

## Exhibitor Service Information

### Quick Facts

**TotalExpo, Inc. has been appointed as the official General Service Contractor for The I-DAY 2024 Conference.** This exhibitor kit contains important information and order forms to help you further equip your booth. Please direct this kit to the person in charge of your booth and those who will be on-site. **It's important that your on-site team is aware of our material handling information, labor requirements, and all rules and regulations.** If you have any questions please contact Exhibitor Services at (310) 320-4203 or email [orders@totalexpo.com](mailto:orders@totalexpo.com).

#### 10'x10' Booth Package Includes:

- 8' Back Wall Draping in Red
- 3' Side Rail Draping in Red
- One 6' x 30" High Skirted Table in White
- Two folding Chairs
- One Wastebasket
- One 7" x 44" ID Sign

#### Facility information

Pasadena Convention Center  
Ballrooms A-H  
300 E Green St.  
Pasadena, CA 91101  
\*The ballrooms are carpeted.

#### Show Schedule

<b>Exhibitor Move-In:</b>	Monday, March 18 <sup>th</sup>	1:00pm - 4:30pm	
	Tuesday, March 19 <sup>th</sup>	8:00am - 11:30am	
<b>Show Dates:</b>	Tuesday, March 19 <sup>th</sup>	11:30am - 5:30pm	
<b>Dismantle:</b>		5:30pm - 9:30pm	
<b>Carrier Check In:</b>	Tuesday, March 19 <sup>th</sup>	6:00pm - 7:00pm	Shipments not picked up by 7:00pm will be rerouted or sent back to the TotalExpo, Inc. warehouse at the exhibitors expense.
	Tuesday, March 19 <sup>th</sup>		

#### Important Dates and Reminders

- **Discounted rates are available through Fri, March 1<sup>st</sup>, 2024 by 4:30pm.** Orders & payments received after this date will be billed at the regular rates.
- **Online ordering is available through Fri, March 8<sup>th</sup>, 2024 by 4:30pm.** Orders can be faxed or emailed after this date.
- All exhibitors must begin packing their exhibits as soon as possible after the show closes and empty containers have been returned. Any exhibits and materials that are left unattended for more than 1 hours after show close, will be dismantled and packaged. Labor charges will apply.
- Any exhibitor materials or freight left on the show floor, where no shipping document or Bill of Lading has been turned in at the TotalExpo, Inc. Service Desk, may incur additional expenses, such as labor charges for verification and delay shipping of said materials.
- **BOOTH ABANDONMENT /EXCESSIVE TRASH:** Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.
- **Please make sure your on-site team has all of your outbound shipping information including carrier name, pick up time, ship to address, billing address and other important information.**

**Shipping and Freight Deadlines** Material Handling charges will apply to all shipments sent and must be paid in advance.

- **Advance Warehouse Receiving:** Shipments will be received between Wed, February 19<sup>th</sup>, 2024 and Tue, March 12<sup>th</sup>, 2024 from 9:00am - 3:30pm.
- **Direct to Show-Site Receiving:** Shipments will only be received on Mon, March 18<sup>th</sup>, 2024 from 8:00am - 3:30pm.
- **Driver Check-In deadline** is 7:00pm on Tuesday, March 19<sup>th</sup>, 2024. If drivers have not checked in by then shipments will be rerouted back to the warehouse or through the show carrier at the exhibitors expense.

#### Advance Warehouse Address

[Exhibiting Company and booth #]  
I-DAY 2024  
C/O 24/7 Transportation/TotalExpo. Inc.  
17101 S. Central Ave.  
Unit 1K  
Carson, CA 90746

Please see the receiving dates listed above. The labels provided in this exhibitor kit should be used for all shipments.

#### Direct to Show-Site Address

[Exhibiting Company and booth #]  
I-DAY 2024  
C/O TotalExpo  
Pasadena Conv. Ctr., Ballrooms A-H  
300 E Green St.  
Pasadena, CA 91101

Please see the receiving dates listed above. The labels provided in this exhibitor kit should be used for all shipments.

#### Outbound Shipping

- A completed TotalExpo bill of lading is required for all shipment s. This can be picked up from the on site service desk.
- It is the exhibitors responsibility to schedule pick up with their carrier.
- Any paperwork provided by your carrier or company must be submitted with the Total Expo bill of lading .
- All shipments must have shipping labels attached to each box / pallet. If using FedEx /UPS you must use their shipping labels.
- Your freight will be rerouted if your carrier refuses to pick up your shipment due to missing documents or shipping labels.
- Any shipment not picked up by 7:00pm on Tuesday, March 19<sup>th</sup> will be rerouted via the show carrier, at the exhibitor's expense.

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1161 Sandhill Ave, Unit A, Carson, CA 90746  
Phone: (310) 320-4203 Fax: (310) 320-4265

[www.totalexpo.com](http://www.totalexpo.com) [orders@totalexpo.com](mailto:orders@totalexpo.com)

Company Name	Booth Number

**Discounted Rate Deadline: Fri, March 1<sup>st</sup>, 2024 by 4:30pm.** After this date all orders and payments will be processed at the regular rates.  
**Online Ordering Ends: Fri, March 8<sup>th</sup>, 2024 by 4:30pm.** After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> I-DAY 2024 Show Code: IDAY24

## How to Submit Your Order

### Place your order online!

As an exhibitor, we understand your time is valuable as you face a list of overwhelming deadlines and decisions. Below are instructions to access [TotalExpo's online marketplace](#), which provides an easy way for you to order all of your TotalExpo show services. This new system is user friendly and visually driven, making it easy to navigate. **Online ordering is available through the date listed above. After that day orders can be sent in via email or fax. Please see below for more information.**

#### For New Exhibitors: How to create an account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the show code **IDAY24**.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your **exhibiting company name**.
6. If you're a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click Create Account.
8. You'll be taken to the My Events page. Click on your event.
9. On the next page click **+Start New Order** to begin your ordering process. If you have not already entered in your contact information you will be prompted to do so before you can add items to your order.

#### For Returning Exhibitors: How to log in and access your current order.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the email address and password associated with your account and click Login.
3. If you have forgotten your password, click Forgot Password to have a recovery code emailed to you. With this code you can reset your password.
4. Once you're logged in you'll be taken to the My Events page. Click the event name to view your Orders page.
5. From your Orders page you can view current orders to print invoices.
6. You can add items to your current order, or to create a new order click **+Start New Order**.

#### For Returning Exhibitors: How to add a new event to your current account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Log in using the email address and password associated with your account.
3. You will be taken to the My Events page. Here you will see your previous event's listed.
4. Click the link **+Join Event** listed on the right of My Events.
5. On the next page enter in your new show code **IDAY24** and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for you new event right away.

**Please Note: Only one account is needed per exhibiting company, although third parties and EAC's must create a separate account. Accounts may be used for all future shows. If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to [orders@totalexpo.com](mailto:orders@totalexpo.com).**

### Email Your Order (Include the Payment Authorization form without your credit card number)

After the online ordering period ends you can submit you order via email to [orders@totalexpo.com](mailto:orders@totalexpo.com). Your order should be included as a PDF attachment. **The Payment Authorization form should be included, however for your security please do not fill in your credit card number when emailing this form.** Once we receive your order we will contact you for your credit card information to complete your order.

### Fax Your Order

Orders can also be faxed to (310) 320-4265. Please be sure that each page has your company name and booth number completed.

### Need Further Assistance?

If you need further assistance or have any questions regarding your order please contact Exhibitor Services at (310) 320-4203.

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<b>Company Name</b>	<b>Booth Number</b>
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## Payment Authorization

This form must be included with all orders

### Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

### Cancellation Policy

No adjustments will be made to invoices after the close of show. There are no exchanges. Credit will not be issued for unused items. All cancellations must be received in writing at least 7 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. It is understood and agreed that the exhibitor accepts all responsibility for the safe return of all equipment including rental items. Exhibitor also agrees to be billed for any damages or loss of the equipment, including rental items, other than caused by normal operation. Orders cancelled within 7 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. Rates do not include any union related charges or fees, if charges or fees are incurred, they will subsequently be passed on to the exhibitor. Cancelled labor orders must be received in writing at minimum 7 business days prior to first move in date and will be credited, whichever is greater of 50% or 1 hour minimum per worker or crew in case of forklift/hanging/rigging. Installation labor orders cancelled without a 7 business day notice will not be refunded. Dismantle orders cancelled without 7 business days' notice will not be refunded. It is understood, that first move in date refers to first setup date.

### Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

### Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

**How to properly submit an order via email:** Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank.** Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to [orders@totalexpo.com](mailto:orders@totalexpo.com).

<b>Credit Card Number:</b>	<b>Expiration Date</b>	<b>Security Code</b>

**FOR YOUR SECURITY DO NOT SEND YOUR CREDIT CARD NUMBER VIA EMAIL. If you are emailing your order leave the above portion blank.**

### Billing Information

Company Name		
Cardholder Name		
Billing Address		
City	State	Zip
Phone	Fax	
Invoice Email Address		

### Required Authorized/Cardholders Signature

I agree in submitting this credit card authorization that I have accepted TotalExpo, Inc.'s Payment Policy and Terms and Conditions listed above. Authorization signature for credit card required below.

Authorized Signature/ Cardholder's Signature
Authorized Name (Please print)

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## Contact Information and Order Recap

### Contact Information

Company Name		
Contact Name	Cell Phone	
Contact Email Address		
Billing Address		
City	State	Zip Code
Phone	Fax	

### Order Recap

Category	Total
Rental Items: Table, Chairs, and Accessories	\$
Rental Items: Carpet, Padding, and Visqueen	\$
Advance Warehouse Receiving	\$
Return to Warehouse Service	\$
Install and Dismantle Labor	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

### Payment Policy

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<b>Company Name</b>	<b>Booth Number</b>
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## Rental Items: Furniture, Carpet and Accessories

30" High Tables with Skirting Tables are 24" across					
Qty	Item	Color	Advance	Regular	Total
2000	4ft Skirted Table		\$ 161.00	\$ 190.00	\$
2001	6ft Skirted Table		\$ 193.00	\$ 234.00	\$
2002	8ft Skirted Table		\$ 224.00	\$ 267.00	\$
2300	Skirting on all four sides		\$ 79.00	\$ 95.00	\$
42" High Counter Tables with Skirting Counter Tables are 24" across					
Qty	Item	Color	Advance	Regular	Total
2003	4ft Skirted Counter Table		\$ 215.00	\$ 258.00	\$
2004	6ft Skirted Counter Table		\$ 244.00	\$ 293.00	\$
2005	8ft Skirted Counter Table		\$ 279.00	\$ 336.00	\$
2301	Skirting on all four sides		\$ 89.00	\$ 107.00	\$
Available colors: Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy, White.					

30" High Tables - Unskirted Tables are 24" across					
Qty	Item	Advance	Regular	Total	
2100	4ft Unskirted Table	\$ 95.00	\$ 116.00	\$	
2101	6ft Unskirted Table	\$ 116.00	\$ 138.00	\$	
2102	8ft Unskirted Table	\$ 135.00	\$ 164.00	\$	
42" High Counter Tables - Unskirted Counter Tables are 24" across					
Qty	Item	Advance	Regular	Total	
2103	4ft Unskirted Counter	\$ 133.00	\$ 163.00	\$	
2104	6ft Unskirted Counter	\$ 154.00	\$ 185.00	\$	
2105	8ft Unskirted Counter	\$ 175.00	\$ 211.00	\$	

Pedestal Tables					
Qty	Item	Advance	Regular	Total	
2201	30" round x 30" high	\$ 129.00	\$ 155.00	\$	
2202	30" round x 42" high	\$ 163.00	\$ 193.00	\$	

Chairs					
Qty	Item	Advance	Regular	Total	
1000	Padded Side	\$ 87.00	\$ 101.00	\$	
1001	Padded Arm	\$ 124.00	\$ 148.00	\$	
1002	Padded Stool w/ back	\$ 140.00	\$ 167.00	\$	
1003	Folding Chair	\$ 33.00	\$ 39.00	\$	

Booth Accessories					
Qty	Item	Advance	Regular	Total	
4000	Wastebasket	\$ 29.00	\$ 34.00	\$	
4001	Chrome Easel	\$ 54.00	\$ 67.00	\$	
4002	Chrome 22"x28" Sign Holder	\$ 90.00	\$ 108.00	\$	
4003	Bag Rack	\$ 163.00	\$ 193.00	\$	
4004	Literature Rack	\$ 92.00	\$ 110.00	\$	
4005	Garment Rack	\$ 163.00	\$ 193.00	\$	
4006	Stanchion	\$ 69.00	\$ 80.00	\$	
4007	8' long Velour Rope	\$ 53.00	\$ 64.00	\$	
4011	4'x8' Msg. Board	\$ 333.00	\$ 397.00	\$	
4013	2'x8' Grid Wall w/ Feet	\$ 127.00	\$ 154.00	\$	
4015	Glass Showcase	\$ 602.00	\$ 721.00	\$	
4100	3' H Side Drape, per ft.	\$ 8.40	\$ 13.65	\$	
4101	8' H Back Drape per ft.	\$ 13.65	\$ 15.75	\$	

Rental Drape Color: \_\_\_\_\_  
Available drape colors: Blue, Red, Grey, Teal, Black, Plum, Green, White.

Standard Carpet For Inline Booths only, not Island Booths or Bulk Space					
Qty	Item	Advance	Regular	Total	
3009A	8'x10' Inline Booths	\$ 234.00	\$ 279.00	\$	
3009B	8'X20' Inline Booths	\$ 464.00	\$ 557.00	\$	
3009C	8'X30' Inline Booths	\$ 693.00	\$ 834.00	\$	
3009D	8'X40' Inline Booths	\$ 926.00	\$ 1,111.00	\$	
Island Booth and Bulk Space Carpet Pre-show orders only.					
Qty	Item	Advance	Regular	Total	
3010	Island Booth/Bulk Carpet per sq.ft.	\$ 3.35	\$ 4.00	\$	
Plush Carpet Pre-show orders only, there will be no refunds on custom carpet.					
Qty	Item	Regular	Total		
3011	Plush Carpet per sq.ft.	\$ 5.95	\$		
INDICATE YOUR CARPET COLOR					
Carpet Color:		Your booth size:			
Available carpet colors : Blue, Red, Grey, Black, Hunter Green, Burgundy, Tuxedo, Blue Jay. Please call for Custom Plush Carpet colors.					
Carpet Padding and Visqueen					
Qty	Item	Advance	Regular	Total	
3300B	Carpet Padding, per sq.ft.	\$ 1.20	\$ 1.45	\$	
3400	Visqueen, per sq.ft.	\$ 0.65	\$ 0.80	\$	

Please note that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. (If excessive debris has accumulated during set up, then booth vacuuming should be ordered). If you find debris or damage to the rental item / carpet prior to setup, please notify the TotalExpo service desk immediately. The Exhibitor is liable for loss or damage to the equipment during the show until TotalExpo employees arrive to remove it at the end of the show. Exhibitor also agrees to be billed for any damages or loss of equipment other than caused by normal operation. Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs and tables should not be stood on; tables should not be stood or sat on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories. No credits or exchange's.



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## Cart Load Service

### Cartload Service

- This service is available only for small pieces of freight and other material that is brought to the show floor in a privately owned car, SUV or pickup.
- Each cart will handle a load comprising of a surface area of no more than 3'x4', a height of no more than 3' and a maximum weight of 200lbs. per cart load; otherwise material handling fees will apply.
- For safety reasons the freight supervisors will determine the load capacity & number of pieces carried per trip.
- Crates, palletized freight and heavy material, as well as any material delivered by common carriers are to be handled as standard drayage as indicated in the following pages.
- Cartload service must be paid in advanced.
- Please proceed to the TotalExpo Service Desk for this service.
- This service does not include storage of your empties.
- This service is not for cargo vans, rental trucks, trailers, bobtails, semi-trucks, or flatbeds.

Service	Number of Trips	x	Advance Rate Per Trip	Regular Rate Per Trip	Total
Cartload Service per trip, Inbound			\$ 135.00	\$ 163.00	
Cartload Service per trip, Out-bound			\$ 135.00	\$ 163.00	

**Estimated arrival of inbound cartloads:** Date \_\_\_\_\_ Time \_\_\_\_\_

### Freight: Material Handling, Loading and Unloading

TotalExpo has jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment. TotalExpo also has jurisdiction of the loading and unloading of individual company vehicles, including any outsidecontractors.

**Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)**

1. Transport from the dock area, across the exhibit floor any amount that can be hand carried  
in (1) ONE TRIP per exhibiting company .
- OR**
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers ( see picture) in (1) ONE TRIP per exhibiting company.



**Exhibitors MAY NOT USE:** hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

### Labor Cancellation Policy

Cancelled labor orders must be received in writing at minimum 7 business days prior to first move in date and will be credited, whichever is greater of 50% or 1 hour minimum per worker or crew in case of forklift/hanging/rigging. Installation labor orders cancelled without a 7 business day notice will not be refunded. Dismantle orders cancelled without 7 business days' notice will not be refunded. It is understood, that first move in date refers to first setup date.

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## Material Handling and Drayage Information

Please order these services on the following page

### Material Handling and Drayage: General Information

Material handling includes unloading materials from your carrier, storage at the advance warehouse for up to 30 days prior to the show, delivering the materials to your booth space, storage of empty containers during the show, and loading your materials from your booth onto the outbound carrier during move-out. Shipments received without documentation will be delivered without guarantee of piece count or condition.

**We require that a credit card authorization form be on file for all shipments.** To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services. **Please see the following page for material handling rates and ordering.**

TotalExpo is not a carrier and does not provide shipping of materials. Our material handling and drayage services are separate from the actual shipping services provided by your carrier. The actual shipping cost should be paid in advance, and handled between you and your carrier directly. Shipments sent collect will not be accepted.

For additional clarification on Material Handling and Drayage please contact exhibitor services at (310) 320-4203.

### Calculating your Material Handling Charges

Shipments are billed per cwt; **1 cwt is equal to 100 lbs.**; if your weight exceeds 10 lbs. above the previous 100 lbs. it will be rounded up to the next 100 lbs. (ex. 211 lbs. is billed at 300 lbs. or 3cwt, 350 lbs. is billed at 400 lbs. or 4 cwt). A 200 lbs. minimum charge will apply to all shipments, except those that qualify for small package rates. To calculate your material handling fees multiply your cwt by the rate listed on the following page. It is understood that your calculated weight is only an estimate and final billing will be based off actual weight. Each shipment received will be billed separately, including shipments split by the carrier.

### Advance Warehouse Receiving (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at designated advance warehouse during dates and times listed; storage up to 30 days; reloading onto our trucks for delivery to show-site; unloading shipments and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

The advance warehouse will receive shipments that are: boxed, crated; skidded; carpet and pad only.

The advance warehouse will **not** receive shipments that are: uncrated; loose; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

### Direct to Show-Site Shipping (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at the show-site during dates and times listed and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

### Regular Handling and Special Handling

**Regular Handling** applies to any shipment delivered in such a manner that does not require additional labor or special equipment to unload and deliver such as crated and skidded materials. Crated Materials are those packed in any type of shipping container that can be unloaded/loaded without additional labor or equipment.

**Special Handling** applies to any shipment delivered in such a manner that requires additional labor, additional or special equipment to unload and deliver. This applies to: shipments delivered without documentation (such as FedEx, UPS, DHL, and USPS shipments); mixed load shipments that include crated and uncrated pieces; designated piece unloading/loading that requires the crew to unload or rearrange other pieces; shipments that require ground or sided unloading/loading; stacked shipments; carpet and pad only shipments; shipments unload/load by cubic foot; shipments delivered via van lines.

### Small Packages

Small package rates apply to shipments weighing 30 lbs. or less in total weight. Rate is charged per piece. Shipments delivered via FedEx, UPS and similar carriers qualify for this rate, however if the total weight exceeds 30lbs. these shipments will be billed at special handling rates.

### Early/Late Shipments and Additional Surcharges

Shipments received outside of the listed receiving dates and times will incur a 35% surcharge. Shipments attempting delivery outside of the listed dates and times are not guaranteed to be accepted. In some instances where additional labor and/or additional or special equipment is required there may be an additional surcharge on top of the special handling rate.

### Outbound Shipping

A TotalExpo Bill of Lading (BOL) is required for all outbound shipments. The BOL can be obtained from the service desk. The TotalExpo BOL is required in addition to any other documentation provided by the exhibiting company or the carrier. The BOL and other documentation must be turned in at the service desk, not left in the booth. Shipments must be picked up within the listed time frame. If you are using a carrier other than our preferred show carrier you will be responsible to schedule a pick up within the listed timeframe. Shipments not picked up within that timeframe will be rerouted via our preferred show carrier, our carrier will bill the exhibitor directly for shipping charges. The exhibitor will be responsible for all charges related to rerouting, included additional labor and/or material charges. If the outbound carrier requires their own documentation be available with the shipment or affixed to the shipment (such as UPS and FedEx) the exhibitor will be responsible for providing and properly completing those documents. FedEx and UPS may not be able to pick up within limited move out times or on weekends.

### Back to Warehouse or Return to Warehouse Service (Subject to availability, 4 cwt minimum charge)

For an additional fee, shipments will be brought back to TotalExpo designated warehouse and will be available in the following days for pick up by your preferred carrier. This service includes transportation back to the designated warehouse, unloading, storage for 5 business days, and loading on to your carrier. Storage fees will be charged after 5 business days. A BOL must be provided in advance. Exhibitors are responsible for scheduling a pick up from the warehouse. Please contact exhibitor services at (310) 320-4203 to confirm pick up address and availability times. The pickup address may **not** be the same as the advance warehouse address. This service may not be available at all events, please call our exhibitor services at 310-320-4203 to confirm.



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<b>Company Name</b>	<b>Booth Number</b>
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**Discounted Rate Deadline: Fri, March 1<sup>st</sup>, 2024 by 4:30pm.** After this date all orders and payments will be processed at the regular rates.  
**Online Ordering Ends: Fri, March 8<sup>th</sup>, 2024 by 4:30pm.** After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> I-DAY 2024 Show Code: IDAY24

## Material Handling Services Order Form

**Before submitting your material handling order please review the Material Handling Information on the previous page**

The Material Handling Information page includes a detail of our services, explanation of regular/special handling, and instructions on calculating your material handling fees. For additional clarification on Material Handling please contact exhibitor services at (310) 320-4203.

**We require that a credit card authorization form be on file for all shipments. If you are paying by check you must also include a credit card authorization form with your order.** To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services.

**Receiving Dates** Shipments will be received during the following dates at the listed location:

**Advance warehouse shipments** will be received between the following dates only: Wed, February 19<sup>th</sup>, 2024 and Tue, March 12<sup>th</sup>, 2024 from 9:00am-3:30pm.

**Direct to show-site shipments** will be received on the following dates only: Mon, March 18<sup>th</sup>, 2024 from 8:00am - 3:30pm.

Shipments received outside of the listed dates will incur a 35% surcharge if accepted, however they are not guaranteed to be accepted.

### Advance Warehouse Receiving 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the advance warehouse during the dates listed, storage is included up to 30 days prior to move in. Shipments will be transported to the show-site and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately. The advance warehouse will receive shipments that are: crated; skidded; carpet and pad only and will **not** receive shipments that are: uncrated; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$ 174.00 (\$348 Min)	\$	
Special Handling		x	\$ 214.00 (\$428 Min)	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

### Direct to Show-Site Receiving 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the show-site during the dates listed and delivered to the booth. If a shipments received outside of the listed dates and times it will incur a 35% surcharge. Each shipment received will be billed separately.

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$ 164.00 (\$328 Min)	\$	
Special Handling		x	\$ 204.00 (\$408 Min)	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

### Small Package Shipments 30lbs maximum per shipment

Small package rates apply to shipments weighing 30lbs. or less in total weight. This does not mean 30lbs. per piece. Rate is charged per piece. If the total weight of the shipment exceeds 30lbs. normal rates will apply by cwt. Shipments received outside of the listed dates and times will incur a 35% surcharge.

Number of pieces	x	Rate	Total	Shipment is being Delivered to:
	x	\$66.00	\$	<input type="checkbox"/> Advance Warehouse
	x	\$64.00	\$	<input type="checkbox"/> Direct to Show Site

### Return To TotalExpo Warehouse 4 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be brought back to our designated warehouse (address may differ from the advance warehouse) for pick up by your carrier within 5 business days. A BOL is required during move out. Exhibitors are responsible for scheduling a pick up with their carrier and providing any required forms or documentation. Please call exhibitor services at (310) 320-4203 to confirm pick up availability.

Your Cwt	x	Rate	Total
Not Available for this Event		\$86.00 (\$344.00 Min)	

### Outbound Shipping

- It is the exhibitors responsibility to schedule their carrier to pick up.
- A completed TotalExpo bill of lading is required for all shipments. Ask the onsite TotalExpo representative during move out for this form.
- Any paperwork provided by your carrier or company must be submitted with the Total Expo bill of lading .
- All shipments must have shipping labels attached to each box / pallet. If using FedEx /UPS you must use their shipping labels.
- Your freight will be rerouted if your carrier refuses to pick up your shipment due to missing documents or shipping labels.
- **Any shipment not picked up by 7:00pm will be rerouted** via the show carrier, or sent back to the warehouse at the exhibitor's expense.

### Shrink Wrap and Banding for Outbound Shipments

When requested TotalExpo will shrink wrap and/or band pallets and crates. The fee will be labor at the listed rates plus cost of materials. Shrink wrap for standard pallets/ crates is \$35.00 per pallet. Banding is provided at \$0.60 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments rerouted via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.



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I-DAY 2024 Conference  
Pasadena Convention Center, Ballrooms A-H  
March 19<sup>th</sup>, 2024

## ADVANCE WAREHOUSE EXHIBITION MATERIAL

SHIP TO:

\_\_\_\_\_  
Full Exhibiting Company Name

\_\_\_\_\_  
Booth Number

**I-DAY 2024**  
C/O 24/7 Transportation/TotalExpo. Inc.  
17101 S. Central Ave.  
Unit 1K  
Carson, CA 90746

**SHIPMENT MUST ARRIVE BETWEEN:**  
**Wed, February 19<sup>th</sup>, 2024 and Tue, March 12<sup>th</sup>, 2024 from 9:00am-3:30pm**

Carrier \_\_\_\_\_ Piece number \_\_\_\_\_ of \_\_\_\_\_ total pieces.

## ADVANCE WAREHOUSE EXHIBITION MATERIAL

SHIP TO:

\_\_\_\_\_  
Full Exhibiting Company Name

\_\_\_\_\_  
Booth Number

**I-DAY 2024**  
C/O 24/7 Transportation/TotalExpo. Inc.  
17101 S. Central Ave.  
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Carrier \_\_\_\_\_ Piece number \_\_\_\_\_ of \_\_\_\_\_ total pieces.



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I-DAY 2024 Conference  
Pasadena Convention Center, Ballrooms A-H  
March 19<sup>th</sup>, 2024

## Direct to Show-Site Shipping Labels

### DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

I-DAY 2024

c/o TotalExpo, Inc.

Pasadena Conv. Ctr., Ballroom A-H

300 E Green St.

Pasadena, CA 91101

SHIPMENT MUST ARRIVE ON :  
Mon, March 18<sup>th</sup>, 2024 from 8:00am-3:30pm

Carrier \_\_\_\_\_ Piece number \_\_\_\_\_ of \_\_\_\_\_ total pieces.

### DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

I-DAY 2024

c/o TotalExpo, Inc.

Pasadena Conv. Ctr., Ballroom A-H

300 E Green St.

Pasadena, CA 91101

SHIPMENT MUST ARRIVE ON :  
Mon, March 18<sup>th</sup>, 2024 from 8:00am-3:30pm

Carrier \_\_\_\_\_ Piece number \_\_\_\_\_ of \_\_\_\_\_ total pieces.

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<b>Company Name</b>	<b>Booth Number</b>
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**Online Ordering Ends: Fri, March 8<sup>th</sup>, 2024 by 4:30pm.** After this date orders can be placed via email or fax.

**Submit your order online! Visit <https://orders.totalexpo.com/> I-DAY 2024 Show Code: IDAY24**

## Installation and Dismantle Labor

If the below requirements cannot be met then all work must be done in conjunction with proper TotalExpo personnel. Labor should be ordered through this form. Exhibitors shall be permitted to work with a TotalExpo worker on a one-to-one basis, provided that person is a permanent full time employee of the exhibiting company. See the Worksite Rules and Regulations page for more information.

**Exhibitors may install or dismantle their own exhibit if it meets the following requirements:** Tools and/or ladders are not required; The work can be completed by NO MORE than exhibitor and (1) one full time employee of exhibiting company; The work can be completed within (1) one hour total. The work may **NOT** be split between more people to meet the time limit; These rules do not apply to the exhibiting company's product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as the workers are full time permanent employees of the exhibiting company. This exemption does not apply if the exhibitor's product is part of the exhibit or is used in the construction of the exhibit.

### Labor Order Information

- The listed rates are per person, per hour.
- Labor is billed at a one hour minimum per person, and half hour increments thereafter.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times, exhibitor labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- Please provide set up instructions/drawings, and pictures of your booth with this order.
- A Structural Integrity Statement must be submitted with your labor and/or sign hanging order if work includes a ground supported structure and/or suspended structure. See following pages for form.

### Rates for Installation and Dismantle Labor rates are subject to change

Labor	Advance Rate	Regular Rate	Schedule
Straight Time	\$ 160.00	\$ 195.00	Monday through Friday from 8:00am to 4:30pm.
Overtime	\$ 242.00	\$ 289.00	Monday through Friday all other times.
Double Time	\$ 321.00	\$ 387.00	All day Saturday, <b>Sunday</b> , and Holidays.

### Supervision of Labor Please indicate the supervision of your labor

**TOTALEXPO SUPERVISION** Work will begin at TotalExpos discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your booth with your order. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

**Emergency Contact:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**EXHIBITOR SUPERVISION** Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

**Exhibitor Supervisor:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**How is your booth Being Shipped?** Whenever possible please ship to the advance warehouse.

**Advance Warehouse**  **Direct to Show Site** **Carrier:** \_\_\_\_\_ **# of pieces:** \_\_\_\_\_ **ETA:** \_\_\_\_\_

### Order and Schedule Labor (All dismantle labor will be done on DOUBLE TIME)

Install/Dismantle	ST/OT/DT	Date	Start Time	End Time	Total Hours	x	# of Workers	x	Rate	Total
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$
									10% Supervision Fee	\$
									Labor total	\$

Please note we cannot guarantee labor will be available at above requested times, Whenever possible, work will be done on straight time. **For all labor orders please provide drawings and instructions.**

### Labor Cancellation Policy

Cancelled labor orders must be received in writing at minimum 7 business days prior to first move in date and will be credited, whichever is greater of 50% or 1 hour minimum per worker or crew in case of forklift/hanging/rigging. Installation labor orders cancelled without a 7 business day notice will not be refunded. Dismantle orders cancelled without 7 business days' notice will not be refunded. It is understood, that first move in date refers to first setup date.

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<b>Company Name</b>	<b>Booth Number</b>
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**Online Ordering Ends: Fri, March 8<sup>th</sup>, 2024 by 4:30pm.** After this date orders can be placed via email or fax.

**Submit your order online! Visit <https://orders.totalexpo.com/> I-DAY 2024 Show Code: IDAY24**

## Structural Integrity Statement

For all Ground Supported and/or all Suspended Structures

This form must be completed and received by TotalExpo Inc. **at time labor order is placed.** If submitting your order online,

\_\_\_\_\_, the contracted exhibitor and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the structure have been properly engineered and tested. The structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. The ground supported structure can be set safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, Venue, TotalExpo, inc.** And subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor’s expense.

Authorized Representative Signature (Exhibiting Company)	
Authorized Name (Print)	Date
Exhibiting Company	Booth Number:
Email:	
Display House/Builder Company (if applicable)	
Display House/Builder Authorized Representative Signature (if applicable)	
Authorized Name (Printed )	Date
Email:	



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Submit your order online! Visit <https://orders.totalexpo.com/> I-DAY 2024 Show Code: IDAY24

## Intent to Use EAC (Exhibitor Appointed Contractor)

An Exhibitor Appointed Contractor (EAC) is a third party company, other than designated general or official service contractor, selected by an exhibiting company that will require access to the exhibiting company’s booth during installation and dismantle. An EAC may also be another third party company ordering services from TotalExpo Inc., on behalf of the exhibitor, but not requiring access to the booth.

The required forms must be completed and received by TotalExpo Inc. **two weeks prior to the first move-in date.** If these forms are not received by that date the EAC will not be allowed to work in an exhibitor’s booth.

**The following required forms MUST BE RECEIVED TOGETHER:**

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

TotalExpo, Inc. shall have no liability to any party for damages or injuries caused by Exhibitor or its third party agents. It is the Exhibitor’s responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend TotalExpo, Inc. for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC’s insurance.

Exhibitor Appointed Contractor:	
Contact Name:	
Email Address:	Cell Phone:
Office Phone:	Fax Number:
Street Address:	City, State ZIP:

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include a valid certificate of insurance prepared by the EAC’s insurance agent with the minimum coverages as set forth in the EAC Rules and Regulations, and completed EAC Rules and Regulations.

Authorized representative Agrees to all TotalExpo Inc., rules and regulations as stated.

\_\_\_\_\_  
Authorized Signature BY EXHIBITING COMPANY

\_\_\_\_\_  
Authorized Name (Print) Date

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<b>Company Name</b>	<b>Booth Number</b>
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**Submit your order online! Visit <https://orders.totalexpo.com/> I-DAY 2024 Show Code: IDAY24**

## EAC Rules and Regulations

The EAC has been selected by the above listed exhibitor to provide services at the above listed event. The EAC agrees to follow TotalExpo, Inc.'s Rules and Regulations. This form must be completed by an authorized representative of the EAC.

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all worksite rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming TotalExpo, Inc. as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to TotalExpo Inc. at least **two weeks prior to the first move-in date**.
4. If the EAC fails to provide the documentation required the Exhibitor will be required to use TotalExpo Inc., Inc. for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.
5. EAC shall provide, if requested, evidence to TotalExpo Inc. 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.
6. EAC agrees to indemnify, defend and hold the Show Management, the Facility and TotalExpo Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of TotalExpo Inc. provided labor. EAC also agrees to reimburse TotalExpo Inc. Inc. for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
7. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
8. EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - The Commercial General and Automobile Liability Policies shall, name TotalExpo Inc. (Official Service Provider), Show Management, The Show Name, and the Facility as additional insureds on a primary and non-contributory basis. It is the EACs responsibility to obtain the proper language needed on the COI.

**The following required forms MUST BE RECEIVED TOGETHER:**

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

\_\_\_\_\_  
Authorized Representative Signature BY EAC COMPANY

\_\_\_\_\_  
Authorized Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Company:	
Shows-site Contact Name:	Cell Phone:
Office Phone:	Email Address:
Street Address:	City, State Zip:

## Worksite Rules and Regulations

### Decoration: Exhibits and Displays

TotalExpo Inc. and its Union Affiliates have the jurisdiction for the erection, clean up, dismantling, repairing and building of all exhibits and displays. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting and hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging and mounting all electrical fixtures. Use of ladders is exclusive to the Union workers.

If the below requirements cannot be met than all work must be done in conjunction with proper union personnel. Labor should be ordered per the Install and Dismantle Labor Order form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent employee of the exhibiting company. This rule does not mean casual workers, a worker hired from an employment agency (temporary workers), a non-union display or decorating company.

**Exhibitors may install or dismantle their own exhibit if it meets the following requirements:**

1. Tools and/or ladders are not required.
2. The work can be completed by exhibitor and NO MORE than (1) one full time employee of exhibiting company.
3. The work can be completed within (1) one hour total. (The work may **NOT** be split between (2) two or more people to meet the time limit.)

These rules do not apply to the exhibiting company's product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

### Freight: Material Handling, Loading and Unloading

TotalExpo Inc. and its Union Affiliates have jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment. TotalExpo Inc. and its Union Affiliates also have jurisdiction of the loading and unloading of individual company vehicles, including any outside contractors.

**Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)**

1. Transport from the dock area, across the exhibit floor any amount that can be hand carried in (1) ONE TRIP per exhibiting company.
- OR**
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers in (1) ONE TRIP per exhibiting company.

**Exhibitors MAY NOT USE:** hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

### Riggers: Heavy Machinery

The riggers have the responsibility for unloading, uncrating, un-skidding, leveling, cleaning, and assembly of heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

**Labor Schedule: Whenever applicable, labor charges will be billed per the following schedule:**

- **Straight Time:** Monday through Friday, between 8:00am and 4:30pm.
- **Overtime:** Monday through Friday, prior to 8:00am and after 4:30pm.
- **Double Time:** All day on Saturday, Sundays, and Holidays.

### Tipping

Our service contractor policy expressly forbids soliciting or accepting tips of any kind. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately. If you feel a worker has done an exception job, a great way to thank them is letting their supervisor at the Service Desk know.

**Representatives or stewards of the union will be on the floor during move-in and will be checking to see that all exhibitors comply with the above rules. Your cooperation in complying with the above guidelines created by the Convention Services Division of the Local Union is appreciated.**

**LIMITS OF LIABILITY AND RESPONSIBILITY  
FOR MATERIAL HANDLING SERVICES  
PROVIDED BY TOTALEXPO, INC.**

Insurance — It is understood that TotalExpo Inc., is not an insurer. That insurance, if required, it is to be obtained by the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping. Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo Inc., shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been delivered to designated booth location.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close of a show. An Outbound Shipping Form or Bill of Lading must be turned in at the TotalExpo service desk for outbound shipments at close of the show. The Outbound Shipping Form or Bill of Lading will be checked at time of actual pick up from booth. Any discrepancies in piece counts with Outbound Shipping Form or Bill of Lading will be noted at this time.

TotalExpo Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to be displayed.

TotalExpo Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. And in any event the maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$500.00 per item, or \$1,000 per shipment, whichever is less. Claims for the loss or damage must be submitted to TotalExpo Inc. prior to the close of the show.

TotalExpo Inc. shall not be responsible for any loss, damage or delay due to Acts Of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo Inc. and/or its affiliates, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the terms and conditions set forth.

# Fire Department Rules and Regulations

## **INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:**

1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6”.
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

## **VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:**

1. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed three gallons or one-eighth tank, whichever amount is less.
4. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

## **COMBUSTIBLES:**

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

## **OBSTRUCTIONS:**

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

## **ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:**

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

## **COMPRESSED CYLINDERS:**

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

## **COOKING AND/OR WARMING DEVICES:**

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M., CSA.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are **NOT** permitted.

## **HEAT PRODUCING EQUIPMENT:**

Welding, soldering or any open flame devices are prohibited.



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<b>Company Name</b>	<b>Booth Number</b>
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**Discounted Rate Deadline: Fri, March 1<sup>st</sup>, 2024 by 4:30pm.** After this date all orders and payments will be processed at the regular rates.  
**Online Ordering Ends: Fri, March 8<sup>th</sup>, 2024 by 4:30pm.** After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> I-DAY 2024 Show Code: IDAY24

## Specialty Furniture

### How to View Images

- Please visit our [Online Market Place](#) to view images online of specialty furniture using the above show code. Turn to the “How to Submit Your Order” page for Additional instructions. Once you have created an account, you can download the catalog by clicking the “File” tab at the top of the page.
- To request a copy of the Specialty Furniture Catalog please email: [info@totalexpo.com](mailto:info@totalexpo.com) or [orders@totalexpo.com](mailto:orders@totalexpo.com).
- Rates include rental for the duration of the event.
- **CANCELLATIONS:** If cancelled within 14 days prior to move-in, a 50% refund will be issued. Cancellations made after move-in begins receive no refund. It is understood that move-in would be the date TotalExpo, Inc. begins setting up the event which may be different then the published exhibitor first move in date.

Item #	Item	Description	Qty	Advance	Regular	Total
<b>CONFERENCE TABLES</b>						
36ATO	Atomic 36" Round	Glass Top, Chrome		\$ 379.00	\$ 501.00	
42ATO	Atomic 42" Round	Glass Top, Chrome		\$ 315.00	\$ 404.00	
CB8	42" Round Madison Table	Gray Acajou, Black		\$ 491.00	\$ 651.00	
CONF42	42" Round Table	White Top		\$ 491.00	\$ 651.00	
42BKCT	42" Round Table	Black Top, Black		\$ 469.00	\$ 594.00	
BKCT5N	5' Table	Black Top, Silver		\$ 546.00	\$ 647.00	
CONF5	5' Table	White Top, Silver		\$ 546.00	\$ 647.00	
BKCT8N	8' Table	Black Top, Silver		\$ 1,008.00	\$ 1,271.00	
CONF8	8' Table	White Top, Silver		\$ 1,008.00	\$ 1,271.00	
BKC10N	10' Table	Black Top, Silver		\$ 1,008.00	\$ 1,271.00	
CONF10	10' Table	White Top, Silver		\$ 1,008.00	\$ 1,271.00	
CF2	Geo Table, Rectangle	Glass Top, Black		\$ 551.00	\$ 693.00	
CE2	Geo Table, Rectangle	Glass Top, Chrome		\$ 551.00	\$ 693.00	
CF1	Geo Table, Rounded Square	Glass Top, Black		\$ 331.00	\$ 416.00	
CE1	Geo Table, Rounded Square	Glass Top, Chrome		\$ 331.00	\$ 416.00	
MADC05	Madison 5' Table	Gray Acajou, Chrome		\$ 551.00	\$ 693.00	
MADC08	Madison 8' Table	Gray Acajou, Chrome		\$ 1,008.00	\$ 1,271.00	
MADC10	Madison 10' Table	Gray Acajou, Chrome		\$ 1,008.00	\$ 1,271.00	
WD3	Work Table	White Top, White		\$ 347.00	\$ 427.00	
<b>BARS &amp; COUNTERS</b>						
MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top,		\$ 1,680.00	\$ 2,079.00	
MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top,		\$ 1,418.00	\$ 1,756.00	
MTCLPI	Midtown Powered Counter,	Taupe Glass Top,		\$ 1,649.00	\$ 2,079.00	
MTCFUL	Midtown Powered Counter,	Taupe Glass Top,		\$ 1,554.00	\$ 1,964.00	

Item #	Item	Description	Qty	Advance	Regular	Total
<b>OFFICE &amp; PRODUCT DISPLAY</b>						
TECH3	3 Drawer File Cabinet on Castors	Black Top, Black		\$ 200.00	\$ 254.00	
JD8	Madison Executive Desk	Gray Acajou,		\$ 656.00	\$ 832.00	
TECH	Tech Desk, Powered	Black Metal, Black		\$ 431.00	\$ 543.00	
TECH3B	Tech Desk, Powered w/ 3 Drawer	Black Metal, Black		\$ 651.00	\$ 820.00	
BC8	Madison Bookcase	Gray Acajou,		\$ 509.00	\$ 645.00	
PSHCCS	Posh Shelving	Chrome, Acrylic		\$ 473.00	\$ 578.00	
PDL36B	Powered Locking Pedestal, 36"	Black		\$ 588.00	\$ 739.00	
PDL36W	Powered Locking Pedestal, 36"	White		\$ 588.00	\$ 739.00	
PDL42B	Powered Locking Pedestal, 42"	Black		\$ 704.00	\$ 866.00	
PDL42W	Powered Locking Pedestal, 42"	White		\$ 704.00	\$ 866.00	
<b>LAMPS</b>						
LA15	Mason Floor Lamp	Brushed Silver		\$ 284.00	\$ 365.00	
LA14	Mason Table Lamp	Brushed Silver		\$ 158.00	\$ 196.00	
<b>GREENERY</b>						
HDG4FT	Boxwood Hedge, 4'	Green, Black		\$ 637.00	\$ 809.00	
HDG7FT	Boxwood Hedge, 7'	Green, Black		\$ 1,003.00	\$ 1,264.00	
<b>DIVIDERS</b>						
DIVBAR	Clear Divider, Bar	Clear, Black		\$ 210.00	\$ 252.00	
DIVFRE	Clear Divider, Freestanding	Silver, Clear		\$ 386.00	\$ 462.00	
DIVFCR	Clear Divider, Freestanding	Silver, Clear		\$ 772.00	\$ 924.00	
DIVFWL	Clear Divider, Freestanding	Silver, Clear		\$ 386.00	\$ 462.00	
DIVFST	Clear Divider, Sofa/Table	Silver, Clear		\$ 287.00	\$ 347.00	
DIVFWB	Freestanding Whiteboard	Silver, White		\$ 519.00	\$ 624.00	
MIRWHT	Miramar Divider, White	Molded Plastic		\$ 553.00	\$ 670.00	
STNSGN	Stanchion Sign Holder	Chrome		\$ 78.00	\$ 95.00	
STNCH1	Stanchion w/ Retractable Belt	Black, Chrome		\$ 88.00	\$ 105.00	

Please note that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. (If excessive debris has accumulated during set up, then booth vacuuming should be ordered). If you find debris or damage to the rental item / carpet prior to setup, please notify the TotalExpo service desk immediately. The Exhibitor is liable for loss or damage to the equipment during the show until TotalExpo employees arrive to remove it at the end of the show. Exhibitor also agrees to be billed for any damages or loss of equipment other than caused by normal operation. Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs and tables should not be stood on; tables should not be stood or sat on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories.

Exhibiting Company Name	Booth Number

### Specialty Furniture

Item #	Item	Description	Qty	Advance	Regular	Total
<b>POWERED</b>						
BKCT5P	5' Table, Powered	Black Top, Silver		\$ 620.00	\$ 785.00	
C5PWR	5' Table, Powered	White Top, Silver		\$ 620.00	\$ 785.00	
BKCT8P	8' Table, Powered	Black Top, Silver		\$ 1,278.00	\$ 1,617.00	
C8PWR	8' Table, Powered	White Top, Silver		\$ 1,278.00	\$ 1,617.00	
BKC10P	10' Table, Powered	Black Top, Silver		\$ 1,278.00	\$ 1,617.00	
C10PWR	10' Table, Powered	White Top, Silver		\$ 1,278.00	\$ 1,617.00	
P30BWH	30" Bar Table, Powered	White Top, Black		\$ 803.00	\$ 1,014.00	
P30CWH	30" Cafe Table, Powered	White Top, Black		\$ 801.00	\$ 1,014.00	
ADCTBP	Adelaide Cocktail Table	Black Top, Silver		\$ 420.00	\$ 531.00	
ADCTWP	Adelaide Powered	White Top, Silver		\$ 420.00	\$ 531.00	
NPLCHP	Naples Chair, Powered	Black Vinyl		\$ 851.00	\$ 1,074.00	
NPLLOP	Naples Loveseat	Black Vinyl		\$ 989.00	\$ 1,306.00	
NPLSOP	Naples Sofa, Powered	Black Vinyl		\$ 1,244.00	\$ 1,576.00	
C1YP	Sydney Powered Cocktail	Black Top, Brushed Steel		\$ 435.00	\$ 572.00	
C1WP	Sydney Powered Cocktail	White Top, Brushed Steel		\$ 435.00	\$ 572.00	
TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base		\$ 458.00	\$ 579.00	
TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal		\$ 458.00	\$ 579.00	
VNTBLK	Ventura Comm. Bar Table	Black Top, Silver		\$ 945.00	\$ 1,247.00	
VNTWHT	Ventura Comm. Bar Table	White Top, Silver		\$ 945.00	\$ 1,247.00	
VNTCBK	Ventura Comm. Cafe	Black Top, Silver		\$ 893.00	\$ 1,126.00	
VNTCWH	Ventura Communal Cafe	White Top, Silver		\$ 893.00	\$ 1,126.00	
CUBPOW	Wireless Charging Table	White, AC Plug In		\$ 494.00	\$ 624.00	
VILHUB	Village Charging Hub	Cream		\$ 330.00	\$ 416.00	
<b>SOFT SEATING COLLECTIONS</b>						
CHR002	Allegro Chair	Blue Fabric, Brushed Metal		\$ 685.00	\$ 866.00	
SFA002	Allegro Sofa	Blue Fabric, Brushed Metal		\$ 887.00	\$ 1,120.00	
BCHWHT	Baja Chair	White Vinyl		\$ 688.00	\$ 866.00	
BLWHT	Baja Loveseat	White Vinyl		\$ 866.00	\$ 1,097.00	
BSFWHT	Baja Sofa	White Vinyl		\$ 1,045.00	\$ 1,319.00	
COCHTP	Cordoba Chair	Taupe Fabric, Black		\$ 546.00	\$ 693.00	
COLVTP	Cordoba Loveseat	Taupe Fabric, Black		\$ 788.00	\$ 993.00	
FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal		\$ 466.00	\$ 589.00	
FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal		\$ 604.00	\$ 762.00	
KEYCHR	Key Largo Chair	Black Fabric, Wood		\$ 432.00	\$ 571.00	
KEYLOV	Key Largo Loveseat	Black Fabric, Wood		\$ 546.00	\$ 693.00	
KEYSOF	Key Largo Sofa	Black Fabric, Wood		\$ 602.00	\$ 762.00	
MONCHA	Montreal Chair	Blue, Black Metal		\$ 677.00	\$ 856.00	
MONLOV	Montreal Loveseat	Blue, Black Metal		\$ 866.00	\$ 1,097.00	
NPLCHR	Naples Chair	Black Vinyl		\$ 726.00	\$ 856.00	
NPLLOV	Naples Loveseat	Black Vinyl		\$ 866.00	\$ 1,097.00	
NPLSOF	Naples Sofa	Black Vinyl		\$ 1,042.00	\$ 1,318.00	
PALSOF	Palm Beach Sofa	White Vinyl		\$ 887.00	\$ 1,120.00	
STECOA	Sterling Chair	Gray Fabric		\$ 849.00	\$ 1,074.00	
STESOF	Sterling Sofa	Gray Fabric		\$ 1,241.00	\$ 1,571.00	
VALCHA	Valencia Chair	Spice Orange Velvet		\$ 466.00	\$ 589.00	
VALSOF	Valencia Sofa	Coffee Brown Velvet		\$ 604.00	\$ 762.00	
<b>ACCENT CHAIRS</b>						
ATHCHA	Atherton Chair	Brown Leather, Black Metal		\$ 641.00	\$ 809.00	
BOWCHA	Bowery Chair	Ochre Fabric		\$ 630.00	\$ 797.00	
BNMCSB	Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base		\$ 365.00	\$ 463.00	
BNMCOW	Brooklyn Meeting Chair	White Vinyl, Black Swivel Base		\$ 365.00	\$ 432.00	

Item #	Item	Description	Qty	Advance	Regular	Total
<b>ACCENT CHAIRS (Continued)</b>						
BNMCOB	Brooklyn Meeting Chair	Black Vinyl, Oak-look		\$ 383.00	\$ 463.00	
BNMCSW	Brooklyn Meeting Chair	White Vinyl, Oak-look		\$ 383.00	\$ 463.00	
CNTCHR	Century Chair	Gray Velvet		\$ 662.00	\$ 797.00	
LABREA	La Brea Swivel Chair	Charcoal Gray Fabric		\$ 573.00	\$ 691.00	
LENCHA	Lena Chair	Moss Green Leather		\$ 573.00	\$ 693.00	
BCW	Madrid Chair	White Vinyl, Chrome		\$ 662.00	\$ 797.00	
MNCHCH	Munich Armless Chair	Gray Fabric, Black		\$ 450.00	\$ 543.00	
SWAN	Swanson Swivel Chair	White Vinyl, Chrome		\$ 461.00	\$ 580.00	
WENCHA	Wentworth Swivel Chair	Brown Vinyl		\$ 450.00	\$ 543.00	
<b>GROUP SEATING</b>						
BLDCBK	Blade Chair	Black		\$ 89.00	\$ 112.00	
BLDCRD	Blade Chair	Red		\$ 89.00	\$ 112.00	
BLDCSB	Blade Chair	Sky Blue		\$ 89.00	\$ 112.00	
SC3	Brewer Chair	Onyx, Chrome		\$ 155.00	\$ 196.00	
CCSCAZ	Chelsea Chair	Azure Blue, Black Swivel		\$ 155.00	\$ 196.00	
CCSCBK	Chelsea Chair	Black, Black Swivel		\$ 155.00	\$ 196.00	
CCSCYL	Chelsea Chair	Goldenrod Yellow Casters		\$ 155.00	\$ 196.00	
CCSCGY	Chelsea Chair	Gray, Black w/ Casters		\$ 155.00	\$ 196.00	
CCSCOR	Chelsea Chair	Orange, Black Swivel		\$ 155.00	\$ 196.00	
CCSCWL	Chelsea Chair	Walnut-look, Black		\$ 155.00	\$ 196.00	
CCBTAZ	Chelsea Chair	Azure Blue, Black Tower		\$ 155.00	\$ 196.00	
CCBTBK	Chelsea Chair	Black, Black Tower		\$ 155.00	\$ 196.00	
CCBTYL	Chelsea Chair	Goldenrod Yellow		\$ 155.00	\$ 196.00	
CCBTGY	Chelsea Chair	Gray, Black Tower Base		\$ 155.00	\$ 196.00	
CCBTOR	Chelsea Chair	Orange, Black Tower		\$ 155.00	\$ 196.00	
CCBTWL	Chelsea Chair	Walnut-look, Black		\$ 155.00	\$ 196.00	
XCHR	Christopher Chair	White Vinyl, Chrome		\$ 155.00	\$ 196.00	
DUET	Duet Stack Chair	Black, Chrome		\$ 105.00	\$ 139.00	
LMCHR	Laguna Chair	Maple, Chrome		\$ 155.00	\$ 196.00	
LUCACL	Lucent Chair	Frosted Acrylic, Chrome		\$ 236.00	\$ 300.00	
MALGRY	Malba Chair	Gray, Chrome		\$ 105.00	\$ 139.00	
MALGRN	Malba Chair	Green, Chrome		\$ 105.00	\$ 139.00	
MARCBK	Marina Chair	Black Vinyl, Brushed		\$ 184.00	\$ 243.00	
MARCBR	Marina Chair	Brown Fabric, Brushed		\$ 184.00	\$ 243.00	
MARCBE	Marina Chair	Ocean Blue Fabric		\$ 184.00	\$ 243.00	
MARCRD	Marina Chair	Red Fabric, Brushed		\$ 184.00	\$ 243.00	
MARCVH	Marina Chair	White Vinyl, Brushed		\$ 184.00	\$ 243.00	
PASCHR	Pasadena Chair	White Molded Plastic		\$ 381.00	\$ 481.00	
SC10	Razor Armless Chair	White		\$ 110.00	\$ 145.00	
RSTDIN	Rustique Chair w/ Arms	Gunmetal		\$ 158.00	\$ 196.00	
CS4	Syntax Chair	Black, Chrome		\$ 221.00	\$ 277.00	
ZENCHR	Zenith Chair	White, Chrome		\$ 197.00	\$ 263.00	
<b>OTTOMANS</b>						
BVLYBK	Beverly Bench Ottoman	Black Vinyl		\$ 394.00	\$ 497.00	
BVLYBN	Beverly Bench Ottoman	Brown Fabric		\$ 394.00	\$ 497.00	
BVLYGR	Beverly Bench Ottoman	Gray Fabric		\$ 394.00	\$ 497.00	
BVLYLN	Beverly Bench Ottoman	Linen Fabric		\$ 394.00	\$ 497.00	
BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric		\$ 394.00	\$ 497.00	
BVLYRD	Beverly Bench Ottoman	Red Fabric		\$ 394.00	\$ 497.00	
BVLYWH	Beverly Bench Ottoman	White Vinyl		\$ 394.00	\$ 497.00	
BVSMBK	Beverly Small Bench Ottoman	Black Vinyl		\$ 330.00	\$ 416.00	
BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric		\$ 330.00	\$ 416.00	

Exhibiting Company Name	Booth Number

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### Specialty Furniture

Item #	Item	Description	Qty	Advance	Regular	Total
<b>OTTOMANS (continued)</b>						
BVSMBN	Beverly Small Bench	Brown Fabric		\$ 330.00	\$ 416.00	
BVSMGN	Beverly Small Bench	Olive Green Fabric		\$ 330.00	\$ 416.00	
BVSMGY	Beverly Small Bench	Gray Fabric		\$ 330.00	\$ 416.00	
BVSMNLN	Beverly Small Bench	Linen Fabric		\$ 330.00	\$ 416.00	
BVSMNLV	Beverly Small Bench Ottoman	Lavender Fabric		\$ 330.00	\$ 416.00	
BVSMOR	Beverly Small Bench Ottoman	Orange Fabric		\$ 330.00	\$ 416.00	
BVSMRD	Beverly Small Bench Ottoman	Red Fabric		\$ 330.00	\$ 416.00	
BVSMWH	Beverly Small Bench Ottoman	White Vinyl		\$ 330.00	\$ 416.00	
BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric		\$ 330.00	\$ 416.00	
END01B	Endless Curved Ottoman	Black Vinyl, Chrome		\$ 511.00	\$ 675.00	
END01W	Endless Curved Ottoman	White Vinyl, Chrome		\$ 511.00	\$ 675.00	
END02B	Endless Square Ottoman	Black Vinyl, Chrome		\$ 447.00	\$ 566.00	
END02W	Endless Square Ottoman	White Vinyl, Chrome		\$ 447.00	\$ 566.00	
MAR001	Marche Swivel Ottoman	White Vinyl		\$ 236.00	\$ 307.00	
MAR002	Marche Swivel Ottoman	Gray Fabric		\$ 236.00	\$ 307.00	
MAR003	Marche Swivel Ottoman	Linen Fabric		\$ 236.00	\$ 307.00	
MAR004	Marche Swivel Ottoman	Raspberry Fabric		\$ 236.00	\$ 307.00	
MAR005	Marche Swivel Ottoman	Red Fabric		\$ 236.00	\$ 307.00	
MAR006	Marche Swivel Ottoman	Rose Quartz Fabric		\$ 236.00	\$ 307.00	
MAR007	Marche Swivel Ottoman	Plum Fabric		\$ 236.00	\$ 307.00	
MAR008	Marche Swivel Ottoman	Meadow Green		\$ 236.00	\$ 307.00	
MAR009	Marche Swivel Ottoman	Pear Yellow Fabric		\$ 236.00	\$ 307.00	
MAR010	Marche Swivel Ottoman	Blue Fabric		\$ 236.00	\$ 307.00	
MAR011	Marche Swivel Ottoman	Orange Fabric		\$ 236.00	\$ 307.00	
MAR012	Marche Swivel Ottoman	Forest Green Vinyl		\$ 236.00	\$ 307.00	
MAR013	Marche Swivel Ottoman	Teal Velvet		\$ 236.00	\$ 307.00	
MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl		\$ 236.00	\$ 307.00	
MAR015	Marche Swivel Ottoman	Black Vinyl		\$ 236.00	\$ 307.00	
MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur		\$ 236.00	\$ 307.00	
VIB01	Vibe Cube Ottoman	Green Vinyl		\$ 173.00	\$ 231.00	
VIB02	Vibe Cube Ottoman	Blue Vinyl		\$ 173.00	\$ 231.00	
VIB04	Vibe Cube Ottoman	Red Vinyl		\$ 173.00	\$ 231.00	
VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl		\$ 173.00	\$ 231.00	
VIB08	Vibe Cube Ottoman	Orange Vinyl		\$ 173.00	\$ 231.00	
VIB09	Vibe Cube Ottoman	White Vinyl		\$ 173.00	\$ 231.00	
VIB10	Vibe Cube Ottoman	Black Vinyl		\$ 173.00	\$ 231.00	
VIB11	Vibe Cube Ottoman	Steel Blue Vinyl		\$ 173.00	\$ 231.00	
VIB12	Vibe Cube Ottoman	Silver Vinyl		\$ 173.00	\$ 231.00	
VIB13	Vibe Cube Ottoman	Purple Vinyl		\$ 173.00	\$ 231.00	
VIB14	Vibe Cube Ottoman	Citrus Green Vinyl		\$ 173.00	\$ 231.00	
VIB15	Vibe Cube Ottoman	Taupe Vinyl		\$ 173.00	\$ 231.00	
VIB16	Vibe Cube Ottoman	Spice Orange Vinyl		\$ 173.00	\$ 231.00	
VIB17	Vibe Cube Ottoman	Desert Rose Vinyl		\$ 173.00	\$ 231.00	
<b>ACCENT TABLES</b>						
ADCTBK	Adelaide Cocktail Table	Black Top, Silver		\$ 299.00	\$ 381.00	
ADCTGL	Adelaide Cocktail Table	Glass Top, Silver		\$ 299.00	\$ 381.00	
ADCTWH	Adelaide Cocktail Table	White Top, Silver		\$ 299.00	\$ 381.00	
ADETBK	Adelaide End Table	Black Top, Silver		\$ 289.00	\$ 370.00	
ADETGL	Adelaide End Table	Glass Top, Silver		\$ 289.00	\$ 370.00	
ADETWH	Adelaide End Table	White Top, Silver		\$ 289.00	\$ 370.00	
ALC100	Alondra Cocktail Table	Glass Top, Chrome		\$ 368.00	\$ 462.00	

Item #	Item	Description	Qty	Advance	Regular	Total
<b>ACCENT TABLES (Continued)</b>						
ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome		\$ 368.00	\$ 462.00	
ALE100	Alondra End Table	Glass Top, Chrome		\$ 294.00	\$ 389.00	
ALE200	Alondra End Table	Brandy Maple Top, Chrome		\$ 294.00	\$ 389.00	
AURA	Aura Round Table	White Metal		\$ 163.00	\$ 208.00	
C1C	Geo Cocktail Table	Glass Top, Chrome		\$ 310.00	\$ 410.00	
C1FWB	Geo Cocktail Table	Brandy Maple Top, Black		\$ 310.00	\$ 410.00	
E1C	Geo End Table	Glass Top, Chrome		\$ 236.00	\$ 300.00	
E1FWB	Geo End Table	Brandy Maple Top, Black		\$ 236.00	\$ 300.00	
MESCTB	Mesa Cocktail Table	Black Top, Bronze		\$ 305.00	\$ 381.00	
MESCTG	Mesa Cocktail Table	Glass Top, Bronze		\$ 305.00	\$ 381.00	
MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze		\$ 305.00	\$ 381.00	
MESETB	Mesa End Table	Black Top, Bronze		\$ 236.00	\$ 300.00	
MESETG	Mesa End Table	Glass Top, Bronze		\$ 236.00	\$ 300.00	
MESETW	Mesa End Table	Barnwood Top, Bronze		\$ 236.00	\$ 300.00	
REGBEN	Regis Bench/Table	Brushed Metal		\$ 351.00	\$ 464.00	
REGOTT	Regis End Table	Brushed Metal		\$ 294.00	\$ 370.00	
SEDBBK	Sedona Side Table	Black Top, Bronze		\$ 163.00	\$ 208.00	
SEDBWH	Sedona Side Table	White Top, Bronze		\$ 163.00	\$ 208.00	
SEDBWD	Sedona Side Table	Wood Top, Bronze		\$ 163.00	\$ 208.00	
C1E	Silverado Cocktail Table	Glass Top, Chrome		\$ 310.00	\$ 410.00	
E1E	Silverado End Table	Glass, Chrome		\$ 236.00	\$ 300.00	
C1Y	Sydney Cocktail Table	Black Top, Brushed Steel		\$ 310.00	\$ 410.00	
SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel		\$ 315.00	\$ 381.00	
C1W	Sydney Cocktail Table	White Top, Brushed Steel		\$ 310.00	\$ 410.00	
SYDWDC	Sydney Cocktail Table	Barnwood Top, Brushed		\$ 302.00	\$ 381.00	
E1Y	Sydney End Table	Black Top, Brushed Steel		\$ 294.00	\$ 389.00	
SYDBEE	Sydney End Table	Blue Top, Brushed Steel		\$ 315.00	\$ 381.00	
E1W	Sydney End Table	White Top, Brushed Steel		\$ 294.00	\$ 389.00	
SYDWDE	Sydney End Table	Barnwood Top, Brushed		\$ 315.00	\$ 381.00	
TAOBBK	Taos Side Table	Black Top, Bronze		\$ 163.00	\$ 208.00	
TAOBWH	Taos Side Table	White Top, Bronze		\$ 163.00	\$ 208.00	
TAOBWD	Taos Side Table	Wood Top, Bronze		\$ 163.00	\$ 208.00	
TMBTBL	Timber Table	Wood		\$ 163.00	\$ 208.00	
<b>CAFÉ TABLES W/ STANDARD BLACK BASE</b>						
30BKSC	30" Round Café Table	Black Top		\$ 315.00	\$ 404.00	
30BEBC	30" Round Café Table	Blue Top		\$ 315.00	\$ 404.00	
30AGBC	30" Round Café Table	Brushed Gunmetal Top		\$ 315.00	\$ 404.00	
30YSBC	30" Round Café Table	Brushed Yellow Top		\$ 315.00	\$ 404.00	
ZTJ	30" Round Café Table	Graphite Nebula Top		\$ 315.00	\$ 404.00	
ZTA	30" Round Café Table	Gray Acajou Top		\$ 315.00	\$ 404.00	
30GSBC	30" Round Café Table	Green Top		\$ 315.00	\$ 404.00	
ZTK	30" Round Café Table	Maple Top		\$ 315.00	\$ 404.00	
30OSBC	30" Round Café Table	Orange Top		\$ 315.00	\$ 404.00	
ZTB	30" Round Café Table	Red Top		\$ 315.00	\$ 404.00	
30WH29	30" Round Café Table	White Top		\$ 315.00	\$ 404.00	
30WDBC	30" Round Café Table	Barnwood Top		\$ 315.00	\$ 404.00	
36BKSC	36" Round Café Table	Black Top		\$ 347.00	\$ 439.00	
ZTN	36" Round Café Table	Graphite Nebula Top		\$ 347.00	\$ 439.00	
ZTP	36" Round Café Table	Maple Top		\$ 347.00	\$ 439.00	
ZTQ	36" Round Café Table	White Top		\$ 347.00	\$ 439.00	

<b>Exhibiting Company Name</b>	<b>Booth Number</b>
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### Specialty Furniture

Item #	Item	Description	Qty	Advance	Regular	Total
<b>BAR TABLE</b>						
RSTSQT	Rustique Square Metal	Gunmetal		\$ 347.00	\$ 439.00	
<b>BARSTOOLS</b>						
BSS	Banana Barstool	Black, Chrome		\$ 315.00	\$ 416.00	
BST	Banana Barstool	White, Chrome		\$ 315.00	\$ 416.00	
BLDBBK	Blade Barstool	Black		\$ 152.00	\$ 191.00	
BLDBRD	Blade Barstool	Red		\$ 152.00	\$ 191.00	
BLDBSB	Blade Barstool	Sky Blue		\$ 152.00	\$ 191.00	
CBSBAZ	Chelsea Barstool	Azure Blue, Black Tower Base		\$ 210.00	\$ 266.00	
CBSBBK	Chelsea Barstool	Black, Black Tower Base		\$ 210.00	\$ 266.00	
CBSBYL	Chelsea Barstool	Goldenrod Yellow, Black Tower Base		\$ 210.00	\$ 266.00	
CBSBGY	Chelsea Barstool	Gray, Black Tower Base		\$ 210.00	\$ 266.00	
CBSBOR	Chelsea Barstool	Orange, Black Tower Base		\$ 210.00	\$ 266.00	
CBSBWL	Chelsea Barstool	Walnut-look, Black Tower Base		\$ 210.00	\$ 266.00	
XBAR	Christopher Barstool	White Vinyl, Chrome		\$ 236.00	\$ 300.00	
LMBAR	Laguna Barstool	Maple, Chrome		\$ 210.00	\$ 266.00	
ROLLBL	Lift Barstool	Black Vinyl, Chrome		\$ 273.00	\$ 358.00	
ROLLGY	Lift Barstool	Gray Vinyl, Chrome		\$ 273.00	\$ 358.00	
ROLLRD	Lift Barstool	Red Vinyl, Chrome		\$ 273.00	\$ 358.00	
ROLLWH	Lift Barstool	White Vinyl, Chrome		\$ 273.00	\$ 358.00	
LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome		\$ 326.00	\$ 427.00	
MARBBE	Marina Barstool	Ocean Blue Fabric		\$ 305.00	\$ 381.00	
MARBBK	Marina Barstool	Black Vinyl, Brushed Metal		\$ 305.00	\$ 381.00	
MARBBR	Marina Barstool	Brown Fabric, Brushed Metal		\$ 305.00	\$ 381.00	
MARBRD	Marina Barstool	Red Fabric, Brushed Metal		\$ 305.00	\$ 381.00	
MARBWH	Marina Barstool	White Vinyl, Brushed Metal		\$ 305.00	\$ 381.00	
RSTSTL	Rustique Barstool	Gunmetal		\$ 168.00	\$ 226.00	
BS001	Shark Barstool	White, Chrome		\$ 331.00	\$ 416.00	
BSR	Syntax Barstool	Black, Chrome		\$ 236.00	\$ 300.00	
ZENBAR	Zenith Barstool	White, Chrome		\$ 205.00	\$ 273.00	
BS002	Zoey Barstool	White, Chrome		\$ 336.00	\$ 462.00	
<b>COMMUNAL TABLES W/ SOLID TOPS &amp; SILVER FRAME</b>						
VNTBNP	Ventura Communal Bar	Black Top, Silver		\$ 851.00	\$ 1,074.00	
VNTMNP	Ventura Communal Bar	Maple Top, Silver		\$ 851.00	\$ 1,074.00	
VNTWNP	Ventura Communal Bar	White Top, Silver		\$ 851.00	\$ 1,074.00	
VNTCBN	Ventura Communal Café	Black Top, Silver		\$ 641.00	\$ 809.00	
VNTCMN	Ventura Communal Café	Maple Top, Silver		\$ 641.00	\$ 809.00	
VNTCWN	Ventura Communal Café	White Top, Silver		\$ 641.00	\$ 809.00	
<b>COMMUNAL TABLES W/ GROMMET HOLES &amp; SILVER FRAME</b>						
VNTBMW	Ventura Communal Bar	Maple Top, Silver		\$ 814.00	\$ 1,074.00	
VNTBWW	Ventura Communal Bar	White Top, Silver		\$ 814.00	\$ 1,074.00	
VNTCMW	Ventura Communal	Maple Top, Silver		\$ 641.00	\$ 809.00	
VNTCWW	Ventura Communal	White Top, Silver		\$ 641.00	\$ 809.00	
<b>EXECUTIVE CHAIRS</b>						
TASKST	Task Stool	Black Fabric, Black		\$ 183.00	\$ 231.00	
CUPCHA	Cupertino Mid Back Chair	Black Vinyl		\$ 284.00	\$ 358.00	
GENCHA	Genesis Chair	Black		\$ 231.00	\$ 289.00	
PROGB	Pro Executive Guest	Black Vinyl,		\$ 263.00	\$ 323.00	
PROEXB	Pro Executive High Back Chair	Black Vinyl,		\$ 454.00	\$ 599.00	
PROEXE	Pro Executive High Back Chair	White Vinyl,		\$ 454.00	\$ 599.00	
PROMDB	Pro Executive Mid Back Chair	Black Vinyl,		\$ 284.00	\$ 358.00	
PROMID	Pro Executive Mid Back Chair	White Vinyl,		\$ 284.00	\$ 358.00	

Item #	Item	Description	Qty	Advance	Regular	Total
<b>CAFÉ TABLES W/ HYDRAULIC CHROME BASE</b>						
30MAHC	30" Round Café Table	Gray Acajou Top		\$ 357.00	\$ 433.00	
30BRHC	30" Round Café Table	Red Top		\$ 357.00	\$ 433.00	
30WHHC	30" Round Café Table	White Top		\$ 357.00	\$ 433.00	
30WDHC	30" Round Café Table	Barnwood Top		\$ 357.00	\$ 433.00	
30BKHC	30" Round Café Table	Black Top		\$ 357.00	\$ 433.00	
30BEHC	30" Round Café Table	Blue Top		\$ 357.00	\$ 433.00	
30AGHC	30" Round Café Table	Brushed Gunmetal Top		\$ 357.00	\$ 433.00	
30YSHC	30" Round Café Table	Brushed Yellow Top		\$ 357.00	\$ 433.00	
30GRHC	30" Round Café Table	Graphite Nebula Top		\$ 357.00	\$ 433.00	
30GSHC	30" Round Café Table	Green Top		\$ 357.00	\$ 433.00	
30MTHC	30" Round Café Table	Maple Top		\$ 357.00	\$ 433.00	
30OSHC	30" Round Café Table	Orange Top		\$ 357.00	\$ 433.00	
36BKHC	36" Round Café Table	Black Top		\$ 389.00	\$ 485.00	
36GRHC	36" Round Café Table	Graphite Nebula Top		\$ 389.00	\$ 485.00	
36MTHC	36" Round Café Table	Maple Top		\$ 389.00	\$ 485.00	
36WTHC	36" Round Café Table	White Top		\$ 389.00	\$ 485.00	
<b>BAR TABLES W/ STANDARD BLACK BASE</b>						
30BKSB	30" Round Bar Table	Black Top		\$ 315.00	\$ 420.00	
30BEBB	30" Round Bar Table	Blue Top		\$ 315.00	\$ 420.00	
30AGBB	30" Round Bar Table	Brushed Gunmetal Top		\$ 315.00	\$ 420.00	
30YBBB	30" Round Bar Table	Brushed Yellow Top		\$ 315.00	\$ 420.00	
VTJ	30" Round Bar Table	Graphite Nebula Top		\$ 315.00	\$ 420.00	
VTA	30" Round Bar Table	Gray Acajou Top		\$ 315.00	\$ 420.00	
30GSBB	30" Round Bar Table	Green Top		\$ 315.00	\$ 420.00	
VTK	30" Round Bar Table	Maple Top		\$ 315.00	\$ 420.00	
30OSBB	30" Round Bar Table	Orange Top		\$ 315.00	\$ 420.00	
VTB	30" Round Bar Table	Red Top		\$ 315.00	\$ 420.00	
30WH42	30" Round Bar Table	White Top		\$ 315.00	\$ 420.00	
30WDDB	30" Round Bar Table	Barnwood Top		\$ 315.00	\$ 420.00	
36BKSB	36" Round Bar Table	Black Top		\$ 347.00	\$ 441.00	
VTN	36" Round Bar Table	Graphite Nebula Top		\$ 347.00	\$ 441.00	
VTP	36" Round Bar Table	Maple Top		\$ 347.00	\$ 441.00	
VTW	36" Round Bar Table	White Top		\$ 347.00	\$ 399.00	
<b>BAR TABLES W/ HYDRAULIC CHROME BASE</b>						
30BKHB	30" Round Bar	Black Top		\$ 357.00	\$ 433.00	
30BEHB	30" Round Bar	Blue Top		\$ 357.00	\$ 433.00	
30AGHB	30" Round Bar	Brushed Gunmetal		\$ 357.00	\$ 433.00	
30YSHB	30" Round Bar	Brushed Yellow		\$ 357.00	\$ 433.00	
30GRHB	30" Round Bar	Graphite Nebula		\$ 357.00	\$ 433.00	
30GSHB	30" Round Bar	Green Top		\$ 357.00	\$ 433.00	
30MTHB	30" Round Bar	Maple Top		\$ 357.00	\$ 433.00	
30OSHB	30" Round Bar	Orange Top		\$ 357.00	\$ 433.00	
30BRHB	30" Round Bar	Red Top		\$ 357.00	\$ 433.00	
30WHHB	30" Round Bar	White Top		\$ 357.00	\$ 433.00	
30WDHB	30" Round Bar	Barnwood Top		\$ 357.00	\$ 433.00	
30MAHB	30" Round Bar	Gray Acajou Top		\$ 357.00	\$ 433.00	
36BKHB	36" Round Bar	Black Top		\$ 389.00	\$ 485.00	
36GRHB	36" Round Bar	Graphite Nebula Top		\$ 389.00	\$ 485.00	
36MTHB	36" Round Bar	Maple Top		\$ 389.00	\$ 485.00	
36WTHB	36" Round Bar	White Top		\$ 389.00	\$ 485.00	



# LA I-Day 2024

March 19, 2024



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<b>State:</b>	<b>Delivery Date: March 19, 2024 Time: 8-11 AM</b>
<b>Postal Code / Zip Code:</b>	<b>Event Date: March 19, 2024 Time: 11:30 A- 5:30 PM</b>
<b>Tel: Fax: ( )</b>	<b>Pick Up Date: March 19, 2024 Time: 5:30 PM -6:30 PM</b>
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<i>Presentation Equipment</i>	QTY.	DAYS	PRICE	TOTAL
Flipcharts w/ Pad and Markers		1	\$ 50.00	\$ -
Flipcharts w/ Post it Pad and Markers		1	\$ 80.00	\$ -
Tripod Screen 6ft		1	\$ 25.00	\$ -
Tripod Screen 7ft/ 8ft		1	\$ 30.00	\$ -
4x6 Whiteboard with easel, eraser, and markers		1	\$ 75.00	\$ -
<i>Visual Video/Data Display Equipment</i>		DAYS	PRICE	TOTAL
32" LED 1080P Flat Screen TV w/ Tablestand		1	\$ 60.00	\$ -
40" LED 1080P Flat Screen TV w/ Tablestand		1	\$ 85.00	\$ -
50" LED 1080P HDMI Flat Screen TV w/ Pole Stand		1	\$ 125.00	\$ -
55" LED 4K HDMI Flat Screen TV w/ Pole Stand		1	\$ 150.00	\$ -
60" LED 4K HDMI Flat Screen TV w/ Pole Stand		1	\$ 175.00	\$ -
70" LED 4K HDMI Flat Screen TV w/ Pole Stand		1	\$ 200.00	\$ -
75" LED 4K HDMI Flat Screen TV w/ Pole Stand		1	\$ 275.00	\$ -
80" LED 4K HDMI Flat Screen TV w/ Pole Stand		1	\$ 300.00	\$ -
Panasonic DLP 8500 Lumens Projector 1080P Res w/ Ultra Short Lens		1	\$ 300.00	\$ -
Panasonic HD 12K Lumens 1080P Laser Projector w/ Ultra Short Lens		1	\$ 600.00	\$ -
Media Player with HDMI Cable		1	\$ 5.00	\$ -
50" TV Card with Skirt		1	\$ 10.00	\$ -
<i>Audio Equipment</i>	QTY.	DAYS	PRICE	TOTAL
Shure UHF ULX Wireless Microphone Kit		1	\$ 75.00	\$ -
Omnidirectional SM 58 Shure Microphone ( wired )		1	\$ 25.00	\$ -
Mackie 802 -4 Channel Shure Audio Mixer		1	\$ 20.00	\$ -
Soundcraft 10 Channel Audio Mixer		1	\$ 35.00	\$ -
JBL Eon G2 10" Powered Speaker w/ Tripod (220 Watt)		1	\$ 25.00	\$ -
QSC K8.2 Powered Speaker w/ Tripod (1000 Watt)		1	\$ 50.00	\$ -
QSC K12.2 Powered Speaker w/ Tripod (2000 Watt)		1	\$ 60.00	\$ -
<i>Laptops</i>	QTY.	WEEKLY	PRICE	TOTAL
DEL/ACER/ ASUS Win 10 Laptop w/ Office Pro 2016 GE Force Video Card		1	\$ 150.00	\$ -
HDMI Cable 25 ft		1	\$ 10.00	\$ -
RF Wireless Presenter with Laser Pointer (100' Range)		1	\$ 15.00	\$ -
<i>Lighting</i>	QTY.	DAYS	PRICE	TOTAL
LED HEX Blizzard Uplight with Battery		3	\$ 15.00	\$ -

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