



pri  **med** **Southwest**
Primary Care CME/CE Conference & Expo

EXHIBITOR SERVICES KIT

Pri-Med Southwest 2024
April 11-13, 2024
George R. Brown Convention Center
Houston, TX

Welcome

Dear Pri-Med Southwest 2024 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for Pri-Med Southwest 2024. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business,
From all of us at T3 Expo

Use our
INTERACTIVE
TABLE OF CONTENTS
 for EASY NAVIGATION



Table of Contents

T3 EXPO INFORMATION

Show Information.....	5
Important Dates & Deadlines Checklist	6
Preshow Checklist.....	7
On-site Checklist	8

SHIPPING INFORMATION

Material Handling	10
Shipping Addresses.....	11
TForce Freight Trade Show Form.....	12-13
GRB Marshalling Yard Directions & Map.....	14-15
Advance Shipment Labels	16
Direct Shipment Labels	17
Hanging Sign Advance Shipment Labels	18

T3 SERVICE INFORMATION & FORMS

Print Production Artwork Requirements	20
Floor Covering.....	21
Floor Covering Order Form	22
Furniture – Standard Chairs	23
Accessories / Pipe & Drape	24
Furniture / Accessories / Pipe & Drape Order Form	25
Display Tables & Counters.....	26
Display Tables & Counters Order Form	27
Display Labor & Forklift Order Form.....	28
Hanging Sign Order Form	29
Hanging Sign Description & Position	30
Accessible Storage & Cleaning Order Form.....	31
Signage Order Form.....	32
Custom Furniture Catalog	33
Custom Furniture Order Forms.....	34-35

ADDITIONAL INFORMATION & FORMS

Payment Information.....	37
Notification Of Intent To Use EAC	38
Third Party Authorization	39
United States Fire Department Regulations.....	40
Houston, TX Labor Guidelines	41

ANCILLARY INFORMATION & FORMS

GRB Rules & Regulations.....	43-55
GRB Exhibitor Guidelines.....	56
Pri-Med Rules and Regulations.....	57-60
Booth Design and Build Diagrams.....	61-64
Smart City Exhibitor Ordering Guide.....	65-78
Internet Services Order Form.....	79
Electrical Services Order Form	80
Plumbing Services Order Form	81
Audio Visual Services Order Form	82
Exhibitor Code of Conduct.....	83
Pri-Med Southwest Approved Vendors.....	84
Hotel & Travel Discount Information.....	85

T3 EXPO INFORMATION

Show Information

LocationGeorge R. Brown Convention Center
1001 Avenida De Las Americas
Houston, TX 77010**Exhibit Hall**

Exhibit Hall A3

Aisle Carpet

Tuxedo

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Tuesday, April 9 8:00 am – 4:30 pm	Thursday, April 11 8:30 am – 3:45 pm	Saturday, April 13 12:45 pm – 8:00 pm	Saturday, April 13 By 6:00 pm
Wednesday, April 10 8:00 am – 4:30 pm	Friday, April 12 8:30 am – 3:00 pm	–	–
–	Saturday, April 13 8:30 am – 12:45 pm	–	–

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

Important Dates & Deadlines Checklist

Monday, March 4, 2024	Receiving at Advance Warehouse Begins
Monday, March 11, 2024	Artwork Submission Deadline
Monday, March 11, 2024	Exhibitor Appointed Contractor Form Deadline
Monday, March 18, 2024	Artwork Approval Deadline
Monday, March 18, 2024	T3 Service Orders Advanced Discount Deadline
Monday, March 18, 2024	Custom Furniture Advanced Discount Deadline
Tuesday, March 19, 2024.....	SmartCity Exhibitor Services Advanced Discount Deadline; Internet, Telephone, Electrical & Plumbing
Friday, March 22, 2024	Audio Visual Deadline
Tuesday, April 2, 2024.....	Last Day for Advanced Shipments to Arrive without Surcharges
Tuesday, April 9, 2024.....	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Wednesday, April 10, 2024	All Exhibits Must Be Set by 4:30 pm
Saturday, April 13, 2024	All Carriers Must Check In by 6:00 pm

Preshow Checklist

[Please click here to view our Terms and Conditions](#)

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders)

Arrange in-bound freight/Material Handling

If you or any other vendor are shipping materials to your booth, be sure to choose **Advance** or **Direct Shipping**:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
 - PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
 3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
 4. Label your freight correctly with your company name, booth number, event/show name and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

- Please choose the appropriate option and/or configuration of your booth structure.

Order graphics/signage and submit artwork, if applicable

- See the Print Production Artwork Requirements page in this Service Kit for format information and submission details.

Order booth furnishings/accessories, if applicable

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
- If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed. We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

On-site Checklist

Check all freight when you arrive

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

Booth set-up

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty Stickers which can be picked up at the T3 Service Desk.

Arrange outbound shipping

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You will need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date / time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

Booth freight packed and ready to ship out

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

SHIPPING INFORMATION

Pri-Med Southwest 2024 BOOTH #: _____
--

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Tuesday, April 2, 2024 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form **MUST** be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and **ALL** of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check-in: All carriers must be checked in no later than Saturday, April 13, 2024 by 6:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you **MUST** have their shipping labels for each piece and schedule your pick up. Without these, your freight will **NOT** be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Monday, March 4, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.52/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$78.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Tuesday, April 9, 2024 at 8:00 am. Shipments that arrive prior to this date may be refused by the George R. Brown Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$1.90/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$78.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: Pri-Med Southwest 2024

c/o: T3 Expo

c/o: TForce Freight c/o Crane Cartage
13320 Kennedy Greens S
Houston, TX 77039

Information

Advance shipments will be accepted beginning on Monday, March 4, 2024 through Tuesday, April 2, 2024 between the hours of 8:00 am – 4:00 pm.

Shipments received after Tuesday, April 2, 2024 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: Pri-Med Southwest 2024

c/o: T3 Expo

c/o: George R. Brown Convention Center
Exhibit Hall A3
1001 Avenida De Las Americas
Houston, TX 77010

Information

Direct shipments are accepted starting on Tuesday, April 9, 2024 beginning at 8:00 am and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.



Get the Show on the Road

TForce Freight Trade Show

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

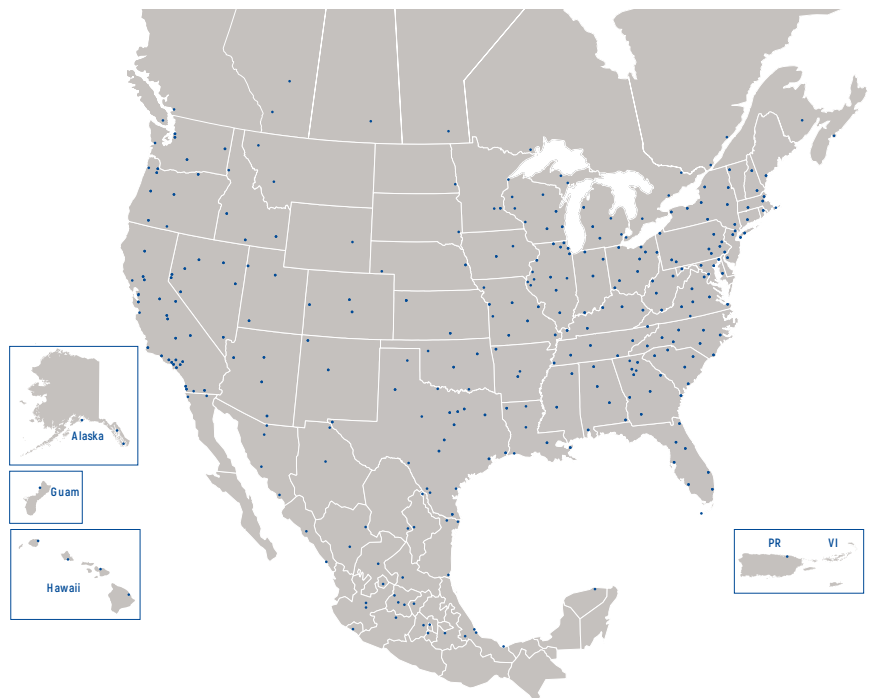
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

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



Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.





TForce Freight Trade Show Features & Benefits



Guaranteed On-time

We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.*



Professional Assistance

TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.



Real-Time Tracking

Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.



Expedited Shipping

When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.



Faster Unloading

TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.



Caravan Service

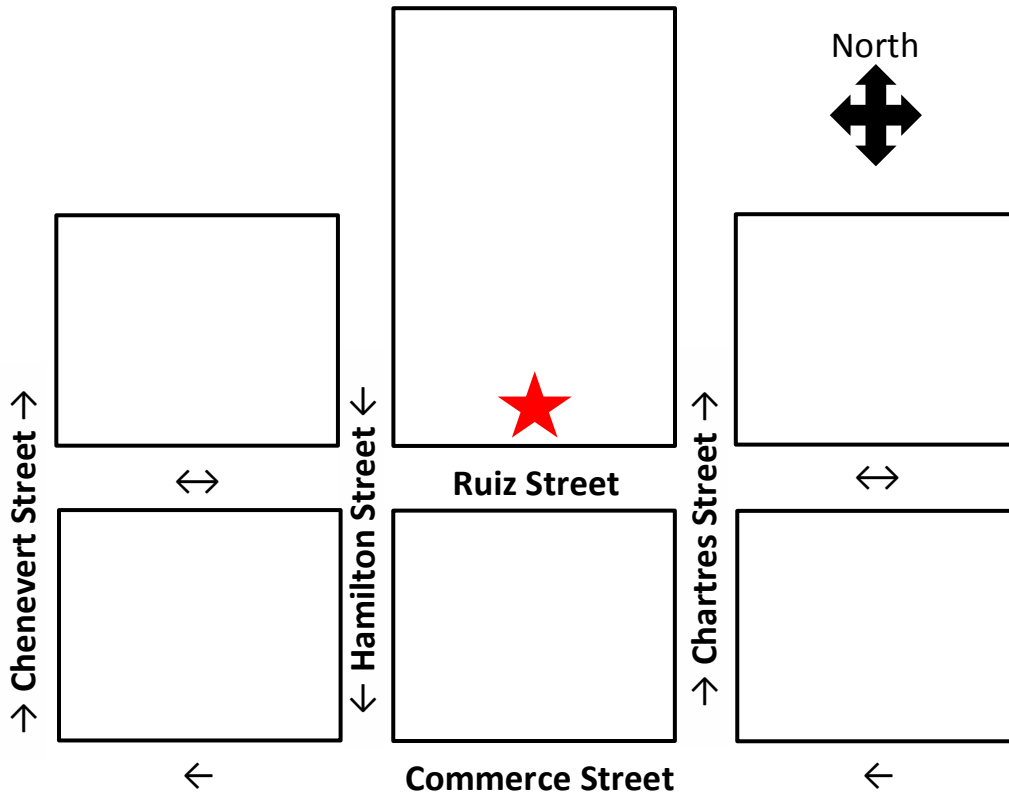
TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact
TForce Freight Trade Show at: 800-988-9889 or tforcefreight.com

*Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.



Marshalling Yard Directions
1901 Ruiz Street
Houston, Texas 77002



Directions from the George R. Brown Convention Center

Level 1 Loading Docks **Coming from Exhibit Halls A, B, C, D, E**

Left onto Chartres Street > Left onto Ruiz Street

Level 3 Ramp **Coming from Exhibit Halls A3, B3, Ballroom, General Assembly & Meeting Rooms**

Right onto Chenevert Street > Right on Polk Street
 > Left on Chartres Street > Left onto Ruiz Street



ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 4, 2024 TO TUESDAY, APRIL 2, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Crane Cartage

13320 Kennedy Greens S

Houston, TX 77039

Event: **Pri-Med Southwest 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 4, 2024 TO TUESDAY, APRIL 2, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Crane Cartage

13320 Kennedy Greens S

Houston, TX 77039

Event: **Pri-Med Southwest 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING TUESDAY, APRIL 9, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: George R. Brown Convention Center

Exhibit Hall A3

1001 Avenida De Las Americas

Houston, TX 77010

Event: **Pri-Med Southwest 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING TUESDAY, APRIL 9, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: George R. Brown Convention Center

Exhibit Hall A3

1001 Avenida De Las Americas

Houston, TX 77010

Event: **Pri-Med Southwest 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 4, 2024 TO TUESDAY, APRIL 2, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Crane Cartage

13320 Kennedy Greens S

Houston, TX 77039

Event: **Pri-Med Southwest 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 4, 2024 TO TUESDAY, APRIL 2, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Crane Cartage

13320 Kennedy Greens S

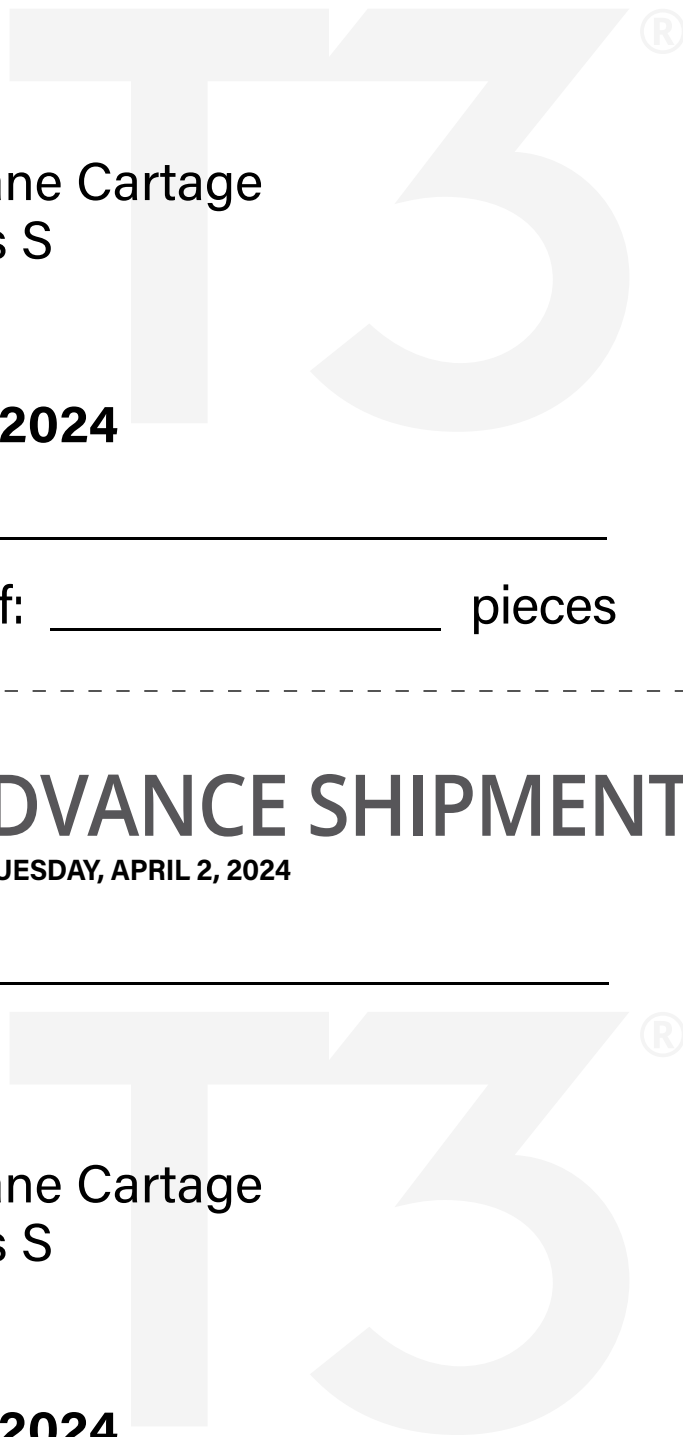
Houston, TX 77039

Event: **Pri-Med Southwest 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.



T3 SERVICE INFORMATION & FORMS

Artwork Submission Deadline:
All artwork due by Monday, March 11, 2024

Print Production Artwork Requirements

PLEASE NOTE:

All artwork must be submitted in **CMYK** (not RGB/HEX).

General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

Submitting Artwork

Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download graphic templates.

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

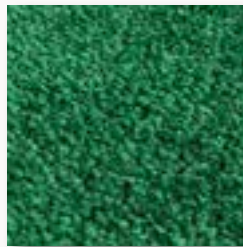
- Event name
- Company name
- Booth number
- Contact information

Floor Covering

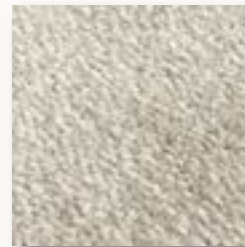
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



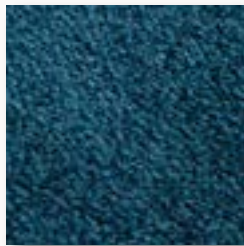
Black



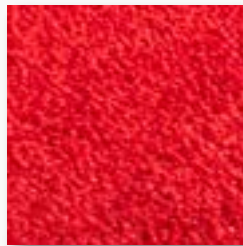
Green



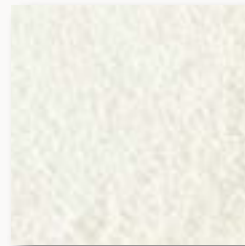
Grey



Navy



Red



White

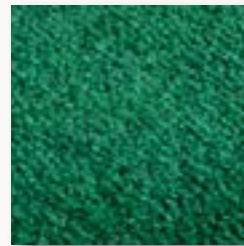
Standard Carpet – 16 oz. Nylon Carpet



Black



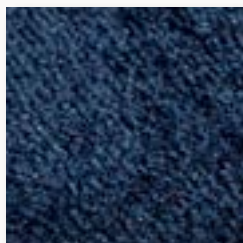
Blue



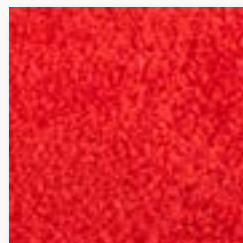
Green



Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Monday, March 18, 2024

Floor Covering Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet
Please enter size and select carpet color

The booth space is concrete and floor covering is required by Show Management.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$6.11	or \$8.55	= \$ _____

Please select UPGRADED carpet color: (check one)

Black	Green	Grey
Navy	Red	White

Standard Carpet – 16 oz. nylon carpet – Please enter size and select carpet color

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$258.00	or \$361.00	\$ _____	20' x 20' \$1,032.00	or \$1,444.00	\$ _____
10' x 20' \$516.00	or \$722.00	\$ _____	20' x 30' \$1,548.00	or \$2,166.00	\$ _____
10' x 30' \$774.00	or \$1,083.00	\$ _____	20' x 40' \$2,064.00	or \$2,888.00	\$ _____
10' x 40' \$1,032.00	or \$1,444.00	\$ _____	30' x 30' \$2,322.00	or \$3,249.00	\$ _____

20' carpet comes as two matching 10' pieces.

Custom Size – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$2.58	or \$3.61	= \$ _____

Please select STANDARD or CUSTOM carpet color: (check one)

Black	Blue	Green
Navy	Red	Tuxedo
		Grey

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$1.18	or \$1.65	= \$ _____
1" Foam Padding* _____ x _____ = _____ sq. ft		x \$2.36	or \$3.30	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$0.95	or \$1.33	= \$ _____

Subtotal: \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.25% \$ _____
Estimated Total Floor Covering \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

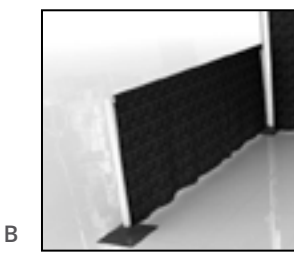
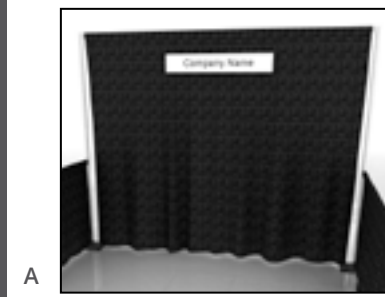
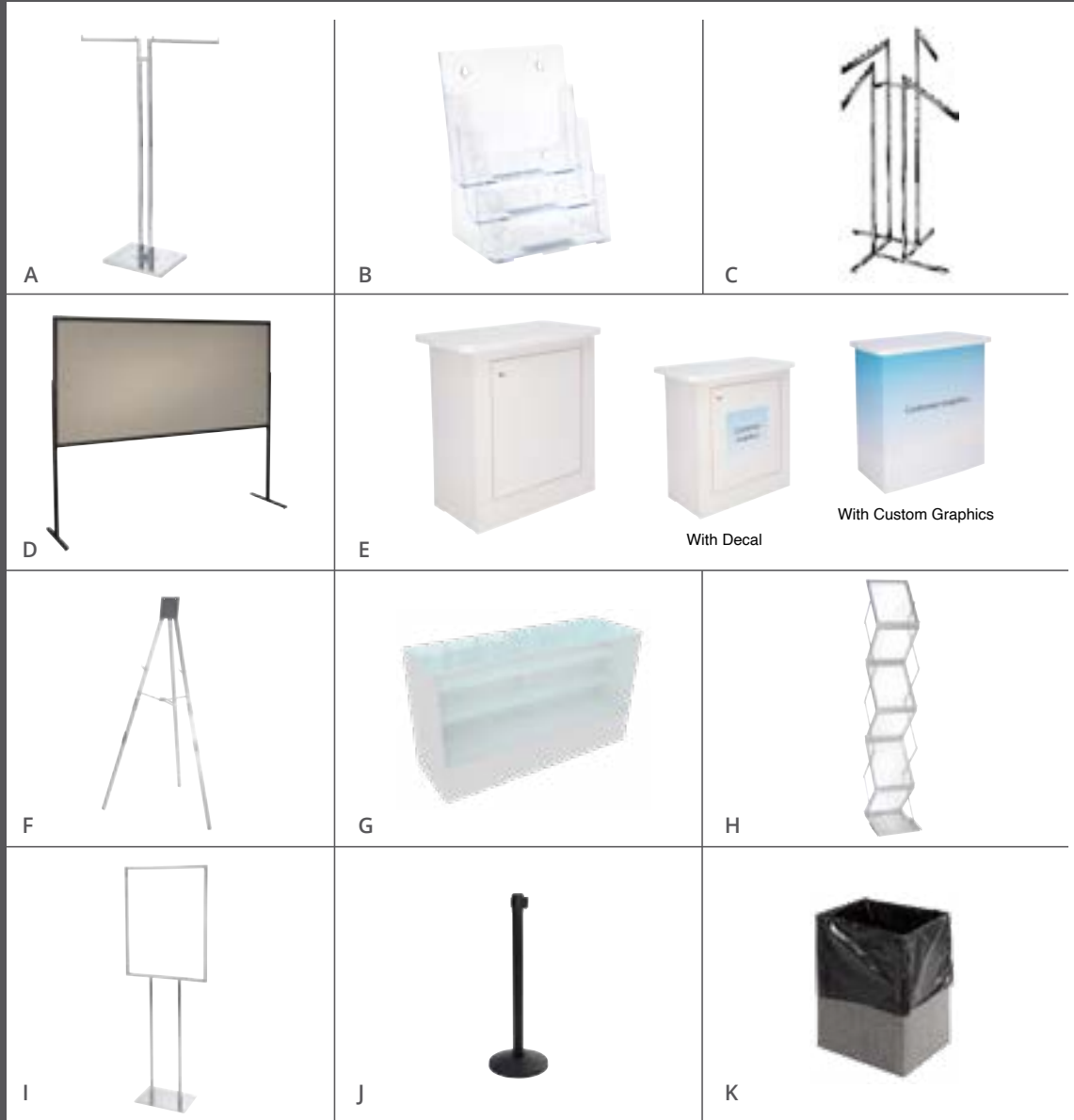
Accessories / Pipe & Drape

Accessories

- A. Bag Stand – Chrome
- B. Brochure Holder
- C. Coat Tree – Chrome
- D. Display Board (8'w x 4'h)
- E. Display Counter – (36" w x 41" h x 21" d)
 Display Counter with Decal (14" x 14")
 Display Counter with Custom Graphics
- F. Easel – Tripod
- G. Display Showcase – (58" w x 38" h x 17.5" d)
- H. Literature Stand
- I. Sign Stand – Chrome (22" w x 28" h)
- J. Stanchion (includes 7' retractable cord)
- K. Wastebasket

Pipe & Drape

- A. 8' High Drape
- B. 3' High Drape



PLEASE NOTE:
 Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Monday, March 18, 2024

Furniture / Accessories / Pipe & Drape Order Form

	Quantity		Discount Price		Standard Price		Extended Price
Furniture							
A. Bar Stool – Black	_____	x	\$198.00	or	\$277.00	= \$	_____
B. Side Chair – Black	_____	x	\$136.00	or	\$190.00	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Accessories							
A. Bag Stand – Chrome	_____	x	\$218.00	or	\$305.00	= \$	_____
B. Brochure Holder	_____	x	\$82.00	or	\$115.00	= \$	_____
C. Coat Tree	_____	x	\$120.00	or	\$168.00	= \$	_____
D. Display Board (8'w x 4'h)	_____	x	\$221.00	or	\$309.00	= \$	_____
E. Display Counter (36"w x 41"h x 21"d)	_____	x	\$377.00	or	\$528.00	= \$	_____
Display Counter with Decal (14" x 14")*	_____	x	\$452.00	or	\$603.00	= \$	_____
Display Counter with Custom Graphics*	_____	x	\$502.00	or	\$653.00	= \$	_____
F. Easel – Tripod	_____	x	\$91.00	or	\$127.00	= \$	_____
G. Display Showcase (58" x 38" x 17.5d")	_____	x	\$409.00	or	\$573.00	= \$	_____
H. Literature Stand	_____	x	\$174.00	or	\$244.00	= \$	_____
I. Sign Stand – Chrome (22"w x 28"h)	_____	x	\$146.00	or	\$204.00	= \$	_____
J. Stanchion (with 7' retractable cord)	_____	x	\$98.00	or	\$137.00	= \$	_____
K. Wastebasket	_____	x	\$26.00	or	\$36.00	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Pipe & Drape							
A. 8' High Drape – Per Linear ft	_____	x	\$22.00	or	\$31.00	= \$	_____
B. 3' High Drape – Per Linear ft	_____	x	\$14.00	or	\$20.00	= \$	_____

Please Select Drape Color: (check one)

Black
 Blue
 Burgundy
 Gold
 Green
 Grey
 Plum
 Red
 White

***Submitting Artwork**

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone #: _____

Booth #: _____

Sales Tax 8.25% \$ _____

Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

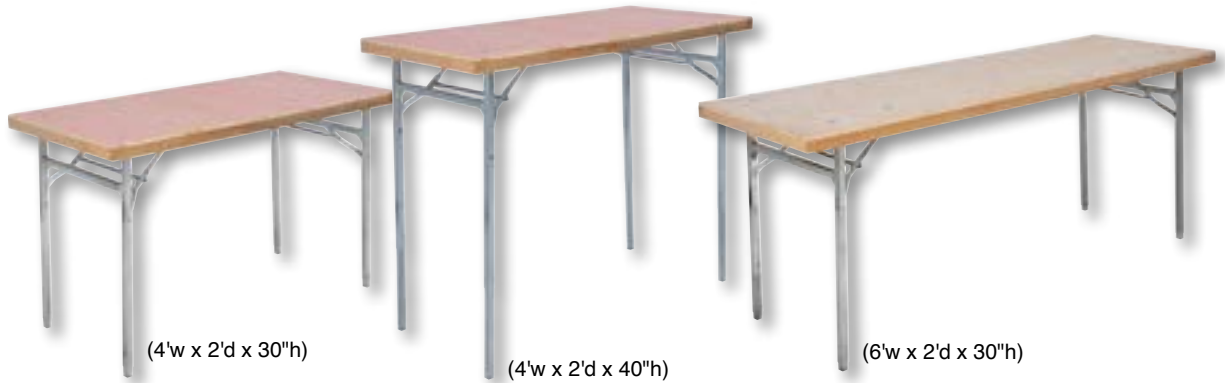
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- Skirted tables include white vinyl top and pleated skirt on three sides.
- Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.



Unskirted Tables

- 4'w x 2'd x 30"h
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h



Round Tables

- 30" diameter x 30"h – Black
- 30" diameter x 40"h – Black



Skirting not available on round tables.

PLEASE NOTE:
 Colors and style may vary upon availability for items on this page.

T3 Advanced Discount Deadline:
Order and payment due by Monday, March 18, 2024

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$174.00	or	\$244.00	= \$	_____
6'w x 2'd	_____ x		\$202.00	or	\$283.00	= \$	_____
8'w x 2'd	_____ x		\$236.00	or	\$330.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$55.00	or	\$77.00	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$202.00	or	\$283.00	= \$	_____
6'w x 2'd	_____ x		\$236.00	or	\$330.00	= \$	_____
8'w x 2'd	_____ x		\$271.00	or	\$379.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$64.00	or	\$90.00	= \$	_____

Please Select Skirting Color: (check one)

Black
 Blue
 Burgundy
 Gold
 Green
 Grey
 Plum
 Red
 White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____ x		\$68.00	or	\$95.00	= \$	_____
6'w x 2'd	_____ x		\$90.00	or	\$126.00	= \$	_____
8'w x 2'd	_____ x		\$110.00	or	\$154.00	= \$	_____
40" High Unskirted							
4'w x 2'd	_____ x		\$90.00	or	\$126.00	= \$	_____
6'w x 2'd	_____ x		\$110.00	or	\$154.00	= \$	_____
8'w x 2'd	_____ x		\$131.00	or	\$183.00	= \$	_____
Round Tables							
30"d x 30"h, black	_____ x		\$130.00	or	\$182.00	= \$	_____
30"d x 40"h, black	_____ x		\$145.00	or	\$203.00	= \$	_____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone #: _____
 Booth #: _____

Sales Tax 8.25% \$ _____
Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of T3 Expo.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

	Straight Time	Overtime	Double Time
Display Labor			
Labor	\$121.00	\$166.00	\$226.00
T3 Supervised Labor	\$157.30	\$215.80	\$293.80
Forklift and Operator.....	\$298.00	\$330.00	\$426.00

	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____ x _____	x _____	= \$ _____	
	_____	_____ x _____	x _____	= \$ _____	
Dismantle	_____	_____ x _____	x _____	= \$ _____	
	_____	_____ x _____	x _____	= \$ _____	

For Forklift Orders

Type of Work Being Performed

- Unskid/reskid equipment
- Place equipment
- Build booth structure
- Other: _____

Size of forklift required:

- 5,000 lb lift
- 10,000 lb lift
- 15,000 lb lift

Heaviest piece weight _____ Dimensions _____ x _____ x _____
 length width height

For Display Labor – Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor \$ _____

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$121.00	\$166.00	\$226.00
T3 Supervised Sign Assembly Labor.....	\$157.30	\$215.80	\$293.80

Does the sign require assembly? Yes No
 (assembly labor performed at rates above)

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	\$629.00	\$728.00	\$826.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
 **We will do our best to accommodate the requested date and time.
 Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: (____) _____

On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: (____) _____

On site/after hours contact name: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Set-Up Instructions Attached

Outbound Shipping Information Attached (for T3 Expo Supervised Dismantle only)

Estimated Total Hanging Sign..... \$ _____

Hanging Sign Description & Position

Description of Sign

Material

Cloth/Vinyl Wood System Metal Other _____

Single Sided Double Sided Pockets Grommets # of Hang Points _____

Shape

Square Circle Triangle Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?

Yes No

Electricity Required?

Yes No

Chain Motors Required? (call/email T3 Expo for rates)

Yes No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes No

Position of Sign

Distance from the floor to the top of the sign _____ or _____ to maximum height allowed

Location

Center of Booth

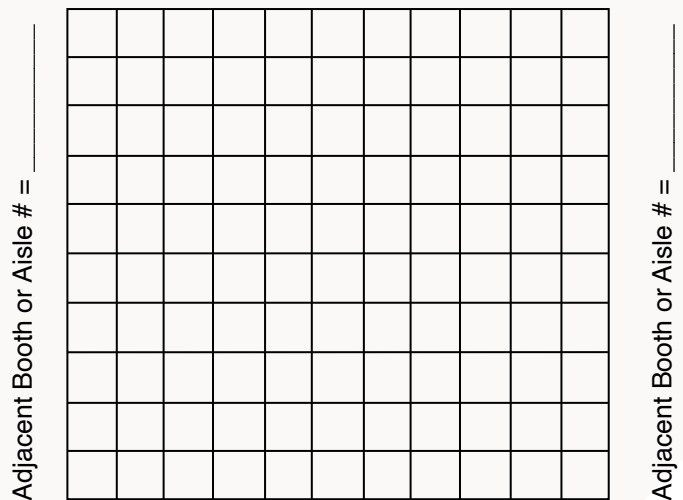
See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.



Adjacent Booth or Aisle # = _____

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Accessible Storage & Cleaning Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$3.00 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage	Area	# Days	Extended Price
	\$3.00 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$121.00	\$166.00	\$226.00

Empty Storage	Quantity	Standard Price	Extended Price
Cardboard Box	_____ x	\$40.00 each	= \$ _____
Fiber Case	_____ x	\$50.00 each	= \$ _____

Cleaning	Area	Price	# Days	Extended Price
Porter Service	_____ x _____ x	\$0.73 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____ x	\$0.58 per sq. ft.	x _____	= \$ _____

	Quantity	Standard Price
Shrink Wrap	_____	\$104.00

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Est. Total Storage Services \$ _____

T3 Advanced Discount Deadline:
Order and payment due by Monday, March 18, 2024

All artwork due by Monday, March 11, 2024

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

T3 Expo can design layouts of graphics for an additional fee of \$125 per hour (Two hour minimum).

Please refer to the Print Production Artwork Requirements page for information on file set-up, and a link to upload your graphic files or download templates.

Signage

Standard Size Signs

	Quantity	Advanced Price	Standard Price	Extended Price
8.5"w x 11"h.....	_____ x _____	\$45.00	or \$54.00	= \$ _____
11"w x 14"h.....	_____ x _____	\$67.20	or \$81.00	= \$ _____
22"w x 28"h.....	_____ x _____	\$112.00	or \$134.00	= \$ _____
28"w x 44"h.....	_____ x _____	\$196.00	or \$235.00	= \$ _____

Subtotal = \$ _____

Custom Size Banner (in square feet)

Single Sided

	Advanced Price	Standard Price	Extended Price
_____ x _____ = _____ width height area	x \$20.00	or \$22.00	= \$ _____ (per square foot)

Double Sided (x2)

_____ x _____ = _____ width height area	x \$40.00	or \$44.00	= \$ _____ (per square foot)
--	-----------	------------	---------------------------------

Subtotal = \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.25% \$ _____
Estimated Total Signage \$ _____



[Click here to view the
CORT TRADESHOW
FURNISHINGS CATALOG](#)

CORT®

EVENTS

TRADESHOW
FURNISHINGS | 2022

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
POWERED FURNITURE						
	BKCT5P	5' Table	Black Top, Silver	\$1,148	\$1,436	
	BKCT8P	8' Table	Black Top, Silver	\$2,207	\$2,759	
	BKCT10P	10' Table	Black Top, Silver	\$2,207	\$2,759	
	NPLCHP	Naples Chair	Black Vinyl	\$1,030	\$1,288	
	NPLLOP	Naples Loveseat	Black Vinyl	\$1,380	\$1,725	
	NPLSOP	Naples Sofa	Black Vinyl	\$1,589	\$1,987	
	CIYP	Sydney Cocktail Table	Black Top, Brushed Steel	\$433	\$541	
	CIWP	Sydney Cocktail Table	White Top, Brushed Steel	\$431	\$539	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,342	\$1,678	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,342	\$1,678	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,082	\$1,352	
	VNTCVH	Ventura Communal Café Table	White Top, Silver	\$1,082	\$1,352	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$572	\$715	
	VILHUB	Village Charging Hub	Cream	\$364	\$454	
<i>Additional Powered Products under Office & Product Display on Page 2</i>						
SOFT SEATING COLLECTIONS						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$590	\$737	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$837	\$1,046	
	BCHWHT	Baja Chair	White Vinyl	\$603	\$753	
	BLVWHT	Baja Loveseat	White Vinyl	\$956	\$1,195	
	BSFWHT	Baja Sofa	White Vinyl	\$1,115	\$1,395	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$415	\$519	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$572	\$715	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$376	\$470	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$436	\$545	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$551	\$689	
	NPLCHR	Naples Chair	Black Vinyl	\$700	\$876	
	NPLLOV	Naples Loveseat	Black Vinyl	\$845	\$1,056	
	NPLSOF	Naples Sofa	Black Vinyl	\$1,002	\$1,252	
	PALSOV	Palm Beach Sofa	White Vinyl	\$876	\$1,095	
	STECHA	Sterling Chair	Gray Fabric	\$1,035	\$1,294	
	STESOF	Sterling Sofa	Gray Fabric	\$1,507	\$1,884	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$461	\$577	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$587	\$734	
	COCHTP	Cordoba Chair	Taupe Fabric, Black	\$660	\$825	
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	\$943	\$1,179	
ACCENT CHAIRS						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$778	\$972	
	BOWCHA	Bowery Chair	Ochre Fabric	\$729	\$912	
	CNTCHR	Century Chair	Gray Velvet	\$742	\$927	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$494	\$618	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$654	\$818	
	BCW	Madrid Chair	White Vinyl, Chrome	\$770	\$963	
	OCMWHT	Meeting Chair	White Vinyl, Wenge	\$328	\$410	
	MONCHA	Montreal Chair	Blue, Black Metal	\$801	\$1,002	
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	\$590	\$737	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$431	\$539	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$572	\$715	
	TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$556	\$695	
	WENCHA	Wentworth Swivel Chair	Brown Vinyl	\$431	\$539	
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	\$440	\$550	
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	\$440	\$550	
GROUP SEATING						
	BLDCRD	Blade Chair	Red	\$96	\$119	
	BLDCSB	Blade Chair	Sky Blue	\$96	\$119	
	SC3	Brewer Chair	Onyx, Chrome	\$211	\$264	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$127	\$159	
	DUET	Duet Stack Chair	Black, Chrome	\$80	\$101	
	LMCHR	Laguna Chair	Maple, Chrome	\$180	\$226	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$237	\$297	
	MALGRY	Malba Chair	Gray, Chrome	\$137	\$171	
	MALGRN	Malba Chair	Green, Chrome	\$137	\$171	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$191	\$238	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$191	\$238	
	MARCBE	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$191	\$238	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$191	\$238	
	MARCVH	Marina Chair	White Vinyl, Brushed Metal	\$191	\$238	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$451	\$564	
	SC10	Razor Armless Chair	White	\$88	\$109	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$129	\$161	
	CS4	Syntax Chair	Black, Chrome	\$258	\$322	
	ZENCHR	Zenith Chair	White, Chrome	\$170	\$212	
OTTOMANS						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$484	\$606	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$484	\$606	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$484	\$606	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$484	\$606	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$484	\$606	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$484	\$606	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
OTTOMANS (CONTINUED)						
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$484	\$606	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$402	\$503	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$402	\$503	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$402	\$503	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$402	\$503	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$402	\$503	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$402	\$503	
	BVSMVL	Beverly Small Bench Ottoman	Lavender Fabric	\$402	\$503	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$402	\$503	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$402	\$503	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$402	\$503	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$402	\$503	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$631	\$789	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$631	\$789	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$431	\$539	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$431	\$539	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$221	\$277	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$221	\$277	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$221	\$277	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$221	\$277	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$221	\$277	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$221	\$277	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$221	\$277	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$221	\$277	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$221	\$277	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$221	\$277	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$221	\$277	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$221	\$277	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$221	\$277	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$221	\$277	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$221	\$277	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$221	\$277	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$152	\$191	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$152	\$191	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$152	\$191	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$152	\$191	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$152	\$191	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$152	\$191	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$152	\$191	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$152	\$191	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$152	\$191	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$152	\$191	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$152	\$191	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$152	\$191	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$152	\$191	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$152	\$191	
CAFÉ TABLES WITH STANDARD BLACK BASE						
	30BKSC	30" Round Café Table	Black Top	\$247	\$309	
	30BEC	30" Round Café Table	Blue Top	\$247	\$309	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$247	\$309	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$247	\$309	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$247	\$309	
	ZTA	30" Round Café Table	Gray Acajou Top	\$247	\$309	
	30GSBC	30" Round Café Table	Green Top	\$247	\$309	
	ZTK	30" Round Café Table	Maple Top	\$247	\$309	
	30OSBC	30" Round Café Table	Orange Top	\$247	\$309	
	ZTB	30" Round Café Table	Red Top	\$247	\$309	
	30WH29	30" Round Café Table	White Top	\$247	\$309	
	30WDBC	30" Round Café Table	Barnwood Top	\$247	\$309	
	36BKSC	36" Round Café Table	Black Top	\$294	\$367	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$294	\$367	
	ZTP	36" Round Café Table	Maple Top	\$294	\$367	
	ZTQ	36" Round Café Table	White Top	\$294	\$367	
CAFÉ TABLES WITH HYDRAULIC CHROME BASE						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$361	\$451	
	30BRHC	30" Round Café Table	Red Top	\$361	\$451	
	30WHHC	30" Round Café Table	White Top	\$361	\$451	
	30WDHC	30" Round Café Table	Barnwood Top	\$361	\$451	
	30BKHC	30" Round Café Table	Black Top	\$361	\$451	
	30BEHC	30" Round Café Table	Blue Top	\$361	\$451	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$361	\$451	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$361	\$451	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$361	\$451	
	30GSHC	30" Round Café Table	Green Top	\$361	\$451	
	30MTHC	30" Round Café Table	Maple Top	\$361	\$451	
	30OSHC	30" Round Café Table	Orange Top	\$361	\$451	
	36BKHC	36" Round Café Table	Black Top	\$391	\$489	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$391	\$489	
	36MTHC	36" Round Café Table	Maple Top	\$391	\$489	
	36WTHC	36" Round Café Table	White Top	\$391	\$489	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Café Tables Powered with Black Base						
	P30CWH	30" Round Cafe Table, Powered	White Top, Black	\$850	\$1,063	
ACCENT TABLES						
	ALC100	Alondra Cocktail Table	Glass Top, Chrome	\$402	\$503	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$402	\$503	
	ALE100	Alondra End Table	Glass Top, Chrome	\$291	\$365	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$291	\$365	
	AURA	Aura Round Table	White Metal	\$175	\$219	
	CIC	Geo Cocktail Table	Glass Top, Chrome	\$304	\$380	
	CIFWB	Geo Cocktail Table	Brandy Maple Top, Black	\$350	\$438	
	EIC	Geo End Table	Glass Top, Chrome	\$247	\$309	
	EIFWB	Geo End Table	Brandy Maple Top, Black	\$307	\$384	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$258	\$322	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$258	\$322	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$258	\$322	
	MESETB	Mesa End Table	Black Top, Bronze	\$170	\$212	
	MESEGT	Mesa End Table	Glass Top, Bronze	\$170	\$212	
	MESETW	Mesa End Table	Barnwood Top, Bronze	\$170	\$212	
	REGBEN	Regis Bench/Table	Brushed Metal	\$405	\$506	
	REGOTT	Regis End Table	Brushed Metal	\$328	\$410	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$170	\$212	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$170	\$212	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	\$170	\$212	
	CIE	Silverado Cocktail Table	Glass, Chrome	\$335	\$418	
	EIE	Silverado End Table	Black Top, Brushed Steel	\$263	\$329	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	\$338	\$422	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$384	\$480	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	\$338	\$422	
	SYDWDC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$384	\$480	
	EIY	Sydney End Table	Black Top, Brushed Steel	\$307	\$384	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$335	\$418	
	EIW	Sydney End Table	White Top, Brushed Steel	\$307	\$384	
	SYDWDE	Sydney End Table	Barnwood Top, Brushed Steel	\$335	\$418	
	TAOBKB	Taos Side Table	Black Top, Bronze	\$170	\$212	
	TAOBWH	Taos Side Table	White Top, Bronze	\$170	\$212	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$170	\$212	
	TMBTBL	Timber Table	Wood	\$183	\$230	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKSB	30" Round Bar Table	Black Top	\$247	\$309	
	30BEBB	30" Round Bar Table	Blue Top	\$247	\$309	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$247	\$309	
	30YBBB	30" Round Bar Table	Brushed Yellow Top	\$247	\$309	
	VTJ	30" Round Bar Table	Graphite Nebula Top	\$247	\$309	
	VTA	30" Round Bar Table	Gray Acajou Top	\$247	\$309	
	30GSBB	30" Round Bar Table	Green Top	\$247	\$309	
	VTK	30" Round Bar Table	Maple Top	\$247	\$309	
	30OSBB	30" Round Bar Table	Orange Top	\$247	\$309	
	VTB	30" Round Bar Table	Red Top	\$247	\$309	
	30WH42	30" Round Bar Table	White Top	\$247	\$309	
	30WDBB	30" Round Bar Table	Barnwood Top	\$247	\$309	
	36BKSB	36" Round Bar Table	Black Top	\$294	\$367	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$294	\$367	
	VTP	36" Round Bar Table	Maple Top	\$294	\$367	
	VTW	36" Round Bar Table	White Top	\$294	\$367	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKHB	30" Round Bar Table	Black Top	\$361	\$451	
	30BEHB	30" Round Bar Table	Blue Top	\$361	\$451	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$361	\$451	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$361	\$451	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$361	\$451	
	30GSHB	30" Round Bar Table	Green Top	\$361	\$451	
	30MTHB	30" Round Bar Table	Maple Top	\$361	\$451	
	30OSHB	30" Round Bar Table	Orange Top	\$361	\$451	
	30BRHB	30" Round Bar Table	Red Top	\$361	\$451	
	30WHHB	30" Round Bar Table	White Top	\$361	\$451	
	30WDHB	30" Round Bar Table	Barnwood Top	\$361	\$451	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$361	\$451	
	36BKHB	36" Round Bar Table	Black Top	\$391	\$489	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$391	\$489	
	36MTHB	36" Round Bar Table	Maple Top	\$391	\$489	
	36WTHB	36" Round Bar Table	White Top	\$391	\$489	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$328	\$410	
	P30BWH	30" Bar Table, Powered	White Top, Black	\$850	\$1,063	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	\$299	\$374	
	BST	Banana Barstool	White, Chrome	\$299	\$374	
	BLDBRD	Blade Barstool	Red	\$175	\$219	
	BLDBSB	Blade Barstool	Sky Blue	\$175	\$219	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$216	\$271	
	LMBAR	Laguna Barstool	Maple, Chrome	\$221	\$277	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$252	\$315	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$252	\$315	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$252	\$315	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$252	\$315	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$335	\$418	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$402	\$503	
	MARBKB	Marina Barstool	Black Vinyl, Brushed Metal	\$402	\$503	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$402	\$503	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$402	\$503	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$402	\$503	
	RSTSTL	Rustique Barstool	Gunmetal	\$139	\$174	
	BS001	Shark Barstool	White, Chrome	\$384	\$480	
	BSR	Syntax Barstool	Black, Chrome	\$221	\$277	
	ZENBAR	Zenith Barstool	White, Chrome	\$185	\$232	
	BS002	Zoey Barstool	White, Chrome	\$263	\$329	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$798	\$998	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$798	\$998	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$798	\$998	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$667	\$834	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$667	\$834	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$667	\$834	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Maple Top, Silver	\$798	\$998	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$798	\$998	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$667	\$834	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$667	\$834	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$384	\$480	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$384	\$480	
	WD3	Work Table	White Top, White	\$400	\$500	
	CB8	42" Round Madison Table	Gray Acajou, Black	\$461	\$577	
	CONF42	42" Round Table	White Top	\$461	\$577	
	42BKCT	42" Round Table	Black Top, Black	\$461	\$577	
	BKCT5N	5' Table	Black Top, Silver	\$675	\$844	
	BKCT8N	8' Table	Black Top, Silver	\$1,148	\$1,436	
	BKCT10N	10' Table	Black Top, Silver	\$1,301	\$1,626	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$541	\$676	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$541	\$676	
	CF1	Geo Table, Rounded Square	Glass Top, Black	\$384	\$480	
	CE1	Geo Table, Rounded Square	Glass Top, Chrome	\$384	\$480	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$575	\$719	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,148	\$1,436	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,148	\$1,436	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	\$191	\$238	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$366	\$457	
	GENCHA	Genesis Chair	Black	\$319	\$400	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$386	\$483	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$446	\$557	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$389	\$487	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$361	\$451	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$353	\$442	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$168	\$210	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$726	\$907	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$541	\$676	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$667	\$834	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$525	\$657	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$618	\$773	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$572	\$715	
	PDL36W	Powered Locking Pedestal, 36"	White	\$572	\$715	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$683	\$854	
	PDL42W	Powered Locking Pedestal, 42"	White	\$683	\$854	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	\$263	\$329	
	LA14	Mason Table Lamp	Brushed Silver	\$173	\$216	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$1,942	\$2,427	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$1,813	\$2,266	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,055	\$2,569	
	MTCPUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$1,828	\$2,286	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$572	\$715	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$940	\$1,175	
DIVIDERS						
	DIVBRE	Clear Divider, Bar/Counter	Clear, Black	\$242	\$303	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$484	\$606	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$971	\$1,214	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$484	\$606	
	DIVFSF	Clear Divider, Sofa/Table	Silver, Clear	\$436	\$545	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$606	\$757	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$621.00	\$777.00	
	STNSGN	Stanchion Sign Holder	Chrome	\$225.00	\$244.00	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$235.00	\$257.00	

TOTAL

Email this completed form to: orders@3texpo.com

Sales Tax 8.25% \$ _____

Estimated Furniture Rental Total \$ _____

ADDITIONAL INFORMATION & FORMS

Payment Information

Important Information

*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

*Please make payable to T3 Expo, and mail to:

T3 Expo
 8 Lakeville Business Park
 Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

**Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

Accepted Credit Cards:

- Visa
- Mastercard
- American Express

T3 will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on 04/02/2024.

Services Ordered

Material Handling	= \$ _____
Floor Covering	= \$ _____
Furniture & Accessories	= \$ _____
Display Tables & Counters	= \$ _____
Display Labor & Forklift	= \$ _____
Hanging Sign	= \$ _____
Access & Empty Storage Services	= \$ _____
Signage	= \$ _____
Custom Furniture	= \$ _____
Total:	\$ _____

Exhibitor Profile

Company Name:		Booth #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: ()	Fax: ()	

Method of Payment

Company Check*
 (Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**
Credit Card

Credit Card Information

Exhibiting Company:		Booth #:
Cardholder Name:		Email Address:
Account Number:	Card Type:	Expiration Date:
Signature:		CCID#:
Cardholder Billing Address:		
City/State/Zip:		

**Please Return EAC Form By:
 Monday, March 11, 2024**

Notification Of Intent To Use EAC

Important Information

Inform your Exhibitor Appointed Contractor (EAC) that they **MUST** send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

You **MUST** include the Exhibitor Name and Booth # under the Description of Operations section on the Certificate of Insurance.

It is the responsibility of the exhibitor to see that each representative of an EAC abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or email to the address listed below.

Please return to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: Pri-Med Southwest 2024

Phone: +1.888.698.3397
 Email: orders@t3expo.com

Exhibiting Company Information

Company Name:	Booth Number:
Contact Name:	
Signature:	Date:

Exhibitor Appointed Contractor Information

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone: ()	Fax: ()
Type of Service to be Performed:	

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. 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. The items checked below are to be invoiced to the third party."

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

- Material Handling
- Floor Covering
- Furniture & Accessories
- Display Tables & Counters
- Display & Labor Forklift
- Hanging Sign
- Access & Empty Storage Services
- Signage
- Custom Furniture
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()

Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()
Third Party Responsible For (list services):	

Third Party Credit Card Authorization

Cardholder Name:	CCID #:	Expiration Date:
Account Number:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:	Email Address:	
City/State/Zip:		

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.

Houston, TX Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Booth Labor, Freight and Rigging

Union personnel claims jurisdiction for display erection and dismantling in Houston. Employees of exhibiting companies, however, may set their own exhibits without the assistance of the Union. Any labor services required beyond that which your REGULAR FULL-TIME employees can handle must be rendered by Union personnel as hired by the General Contractor.

The George R. Brown Convention Center in Houston, Texas, has contracted to be the exclusive provider of all DOCK area services. This includes: materials/product/equipment handling to and from the dock and the exhibit space. Operation of all forklifts, cranes, dollies, hand trucks, carts, and other equipment for moving, positioning, uncrating, recrating, skidding, unskidding, etc., of product, displays or equipment. Exhibitors may hand-carry items in that can be handled by one person in one trip without dollies or hand trucks.

Electrical

In Houston, the electrical work is handled exclusively by electricians. Exhibitors may not handle anything electrical. Electricians will make all electrical connections. Exhibitors may supply their own quad boxes, but all other electrical equipment including extension cords (which must be flat) are supplied by the electricians only.

Hours

In Houston, straight time rates are from Monday through Friday, 8:00 am to 4:30 pm. Overtime rates are incurred outside of those hours on Monday through Friday as well as all day on Saturday. Double time rates are charged on Sundays and holidays. Lunch is from 12:00 to 12:30 pm.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY INFORMATION & FORMS



GRB Rules & Regulations

As Adopted December 2019

Contents

- Definitions**3
- Required Licensee-Contracted Services**3
 - First Aid3
 - Security4
- Facility-Exclusive Services**5
 - Food and Beverage.....5
 - Telecommunications and Temporary Utilities5
 - Facility-Affixed Audio Visual6
 - Booth Cleaning6
- Event Support Documents**6
 - Floor Plans.....6
 - Permits6
 - Vehicle Display Permits and Guidelines6
- Set Up, Installation, and Tear Down**.....7
 - Move-in and Move-out7
 - Rigging and Hanging7
 - Rigging and Hanging Permissions.....8
 - Non-Premise Signage9
 - Damage Prevention9
 - Cleaning.....10
 - Keys.....11
 - Wireless Frequencies11
- Ticket Surcharge Procedures**11
- Fire and Safety**12
 - Fire Regulations.....12
 - Concealed and Open Carry Handguns.....13
- Facility Policies**.....13
 - Smoking and Tobacco13
 - Animals/Pets.....13
 - Public Art Displays13
- Residual Matters**13

The Licensee is responsible for compliance with these Rules and Regulations and should instruct its employees, contractors, agents and attendees accordingly to eliminate problems before they arise.

Definitions

President: The CEO of Houston First Corporation or any person designated by the CEO to perform any of his or her functions.

Event: The function or activity for which the Facility will be used and occupied, as described in the License Agreement.

Facility: George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Texas 77010.

General Manager: The person in charge of overseeing day-to-day operations at the Facility, including events, maintenance, repairs and capital projects. This person has authority to act for the President in his or her absence.

Licensee: An approved applicant who has entered into a License Agreement with Houston First Corporation for use of the Facility.

License Period: The period of time the Licensee has use of the Premises, including move-in, Event and move-out days as defined in the License Agreement.

Premises: That portion of the Facility to be used for the Event, as defined in the License Agreement.

Required Licensee-Contracted Services

First Aid

Certified first aid personnel (such as emergency medical technicians or nurses) are required at events with an estimated attendance of five hundred (500) or more people or more than thirty thousand (30,000) gross square footage of licensed spaced. Licensee shall be responsible for the cost of providing certified first aid personnel. See table below for requirements:

1 EMT	Projected Daily Attendance 500-3,999 or 30,000 -300,000 sq ft	<i>Whichever is greater</i>
2 EMT*	Projected Daily Attendance 4,000-9,999 or 300,001-650,000 sq ft	<i>Whichever is greater</i>
3+ EMT	Projected Daily Attendance 10,000+ or 650,001+ sq ft	<i>Whichever is greater</i>

**In the case an event has 200,000 sq ft of exhibit space and 75,000 sq ft of meeting room space then a second EMT is required.*



Certified first aid personnel (such as emergency medical technicians or nurses) are required at events with an estimated attendance of five hundred (500) or more people. The Licensee shall be responsible for the cost of providing certified first aid personnel.

A minimum of one (1) certified first aid provider must be present in the Premises during each Event day, beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one hour after the Event is closed to attendees.

At least one (1) certified first aid provider must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts or pallet jacks.

For certain events, such as concerts and sports competitions, additional emergency medical services (such as a certified paramedic) may apply.

A schedule of the number and postings of first aid personnel shall be submitted in writing to the Convention Services Manager at least thirty (30) calendar days prior to the first day of the License Period. All such first aid arrangements are subject to the approval of the General Manager.

The Licensee assumes sole responsibility for the qualifications and actions of all first aid personnel.

The licensee shall notify the Convention Services Manager immediately in the event of an accident, injury or any other incident requiring first aid. The Licensee or its first aid personnel shall promptly complete an incident form and submit to the Convention Services Manager.

Security

Licensed security guards are required at events with an estimated attendance of five hundred (500) or more people. The Licensee shall be solely responsible for providing security in the Premises, including crowd and traffic control and at any loading docks, driveways or other areas used during the License Period at its sole cost and expense.

If the Premises includes an exhibit hall, event security coverage must commence at the first minute of move-in and continue through move-out's completion.

If the Premises includes an exhibit hall, then a minimum of two (2) security guards must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one (1) hour after the Event is closed to attendees. One security guard shall be posted to monitor ingress and egress and the other shall be assigned to rove the Premises.

If the Premises does not include an exhibit hall, then a minimum of one (1) security guard must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continues until one (1) hour after the Event is closed to attendees.

At least one (1) security guard must be posted at any open freight door during move-in and move-out. No freight or personnel doors(s) will be opened until event-security personnel have been posted.

At least one (1) security guard must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts or pallet jacks.

A schedule of the number and location of security guards shall be submitted in writing to the Convention Services Manager at least thirty (30) calendar days prior to the first day of the License Period. All security arrangements are subject to the approval of the General Manager.

The Licensee assumes sole responsibility for the qualifications and actions of all security personnel.

The Licensee shall, at all times, conduct its activities with full regard for public safety and observe and abide by all applicable rules, including without limitation all emergency procedures, regulations and requests of the General Manager or duly authorized governmental agency responsible for public safety.

The Licensee shall ensure that its employees, agents, exhibitors, contractors and subcontractors wear a clearly visible identification badge provided by the Licensee or their respective employer at all times. Badges must include the name of the wearer and the name of his or her employer.

Facility-Exclusive Services

Food and Beverage

The in-house provider, Levy Convention Centers/Houston Inspired Catering, exclusively offers food, beverage and catering services at the Facility. Sampling requires the advanced permission of the exclusive food and beverage provider and must be requested at least thirty (30) calendar days prior to the first day of the License Period.

Telecommunications and Temporary Utilities

Telecommunications, including voice, data and network services, are exclusively offered by in-house provider Smart City Networks.

Temporary utilities, including electrical, compressed air, water and drainage services, are an exclusive service at the Facility.

Facility-Affixed Audio Visual

Facility-affixed audio, lighting and structural rigging are controlled exclusively by the in-house audio-visual contractor, Staging Solutions.

Water-based fog or smoke machines are available exclusively through the in-house provider. Devices acquired through outside providers will not be permitted for use within the facility.

Booth Cleaning

Exhibit booth cleaning is an exclusive service at the Facility.

For more information on exclusive services, including rates and order forms, please visit the Facility website at www.GRBHouston.com or consult your Convention Services Manager.

Event Support Documents

Floor Plans

For any Event featuring exhibit space, such as conventions and trade shows, floor plans must be submitted to the Convention Services Manager no later than ninety (90) days prior to the first day of the License Period. Floor plans for all other Events must be submitted to the Convention Services manager no later than thirty (30) calendar days prior to the first day of the License Period.

Floor plans shall allow adequate aisle and cross-aisle space and shall not prevent access to fire exits, fire hoses, concession areas, offices or meeting rooms. All floor plans should include any registration and pre-function areas.

Any floor plan, if different from the plan originally submitted, shall be submitted for re-approval to the Convention Services Manager no less than fifteen (15) calendar days prior to the first day of the License Period.

Permits

Certain events, exhibits, displays and activities require licenses and/or permits, including, but not limited to, the following: cooking, food and beverage sampling, liquid or gas fueled vehicles, pyrotechnics, lasers, antique dealing, sales and use tax, tents or canopies.

The Licensee is solely responsible for applying for and obtaining any required license or permit.

Vehicle Display Permits and Guidelines

All vehicle displays require a permit from the Houston Fire Department. If fifteen (15) or more vehicles will be displayed, then standby personnel shall be required for a fire watch. All costs incurred, including an hourly fee and permit, shall be the sole responsibility of the Licensee. (Please consult your Convention Services Manager for further details).

The battery must be disconnected while any vehicle is on display.

Fuel in the tanks of display vehicles shall not exceed one quarter ($\frac{1}{4}$) of their capacity or five (5) gallons of fuel, whichever is less.

All display vehicle gas caps shall be taped or locked.

Non-flammable protective covering must be placed under display vehicles to prevent stains.

Duplicate keys for vehicles on display must be provided to show management and/or to show security for use in the event of an emergency. Keys shall be kept in the Premises during the entire License Period.

Set Up, Installation, and Tear Down

Move-in and Move-out

The Licensee is responsible for coordinating all move-in and move-out activities, schedules and logistics with the Convention Services Manager. All labor costs, expenses and requirements for move-in, move-out and set-up shall be the sole responsibility of the Licensee.

The Licensee is responsible for handling, storing and securing all freight, including crates and packing material. Crates shall only be stored in areas approved in advance by the General Manager. The Facility does not allow or accept freight shipments for the Licensee, its contractors, exhibitors or speakers prior to the License Period. The Facility shall not be held liable for any damages, losses or security surveillance for storage of crates.

All move-in and move-out of exhibits must be through designated loading docks, freight doors and freight elevators. The main lobbies, side doors, escalators and passenger elevators are not to be used for such purposes.

No forklifts, trailers, or other vehicles or equipment shall be stored or left before or after the License Period without prior written authorization from the General Manager.

Rigging and Hanging

Rigging and hanging requests must be submitted for approval at least thirty (30) calendar days prior to the first day of the License Period to the Facility audio-visual contractor, who will determine if the requests are within the architectural guidelines of the Facility.

The General Manager reserves the right to refuse permission, remove, delay or terminate any rigging or hanging for safety reasons or to prevent damage to the Facility.

Rigging and Hanging Permissions

The following table contains a summary of who may provide installation of certain materials:

Type of Material	Definition	Who May Hang or Attach
Banner, drape or screen masking	Soft material articles with no framing and no rigid support system. Total weight is 250 lbs or less. Materials used must meet fire code regulations. Drapes taller than 17 ft must be double sandbagged at the base.	Licensee's decorating service contractor or other Licensee- designated and Facility-approved company.
Sign: • 250 lbs or less • No electrical	Rigid or hard material with frame and/or support system. Purpose is to display words, pictures, graphics, etc., not to include projected images.	Licensee's decorating service contractor or other Licensee- designated and Facility-approved company.
Sign: • 250 lbs or more • With or without electrical		A Licensee-designated company but with approval of labor, location and weight by Facility only.
Equipment support system	Facility structure utilized to support lighting, sound, winch motors, screens, scenery, backdrops, etc.	Facility contractor shall have the exclusive right to establish each Point*. Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by the Facility Manager.
Exhibit support system	Structures, cable, lines, etc. utilized to guide and support any part of an exhibit booth or stage setting	Facility contractor shall have the exclusive right to establish each Point*. Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by the Facility Manager.

**A "Point" is defined as the steel cabling used to wrap or to be affixed around the structural beams of the Facility. The audio-visual contractor at the Facility shall have the exclusive right to supply the steel cabling, in addition to the right to supply the labor to wrap the cables around structural beams and connect those cables.*

Non-Premise Signage

Sponsorship and commercial signage is prohibited on the exterior of the Facility.

Rates are assigned to all exhibitor or sponsor advertising signs, banners or decals that are hung or displayed in any non-licensed area of the Facility for which the Licensee receives a commission or any other benefit. Such advertising and signage is only allowed in designated areas which can be found on the Sponsorship Request Form. Licensee can obtain this form from their Convention Services Manager.

A plan for all non-commercial Licensee signage, including banners, free standing signage, decals, directional, etc., must be submitted to the Convention Services Manager at least thirty (30) calendar days prior to the Licensee Period for approval.

Damage Prevention

Vehicles, boom lifts, scissor lifts, pallet jacks and similar equipment are prohibited on carpeted areas of the Facility unless approved in advance and in writing by the Convention Services Manager. If approved, Masonite® floor covering shall be used at all times. The Licensee may request use of Masonite® in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

Golf carts, Cushman® utility vehicles, Segway® vehicles and similar transportation devices are expressly prohibited in carpeted areas of the Facility unless approved, in advance and in writing, by the Convention Services Manager.

All platform trucks, dollies and carts used on permanently carpeted areas shall have tires and wheels of a type approved by the Convention Services Manager and shall meet the following requirements:

- Wheels of at least six inches (6") in diameter
- Thread width of at least two and one-half inches (2 ½")
- Non-skid tires only

Forklifts are strictly prohibited in all areas except in the exhibit halls.

Complete protection of the terrazzo floor in the Grand Lobby is required before moving or placing equipment. Terrazzo floor must be protected by plywood. The Licensee may request use of plywood in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

Complete protection of the pavers along Avenida is required before moving or placing equipment. Pavers must be protected by plywood. Convention Services Manager will provide the weight load limit. The Licensee may request use of the plywood in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

No locks and/or chains will be placed on any door of the Facility for any reason.

Under no circumstances should any exterior door be propped open or any automatic closing device, panic hardware or mullion be removed from any door of the Facility. Use or distribution of adhesive-backed decals is prohibited at the Facility.

Only tapes pre-approved by the Convention Services Manager shall be used in the Facility (e.g., Shurtape® PC 618 cloth tape or Shurtape® DF 642 double-faced cloth tape). No tape of any kind shall be permitted on any permanently carpeted or painted areas or be affixed to any permanent feature of the Facility.

The Licensee shall be charged \$1,000.00 per exhibit hall if tape, residue marks and booth number stickers are not removed from the Premises before the end of the License Period.

No holes may be drilled, cored or punched into walls, floors, equipment or any other part of the Facility. Use of the nails and tacks on Facility walls is expressly prohibited. Painting or finishing of signs, displays or other objects is prohibited at the Facility.

Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paint, etc. from staining the floor and/or causing a safety hazard.

Any display containing soil, sand or similar materials shall use a protective floor covering such as heavy plastic. Curbing material shall be used to prevent spills and seepage. Helium balloons are prohibited within the Facility.

The furniture located in the second level show offices and conference rooms shall not be moved without the prior approval of the General Manager.

The public furniture on the first, second and third levels shall not be moved without the prior approval of the General Manager. When approved a fee will be associated. See your Convention Services Manager for more information.

Hazardous materials, including biohazards, are strictly prohibited at the Facility unless approved in advance and in writing by the General Manager. The Licensee shall be solely responsible for the proper care, handling, removal and disposal of all hazardous materials.

Cleaning

Facility staff will clean the common areas, including lobbies, hallways, aisle carpeting, restrooms, meeting rooms, association offices and registration areas, at no charge.

Facility staff will provide light trash removal during move-in and move-out. The Licensee shall be responsible for removing all bulk trash, crates, pallets, packing material and any other trash not easily removed by a vacuum cleaner or push broom.

The Licensee shall be held responsible for any cleaning costs incurred due to residue, oil, grease or an unusual amount of dirt or debris. Use of confetti or glitter will result in additional cleaning costs.

In addition to any labor costs, the Licensee shall be liable for any costs associated with environmental cleanup and/or disposal.

Keys

Requests for keys must be submitted to the Convention Services Manager and any keys issued shall be returned before the end of the License Period.

Licensee shall be charged one hundred dollars (\$100.00) for each key not returned to the Convention Services Manager by the expiration of the License Period and a twenty-five-dollar (\$25.00) charge for re-keying each appropriate lock.

Wireless Frequencies

Licensees using wireless devices to support their event should make efforts to avoid the following frequencies to prevent interference: 204.200, 204.550, 204.900, 205.250, 554.125, 554.350, 554.575, 554.800.

Ticket Surcharge Procedures

Licensee shall submit all Tickets collected to the Convention Services Manager no later than one hour after the Event is closed to attendees for the day. Facility staff will then prepare a ticket manifest listing the quantity and price of Tickets collected and present it to the Licensee's designee the next day for verification.

Licensee shall not reserve more than two hundred fifty (250) complimentary Tickets for the Event and shall ensure that all such tickets are clearly marked "Complimentary" and collected upon admission to the Event.

Licensee shall allow access to its box office records, ticket receipts and all other documents reasonably required to verify the accounting of the surcharge. The Licensee shall permit the City or its designated entity to audit the Licensee's box office records, ticket receipts and all other documents related to ticket sales to verify the accounting of the ticket sales and surcharge up to one (1) year after the Event.

If an Event is canceled, then the Licensee shall promptly issue refunds for all Tickets sold.

The term "Ticket" includes all forms of entry control utilized to impose a fee of any sort for admission to an Event, with the exception of Registration Fees and entry charged for seated meal functions.

The term "Registration Fee" is defined as a formal or official enrollment charge for an event usually purchased in advance for events closed to the public and restricted to an identified profession or members of an organization. Registration is not classified as a Ticket, but in the event of a dispute, the Director shall make the final determination in his or her sole discretion.

Fire and Safety

Fire Regulations

Flammable or volatile materials are prohibited within the Facility unless approved, in advance and in writing, by the fire marshal and the General Manager.

Use of flammable compressed gas cylinders is strictly controlled within the Facility and generally prohibited. Non-flammable compressed gas cylinders must be secured to prevent toppling.

All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used shall be flame retardant to the satisfaction of the fire marshal and are subject to inspection and flame testing by the fire marshal.

The Licensee, its employees, agents, exhibitors, contractors and all other personnel shall comply with all federal, state and local fire codes which apply to places of public assembly.

No portion of the entrances, exits, corridors, passageways, halls, lobbies, stairways, escalators, aisles, driveways, sidewalks, ramps or other common areas shall be obstructed or used for any other purpose than ingress and egress. All doors shall have a clearance of at least ten feet (10') on both sides with no physical obstructions. All exit doors shall remain unlocked during the Event.

Blocking of the entrance/exit doors of the restaurants on the first level is strictly prohibited.

Access to fire detection and suppression systems, heating, ventilation and air-conditioning vents, lighting fixtures and controls shall not be covered or obstructed at any time for any reason. Exit signs and fire hose cabinets must remain visible and unobstructed at all times.

The Licensee shall not admit to the Premises a number of persons in excess of the maximum occupancy established and approved by the fire marshal.

Certain events, exhibits, displays or activities require standby personnel for a fire watch. All such costs incurred, including an hourly fee and permit, shall be the sole responsibility of the Licensee. (Please consult you Convention Services Manager for further details.)

Concealed and Open Carry Handguns

Possession of Firearms is forbidden in the Facility with the exception of the following: (i) licensed peace officers and licensed honorably retired peace officers, (ii) exhibitors and patrons during duly licensed gun shows and (iii) individuals licensed by the State of Texas to carry concealed handguns.

Licensee has the ability to restrict open carry in the Premises during the License Period by posting the appropriate signage at all the entrances of the contracted space. The Licensee and their contracted security personnel are solely responsible for controlling access. Contact your Convention Services Manager for necessary verbiage and requirements.

Facility Policies

Smoking and Tobacco

In accordance with City of Houston Ordinance No. 2006-1054, smoking is prohibited at the Facility, with the exception of certain enclosed meeting areas designated by the General Manager, when used for private, invitation-only functions.

The distribution or sale of tobacco products is strictly prohibited in the Facility.

Animals/Pets

With the exception of service animals and animals participating in dog or cat shows, animals shall not be allowed in the Facility unless approved in advance and in writing by the General Manager. The General Manager must receive all request to bring animals into the Facility no later than thirty (30) calendar days prior to the first day of the License Period.

Public Art Displays

The Facility is proud to promote Houston Artists and cultural interests. There are several installations throughout the Facility and parking garages. Artwork will not be removed, covered or tampered with in any way. For more information on locations of art displays contact your Convention Services Manager.

Residual Matters

The President reserves the right to alter and/or amend these Rules and Regulations at any time and shall have sole authority to make decisions concerning any issue not addressed herein.

For every Event, the General Manager has the final determination as to whether the Facility is properly prepared, in accordance with these Rules and Regulations, for the doors to be opened to Event attendees.



Exhibitor Guidelines

1. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out with Show Management.
2. Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner's expense.
3. All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center. Exhibitors must contact Levy for all sampling and catering requests to Aaron Gonzalez at aaron.gonzalez@levyrestaurants.com Levy will provide all necessary information and required forms.
4. All decorations, signs, banners, may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Convention Services Manager must approve the location and method of installation of any special decorations or signs. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.
5. Only facility electricians, plumbers, telephone technicians, and engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes. To order any of these services, please contact Smart City at 713-853-8900.
6. Fire Prevention Permits are required for vehicles on display, cooking, tents, multilevel booths; for more information please contact Show Management or the GRB Convention Services Department at 713-853-8000.
7. In addition to Fire Prevention Permits, the Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and may contain no more than ¼ a tank of fuel before entering the GRB. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency. A HFD Vehicle Permit is required, please contact Convention Event Services at 713-853-8000 for details.
8. All exit doors must have 10' clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.
9. No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. Service animals are permitted.

Please note: These are Exhibitor Guidelines *only*. The George R. Brown Convention Center has the right to alter and/or amend these guidelines at any time. Please refer to the GRB Rules & Regulations for the complete guidelines of the GRB.



RULES AND REGULATIONS

SAMPLES, SOUVENIRS, ETC.

The distribution of samples and souvenirs is permitted provided there is no interference with other exhibitors and the giveaways pertain to the Medical and/or Health Care profession. If you have questions about what is permitted for giveaways on the show floor, please email Kristin Sullivan, Sr. Event Manager at ksullivan@pri-med.com to discuss your ideas prior to purchase. Animals are not allowed on the show floor without prior approval. All distribution of handouts, souvenirs, promotional literature, etc. must be done from your booth. If you are a Pharmaceutical Company, it is your responsibility to ensure that your exhibit and distributions are in accordance with all relevant industry regulations (PhRMA Code on Interactions with Healthcare Professionals and AdvaMed Code of Ethics on Interactions with Healthcare Professionals), federal regulations (Department of Health and Human Services, Office of the Inspector General Compliance Program Guidance for Pharmaceutical Manufactures and the FDA Guidance on Industry Supported Scientific and Educational Activities). In addition, all companies must adhere to the AMA Code of Medical Ethics on Gifts to Physicians.

For further information, please visit the following websites:
AMA guidelines: <http://www.ama-assn.org/ama/pub/category/13497.html>
Pharma guidelines: <http://www.phrma.org/>

NO SMOKING POLICY

There is no smoking allowed anywhere at the George R. Brown Convention Center.

CROWD CONTROL

It is the exhibitor's responsibility to arrange displays and product giveaway presentations in a manner which ensures all personnel and attendees are within the contracted space, and not encroaching on the aisle or neighboring booths. Exhibitor personnel must manage this onsite. This will be strictly enforced.

BALLOONS

Balloons are strictly prohibited by show management.

PORTER SERVICE (TRASH REMOVAL)

If an exhibitor is distributing samples or souvenirs, which can create excess trash in public space, they are required to make arrangements for porter service. Storing trash in the aisles is prohibited. Porter service can be ordered by the hour, half hour, or on continual service. Please contact T3 Expo to set up the service appropriate to your booths' needs.

PRODUCT TESTING AND EXHIBITOR DEMONSTRATION

All X-Ray machines that will be operated in the exhibit hall must be approved by the Exhibitor Services Specialist. Demonstrations that affect the quality of the show due to unpleasant odors or noise violations will be monitored. Show Management has the right to ask that a demonstration be stopped if there is a reasonable disturbance.

SOLICITING

It is against Pri-Med policy to solicit a crowd in any manner outside of the facility. Any acts of solicitation found will be taken seriously and may result in the loss of priority points.



SOUND/MUSIC

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

SYMPOSIA & PRESENTATION THEATER POLICY

Please be advised that direct promotion of symposia & presentation theaters is strictly prohibited in an exhibit booth on the tradeshow floor. Symposia & presentation theaters sessions are ticketed events with limited seating and are available on a first come, first served basis. It is imperative that exhibitors do not promise a seat/ticket for a symposium or presentation theater to a non-registered attendee on-site. If an attendee has not received a ticket, they may visit the attendee registration counters for an update on availability.

BOOTH DESIGN & BUILD

EQUIPMENT REMOVAL FROM THE EXHIBIT HALL

To reduce the occurrence of theft, we would like to discourage exhibitors from hand carrying materials out of the exhibit halls. Security will stop anyone hand carrying materials out of the exhibit hall and ask for a "Property Pass." These passes can be obtained in the show office.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from web site www.usdoj.gov/crt/ada/infoline.htm.

TEAR-DOWN

Dismantling or tearing down an exhibit early, or leaving your booth unattended is prohibited for the following reasons:

- It is unfair to attendees who plan to visit booths until the close of the show.
- It is unfair to neighboring exhibitors.
- It hurts the integrity of the show.

If you begin dismantling your booth prior to the official closing hour of the exhibition, it can result in the loss of priority points and/or the refusal by Show Management to accept or process future exhibit space applications.

Therefore, all exhibits must remain fully intact and staffed until the exhibition has officially ended.



STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly. Corner booths will be required to drape any unsightly areas behind the booth at their own expense.

CARPET OR FLOOR COVERING

****REQUIRED****

Exhibitors are required to cover their entire booth space. Exhibitors are entitled to bring in their own floor covering, or they can rent carpet from T3 Expo. If an exhibitor in an island booth does not have their carpet line up with the aisle carpet, causing the facility floor to show, aisle carpet will be used to fill in any gap that may exist. The "cut and lay" for this fill in will occur at the exhibitor's expense.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 100-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ" which is rated for "hard usage".
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp on fixtures is not recommended and is often prohibited. Cube taps are not recommended and are often prohibited.
- Power Strips (multi-plug connectors) should be UL approved, with the built-in over load protectors.



LIGHTING

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

-No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.

Exhibitors intending to use hanging light systems should submit drawing to exhibition management for approval.

-Lighting should be directed to the inner confines of the booth space. Lighting should not project into other exhibits or show aisles.

-Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.

-Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

BOOTH DESIGN AND BUILD

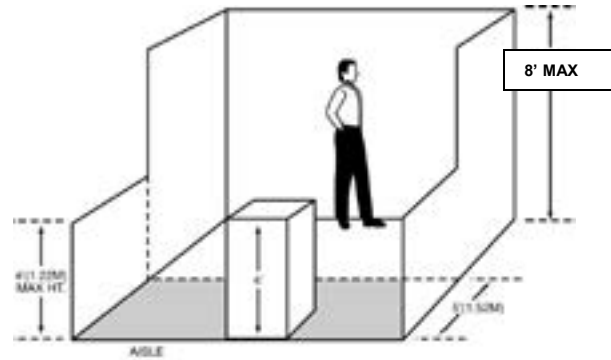
Standard 10 foot Deep Linear Booth

Definition

One or more 10x10 units in a straight line.

Height

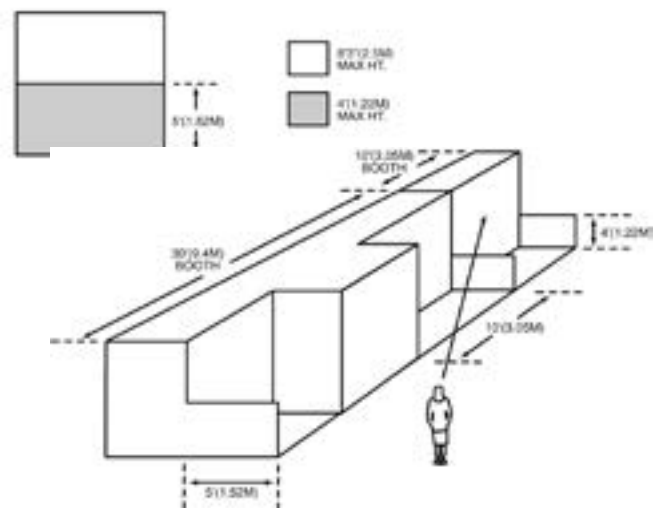
Exhibit fixtures, components and identification signs in the front 5' of the booth cannot exceed 4' in height. Exhibit displays and identification signs in the back 5' of the booth will be permitted to a maximum height of 8'.



DISPLAY FIXTURES OVER 4' (1.22M) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52M) FROM THE AISLE LINE.

Intent

Each exhibitor is entitled to a reasonable sight line from the aisle. Exhibit spaces of 30 lineal feet or more, are able to use as much of the floor space as long as they do not interfere with the Rules and Regulations governing sight lines. Limiting display fixtures height and location is to accommodate the sight lines of neighboring exhibitors.



Hanging Signs

Hanging signs are not permitted in 10x10 booths.

If your exhibit has any variations from the Rules and Regulations, contact Show Management for written approval 60 days prior to set up.

Important

Space dimensions shown on floor plan are from the center line of the booth structure (side rails and back drape). Exhibit structures must be constructed to allow sufficient tolerance for utility service at rear of booth as well as building columns that may exist at the perimeter of the exhibit booth.

BOOTH DESIGN AND BUILD

Island Booth

Definition

An island booth is four or more 10x10 units, with a minimum side dimension of 20 feet, one or more display levels and aisles on all four sides.

Height

Exhibit fixtures, components and identification signs are permitted to a maximum height of 20'.

Multi Story Exhibits

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 8' in height must have drawings submitted for approval.

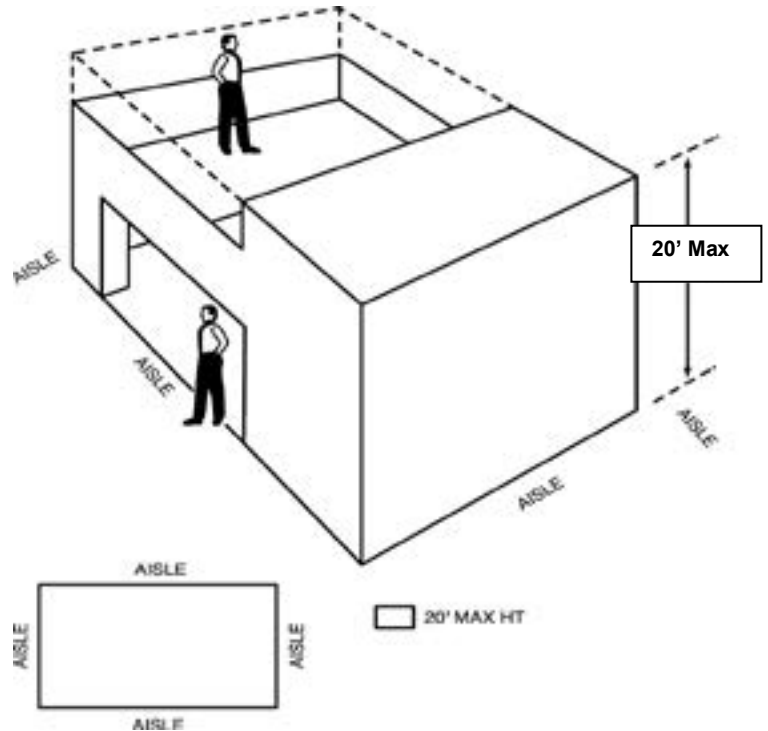
Hanging Signs

A hanging sign is permitted over any island exhibit space 400 square feet or larger, provided it is not objectionable and there are no physical constraints within the facility. The maximum height of the top edge of the sign from the floor is twenty feet (20').

The following guidelines will apply to all exhibitors planning to hang a sign:

- Exhibitors must contact the Show Operations of Pri-Med to verify that a hanging sign is permissible over their contracted exhibit space.
- Shipping and installation arrangements for hanging signs are to be processed by the General Service Contractor. Please fill out and return the appropriate hanging sign order form.
- At the close of the show, hanging signs will be removed last. Exhibitors may need to make separate arrangements for shipping of these signs. Please check with the General Service Contractor for estimated removal time.

If your exhibit has any variations from the Rules and Regulations, contact Show Management for written approval 60 days prior to set up.



Important

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. Please note that the height of the ceilings alter depending on the convention center and your booth location. Check with the convention center and conference manager for the exact height above your booth.

BOOTH DESIGN AND BUILD

Perimeter Wall Booth

Definition

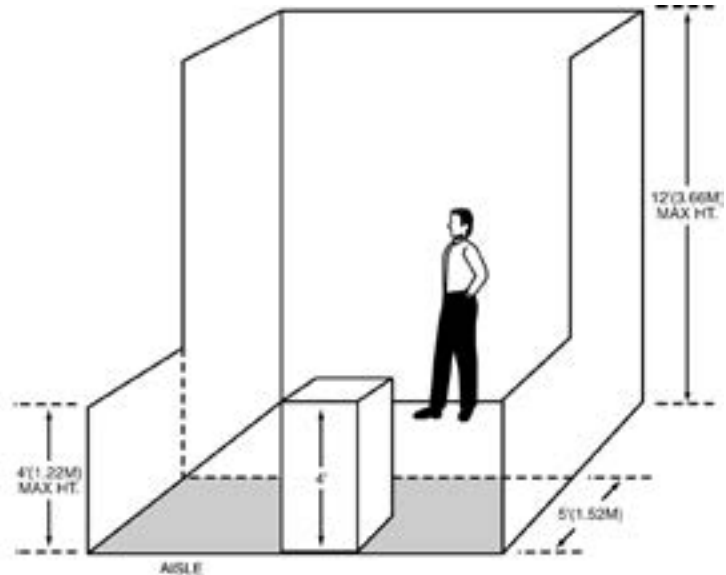
A perimeter booth is a 10x10 booth or larger located on the perimeter walls of the Exhibit Hall.

Height

Exhibit Fixtures, components and identification signs will be permitted to a maximum height of 12'. All display fixtures in the front 5' of the booth cannot exceed 4' in height.

Intent

Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8'0" will not interfere with or distract from any other exhibitor booth.



DISPLAY FIXTURES OVER 4' (1.22M) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52M) FROM THE AISLE LINE



Important

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. Please note that the height of the ceilings alter depending on the convention center and your booth location. Check with the convention center and conference manager for the exact height above your booth.

If your exhibit has any variations from the Rules and Regulations, contact Show Management for written approval 60 days prior to set up.

Demonstrations

Definition

The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

Regulation

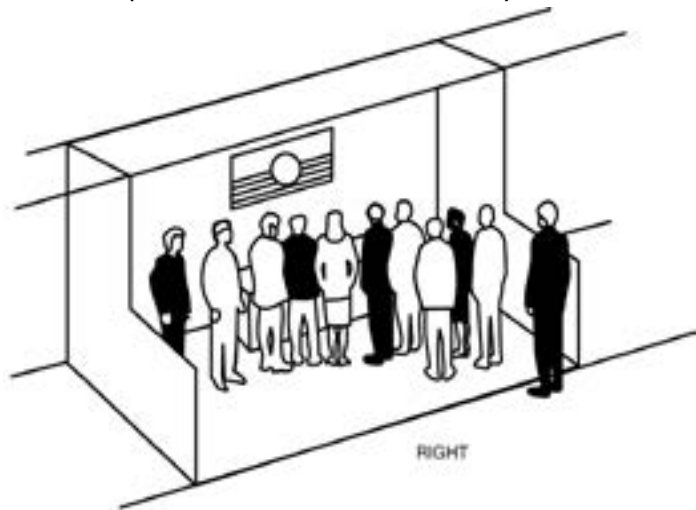
BOOTH DESIGN AND BUILD

Demonstration areas must be organized within the exhibitor's space so as not to interfere with any aisle traffic and sampling or demonstration tables must be placed a minimum of 2' from the aisle line.

Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, exposition management will have no alternative but to request that the presentation or sampling be eliminated.

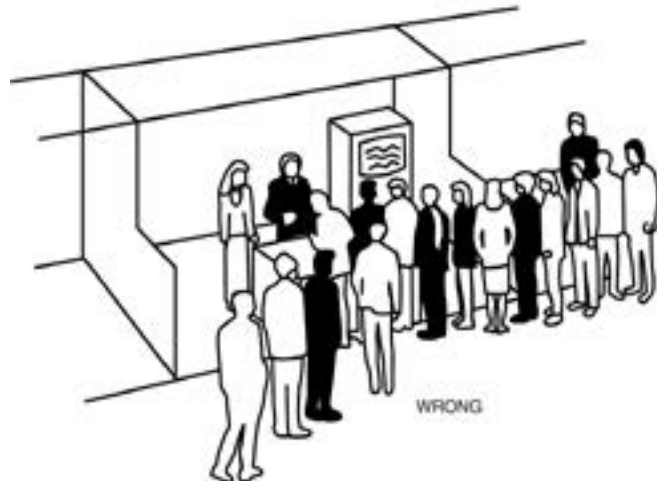
Intent

The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.



Sound

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Exposition management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.



Safety Precautions

All product demonstrations involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by exposition management 60 days prior to the show.

INTERNET | TELEPHONE | ELECTRIC | PLUMBING

GEORGE R. BROWN

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

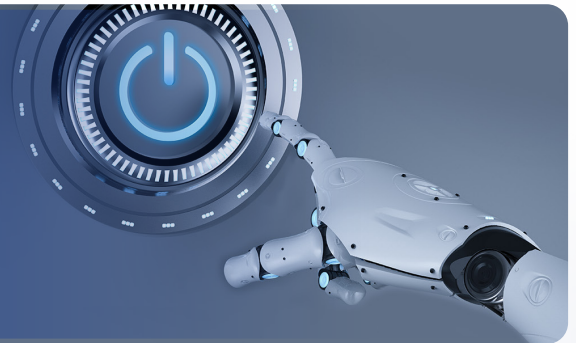
INTERNET



TELEPHONE



ELECTRICAL



PLUMBING



Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE to 5 Mbps PER DEVICE *			
DEVICE LIMIT	INCENTIVE **	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

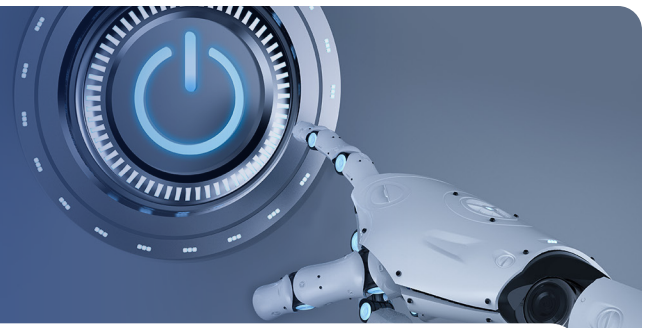
- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

READY TO POWER UP YOUR EXPERIENCE?



DUPLEX OUTLETS	INCENTIVE *	BASE
500 Watts	\$121	\$158
1000 Watts	\$146	\$190
1500 Watts	\$159	\$206
2000 Watts	\$171	\$223
120 VOLT SERVICES	INCENTIVE *	BASE
15 AMP Service	\$171	\$223
20 AMP Service	\$204	\$265
208 VOLT SERVICES	INCENTIVE *	BASE
20 AMP, Single Phase	\$306	\$398
30 AMP, Single Phase	\$415	\$539
60 AMP, Single Phase	\$631	\$821
100 AMP, Single Phase	\$935	\$1,216
150 AMP, Single Phase	\$1,377	\$1,789
200 AMP, Single Phase	\$1,642	\$2,134
208 VOLT SERVICES	INCENTIVE *	BASE
20 AMP, Three Phase	\$414	\$538
30 AMP, Three Phase	\$547	\$712
60 AMP, Three Phase	\$935	\$1,216
100 AMP, Three Phase	\$1,425	\$1,853
150 AMP, Three Phase	\$1,993	\$2,591
200 AMP, Three Phase	\$2,646	\$3,440
408 VOLT SERVICES	INCENTIVE *	BASE
20 AMP, Three Phase	\$759	\$987
30 AMP, Three Phase	\$971	\$1,262
60 AMP, Three Phase	\$2,161	\$2,809
100 AMP, Three Phase	\$3,418	\$4,444
150 AMP, Three Phase	\$5,037	\$6,548
200 AMP, Three Phase	\$6,636	\$8,626

POWER REQUIREMENTS EXAMPLES ON DUPLEX/ 120 VOLT OUTLETS

Blender.....	375 Watts
Cash Register.....	500 Watts
Coffee Pot, Standard	600-1000 Watts
Coffee Pot, Large	1500-2000 Watts
Computer, Laptop	300-500 Watts
Computer, Desktop	500-750 Watts
Computer Monitor, Reg... ..	200 Watts
Computer Monitor, Flat... ..	250-500 Watts
Crock Pot	1000-1500 Watts
Hotplate, Single Element.	1000 Watts
Hotplate, Dual Element.... ..	2000 Watts
Lighting, Halogen.....	100-500 Watts, Per Bulb
Lighting, Conventional.....	60-250 Watts, Per Bulb
Popcorn Maker, Small.....	1000 Watts
Popcorn Maker, Large.....	1500-2000 Watts
Printer, Ink Jet.....	750-1000 Watts
Printer, Laser	1500-2000 Watts
Toaster.....	1500 Watts
TV, Standard.....	200-500 Watts
TV, LCD	500-1000 Watts
TV, Plasma	1000-1500 Watts

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

TIPS:

- Rates include bringing services (up to 100 AMPS) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 AMPS.
- All other work performed within a booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.
- Generators are not permitted.

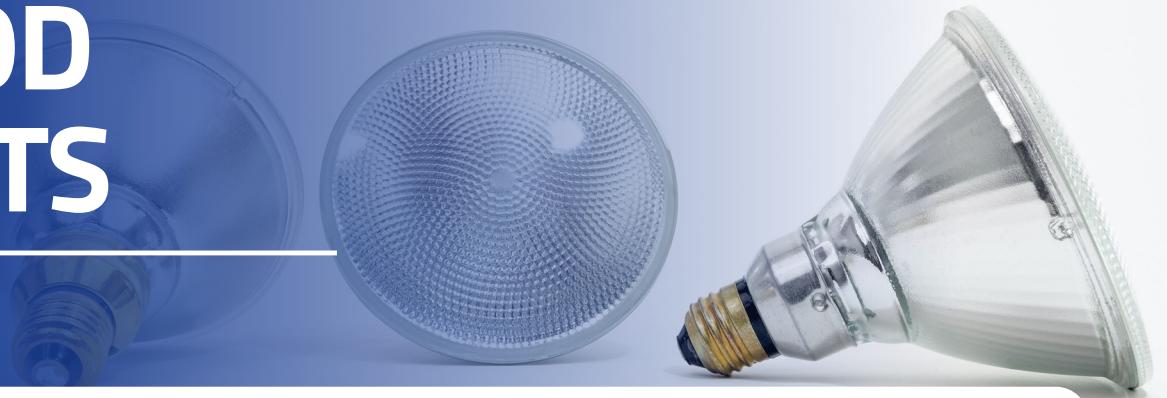
ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911



FLOOD LIGHTS



Our **ELECTRICAL SERVICES** provide **FLOOD LIGHTS** to meet your booth lighting enhancement needs.

FLOOD LIGHTS	INCENTIVE*	BASE
150 Watt, Single Light	\$65	\$88
150 Watt, Double Light	\$70	\$95
300 Watt, Single Light	\$80	\$108
300 Watt, Double Light	\$85	\$115

Flood Lights are on a 6ft - 8ft pole and include power.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



ARE PLUMBING SERVICES AVAILABLE?



Our **PLUMBING SERVICES** provide **WATER SERVICES** for sinks, pools or spas.

WATER	INCENTIVE*	BASE
3/4" Service Outlet, First Connection	\$161	\$207
3/4" Service Outlet, Additional Connection	\$104	\$129
<i>Direct tie in to equipment only. Water heater rental required for hot water call for quote.</i>		
DRAINAGE	INCENTIVE*	BASE
3" Drain line, First Connection	\$144	\$190
3" Drain line, Additional Connection	\$104	\$138
<i>Direct tie in to equipment only.</i>		
<i>Grease trap not included. If needed please call for quote.</i>		
FILL AND DRAIN	INCENTIVE	BASE
1-15 Gallons	\$69	\$90
16-70 Gallons	\$86	\$115
71-100 Gallons	\$115	\$144
101-200 Gallons	\$173	\$207
201-300 Gallons	\$201	\$230
301-400 Gallons	\$242	\$288
401-500 Gallons	\$276	\$316
501-1000 Gallons	\$575	\$633
Additional 500 Gallons	\$109	\$121
<i>Fill and Drain one time only, labor charges apply for additional fills.</i>		

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

TIPS:

- Water services come from floor pockets
- If hot water is needed, rental of hot water heater is required

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

© 2023 SMART CITY NETWORKS. ALL RIGHTS RESERVED. EFFECTIVE SEPTEMBER 15, 2023 - DECEMBER 31, 2024 V09152023



DO WE OFFER COMPRESSED AIR?

Our **PLUMBING SERVICES** provide reliable **COMPRESSED AIR** for Robotics, Pneumatic Tools and Machinery.

COMPRESSED AIR [90-100 PSI]	INCENTIVE*	BASE
1/4" Compressed Air, First Connection	\$25	\$311
1/4" Compressed Air, Additional Connection	\$127	\$158

For any compressed air special requirements please call for quote.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

- Labor and Material not included with any plumbing services
- 1/4" Milton #715 Female Coupler

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

© 2023 SMART CITY NETWORKS. ALL RIGHTS RESERVED. EFFECTIVE SEPTEMBER 15, 2023 - DECEMBER 31, 2024 V09152023



FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT

GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

© 2023 Smart City Networks. All Rights Reserved.

BASIC INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for light Internet usage</i>		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL
	ESTIMATED 10% TAX/FEEES
	GRAND TOTAL

Effective June 30, 2023 - December 31, 2024 - V063023A

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: _____	Signature: _____	Date: _____/_____/_____
(X) _____	(X) _____	_____ / _____ / _____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001



Customer Number: _____

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



ELECTRICAL SERVICE CONTRACT

GEORGE R. BROWN CONVENTION CENTER



© 2023 Smart City Networks. All Rights Reserved.

Effective June 30, 2023 - December 31, 2024 - V063023A

Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:		Contact Email:	Cell Number:

ELECTRICAL SERVICES				
Includes Labor and Material for Floorplan Location - up to 100 AMPS				
QTY	AMPS	INCENTIVE*	STANDARD	TOTAL
120V	15	\$171	\$223	\$
	20	\$204	\$265	\$
	30	N/A	N/A	\$
	60	N/A	N/A	\$
	100	N/A	N/A	\$
	150	N/A	N/A	\$
	200	N/A	N/A	\$
208V 1 PHASE	20	\$306	\$398	\$
	30	\$415	\$539	\$
	60	\$631	\$821	\$
	100	\$935	\$1,216	\$
	150	\$1,377	\$1,789	\$
208V 3 PHASE	200	\$1,642	\$2,134	\$
	20	\$414	\$538	\$
	30	\$547	\$712	\$
	60	\$935	\$1,216	\$
	100	\$1,425	\$1,853	\$
480V 3 PHASE	150	\$1,993	\$2,591	\$
	200	\$2,646	\$3,440	\$
	20	\$759	\$987	\$
	30	\$971	\$1,262	\$
	60	\$2,161	\$2,809	\$
100	\$3,418	\$4,444	\$	
150	\$5,037	\$6,548	\$	
200	\$6,636	\$8,626	\$	
TOTAL				

Power strips, extension cords & NEMA plugs available for an additional fee.

DUPLEX OUTLETS (120 VOLTS UP TO 2000 WATTS)				
Includes Labor and Material for each service indicated on the Floorplan				
QTY	WATTS	INCENTIVE*	STANDARD	TOTAL
	500	\$121	\$158	\$
	1000	\$146	\$190	\$
	1500	\$159	\$206	\$
	2000	\$171	\$223	\$
TOTAL				

A separate outlet must be ordered for each location. Additional labor and material apply to connect and disconnect service to equipment.

FLOOD LIGHTS ON A 6FT OR 8FT POLE				
Includes Electrical Services and Labor				
QTY	CONFIGURATION	INCENTIVE*	STANDARD	TOTAL
	150 Watt - 1 light	\$65	\$88	\$
	150 Watt - 2 light	\$70	\$95	\$
	300 Watt - 1 light	\$80	\$108	\$
	300 Watt - 2 light	\$85	\$115	\$
TOTAL				

SUBTOTAL	\$
12% ESTIMATED TAX	\$
GRAND TOTAL	\$

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN.
IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD.**

Make checks payable to SMART CITY ELECTRIC, INC.
 Send completed orders 5795 W. Badura Ave, Ste 110
 with payment to: Las Vegas NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number:

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



AIR, WATER, DRAIN & GAS SERVICE CONTRACT

GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

© 2023 Smart City Networks. All Rights Reserved.

Effective June 30, 2023 - December 31, 2024 - Y063023A

DESCRIPTION	INCENTIVE*	BASE	QTY	TOTAL
COMPRESSED AIR, 90-100 lbs. P.S.I. (Service outlet, 1/4" Milton #715 Female Coupler)				
First Connection	\$253	\$311		\$
Additional Connections	\$127	\$158		\$
Special Connection Size: _____ CFM: _____ PSI: _____ (Call)				\$
WATER, (Service Outlet 3/4") (For equipment only)				
First Connection	\$161	\$207		\$
Additional Connections	\$104	\$129		\$
Special Connection Size: _____ (Call)				\$
NOTE: No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.				
DRAINAGE, (3" drain line)(For equipment only) Direct Tie-in				
First Connection	\$144	\$190		\$
Additional Connections	\$104	\$138		\$
Special Connection Size: _____ (Call)				\$
FILL AND DRAIN, (One time only – Labor charge for additional fills)				
1 - 15 Gallons	\$69	\$90		\$
16 - 70 Gallons	\$86	\$115		\$
71 - 100 Gallons	\$115	\$144		\$
101 - 200 Gallons	\$173	\$207		\$
201 - 300 Gallons	\$201	\$230		\$
301 - 400 Gallons	\$242	\$288		\$
401 - 500 Gallons	\$276	\$316		\$
501 - 1000 Gallons	\$575	\$633		\$
Each additional 500 Gallons	\$109	\$121		\$
NATURAL GAS, (Service Outlet 3/4") - Call for quote				
LABOR, (Minimum 1/2 hour)		LABOR		
Monday – Friday (8:00am – 4:30pm)		\$90 hr		\$
Monday – Friday (4:30pm – 8:00am) Weekends & Holidays		\$180 hr		\$
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)				\$

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE IN.
IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing. Labor and materials will be added.

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	\$
ESTIMATED 12% TAX/FEEs	\$
GRAND TOTAL	\$

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: _____	Signature: _____	Date: _____
(X) _____	(X) _____	____/____/____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD.**

Make checks payable to SMART CITY ELECTRIC, INC.
 Send completed orders 5795 W. Badura Ave, Ste 110
 with payment to: Las Vegas NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001



Customer Number: _____



EXHIBITOR EQUIPMENT RENTAL INFORMATION

Pri-Med: Southwest (Houston, TX)

OVATION Inc. is pleased to be the vendor for your audio/visual needs at Pri-Med Southwest, being held April 11th – 13th in Houston, TX at the George R. Brown Convention Center. Below is a link to the online order form to select your required A/V equipment.

All orders must be submitted by **March 22, 2024**.

https://form.jotform.com/OVATION_Events/pri-med-southwest-2024-exhibit

If you have any questions, please feel free to reach out to us at:
exhibitorders@ovationevents.com.





Exhibitor Code of Conduct

1. Show **respect** for fellow exhibitors and their right to a safe & successful exhibit.
2. Be **considerate** - Consider how your actions could affect others.
3. Ask **permission** before taking videos or photos of anything other than your own booth.
4. Please **cooperate** to help resolve any disputes.
5. Be **flexible** when making last minute requests.
6. Be **patient** and **reasonable** while any issues are being resolved.
7. Compete with **integrity**.
8. Always act in a **professional** and business-like manner.
9. When in doubt, **seek help** from Pri-Med show management.
10. **Respond quickly** if you feel something warrants the attention of show management. Don't wait until after the show.

In summary, please treat others how you would like to be treated!

In order to maintain the quality of services offered to exhibitors, Pri-Med Show Management has verified the qualifications of the firms supplying support services. Forms and additional information are included in the Service Manual.



Venue

George R. Brown Convention Center
1001 Avenida De Las Americas
Houston, TX 77010
(P): 713-853-8000



Internet & Electric

Smart City
George R. Brown Convention Center
1001 Avenida De Las Americas
(P): 888-446-6911
customerservice@smartcitynetworks.com



General Contractor

T3 Expo, LLC
8 Lakeville Business Park
Lakeville, MA 02347
(P): 888-698-3397



Hotels

OnPeak
(P): 800-584-9017
(E): primed@onpeak.com
(W): www.pri-med.com/southwest



Audio Visual

Ovation
1138 Second Ave. N
Nashville, TN 37208
(P): 615-333-3939



Food and Beverage

Levy Restaurants
George R. Brown Convention Center
Houston, TX 77010
(P): 936-525-9725
(E): RSurette@LevyRestaurants.com
**Order deadline: March 21, 2024*



Lead Retrieval

Convention Data Services (CDS)
107 Waterhouse Road
Bourne, MA 02532
(P): 1-800-746-9734
(E): xpressleadpro@cdsreg.com

Companies not on this list are not in any way affiliated with the conference and entering into financial agreements with such companies can have costly consequences.



BOOK AT OUR OFFICIAL HOTELS

You deserve the best. Pri-Med Southwest's official housing partner, onPeak, is a one-stop shop for all your hotel needs.

Embassy Suites Houston Downtown

HOTEL CUT-OFF: 3/28/2024

Single/Double Occupancy - Standard: \$245

Hilton Americas-Houston

HOTEL CUT-OFF: 3/28/2024

Single/Double Occupancy - 1 Bed: \$249

Single/Double Occupancy - 2 Beds: \$249

**Benefits of
of booking in
the block.**



Make adjustments
without penalty.



Get credit for your
hotel loyalty program.



Support before, during
and after your stay.



Book your hotel through onPeak today:

www.pri-med.com/southwest (Click on the Hotels and Venue tab)

(800) 584 9017

primed@onpeak.com

Plan ahead. Reduced rates are available on a first-come, first-served basis. Rates do not include current tax.