.

Loading Dock

- Exhibits, displays, and equipment **must** be brought into and taken from the building via the loading dock only.
- Parking is NOT allowed at the loading dock. **You must unload your vehicle and immediately move it to the parking garage. You may not set up in the building while your vehicle is at the dock. During move-out you must have your things ready to load before you move your vehicle to the dock.**
- Vehicles are NOT allowed on the loading dock or the loading dock ramps.

Food & Beverage

- The hotel reserves the right to purchase, prepare, and provide all food and beverage items. In-booth food and beverage requests should be directed to your group Catering Manager. Contact Exhibitor Services to be put into contact with the Catering Manager.
- Cooking permit must be obtained before any cooking activity is permitted within the building (contact Exhibitor Services). A 3A40 B.C. fire extinguisher must be in the booth within thirty (30) feet of each cooking device. Compliance with all local Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is NOT permitted in restrooms. Clean-up arrangements must be coordinated in advance through show management.



Convention Center Rules & Regulations

Gaylord Texan Resort & Convention Center
 Exhibitor Services
 1501 Gaylord Trail, Grapevine, Texas 76051

p 817-778-3680

Rules and Regulations for Exhibits and Displays (continued)

- All heat-producing devices entering the building for display **MUST** have a permit issued by the Grapevine Fire Marshal. Refer to the Grapevine Fire Marshal Permit Application for display vehicle requirements. The application lists all requirements for a heating device to be displayed inside.

Convention Center

- Stick-on decals (except name tags) may NOT be distributed or used in the building.
- Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the building.
- "Day tanks" of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and **MUST** be removed from the building at the close of daily activities.
- Drones are NOT allowed to be flown inside any building.

Exhibits

- Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the building.
- Static helium balloon displays are permitted in the building. Helium balloons may NOT be used as giveaways. **A labor charge will be assessed to retrieve a balloon from the Exhibit Hall or ballroom ceiling.** Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.
- In accordance with the Grapevine Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).
- Any vehicle or equipment (such as, but not limited to lawn equipment, generators, etc.) which utilizes a fuel/power source (liquid or battery) entering the building for display **MUST** have a permit issued by the **Grapevine Fire Marshal**. Any heat-producing device (such as, but not limited to cooking/warming devices, heaters, dryers, coffee machines, heat presses, etc.) **MUST** have a permit issued by the **Grapevine Fire Marshal**. Refer to the **Grapevine Fire Marshal Permit Application** for display vehicle/equipment and heat-producing device requirements. The application lists all requirements for a vehicle/equipment to be displayed inside.
- Covered or multi-leveled booths over 300 square feet must have an automatic extinguishing system or required fire watch personnel. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by the Grapevine Fire Marshal.
- Haze and smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Convention Services in conjunction with Grapevine Fire Rescue and Gaylord Texan Director of Security.
- | | | | |
|----------------------|-----------------------|-------------------------|------------------------|
| Maximum floor weight | Exhibit Hall: 350 PSF | Ballrooms: 150 PSF | |
| Maximum height | Exhibit Hall: 22 feet | Ballroom Level: 22 feet | Tate Ballroom: 20 feet |
- No forklifts or boom lifts are allowed on the ballroom level.

Liability

- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitors, agents, employees, property or any other person or property prior to, during or subsequent to the period covered by the exhibit contract.

Lighting

- Customized lighting is available in the Exhibit Hall for \$250. Subsequent changes to custom lighting are \$125 per incident.

Marshalling

- Vehicles (e.g., association trucks, production trucks, trailers, etc.) with **PRIOR PERMISSION from Exhibit Hall management** may park overnight in the Marshalling Yard for \$100 per vehicle per night. You must have prior permission from Exhibit Hall management. **NO EXCEPTIONS.** Vehicles with prior permission may park at the Exhibit Hall dock for \$200 per vehicle per night.

GENERAL TERMS AND CONDITIONS:

- **Orders placed more than 14 days prior to event will be eligible to use Advanced Pricing.**
- Installation of telephone, telecommunications, network and cabling services within Gaylord Texan Resort & Convention Center is exclusive. Telecommunication services (voice and data) must be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are performed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by Gaylord Texan Resort & Convention Center for telecommunication services shall remain the property of Gaylord Texan Resort & Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. Gaylord Texan Resort & Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than Gaylord Texan Resort & Convention Center's Information Technology technicians make any special wiring within the resort property. Only Gaylord Texan Resort & Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with Gaylord Texan Resort & Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord Texan Resort & Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$75.00/hour.
- **Notification of cancellation must be received in writing a minimum 48 hours prior to scheduled Move-in date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. Gaylord Texan Resort & Convention Center will resolve disputes in a timely manner.**

NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord Texan Resort & Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies unless by specific contractual agreement. The services being provided by Gaylord Texan Resort & Convention Center will facilitate communications between the Gaylord Texan Resort & Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Texan Resort & Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord Texan Resort & Convention Center services shall not disrupt any of Gaylord Texan Resort & Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Gaylord Texan Resort & Convention Center or other associated networks. Gaylord Texan Resort & Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord Texan Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Texan Resort & Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities are detected. After disconnection, isolation and quarantine assistance will be given.
- All devices for which Gaylord Texan Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Texan Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Texan Resort & Convention Center network, will the customer use their own DHCP server unless by specific agreement. Physical layer network audits are performed to ensure adherence.
- For wired connections The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Internet Performance Disclaimer: Gaylord Texan Resort & Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. Gaylord Texan Resort & Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Gigabit dedicated Internet connection to a tier 1 Internet Service Provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord Texan Resort & Convention Center does not provide security such as, but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Texan Resort & Convention Center and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.

Grapevine Fire Marshal Permit Application

Any vehicle or equipment (such as, but not limited to lawn equipment, generators, etc.) which utilizes a fuel/power source (liquid or battery) entering the building for display MUST have a permit issued by the Grapevine Fire Marshal. Any heat-producing device (such as, but not limited to cooking/warming devices, heaters, dryers, coffee machines, heat presses, etc.) MUST have a permit issued by the Grapevine Fire Marshal. Refer to the Grapevine Fire Marshal Permit Application for display vehicle/equipment and heat-producing device requirements. The application lists all requirements for a vehicle/equipment to be displayed inside.

Here is the link to the permit application:

<https://grapevine.mccicloud.io/Forms/GaylordPermitApplication>

Effective immediately, the Grapevine Fire Marshal's Office is introducing a late fee for event permit applications to streamline our permit process and encourage timely submissions. The following late fees will apply for applications submitted close to the event move-in date:

- \$250 – For applications submitted 2 days before the show move-in.
- \$500 – For applications submitted 1 day before the show move-in.
- \$750 – For applications submitted on the day of show move-in.

Please note that these fees are in addition to the standard permit application fee. Failure to submit applications on time may result in delays to event setup. We strongly encourage all event coordinators and vendors to submit applications well in advance to avoid additional fees. Late permit applications will only be accepted Monday through Friday, between 8:00 AM and 5:00 PM, and only when staffing allows. To avoid late fees, all applications must be submitted at least 3 business days prior to the show move-in date.

The late application process should be considered a last resort, as it may not always be available. If you have any questions or need further clarification, please contact the Grapevine Fire Marshal's Office at 817-410-4427.



2026 IFSA Exhibit Booth Food & Beverage Order Form

Please fill out this form completely and email to
Kelly Wilcox kwilcox@gaylordhotels.com

NOTE: If you are requesting more than one delivery per day, please complete a separate form for each day and time period. Orders received within 72 hours of the requested delivery date will be assessed a \$100.00 pop up fee, per delivery.

All orders must be received by Friday, July 24, 2026, to ensure the paperwork and payment can be processed.

CONTACT INFORMATION

Company: _____ Booth #: _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Mobile: _____ Email: _____

On-Site Contact: _____ Mobile: _____

EVENT DATE: _____ **EVENT TIME:** _____

- Once order has been received a banquet event order will be created and sent to the client for review and signature to confirm.
- A link to submit a credit card for payment will be sent to client once confirmed.
- Request is not considered approved by the hotel until both the paperwork is signed, and the payment information is received.
- 100% of all estimated charges will be due 10 days prior to arrival.

BEVERAGES		
ITEM	COST	QUANTITY
Regular & Decaffeinated French Roast Coffee and Select Teas	\$160 per gallon	
Assorted Bottled Juices	\$8 each	
Soft Drinks (Pepsi, Diet Pepsi, Sierra Mist)	\$8.50 each	
Bottled Waters	\$8.50 each	
Brewed Unsweetened Iced Tea	\$145 per gallon	
Domestic Beer: Bud, Bud Light, Miller Light, Coors Light	\$9 each (12 minimum)	
Fruit Infused Water	\$125 per gallon	
Imported Beer: Heineken, Corona, Amstel Light	\$10 each (12 minimum)	
Wine: House Chardonnay & House Cabernet	\$65 bottle	
Bartender**REQUIRED For Service***	\$275 each (per 3-hour period)	

FOOD		
ITEM	COST	QUANTITY
Bagels with Cream Cheese and Preserves	\$82 per dozen	
Assorted Breakfast Breads, Muffins and Croissants	\$82 per dozen	
Chocolate Ganache Frosted Brownies (by the dozen only)	\$82 per dozen	
Cookies (Chocolate Chip, Snickerdoodle, Oatmeal Raisin and Double Chocolate Chip Cookies, by the dozen only)	\$82 per dozen	
Assorted Dessert Miniatures	\$82 per dozen	
Display of Fresh Seasonal Sliced Fruits	\$20 per person	
Display of Fresh Vegetables, Traditional Hummus and Buttermilk Ranch	\$24 per person	
Charcuterie Board, Array of Cheeses and Meats, Chef's Assorted Condiments, House Made Breads	\$38 per person	
Assorted Deli Sandwiches (Ham, Turkey and Roast Beef / Vegetarian - Please indicate your selection)	\$250 dozen (1 doz. minimum of each selection)	
Seasonal Whole Fruits (Please indicate quantity)	\$5 each	
Mixed Nuts or Bar Mix (bulk, 5 lb. minimum)	\$50 pound	
Energy and Granola Bars	\$6.50 each	
Individual Bags of Chips, Popcorn and Pretzels	\$6 each	
Candy Bars (assorted)	\$6 each	
ICE	\$120 per 20lb	
Popcorn Machine	\$250 per day rental	
Attendant (Required)	\$275 per 4 hour shift (Min)	
Popcorn by the Bag (minimum 60 bags)	\$7 each	
Miscellaneous/ Special Requests		
ITEM	COST	QUANTITY

All items listed are subject to a taxable service charge (currently 26%) and sales tax (currently 8.25%).

BOOTH DELIVERY FEE - \$50 per delivery

Additional Items are available upon request

Food and beverage ordered through the hotel will be supplied with proper service ware and utensils.

NOTE: All food and beverages, including bottled water, soft drinks, alcoholic beverages, beer and wine will be supplied by the hotel and orders must go through catering. In compliance with the Texas Alcohol Beverage Commission, the Gaylord Texan requires that only those individuals 21 years of age or older can order or consume any alcoholic beverages. It is against hotel policy to bring any outside food, beverage or alcohol onto the premises.

Pricing will be retail plus service charge and applicable taxes at time of the event.

All pricing is subject to change

Easy Ordering

As the preferred Technology Provider of Gaylord Texan , Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](https://eventnow/encoreglobal.com/) (<https://eventnow/encoreglobal.com/>) and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

- * EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.
- * Power and Internet can be ordered through Gaylord exhibit kit.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNowSM

offers a range of solutions for any exhibitor:

As the preferred Technology Provider of Gaylord Texan, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- LED Lighting
- Flipchart Packages

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

Felix Dozier
Director of Sales
Felix.Dozier@encoreglobal.com
O +817-778-3298

CREATIVE GREENERY OF DALLAS



101C North Greenville Ave
Ste. 440, Allen, TX 75002
Tel: 972-442-5592 Fax: 866-931-2437
Email: Todd@dallasgreenery.com

Show Name: _____
Show Date: _____
Location: _____



Mums



Kalanchoes



Bromeliads

FLOWERING PLANTS

DESCRIBE	COLOR	PRE-PAID PRICE	CONVENTION PRICES	AMOUNT
MUMS	Yellow___ White___ Lavender___	\$30.00	\$40.00	
KALANCHOES	Yellow___ Pink___ Red___	\$30.00	\$40.00	
BROMELIAD	Red___ Pink___ Orange___	\$38.00	\$48.00	



Small Fern



Large Fern



Dracaena



Arborcolla



2-4' Ficus



6' Ficus



Palm

GREEN PLANTS

HEIGHT	TYPE	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
SMALL	Ferns		\$32.00	\$42.00	
LARGE	Ferns		\$40.00	\$50.00	
2-3'	Palm, Arborcolla, Spath, Ficus	Circle Preference	\$45.00	\$55.00	
4'	Palm, Ficus, Dracaena	Circle Preference	\$55.00	\$65.00	
5'	Palm, Ficus	Circle Preference	\$65.00	\$75.00	
6'	Palm, Ficus	Circle Preference	\$75.00	\$85.00	
8'	Palm, Ficus	Circle Preference	\$85.00	\$95.00	

CONTAINER SELECTION

DESCRIPTION	SPECIFY	PRICE
White___ Black___ Wicker Baskets___	Circle Preference	Free
Glass Bubble Bowl		\$24.00



Spring



Tropical

FRESH FLORAL ARRANGEMENTS

DESCRIPTION	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
Spring Floral Arrangements	Circle One: Round or One-Sided	\$80.00	\$90.00	
Exotic Tropical Floral Arrangements		\$90.00	\$100.00	

PAYMENT INFORMATION

Sub Total: _____ Sales Tax (8.25%): _____ Delivery, Maintenance & Removal \$30.00

Total: _____

Payment Enclosed: Check: ___ Visa ___ M/C ___ AMX ___

Credit Card No: _____ Exp Date: _____ CID: _____

Card Holder Name: _____

Signature: _____

COMPANY INFORMATION

Booth # _____

Company: _____

E-Mail: _____

Phone: _____

Fax: _____

Address: _____

City: _____

State: _____ Zip: _____

Booth Representative: _____

IFSA BOOTH PACKAGE & GRAPHICS SUBMISSION INSTRUCTIONS

Upon making your booth selection you will receive an invitation from Viper Tradeshow Services to a link "Dropbox" where you will upload artwork. Here you will have direct communication with a graphic designer. Your location is relevant to the orientation and number of walls/headers needed. Once your booth location and graphics package (should you choose one) has been determined you will receive a graphics template specific for your booth. Artwork must be provided in high-res PDF, .AI or .EPS File with all fonts outlined and 100mm (1 inch) bleed all around.

Please ensure your graphic includes your booth number on the top right-hand corner. The onsite meeting system uses your booth number to allocate meetings to your company. Please send your artwork file titled with your company name and booth number by Friday July 31st.

Artwork /change orders submitted after Friday July 31st will incur a 30% late fee.

Design services available for an additional fee.

3Mx3M Booth comes standard with:

Metal Frame with Vertical Supports Visible
 Paneled Backwall (3) - White
 Paneled Sidewall (2) - White
 Name Header (1) - White & Black
 10x10 Carpet
 Installation & Removal

3Mx6M Booth comes standard with:

Metal Frame with Vertical Supports Visible
 Paneled Backwall (6) - White
 Paneled Sidewall (2) - White
 Name Header (2) - White & Black
 10x20 Carpet
 Installation & Removal

Panel Graphics Upgrade (vertical metal supports visible) - Payment via Viper Tradeshow Services:

\$421/per panel

Dimensions of backwall panels: 38" wide x 86.25" high
 Dimensions of sidewall panels: 77.375" wide x 32" high
 3Mx3M Backwall panels (3)
 3Mx6M Backwall panels (6)
 Side panels (2)

\$291 front header

Dimension of front header: 116.875" wide x 12" high
 3Mx3M Front header (1)
 3Mx6M Front header (2)

\$195/per side header (corner booth location)

Dimension of side header: 77.375" wide x 12" high
 Side header (1)

Seamless Graphics Upgrade -

Payment via Viper Tradeshow Services:

3M backwall - \$1,338/per wall

Dimension of Back Wall: 117" wide x 96" high

6M backwall - \$2,676/per wall

Dimension of Back Wall: 234" wide x 96" high

2M sidewall - \$892/per wall

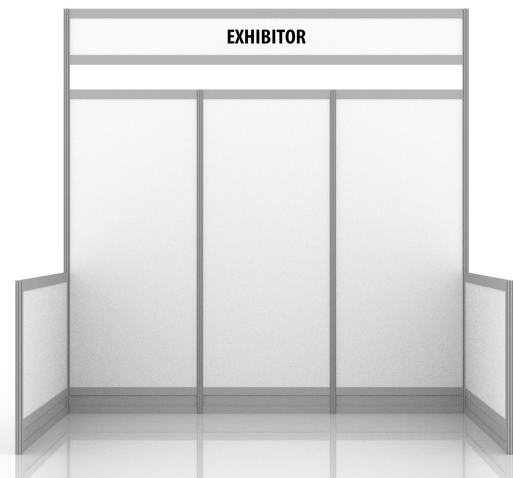
Dimension of Side Walls: 79.16" wide x 42" high

\$316/ per front header

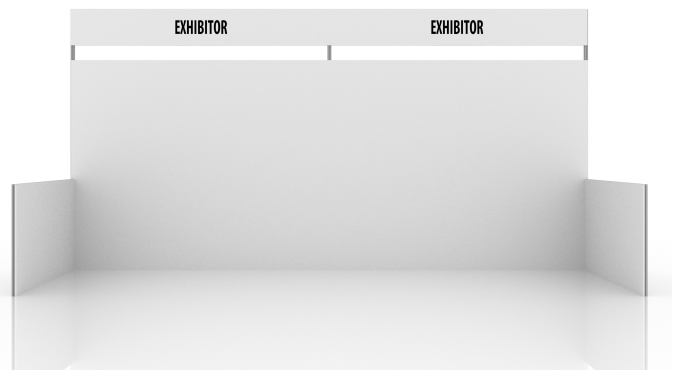
Dimension of front header: 118.75" wide x 16.5" high
 Front header (1-2)

\$220/per side header (corner booth location)

Dimension of side header: 79.16" wide x 16.5" high
 Side header (1)



3M x 3M Standard - Booth Rendering



3M x 6M Seamless - Booth Rendering

Exhibitor Services Coordinator
 Dani.olis@vipertradeshow.com
 847-800-7469

Exhibitor: _____ Booth #: _____

2026
TRADE SHOW
KIT CATALOG



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

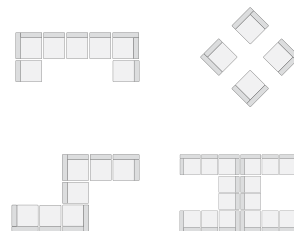
Modular Seating Collection



Function Armless Chair - White
White Vinyl
28"Square x 29"H



Function Corner - White
White Vinyl
28"Square x 29"H



Function Armless Chair - Black
Black Vinyl
28"Square x 29"H



Function Corner - Black
Black Vinyl
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



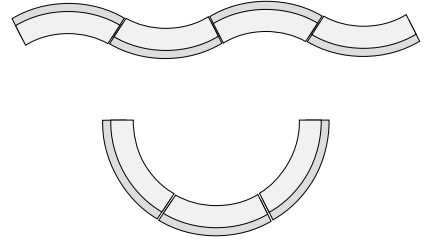
Continental Curved Bench

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



METRO



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



Metro Cube Ottoman

Black Leather
18"Square x 18"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"W x 36"D x 36"H



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H



Grammercy Bench Ottoman

Charcoal Leather
60"W x 24"D x 17"H

AUBREY



Aubrey Sofa
Light Beige Faux Linen Fabric
90"W x 35"D x 35"H



Aubrey Chair
Light Beige Faux Linen Fabric
37"W x 35"D x 35"H



Aubrey Bench Ottoman
Light Beige Faux Linen Fabric
48"W x 24"D x 18"H

LATITUDE



Latitude Sofa
Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Loveseat
Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Chair
Beige Olefin Fabric
42"W x 36"D x 33"H

VERONA



Verona Sofa
Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H



Verona Chair
Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H



Verona Ottoman
Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

JASPER



Jasper Sofa
Boca Bright White
64"W x 24"D x 33"H



Jasper Chair
Boca Bright White
30"W x 24"D x 33"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

CROMWELL



Cromwell Sofa
Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair
Royal Blue Velvet
32"Square x 29"H

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand

Sand Microfiber
26"Square 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



Royce Chair - Mink

Mink Microfiber
29"W x 30"D x 33"H



Royce Chair - Oyster

Oyster Microfiber
29"W x 30"D x 33"H

OTTOMANS & BENCHES



Continental Curved Bench

Continental Bright White Leather
70"W x 26"D x 19"H



Encore Bench

Black Mango Wood
68"W x 15"D x 18"H



Square Ottoman

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



Bench Ottoman

- Metro Black Leather
 - Grammercy Charcoal Leather
- 60"W x 24"D x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)




Essentials Turning Bed

White Leather
96"W x 48"D x 34"H

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--|--|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |
- 17"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

CHARGED! 



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.



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.*



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Command 8' Conference Table - White Charged

96"W x 48"D x 31"H

**Maximum of 1 table 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
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H
Console Table White/Brushed Steel
44"W x 20"D x 30"H



Aria Tables - Charcoal

End Table Storm Grey/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Storm Grey/Brushed Steel
44"W x 20"D x 18"H
Console Table Storm Grey/Brushed Steel
44"W x 20"D x 30"H



Novel Tables

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



London Tables

End Table Marble/Chrome
24"Square x 23"H
Cocktail Table Marble/Chrome
40"Square x 16"H
Console Table Marble/Chrome
60"W x 16"D x 34"H

OCCASIONAL TABLES



Hylton Tablet Table

White/Brushed Steel
18"W x 12"D x 28"H



Gemma Accent Table - Blue Agate

Blue Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Citrine

Rose Quartz Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Moonstone

Grey Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Obsidian

Obsidian Top/Brass Base
14"Round x 20"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



Cube Tables

- Black
- White

Cocktail Table
24"Square x 16"H

End Table
24"Square x 21"H



Sirona Accent Table

Grey Top/Black Metal Base
18"W x 12"D x 28"H



Orbit End Table

White/Powder-Coated Aluminum
16"Round x 19"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



Agile 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)



Elara Bar
 Black Powder-Coated Steel
 Frosted Plexi With Built-in Wireless LED Kit
 72"W x 25"D x 44"H (Bar)
 Includes Remote Control



Razor Bar
 Gold Powder-Coated Steel
 Frosted Plexi With Built-in Wireless LED Kit
 72"W x 25"D x 44"H (Bar)
 Includes Remote Control

STOOLS



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



Equino Stool
 Black
 White
 15"W x 13"D x 35"H



Clara Stool
White
17"W x 21"D x 41"H



Milo Bar Stool

Black
 California Wine
 Chartreuse
 Chocolate
 Jade
 Victory Blue
 White
 20"W x 21"D x 41"H



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



Caprice Stool
Black Fabric
25"W x 26"D x 44"H



Sonic Stool
Black
22"W x 23"D x 42"H

STOOLS



Nexus Stool

White
19"W x 20"D x 44"H

CAFÉ CHAIRS



Milo Chair

- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White

20"W x 22"D x 33"H



Clara Chair

White
18"W x 21"D x 35"H



Leslie Chair

White
20"W x 23"D x 31"H



Elio Chair

Steel
17"Square x 33"H

CAFÉ CHAIRS



Caprice Chair

Black
25"W x 24"D x 32"H



Sonic Chair

Black
20"W x 21"D x 32"H



Nexus Chair

White
19"W x 22"D x 32"H



Colin Chair

Natural Maple
22"W x 19"D x 33"H

BAR TABLES



24" Square Bar Table - Sirona

Available in Black or Chrome Base
24"Square x 42"H



32" Round Bar Table - Cement

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Smoke

Available in Black or Chrome Base
32"Round x 42"H



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

BAR TABLES



Blanco Bar Table

White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round 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



Aspen Bar Table

White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



24" Square Café Table - Sirona

Available in Black or Chrome Base
24" Square x 30"H



32" Round Café Table - Cement

Available in Black or Chrome Base
32" Round x 30"H



32" Round Café Table - Yukon Gold

Available in Black or Chrome Base
32" Round x 30"H



32" Round Café Table - Smoke

Available in Black or Chrome Base
32" Round x 30"H



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



Blanco Café Table

White/Chrome 30"
30" Round x 30"H
White/Chrome 36"
36" Round x 30"H

CAFÉ TABLES



Summit Café Table

White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round 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



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



Encore Dining Table

Black Mango Wood
80"W x 40"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



Accord Chair

Black
 White
 25"Square x 44"H



Worksmart Task Chair - Armless

Black
20"W x 24"D x 35"H



Worksmart Drafting Stool

Black
20"W x 24"D x 42"H (Armless)
25"W x 24"D x 42"H (With Arms)



Rimati Hi-Back Chair - White

Black
 White
 30"W x 28"D x 47-50"H



Rimati Guest Chair - Black

Black
 White
 27"W x 25"D x 40"H



Space Guest Chair

Black
26"Square x 37"H

CONFERENCE TABLES



Conference Table Round

- Espresso
 - Urban Walnut
- 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



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



Conference Desk

Espresso
 Urban Walnut
 Double Pedestal/Locking Drawers
 72"W x 36"D x 29"H



Jr Executive Desk

Urban Walnut
 Espresso
 Double Pedestal/Locking Drawers
 60"W x 30"D x 29"H



2-Drawer Lateral File

Urban Walnut
 Espresso
 36"W x 22"D x 29"H



Aspen Dining Table

White/Brushed Steel
 72"W x 30"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

METAL FILE & STORAGE CABINETS



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



42" Display Pedestals

■ Black
18"Square x 42"H
□ White
18"Square x 42"H
■ Black
24"Square x 42"H
□ White
24"Square x 42"H



36" Display Pedestals

■ Black
18"Square x 36"H
□ White
18"Square x 36"H
■ Black
24"Square x 36"H
□ White
24"Square x 36"H



30" Display Pedestals

■ Black
18"Square x 30"H
□ Black
18"Square x 30"H
■ Black
24"Square x 30"H
□ White
24"Square x 30"H



Locking Pedestal

■ Black
□ White
24"Square x 42"H



London Pedestal

Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



Alto Literature Rack - Black

Black/Metal
10.5"W x 9.5"D x 57"H



Alto Literature Rack - Silver

Silver/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

STANDING OUT IN **SMALL SPACES**

10 X 10



Cement

Milo Stool – White
32" Round Cement Bar Table – Tulip Base
White Bar



Nexus

Bianca Chair
Brooklyn Round End Table
Nexus Stool
30" Round Bar Table
Alto Literature Rack



Blanco

VIP Glow Bar 4'
Milo Stool – White
30" Round Bar Table
Alto Literature Rack



Euro

Caprice Chair
Euro Café Table
Black Bar
Alto Literature Rack



Milo

Milo Stool – Black
30" Round Bar Table – Tulip Base
Alto Literature Rack

ELEVATED *IMPACT*

10 X 20



Monarch

Monarch Chair
Aspen Charged Cocktail Table • Aspen Bar Table – Charged
Equino White Stool
VIP Glow Bar 6'



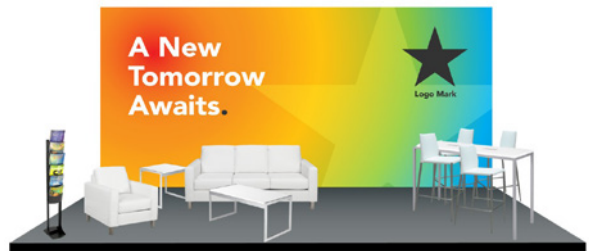
Metro

Metro Sofa • Metro Loveseat
Brooklyn Round End Table
Milo Stool – Black
36" Round Black Bar Table – Chrome Base
Alto Literature Rack



Niko

Niko Loveseat
Novel Cocktail Table
Milo Chair – Black
36" Round Café Table



Blanc

Blanc Sofa • Blanc Chair
Aria End Table - White • Aria Cocktail Table – White
Clara Stool
Aspen Bar Table – Charged
Alto Literature Rack

THE **IMMERSIVE EXPERIENCE**

20 X 20



Function White

Function Armless Chair - White • Function Corner - White
Spectrum Bar Table – Red • Clara Stool
Aria Cocktail Table – Charged • Alto Literature Rack



Function Black

Function Armless Chair - Black • Function Corner - Black
Aria Cocktail Table - Charcoal • Aria End Table - Charcoal
32" Round Café Table - Chrome Base
Sonic Chair • Alto Literature Rack



Jasper

Jasper Sofa • Jasper Chair
Brooklyn Round Cocktail Table • Brooklyn Round End Table • Clara Stool
Aspen Bar Table – Charged • VIP Glow Bar 6'

Terms & Conditions:

Payments: All orders must be paid in full upon receipt of invoice. The Method of Payment information must be submitted at the time of the order.

Discount/Cancellation: Payment must be received prior to the discount deadline to receive the discounted rates. Cancellations must be placed by the discount/cancellation deadline to receive a full refund. Orders cancelled after this date will not receive a credit.

Late Fee: All orders placed after discount deadline will receive the standard rates

Item Number	Weight		Dimensions	Discount	Standard	Qty.	Total
Blanc							
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1,525.00	\$1,983.25		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$1,455.75	\$1,893.00		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$1,216.25	\$1,581.00		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$729.75	\$949.00		\$ -
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$253.00	\$330.00		\$ -
Function							
18284-0878	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$777.00	\$1,010.25		\$ -
18066-0030	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$834.50	\$1,085.50		\$ -
18284-0452	38 lbs.	Function Black Leather Armless Chair	28"Square x 29"H	\$777.00	\$1,010.25		\$ -
18066-0009	27 lbs.	Function Black Leather Corner	28"Square x 29"H	\$834.50	\$1,085.50		\$ -
Continental							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$1,503.00	\$1,954.25		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$1,455.75	\$1,893.00		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$645.00	\$839.25		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$1,386.75	\$992.00		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$645.00	\$763.25		\$ -
Metro							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$1,254.00	\$1,630.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$1,206.00	\$1,568.25		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$942.00	\$1,225.25		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$645.00	\$839.25		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$645.00	\$839.25		\$ -
Grammercy							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$1,395.00	\$1,815.50		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$1,216.25	\$1,851.25		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$854.00	\$1,111.25		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$894.75	\$1,163.00		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$645.00	\$839.25		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$645.00	\$839.25		\$ -
Aubrey							
18228-0891	100 lbs.	Aubrey Sofa	90"W x 35"D x 35"H	\$1,633.50	\$2,123.75		\$ -
18284-0898	75 lbs.	Aubrey Chair	37"W x 35"D x 35"H	\$1,029.75	\$1,338.50		\$ -
18184-0303	30 lbs.	Aubrey Bench Ottoman	48"W x 24"D x 18"H	\$689.75	\$897.00		\$ -
Latitude							
13229-0020	77 lbs.	Latitude Sofa	91"W x 42"D x 33"H	\$1,909.25	\$2,481.00		\$ -
13170-0011	67 lbs.	Latitude Loveseat	91"W x 42"D x 33"H	\$1,787.00	\$2,323.00		\$ -
13285-0015	37 lbs.	Latitude Chair	42"W x 36"D x 33"H	\$1,470.25	\$1,911.25		\$ -
Verona							
13229-0016	85 lbs.	Verona Sofa	74"W x 38"D x 25"H	\$1,790.25	\$2,327.00		\$ -
13285-0013	44 lbs.	Verona Chair	28"W x 38"D x 25"H	\$925.75	\$1,202.75		\$ -
13185-0010	17 lbs.	Verona Ottoman	26"W x 21"D x 18"H	\$540.00	\$702.00		\$ -
Jasper							
18228-0892	80 lbs.	Jasper Sofa	64"W x 24"D x 33"H	\$1,400.00	\$1,820.25		\$ -
18284-0902	60 lbs.	Jasper Chair	30"W x 24"D x 33"H	\$906.00	\$1,177.75		\$ -
Niko							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,551.00	\$2,016.00		\$ -
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$1,419.00	\$1,844.00		\$ -
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$1,179.50	\$1,533.25		\$ -
Cromwell							
18228-0869	100 lbs.	Cromwell Sofa	78"W x 32"D x 29"H	\$2,060.75	\$2,678.25		\$ -
18284-0873	70 lbs.	Cromwell Chair	32"W x 32"D x 29"H	\$1,318.50	\$1,713.50		\$ -
Stage Chairs							
18284-0876	35 lbs.	Bianca Stage Chair - Frost	26"Square x 37"H	\$690.00	\$897.00		\$ -
18284-0895	35 lbs.	Bianca Stage Chair - Onyx	26"Square x 37"H	\$690.00	\$897.00		\$ -
18284-0893	35 lbs.	Bianca Stage Chair - Sand	26"Square x 37"H	\$690.00	\$897.00		\$ -
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$834.50	\$1,085.50		\$ -
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$834.50	\$1,085.50		\$ -
18284-0884	24 lbs.	Monarch Chair	28"Square x 30"H	\$535.00	\$695.50		\$ -
18284-0900	55 lbs.	Royce Chair - Mink	29"W x 30"D x 33"H	\$834.50	\$1,085.50		\$ -
18284-0901	55 lbs.	Royce Chair - Oyster	29"W x 30"D x 33"H	\$834.50	\$1,085.50		\$ -
Ottomans & Benches							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$1,386.75	\$992.00		\$ -
05026-0012		Encore Bench	68"W x 15"D x 18"H	\$688.25	\$882.50		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$645.00	\$839.25		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$645.00	\$839.25		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench	60"W x 24"D x 17"H	\$645.00	\$839.25		\$ -
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	\$645.00	\$839.25		\$ -
Banquettes & Turning Beds							
18011-0019, 18011-0018	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,895.25	\$2,464.25		\$ -
02082-0037, 02082-0036	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$2,277.00	\$2,960.00		\$ -
Cube Ottomans							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$253.00	\$330.00		\$ -
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$253.00	\$330.00		\$ -
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$253.00	\$330.00		\$ -
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$253.00	\$330.00		\$ -
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$253.00	\$330.00		\$ -
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$253.00	\$330.00		\$ -
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$253.00	\$330.00		\$ -
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$253.00	\$330.00		\$ -
Charged 11							

02082-0037, 22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$2,526.00	\$3,284.25	\$ -
05203-0001, 22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$1,478.50	\$1,922.00	\$ -
22002-0002, 12049-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$834.00	\$1,668.75	\$ -
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$1,470.75	\$1,912.25	\$ -
14062-0307	125 lbs.	Command White 8' Conference Table - Charged	96"W x 48"D x 31"H	\$1,561.50	\$2,030.00	\$ -
Occasional Tables						
12108-0001, 12304-0006	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$ -
12049-0001, 12050-0004	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$ -
12108-0001, 12304-0005	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$ -
12049-0001, 12050-0007	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$ -
12108-0001, 12304-0004	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$ -
12049-0001, 12050-0005	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$ -
12108-0001, 12304-0007	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$ -
12049-0001, 12050-0006	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$ -
12108-0001, 12304-0002	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$ -
12231-0001, 12305-0002	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$522.00	\$673.00	\$ -
12049-0001, 12050-0003	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$ -
12108-0001, 12304-0001	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$474.00	\$609.00	\$ -
12231-0001, 12305-0001	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$522.00	\$673.00	\$ -
12049-0001, 12050-0002	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$496.00	\$639.00	\$ -
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$573.00	\$744.00	\$ -
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$645.00	\$839.00	\$ -
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$510.25	\$658.25	\$ -
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$597.75	\$777.00	\$ -
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$550.75	\$716.25	\$ -
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$324.50	\$405.50	\$ -
12003-0117	27 lbs.	Gemma Accent Table - Blue Agate	14"Round x 20"H	\$505.00	\$656.50	\$ -
12003-0115	27 lbs.	Gemma Accent Table - Citrine	14"Round x 20"H	\$505.00	\$656.50	\$ -
12003-0116	27 lbs.	Gemma Accent Table - Moonstone	14"Round x 20"H	\$505.00	\$656.50	\$ -
12003-0120	27 lbs.	Gemma Accent Table - Obsidian	14"Round x 20"H	\$505.00	\$656.50	\$ -
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$438.00	\$564.00	\$ -
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round x 20"H	\$438.00	\$564.00	\$ -
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$485.00	\$626.00	\$ -
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round x 16"H	\$485.00	\$626.00	\$ -
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$485.00	\$626.00	\$ -
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$485.00	\$626.00	\$ -
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$474.00	\$609.00	\$ -
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$474.00	\$609.00	\$ -
12003-0102	17 lbs.	Sirona Accent Table	18"W x 12"D x 28"H	\$410.00	\$533.00	\$ -
13110-0017	10 lbs.	Orbit End Table	16"Round x 19"H	\$410.00	\$433.00	\$ -
Bars & Bar Backs						
05012-0076, 10210-0001	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,655.75	\$2,152.50	\$ -
05012-0075, 10210-0001	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$1,395.50	\$1,815.75	\$ -
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$762.75	\$992.00	\$ -
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$762.75	\$992.00	\$ -
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$952.25	\$1,238.25	\$ -
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$894.75	\$1,163.00	\$ -
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$894.75	\$1,163.00	\$ -
05012-0083, 10210-0001	282 lbs.	Elara Bar	72"W x 25"D x 44"H	\$2,531.25	\$3,290.00	\$ -
05012-0082, 10210-0001	220 lbs.	Razor Bar	72"W x 25"D x 44"H	\$2,531.25	\$3,290.00	\$ -
Bar Stools						
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$358.25	\$466.25	\$ -
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$443.25	\$576.25	\$ -
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$443.25	\$576.25	\$ -
05237-0302	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$429.00	\$557.00	\$ -
05237-0306, 05033-0001, 05034-0009	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$405.50	\$528.50	\$ -
05237-0306, 05033-0007, 05034-0012	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$405.50	\$528.50	\$ -
05237-0306, 05033-0005, 05034-0011	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$405.50	\$528.50	\$ -
05237-0306, 05033-0013, 05034-0015	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$405.50	\$528.50	\$ -
05237-0306, 05033-0011, 05034-0014	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$405.50	\$528.50	\$ -
05237-0306, 05033-0009, 05034-0013	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$405.50	\$528.50	\$ -
05237-0306, 05033-0002, 05034-0010	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$405.50	\$528.50	\$ -
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$323.00	\$421.00	\$ -
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$443.25	\$576.25	\$ -
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$358.25	\$466.25	\$ -
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$370.50	\$481.50	\$ -
Café Chairs						
05035-0053, 05033-0003, 05034-0009	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$253.75	\$330.00	\$ -
05035-0053, 05033-0008, 05034-0012	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$253.75	\$330.00	\$ -
05035-0053, 05033-0006, 05034-0011	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$253.75	\$330.00	\$ -
05035-0053, 05033-0014, 05034-0015	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$253.75	\$330.00	\$ -
05035-0053, 05033-0012, 05034-0014	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$253.75	\$330.00	\$ -
05035-0053, 05033-0010, 05034-0013	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$253.75	\$330.00	\$ -
05035-0053, 05033-0004, 05034-0010	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$253.75	\$330.00	\$ -
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$286.75	\$313.00	\$ -
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$226.25	\$294.25	\$ -
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$253.75	\$330.00	\$ -
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$253.75	\$330.00	\$ -
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$253.75	\$330.00	\$ -
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$300.75	\$391.00	\$ -
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$253.75	\$330.00	\$ -
Bar Tables						
05036-0050, 05246-0003	27 lbs.	24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	\$490.25	\$638.25	\$ -
05036-0050, 05246-0018	31 lbs.	24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	\$490.25	\$638.25	\$ -
05036-0051, 05246-0003	27 lbs.	24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	\$490.25	\$638.25	\$ -
05036-0051, 05246-0018	31 lbs.	24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	\$490.25	\$638.25	\$ -
05036-0049, 05246-0003	27 lbs.	24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	\$490.25	\$638.25	\$ -
05036-0049, 05246-0018	31 lbs.	24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	\$490.25	\$638.25	\$ -
05036-0048, 05246-0003	27 lbs.	24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	\$490.25	\$638.25	\$ -
05036-0048, 05246-0018	31 lbs.	24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	\$490.25	\$638.25	\$ -
05036-0046, 05246-0003	27 lbs.	32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	\$624.00	\$772.00	\$ -

05036-0046, 05246-0018	31 lbs.	32" Round Bar Table - Cement/Black Base	32" Round x 42"H	\$624.00	\$772.00	\$	-
05036-0047, 05246-0003	27 lbs.	32" Round Bar Table - Yukon Oak/Chrome Base	32" Round x 42"H	\$624.00	\$772.00	\$	-
05036-0047, 05246-0018	31 lbs.	32" Round Bar Table - Yukon Oak/Black Base	32" Round x 42"H	\$624.00	\$772.00	\$	-
05036-0053, 05246-0018	33 lbs.	32" Round Bar Table - Smoke/Black Base	32" Round x 42"H	\$624.00	\$772.00	\$	-
05036-0053, 05246-0003	38 lbs.	32" Round Bar Table - Smoke/Chrome Base	32" Round x 42"H	\$624.00	\$772.00	\$	-
05036-0001, 05246-0018	34 lbs.	Euro Bar Table Black/Black 30" Round	30" Round x 42"H	\$453.50	\$589.25	\$	-
05036-0004, 05246-0018	41 lbs.	Euro Bar Table Black/Black 36" Round	36" Round x 42"H	\$465.75	\$606.00	\$	-
05036-0001, 05246-0003	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30" Round x 42"H	\$453.50	\$589.25	\$	-
05036-0004, 05246-0003	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36" Round x 42"H	\$465.75	\$606.00	\$	-
05036-0037, 05246-0018	34 lbs.	City Bar Table Maple/Black 30" Round	30" Round x 42"H	\$453.50	\$589.25	\$	-
05036-0038, 05246-0018	41 lbs.	City Bar Table Maple/Black 36" Round	36" Round x 42"H	\$465.75	\$606.00	\$	-
05036-0037, 05246-0003	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30" Round x 42"H	\$453.50	\$589.25	\$	-
05036-0038, 05246-0003	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36" Round x 42"H	\$465.75	\$606.00	\$	-
05036-0003, 05246-0018	34 lbs.	Summit Bar Table White/Black 30" Round	30" Round x 42"H	\$453.50	\$589.25	\$	-
05036-0006, 05246-0018	41 lbs.	Summit Bar Table White/Black 36" Round	36" Round x 42"H	\$465.75	\$606.00	\$	-
05036-0003, 05246-0003	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30" Round x 42"H	\$453.50	\$589.25	\$	-
05036-0006, 05246-0003	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36" Round x 42"H	\$465.75	\$606.00	\$	-
05036-0008, 05246-0003	28 lbs.	Blanco Bar Table - White/Chrome 24" Square	24" Square x 42"H	\$453.50	\$589.25	\$	-
05036-0009, (2)05246-0003	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$699.00	\$914.00	\$	-
05036-0033, 05246-0003	28 lbs.	Spectrum Bar Table - Red	24" Square x 42"H	\$490.25	\$638.25	\$	-
05036-0034, 05246-0003	28 lbs.	Spectrum Bar Table - Blue	24" Square x 42"H	\$490.25	\$638.25	\$	-
05036-0035, 05246-0003	28 lbs.	Spectrum Bar Table - Purple	24" Square x 42"H	\$490.25	\$638.25	\$	-
05036-0036, 05246-0003	28 lbs.	Spectrum Bar Table - Green	24" Square x 42"H	\$490.25	\$638.25	\$	-
05203-0001, 05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$1,263.50	\$1,643.50	\$	-
Café Tables							
05036-0050, 05246-0002	24 lbs.	24" Square Café Table - Cosmo/Chrome Base	24" Square x 30"H	\$490.25	\$638.25	\$	-
05036-0050, 05246-0017	27 lbs.	24" Square Café Table - Cosmo/Black Base	24" Square x 30"H	\$490.25	\$638.25	\$	-
05036-0051, 05246-0002	24 lbs.	24" Square Café Table - Emerald Tide/Chrome Base	24" Square x 30"H	\$490.25	\$638.25	\$	-
05036-0051, 05246-0017	27 lbs.	24" Square Café Table - Emerald Tide/Black Base	24" Square x 30"H	\$490.25	\$638.25	\$	-
05036-0049, 05246-0002	24 lbs.	24" Square Café Table - Icebreaker/Chrome Base	24" Square x 30"H	\$490.25	\$638.25	\$	-
05036-0049, 05246-0017	27 lbs.	24" Square Café Table - Icebreaker/Black Base	24" Square x 30"H	\$490.25	\$638.25	\$	-
05036-0048, 05246-0002	24 lbs.	24" Square Café Table - Sirona/Chrome Base	24" Square x 30"H	\$490.25	\$638.25	\$	-
05036-0048, 05246-0017	27 lbs.	24" Square Café Table - Sirona/Black Base	24" Square x 30"H	\$490.25	\$638.25	\$	-
05036-0046, 05246-0002	24 lbs.	32" Round Café Table - Cement/Chrome Base	32" Round x 30"H	\$624.00	\$772.00	\$	-
05036-0046, 05246-0017	27 lbs.	32" Round Café Table - Cement/Black Base	32" Round x 30"H	\$624.00	\$772.00	\$	-
05036-0047, 05246-0002	24 lbs.	32" Round Café Table - Yukon Oak/Chrome Base	32" Round x 30"H	\$624.00	\$772.00	\$	-
05036-0047, 05246-0017	27 lbs.	32" Round Café Table - Yukon Oak/Black Base	32" Round x 30"H	\$624.00	\$772.00	\$	-
05036-0053, 05246-0002	38 lbs.	32" Round Café Table - Smoke/Chrome Base	32" Round x 30"H	\$624.00	\$772.00	\$	-
05036-0053, 05246-0017	35 lbs.	32" Round Café Table - Smoke/Black Base	32" Round x 30"H	\$624.00	\$772.00	\$	-
05036-0001, 05246-0017	30 lbs.	Euro Café Table Black/Black 30" Round	30" Round x 30"H	\$453.50	\$589.25	\$	-
05036-0004, 05246-0017	37 lbs.	Euro Café Table Black/Black 36" Round	36" Round x 30"H	\$465.75	\$606.00	\$	-
05036-0001, 05246-0002	27 lbs.	Silk Café Table Black/Chrome 30" Round	30" Round x 30"H	\$453.50	\$589.25	\$	-
05036-0004, 05246-0002	34 lbs.	Silk Café Table Black/Chrome 36" Round	36" Round x 30"H	\$465.75	\$606.00	\$	-
05036-0037, 05246-0002	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30" Round x 30"H	\$453.50	\$589.25	\$	-
05036-0038, 05246-0002	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36" Round x 30"H	\$465.75	\$606.00	\$	-
05036-0037, 05246-0017	30 lbs.	City Café Table Maple/Black 30" Round	30" Round x 30"H	\$453.50	\$589.25	\$	-
05036-0038, 05246-0017	37 lbs.	City Café Table Maple/Black 36" Round	36" Round x 30"H	\$465.75	\$606.00	\$	-
05036-0003, 05246-0002	27 lbs.	Blanco Café Table White/Chrome 30" Round	30" Round x 30"H	\$453.50	\$589.25	\$	-
05036-0006, 05246-0002	34 lbs.	Blanco Café Table White/Chrome 36" Round	36" Round x 30"H	\$465.75	\$606.00	\$	-
05036-0003, 05246-0017	30 lbs.	Summit Café Table White/Black 30" Round	30" Round x 30"H	\$453.50	\$589.25	\$	-
05036-0006, 05246-0017	37 lbs.	Summit Café Table White/Black 36" Round	36" Round x 30"H	\$465.75	\$606.00	\$	-
05036-0008, 05246-0002	25 lbs.	Blanco Café Table White/Chrome 24" Square	24" Square x 30"H	\$453.50	\$589.25	\$	-
05036-0009, (2)05246-0002	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$699.00	\$914.00	\$	-
05036-0033, 05246-0002	25 lbs.	Spectrum Café Table - Red	24" Square x 29"H	\$490.25	\$638.25	\$	-
05036-0034, 05246-0002	25 lbs.	Spectrum Café Table - Blue	24" Square x 29"H	\$490.25	\$638.25	\$	-
05036-0035, 05246-0002	25 lbs.	Spectrum Café Table - Purple	24" Square x 29"H	\$490.25	\$638.25	\$	-
05036-0036, 05246-0002	25 lbs.	Spectrum Café Table - Green	24" Square x 29"H	\$490.25	\$638.25	\$	-
05090-0001, 05089-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$1,084.25	\$1,410.25	\$	-
05088-0531		Encore Dining Table	80"W x 40"D x 30"H	\$1,272.25	\$1,653.75	\$	-
Office Seating							
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$573.25	\$744.75	\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27" Square x 39"H	\$502.50	\$653.75	\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$465.75	\$606.00	\$	-
14136-0103	40 lbs.	Accord High Back Chair - Black	25" Square x 44"H	\$715.75	\$930.00	\$	-
14136-0104	40 lbs.	Accord High Back Chair - White	25" Square x 44"H	\$715.75	\$930.00	\$	-
14250-0055	35 lbs.	Worksmart Task Chair - Armless	20"W x 24"D x 35"H	\$350.00	\$455.00	\$	-
14307-0011	40 lbs.	Worksmart Drafting Stool - Armless	21"W x 24"D x 48"H	\$381.25	\$495.50	\$	-
14307-0012	40 lbs.	Worksmart Drafting Stool With Arms	25"W x 24"D x 48"H	\$407.75	\$529.50	\$	-
14136-0105	40 lbs.	Rimati Hi-Back Chair - Black	30"W x 28"D x 47-50"H	\$407.75	\$529.50	\$	-
14136-0106	40 lbs.	Rimati Hi-Back Chair - White	30"W x 28"D x 47-50"H	\$407.75	\$529.50	\$	-
14128-0122	34 lbs.	Rimati Guest Chair - Black	27"W x 25"D x 40"H	\$345.00	\$448.50	\$	-
14128-0123	34 lbs.	Rimati Guest Chair - White	27"W x 25"D x 40"H	\$345.00	\$448.50	\$	-
14128-0028	25 lbs.	Space Guest Chair - Black	26" Square x 37"H	\$397.00	\$516.50	\$	-
Conference Tables							
14062-0287	95 lbs.	42" Round Conference Table - Espresso	42" Round x 29"H	\$632.75	\$822.50	\$	-
14062-0315	95 lbs.	42" Round Conference Table - Urban Walnut	42" Round x 29"H	\$632.75	\$822.50	\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$1,500.00	\$1,950.00	\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$1,500.00	\$1,950.00	\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$1,500.00	\$1,950.00	\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$1,611.00	\$2,094.00	\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$1,611.00	\$2,094.00	\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$1,611.00	\$2,094.00	\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$1,848.00	\$2,402.00	\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$1,848.00	\$2,402.00	\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$1,848.00	\$2,402.00	\$	-
Office Furniture							
14309-0001	125 lbs.	Computer Kiosk - Black	24" Square x 42"H	\$929.75	\$1,208.50	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24" Square x 42"H	\$929.75	\$1,208.50	\$	-
SHELL14083-0279,BBF14189-0044,FF14189-0075	314 lbs.	Conference Desk - Espresso	72"W x 36"D x 29"H	\$1,335.00	\$1,735.50	\$	-
SHELL14083-0344,BBF14189-0100,FF14189-0099	314 lbs.	Conference Desk - Urban Walnut	72"W x 36"D x 29"H	\$1,430.75	\$1,860.00	\$	-
SHELL14083-0329,BBF14189-0044,FF14189-0075	280 lbs.	Jr. Executive Desk - Espresso	60"W x 30"D x 29"H	\$1,109.00	\$1,441.75	\$	-

SHELL14083-0346,BBF14189-0100,FF14189-0099	280 lbs.	Jr. Executive Desk - Urban Walnut	60"W x 30"D x 29"H	\$1,283.75	\$1,668.00	\$	-
14143-0135	150 lbs.	2 Drawer Lateral File - Espresso	36"W x 22"D x 29"H	\$660.00	\$858.00	\$	-
14143-0163	150 lbs.	2 Drawer Lateral File - Urban Walnut	36"W x 22"D x 29"H	\$779.00	\$1,012.75	\$	-
05090-0001, 05089-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$1,084.25	\$1,410.25	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$929.75	\$1,208.50	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$729.75	\$949.00	\$	-
Metal File & Storage Cabinets							
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$513.00	\$667.25	\$	-
Pedestals							
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$693.00	\$900.00	\$	-
12091-0056	55 lbs.	Display Pedestal 18" x 42" White	18"Square x 42"H	\$693.00	\$900.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$752.50	\$979.00	\$	-
12091-XXXX	120 lbs.	Display Pedestal 24" x 42" White	24"Square x 42"H	\$752.50	\$979.00	\$	-
12091-XXXX	50 lbs.	Display Pedestal 18" x 36" Black	18"Square x 42"H	\$693.00	\$900.00	\$	-
12091-0038	50 lbs.	Display Pedestal 18" x 36" White	18"Square x 36"H	\$693.00	\$900.00	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$752.50	\$979.00	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$752.50	\$979.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$502.50	\$653.75	\$	-
12091-XXXX	45 lbs.	Display Pedestal 18" x 30" White	18"Square x 30"H	\$502.50	\$653.75	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$715.75	\$930.00	\$	-
12091-XXXX	80 lbs.	Display Pedestal 24" x 30" White	24"Square x 30"H	\$715.75	\$930.00	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$929.75	\$1,208.50	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$929.75	\$1,208.50	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$513.00	\$667.25	\$	-
Miscellaneous Items							
14308-0005	7 lbs.	Alto Literature Rack - Black	10.5"W x 9.5"D x 57"H	\$358.25	\$466.25	\$	-
14308-XXXX	7 lbs.	Alto Literature Rack - Silver	10.5"W x 9.5"D x 57"H	\$358.25	\$466.25	\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$645.00	\$839.00	\$	-