



REGION ONE

Protecting Soil and Water Resources

2020 IECA Annual Conference & Expo

Raleigh Convention Center Halls A & B Raleigh, NC February 23 - 26, 2020



Introducing



Trade Show Planning:

Your Road Map to Success

NO EXHIBITOR LEFT BEHIND is more than a motto—it's our pledge to you. Our new Exhibitor Success Kit is one of many tools we've created to guarantee you have a smooth, positive experience. Whether you're exhibiting for the first time or an experienced exhibitor, this easy-to-use kit guides you through the steps of planning a successful event from start to finish.

"easy-to-use kit"

From decorating and setting up your booth to ordering key services, the kit provides all the product and service information, links, dates, and order forms you'll need. It even offers the convenience of shopping online and ordering our services 24/7. Our goal is to simplify the process and deliver the unexpected while you remain focused on the show.

Speak To Our Team



2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

Discount Price
Deadline Date
FEBRUARY 10TH
Method of payment must accompany your orde

Show Quick Facts

Booth Packages

Included in your 10'x 10' booth package is:

- 8' Pipe and Drape, Teal
- 3' Pipe and Drape Siderail, Teal
- (1) 6'x30" Skirted Table, White
- (2) Padded Side Chairs
- (1) Wastebasket
- (1) ID Sign

NOT included in your booth package:

- Carpet Floor covering is MANDATORY
- Electrical Services
- Audio Visual
- Other ancillary services (see pages 76 141 for ancillary services order forms)

Carpet Information & Ordering Instructions

Exhibit Halls A & B of the Raleigh Convention Center are NOT carpeted. Aisle carpet will be Gray. Floor covering is MANDATORY, per Show Management. You may provide your own floor covering or order through AGS Expo Services. To order you can visit your online ordering portal, e-mail the Carpet Order form (pg. 28) and Method of Payment form (pg. 20) found in this kit to eventservices@ags-expo.com, or fax the Carpet Order form and Method of Payment form to 407.292.4414. If you have any questions, please call our Event Services team at 407.292.0025.

Discount Price Deadline

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by February 10, 2020.

Booth Regulations & Requirements

Rules and regulations vary by booth size and location. Please refer to pages 9-12 for more detailed information.

Booth Catering

All food and beverage on the show floor must exclusively be handled by Centerplate. Please refer to pages 82-141 form ordering forms, rules and regulations, and contact information.

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

SHOW QUICK FACTS

Protecting Soil and Water Resources

2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

Discount Price Deadline Date FEBRUARY 10TH

Show Quick Facts

Show Schedule

EXHIBITOR MOVE-IN

- Sunday, February 23, 2020 10:00 AM 5:00 PM *Only booths 20x20 or larger
- Monday, February 24, 2020 8:00 AM 2:45 PM

EXHIBIT HOURS

- Monday, February 24, 2020 3:50 PM 6:00 PM *Ribbon Cutting & Opening Reception
- Tuesday, February 25, 2020 9:00 AM 3:00 PM
- Wednesday, February 26, 2020 9:00 AM 1:30 PM

EXHIBITOR MOVE-OUT

Wednesday, February 26, 2020 - 1:30 PM - 8:00 PM

Exhibitor Move-Out Details

- All carriers must check-in no later than 4:00 PM on Wednesday, February 26th.
- Empty crates and cartons in storage with AGS Expo Services will be returned beginning at 1:30 PM on Wednesday, February 26th.
- Freight Re-Route Deadline: All unconsigned materials remaining on the event floor wiil be re-routed via the official show carrier, ABF Freight, at 4:01 PM on Wednesday, February 26th.
- All exhibitor materials must be removed from the exhibit facility by 8:00 PM on Wednesday, February 26th.
- After the show closes and your booth is completely packed with labels, please turn in an Outbound Bill of Lading (BOL) to the Service Desk. This signifies to the AGS Expo Services Team that your booth materials are ready to be carried across the dock and can be loaded with your carrier.
- Our Event Services Department can prepare your labels and Outbound BOL ahead of time to make your move-out easier and more efficient. Please fill out the Outbound Bill of Lading and Shipping Label Request form (page 100) and submit to the Event Services team prior to the show move-in date. Your labels and bill of lading will be distributed the morning of move-out on Wednesday, February 26th.



2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

Discount Price Deadline Date FEBRUARY 10TH

Show Quick Facts

Official Services Contractor Contact Information and Desk Hours

AGS Expo Services 4561 SW 34th Street Orlando, FL 32811

Phone: 407.292.0025 Fax: 407.292.4414

Email: eventservices@ags-expo.com

The AGS Service Desk will be located on the show floor and will be staffed at all times during move-in, show hours, and move-out.

Online Ordering

AGS Expo Services offers online ordering for your convenience. A unique log-in and password was e-mailed to you with our initial Welcome Letter. Should you experience any technical difficulties or have questions, please contact our Event Services Team at 407.292.0025 or via email at eventservices@ags-expo.com.

Shipping Information

Below are the advance warehouse & direct shipping addresses. Please know that a Method of Payment must be on file to receive your materials.

> Name of Exhibiting Company 2020 IECA Annual Conference & Expo

> > Booth #:

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services c/o ABF Freight 208 Muldee St. Durham, NC 27703

Delivery Window

- Deliveries only accepted between 1/26/20 - 2/18/20
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services c/o Raleigh Convention Center Halls A&B 500 S. Salisbury Street Raleigh, NC 27601

Delivery Window

Order Online: www.ags-expo.com

- Sunday, February 23, 2020 10:00 AM 5:00 PM *Only booths 20x20 or larger
- Monday, February 24, 2020 8:00 AM 2:45 PM
- All booths must be set by 2:45 PM on Monday, February 24, 2020

2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

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Deadline Date
FEBRUARY 10TH
Method of payment must accompany your orde

Show Quick Facts

Labor Rules and Regulations

• Labor rules and regulations vary from facility to facility. Please refer to Page 26 for a full list of union jurisdiction rules and regulations.

Helpful Hints & Tips

- Order by the discount deadline February 10, 2020 to take full advantage of the best prices available!
- Pre-order your outbound labels and bill of lading by submitting the order form found on page 63.
- Avoid long wait times during move-out order Premium Return service, found on page 65! Store up to (3) priority pieces during the show for quick return during move-out. Dismantle faster and leave sooner.
- For tips and tricks on how to reduce material handling costs, please refer to page 56.
- Want to know how to make your booth even better? Contact us about our Display Solutions, more information located on pages 175-184.

SHOW QUICK FACTS

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Conference Information

Conference Information and Forms

Guidelines for Displa	ny
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Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths, and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

AUDIO VISUAL

Audio-visual or sound equipment will be permitted only in the exhibitor's space and in such intensity as it does not interfere with the activities of neighboring exhibitors. Any devices which project sound must be tuned to conversation level.

BOOTH DESIGNS

Exhibits must be designed, constructed, and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage, with a close off, any unsightly or unused booth materials stored behind booth curtains.

BOOTH HEIGHT

Standard booth (Illustration A) height is eight feet. No signage or display features will be permitted above this height unless the booth is a perimeter wall booth (Illustration B) in which case the maximum permitted height is 12 feet. If the booth configuration is a peninsula (Illustration C) and/or island (Illustration D) of four booths or more, then maximum height will be 16 feet.

CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

DEMONSTRATIONS (IN BOOTH)

Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

EXHIBITOR ETIQUETTE

- 1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
- 2. Conduct of exhibitors shall be professional and courteous at all times.
- 3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.
- 4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
- 5. Exhibitors may not have models, signs, or other solicitation devices outside assigned exhibit space or in aisles.
- 6. No furniture, product, or packing materials may be left in the aisle during show hours.
- 7. No exhibit will be permitted which, in the view of Show Management, is offensive or poses a danger or potential danger to exhibitors or buyers.



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Guidelines for Display

HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 16 feet. This means that the top of the hanging sign can be no more than 16 feet off the ground. This will be strictly enforced!

ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY SHOW MANAGEMENT.

MULTI-STORY OR COVERED EXHIBITS

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

- 1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
- 2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
- 3. The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
- 4. There should be not less than two means of egress from each load-bearing area in a multi-story exhibit or from each occupied area of a covered assembly area.
- 5. A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times, from the time that the enclosure is completed until the time that the enclosure is dismantled.

NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

STAFFING

Exhibit space must be staffed throughout ALL show hours.



2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC

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Protecting Soil and Water Resources



Guidelines for Display

STANDARD BOOTH (ILLUSTRATION A)

Maximum Height: Hanging Signs:

> **Front Displays:** If over 4' in height, must be placed

at least 5' from the aisle line.

Unsightly displays and/or material Standard Corner:

storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's "in the "Furniture & Accessories" form in your Exhibitor Service Manual).

PERIMETER BOOTH (ILLUSTRATION B)

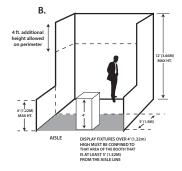
Maximum Height: 12' (Drape line is at 8')

Yes, top can be no more than 12' off the **Hanging Signs:**

ground. Back wall only.

Front Displays: If over 4' in height, must be placed at

least 5' from the aisle line.



PENINSULA (ILLUSTRATION C)

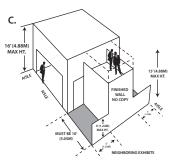
Maximum Height:

Hanging Signs: Yes, top can be no more than 16'

off the ground.

Front Displays: If over 4' in height, must be placed at

least 5' from the aisle line.



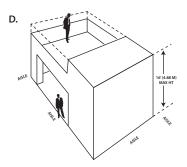
ISLAND (ILLUSTRATION D)

Maximum Height

Hanging Signs: Yes, top can be no more than 16'

off the ground.

Front Displays: Full use of space is permitted.



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



REGION ONE Protecting Soil and Water Resources

Guidelines for Display

CANOPIES/CEILINGS (ILLUSTRATION E)

Maximum Height: 8' - Standard

12' - Perimeter

16' - Island or Peninsula

Maximum Drape: 16'

Maximum Depth: To full dimensions of contracted space.

> **Side Views:** Must contain an opening above 4' high and

extending back 5' from the aisle line.

Fire Code: Must meet with local fire codes and conform

to the minimum life safety requirements.

TOWERS (ILLUSTRATION F)

Maximum Height: 8' - Standard

12' - Perimeter

16' - Island or Peninsula

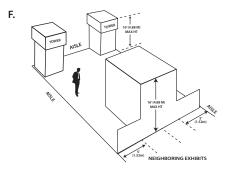
Maximum Depth: To full dimensions of contracted space.

> **Side Views:** Must contain an opening above 4' high and

extending back 5' from the aisle line.

Structural Integrity: All towers over 12' in height must have blueprints

> available for inspection, the signature/stamp of a structural engineer, and exhibit company.



SUPPORTS PERMITTED

MAXIMUM 12" (30cm) DEPTH FOR CANOPIES OR FALSE CEILINGS

E.

HANGING SIGNS (ILLUSTRATION G)

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

Maximum Width: No more than 50% of the total booth length

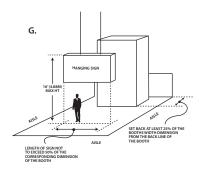
(if placed length-wise). No more than 50% of the total booth width (if placed width-wise).

Must be contained within booth. No signs Location:

will be allowed on columns, pillars or in aisles.

Must be obtained prior to move-in from Approval:

Show Management.



DEMONSTRATIONS (ILLUSTRATION H)

Location: Must be contained within the booth area

so as not to interfere with aisle traffic or

neighboring booth space.

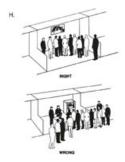
Tables must be set back a minimum of Samples:

2' from aisle line

Audio/Visual: Must be tuned to conversation level Hazard barriers must be provided as **Safety Precautions:**

needed for moving or potentially

dangerous machines.



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



Official Contractor

Event Information and Forms

Turnkey Marketing for Exhibitors
IECA 2020 Booth Sponsorship Opportunities
Official Show Information
Official Service Contractors & Exhibitor Appointed Contractors
Recap of Services
Method of Payment Form
Payment Terms and Conditions21
Third-Party Billing Agreement
Notification of Intent to use Non-official Service Contractors
Example Certificate of Insurance
Labor Rules & Regulations



AGS EXPO YOUR ROI REALIZED: TURNKEY MARKETING FOR EXHIBITORS

AGS has partnered with **Y.E.S.** (Yare Event Services) to offer you a mix of marketing packages to help you create pre-event buzz, increase booth traffic, and convert leads into business. All materials are professionally designed and developed by trade show experts using proven designs & methodologies for promoting your exhibitor presence and maximizing ROI. Options for all budgets.

Reach your prospects before, during, & after the show using the most effective elements of event marketing

- Postcard Mailers: Professionally designed mailings featuring event details and your company info, booth number, and specials. Sent to attendees at key times before the event and to your best leads once the event is over.
- Email Campaigns: A series of e-blasts to promote your exhibitor presence and target your best prospects before, during and after the event. Effective exhibitor emails require specific elements, which our campaigns execute, including clearly written & formatted content with clean, fresh graphics & design.
- Social Media: Eye-catching graphics, posts, and digital ads for Facebook, Twitter & Instagram that drive traffic to your booth and generate pre and post-event buzz for your company.
- Event Splash Page: A polished web page that allows you to promote your company, the event, and your exhibit space. Your very own branded website also helps you cultivate pre-show interest in your products, services and specials, track the most promising leads ahead-of-time, and schedule on-site appointments.
- Print Materials: Flyers, postcards, invitations, brochures, and promotional materials that will get you noticed on the show floor and increase foot traffic.
- Effective Messaging: Exhibit-marketing content is an exact science. We develop messaging that provides the value your prospects want, entices them to your booth, and increases your website traffic.
- Deployment: Don't have social media, e-blast capabilities, or time to handle? We can help with set-up and will even deploy on your behalf.

Pick Your Package or Create Your Own











Take Advantage of Conference Sponsorships and/or Advertising to Stand Out in the Crowd

Now that you've taken the first step to get in front of industry decision makers to make onsite sales, build your pipeline and network with existing clients. Make sure you showcase your organization through a variety of sponsorship and advertising opportunities that will to connect you with actively buying attendees.

Print Advertising

Full Page Ad	\$1,275 member	\$1,575 nonmember
Half Page	\$725 member	\$1,225 nonmember
Quarter Page	\$525 member	\$725 nonmember

Program Guide

Full Page Ad	\$1,300 member	\$1,600 nonmember
Half Page	\$800 member	\$1,200 nonmember
Quarter Page	\$500 member	\$650 nonmember
Logo (<i>Next to</i>	\$250 member	\$350 nonmember
Company Description)		

Digital Advertising

Conference Mobile App

Rotating Banner	\$2,000 member	\$2,500 nonmember
Virtual Attendee Insert	\$750 member	\$1,000 nonmember
Scavenger Hunt	\$750 member	\$1,000 nonmember

Microsite Mobile Banner

Homepage Square Banner	\$2,000 member	\$2,500 nonmember
Homepage Square Damiel	72,000 HIEHIDEI	אבייטט ווטוווופוווטפו

Sponsorships

Attendee Bag Insert	\$7,500 member	\$9500 nonmember
Aisle Sign Sponsor	\$2,000 member	\$3,000 nonmember
Coffee Lounge	\$4,500 member	\$6,500 nonmember
Expo Hall Taste of Raleigh	\$1,000 member	\$1,500 nonmember
Expo Hall Vendor Showcase	\$300 member	\$400 nonmember

Contact Kim Kline at Kim@ieca.org for availability, specs and additional details. *Company must be an IECA organizational member to receive the member pricing rate. Individual memberships are not applicable to receive the special discounted rate. Learn more about organizational memberships at www.ieca.org. For complete details on sponsorship descriptions please go to www.ieca.org/2019mediakit*



Discount Price Deadline Date FEBRUARY 10TH



Protecting Soil and Water Resources

Official Show Information

As the Official Service Contractor for IECA 2020, AGS Expo Services would like to say welcome!

The information below is only a brief summary of the important times, dates, addresses, and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services Phone: 407.292.0025 4561 SW 34th Street Fax: 407.292.4414

Orlando, FL 32811 Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): A & B

Booth Package Inclusions

Booth Size: 10'x 10'

(2) Padded Side Chairs Includes: 8' Pipe and Drape

> (1) Wastebasket 3' Pipe and Drape

ID Sign (1) 6'x30" White Skirted Table

Not Included In Booth Package

Audio-Visual Carpet-Required

Other Utilities & Ancillary Services Electrical

Show Schedule Other Details

EXHIBITOR MOVE-IN

Sunday February 23, 2020 10:00 AM - 5:00 PM *Only booths 20x20 or larger Monday February 24, 2020 8:00 AM - 2:45 PM

EXHIBIT HOURS

Monday February 24, 2020 3:50 PM - 6:00 PM *Ribbon Cutting & Opening Reception

Tuesday February 25, 2020 9:00 AM - 3:00 PM

9:00 AM - 1:30 PM Wednesday February 26, 2020

EXHIBITOR MOVE-OUT

1:30 PM - 8:00 PM Wednesday February 26, 2020

• Empty crates and cartons will be returned beginning at 1:30

- PM on Wednesday, February 26th
- All carriers must check-in no later than 4:00 PM on Wednesday, February 26th
- All exhibitor materials must be removed from the exhibit facility by 8:00 PM on Wednesday, February 26th
- Freight Re-Route Deadline:
 - All unconsigned materials remaining on the event floor will be re-routed via the official show carrier. ABF Freight at 4:01 PM on Wednesday, February 26th
- Avoid long wait times, order Premium Return service (pg. 65). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!
- Any exhibitors who begin to tear down before 1:30 PM on Wednesday, February 26,2020 will NOT be permitted to return to IECA

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



2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning, and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company
2020 IECA Annual Conference & Expo

Booth #:____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services c/o ABF Freight 208 Muldee St. Durham, NC 27703

Delivery Window

- Deliveries only accepted between 1/26/20 - 2/18/20
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services c/o Raleigh Convention Center Halls A&B 500 S. Salisbury Street Raleigh, NC 27601

Delivery Window

- Sunday, February 23, 2020 10:00 AM 5:00 PM
 *Only booths 20x20 or larger
- Monday, February 24, 2020 8:00 AM 2:45 PM
- All booths must be set by 2:45 PM on Monday, February 24, 2020

Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - February 10, 2020

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

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

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



2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020



Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

Official service contractors are appointed to:

- a. Ensure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.
- d. See that the proper type and limits of insurance are enforced.
- e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

Exceptions are:

- f. Supervision may be provided by the exhibitor.
- g. The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors (EACs)

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

- The exhibitor must notify, in writing, show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
- 2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
- The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals, and labor.
- 4. The EAC must have all business licenses, permits, and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
- The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards' restoration of exhibit space to its initial condition, etc.
- The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.

- The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
- 8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
- The EAC shall provide, if requested, evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
- The EAC must not commit, or allow to be committed by persons in its employment, any acts that could lead to work stoppages, strikes or labor problems.
- 11. The exposition floor, aisles, loading docks, service, and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
- 12. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.





Protecting Soil and Water Resources

Recap of Services

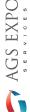
Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at eventservices@ags-expo.com

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
Event Forms			
☐ Method of Payment			
■ Notification of Intent to Use Non-official Contractor	1/27/20		
Appointed Contractors Insurance Certificate	1/27/20		
Event Services			
■ Booth Carpeting	2/10/20		
Furnishings & Accessories			
Standard	2/10/20		
Custom	2/10/20		
Display Solutions			
Labor Services			
Labor (Installation & Dismantle)	2/10/20		
Booth Set-up Diagrams	2/10/20		
Outbound Shipping Information	2/10/20		
Forklift Labor	2/10/20		
☐ Sign Hanging Services	2/10/20		
■ Booth Cleaning and Porter Service			
Material Handling Serv	vices		
■ Material Handling - Advance Freight	1/26/20-2/18/20		
☐ Material Handling - Direct Freight	2/23/20-2/24/20		
Premium Return Services - Priority Storage Return			
Shipping Method - UPS Freight.			
Ancillary Services			
☐ Electrical/Utilities	2/17/20		
☐ Audio-Visual & Computer Rentals	2/7/20		
☐ Catering	2/13/20		
IECA Show Services			
☐ IECA 2020 on-site directory listing/advertising	12/2/19		
New Product (Contractor Corner) form-			
Advertising for the Conference Environmental Connection Edition	11/28/20		
Exhibitor liability insurance (email COI to sales@rainprotection.net)	1/10/20		

IFCA((())	
International Erosion Control Association	Company Name
Protecting Soil and Water Resources	Email

Discount Price Deadline Date FEBRUARY 10TH

Booth Number



All exhibitors are required to have a credit card on file as a primary method of payment.

Tel#

Signature

	Credit Card			
For your convenience, we will use t any additional amounts incurred as information requested below:				
Personal Company	Third Party	Visa	Master Card	American Express
Acct.#:			Exp. Date:	
Card Holder Name (Print):				
Signature:				
Credit Card Rilling Address:				
	State:			Zip:
Account Option (please select one) Keep this Method of Payment	t on file for future events OR , you hereby accept all the terms an	_	· · · · · · · · · · · · · · · · · · ·	Service Manual.
Account Option (please select one) Keep this Method of Payment		nd conditions c	· · · · · · · · · · · · · · · · · · ·	Service Manual.
Account Option (please select one) Keep this Method of Payment	, you hereby accept all the terms an Company Che	nd conditions c	· · · · · · · · · · · · · · · · · · ·	Service Manual.
Account Option (please select one) Keep this Method of Payment By providing your signature,	Company Che AGS Exposition Services, Inc.	nd conditions c	· · · · · · · · · · · · · · · · · · ·	
Account Option (please select one) Keep this Method of Payment By providing your signature, Please make all checks payable to:	Company Che AGS Exposition Services, Inc.	ck Check No	ontained in this	
Account Option (please select one) Keep this Method of Payment By providing your signature, Please make all checks payable to: All checks must be in U.S. currency	Company Che AGS Exposition Services, Inc. n number. 1 4 days prior to exhibitor	ck Check No	ontained in this	
Account Option (please select one) Keep this Method of Payment By providing your signature, Please make all checks payable to: All checks must be in U.S. currency Please print show name and booth Company checks must be received	Company Che AGS Exposition Services, Inc. In number. If 14 days prior to exhibitor for processing liate discounts (if any) are ment is received. A copy of your	ck Check No	ontained in this	

If you wish to make a payment via Wire Transfer, please call 407-292-0025, or email us at eventservices@ags-expo.com,

to obtain bank information and routing identifiers.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

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



2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

FEDRUARY 23 - 26, 2020 Method of payment must accompan

Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors, and third parties:

- By providing a signed copy of a Method of Payment
 Form and selecting "Keep this Method of Payment on
 file for future events," you are establishing a company
 account with AGS Exposition Services, Inc. for one
 (1) calendar year for all active and future account
 transactions, regardless of event or project. It is the
 ultimate responsibility of the exhibitor to maintain an
 active credit card on file for services. Third party credit
 cards will be exempt from this policy, when identified
 as such, on the Method of Payment Form. Therefore,
 third parties will have a single event/project account
 established during the period of service.
- 2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
- 3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred, will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa, MasterCard, or American Express. All payments must be made in U.S. Funds.
- 4. AGS may accept Wire or ACH funds transfers to cover open or advance deposit for service. Regardless, a credit card is required on file. All transfers must be noticed to AGS via a trackable letter carrier service (attention to the event, company name, booth number and associated services) and the funds transferred at least ten business days prior to the first day of move-in for the associated event. If transfers are not noticed, and processed without details, AGS cannot guarantee the appropriate payment or credit to account. Fees apply to all transfers both by the processing institution as well as by AGS policy noted on the Method of Payment form. AGS may withhold services where payments are short/deficient due to fees.
- 5. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account.

A zero balance for ordered services does not preclude the requirement of a credit card on file for service.

Discount Price

Deadline Date

FEBRUARY 10TH

- 6. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay an open invoice/statement prior to the close of the show, the charges will automatically be applied to the credit card on file.
- 7. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
- 8. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
- AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
- 10. AGS Expo Services may from time to time audit and adjust accounts after the close of show. No statement or invoice is considered final, whether presented in advance, during, or after an event/ project. Please know that some services are actually considered estimates and therefore not calculated for actual payment until after the service is rendered. These services may include, but are not limited to, Labor, Material Handling, Furnishings, and other rental and sale items within the Exhibitor Service Manual or quoted for custom sale/rental. As a result, adjustments/additions to billing may occur. Any balances that arise from an audit will be billed to the method of payment on account, or will be required to be paid in full upon presentation of an invoice/ statement if no valid method of payment exists.
- 11. Payment for all labor, equipment, and services whether ordered by the exhibitor, display builder, non-official/third party contractors, or other parties shall be the ultimate responsibility of the exhibiting company.



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Discount Price Deadline Date FEBRUARY 10TH

Payment Terms and Conditions

- 12. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
- 13. Exhibitor/Third Party shall be responsible for any excise, property, sales, or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event a tax code or levied rate should change after the publishing date of a form and/or prior to fulfillment, your invoice may be adjusted as required by law.
- 14. Tax Exemption Status If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
- 15. Should a chargeback or dispute occur on payments to orders placed by an exhibitor or their agents, a fee equal to the fees assigned by the merchant processor or bank may be assessed and applied. In the event that a chargeback or dispute resolution is posted in favor of AGS Exposition Services, these fees will be due in addition to any outstanding balances.
- 16. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
- 17. AGS Expo Services reserves the right to refuse service to exhibitors with outstanding balances or a history of delinquency or disputes. AGS may require payment of open balances prior to any additional services being rendered or for future orders to be processed. Where a history of delinquency or disputes exists, AGS may, at its discretion, require the payment of services in a particular method.

- 18. Company checks for ordered services must be received 14 days before move-in. Regardless, a credit card is required on file. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
- 19. All refunds less than \$35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply. AGS will only issue refunds within 30 days of sending the final invoice. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method in which the service was originally transacted, within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
- 20. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be sent to the primary email on file during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
- 21. Once services have been rendered and no issues/ complaints have been formally brought (presented in writing via email or written notation on an existing invoice) to the attention of the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
- 22. All orders cancelled by the exhibitor due to nonparticipation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Please see specific forms for cancellation fee details.



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Discount Price Deadline Date FEBRUARY 10TH



Third-Party Billing Agreement

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

Exhibiting Firm				
Exhibitor Company Name:			В	ooth #:
Exhibitor Contact Name:				
Phone:	Email:			
Address:				
City:		State:	2	Zip:
Exhibitor Signature (Required):				
Third-Party				
The following items are to be	e charge	ed to the Third-Party	•	
All Services OR Furniture/Carpet M			th Clear	ning Labor
Third-Party Company Name:				
Contact Name:				
Phone:	Email:			
Address:				
City:		State:	Z	ip:
Third-Party Payer Signature (Required):				
Third-Party Credit Card Information:				
Payment in full must accompany your order. Please note, we will use the above, at anytime, including those placed onsite by your representat including but not limited to material handling, labor, and product ordexempt certificate. We gladly accept VISA, MasterCard and American	ive. These ers. For tax	charges may include all se	rvices pro	ovided by AGS Expo Service
Credit Card Number:			Exp. Date	:
Card Holder Name (Print):				
Signature:				
Credit Card Billing Address:				
City:	State:			Zip:

IFCA((())	
International Erosion Control Association	Camarana Nama
REGION ONE	Company Name
Protecting Soil and Water Resources	
-	Billing Address

Deadline Date
JANUARY 27TH
Method of payment must accompany your order

Booth Number	AG.



Notification of Intent

Tel#

Email

Signature

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle, and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

Please provide the following information:

Non-official Contractor Information (PLEASE PRINT OR TYPE)

City / State / Zip

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

Notification Deadline: Monday, January 27, 2020

- Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.
- 3. All booth personnel must wear proper identification at show site.
- 4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits a Method of Payment Form and appropriately checks the Third Party box for payment authorization.

Please Note:

- If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

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



Deadline Date
JANUARY 27TH
Method of payment must accompany your order

REGION ONE Protecting Soil and Water Resources

ACORD® DATE (MM/DD/YYYY) CERTIFICATE OF LIABILITY INSURANCE 06/06/2016 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endors certificate holder in lieu of such endorsement(s). nt. A state ment on this certificate does not confer rights to the YOUR AGENT'S NAME INSURANCE AGENT/BROKER NAME 555-555-5555 FAX (A/C, No): 555-555-555 PHONE (A/C, No. Ext): YOUR AGENT'S EMAIL ADDRESS STREET ADDRESS CITY, STATE, ZIP INSURER(8) AFFORDING COVERAGE
INSURER A : GENERAL LIABILITY INSURER NAME PHONE: INSURER B : AUTOMOBILE LIABILITY INSURER NAME NAME OF INSURED. **THIS MUST BE THE INSURER C: UMBRELLA LIABILITY INSURER NAME INSURER D : WORKERS' COMP LIABILITY INSURER NAME LEGAL NAME OF THE CONTRACTING 2. PARTY, THE EXHIBITOR-APPOINTED INSURER E CONTRACTOR.** INSURER F: COVERAGES CERTIFICATE NUMBER: REVISION NUMBER THISIS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED OR THER DOCUMENT WITH RESPECT TO AUTHOR THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS. EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS TYPE OF INSURANCE COMMERCIAL GENERAL LIABILITY 6. 7. 100,000 CLAIMS-MADE X OCCUR 5.000 MED EXP (Any one person) Α Υ Υ POLICY # INSURER A 00/00/0000 00/00/0000 1.000.000 PERSONAL & ADV INJURY 2.000.000 GENERAL AGGREGATE EN'L AGGREGATE LIMIT APPLIES PER: 2.000.000 1,000,000 TOMOBILE LIABILITY BODILY INJURY (Per person) ANY AUTO ALL OWNED AUTOS BODILY INJURY (Per accident)
PROPERTY DAMAGE
(Per accident) В Y POLICY # INSURER B 00/00/0000 00/00/0000 Υ X NON-OWNED HIRED AUTOS 2 000 000 UMBRELLA LIAB X occur EACH OCCURRENCE С Υ POLICY # INSURER C 00/00/0000 00/00/0000 EXCESS LIAB CLAIMS-MADE Υ 2.000.000 AGGREGATE RETENTION \$ DED WC STATU-TORY LIMITS 1,000,000 E.L. EACH ACCIDENT D POLICY # INSURER D 00/00/0000 00/00/0000 OFFICER/MEMBER EXCLUDED
Mandatory In NH) 1.000.000 E.L. DISEASE - EA EMPLOYE 1,000,000 E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)
YOU MUST LIST THE FOLLOWING AS ADDITIONAL INSURED: SHOW MANAGEMENT; SHOW NAME; FACILITY. THESE ENTITIES MUST BE NAMED AS ADDITIONAL ISUREDS ON A PRIMARY AND NON-CONTRIBUTORY BASIS, EXCEPT FOR WORKERS' COMPENSATION. THE INSURANCE PROVIDED FOR THE BENEFIT OF AGS EXPOSITION SERVICE COMPANY INC SHALL BE PRIMARY INSURANCE IN RESPECT TO ANY CLAIM, LOSS, OR LIABILITY, ARISING OUT OF THE NAMED INSURED'S OPERATIONS FOR WHICH THE NAMED INSURED IS LIABLE. ANY OTHER INSURANCE MAINTAINED BY AGS EXPOSITION SERVICE COMPANY INC SHALL BE EXCESS AND NON-CONTRIBUTORY. THE SHOW DATES ARE: MONTH, DAY (S), YEAR AND IN CITY, STATE. ***EXHIBITING COMPANY NAME**** CERTIFICATE HOLDER CANCELLATION OULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AGS EXPOSITION SERVICE COMPANY INC 4561 SW 34TH STREET AUTHORIZED REPRESENTATIVE ORLANDO, FL 32811 IMA YUR BROKER, CAF, CIC ACORD 25 (2010/05) © 1988-2010 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD

- 1. **PRODUCER**: Insurance Agent/Broker who issues certificate.
- 2. **NAME OF INSURED**: This must be the legal name of the contracting party.
- 3. TYPES OF INSURANCE: This must include all types required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual. General Liability and Umbrella Liability must be "OCCURANCE" type.
- 4. NAME OF ADDITIONAL INSUREDS: In this area, you must list Show Management (by name), the Show itself (by name), and the facility (by name) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER: AGS Expo Services, Inc. (AGS) MUST be listed as the certificate holder.
- 6. POLICY EFFECTIVE DATE: This date must be prior to or coincidental with the first day of Exhibitor Move-In.
- 7. **POLICY EXPIRATION DATE**: This date must be on or after the last day of Exhibitor Move-Out.
- 8. **Limits**: The monetary limits must be the same or greater than what is required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual.
- 9. AUTHORIZED REPRESENTATIVE: This form must be signed (not stamped) by an authorized representative of the producer of the certificate.



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Discount Price
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Method of payment must accompany your orde

Labor Rules & Regulations

UNION JURISDICTIONS

To assist you in planning your participation for these upcoming expositions, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of the various unions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING LABOR

Exhibitor personnel may set up their own exhibits if so desired, provided they are full time employees of the exhibiting company. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. If, however you hire any labor to assist you, it must be through a contractor which meets all of the regulations as an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor order form, or by ordering at show site from the AGS Expo Services Center.

FREIGHT HANDLING LABOR

AGS Expo Services in cooperation with the Teamsters Union has the responsibility of receiving and handling all exhibit materials and empty crates. We have the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. AGS Expo Services will not be responsible, however, for any material they do not handle. Exhibitors may unload Personally Owned Vehicles (cars, passenger vans and pick-up trucks) at an area designated by AGS Expo Services and may hand-carry materials to their exhibit space without the use of hand trucks, dollies or pallet jacks. AGS Expo Services will have complete control of the loading docks at all times. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense. The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with AGS Expo Services to store empty crates. Please refer to the Freight Information sheet in the service kit for the handling of empties, disposal of skids, etc.

GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibition Manager and AGS Expo Services.

IN GENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to AGS Expo Services and/or Exhibition Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibition Manager or AGS Expo Services.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.



Standard Furnishings

Catalog and Order Forms

Carpet Order Form	28
Table Order Form	29
Seating & Accessories Order Form	30
ePed - Charging Table	31
Popular Furnishings Brochure	32



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International Erosion Control Association	٠.
REGION ONE Protecting Soil and Water Resources	_

Discount Price Deadline Date FEBRUARY 10TH

□ Emerald

☐Gray Pearl

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	Booth Number
Tel #	
Email	
Signature	
	Email

Standard Carnet

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				_								
	ln-li	ne Bootl	h		Island Booth							
Check One	Booth Size	Discount Pri	ice Standard Price	Standard Price		Booth Dimension		Total Area	Discount	St	tandard	Total
	10'x10'	\$163.00	\$212.00			20x20 Min.			Price	$oxed{oxed}$	Price	Price
	10'x20'	\$326.00	\$424.00			x	=		\$2.74/sq.ft	. \$3	.56/sq.ft.	\$
	10'x30'	\$489.00	\$636.00									
	10'x40'	\$652.00	\$848.00		Please note that all carpet is 10 ft wide and is installed accordingled.							accordingly
		Plea	se Choose Your	Car	pet Co	lor (check a	pprop	riate box be	elow):			
☐ Blue	□Red	□Gray	y 🔲 Black		□Bu	rgundy	☐ Pu	rple []Hunter G	ireer	ı 🗆	Teal
				F	Plush	Carpet						
		Enhanc	e your exhibit w	ith 2	26 oz. p	olush, heav	y-cut p	olyester pil	e carpet.			
Booth D	imensions		Total Area			Discoun	Price	Standa	rd Price		Tot	al Price
	х	=		sq	.ft. x	\$4.00/9	q.ft.	\$5.12	/sq.ft.	=	\$	

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

☐ Imperial Blue ☐ French Beige

• Additional colors offered upon request.

□Onyx Black

• Custom carpet orders must be received by the deadline date above to guarantee carpet selection.

□ Charcoal

Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

Additional Items

All items are available with standard, custom cut, or plush carpets.

Booth Dimensions				Total Area		Discount Price	Standard Price		Total Price	
1/2" Foam Padding		х		=		sq.ft. x	\$1.25 /sq.ft.	\$1.49 /sq.ft.	=	\$
1" Foam Padding		х		=		sq.ft. x	\$2.49 /sq.ft.	\$2.98 /sq.ft.	=	\$
Visqueen		х		=		sq.ft. x	\$0.89/sq.ft.	\$1.07/sq.ft.	=	\$
Carpet Tape		х		=		sq.ft. x	\$1.92 /ft.	\$2.07 /ft.	=	\$

Please Note:

☐ Cherry Red

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal, and are based on exhibit space dimensions.
- To order cleaning services, complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor. **Cancellation Policy**
- Plush and custom-size booth carpet cancelled after being cut will be charged 100%. Standard carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Total Order
Subtotal: \$
Sales Tax (7.25%): \$
Total: \$

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

IFCA((())	
International Erosion Control Association	(
REGION ONE	_
Protecting Soil and Water Resources	

Discount Price Deadline Date
FEBRUARY 10TH
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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

STEP 1 - Select Table

	Skirted Tables			
Qty	ltem	Discount	Standard	
	4'Table - 30" high	\$116.08	\$150.90	
	4'Table - 42" high	\$127.94	\$166.32	
	6'Table - 30" high	\$157.94	\$197.43	
	6'Table - 42" high	\$157.94	\$197.43	
	8' Table - 30" high	\$200.18	\$250.23	
	8'Table - 42" high	\$200.18	\$250.23	

	Unskirted Tables			
Qty	ltem	Discount	Standard	
	4'Table - 30" high	\$55.09	\$71.61	
	4'Table - 42" high	\$76.88	\$99.93	
	6' Table - 30" high	\$66.97	\$87.06	
	6'Table - 42" high	\$88.20	\$114.66	
	8' Table - 30" high	\$76.00	\$98.80	
	8' Table - 42" high	\$97.30	\$126.49	

Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	ltem	Discount	Standard
	4'L x 8"W x 8"H	\$58.13	\$81.78
	6'L x 8"W x 8"H	\$63.29	\$82.28
	8'L x 8"W x 8"H	\$71.04	\$92.35

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty Item		Discount	Standard
	4th Side Skirted 30"h	\$70.80	\$102.54
	4th Side Skirted 42"h	\$70.80	\$102.54

STEP 2 - Select Skirt Color

□Blue	□Teal	☐Hunter Green	Red	□Black	Purple	□White	Grav	Burgundy	□Gold	_
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Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.



Table with Skirt



Table with Riser & Skirt

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

Total Order

Subtotal:	\$
Sales Tax (7.25%):	\$

Total: \$

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IECA((())	
International Erosion Control Association	Company Name
Protecting Soil and Water Resources	Billing Address

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	Booth Number	AGS

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Seating & Accessories

Tel#

Email

Signature

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating				
Qty	ltem	Discount	Standard	
	Padded Arm Chair	\$86.38	\$112.29	
	Padded Side Chair	\$98.00	\$122.50	
	Padded Stool	\$102.34	\$133.05	

City / State / Zip

	Display Items				
Qty	Item	Discount	Standard		
	Display Case (5'x36" full view)	\$615.97	\$800.77		
	Display Case (6'x36" full view)	\$706.39	\$918.31		
	Vert. Display Case (6' - 5 shelf)	\$706.39	\$918.31		
	Ticket Tumbler	\$77.13	\$100.27		
	Tack Board (vert. or hori.)	\$254.30	\$330.60		
	Grid Panel (per meter)	\$204.52	\$265.87		
	Chrome Sign Holder 22"x28"	\$92.57	\$120.34		
	Literature Rack	\$104.63	\$136.01		
	Easel	\$55.26	\$71.84		
	Bag Rack	\$80.98	\$105.28		
	Garment Rack	\$80.98	\$105.28		
	Clothes Tree	\$80.98	\$105.28		
	Fishbowl	\$24.86	\$32.32		

Specialty Items				
Qty	Qty Item		Standard	
	Chrome Stanchion		\$93.42	
Plastic Chain (per foot)		\$3.39	\$4.41	
	Black Velour Rope (8' sections)	\$43.81	\$56.96	

	Specialty Tables				
Qty	ltem	Discount	Standard		
	Rectangle Table 18"x36"x18"H	\$88.16	\$114.61		
	Square Table 17"x17"x18"H	\$85.62	\$111.31		
	Pedestal Table 30"Dx30"H	\$152.06	\$197.68		
	Pedestal Table 30"Dx40"H	\$167.30	\$217.49		
	ePed - Charging Table, Powered 🥖	\$310.00	\$403.00		

Booth Basics				
Qty	ltem	Discount	Standard	
	Wastebasket	\$17.95	\$24.75	
	Shrink Wrap (per roll)	N/A	\$91.49	
	Banding (per foot)	N/A	\$2.86	
	Velcro (per foot)	N/A	\$2.84	
	Clear Packing Tape (roll)	N/A	\$22.70	
	Drape Hardware/Bases & Poles	\$13.69	\$19.90	

	Specialty Drape (Show management approval)				
Qty	ltem	Discount	Standard		
	8' Drape (per foot, 10' min per order)	\$11.25	\$14.94		
	3' Drape (per foot, 10' min per order)	\$7.81	\$11.85		
	Booth Close-off (Show Colors)	\$48.93	\$66.95		

Specialty Drape Color:				
□Blue	□Teal	☐ Hunter Green	□Red	
□Black	☐ Purple	□White	□Gray	
\square Burgundy	□Gold			

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

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Subtotal: \$_	
Sales Tax (7.25%): \$_	
Total: \$	

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

Discount Price Deadline Date FEBRUARY 10TH

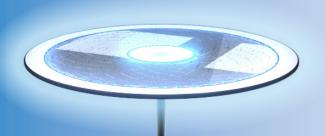
2020 IECA Annual Conference & Expo **Raleigh Convention Center** Raleigh, NC February 23 - 26, 2020

Protecting Soil and Water Resources

Company Name	Tel#	Booth Number
Billing Address	Email	
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ePed - Charging Table



This is how we innovate...

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

Advance Rate \$310.00

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



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

Total Order

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

Tax (7.25%): \$

Total Order: \$

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2020 IECA Annual Conference & Expo **Raleigh Convention Center** Raleigh, NC February 23 - 26, 2020

Discount Price Deadline Date FEBRUARY 10TH



Seating







Padded Arm Chair



Skirted Tables





Available Skirt Colors



• Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

Popular Accessories



Rolling Rack



Literature Rack



Vert - 4' x 8' Hori - 8' x 4'



Gray Pedestal Table 30"D x 40"H (30" optional)



Ticket Tumbler



Wastebasket



Rectangle Table 18"x36"x18"H



6' & 5' Display Case



ePed -Charging Table (Electricity is not included)



Easel



Bag Rack



Chrome Sign Holder

Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.



Custom Furnishings

Order Forms

Custom Furnishings Catalog	143
Custom Furnishings Order Form	. 34



CUSTOM FURNISHINGS ORDER FORM

2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

Discount Price Deadline Date FEBRUARY 10TH Method of payment must accompany your order







Po	wered		
Center Cone w/ Electrical Charging Outlet (BNQTL7)	White Vinyl	38"RND 51"H	\$614.90
Full Banquette w/ Electrical Charging Outlet (BNQ417)	White Vinyl	72"RND 51"H	\$1,952.50
Midtown Powered Counter, Lighted w/Plug In (MTCLPI)	Pewter	60"L 18"D 42"H	\$1,336.50
Midtown Powered Counter, Unlighted (MTCPUL)	Pewter	60"L 18"D 42"H	\$1,259.50
Naples Chair, Powered (NPLCHP)	Black Vinyl	36"L 30"D 28"H	\$561.00
Naples Loveseat, Powered (NPLLOP)	Black Vinyl	62"L 30"D 28"H	\$731.50
Naples Sofa, Powered (NPLSOP)	Black Vinyl	87"L 30"D 28"H	\$889.90
Powered Conference Table Module (PWRUSB)	Black	5"L 2.25"D 2"H	\$64.90
Roma Chair, Powered (CHRPWR)	White Vinyl	37"L 31"D 33"H	\$555.50
Roma Sofa, Powered (SFAPWR)	White Vinyl	78"L 31"D 33"H	\$885.50
Sydney Powered Cocktail Table (C1WP)	White, Brushed Steel	48"L 26"D 18"H	\$313.50
Sydney Powered Cocktail Table (C1YP)	Black, Brushed Steel	48"L 26"D 18"H	\$313.50
Ventura Communal Bar Table, Powered (VNTBLK)	Black Top, Silver Frame	72.25"L 26.25"D 42"H	\$676.50
Ventura Communal Bar Table, Powered (VNTWHT)	White Top, Silver Frame	72.25"L 26.25"D 42"H	\$676.50
Ventura Communal Café Table Powered (VNTCBK)	Black Top, Silver Frame	72.25"L 26.25"D 30"H	\$522.50
Ventura Communal Café Table Powered (VNTCWH)	White Top, Silver Frame	72.25"L 26.25"D 30"H	\$522.50
Wireless Charging Table, Powered (CUBPOW)	White, AC Plug In	20"L 20"D 18"H	\$390.50
Soft Seatii	ng Collections		
Allegro Chair (CHR002)	Blue Fabric	36"L 34.5"D 30"H	\$429.00
Allegro Sofa (SFA002)	Blue Fabric	73"L 34.5"D 30"H	\$616.00
Baja Chair (BCHWHT)	White Vinyl	36"L 30.5"D 28"H	\$478.50
Baja Loveseat (BLVWHT)	White Vinyl	61"L 30.5"D 28"H	\$704.00
Baja Sofa (BSFWHT)	White	86"L 28"D 30"H	\$764.50
Fairfax Chair (FAIRCW)	White Vinyl, Brushed Metal	30"L 27"D 30"H	\$302.50
Fairfax Sofa (FAIRSW)	White Vinyl, Brushed Metal	62"L 27"D 30"H	\$418.00
Hopi Chair (HOPCH)	Gray Linen	21"L 25"D 34"H	\$203.50
Hopi Loveseat (HOPLV)	Gray Linen	48"L 25"D 34"H	\$319.00
Key Largo Chair (KEYCHR)	Black, Fabric	35"L 35"D 34"H	\$275.00
Key Largo Loveseat (KEYLOV)	Black, Fabric	57"L 35"D 34"H	\$319.00
Key Largo Sofa (KEYSOF)	Black, Fabric	79"L 35"D 34"H	\$423.50
Munich Armless Chair (MNCHCH)	Gray Fabric	22.5"L 27"D 28.5"H	\$401.50
Munich Armless Loveseat (MNCHLV)	Gray Fabric	45"L 27"D 28.5"H	\$709.50
Munich Corner Chair (MNCHCC)	Gray Fabric	26"L 27"D 28.5"H	\$484.00
Munich Sectional, 3 Pc. (MNCHSC)	Gray Fabric	93.5" 27"D 28.5"H	\$1,584.00
Naples Chair (NPLCHR)	Black Vinyl	36"L 30"D 28"H	\$511.50
Naples Loveseat (NPLLOV)	Black Vinyl	62"L 30"D 28"H	\$616.00
Naples Sofa (NPLSOF)	Black Vinyl	87"L 30"D 28"H	\$737.00
South Beach Sectional (SO2)	Platinum Suede, 3 Pieces	152"L 40"D 33"H	\$1,397.00
South Beach Sofa (SO1)	Platinum Suede	69"L 29"D 33"H	\$583.00
Tangiers Chair (TANCHR)	Beige Textured	34"L 37"D 36"H	\$368.50
Tangiers Loveseat (TANLOV)	Beige Textured	57.5"L 37"D 37"H	\$594.00
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	City / State / Zip	Signature					
	Tangiers Sofa (TANSOF)	Beige Textured	78"L 37"D 36"H	\$599.50			
Accent Chairs							
	Key West Chair (OCB)	Black	31"L 31"D 31"H	\$352.00			
	La Brea Swivel Chair (LABREA)	Charcoal Gray, Fabric	35"L 27"D 40"H	\$363.00			
	Madrid Chair (BCW)	White	30"L 30"D 31"H	\$566.50			
	Madrid Chair (OCH)	Black	30"L 30"D 31"H	\$636.90			
	Wentworth Chair (WENCHA)	Brown Vinyl	32″L 26″D 31.5″H	\$291.50			
	Swanson Swivel Chair (SWAN)	White Vinyl	28"L 25"D 30"H	\$319.00			
	Meeti	ng Chairs					
	Meeting Chair (OCMESP)	Espresso	25.5"L 23.5"D 34"H	\$253.00			
	Meeting Chair (OCMTAU)	Taupe Fabric	25.5"L 23.5"D 34"H	\$253.00			
	Meeting Chair (OCMWHT)	White Vinyl	25.5"L 23.5"D 34"H	\$253.00			
·	Grou	o Seating					
	Altura Guest Chair (XC6)	Black Crepe	25"L 20"D 34"H	\$275.00			
	Berlin Chair (CS8)	Black, White	18"L 22"D 32"H	\$110.00			
	Blade Chair (BLDCRD)	Red	20.5"L 19"D 30.5"H	\$60.50			
	Blade Chair (BLDCSB)	Sky Blue	20.5"L 19"D 30.5"H	\$60.50			
	Brewer Chair (SC3)	Onyx, Black	20"L 20"D 32"H	\$148.50			
ĺ	Christopher Chair (XCHR)	White Vinyl, Chrome	17"L 19"D 35"H	\$93.50			
	Duet Stack Chair (DUET)	Black, Chrome	21"L 23"D 33"H	\$66.00			
	Laguna Chair (LMCHR)	Maple, Chrome	18"L 19"D 34"H	\$126.50			
	Lucent Chair (LUCHCL)	Frosted, Acrylic	19.5″L 19.75″D 45.5″H	\$159.50			
	Malba Chair (MALGRN)	Green	20"L 20"D 32"H	\$99.00			
	Malba Chair (MALGRY)	Gray	20"L 20"D 32"H	\$99.00			
	Marina Chair (MARCBE)	Ocean Blue Fabric	17.5″L 19.5″D 35″H	\$130.90			
	Marina Chair (MARCBK)	Black Vinyl	17.5″L 19.5″D 35″H	\$130.90			
	Marina Chair (MARCBR)	Brown Fabric	17.5″L 19.5″D 35″H	\$130.90			
	Marina Chair (MARCRD)	Red Fabric	17.5″L 19.5″D 35″H	\$130.90			
	Marina Chair (MARCWH)	White Vinyl	17.5″L 19.5″D 35″H	\$130.90			
	Razor Armless Chair (SC10)	White	15.38"L 15.5"D 30.5"H	\$77.00			
	Rustique Chair w/ arms (RSTDIN)	Gunmetal	20"L 18"D 31"H	\$132.00			
	Syntax Chair (CS4)	Black, Chrome	23"L 19"D 31"H	\$176.00			
	Zenith Chair (ZENCHR)	White, Chrome	18.5"L 22"D 32"H	\$141.90			
Ottomans							
	Beverly Bench Ottoman (BVLYBK)	Black Vinyl	60"L 20"D 18"H	\$346.50			
	Beverly Bench Ottoman (BVLYBN)	Brown Fabric	60"L 20"D 18"H	\$346.50			
	Beverly Bench Ottoman (BVLYGR)	Gray Fabric	60"L 20"D 18"H	\$346.50			
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Submit Form

Beverly Bench Ottoman (BVLYLN)

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60"L 20"D 18"H

\$346.50

International Erosion Control Association
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Linen Fabric

Beverly Bench Ottoman (BVLYLN)	Linen Fabric	60°L 20°D 18°H	\$340.50
Beverly Bench Ottoman (BVLYOB)	Ocean Blue Fabric	60"L 20"D 18"H	\$346.50
Beverly Bench Ottoman (BVLYRD)	Red Fabric	60"L 20"D 18"H	\$346.50
Beverly Bench Ottoman (BVLYWH)	White Vinyl	60"L 20"D 18"H	\$346.50
Edge LED Cube Ottoman (CUBL20)	White, Plastic	20"L 20"D 20"H	\$163.90
Endless Curved Ottoman (END01B)	Black	60.5"L 37.5"D 15"H	\$368.50
Endless Curved Ottoman (END01W)	White	60.5"L 37.5"D 15"H	\$368.50
Endless Square Ottoman (END02B)	Black	34"L 34"D 15"H	\$313.50
Endless Square Ottoman (END02W)	White	34"L 34"D 15"H	\$313.50
Half Bench Ottoman (WHT12)	White Vinyl	39"L 22.5"D 18"H	\$319.00
Marche Swivel Ottoman (MAR001)	White Vinyl	17"RND 18"H	\$159.50
Marche Swivel Ottoman (MAR002)	Gray Fabric	17"RND 18"H	\$159.50
Marche Swivel Ottoman (MAR003)	Linen Fabric	17"RND 18"H	\$159.50
Marche Swivel Ottoman (MAR004)	Raspberry Fabric	17"RND 18"H	\$159.50
Marche Swivel Ottoman (MAR005)	Red Fabric	17"RND 18"H	\$159.50
Marche Swivel Ottoman (MAR006)	Rose Quartz Fabric	17"RND 18"H	\$159.50
Marche Swivel Ottoman (MAR007)	Plum Fabric	17"RND 18"H	\$159.50
Marche Swivel Ottoman (MAR008)	Meadow Green	17"RND 18"H	\$159.50
Marche Swivel Ottoman (MAR009)	Pear Yellow Fabric	17"RND 18"H	\$159.50
Marche Swivel Ottoman (MAR010)	Blue Fabric	17"RND 18"H	\$159.50
Marchie Swivel Ottoman (MAR011)	Orange Fabric	17"L 17"D 18"H	\$170.50
Ottoman Ring (BNQR17)	White Vinyl	72"RND 18"H	\$1,501.50
Quarter Curve Ottoman (BNQ7)	White Vinyl	53"L 22"D 18"H	\$423.50
Sally Stool/Ottoman (SAL)	White	12"RND 17"H	\$82.50
South Beach Wedge Ottoman (OTS)	Platinum Suede	25"L 31"D 18"H	\$280.50
Vibe Cube Ottoman (VIB01)	Green Vinyl, Waterproof	18"L 18"D 18"H	\$121.00
Vibe Cube Ottoman (VIB02)	Blue Vinyl, Waterproof	18"L 18"D 18"H	\$121.00
Vibe Cube Ottoman (VIB03)	Pink Vinyl, Waterproof	18"L 18"D 18"H	\$121.00
Vibe Cube Ottoman (VIB04)	Red Vinyl, Waterproof	18"L 18"D 18"H	\$121.00
 Vibe Cube Ottoman (VIB05)	Yellow Vinyl, Waterproof	18"L 18"D 18"H	\$121.00
Vibe Cube Ottoman (VIB06)	Gold/Bronze Vinyl, Waterproof	18"L 18"D 18"H	\$121.00
Vibe Cube Ottoman (VIB07)	Beige Vinyl, Waterproof	18"L 18"D 18"H	\$121.00
Vibe Cube Ottoman (VIB08)	Orange Vinyl, Waterproof	18"L 18"D 18"H	\$121.00
Vibe Cube Ottoman (VIB09)	White Vinyl, Waterproof	18"L 18"D 18"H	\$121.00

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Phone: 407.292.0025 • Fax: 407.292.4414

Black Vinyl, Waterproof

Steel Blue Vinyl

Silver Vinyl

Vibe Cube Ottoman (VIB10)

Vibe Cube Ottoman (VIB11)

Vibe Cube Ottoman (VIB12)

18"L 18"D 18"H

18"L 18"D 18"H

18"L 18"D 18"H

\$121.00

\$126.50

\$126.50

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Company Name		Tel#		Booth Number
Billing Address		Email		
City / State / Zip		Signature		
Vibe Cube Ottoman (VIB13)	Purple Vi	nyl	18"L 18"D 18"H	\$126.50
A	A Tables			

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

2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

Discount Price Deadline Date FEBRUARY 10TH Method of payment must accompany your order





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

International Erosion Control Association REGION ONE Protecting Soil and Water Resources

2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

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Company Name Tel #

Billing Address Email

City / State / Zip Signature



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

Raleigh Convention Center Raleigh, NC February 23 - 26, 2020 tional Erosion Control Association REGION ONE REGION ONE

Discount Price Deadline Date FEBRUARY 10TH Method of payment must accompany your orde



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Sompany Name
Tel #

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2020 IECA Annual Conference & Expo

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

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

Submit Form

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International Erosion Control Association	
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Tel# Company Name Billing Address Email City / State / Zip Signature

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

AGS offers a variety of Custom Furnishing options, including tables, chairs, bars, couches, desks and other stylish additions for your exhibit space. We ask that you include those pages with your order that indicate both the item and quantity. Please also submit this page as a confirmation of the total value of your Custom Furnishings order. The information provided below outlines the terms of service related to our Custom Furnishings. If you need more information regarding this service please contact our Event Services Department, eventservices@ags-expo.com. Please remember to include your event name, company name and booth number so that we may better assist in answering your questions.

Please Note:

- There is a 19% service charge added to the total order for delivery and removal of all custom furnishing items.
- In order to be guaranteed items for delivery, custom furnishing orders must be received with payment on or before the deadline date listed above.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.
- Custom furnishings will be delivered to your booth separately from standard furnishings.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled after the discount deadline but before show move-in begins may incur a 50% cancellation fee. Orders cancelled at show site will be subject to a 100% cancellation fee.

\$ Subtotal: \$ _
\$ 19% Service Charge: \$ _
\$ Sales Tax (7.25%): \$ _
\$ Total Custom Furnishings Order: \$ _



Booth Labor & Cleaning Information and Order Forms

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Discount Price Deadline Date

EBRUARY 10 ment must acco	OTH mpany your order	X
	Booth Number	AGG



Tel#

Email

Signature

Labor Install/Dismantie						
Labor Rates Discount						Standard
Straight-Time: 8:00 AM to 4:30 PM Monday through Friday.					\$95.22	\$119.09
Overtime:	vertime: Before 8:00 AM and after 4:30 PM Monday \$142.83 \$178.54 through Friday and all day Saturday.				\$178.54	
Sunday/Holidays: All day Sunday and observed holidays.			\$176.16	\$220.20		
Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
(Example calculat	(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost) Tot				Total Labor Cost:	\$

• After the 1st hour time can be billed in 1/2 hour increments.

City / State / Zip

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Supervision of Labor
Supervision of all labor is required. Please select a supervision plan by checking the boxes.
Exhibitor Supervision Install Dismantle
All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided and laborer is not utilized, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.
On-Site Representative Name/Company & Cell:
AGS Supervision Install Dismantle
All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a \$50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a \$50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, AGS MUST have detailed set-up instructions (blueprints/floorplans, etc.) with this labor order. Exhibitor must also include outbound shipping instructions with this labor order. (SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)
Total Order

Total Order			

Total Labor Cost (from Total Labor Cost above) Subtotal: \$
AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$
Total Booth Labor: \$

Company Name Protecting Soil and Water Resources **Billing Address**

City / State / Zip

2020 IECA Annual Conference & Expo **Raleigh Convention Center** Raleigh, NC February 23 - 26, 2020

Discount Price Deadline Date FEBRUARY 10TH Method of payment must accompany your or

Booth Number



AGS Supervised Labor Only

Tel#

Email

Signature

Exhibitor Outhound Shinni	ng Instructions: At close of show exhib	itor freight will be shipped to the following address. If
	-	the name of the show and your booth number.
Company/Show:		Booth #:
Address:		
City:	State:	Zip:
Attention:		
Select Shipping Method:		
Ship via carrier of exhibi	tor's choice - Exhibitor Appointed Carrie	<u></u> ≥r
Name of Carrier		
Ship via official show fre	ight carrier, ABF Freight	
Please Note:		
• This service is provide	ed for Supervised Labor Services O	NLY.
2	arrier of his/her own choice (not using t for pick-up at the close of the event.	the official show freight carrier), the exhibitor is
	Outbound Shipping	Instructions
Bill Shipping Charges to (i	f different from above):	

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

State:

Zip:_

Phone:

Cell:_

Shipper (Print):__

Contact Name:__

City:_____

Freight Charges Billed to (Company):_

Address:

IECA((())	
International Erosion Control Association	Company Name
Protecting Soil and Water Resources	Billing Address

Discount Price Deadline Date FEBRUARY 10TH

Booth Number



Forklift Order Form

Tel#

Email

Signature

A forklift with operator is required when moving equipment or materials weighing 200 lbs. or more within your booth space. AGS suggests ordering the use of a forklift when setting-up or dismantling displays which require excess heavy lifting of materials or machinery that do not move under their own power. The rates below cover the cost of a forklift with operator.

	Forklift Rates				
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$173.71	\$208.68		
Overtime:	Overtime: Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.				
Sunday/Holidays:	\$279.77	\$335.67			
• Each Additional Laborer: St	• Each Additional Laborer: Standard labor rates apply for additional laborers added to the order.				

After the 1st hour time can be billed in 1/2 hour increments.

City / State / Zip

Forklift Crew						
	Date	Time	# of Crews	Total Hours	Rate per Crew	Total Cost
Installation		AM / PM			\$	\$
Add. Laborers	Qty	AM/PM			\$	\$
Dismantle		AM / PM			\$	\$
Add. Laborers	Qty	AM / PM			\$	\$
Total Labor Cost: \$					\$	

Describe Work to Be Performed:

Forklift Information & Policies

- Getting tools and reporting to the booth.
- For the exhibitor's representative to return the crew to the service center upon completion of the work, check and approve the work order by signing it.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by AGS Expo Services.

Larger forklift/crane service available by advance request.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged as Material Handling. All rates subject to change.

Crew size is based on local Union jurisdiction and rules.

Order Confirmation

Minimum charge for forklift is 1 hour per crew and includes: So that labor and equipment do not stand idle at your expense (due to uncertainties of truck arrivals), your order will be considered only a reservation and must be confirmed by a signed work order at the service center prior to the date and time specified by your order. We cannot guarantee the availability of crews at specific times without confirmation. Please confirm dismantling labor at the service center and allow time for return of empty crates and containers.

> NOTE: If an exhibitor fails to request their labor at the reserved time, a 1 hour "No Show" charge per forklift and crew will be assessed. We understand that your calculation is only an estimate. Adjustments will be made accordingly and invoicing will be done based on actual hours worked.

> Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this manual.

IFCA((())	
International Erosion Control Association	Company Name
Protecting Soil and Water Resources	Billing Address

City / State / Zip

2020 IECA Annual Conference & Expo **Raleigh Convention Center** Raleigh, NC February 23 - 26, 2020

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	Booth Number	AGS

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Sign Hanging Order Form

Tel#

Email

Signature

All hanging signs must conform to the Sign Hanging Requirements set forth in the Sign Hanging Approval Form section of this Exhibitor Service Manual. This also includes any rules or regulations outlined by show management or by the facility. If Union jurisdiction dictates that the Official Contractor must assemble all hanging signs, an additional hour of labor must be ordered (See Labor Order Form).

Overhead signs must be sent in separate containers labeled "Hanging Sign" directly to the Advance Warehouse by February 18, 2020. Hanging anchor points must be prefabricated and ready for use. Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance on hanging services. Cable, clamps, etc. have additional charges.

	Sign Hanging Rates (Equipment w/Crew)	Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$323.98	\$388.80
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$406.42	\$487.69
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	\$450.63	\$540.75

Calculate Labor					
	Date 00/00/00	Time 00:00	Total Hours	Rate	Total Cost
Installation		AM/PM		\$	\$
Dismantle		AM/PM		\$	\$
Example Calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost Total Labor Cost: \$					\$

Supervision of Sign Hanging

Supervision of all labor is required. Please select a supervision plan by checking the boxes.					
Exhibitor Supervision	Install \square	Dismantle \Box	Contact:		
Display House Supervision	Install 🗆	Dismantle \Box	Contact:		
AGS Supervision	Install		For supervision services AGS charges a fee of 35%, per service (install/dismantle).		

Please Note:

- An additional spotter and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantle of a job and charges will be billed according to prevailing labor rates (See Labor Order Form) or material costs.
- Twenty-four (24) hour notice is required for cancellation of labor services. The exhibitor will be charged one hour minimum per crew ordered if they fail to check-in at the AGS Service Center to confirm.
- After the 1st hour time can be billed in 1/2 hour increments.

Total Sign Hanging Cost- Subtotal: \$ Add. Spotter Cost and/or Supervision Charge - Subtotal: \$ Total Sign Hanging Labor: \$	Total Order	
	Add. Spotter Cost and/or Supervision Charge - Subtotal: \$	

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

IFCA((())	
International Erosion Control Association	Company Name
Protecting Soil and Water Resources	Billing Address

Discount Price Deadline Date
FEBRUARY 10TH
Method of payment must accompany your order

Method of payment must accompany your order			
	Booth Number		



Sign Hanging Approval Form

Tel#

Email

Signature

In conjunction with event management, AGS Expo Services has established the following rules and regulations for all sign hanging during this event. In order to hang a sign, each exhibitor must comply with the requirements below. Please complete and return this form by the deadline date at the top of this page.

SIGN HANGING REQUIREMENTS

City / State / Zip

- 1. All hanging signs must conform to the rules and regulations set for this event and the limitations of the facility. From the floor to the highest point of any sign, height is not to exceed 16' for islands and peninsulas (4 or more booth spaces) and/or 16' for perimeter booths.
- 2. All signs must have rigging points (with the exception of cloth banners). Both the exhibitor and/or their display house will be required to personally sign a statement guaranteeing the stress points are properly engineered.
- 3. AGS Expo Services may be responsible for pre-assembling hanging signs based on local Union jurisdictions. Set-up instructions must be provided for signs that require assembly. Please include an image of sign,
- 4. Suspended signs must be 100% directly over the booth space of the exhibitor. Only islands and peninsulas (4 or more booth spaces) qualify for suspended signs.
- 5. Hanging-sign violations will require that the sign be removed and/or re-hung prior to the show's opening. Such removal and/or re-hanging will be invoiced at the expense of the violating exhibitor.

	MACTEDO	CEMENT

Size of Sign:	Height	Length	Width		_Weight
Shape of Sign:	□Square	☐ Rectangle	☐ Circle	□Triangle	Other
Number of feet from	m floor to top of sig	ın:			

Using the diagram below to represent your booth space, indicate how far from each boundary you would like your sign to be placed. Please include the booth numbers from all neighboring booths. For island and peninsula booths, indicate all neighboring across-the-aisle booths.

		Booth #			
Booth #	Left Border	— Top Border — - Bottom Border-	— Right Border —	Booth #	
		Booth #			

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Company Name	Tel#	Booth Number		
Billing Address	Email			
City / State / Zip	Signature			
Booth Classing Ouder Form				

Booth Cleaning Order Form

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

Please Indicate Booth A	Area					
BOOTH SIZE -	X	=	(sq. ft. round up to the nearest 100 sq. ft.)			
	d other area related services will b the nearest 100 sq. ft.	oe invoiced based on 100 sq. ft .	minimum and/or total square			
Vacuuming Service (Inc	ludes trash removal at the end of e	ach event day)				
This service includes vac	uuming of carpet and exhibit spa	ce.				
\square Vacuuming Nightly.	\$0.45/sq. ft.*	☐ Vacuuming Once Be	efore Event \$0.50/sq. ft.			
*Please calculate for (3) e	vent days.					
Periodic Porter Service						
This service includes per	iodic trash removal during exhibi	t hours to keep your booth fresl	٦.			
This service only takes p	ace during show hours and does	not include vacuuming services	5.			
Periodic Porter Servio	ce - Daily \$125.00/day** event days.	☐ Day-Specific Porter Serv	rice\$142.00/day			
(Please ir	dicate days)	t.				
☐ Complete Porter Se	rvice (Call to arrange service)					
	removal of trash, cleaning of	Other Cleaning Services				
surfaces, ice removal, and other similar labor services. Quoted as needed.*** • Straight-Time:\$68.00/hr 8:00 AM - 4:30 PM, Monday through Friday.		☐ Shampooing of Carpet \$1.10/sq.ft.				
		☐ Mopping and Waxing\$1.10/sq. ft.				
,	1.60/hr 4:30 PM - 8:00 AM,	☐ Anti-Static Carpet Treatment \$0.35/sq. ft				
Monday through Frida	y and all day Saturday.	 Shampooing and mop 	ping available before show			

Total Order

lotal Sq. Ft.	
	X

Vacuuming: **Shampooing/Mopping: Anti-Static Treatment: Porter Service:**

• Sunday/Holidays: . \$97.90/hr . . . all day Sunday and

observed Holidays, where applicable. ***One (1) Hour Minimum for all service calls.

\$125.00

\$0.45/sq. ft. or

opens ONLY

\$0.50/sq. ft. x_____ $Days = \$_$ \$1.10/sq. ft. x_____ Days = \$__ Days = \$\$0.35/sq. ft. x_____ \$142.00/day x_____ _ Days = \$_

Tax (7.25%): \$

Total Booth Cleaning Order: \$

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

IFCA((())	
International Erosion Control Association	Ī
REGION ONE	
Protecting Soil and Water Resources	

Discount Price Deadline Date
FEBRUARY 10TH
Method of payment must accompany your order

Date	ХРО
your order	S E
th Number	AG

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

Booth Layout Form

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

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

To use this grid:

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

	BAG	CK OF B	i) HTOC	ndicate	adjacer	nt booth	or aisle	numbe	r:)	•
indicate adjacent booth or											indicate adjacent booth or
aisle number:									• • • • • • • • • • • • • • • • • • •		aisle number:
											

FRONT OF BOOTH (indicate adjacent booth or aisle number: ______

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



Shipping & Material Handling Information and Order Forms

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2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

Discount Price Deadline Date FEBRUARY 10TH

Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at eventservices@ags-expo.com

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight, and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number, and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.

Drivers will be required to submit a <u>CERTIFIED WEIGHT TICKET</u> when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

NOTE: Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

2020 IECA Annual Conference & Expo

Discount Price Deadline Date FEBRUARY 10TH

Material Handling Information & Rates

Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number, and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses, or other erroneous information not related to this specific event.

Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

Rate Classification

Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o ABF Freight and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area, and reloading on outbound truck(s). The ROUND TRIP RATE of \$76.69 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. The surcharge applicable to overtime shipments is \$23.01 with a 200 lb. minimum.

Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject to a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Raleigh Convention Center and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. The ROUND TRIP RATE of \$71.58 with a 200 lb. minimum applies for each 100 lbs. or fraction there of per shipment.

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



2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

Discount Price
Deadline Date
FEBRUARY 10TH
ethod of payment must accompany your order



Material Handling Information & Rates

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

• a vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

- 1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
- 2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
- 3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

• For each 100 lbs. or fraction thereof per shipment, the rate is \$21.47 with a 200 lb. minimum.

Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to, but is not limited to, moving van shipments or shipments by any trucks which, because of their truck bed height, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck, or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of \$107.37 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.

NOTE: In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Raleigh Convention Center and labeled with appropriate show name, company name, and booth number. Such items considered small packages are cartons, envelopes, and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments. Materials will be unloaded from the dock or trucks at the exhibit site and delivered to the exhibitor's booth.

This INBOUND ONLY RATE applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where



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Material Handling Information & Rates

Small Package Rates (Cont.)

the first piece is \$52.00 and each subsequent piece is \$21.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. The fee for this premium service to return empty storage containers at the close of show is \$250.00 for (3) containers.

Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading, and shipping information will be available.

Freight Re-Route Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. If the shipment is drayed back to the warehouse, a Service Fee of \$300.00 or \$0.30/lb (whichever is greater) will be assessed by AGS in addition to any fees applied by the Official Show Carrier for transportation and/or storage. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling.



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Special Handling Definitions

What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

Special Handling Includes:

Ground Loading

 Vehicles that are not dock height, preventing the use of loading docks

Side Door Loading

 Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

 Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

 When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-Out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Mixed Shipments

 Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

Shipments that arrive without individual Bill of Lading.
 Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

 Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Improper Weight

 Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments



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Deadline Date
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Reducing Material Handling Costs

To reduce material handling costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.
- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.

THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

Here are some common mistakes that can result in higher material handling charges:

- Multiple small shipments arriving separately There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

EXAMPLE OF SAVINGS

Received - *Multiple Shipments*

51 lbs. charged @ \$76.69per cwt. 200 lbs. min. = \$153.38

43 lbs. charged @ \$76.69 per cwt. 200 lbs. min. = \$153.38

64 lbs. charged @ \$76.69 per cwt. 200 lbs. min. = \$153.38 **TOTAL =\$460.14**

Received - Single Shipment

(3 pcs) 158 lbs. charged @ \$76.69 per cwt. 200 lbs. min. = \$153.38 **TOTAL = \$153.38**

SAVE \$306.76



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Freight Re-Route Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight re-routed.

Driver Check-in: Wednesday, February 26th by 4:00 PM

Freight Re-Route Time: Wednesday, February 26th by 4:01 PM

What is Freight Re-Route?

A "re-route" occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is re-routed until we must move it to complete the contracted move-out agreement between show management, the convention center, and AGS Expo Services.

Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official "permission" by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors, and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services, and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, we require that someone from your company remain with the shipment until it is picked-up. Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

Freight Re-Route Contact

In the event that your freight is re-routed by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 407.292.0025 to obtain tracking and destination information.



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Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

Name of Exhibiting Company 2020 IECA Annual Conference & Expo Booth #:

{PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services c/o ABF Freight 208 Muldee St. Durham, NC 27703

Delivery Window

- Deliveries only accepted between 1/26/20 - 2/18/20
- Receiving Dock Open 8:00 am 4:30 pm
- Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

Direct Shipments to Exhibit Site

AGS Expo Services c/o Raleigh Convention Center Halls A&B 500 S. Salisbury Street Raleigh, NC 27601

Delivery Window

- Sunday, February 23, 2020 10:00 AM 5:00 PM
 *Only booths 20x20 or larger
- Monday, February 24, 2020 8:00 AM 2:45 PM
- All booths must be set by 2:45 PM on Monday, February 24, 2020.
- Delivery restrictions apply to all methods of receiving. Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.
- Mislabeled packages have the potential of being refused at show site. Please remember to include AGS Expo Services
 c/o Raleigh Convention Center or ABF Freight on all packages sent to either the advance warehouse or direct shipments
 to exhibit site AND remove all old labels from packaging.



TO: AGS Expo Services c/o ABF Freight 208 Muldee St. Durham, NC 27703

2020 IECA Annual Conference & Expo

COMPANY NAME:	
BOOTH NUMBER:	

ADVANCE WAREHOUSE RECEIVING DATES: 1/26/20 - 2/18/20

ADVANCE SHIPPING LABEL





TO: AGS Expo Services c/o ABF Freight 208 Muldee St. Durham, NC 27703

2020 IECA Annual Conference & Expo

COMPANY NAME:	
POOTH NITIMBED.	

ADVANCE WAREHOUSE RECEIVING DATES: 1/26/20 - 2/18/20

ADVANCE SHIPPING LABEL



TO: AGS Expo Services c/o ABF Freight 208 Muldee St. Durham, NC 27703

2020 IECA Annual Conference & Expo

COMPANY NAME:	
BOOTH NUMBER:	

ADVANCE WAREHOUSE RECEIVING DATES: 1/26/20 - 2/18/20

HANGING SIGNS LABEL





TO: AGS Expo Services c/o ABF Freight 208 Muldee St. Durham, NC 27703

2020 IECA Annual Conference & Expo

COMPANY NAME:	
POOTH NITIMBED.	

ADVANCE WAREHOUSE RECEIVING DATES: 1/26/20 - 2/18/20

HANGING SIGNS LABEL



TO: AGS Expo Services

c/o Raleigh Convention Center

Halls A&B

500 S. Salisbury Street

Raleigh, NC 27601

2020 IECA Annual Conference & Expo

COMPANY NAME:	
BOOTH NUMBER:	

MUST BE DELIVERED:

Sunday, February 23, 2020 - 10:00 AM - 5:00 PM *Only booths 20x20 or larger Monday, February 24, 2020 - 8:00 AM - 2:45 PM

DIRECT SHIPPING LABEL

_ 3	_	PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE	<u>}</u>	_
	DΙ	LEASE MAKE ADDITIONAL CODIES OF THESE LARELS AS NEEDED		



TO: AGS Expo Services c/o Raleigh Convention Center Halls A&B 500 S. Salisbury Street Raleigh, NC 27601

2020 IECA Annual Conference & Expo

COMPANY NAME:	
BOOTH NUMBER:	

MUST BE DELIVERED:

Sunday, February 23, 2020 - 10:00 AM - 5:00 PM *Only booths 20x20 or larger Monday, February 24, 2020 - 8:00 AM - 2:45 PM

DIRECT SHIPPING LABEL

IECA ((())	
International Erosion Control Association	
Protecting Soil and Water Resources	r

Discount Price Deadline Date FEBRUARY 10TH

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Booth Numbe Tel# **Company Name** Billing Address Email City / State / Zip Signature

Material Handling Order Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled "Shipping Instructions and Material Handling."

Advanced Warehouse - (01/26/2020 - 02/18/2020)

• \$76.69 per 100 lbs, 200 lbs min.

Direct to Show Site - (02/23/2020 - 02/24/2020)

• \$71.58 per 100 lbs, 200 lbs min.

Special Handling at Show Site - (02/23/2020 - 02/24/2020)

• \$107.37 per 100 lbs, 200 lbs min.

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

• \$52.00 1st Carton, \$21.00 each add., per day

Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- A 30% Overtime Surcharge will be applied for any mandatory weekend move-in and/or move-out.

Advance Shipments to Warehouse	
We will ship lbs. @ \$76.69 per 100 lbs. (200 lbs. min, \$153.38 Minimum)	
Total Weightlbs. x \$ rate per 100 lbs.= \$	
• Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.	
Direct Shipments to Show Site	
We will ship lbs. @ \$71.58 per 100 lbs. (200 lbs. min, \$143.16 Minimum) Total Weight lbs. x \$ rate per 100 lbs.= \$ • Materials received prior to move-in date/time will be assessed an off-target charge or may be refused by the facility.	
Special Handling at Show Site	
Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.	
We will ship lbs. @ \$107.37 per 100 lbs. (200 lbs. min, \$214.74 Minimum)	
Total Weightlbs. x \$ rate per 100 lbs.= \$	
Small Packages	
We will ship Packages @ \$52.00 for the first package and \$21.00 for each additional package contained in the same shipment	
Total Number of Packages x \$52.00 / \$21.00 = \$	

Total Order

Material Handling Services - Subtotal: \$_ 30% Overtime Surcharge (Subtotal x 30%): \$ Total Material Handling Cost: \$

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

Booth Number Tel# Email

Signature



Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

Showsite Instructions:

- Completed BOL must be turned in to the AGS Service Center prior to your departure.
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.

City / State / Zip

Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Ship to Address:					
Company:					
Address:					
City:			State:	Zip:	
Attention/Show/Boot	h #:				
Number of Destination	ons:	Number of pieces: _		Number of Labels Requeste	d:
•		ination please fill out int by type below.	a form for eac	h individual destination.	
Crate (Wood) Select Shipping Met			Carton (Cardboard) _	Anvil Case/ Trunks	Other (Bundles, pad wraps, etc)
• If selecting a	carrier other thar		schedule the p	bickup. below dispositions for your k to Warehouse - Additional fee	
Is this shipment Pre	paid or Collect?	(Please select one):			
✓ Prepaid		paid, you are indicating shipment will be paid ou)	✓ Collect	By selecting Collect, you are increceiving party will be responsi upon receipt of the materials	
Bill Shipping Charge	es to (if different f	rom ship to address):			
Shipper (Print):				Email:	
Contact Name:				Cell:	
Freight Charges Bil	led to (Company)	<u>:</u>			
Address:					
City:			State:	Zip:	

Discount Price Dead FEBRUARY 10 hthod of payment must acco	OTH
	Booth Number

Protecting Soil and Water Resources

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

Inbound Shipping Information

Please use this form to indicate information related to your shipments. This will allow us to assist you at show site with regard to inbound shipments. If you have multiple shipments, please attach additional versions of this form for each inbound shipment.

Shipments to Warehouse			
Shipper Name:			
Origin (City/State):			
Method of Shipment: Commo	n Carrier 🔲 Van Line 🔲 Co	ompany Vehicle	
reight Description:			
Shipping Date:	# of Pieces:	Total Weight:	
Carrier Name:			
Pro Number:			
Comments or Special Handling Rec	quirements: (Please indicate th	ne use of special equipment for unloading)	
Shipments Direct to Show Site (S			
Shipper Name:			
Origin (City/State):			
Method of Shipment: Commo	n Carrier 🔲 Van Line 🔲 Co	ompany Vehicle	
-reight Description:			
Shipping Date:	# of Pieces:	Total Weight:	
Carrier Name:			
⁹ ro Number:			
Comments or Special Handling Rec	quirements: (Please indicate th	ne use of special equipment for unloading)	

2020 IECA Annual Conference & Expo **Raleigh Convention Center** Raleigh, NC

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l _o	Company Name	Tel#	Booth Number
5	Billing Address	Email	
	City / State / Zip	Signature	



Discount Price Deadline Date

FEBRUARY 10TH

Premium Return Service

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With Premium Return Service you will get return of your crates and boxes as a priority to expedite dismantle and reduce and avoid long move-outs.

PRIORITIZED RETURN OF CRATES!

As a white glove AGS service, our team will make every effort to deliver your Premium Return Labels to your booth. However, the exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage.

AVOID LONG DISMANTLES

PREMIUM RETURN SERVICE	:: \$250.00			, 2	
Yes, we would like <i>Premium Re</i>	turn Service				
Ve are storing: # of Pieces	Crates	Boxes	☐ Fiber Containers	☐ Anvil Case	Other
ervice Includes					

S

Protecting Soil and Water Resources

- The storage of up to three (3) pieces
- Priority return of stored materials
- This service is available for containers that measure 4'x8'x4' or smaller. This service is NOT available for skids.

Total Order: \$	

Please Note:

- This is a limited service and we ask that you make your Premium Return Service reservations in advance.
- This is not an alternative to Material Handling. Material Handling services must be established prior to ordering this service.
- All Premium Return Service labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.*
- This service must be established prior to the removal of materials from the floor. Labeling is the responsibility of the exhibitor.
- Taxes added where applicable.
- The storage of up to three (3) pieces included.
- Cancellation Policy: Premium Return is a reserved space managed service, all cancellations must be made seven days prior to the event. Cancellations within seven days will be refunded 50%. No refunds will be made for on-site cancellations.

Discount Price Deadline Date FEBRUARY 10TH

Protecting Soil and Water Resources

Tel #	Booth Number
Email	
Signature	
	Email

Cartload Service Order Form

AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. Please see details of service and order form below.

Availability of Service

Cartload Service will only be available on the following dates and times:

Exhibitor Move-In:

Sunday, February 23, 2020 - 8:30 AM - 5:00 PM

*Approved early move-ins only

Monday, February 24, 2020 - 8:00 AM - 3:00 PM

Exhibitor Move-Out:

Wednesday, February 26, 2020 - 1:30 PM - 8:00 PM

Scheduling Cartload Services

Exhibitors who elect to pre-order this service will be given priority access to the loading dock and labor for move-in and move-out. To schedule a cartload service at show site, please visit the AGS Service Center at your event. On-site requests will be provided on a first-come, first-served basis. Exhibitors who have pre-ordered cartload service are asked to check-in at the loading dock. All vehicles must be removed from the dock area immediately after being unloaded.

Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: cars, pickup trucks, passenger vans, and other trucks primarily designated for passenger use. Please see below for POVs that meet the requirements. The maximum carry weight for the cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Anything greater than 199 lbs. will be assessed appropriate material handling charges.

VEHICLES THAT QUALIFY:



Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is \$85.00.

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

Date	Time	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	3:00 PM	1	\$85.00	\$85.00
Total Cartload Service Order:				Ś

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

IECA ((())	
International Erosion Control Association	Company Name
Protecting Soil and Water Resources	Billing Address

City / State / Zip

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hod of payment must accompany your order		ш
	Booth Number	AGS



Vehicle Spotting Order Form

Tel#

Email

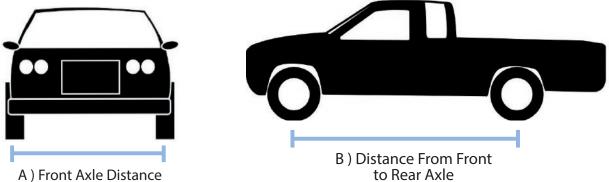
Signature

AGS Expo Services charges a round-trip fee of \$150.00 per vehicle to place a vehicle on the trade show floor or as hourly labor cost, whichever is greater. The facility requires all vehicles must be pushed in without the engine running.

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

If your vehicle is lifted off a flatbed or any other type of trailer, or must be towed/pushed using AGS equipment, additional charges for the lift(s), hitch(es) and driver(s) will be added to your billing. Please know that these services are considered forklift labor. You must order these services from the forklift labor order form within the manual or online.

Vehicle Diagram



Vehicle Description	A) Distance	B) Distance	Total Weight	Total Price
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
Total All Items Ordered				\$

Please Note:

- For dual axle vehicles, measure distance from the front wheels to between the back wheels.
- The city Fire Marshal requires disconnecting the battery, taping the gas cap and placing a protective covering under the vehicle. All vehicles are required to have 1/8th of a tank or less of fuel.

Payment Enclosed

- Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.
- All outdoor exhibit space vehicles will have this same charge applied.



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Method of payment must accompany your orde

Terms & Conditions of Contract - Material Handling Services

By acceptance of Goods and/or Services provided by AGS Exposition Services, Inc. and/or its carriers, contractors, and agents of each, Customer and any other party with an interest in, or who is benefited by the Goods and/or Services covered by this Agreement agree to these Terms and Conditions of Contract.

AGS TERMS AND CONDITIONS ARE SUBJECT TO MODIFICATION OR CHANGE AT AGS' SOLE DISCRETION UPON ADVANCE NOTICE TO ANY PARTIES

1. Scope/Binding Effect:

These Terms and Conditions shall be binding upon AGS, Customer, and their respective agents, representatives, Shipper and Consignee, including but not limited to Customer contracted labor such as installation and dismantle companies and personnel, and any other party with an interest in, or who is benefited by the Goods and/or Services covered by this Agreement. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limitations and limitations of liability. It shall be the Customer's sole obligation to ensure that any such parties described above have received a copy of this Agreement and have consented to these Terms and Conditions.

2. Definitions:

"AGS" refers to AGS Exposition Services, Inc., a Florida Corporation, its agents and employees.

"Carrier" shall refer to motor carriers, van lines, air carriers, and/or air or surface freight forwarders.

"Cold Storage" refers to the holding of Goods in a climate controlled area whether or not said Goods are deemed "perishable".

"Consignee" refers to a party to whom goods are shipped.

"Customer" shall refer to any exhibitor, event participant, or other party requesting from Goods or Services from AGS.

"Goods" refers to exhibits, property, materials, electronic equipment, displays, and commodities of any type for which AGS is requested to provide or otherwise perform Services in relation thereto, such as shipping, drayage, assembly or disassembly in relation thereto.

"HAZMAT" refers to those articles, commodities and/or

Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of the ICC Termination Act of 1995, as amended from time to time.

"Services" as referenced herein shall include, but is not limited to: warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, logistics and/or all other services provided by AGS and/or its carriers, contractors, and agents of each.

"Shipper" shall refer to any party who tenders Goods to Carrier for transportation.

3. Customer Obligations:

- **a.** Payment for Services. Customer, Shipper, and Consignee shall be jointly liable for all unpaid charges for services performed by AGS and/or its carriers, contractors, and agents of each. Customer authorizes AGS to charge its credit card directly for Goods and/or Services rendered on Customer's behalf at any time, to include after Customer departure from the event, upon placing its order with AGS on-line, via fax, phone or through a work order on site.
- **b.** Credit Terms. All charges are due before Goods are delivered or Services are performed unless other arrangements have been made in advance with AGS. AGS has the right to require prepayment or other written guarantee of the charges at the time of request for Goods and/or Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Goods and/or Services. AGS retains its right to hold Customers' Goods for non-payment and to charge storage and handling fees associated therewith. If a credit card is provided to AGS, AGS is authorized to bill to such credit card at any time for any unpaid charges for Goods and/or Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½ % per month until paid.
- **c. HAZMAT Compliance.** Customer is obligated to disclose to AGS and Carrier if Customer's packages contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and

TERMS & CONDITIONS OF CONTRACT - MATERIAL HANDLING SERVICES

Protecting Soil and Water Resources

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completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment. Customer is also responsible for all placarding associated with HAZMAT materials.

4. ICCTA Waiver; Mutual Indemnification:

- **a. ICCTA Waiver.** Customer and AGS expressly and mutually waive, to the extent permissible under law, any and all rights and remedies each may have under ICCTA, as amended from time to time, to the extent those provisions conflict with these Terms and Conditions.
- b. <u>Customer Indemnification</u>. Customer shall defend, hold harmless and indemnify AGS and its carriers, contractors, and agents of each, from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys', expert, and consulting fees, and court costs, arising from or relating to any injury to or death of persons, or damage to property other than Goods, arising from or relating to AGS' (and/or its carriers, contractors, and agents of each), performance of Services herein. Customer further agrees to indemnify and hold AGS and its carriers, contractors, and agents of each, harmless for any and all actions or inactions of Customer, its agents, contractors, customers and invitees, and their contractors, representatives and agents, including but not limited to Customer's installation and dismantle companies and personnel, any subtenant, licensee, invitee, or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through AGS. Customer's obligations under this provision shall not apply to AGS' own gross negligence and/or willful misconduct. CUSTOMER ACKNOWLEDGES THAT THE EVENT SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS, LICENSEES, INVITEES, CUSTOMERS, SUB-TENANTS, AND THEIR RESPECTIVE AGENTS AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK AND ASSUME ALL RISKS ASSOCIATED THEREWITH BY VIRTUE OF THEIR PRESENCE.
- **c. AGS Indemnification.** To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the

limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or hours of exhibitor's space lease with event management.

5. <u>Disclaimer And Limitation Of Liability</u>:

UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. AGS SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED SOLELY AND EXCLUSIVELY BY THE DIRECT, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF AGS. NOTWITHSTANDING THE FOREGOING, AND UNDER NO CIRCUMSTANCES, REGARDLESS OF CLAIMED FAULT AGAINST AGS, SHALL AGS BE LIABLE FOR ANY CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION 6, BELOW. FURTHER, AGS SHALL NOT BE LIABLE FOR LOSS, DAMAGE, OR DELAY THAT RESULTS FROM ACTS OF GOD, WEATHER CONDITIONS, ACT OR DEFAULT OF CUSTOMER, SHIPPER, CARRIER, OR THE OWNER OF THE GOODS, INHERENT NATURE OF THE GOODS, PUBLIC ENEMY, PUBLIC **AUTHORITY, LABOR DISPUTES, AND ACTS OF TERRORISM** OR WAR.

6. No Liability for Loss or Damage to Goods:

a. Condition of Goods. AGS shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. AGS shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the event floor.

REGION ONE
Protecting Soil and Water Resources

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Terms & Conditions of Contract - Material Handling Services

- **b.** Receipt of Goods. AGS shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- **c. Force Majeure.** AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- **d.** <u>Cold Storage</u>. Goods requiring cold storage are stored at Customer's own risk. AGS assumes no liability or responsibility for Cold Storage.
- **e.** Empty Storage. AGS assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in empty storage. It is Customer's sole responsibility to affix the appropriate labels available at the AGS Service Center for empty container storage, and ensure that any pre-existing empty labels are removed.
- f. Freight Re-Route. AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled. Removal of all empty crates are the responsibility of the exhibitor including disposition or return to company warehouse. Empty crates which are abandoned by exhibitors will be assessed a Service Fee of \$300.00 or \$0.30/lb (whichever is greater) by AGS in addition to any fees applied by the Convention Center or Official Show Carrier for crate removal.
- **g.** <u>Concealed Damage</u>. AGS shall not be liable for concealed loss or damage including but not limited to; glass, electronic

- equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- **h.** <u>Unattended Goods.</u> AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.
- i. Unattended Booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pickup of Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- **j. Special Handling Needs.** AGS shall not be liable for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the movement or acceptance of such Goods in cases where equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS, except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.
- 7. AGS Not a Bailee or Shipper/ AGS Retained Authority to Substitute Carriers:

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Terms & Conditions of Contract - Material Handling Services

- **a.** AGS Not Bailee or Shipper. The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.
- **b.** AGS Retained Authority to Substitute Carriers. In order to expedite removal of Goods from the event site, AGS shall have the authority to change designated carriers if such carriers do not pick-up Customer's Goods on time.

8. Measure of Damage:

- **a.** <u>Sole Relief</u>. If found liable for any loss, AGS' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- **b. Labor.** AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly negligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

9. Miscellaneous:

a. <u>Insurance</u>. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

- **b.** Notice of Loss or Damage. In order to have a valid claim, notice of loss or damage to Goods must be given to AGS or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at event site by AGS) or delivery of outbound Goods.
- **c. Filing of Claim.** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.
- **i.** Claims for Goods alleged to be lost, stolen or damaged at the event site must be received in writing by AGS within 30 days after the close of the event.
- **ii.** Claims for Goods alleged to be lost or damaged during transit must be received in writing by AGS within thirty (30) days after the date of delivery of Goods to or from the event site.
- In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.
- **d. Filing of Suit.** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim.
- **e. Notice of Legal Action.** In the event an exhibitor threatens potential legal action, all further communications will AGS personnel may cease, and future service to that exhibitor may be suspended.

10. Jurisdiction, Choice of Forum; Prevailing Party Fees:

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties



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Terms & Conditions of Contract - Material Handling Services

hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.

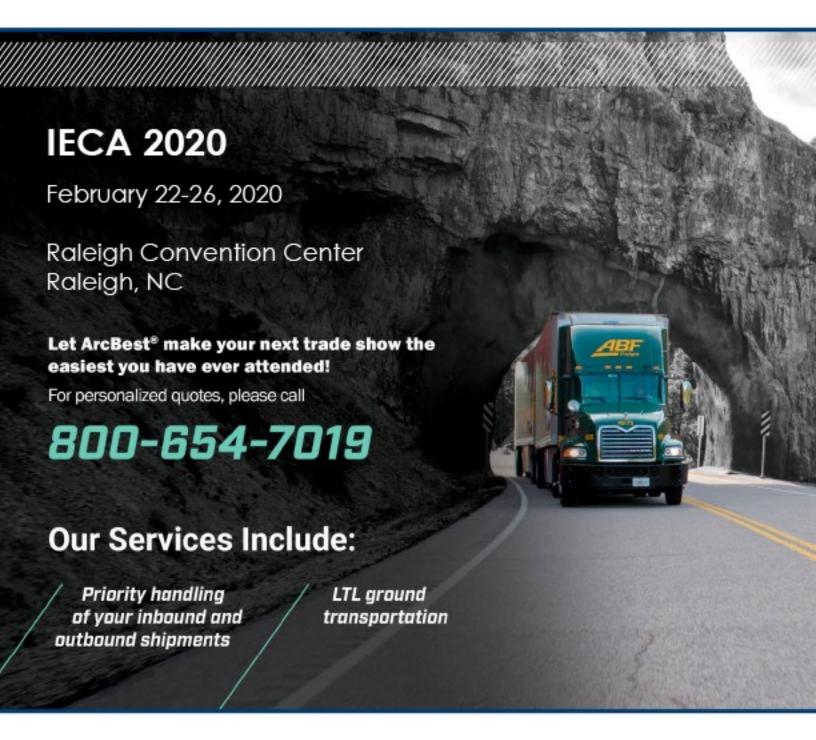
11. <u>Advanced Warehousing/Temporary Storage/Long Term Storage</u>:

All terms and conditions relative to Advanced Warehousing/ Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no quarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

Official Transportation Provider

via the ABF Freight Network



Trust your important trade show shipment to the leader in exhibition transportation services.



REQUEST/FOR/INFORMATION

ArcBest® Trade Show Services

Exhibiting Company		Contact Name
TitleE	Email	Phone
SHIPPER INFORMATI	ION	SHIP TO: Warehouse C Show Site C
Company		Show Name
Address		Booth No
		Contractor
CityState	Zip	Show Dates
Pickup Date/Time		Address
FREIGHT INFORMATI	ION	CityStateZip
Piece Count and Type		Delivery Date
Total Weight		ADDITIONAL INFORMATION
Dimensions (L)(W)	(H)	Residential Pickup Inside Pickup
		Liftgate Dock
Would you like an ArcBest Trade S	Show Coordinator to	contact you with a quote or information?

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.





Ancillary ServicesService Providers and Order Forms

Utilities Order Form
AV Order Form 8
Lead Retrieval Order Form 8
Exhibit Hall Food & Beverage Schedule 8
Catering Menu 8
Catering Order Form

The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.

Utilities Order Form

Payment for any requested services can only be made by a company, cashier's, or certified check, cash, Visa, MasterCard, or American Exprvess. Service will not be provided until payment is received.

For payment questions, order confirmation or a receipt, contact 919-996-8515. Receipts and order confirmations require an email address below. For technical questions, contact 984-202-3938.

Event Name:	For Internal Use Only
Event Date(s):	Event No.:
Company Name:	Booth Number(s):
Contact Name:	Email:
Address:	City: State: Zip:
Phone No.: Fax No.:	Would you like a receipt?: Yes No

Electrical and Telephone Services

Floor price will be charged if equipment reservations are not received at least five business days prior to the first day of move-in. Total Advance Price Floor Price Qty. Service Price 110V Outlet 20 Amp \$100.00 \$150.00 +I 208V Outlet 30 Amp & Under \$170.00 \$230.00 **Electric Power** 208V Outlet 30 - 100 Amp¹ \$250.00 \$330.00 (Single Phase) 208V Outlet 30 - 100 Amp¹ \$310.00 \$370.00 (Three Phase) Contact Anthony N/A 480V1 Hodges (984-202-Advance Only 3938) for details Telephone Line (Handset Not Included) \$215.00 \$270.00 Phones/Misc. Telephone Line (Includes Handset) \$244.75 \$305.00 \$350.00 \$425.00 Digital Conference Phone Compressed Air, Water, or Drain Contact Anthony N/A Service (Exhibit Halls Only, requires two Hodges (984-202-Advance Only 3938) for details weeks advance notice from move-in date)

Please complete both sides of this form.

 $[\]pm$ All power is supplied from the floor. Please call to discuss other requirements.

Must submit photo of equipment's electrical plug for tie in upon receipt of Utilities Order Form

Free basic wireless Internet service is offered throughout the Raleigh Convention Center.

Free wireless Internet service is suitable for checking email and light web surfing. Total available bandwidth is shared by all customers in the facility. Free wireless Internet service is a best-effort, non-guaranteed offering and does not include I.T. support.

Please contact the Raleigh Convention Center I.T. Department at 919-996-8519 for a quote for additional services. Additional information and Terms of Service are on the following pages.

Prices are subject to change. The latest form can be found on the Raleigh Convention Center website: http://www.raleighconvention.com.

	Inter	net Services					
Floor price will be charged if equipment reservations are not received at least five business days prior to the first day of move-in.							
Qty.	Service	Advance Price	Floor Price	Total Price			
	Wired Internet - Shared bandwidth	\$350.00/ event/drop	\$450.00/ event/drop				
	8-Port Switch	\$50/event	\$50/event				
	Wired Internet - Dedicated bandwidth with one static public IP address	\$150.00/Mbps per day (Minimum order \$500.00) 5 Business Days Advance Notice Required					
	Each additional static public IP address	\$150.00 (+ Wired Internet Dedicated Bandwidth) 5 Business Days Advance Notice Required					

Payment Options				
1.	Mail completed form with payment to	2.	Pay with (check one)	
	Raleigh Convention Center 500 South Salisbury St. Raleigh, NC 27601		MasterCard	
	For order receipt confirmation or payment receipts please contact: RCC Accounting		Expiration (MM/YY):/ Signature: Fax this form with credit card information to	
	919-996-8515		RCC Accounting 919-996-8552 (fax)	
For	Internal Use Only			
	Date received:	F	Receipt number:	

Utilities Information

Connection

- Under no circumstances shall anyone other than the Raleigh Convention Center's electrician make electrical connections to the Raleigh Convention Center distribution system.
- Hourly fees may apply for special wiring requirements.
- Sharing power between booths is prohibited.
- Convenience outlets that may exist in or near your booth are not included in your booth rental and may not be used.
- All equipment provided by exhibitor must comply with all National Electric Codes as well as, state, local and international safety codes.
- The building engineer may refuse service to any requests deemed unsafe.
- No two-wire (home-use) extension cords are allowed.

120/208v and 277/480v Power

The Raleigh Convention Center can provide power for your equipment and machinery with the following limitations. We can only guarantee that we will be able to provide power if you order in advance. Not all locations of the building have access to higher amperage or voltage power. Please discuss your needs with Anthony Hodges at 984-202-3938.

We can generally provide the power you need for most equipment; however, we do not stock all types of outlets. If you need to plug into something other than a standard 120 or 240 volt, 20 or 30 amp outlet you need to either bring an outlet of the correct type or provide equipment with bare wire leads that we will install into our breaker panel. We will not disassemble your machinery or equipment in order to wire it. Please provide equipment with either a plug or bare wire leads.

Right of Way and Access

- The Raleigh Convention Center reserves an easement behind each exhibit booth for the purpose of distributing electrical service to neighboring booths.
- Unless otherwise directed, convention center electricians are authorized to cut floor coverings to permit installation of service.
- Wall, column, and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors without advance approval.
- Access to floor boxes is strictly prohibited.
- Displays and service panels must be available and accessible for inspection at all times.

Phone Lines

You will be provided with one phone line with an RJ-12 plug for each phone line you order. The phone lines are analog lines suitable for use with computer modems, credit card machines, or for voice communication. If you want to use the line as a normal phone, you may rent the telephone set from us for an additional fee or bring your own telephone set.

The phone lines are disabled from making international calls or dialing 900, 976, and similar toll numbers. Long-distance fees are charged to the client upon receipt of the final bill.

Air, Water, and Drain Service

Compressed air, water, and drain service must be ordered in advance. Not all areas of the Raleigh

Convention Center have access to these services, so please contact us early if you need these services. Call Anthony Hodges (984-202-3938) to order these services.

Internet Services

All Internet Services are subject to The Convention Center's acceptable use policies and the RCC may suspend Service to any exhibitor or user if the use is determined to be in violation of the acceptable use policies.

For wired internet, you may install up to five devices per drop with your switch, or you may rent a switch for \$50 per event.

Disclaimer: The Convention Center does not provide security, such as, but not limited to firewalls, etc. for any data circuit(s) that we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Software or content obtained from the use of Service may contain viruses or other harmful features and customer is solely responsible for protecting its equipment and software from such matters.

Free Wireless Terms of Use, Security Warning, and Disclaimer WARNING: THIS WIRELESS NETWORK IS NOT SECURE.

Data sent to or from all wireless devices connected to this network is sent in the clear and could be intercepted and viewed by third parties. Do not use this network to transfer sensitive personal data such as usernames, passwords, credit card numbers, social security numbers, etc. It is available to the general public and is not secure. The City cannot and does not guarantee the privacy of your data and communication while using the service.

Indemnity

Under no circumstances shall the City, its officers, employees, or agents be liable for any direct, indirect, incidental, special, punitive or consequential or other damages that arise or result in any way from use of, or inability to use, the service or to access the Internet or any part thereof, or user's reliance on, or use of, information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any defect in or failure of performance.

By your use of the free wireless network, you agree to indemnify and hold harmless the City, of its officers, employees, and agents, from, and against any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorneys. fees) arising from or related to your use of the service, any materials downloaded or uploaded through the service, any actions taken by you in connection with your use of the service, any violation of any third party's rights or a violation of law or regulation, or any breach of the terms of service agreement.

EXHIBITOR ORDER FORM

IECA 2020 Annual Conference

Raleigh Convention Center



Video Equipment	Qty	DAIL	RATE	Days	Total	Customo	r Information
		advanced	regular	Used			i iiiloiiilatioii
32" LCD Montior with Table Top Stand		\$145.00				Firm Name:	
42" LCD Montior with Table Top Stand		\$255.00				Address:	
46" LCD Montior with Table Top Stand		\$345.00					
55" LCD Monitor with Table Top Stand		\$475.00				City:	
LCD Floor Stand		\$40.00					Zip:
Blu-Ray DVD Player		\$90.00				Ordered By:	
						Telephone #:	
Other: PLEASE CALL TO INQUIRE ABOUT ITEMS						EMAIL:	
NEEDED THAT ARE NOT LISTED ON THIS FORM.						Today's Date:	3/1/2018 13:33
Audio Equipment	Qty		RATE	Days	Total	Ordering	Instructions
		advanced	regular	Used			
CD Player		\$50.00				> CALCULATIONS:	So distance to additional Red South
Wired Microphone: Handheld		\$55.00				The total charge per	is determined by multiplying the by the number of days to be
Wireless Microphone: Handheld or Lavalier Wireless Microphone Headset		\$145.00 \$75.00				rate used.	by the Harrison of days to be
'							
Powered Speaker with stand Sound System with (2) powered speakers, (2) stands		\$100.00	\$150.00			> TAX EXEMPT STATUS: In	
and (1) Wired Microphone: Handheld or Lavalier		\$305.00	\$405.00			order to avoid NC state	sales taxes, please provide us
Sound System with (2) powered speakers, (2) stands						with a current copy of your	NC tax exempt certificate.
and (1) Wireless Microphone: Handheld or Lavalier		\$465.00	\$510.00			> ADVANCED DATE DDICING	
Other:						> ADVANCED RATE PRICING:	availability & advanced rate
Otter.						pricing, this order should	
						delivery.	
	Qty	DAILY	/ RATE	Days	Total		
Computer Equipment	Qty	advanced	regular	Used	Iotai	> CANCELLATIONS:	
Windows Laptop		\$195.00				All cancellations must be	•
MacBook Pro (Call for pricing.)		4.00.00	4=10100			prior to proposed delivery	nours date/time.
The South of Phones,							
Any computer needs please contact us below.							
RIGGING SERVICES SUBMIT TO:			Deleiele D		14:		
			Raleigh B	rancn	Location		
Rental Totals		IS DUE WH				Delivery	Information
EQUIPMENT TOTAL			1			On-Site Contact:	
DELIVERY/SETUP/PICKUP (25% of line 1 or \$100.00 minimum)			2			Booth #:	
SUBTOTAL			3		-	Delivery Date:	Time:
SALES TAX (7.25% of line 1)			4			Pickup Date:	Time:
TOTAL DUE			5			Component #:	Job #:
Method of Payment			PLEASE	CHECI	K ONE	Return fo	r Processing
Card Number:							
Exp			Zip Code:			Contact: An	Denise Lopes
Date			- 2000.				Sales Manager
Cardholder's Name (as appears on card):							919-439-6214
Cardholders Signature:				•			
						dmuldro	w@psav.com





WE'RE PROUD TO SERVE AS YOUR OFFICIAL LEAD RETRIEVAL PROVIDER						
Exhibiting Company:				Booth #:		
Onsite Contact:				Onsite Cell:		
Delivery Date:	Delivery Time Window:		We are unable to schedu	le deliveries within two	o hours of showfloor openir	ıg.
Ordered By:	Email Address:			ı	Phone #:	
Credit Card:		Expiration Date:		Security Code:		
Billing Address:		City:		State:	Zip:	
Fodays Date: (Required Field)		Email Lead Data	То:			

Email confirmation, rental agreement and credit card receipt will be sent by email within (1) business day of submitting this form. If order is not confirmed within this time period, please call (800) 955-5171.

ORDER NOW & SAVE! Discount Ends: 2/6/2020 Orders Accepted Until: 2/13/2020

For Fast and Easy Ordering, Order Online, or Submit this Completed Form to leads@smartsourcerentals.com

Lead Management Packages	Advance Discount Pricing	Standard Show Price	Qty	Total
Best Value	Order By 2/6/2020	2/7/2020 to 2/13/2020		
Handheld Scanner Pack Includes Cellular Scanner, Instant Email, Custom Qualifiers, and Delivery	\$495	\$595		\$0
Mobile App Bundle Includes iPad, 1 Mobile App License/Activation, iPad Hand Strap, Instant Email, and Custom Qualifiers	\$370	\$410		\$0
Mobile App Bundle Includes 3 Mobile Apps	\$415	\$460		\$0
Mobile App Bundle Includes 6 Mobile Apps	\$750	\$795		\$0

Mobile Lead App Solutions	Advance Discount Pricing	Standard Show Price	Qty	Total
Use Your Own Device	Order By 2/6/2020	2/7/2020 to 2/13/2020		
Mobile App (1st License/Activation) Runs on iOS 9 or later, Android 4.4s or later with rear-facing auto-focus camera of 5MP or better, iPhone 4s or later, iPad Minis, iPad 3s or later, and iPods with rear-facing cameras.	\$250	\$295		\$0
Mobile App (Additional Licenses) 1st activation is required.	\$150	\$150		\$0

Additional Handheld Options & Services	Advance Discount Pricing	Standard Show Price	Qty	Total
A La Carte	Order By 2/6/2020	2/7/2020 to 2/13/2020		
Handheld Scanner Bluetooth, Battery-operated Cellular Scanner	\$349	\$395		\$0
Handheld Scanner & Instant Email Includes Cellular Scanner and Instant Email	\$444	\$540		\$0
Handheld Scanner & Custom Qualifiers Includes Cellular Scanner and Custom Qualifiers	\$444	\$540		\$0
In-Booth Delivery & Training A booth representative must be present at the date/time of delivery. Forfeited deliveries will not be refunded and must be picked up from the onsite service desk.	\$95 To reserve Delivery & Traini	\$100 ng, please complete the Delivery informa	0 tion at the top o	\$0 this form.

Developer's Kit						
Developer's Kit Badge information is available 7 days prior to show.	Call For Pricing (Admin fee is wavied on Developer k	its)				
	Equipment Subtotal	\$0.00				
	Administrative Fee	\$10.00				
	Damage & Loss Waiver 11.5% To decline waiver (on applicable items), type No in the orange box.	\$0.00				
	Sales Tax of 7.3%	\$0.00				

For assistance with your order, and for questions about other technology solutions, please contact **Brittney Krailler** at **(321) 710-3353**, or via email at bkrailler@smartsourcerentals.com



Protecting Soil and Water Resources

2020 IECA Annual Conference & Expo Raleigh Convention Center Raleigh, NC February 23 - 26, 2020

Discount Price
Deadline Date
FEBRUARY 10TH
Method of payment must accompany your order



Monday, February 24th:

Reception 4:00 PM to 6:00 PM— Bars open and food will be served

Tuesday, February 25th:

Coffee Service 9:00 AM to 3:00 PM

Lunch 11:30 AM to 1:30 PM

Wednesday, Feb 26th:

Taste of Raleigh Lunch 12:00 PM to 1:30 PM





CATERING MENU | RALEIGH CONVENTION CENTER





Making It Better To Be There Since 1929®



We believe in the power of hospitality to connect with people.

That's why at event destinations across North America and the United Kingdom, Centerplate has been defining the standard of culinary excellence for more than 85 years. Whenever people come together, we have a common mission: Making It Better To Be There.

Centerplate is a leading global event hospitality company and we are thrilled to be your exclusive hospitality partner at the Raleigh Convention Center, Duke Energy Center for the Performing Arts, and Red Hat Amphitheater.

Our style is collaborative, and our Raleigh team is delighted to work with you to ensure your experience here is seamless, successful, and enjoyable. We are committed to delivering the finest food, amenities, and service to impress your guests.

We are dedicated to helping you achieve extraordinary results.

Centerplate Fax Line: 919.833.4836



Wine • Beer

BOOTH CATERING INFORMATION

Centerplate is the exclusive Caterer at the Raleigh Convention Center. No alcoholic beverages are allowed to be served by anyone other than Centerplate Bartenders.

Alcoholic Beverage service on the Exhibit Show Floor is based upon approval of Show Management.

DELUXE WINES BY THE BOTTLE - \$32 per bottle

Placido, Pinot Grigio Canyon Road, Chardonnay Fetzer, Sauvignon Blanc, Pinot Noir Walnut Crest Select, Merlot Beringer Main & Vine, Cabernet Sauvignon

A Bartender is required to distribute all alcoholic beverages.

A \$150 per bartender labor charge with a 4-hour minimum and a one-time set up fee of \$100.00 will apply.

Client to supply: 4x4 workspace - Trash Removal - Clean up - Table

SPECIAL ORDER WINES ARE NOT SOLD BASED ON CONSUMPTION

BOTTLED BEER

American Premium Beer - \$108 per case

Budweiser, Bud Light, Miller Lite, Yuengling, Michelob Ultra, Coors Light

Imported & Craft Beer - \$132 per case

Amstel Light, Angry Orchard Hard Cider, Corona Extra, Heineken, Stella Artois, Samuel Adams Boston Lager

Local Micro Brews - \$132 per case

Foothills Brewing (Hoppyum IPA, Thousand Smiles Golden Ale) White Street Brewing Co (White Street Kölsch) Big Boss Brewing Company (Bad Penny (Brown Ale)

DRAUGHT BEER

American Beer Keg - \$525 per keg Imported & Craft Beer Keg - \$600 per keg

A Bartender is required to distribute all alcoholic beverages.

A \$150 per bartender labor charge with a 4-hour minimum will apply, and a one-time set up fee of \$100.00

Client to supply: 4x4 workspace - Trash Removal - Clean up - Table

SPECIAL ORDER BEERS ARE NOT SOLD BASED ON CONSUMPTION

Delivery fee of all items to booth \$25.00 Booth Attendant \$25.00 per hour with a minimum of 4 hours Chef \$25.00 per hour with a minimum of 4 hours

*Client to supply: 110-volt single phase (15) amp - 4x4 workspace - Trash Removal - Clean up 2-hour set-up time is required on the Show Floor

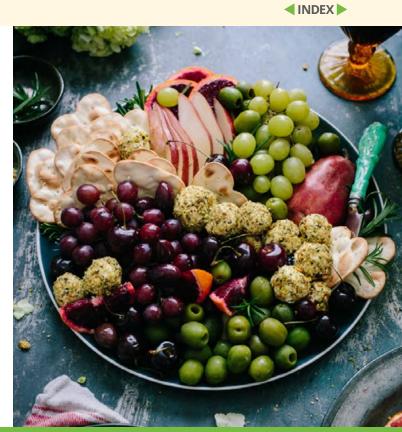
Raleigh Convention Center – 500 South Salisbury Street - Raleigh NC 27601 – 919.996.8682 Prices per person, 22% service charge and current sales tax shall be applied to all orders Refresh charge of \$25.00++ applies to all replenishment orders after initial order



Centerplate Catering Menu | Raleigh Convention Center



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CENTERPLATE'S COMMITMENT TO QUALITY

We are very supportive of healthy choices at events by providing a wealth of fresh and varied options that include low calorie, low-salt, low-fat, low-sugar, vegan, and gluten-free offerings, among others. Fresh fruit and vegetables, meatless entrees marketed to the mainstream, and light options are all very popular among our attendees.

Our catering menus include fresh fruit platters, fresh vegetable crudité, grilled vegetable platters, salads, fresh fish, grilled chicken, farm fresh vegetables, whole grain side selections, hummus and carved-to-order roasted turkey, seafood and lean meats.

Our culinary staff is also available to event planners throughout the planning process, and we solicit event organizers to determine the best selections and special options for their guests. We have a wide variety of beverages, snacks, and main course options at every meal as well as retail and grab-and-go. Lean proteins and whole grains are available, as are water and unsweetened beverages. Many of our event services include chef-attended stations in which guests can assemble their own ingredients for preparation, having control over what and how much goes into a dish.

We look forward to serving you!

SERVICE DIRECTORY

■ INDEX

CENTERPLATE GENERAL MANAGER, JAMES JENKINS

919.996.8675

CENTERPLATE FAX LINE

919.833.4836

EXECUTIVE DIRECTOR OF CATERING SALES,

DANIEL KAPPS

919.996.8682

CATERING SALES MANAGER, HEATHER BROWN

919.996.8678

Gluten Free Items

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. Centerplate does not operate a dedicated gluten free, or allergen free preparation and service space. Dishes made on-site are prepared on shared equipment, and may come into contact with products containing gluten and common allergens such as nuts.

Vegan Items





BREAKFAST MENUS







CONTINENTAL BREAKFASTS

■ INDEX

Prices listed are per guest. Served with freshly brewed regular and decaffeinated coffee, hot herbal teas, ice water, and assorted juices.

Freeman's \$16

Freshly baked breakfast pastries, muffins* and bagels served with butter, preserves and cream cheese

Coastal Plains \$18

Freshly baked breakfast pastries, muffins* and bagels served with butter, preserves, and cream cheese Seasonal sliced fresh fruit and berries

*Substitute with assorted gluten free muffins for additional \$3



CONTINENTAL BREAKFAST ENHANCEMENTS

Prices listed are per item.

Yeast Roll Sandwich \$6

Fried egg, cheddar cheese, and sausage

Flaky Croissant Sandwich \$6

Fried egg, cheddar cheese, and Carolina smoked ham

Breakfast Burrito \$6

Scrambled eggs, chorizo sausage, fried potatoes, and cheddar jack cheese served with salsa and sour cream

Hard Boiled Eggs \$2 •

Mini Baked Egg Frittata \$5 •

With spinach, cheese, and tomatoes

Fruit and Yogurt Parfait \$5

Fresh seasonal fruit and low fat yogurt with granola

Oatmeal Brûlée \$4 With fresh berries





BREAKFAST BUFFETS

■ INDEX

Prices listed are per guest. Minimum of 50 guests.

Served with freshly brewed regular and decaffeinated coffee, hot herbal teas, ice water, and assorted juices.

Statehouse Breakfast Buffet \$26

- · Farm fresh scrambled eggs with herbs •
- · Stone ground cheddar cheese grits •
- · Applewood smoked bacon and link sausage •
- · Seasonal sliced fresh fruit •
- · Assortment of breakfast pastries, muffins* and bagels
- · Served with butter, preserves, cream cheese, ketchup, and hot sauce

Capital Square Breakfast Buffet \$27

- · Baked egg frittata with spinach and Swiss cheese •
- Banana bread French toast with warm maple syrup, fresh berries, and whipped butter
- · Farmer's style red bliss potatoes •
- · Applewood smoked bacon and link sausage •
- · Seasonal sliced fresh fruit •
- · Assortment of breakfast pastries, muffins* and bagels
- Served with butter, preserves, cream cheese, ketchup, and hot sauce

Healthy Breakfast Buffet \$26

- · Seasonal sliced fresh fruit •
- · Low-fat blueberry and bran muffins*
- · Individual yogurt parfaits with granola and fruit
- · Egg beater scramble •
- · Chicken sausage and sweet potato hash
- · Steel cut oats steeped in apple juice and vanilla
- · Served with ketchup and hot sauce

*Substitute muffins with assorted gluten free muffins for additional \$3



A 22% service charge and applicable sales taxes will be added to all food and beverage orders

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BREAKFAST STATIONS

■ INDEX

Prices listed are per guest. Minimum order quantity noted per item.

French Toast Station \$8

(Minimum of 25 guests)

Bananas Foster French toast served with vanilla yogurt, caramel sauce, maple syrup, whipped cream, toasted pecans, honey butter, and fresh seasonal berries

Stromboli Station \$11

(Minimum of 25 guests)

Pizza dough filled with the following selections:

- · Johnson County prosciutto, provolone, and scrambled eggs
- · Chorizo, Monterey Jack cheese, and scrambled eggs
- · Grilled vegetables, mozzarella, and scrambled eggs

Smoked Salmon Display \$12

(Minimum of 20 guests)

Capers, sliced tomatoes, and hard-boiled eggs • served with mini bagels and cream cheese

Egg and Omelet Action Station \$11 •

(Minimum of 25 guests)

Toppings to include: applewood smoked bacon, ham, diced peppers, sliced mushrooms, onions, cheddar cheese, diced tomatoes, and hot sauce

(Egg substitute available upon request)

Shrimp and Grits Action Station \$14

(Minimum of 25 guests)

Toppings to include: sausage gravy, tomato gravy, bacon, scallions, ham, and cheddar cheese







PLATED BREAKFAST



Prices listed are per guest.

Served with freshly brewed regular and decaffeinated coffee, hot herbal teas, ice water, orange juice, and freshly baked croissants with butter and preserves.

The Sir Walter Raleigh \$18 •

Farm fresh scrambled eggs, applewood smoked bacon, and Farmer's style red bliss potatoes served with ketchup and hot sauce

Southern Comfort \$20 •

Sweet potato cakes topped with pulled pork with smoked tomato sauce, and farm fresh scrambled eggs served with ketchup and hot sauce

Piedmont \$20

Buttermilk biscuit topped with farm fresh scrambled eggs and creamy sausage gravy

Low Country \$26

Farm fresh scrambled eggs served on buttermilk biscuits topped with shrimp and sausage gravy with grilled asparagus

Blue Ridge \$28 •

Farm fresh scrambled eggs served with top sirloin steak and Farmer's style red bliss potatoes served with ketchup and hot sauce

Tofu Scramble \$20 •

With oven baked sweet potato home fries and salsa served with ketchup and hot sauce

Enhance plated breakfast with seasonal fresh fruit for additional \$3



A 22% service charge and applicable sales taxes will be added to all food and beverage orders

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A LA CARTE MENUS







NON-ALCOHOLIC BEVERAGES



Freshly Brewed Coffee (gallon) Served with sugars and cream	\$48	Spa Water (gallon) Fresh sliced fruit enhanced Please select from the following:	\$25	Bottled Fruit Juice (each) \$. Assorted flavors	3.50
Freshly Brewed Decaffeinated Coffee (gallon) Served with sugars and cream	\$48	Pomegranate-basilCitrus-rosemaryCucumber-melon		Rock Star® Energy Drink (each) Assorted flavors	\$5
Selection of Hot Herbal Teas (gallon) Served with honey and lemon wedges	\$48	· Honeydew-lime Aquafina Bottled Water (each)	\$3.50	Starbucks® Double Shot® Energy (each) Assorted flavors	\$5
Assorted Juices (gallon) Please select one from the following:	\$40	Sparkling Mineral Water (each)	\$4	Starbucks® Double Shot® Espresso (each) With cream	\$4
Orange, cranberry, grapefruit, or apple		Evian [®] Natural Spring Water (each)	\$5		
Freshly Brewed Iced Tea (gallon)	\$40	Assorted Canned Sodas Pepsi® products (each)	\$3.50		
Lemonade (gallon)	\$40	Milk (each)	\$3		
Ice Water (gallon)	\$22				





SNACKS ■ INDEX

Spicy Snack Mix (pound) Spicy blend of cheese crackers, bread chips, Cajun corn sticks, sesame cheese sticks, and almon	\$20	Pretzel Twists (pound)	\$20	Quaker® Chewy Granola Bar (each) \$3
	ls	Hard Candy (pound) • • Assorted flavors	\$23	Assorted flavors, individually wrapped
Signature Trail Mix (pound) Dried fruit, nuts, granola, and RCC M&M's® candy	\$25	Mixed Nuts (pound) •	\$32	Kellogg's® Nutri-Grain® Cereal Bar (each) \$3 Assorted flavors, individually wrapped
Dried Fruit Snack Mix (pound) • •	\$22	Snack Mix (pound) Traditional (Contains nuts)	\$20	Chips and Snacks (each) \$3 Assorted individual bags
Assorted (Nut free) Tortilla Chips (pound)	\$32	Sliced Fruit and Berries (per guest) ● ● Farm fresh, local, and seasonal	\$5	Ice Cream Novelties (each) \$4 Blue Bunny® brands
With salsa and guacamole Enhance with jalapeño cheddar cheese sauce for additional \$10		Whole Fresh Fruit (each)	\$3	Premium Ice Cream Novelties (each) \$5
Potato Chips and Dip (pound) • Please select one from the following: French onion dip, buttermilk- peppercorn dip, or spinach dip	\$25	Chobani® Greek Yogurt (each) • Assorted Flavors	\$4	Klondike®, Nestle®, and Good Humor® Brands
		Individual Cereals and Milk (each	1) \$3	Protein Bars* (each) \$6 Assorted flavors, individually wrapped *May contain traces of wheat, peanuts, and tree nuts



BAKERY ■ INDEX

Freshly Baked Muffins* (dozen) Mixed berry, cranberry orange, cream cheese, lemon poppy	\$34	Freshly Baked Croissants (dozen) Plain, chocolate, raisin	\$36	Gourmet Cupcakes (dozen) \$ Please select from the following: Carrot cake with cream cheese icing Chocolate pecan with coconut frosting	542 g	
seed, and chocolate chip Healthy Breakfast Muffins* (dozen)	\$34	Freshly Baked Scones (dozen) White chocolate, blueberry, apple cinnamon	\$36	Pink lemonade with strawberry buttercream Boston cream with custard filling and vanilla icing		
Bran and reduced fat blueberry r	nuffins	Moore Square Fruit	\$35	,	35	
New York Style Bagels (dozen) Plain, whole wheat, cinnamon	\$35	and Nut Bars (dozen) With fresh granola, oats, dried cranberries and		Chocolate chip, oatmeal raisin, sugar, white chocolate macadamia nut		
raisin, sesame seed Danish (dozen)	\$34	bonded with honey		Freshly Baked Brownies (dozen) \$ Chocolate chip or espresso	36	
Cinnamon, apple, cheese,	Ψ 3 Ψ	Lemon Bars (dozen)	\$38	Rice Krispies® Treats (dozen) • \$	528	
raspberry, pecan Breakfast Breads	\$36	Pecan Bars (dozen)	\$38	Homemade and dipped in chocolate		
(per loaf, 12 slices) Please select from the following: · Blueberry Yogurt · Banana Bread · French Crumb · Lemon Poppy Seed	433	Bavarian Soft Pretzel Sticks (dozen) Served with mustard and beer cheese sauce	\$30		cake 280 140	

 * Gluten free muffins or brownies available for additional \$12





BREAK SERVICE ■ INDEX





BREAK SERVICE **■ INDEX**

Prices listed are per guest. Minimum of 50 guests. Maximum service time of 1.5 Hours.

An Apple a Day \$10

Whole fresh apples, cinnamon apple strudel, apple pecan coffee cake, and Kellogg's® Nutri-Grain® apple cereal bars

Served with apple juice, freshly brewed coffee, decaffeinated coffee, herbal hot teas, and ice water

Body and Mind \$10

Gourmet selection of sweet fruit, and spicy trail mixes (contains nuts) and assorted protein bars Served with chef's choice selection of spa water

Mediterranean Bar \$10

Toasted pita chips, cucumber yogurt dip, hummus, tabbouleh, and olives Served with cucumber water

Ball Park \$10

Gourmet soft pretzels sticks with mustard and cheese sauce, mini hot dogs, individual bags of dry roasted peanuts, and popcorn

Served with freshly brewed ice tea, lemonade, and ice water

Carolina on My Mind \$10

House smoked pulled barbeque pork sliders served with barbeque sauce, hushpuppies, and pimento cheese spread with assorted crackers and flatbreads

Served with freshly brewed ice tea and lemonade

South of the Border \$10

Cheese guesadillas served with tortilla chips and Tex-Mex 7-layer dip with refried beans, shredded cheese, sour cream, salsa, and olives

Served with Yucatan punch and ice water

Gourmet Coffee Station \$7

Freshly brewed coffee, decaffeinated coffee, and selection of hot herbal teas by the gallon

Served with assorted flavored syrups, homemade whipped cream, and cinnamon

Deluxe Coffee Station \$8

Freshly brewed coffee, decaffeinated coffee, and selection of hot herbal teas by the gallon

Served with assorted flavored syrups, homemade whipped cream, mini marshmallows, peppermint candy, chocolate, white chocolate, butterscotch chips, sugar sticks, cinnamon, and nutmeg







LUNCH MENUS ■ INDEX







BOXED LUNCHES

■ INDEX

Prices listed are per guest.

Served with a gourmet chocolate chip cookie*, potato chips, choice of side, and a soda or bottled water. Limit of (5) types per day. *All gluten free lunches served with Rice Krispies Treat.

SANDWICHES

Turkey and Pepper Jack Sandwich \$23

Roasted turkey breast with pepper jack cheese, leaf lettuce, and tomato on wheatberry bread**

Ham and Swiss Sandwich \$23

Honey baked ham layered with aged Swiss, leaf lettuce and tomato on marbled rye bread**

Roast Beef and Cheddar Sandwich \$23

Herbed roast beef topped with mild cheddar, leaf lettuce, and tomato on a fresh bun**

Italian Sub Sandwich \$23

Sliced provolone cheese with capicola, mortadella, and salami, leaf lettuce, and tomato on a hoagie roll**

Roasted Portobello Supreme Sandwich \$23 •

Marinated and grilled portobello mushrooms, roasted red peppers, red pepper hummus, and basil on French bread**

WRAPS

Chicken Salad Wrap \$23

Chilled roasted chicken with raisins and celery, green leaf lettuce, tomato and served in a golden honey wrap

Turkey with Pesto Mayonnaise Wrap \$23

Roasted turkey breast with provolone cheese, leaf lettuce, and tomato in a tomato basil tortilla

Grilled Mediterranean Vegetables Wrap \$23 •

Marinated and grilled vegetables with romaine lettuce in a spinach tortilla

Southwest Roast Beef Chipotle Mayonnaise Wrap \$23

Peppered roast beef with sharp cheddar, leaf lettuce, and tomato in a sun-dried tomato wrap

SIDES

Please select one side for sandwiches or wraps. All sides are gluten free and vegan

- · Whole fruit
- · Chopped fruit salad
- · Sweet and tart southern cole slaw
- · Cucumber salad

**Substitute with gluten free white bread for additional \$2





BOXED LUNCHES continued



SALADS

Prices listed are per guest.
Served with gourmet chocolate chip cookie*, and a soda or bottled water.
*All gluten free lunches served with rice krispies treat.

Southern Chopped Chicken Salad \$23 •

Chopped chicken with raisins and celery over garden greens with herbed buttermilk ranch dressing

Sliced Grilled Chicken Caesar Salad \$23

Topped with shredded Parmesan and herbed croutons with creamy Caesar dressing

Shrimp Salad \$23

Chilled shrimp with orzo and feta cheese over crisp greens with lemon dill dressing

Quinoa and Arugula Salad \$23 •

Topped with goat cheese, olives, and sherry vinaigrette

Grilled Mediterranean Vegetable Salad \$23 • • Marinated and grilled vegetables with baby spinach

Marinated and grilled vegetables with baby spinach and Italian dressing





CHILLED PLATED LUNCHES

■ INDEX

Prices listed are per guest.

Served with hearth baked rolls and butter, choice of dessert, freshly brewed coffee, decaffeinated coffee, hot herbal tea, iced tea, and ice water. Please select one main course.

ENTRÉES

Roasted Chicken Salad Sandwich \$21

Lemon-tarragon roasted chicken with mixed greens on rye bread. Served with home-style potato salad

Seared Tuna Niçoise Salad \$24 •

Mixed greens with French beans, olives, eggs, potatoes and champagne vinaigrette

Raleigh Cobb Salad \$22 •

Mixed greens with chopped tomatoes, eggs, bacon, chicken and blue cheese dressing

Farmer's Market Diced Salad \$21 • •

Chopped iceberg and romaine lettuce, diced tomatoes, cucumbers, radishes, julienne carrots, sunflower seeds and cider vinaigrette

Thai-Style Beef and Noodle Salad \$25 •

Seared skirt steak marinated with cilantro and mint served with Asian noodles and ginger-soy dressing

Citrus Poached Shrimp Salad \$24 •

With mango and mint and lemon dressing

Louisiana Style Chicken Salad \$20 •

In a Cajun remoulade with gourmet greens, green onions, boiled eggs, and bell peppers





CHILLED PLATED LUNCHES continued



DESSERTS

Please select one dessert:

Raspberry Almond Tart

Salted Caramel Budino Pudding •

Layered with caramel and sea salt topped with an amaretto cookie

Cream Cheese Pound Cake

Mixed berry compote and lemon mascarpone cream

White Chocolate Sweet Potato Pie

Hazelnut Chocolate Mousse

Chocolate cake disc







PLATED LUNCHES **■ INDEX**

Prices listed are per guest. Served with hearth baked rolls and butter, choice of salad or soup, main course, dessert, freshly brewed regular and decaffeinated coffee, hot herbal teas, iced tea, and ice water.

Please select one Soup or Salad:

SOUP

Barley Tuscan Bean Soup • •

With white beans and vegetables

French Lentil Soup •

With sausage

Corn and Clam Chowder

Sea clams, corn, potatoes, celery, bacon, and onions in a cream broth

Cream of Broccoli and Cheese Soup

Farm fresh broccoli and local Hoop cheese

Roasted Vegetable Soup • •

In a tomato broth

SALADS

Baby Spinach Salad •

With grape tomatoes, sliced cucumbers, hard boiled eggs, candied pecans, and golden raisins. Spiced mustard vinaigrette

Classic Caesar Salad

With croutons and Parmesan cheese. Classic Caesar dressing

Iceberg Wedge Salad •

With sliced radishes, chopped bacon bits, roma tomatoes, and crumbled bleu cheese. House Green Goddess dressing

Spring Mix Salad

With red and yellow pear tomatoes, radishes, carrot curls, and croutons. Sherry vinaigrette

Raleigh Field Greens •

With dried pears, pickled red onions, spicy pecans, and crumbled blue cheese. Apple cider vinaigrette

Frisee-Arugula Salad • •

With baby arugula, cucumbers, tomatoes, and kalamata olives. Red wine vinaigrette





PLATED LUNCHES continued



MAIN COURSE

Please select one Main Course:

Oven Roasted Breast of

Chicken \$28 •

With kimchi braised greens, smoked mashed potatoes, and Korean barbeque sauce

Garlic and Lime Chicken \$27 •

Bone-in chicken breast with cilantro butter sauce, jasmine rice, and seasonal vegetables

Balsamic and Green Peppercorn Glazed Breast of Chicken \$25 •

With whipped mashed potatoes and seasonal vegetables

Chicken Saltimbocca \$27 •

With prosciutto, fontina cheese, Parmesan risotto cake, and saffron supreme sauce with seasonal vegetables

Signature Hickory-Smoked Pulled Pork \$24 ●

With sweet potatoes and braised collards

Braised Pork Shoulder

Ragout \$26 •

With stewed root vegetables and Parmesan polenta

Braised Beef Cannelloni \$24

With mushrooms, Parmesan cheese, and seasonal vegetables

Beef Bourguignon \$30 •

Red wine braised beef with baby carrots, pearl onions, mushrooms and chive whipped potatoes

Cavatappi Pasta \$24

In a short rib ragout and roasted tomato sauce

Penne Pasta Primavera \$24

With sweet and spicy Italian sausage, braised kale, and cannellini beans with Provençal sauce

Harissa Spiced Salmon* \$34

With roasted vegetable couscous

Alaskan Cod \$28 •

Olive oil poached with sundried tomatoes, roasted eggplant, black olives, and Milanese risotto cake

^{*}Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.



PLATED LUNCHES continued

■ INDEX

MAIN COURSE continued

Shrimp and Grits \$31

With apple-smoked bacon gravy over a Lindley Mill grit cake

Roasted Vegetable Napoleon \$30 •

Roasted vegetable and tofu stack with fire roasted tomato ragout and mozzarella cheese

Crispy Polenta Cake \$25 ● ●

With wild portabella mushrooms, wilted greens, and pomegranatebalsamic vinaigrette

Faux Jambalaya \$25 • •

With blackened tofu, Cajun spiced corn, and Creole sauce over wild rice pilaf

Vegetarian Meatloaf \$25 ● ●

With whipped mashed potatoes and seasonal vegetables

Curried Lentil Stew \$25

With cauliflower florets

Vegetable Mixed Grill \$25 ● ●

With assorted grilled vegetables and basil oil over quinoa and lentil pilaf



DESSERTS

Please select one from the following:

New York Cheesecake

Strawberry sauce and vanilla cream

Chocolate Flourless Cake

Mocha cream and raspberry drizzles

Bourbon Pecan Pie

Chocolate sauce

Carrot Cake

Candied pecans and cream cheese icing

Key Lime Mousse Torte

Graham cracker crust and raspberry coulis

Banana Toffee Pudding

Caramel sauce and whipped cream

French Silk Dome

Brown sugar almond crust and pistachio dust





LUNCH BUFFETS

Prices listed are per guest. Minimum order of 50 guests.

All buffets are served with hearth baked rolls and butter, freshly brewed coffee, decaffeinated coffee, hot herbal teas, iced tea, and ice water.

Additional soup, salad, side, or dessert from premium buffet options – \$3 Additional main course from premium buffet options – \$6

Carolina Comfort \$32

- Garden salad with shredded carrots, radicchio, tomatoes, cucumbers and peppers with herbed ranch and balsamic dressing
- · Black eyed pea salad •
- Herbed chicken and dumplings
- House smoked pulled pork barbeque served with barbeque sauce and hot sauce
- · Braised southern greens •
- · Mashed red bliss potatoes with pan gravy
- Bananas Foster bread pudding with caramel sauce and whipped cream
- · Sweet potato meringue pie

Little Italy \$35

- Caprese salad with mixed greens, tomato, fresh mozzarella cheese, extra virgin olive oil, balsamic glaze, and chiffonade of fresh basil
- Panzanella salad with Italian bread, tomatoes, onions, basil, olive oil, and vinegar
- Grilled Siena style roasted chicken breasts with lemon and Italian herbs
- · Red wine braised pot roast •
- · Cauliflower gratin with potatoes, peppers, and Parmesan crisps •
- · Pasta with zucchini, tomatoes, mushrooms, and pesto oil
- · Chocolate amaretto cake with candy crunch
- · Tiramisu



A 22% service charge and applicable sales taxes will be added to all food and beverage orders

25





LUNCH BUFFETS continued

■ INDEX

Taste of the Mediterranean \$32

- Grecian orzo salad with feta cheese, Kalamata olives, cucumbers, artichokes, fresh oregano, and lemon dressing
- Niçoise salad with garden greens, sliced potatoes,
 French beans, tomatoes, and caper-balsamic dressing •
- Moussaka layered with baked ground beef, eggplant, and béchamel sauce
- Moroccan spiced chicken with preserved lemons and olives
- · Roasted harissa spiced vegetables with couscous
- · Tabbouleh
- · Lemon cheesecake
- · Three nut baklava with spiced honey syrup



Mexicali Cantina \$32

Hearth baked rolls and butter not included

- Chipotle Caesar salad with cotija cheese and crispy tortilla strips
- Southwest pasta salad with black beans, corn, tomatoes, jalapeños, and scallion-coriander dressing
- Beef fajitas with roasted red onions and peppers and warm soft flour tortillas
- · Chicken mole •
- · Barracho beans •
- · Mexican red tomato rice •
- · Zucchini and corn with chipotle crema and queso fresco •
- · Mango raspberry brûlée tart
- · Tres de leche cake



26



LUNCH BUFFETS continued

■ INDEX

The Delicatessen \$25

Hearth baked rolls and butter not included. Served with mayonnaise, whole grain and yellow mustards.

- · Tossed garden salad with herbed ranch and balsamic dressing •
- · Turkey and pepper jack cheese sandwich
- · Ham and Swiss cheese sandwich
- · Chicken salad wrap
- · Grilled Mediterranean vegetables wrap •
- · Southwest roast beef wrap
- · Southern coleslaw •
- · Homemade potato chips •
- · Chocolate cheesecake
- · Lemon berry crumble bar

Taste of Summer Picnic \$34

Served with assorted buns, barbeque sauce, hot sauce, ketchup, mustard, and mayonnaise.

- · Farmers market chopped salad with tomatoes, cucumbers, carrots, and sunflower seeds with herbed ranch and balsamic dressing •
- · Macaroni salad
- · Bourbon barbeque chicken •
- · Beef burgers with lettuce, tomato, and onion •
- · Grilled brats with sauerkraut
- · Baked beans •
- · Homemade potato chips •
- · Assorted freshly baked cookies and brownies







PREMIUM BUFFET

■ INDEX

LUNCH \$35 | DINNER \$40

Prices listed are per guest. Minimum of 50 guests.

Choice of two Salads or Soups, two Main Courses, two Sides, and two Desserts.

Served with hearth baked rolls and butter, freshly brewed regular and decaffeinated coffee, hot herbal teas, iced tea and ice water.



ENHANCE YOUR BUFFET

Additional Soup, Salad, Side or Dessert – \$3 per guest Additional Main Course – \$6 per guest

SOUPS AND SALADS

Please select two Soups or Salads:

Barley Tuscan Bean Soup • •

With white beans and vegetables

French Lentil Soup •

With sausage

28

Corn and Clam Chowder

Sea clams, corn, potatoes, celery, bacon, and onions in a cream broth

Cream of Broccoli and Cheese Soup

Farm fresh broccoli and local hoop cheese

Roasted Vegetable Soup • •

In a tomato broth

Classic Garden Salad • •

Shredded carrots, tomatoes, cucumbers and peppers, balsamic vinaigrette

Classic Caesar Salad

With croutons and Parmesan cheese classic Caesar dressing (contains anchovies)

Broccoli and Quinoa Salad • •

Apple cider vinaigrette

Southern Corn Bread Salad

Sour cream dressing

Cucumber and Tomato Salad • •

Dill vinaigrette

Seasonal Fruit Salad • •

Fresh from the garden





PREMIUM BUFFET continued



ENTRÉES

Please select two Main Courses:

Stuffed Shells

Pomodoro sauce

Cavatappi Pasta

Beef short rib ragout

Porcini Ravioli

Braised arugula, mascarpone cream, and applewood smoked bacon

Savory Roast Chicken •

Rosemary and garlic cloves

Grilled Breast of Chicken

Mustard cream sauce

Hickory-Smoked Chicken

Cornbread stuffing and pan gravy

Roast Beef •

Shiraz and forest mushrooms

Moroccan Beef Ragout

Chickpeas, olives, and dried fruit over couscous

Cottage Pie

Stewed ground beef and vegetables with a Yukon gold potato crust

Pork Tenderloin •

Red eye gravy and buttered black beans

Tournedos of Salmon* •

Basil butter

Mushroom Ragout • •

Gold quinoa pilaf

Smokey Barbeque Tofu • •

Braised collard greens, vidalia onions, Charred Farmers tomatoes, and pickled okra

Roasted Vegetable Lasagna

Mozzarella, ricotta, and goat cheese



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PREMIUM BUFFET continued

■ INDEX

SIDES

Please select two Sides:

Roasted Brussels Sprouts

Bacon and shallots

Green Bean Casserole

Mushroom cream and fried onions

Roasted Mixed Vegetables • •

Seasonal mix

Orange Glazed Bourbon Carrots •

Butter, marmalade, and burnt bourbon

Mac 'N' Cheese

Five cheese blend

Fingerling Potatoes • •

Roasted golden brown

Steamed Broccoli •

Florets

Butternut Squash, Apple, and Onion Gratin

Caramelized onions and buttered crumb topping

Creamy Mashed Potatoes

With garlic and cheddar cheese

Penne Pasta Primavera

With garden fresh vegetables

Southern Braised Greens

Applewood smoked bacon

Multigrain Pilaf • •

Dried pears, raisins, and cranberries

Roasted Vegetable Ratatouille • •

Eggplant, squash, and tomatoes







PREMIUM BUFFET continued

■ INDEX

DESSERTS

Please select two Desserts:

New York Cheesecake

Strawberry sauce and vanilla cream

Chocolate Flourless Cake

Mocha cream and raspberry drizzles

Key Lime Tart

Coffee and Donuts

Coffee mousse shooter served with pastry cream filled puff donuts

Banana Pudding

Vanilla wafers

Sweet Potato Meringue Pie

Peach and Berry Crumble

Baked and topped with streusel

Bananas Foster Bread Pudding

Caramelized bananas and whipped vanilla cream

Coconut Pineapple Rice Pudding •





31





DINNER MENUS ■ INDEX







DINNER BUFFETS

Prices listed are per guest. Minimum of 50 guests.

Served with hearth baked rolls and butter, freshly brewed coffee, decaffeinated coffee, hot herbal teas, iced tea and ice water.

ENHANCE YOUR BUFFET

Additional Soup, Salad, Side or Dessert from Premium Buffet Options – \$3 Additional Main Course from Premium Buffet Options – \$6

Taste of North Carolina \$36

- Farmers market salad with seasonal vegetables and ranch and balsamic dressings
- · Succotash salad •
- · Braised turkey with apple cider gravy
- Rosemary rubbed local pork loin* with mustard sauce
- · Creamed collard greens •
- · Five cheese macaroni
- · Praline cheese cake
- · Caramel apple cobbler

City of Oaks \$38

- Chopped romaine and field greens, sliced mushrooms, cucumbers and herbed croutons with ranch and balsamic dressings
- Tomato and cucumber salad •
- · Sliced brisket of beef with chipotle barbeque sauce
- Grilled breast of chicken with smoked yellow onion purée
- North Carolina vegetable spoon bread with corn, mushrooms, and leeks
- · Roasted fingerling potatoes •
- · Mountain peach cobbler with whipped cream
- · Red velvet cake

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PLATED DINNERS

■ INDEX

Prices listed are per guest. Minimum of 20 guests.

Served with hearth baked rolls and butter, choice of salad, main course, dessert, freshly brewed coffee, decaffeinated coffee, hot herbal teas, iced tea, and ice water.

SALADS

Please select one Salad:

Arugula Salad •

Toasted walnuts, roasted chickpeas, cherry tomatoes, and Parmesan cheese with pesto vinaigrette

Gourmet Greens Salad •

Topped with seasonal flower petals, goat cheese mousse, dried figs, and toasted almonds with cider vinaigrette

Honey Roasted Apple Salad

Bleu cheese, thyme, and toasted hazelnuts with verjus dressing

Capital Field Greens Salad • •

With mixed citrus, cherry tomatoes, and toasted hazelnuts with balsamic vinaigrette

Greek Salad •

With olives, pepperoncinis, and feta cheese with lemon-oregano dressing

Baby Wedge Salad •

With slivered red onions, shaved carrots, crispy pancetta bacon, and oven-dried tomatoes with ranch dressing

Radicchio and Mixed Greens Salad •

With dried pears and red onions with manchego vinaigrette







PLATED DINNERS continued



MAIN COURSE

Please select one Main Course:

Greek Stuffed Chicken \$32 •

Bone-in chicken breast with feta cheese, kalamata olives, red onion, greek herb stuffing, dill sauce, and cauliflower rice

Romano Style Stuffed Chicken \$32 •

Bone-in chicken breast with julienne salami, ricotta, oregano, sundried tomato stuffing, basil cream sauce, and mushroom polenta

Seared and Roasted Breast of Chicken \$32

With port wine and figs, mascarpone whipped potatoes, and seasonal vegetables

Mediterranean Roasted Chicken \$30

Roasted tomato sauce with ratatouille and orzo

Grilled Tenderloin of Beef* \$56 ●

Rosemary demi-glace, gruyère cheese dauphinoise potatoes, and seasonal vegetables

Short Rib Cannelloni \$34

Basil sauce, ricotta cheese, spinach, tomato, and shaved Parmesan with seasonal vegetables

Pork Tenderloin Medallions* \$38 •

Balsamic-caramel sauce, mashed sweet potatoes, and seasonal vegetables

Blue Crab Cake \$38

Cilantro coulis, charred corn, and Anson Mill grits

Seared Salmon* \$35

Moroccan spiced with roasted vegetable couscous

Lemon and Basil Shrimp \$34 •

Citrus lemongrass sauce with jasmine rice and seasonal vegetables

Pan-Seared Porcini Dusted Flounder \$39

Tarragon butter sauce, creamy Adluh stone-ground grits, and succotash





PLATED DINNERS continued

■ INDEX

MAIN COURSE continued

Please select one Main Course:

Indian Spiced Breast of Chicken with Salmon* \$37 Curry beurre blanc, coconut rice, and creamed spinach

Garlic-Lime Chicken with Butter Poached Shrimp \$37 Cilantro butter sauce, mascarpone orzo, and seasonal vegetables

Chicken and Shrimp Rockefeller \$38

Lemon butter sauce, creamed spinach with Pernod, and mashed potatoes

Beef Filet* with Caramelized Sea Scallops \$58 •

Miso mustard sauce, rice cake, and seasonal vegetables

Beef Tenderloin* with Breast of Chicken \$56 •

Creole mustard beurre blanc, hickory-smoked mashed potatoes, and seasonal vegetables

Beef Tenderloin* with Seafood Cannelloni \$56

Sherry cream sauce and seasonal vegetables

Grilled Medallion of Beef Tenderloin* with Seared Blue Crab Cake \$61

Pimento-tomato sauce and sliced potatoes with onions and bacon

Roasted Salmon* with Braised Short Ribs \$44

Buttery tomato sauce, creamy polenta, and seasonal vegetables

Vegetable Mixed Grill \$27 • •

Grilled garden vegetables with golden quinoa pilaf and basil oil

Vegetable Risotto \$27 ● ●

Arborio rice with asparagus and mushrooms

Tofu Paella \$27 • •

Smoked paprika tofu, stewed tomatoes, artichoke, and peas over saffron rice

Crispy Polenta Cake \$27 • •

Wild portabella mushrooms, wilted greens and pomegranate-balsamic vinaigrette

^{*}Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase you risk of foodborne illness, especially if you have certain medical conditions.





PLATED DINNERS continued



DESSERTS

Please select one Dessert:

Buttermilk Pie

Chocolate tart with fresh berry compote

Salted Caramel Tart

Chocolate cashew bark

Coffee and Donuts

Coffee mousse shooter served with pastry cream filled puff donuts

HoHo Cake

Chocolate cupcake filled with chocolate ganache and vanilla buttercream

Creme Caramel •

Baked custard with caramel glaze topping

Chocolate Cake • •

Coconut mousse, raspberry jelly, and rice tuile

Southern Classic Trio

- · Chocolate bourbon pecan tart
- · Banana pudding shooter
- · Classic red velvet cake

Decadent Chocolate Trio

- · Opera cake
- · Chocolate crème brûlée
- · Truffle torte



Create-Your-Own Trio

Please select three:

(Including Items from Signature Trios)

- · Milk chocolate s'more shooter
- · Chocolate truffle •
- · White chocolate raspberry tart
- · Lemon square
- · Coconut chocolate mousse
- · Key lime tart
- · Mixed berry parfait •
- · White chocolate buttercream almond cake
- · White mocha mousse •
- · Dark and white chocolate cheesecake





RECEPTION MENUS







COLD HORS D'OEUVRE



Prices listed are per piece. Minimum order of 50 pieces.		Olive Tapenade Bruschetta	\$3.50	Cinnamon Tuna* On lotus root with sesame bri	\$4 ttle
Beef Carpaccio* Canape Fried caper garnish	\$3.50	Black Eyed Pea Hummus Cucumber Cup • • With pickled red onions	\$3.50	Smoked North Carolina Trout Salad	\$3.50
Tuna* Canape Wasabi pea crust	\$4	Ratatouille Vegetable Tart Vegetables and herbs	\$3	On potato blini with horseradish and apple	
North Carolina Shrimp Shooter Local Hail Mary cocktail sauce	• \$4.50	Asian Beef* Salad In a phyllo tartlet	\$4	Southern Chicken Salad In a cheddar scallion biscuit	\$3
Salmon and Dill Rillette Crostini	\$4	Bay Scallop* Ceviche • Yuzu chilis and shaved radishes	\$3.50	Cake Pop Assorted flavors, dipped in chocolate	\$3
Tomato Caprese Skewer • Balsamic glaze	\$3	Tomato Basil Bruschetta Roasted garlic, ricotta cheese,	\$3.50	Cheesecake Lollipop Assorted flavors	\$3
Antipasto Kabob • Prosciutto, fontina cheese, and pear tomato	\$4	and fresh basil Mini Black Pepper Biscuit Goat cheese, smoked salmon,	\$3.50	*Consuming raw or undercooked meats, seafood, shellfish, or eggs may Increase of foodborne illness, especially if you ha	you risk
Tropical Chicken • Mango chutney on fried plantain	\$3.50	and dill		medical conditions.	re certain



HOT HORS D'OEUVRE



Prices listed are per piece. Minimum order of 50 pieces.

12 Spice Chicken and Waffle Croquettes Maple bourbon infuser	\$4	Barbeque Stuffed Hush Puppies Barbeque gastrique infuser	\$3.50
Phyllo Wrapped Asparagus With Parmesan	\$3	Asian Meatballs • Chili tamari sauce	\$3.50
Tomato and Pesto Galettes Baked in a butter crust	\$3.50	Mini Beef* Wellingtons Puff pastry and béarnaise aioli	\$4.50
Vegetable Quesadillas With salsa and sour cream	\$3.50	Sesame Tempura Chicken Ginger ponzu sauce	\$3.50
Bacon Wrapped Fingerling Potato Lollipops French onion dip	\$4.50	Yakitori Chicken • Sweet sake mirin sauce	\$3.50
Fried Green Tomatoes Crumbled goat cheese and balsamic glaze	\$3.50	Chicken Kabobs • Sweet chili-lime glazed	\$3.50







Centerplate Catering Menu | Raleigh Convention Center

\$4

\$4

\$4

\$4

\$3.50

\$4



HOT HORS D'OEUVRE continued



Prices listed are per piece. Minimum order of 50 pieces.

Tomato Soup Shooters Grilled pimento cheese puff	\$4	Asian Pork Pot Sticker Ginger ponzu sauce
Sea Scallops • Wrapped with bacon	\$5	Shrimp Pot Sticker Spicy tamari dip
Feta Stuffed Lamb Meatballs • Cucumber tzatziki sauce	\$4.50	Mini Cuban Sandwich Local ham, Swiss cheese, pickle and yellow mustard
Vegan Asian Meatballs • • Chili tamari sauce	\$4	Duck Confit Eggroll Orange-ginger sesame sauce
Goat Cheese and Spinach Turnovers Crispy phyllo dough	\$3.50	Anson Mill Grit Arancini \$: Stuffed with Ashley Farms cheddar cheese
Chicken Apple Sausage • Fennel, onion, zucchini and wild flower honey	\$3.50	Lamb Gyro Mini pita and tzatziki sauce

Bacon Wrapped Beef Filet* • Gorgonzola cheese	\$5
Roasted Root Vegetable Skewer • Cumin crème fraiche	\$4
Vegetable Spring Roll Ginger dipping sauce	\$4





RECEPTION STATIONS

■ INDEX

Prices listed are per guest, unless otherwise noted. Minimum order of 50 guests.

Antipasto Display \$6

Marinated mushrooms, olives, artichokes, tomatoes and grilled vegetables, Italian sliced meats, cheeses and an olive tapenade. Served with Lavosh

Garden Vegetables \$5

Assorted herb marinated and grilled vegetables with spinach artichoke dip served with toasted pita bread

Crostini and Flat Breads \$4

Pimento cheese dip, white bean and mustard greens dip, olive-sundried tomato tapenade and red pepper hummus served with a variety of toasted flat breads

Imported and Domestic Cheese \$6

Served with sliced baguettes and assorted crackers

Display of Sliced Seasonal Fruit and Berries \$5 • •

Farm fresh, local and seasonal

Fresh Vegetable Crudité \$5 •

Tomato ranch and classic bleu cheese dips

Slider Stop \$11

- Grilled bison* with Ashe County cheddar cheese and pickled Russian dressing
- Salmon* with Harissa mayonnaise
- · Ground lamb* with tzatziki cucumber sauce

Flat Bread Pizzas \$12

- · Caramelized onion, brie, and arugula
- · Prosciutto, figs, dates, and Fontina cheese
- · Mushrooms, pepperoni, and mozzarella cheese

Stromboli 12 slices, per loaf \$38

Please select from the following:

- · Fennel sausage with provolone cheese
- · Roasted vegetables with pepper jack cheese
- · Italian cured meats with mozzarella cheese
- · Southwest chicken with cheddar cheese
- · Roast beef with caramelized onions and Swiss cheese

^{*}Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase you risk of foodborne illness, especially if you have certain medical conditions.





RECEPTION INDEX

SMALL PLATES

Prices listed are per guest. Minimum order of 50 guests.

Hawaiian Poke* \$10

Ahi tuna, crispy vegetables, chopped cashews, and wonton chips

Lobster Mac 'N' Cheese \$13

Five cheese blend with sautéed tender lobster

Sichuan Style Chicken Breast \$9 •

Rice noodles

Bombay Curry \$9 •

Chicken tikka masala over basmati rice

New England Lobster Roll \$13

Toasted buttered roll

Moroccan Lamb* \$11 •

Couscous and cucumber mint sauce

Sesame-Encrusted Tuna* \$9 •

Medium rare with wasabi aioli, teriyaki glaze, and wakame seaweed salad

Southern Shrimp and Grits \$10

Garlic sautéed shrimp with sharp cheddar grits and peppered sausage gravy

Korean Beef* Lettuce Wrap \$10 •

Jasmine rice

Braised Short Rib \$10 •

Mashed potato and buttered green beans

Southern Parfait \$8

Sweet potato mash, collard greens, barbeque pulled pork, and fried green tomato petals

Bahn Mi Rice Bowl \$9 •

Asian meatballs, brown rice, radishes, carrot ribbons, chili paste, and lime wedges in a spicy sake soy broth

Sunday Fried Chicken \$9

Roasted carrots, mashed potatoes and gravy

Meatless Meatloaf \$10 ● ●

Olive oil pureed potatoes and tomato sauce

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase you risk of foodborne illness, especially if you have certain medical conditions.



CULINARY ATTENDED ACTION STATIONS

■ INDEX

Prices listed are per guest. Minimum order quantity noted per item. A \$125++ fee per culinary professional required.

Yukon Gold and Sweet Potato Bar \$8

(Minimum of 50 guests)

cracked black pepper

Buttered Yukon gold mashed potatoes and southern style sweet potatoes with wild mushroom ragout, roasted garlic cloves and chopped applewood smoked bacon Served with sour cream, cheddar cheese, scallions and

Add house-smoked pulled pork \$2 per guest Add creamy blue crab \$6 per guest

Two culinary professionals required per station

Creamy Mac n' Cheese Bar \$8

(Minimum of 50 guests)

Creamy three cheese macaroni, wild mushroom ragout and applewood smoked bacon served with scallions and cracked black pepper

Add house-smoked pulled pork \$2 per guest Add creamy blue crab \$6 per guest

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase you risk of foodborne illness, especially if you have certain medical conditions.

House Cured Norwegian Salmon* Carving Station \$11

(Minimum of 25 guests)

Mustard dill sauce served with pumpernickel bread

Steamship Pork* Round Carving Station \$7

(Minimum of 30 guests)

Sweet apple compote and black bean salsa served with fresh baked cheddar biscuits

Glazed Ham* Carving Station \$6

(Minimum of 50 guests)

Grain mustards and mayonnaise served with fresh baked rolls





CULINARY ATTENDED ACTION STATIONS continued

■ INDEX

Prices listed are per guest. Minimum order quantity noted per item.

Herb-Butter Roasted Turkey* Carving Station \$6

(Minimum of 50 guests)

Basil mayonnaise and orange cranberry compote served with fresh baked rolls

Top Round of Beef* Carving Station \$6

(Minimum of 75 guests)

Horseradish cream, dijon mustard, and herb mayonnaise served with fresh baked rolls



*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase you risk of foodborne illness, especially if you have certain medical conditions.

Herb Crusted Tenderloin of Beef* Carving Station \$14

(Minimum of 20 guests)

Horseradish cream, dijon mustard, and herb mayonnaise served with silver brioche rolls

Carolina Pig* Pickin' \$12

(Minimum of 35 guests)

Chef pulled slow smoked suckling pig with coleslaw, hush-puppies, and variety of barbeque and hot sauces served with silver dollar rolls

Two culinary professionals required per station.





DESSERT STATIONS

■ INDEX

Prices below are per guest. Minimum order of 50 guests.

Carolina Confections \$7

- · Banana pudding shooter
- · Peanut butter parfait shooter
- · Mini red velvet cupcakes and Cheerwine® cupcakes
- · Pecan pie, sweet potato, and chess pie bites

Bite Sized Delights \$8

- · Mint macaroons with ganache, rolled in crushed peppermints •
- · Nutella® stuffed brown butter and sea salt chocolate chip cookies
- · Key lime tart
- · Salted pecan fudge •
- · Red velvet cake squares

We Want Ice Cream \$10

Premium hand-scooped ice cream • with toppings to include hot fudge and caramel, sprinkles, Oreo® cookie crumbs, nuts, whipped cream, chopped M&M's® candy, and cherries

· Add Root Beer Floats for an additional \$2

Fire and Ice \$14

- · Chef torched gourmet s'mores
- · Flavored crème brûlée •
- · Nitrogen ice cream made to order with toppings to include: Oreo® cookie crumbs, rainbow sprinkles, chopped M&M's® candy, nuts and cherries with chocolate, raspberry and mango sauce







BEVERAGE MENUS







BAR SERVICE ■ INDEX

Prices listed are per drink. A \$150++ fee per bartender, per four-hour period, is required for alcohol service. Fee will be waived if a pre-tax minimum of \$600 in sales per bar, per four-hour period, is met. A double bar is considered two bartenders with two guarantees. Beverage selections subject to availability.

American Premium Beer

\$4.50 Hosted / \$5 Cash Budweiser **Bud Light** Miller Lite Yuengling Michelob Ultra Coors Light

Imported and Craft Beer

\$5.50 Hosted / \$6 Cash Amstel Light Angry Orchard Hard Cider Corona Extra Heineken Stella Artois Samuel Adams Boston Lager Assorted Local Microbrews



Deluxe Wine

\$7 Hosted / \$8 Cash Placido, Pinot Grigio Canyon Road, Chardonnay Fetzer, Sauvignon Blanc, Pinot Noir Walnut Crest Select, Merlot Beringer Main & Vine, Cabernet Sauvignon



\$9 Hosted / \$10 Cash Bonterra, Chardonnay, Cabernet Sauvignon Sterling Vintner's Collection, Merlot, Sauvignon Blanc Rainstorm, Pinot Noir La Marca, Prosecco

Sparkling Wine

\$8 Hosted / \$9 Cash Santa Monica, Cava Brut







BAR SERVICE continued

■ INDEX

Premium Spirits

\$8 Hosted / \$9 Cash Ketel One Vodka Tanqueray Gin Bacardi Superior White Rum Captain Morgan's Spiced Rum Jose Cuervo Gold Tequila Dewar's White Label Scotch **Bulleit Bourbon** Jack Daniel's Tennessee Whiskey Seagram's Seven Crown Blended Whiskey Hennessy VS Cognac DeKuyper Triple Sec DeKuyper Peachtree Schnapps Southern Comfort Whiskey Liqueur Bailey's Irish Cream



Super Premium Spirits

\$9 Hosted / \$10 Cash Grey Goose Vodka Bombay Sapphire Gin Bacardi 8 Camarena Silver Tequila Johnnie Walker Black Label Scotch Woodford Reserve Bourbon Crown Royal Whiskey Hennessy VSOP Cognac **Grand Marnier Orange Liqueur** St. Germain Elderflower Liqueur Chambord Raspberry Liqueur







CRAFT COCKTAILS ■ INDEX

Cocktails serve approximately 12 guests

They're fun. They're intriguing. They're delicious. They're the perfect way to appeal to your guests. With the explosion of craft cocktails, guests can get interesting, artisanal drinks in cities all over the world. So we've asked four of the country's top mixologists to create craft cocktails especially designed for suite entertaining. All four recipes feature quality ingredients and nuanced taste combinations. Choose your spirit (Bourbon, Teguila, Vodka, or Gin) and enjoy!

All our Craft Cocktails are delivered in freshly-made batches ready to be finished and garnished by you or your suite attendant. Their ingredients are provided here, and by all means do try this at home!



"FRONTIER COLLINS" \$150 by Paul Sanguinetti

The Frontier Collins is made with Bulleit bourbon combined with muddled watermelon, mint leaves, fresh lime and lemon juices topped with club soda making it a refreshing choice for all occasions.



Paul Sanguinetti is the Co-founder of No Scruples, LLC, an elite collective of bartenders for education and community outreach. He has over 16 years of experience in hospitality including work as a chef, sommelier, and beverage director for LA

and NY based Patina Restaurant Group. He is currently a bartender and consultant for bars in LA, and is a judge for Drinks International's World's Best 50 Bars.





CRAFT COCKTAILS continued

■ INDEX

Cocktails serve approximately 12 guests

"SANGARITA" \$150 by Tim Laird

The SanGarita is a refreshing twist on Sangria and a Margarita with Herradura Silver tequila with red sangria mixer, cranberry juice and fresh lime juice.



Tim Laird is an authority on wines and spirits with more than 20 years experience in the hospitality industry.

In his current role as Chief Entertaining Officer of Brown-Forman, in Louisville, Kentucky, Tim enjoys teaching audiences around the world to make delicious cocktails while entertaining.

"ISLAND SPICED MULE" \$150 by Chris Chamberlain

This mule is made with New Amsterdam vodka, Fireball, lime, orgeat syrup topped off with pineapple-orange juice, Angostura bitters and ginger beer.



Chris Chamberlain is the Beverage Development Manager, and an award-winning mixologist with the

E&I Gallo Spirits portfolio. Chris has won many accolades in the spirits industry including winning the 2013 Iron Mixologist competition. His recipes have been featured in many publications and international media outlets.

"PINK IS THE NEW BLACK" \$150 by Gary Hayward

This drink is a hybrid of a Tom Collins and a French 75 but with a strawberry and elderflower flavor profile. Mixed with Bombay Sapphire gin and Banfi Rosa Regale.



Gary Hayward is a brand ambassador for Bombay Sapphire and brings with him from the UK a vast and deep cocktailing

résumé, including bar owner, menu consultant, award-winning bartender and competition judge. He is a 3-time UK bartender of the year finalist, former bar owner of the 2005 'UK's Best New Bar' and 'Best Bar Team'.

51





\$46

\$59

WINE INDEX

\$45

\$32

\$42

\$45

\$52

Prices listed are per bottle. Beverage selections subject to availability.

Sparkling

Cava Brut Santa Monica – Spain \$36 Aromas of yeast with a fruity base of ripe apples, banana and pineapple.

Chandon Brut Classic – Carneros, Napa Valley \$60

Hints of brioche, an almond and caramel bouquet and fruit, apple and pear flavors.

Sauvignon Blanc

Whitehaven

Marlborough, New Zealand \$52
 Full-flavored, medium-bodied. Peach,

Full-flavored, medium-bodied. Peach, gooseberry and ripe tropical fruit. Brilliant straw color, long and clean finish.

Pinot Grigio

Castello Banfi, San Angelo – *Tuscany, Italy*

Fruity bouquet with notes of pear, banana, peach and honey. Rich and full-bodied with a slight minerality.

Viognier

Bonterra – *Mendocino County*

Aromas of peaches and cream, citrus blossom and apricot.

Chardonnay

Canyon Road – *California*

Green apple, citrus and tropical fruit. Medium-bodied, creamy mouthfeel. Rich, lingering finish.

A by Acacia – *California*

Lusciously ripe fruit expression of white peach, ripe pear, golden delicious apple, mango and papaya.

Pinot Noir

Edna Valley – *California*

Rose petal, cola, earth and black cherry on the nose. Baked blackberry pie and bramble. Full mouthfeel. Elegant tannin.

Rainstorm

\$52

- Willamette Valley, Oregon

Soft and elegant with flavors of bright cherry, pomegranate and red berries.

Merlot

Chateau St Jean – California

Plush merlot showcasing notes of plum, black cherry, and toasted spice on the finish.

Walnut Crest Select – *Chile* \$32

Notes of strawberry, ripe red fruits, subtle spice. Nicely balanced on the palate with sweet, well-rounded tannins, and a broad pleasant finish.

Cabernet Sauvignon

Beringer Main & Vine – California \$32

Jammy black fruit flavors, sweet vanilla, oak and a hint of spice.

Ghost Pines – California

Dark fruit flavors, round tannins. Enduring finish. Sweet vanilla and savory notes.







GENERAL INFORMATION







POLICIES AND PROCEDURES



Exclusivity

Centerplate maintains the exclusive right to provide all food and beverage in the Raleigh Convention Center. All food and beverages, including water, must be purchased from Centerplate.

Food and Beverage Pricing

A good faith estimate of Food and Beverage prices will be provided six (6) months in advance of the Event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases.

Payment Policy

All events must be paid in full prior to the start of the event. A 90% deposit and signed Food and Beverage contract is due 30 days prior to your Event, or upon receipt of the preliminary banquet contract. The remaining balance is due (5) business days prior to the event. A credit card is required to be on file for any incidental charges incurred during your event. Payments can be made by certified check, wire transfer or credit card.

Cancellation Policy

In the event the function is cancelled within 30 days of the event, the deposit will not be returned. Within 30 days to six months, a refund of the deposit will be based on the viability of re-selling the space. Outside of six months, the deposit will be fully refunded. Full charges will be applied to cancellation of meals received within 72 hours prior to the function.

Service Charges and Taxes

A 22% service charge will apply to all food, beverage and labor charges. This "house" or "administrative" charge of 22% is added to your bill for the catered event/function (or comparable service) which is used to defray the cost of set up, break down, service and other house expenses. No portion of this charge is distributed to the employees providing the service. You are free, but not obligated, to add or give a gratuity directly to your servers. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges and are subject to applicable tax laws and regulations. Please note any Customer claiming sales tax exemption that within the state of North Carolina, sales tax must be paid at the time of purchase.

Guarantees

The Customer shall notify Centerplate, not less than five (5) business days (excluding holidays and weekends) prior to the Event, their "Final" Guaranteed Attendance. Centerplate will only be prepared to serve the guaranteed number of persons. The seating/table pre-sets provided must match the final guarantee for all meals with per person pricing. This policy does not apply to continental breakfasts, box lunches, or events where menu items are ordered a la carte. There may be additional charges for events with minimal attendance.

If Customer fails to notify Centerplate of the Guaranteed Attendance within the time required, (a) Centerplate shall prepare for and provide services to persons attending the Event based on the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the Guaranteed Attendance. Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply. The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the Event will be held.



POLICIES AND PROCEDURES continued



Allergy and Dietary Needs

Please inform your Catering Sales Manager of any special dietary needs. Gluten-free, vegetarian and/or vegan options are available if requested in advance with final guarantee. All gluten free, vegetarian, and/or vegan items are labeled with a symbol within the menu and available substitutions are also noted. We cannot guarantee that cross contact with allergens will not occur and cannot assume any responsibility or liability for a person's sensitivity or allergy to any food item provided in our facility.

Specialty Events

Meal functions of 2,500 and above are considered "Specialty Events" and may require customized menus not in our guide. Your catering sales manager will work with you to design menus that are creatively and logistically appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to orchestrate such events.

Security

At the discretion of the Raleigh Convention and Performing Arts Complex, in order to maintain adequate security measures, the Customer may be required to provide security for certain functions. Events that are cash bars only with no substantial reception food for the entire party and no concessions available will be subject to having 1 security officer per 2 bartenders for the duration of the event. Security personnel will be at the Customer's sole expense. Please consult your Event Manager for details.

Staffing

Breakfast and lunch service based on four and one-half hours. Two hours set up, one and one-half hour service and 1 hour clean up. Dinner service 5 hours inclusive of two-hour service period. Reception service 4 hours with 2-hour service period. Unless indicated otherwise, charges for the staffing of your function are included in our menu prices. For plated breakfast, lunch and dinners this allocation is based upon 1 to 30 staff to guest ratio on tables of 8 to 10 guests. For buffets, allocated staffing levels are based upon 1 to 40 guests. Additional wait staff available at \$25.00 per hour with a four-hour minimum.

Supplemental Staffing

Attendant or Additional Server Fee – \$100.00 plus tax and service charge for up to four (4) hours. Minimum of four (4) hours per attendant. \$25.00 plus tax and service charge for each additional hour after initial four (4) hour period.

Culinary Professional Fee – \$125.00 plus tax and service charge for up to four (4) hours. Minimum of four (4) hours per attendant. \$31.25 plus tax and service charge for each additional hour after initial four (4) hour period.

Bartender Fee - \$150.00 plus tax and service charge for up to four (4) hours. Minimum of four (4) hours per attendant. \$25.00 plus tax and service charge for each additional hour after initial four (4) hour period

Additional fees may apply to orders with guest guarantees lower than stated minimums. All labor fees listed are based on a minimum requirement of four hours.





POLICIES AND PROCEDURES continued



Bar Service

A bartender is required for all alcohol service. There is a \$150.00++ fee per bartender, per four-hour period. Fee will be waived if a pre-tax minimum of \$600.00 in sales per bar, per four-hour period, is met. A double bar is considered two bars with two guarantees.

Delayed or Extended Service

On the day of your Event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge will apply. Should your Event require extended pre or post service or stand by time, often necessitated by high end functions, an additional labor charge will apply.

Concession Service

Appropriate operating of concession outlets will occur during all public show hours, starting ½ hour before doors open to the event. Centerplate reserves the right to determine which carts and outlets are open for business and hours of operation pending the flow of business. For additional private event concessions carts and fixed outlets, a fee per cart / outlet, per four-hour period, will apply. Fee will be waived if the pre-tax sales minimum per four-hour period is met. Please review our concessions menu guide for more information.

China Service

In all carpeted Meeting Rooms and Ballrooms, china service will automatically be used for all meal services, unless our compostable green ware is requested.

All food and beverage events located in the Exhibit Halls and Non-Carpeted Areas except for plated meals, are accompanied by compostable green ware.

If china is preferred, the following fees will apply:

- · Breakfast, Lunch, Receptions and Dinners: \$2.00 ++ per person, per meal period.
- · Refreshment or Coffee Breaks: \$2.00 ++ per person, per break.

China service is complimentary in our carpeted meeting rooms and ballroom, unless disposable ware is requested.

Linen Service

Centerplate provides its in house linen (lap-length black, white, and/or ivory) for all meal functions with our compliments. Additional linen fees will apply for specialty linens or linens required for meeting functions. Your Catering Sales Professional will be happy to offer suggestions for your consideration and quote corresponding linen fees.



POLICIES AND PROCEDURES continued



Sustainability

Centerplate is proud to offer locally grown produce from Ford's produce company. Ford's is the leading distributor for the Raleigh Farmers Market and offers a large variety of locally grown produce items. When menus call for local foods, Centerplate proudly delivers this as a sustainable practice!

Whenever possible, Centerplate donates leftover food products to local missions (such as the Interfaith Food Shuttle and Brown Bag Ministry) for use in their efforts to feed needy families and the unfortunate members of our community. Thousands of such individuals have been positively impacted due to Centerplate's donations. In addition, Centerplate has an excellent relationship with the Food Bank of NC and offers training to those in need in the ways of the culinary arts. To date 100's of second chance individuals have been given the opportunity to be exposed to a variety of cooking techniques that will be very useful in job retention in the community.

Centerplate strives to comply with a 100% biodegradable, fully compostable mandate for all retail or concessions operations. These products include completely compostable cups, forks, spoons, cutlery and plates made from materials such as corn resin and sugar cane. The carbon footprint of these items is helpful to the environment as it provides richness to the earth. In the year 2010 alone, Centerplate used approximately 185,220 eco-friendly products to serve its clients. All products are fully biodegradable in under 180 days, whereas plastic and Styrofoam could take a lifetime.

Centerplate is fully green in their chemicals that are use for all dish-washing and cleaning efforts. From the final rinse capsules in our dish machine to the sanitizer used to keep our surfaces free from bacteria, Centerplate is fully in check with their mission to be a leader in the green efforts of Raleigh.

During the normal cycle of disposal of goods, Centerplate takes extreme care to recycle all materials that are deemed as such. Not only do we recycle all cans, boxes, green clear and brown glass, etc., we also compost leftover food remnants so that we do not overload the landfills with unnecessary trash. The effect of this has shown a great reduction of solid waste removed from the building in the mix of other trash.

On average 2.5 times per week our compost is picked up and taken to a local composting site (2000 lb max per pick up). Once fully composted, it is taken to local farms and replanted toward local NC Agriculture. Centerplate's composting efforts provides approximately 260,00 lbs or 130 tons of compost each year, which would otherwise be sitting in a landfill.

All cooking oil is placed in a container for pick up by a local grease company/contractor. Used cooking oils are then transformed into the ever-growing need for bio-diesel fuel. Grease traps are pumped which results in well over 25,000 gallons of liquid and solid waste being removed from the waste stream.

As a part of the NC 10 Percent Campaign, Centerplate has pledge to spend 10% of their existing food dollars locally. Centerplate chefs are committed to sourcing 10 percent of more seasonal, local ingredients from NC farms.



POLICIES AND PROCEDURES continued

■ INDEX

Some of the companies and farms we work with to sustain our green initiatives:

Farmhand Foods

Walking Fish

Brookwood Farms

Lindley Mills

Accidental Baker

Giacomo's Italian Market

Ashley Farms

Ford's Produce

Sysco Local NC Suppliers

ecoProducts

For Local Cheeses:

- · Ashe County Cheese
- · Goat Lady Dairy
- · Holly Grove Cheese
- · Chap Hill Creamery

NC State Farmers Market Vendors:

- · Barefoot Farms
- · Joyce's Produce
- · Ronnie Moore's Fruit & Veggies









MAKING IT BETTER TO BE THERE®

As a leader in event hospitality, Centerplate is committed to welcoming guests to moments that matter at more than 300 premier sports, entertainment, and convention venues worldwide. From Super Bowl 50, to the U.S. Presidential Inaugural Ball, to the winning of the Triple Crown, we are committed to making the time people spend together more enjoyable through the power of authentic hospitality, remarkably delivered. Thank you for giving us the opportunity to be a part of your next favorite story.



Centerplate holds the exclusive rights to all food and beverage within the Raleigh Convention Center. This exclusive agreement prohibits exhibitors or participants from bringing food or beverage into the Raleigh Convention Center without the written approval of Centerplate, this includes bottled water.

Centerplate requires that an RCC bartender dispenses all alcoholic beverages.

Company Name		Bo	oth		
Event					
Representative (print name	e)				
On-Site Contact		On-Site Cell Num	ber		_
Email					
Address					
City		_ State			
Zip Telephon	e #		Fax #		
CC Account #		Ехр	. Date		MC/AMEX/VISA (circle one)
Security Code					
Cardholders Name					
Address of Card Holder					-
SignatureYour signature	above signifies a	pproval of all charge	s to vour ac		
5	G	LIES - EQUIPMENT	·		
DELIVERY DAY & TIME		DESCRIPTION	\$	EXTENDED PRICE)
DELIVERY FEI	E - BARTENDER - E	BOOTH STAFF - KITCHE	_₹ EN LABOR	<u> </u>	<u> </u>
START END TIME TIME	QUANTITY	DESCRIPTION	UNIT RATE \$ \$	EXTENDED RATE \$ \$)

EMAIL ORDER FORM TO: dan.kapps@centerplate.com Raleigh Convention Center Centerplate Phone 919.996.8682

DUE NO LATER THAN (10) DAYS PRIOR TO EVENT

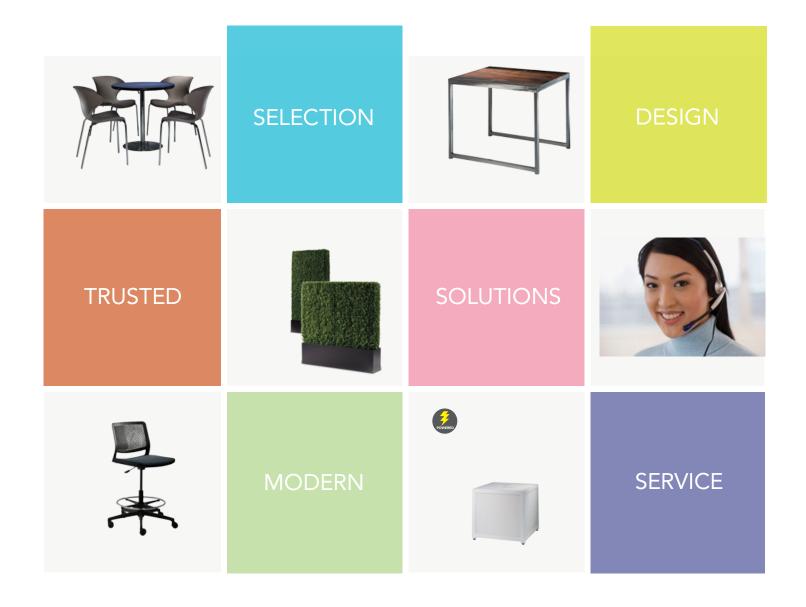


Custom Furnishings

Furnishings Catalog

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Power Up In Style.



Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

Powered Seating

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





A) NPLCHP Naples Chair, Powered (black vinyl) 36"L 30"D 33.25"H

B) NPLSOP Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H

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





Ventura Powered Bar Tables

72.25"L 26.25"D 42"H (silver frame)

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

Ventura Powered Café Tables

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

C) VNTCBK (black top)D) VNTCWH (white top)

Sydney Powered Cocktail Tables

48"L 26"D 18"H (brushed steel) **E) C1WP** (white) **F) C1YP** (black)



Powered Banquettes.

MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQ417 Full Banquette

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





BNQTL7 Center Cone w/ Electrical Charging Outlet (white vinyl)



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



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



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

Powered Pedestals





locked cabinet or on the surface)

Powered Locking Pedestal A) PDL36W (white) 24"L 24"D 36"H B) PDL42W (white) 24"L 24"D 42"H C) PDL36B (black) 24"L 24"D 36"H D) PDL42B (black) 24"L 24"D 42"H

Wireless Charging Table, Powered E) CUBPOW (white, AC plug-In)

20"L 20"D 18"H

is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source







A) TECH3B Tech Desk. Powered w/3 Drawer File Cabinet

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

B) TECH Tech Desk, Powered

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

C) TECH3 3 Drawer File **Cabinet on Castors**

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

Soft Seatino Create Engaging Booth Environments



Soft Seating Collections





BAJA

A) BCHWHT Chair (white vinyl) 36"L 30.5"D 28"H

B) BSFWHT Sofa (white vinyl) 86"L 28"D 30"H

C) BLVWHT Loveseat (white vinyl) 61"L 30.5"D 28"H



FAIRFAX

A) FAIRSW Sofa (white vinyl, brushed metal) 62"L 26"D 30"H

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



NAPLES

A) NPLCHR Chair (black vinyl) 36"L 30"D 33.25"H NPLCHP (Powered)

B) NPLSOF Sofa (black vinyl) 87"L 30"D 33.25"H NPLSOP (Powered)

C) NPLLOV Loveseat (black vinyl) 62"L 30"D 33.25"H NPLLOP (Powered)



Munich Collection

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

Modular Seating to Design Custom Exhibits





MNCHLV Munich Armless Loveseat (gray fabric) 45"L 27"D 28.5"H MNCHCC Munich Corner Chair (gray fabric)

MNCHCH Munich Armless Chair (gray fabric)

Soft Seating Collections



ALLEGRO

A) CHR002 Chair (blue fabric) 36"L 34.5"D 30"H **B)** SFA002 Sofa (blue fabric) 73"L 34.5"D 30"H

TANGIERS

A) TANSOF Sofa (beige textured) 78"L 37"D 36"H

B) TANCHR Chair

(beige textured) 34"L 37"D 36"H

C) TANLOV Loveseat

(beige textured) 57.5"L 37"D 37"H

KEY LARGO

A) KEYCHR Chair (black fabric)

35"L 35"D 34"H

B) KEYLOV Loveseat

(black fabric) 57"L 35"D 34"H

C) KEYSOF Sofa

(black fabric) 79"L 35"D 34"H

SOUTH BEACH

(platinum suede) A) SO1 Sofa 69"L 29"D 33"H B) OTS Ottoman 25"L 31"D 18"H C) SO2 Sofa Sectional 3pc. 152"L 40"D 33"H

Accent Chairs









WENTWORTH

WENCHA Chair (brown vinyl)





Accent Chairs











E) HOPCH Hopi Chair (gray linen) 21"L 25"D 34"H

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

(white vinyl, brushed metal) 27"L 26"D 30"H D) MNCHCH **Munich Armless Chair**

Madrid Chair A) BCW (white vinyl) 30"L30"D31"H B) OCH (black vinyl) 30"L30"D31"H C) FAIRCW Fairfax Chair

F) PROGB Pro Executive **Guest Chair** (black vinyl) 24"L 22"D 36"H

Meeting & Stage Chairs

E.



D.

A.





Marina Chair 17.5"L 19.5"D 35"H A) MARCBK (black vinyl) B) MARCBR (brown fabric) C) MARCWH (white vinyl)







Meeting Chair 25.5"L 23.5"D 34"H **D) OCMESP** (espresso vinyl) **E) OCMTAU** (taupe fabric) F) OCMWHT (white vinyl)

Seatino

ZENITH

A) ZENCHR Chair

B) 30MAHC Madison Hydraulic Café Table



LAGUNA

C) LMCHR Chair

D) 30WHHC Round Café Table





MARINA

17.5"L 19.5"D 35"H **A) MARCWH** (white vinyl)

B) MARCBK (black vinyl)

E) MARCRD (red fabric)













Styles & Shapes



















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

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

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

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

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

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

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

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

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

Mix & Match

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

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

K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





Styles & Shapes



































E.

Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl) B) BVLYBK (black vinyl) **C) BVLYGR** (gray fabric) **D) BVLYRD** (red fabric) E) BVLYOB (ocean blue

fabric) F) BVLYLN (linen fabric) **G) BVLYBN** (brown fabric)

H) WHT12 Half Bench

(white vinyl) 39"L 22"D 18"H

ENDLESS Square

34"L34"D 15"H

I) END02B (black) J) END02W (white) **ENDLESS Curved**

60.5"L 37.5"D 15"H K) END01B (black) L) END01W (white)

M) BNQ7 Quarter Curve

(white vinyl) 53"L 22"D 18"H

N) BNQR17 Ring

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

O) SAL Sally Stool

(white)

12" Round 17"H

P) CUBL20 Edge **LED Cube**

(white plastic) 19"L 19"D 19"H A/C power only

Q) REGBEN Regis Bench

(brushed metal) 47"L 15.5"D 16"H

Marche Swivel



















Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl) B) MAR005 (red fabric) C) MAR009

(pear yelllow fabric) D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric) G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric) I) MAR004

(raspberry fabric) J) MAR008

(meadow green fabric)

K) MAR011

(orange fabric)

Accent Tables



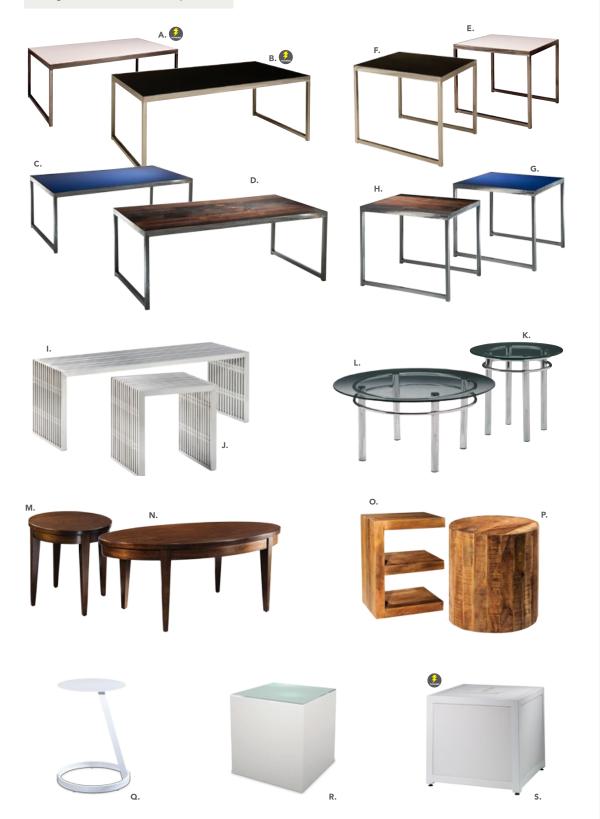




Styles & Shapes







Sydney Cocktail Tables

(brushed steel) 48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black) C1YP (Powered)

C) SYDBEC (blue)

D) SYDWDC (wood)

Sydney End Tables

27"L 23"D 22"H **E) E1W** (white)

F) E1Y (black)

G) SYDBEE (blue)

H) SYDWDE (wood)

Regis Tables

(brushed metal)

I) REGBEN Bench Table

47"L 15.5"D 16"H

J) REGOTT End Table 16"L 15.5"D 16.5"H

Silverado Tables

(glass, chrome)

K) E1E End Table

24" Round 22"H

L) C1E Cocktail Table 36" Round 17"H

Oliver Tables

(walnut finish)

M) EOLI End Table

22" Round 22"H

N) COLI Cocktail Table 47"L 27"D 19"H

. -- -

Rustic Tables (wood)

O) ETBL E-Table

21"L 15.5"D 27.5"H

P) TMBTBL Timber Table

16" Round 17"H

Aura Round Table Q) AURA

(white metal) 15" Round 22"H

Edge LED Cube Table R) CUBTBL

(plexi top, white plastic) 19"L 19"D 19"H A/C power only

Wireless Charging Table, Powered S) CUBPOW

(white, AC plug-In) 20"L 20"D 18"H

laté Tables



Café Table

B) MALGRY Malba Chair

19.5"L 19.75"D 32.5"H



A) 30MAHC Madison Hydraulic Café Table

(chrome base, gray acajou top) 30"RND 29"H

B) MALGRN Malba Chair

20"L 20"D 32"H

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

30" Round Café Tables Standard Black Base

A) 30WDBC (wood top)

B) ZTB (red top)

Hydraulic Chrome Base

C) 30WHHC (white top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair



Customize and Create

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







GRAPHITE NEBULA

B) ZTJ (graphite nebula) C) ZTK (maple)

D) 30WH29 (white) E) ZTA (Madison/ gray acajou)

Café Tables Standard Black Base 30" RND 29"H

F) 30BEBC (blue)

G) 30WDBC (wood)

36" RND 29"H H) ZTQ (white) I) **ZTN** (graphite nebula) J) ZTP (maple)

A) ZTG (silver textured)

Café Tables Hydraulic Chrome Base 30" RND 29"H K) 30GRHC (graphite nebula) L) 30MTHC (maple) M) 30BRHC (red)

N) 30BEHC (blue) O) 30WDHC (wood)

36" RND 29"H P) 36WTHC (white) Q) 36GRHC (graphite nebula) R) 36MTHC (maple)



BLUE LAMINATE















Mix & Matc

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

> S) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H **T) BLDCRD Blade Chair** (red) 20.5"L 19"D 30.5"H



Bartables



A) 30WHHB 30" Round Bar Table

(white top, chrome hydraulic base)

B) APS12 Apex Barstool

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

C) RSTSQT

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

D) RSTSTL

Rustique Barstool

(gunmetal) 13"L 13"D 30"H





E) 30BEHB 30" Round Bar Table

(blue top, chrome hydraulic base) 30"RND 45"H

F) LMBAR Laguna Barstool

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

Customize and Create

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



BLUE LAMINATE

WHITE LAMINATE

RED



MADISON/GRAY ACAJOU

SILVER TEXTURED



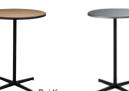
GRAPHITE NEBULA





WOOD LAMINATE

























Bar Tables Standard Black Base 30" RND 42"H

A) VTJ (graphite nebula)

B) VTK (maple) **C) VTG** (silver textured) D) VTB (red) **E) 30WH42** (white) F) VTA (Madison/

gray acajou) G) 30BEBB (blue) H) 30WDBB (wood) 36" RND 42"H I) VTW (white) J) VTN (graphite nebula) K) VTP (maple)

30" RND 45"H L) 30GRHB (graphite nebula)

M) 30MTHB (maple)

N) 30STHB (silver textured)

O) 30BRHB (red) P) 30BEHB (blue)

Q) 30WDHB (wood)

36" RND 45"H

R) 36WTHB (white)

S) 36GRHB (graphite nebula) T) 36MTHB (maple)







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

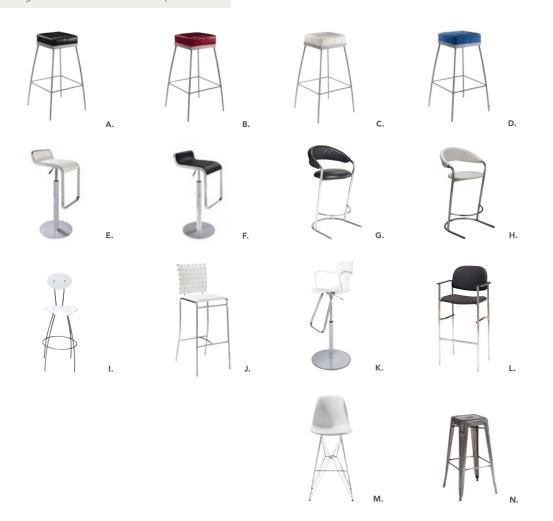
U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

V) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H





Styles & Shapes



Apex Barstools
21"L 21"D 33"H
A) APS08 (black vinyl
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools 15"L 16"D 30-34.75"H **E) BS002** (white, chrome) **F) BS003** (black, chrome)

Banana Barstools 21"L 22"D 41.75"H G) BSS (black, chrome) H) BST (white, chrome)

I) BSC Oslo Barstool (white) 17"L 20"D 45"H J) XBAR Christopher Barstool (white vinyl, chrome)

(white vinyl, chrome) 19"L 15"D 41"H **K) BS001 Shark Barstool**

(white, chrome) 22"L 19"D 34-44"H

L) BSR Syntax Barstool (black, chrome) 23"L 19"D 43.25"H

M) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H

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







PWRUSB Powered Conference Table Module

(black) 5"L 2.25"D 2"H Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table 42"RND 29"H

A) CONF42 (white laminate) B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



D.

E.

MADISON

(Madison/gray acajou) **D) MADC05 5' Table** 60"L48"D29"H

E) MADC08 8' Table 96"L60"D29"H

F) MADC10 10' Table 120"L48"D 29"H





Styles & Shapes







Atomic Round Tables (glass, chrome) A) 42ATO 42"RND 30"H B) 36ATO 36"RND 30"H

Geo Rounded Square

Tables42"L 42"D 29"H **C) CE1** (glass, chrome) **D) CF1** (glass, black)

Geo Rectangular Tables 60"L 36"D 29"H E) CF2 (glass, black) F) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table (gray laminate, black) 46"L 29"D 30"H H) WD3 Work Table (white laminate, white) 48"L 24"D 30"H

Conference Tables (graphite nebula) I) CB3 8' 96"L 48"D 29"H J) CB2 6' 72"L 42"D 29"H

Conference Tables (granite) K) C508GR 8' 96"L 44"D 29"H L) CT10GR 10' 120"L 46"D 29"H M) CT06GR 6' 72"L 36"D 29"H



Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.

Executive Seating





Task Stool TASKST (black fabric) 27.5"L 27.5"D 32.75"-40.25"H Adjustable height



Pro Executive Mid Back Chair

24"L 22"D 40"H A) PROMID (white vinyl) B) PROMDB (black vinyl) Adjustable height



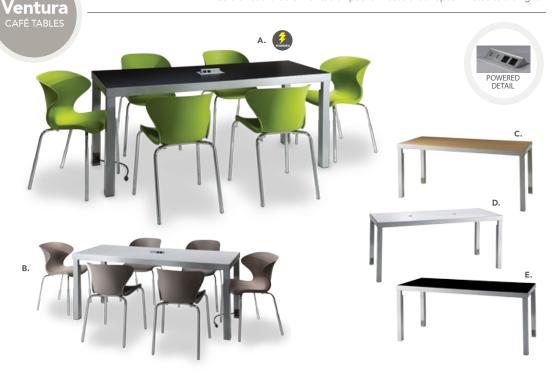




Choose from Powered, Solid or Grommet Hole Table Tops.



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



Ventura Powered **Bar Tables**

(silver frame)

72.25"L 26.25"D 42"H

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

Ventura Communal **Bar Tables**

(silver frame) 72.25"L 26.25"D 42"H

Maple Top

B) VNTMNP (solid) **VNTBMW** (grommets)

White Top

C) VNTBWW (grommets) **VNTWNP** (solid)

Black Top VNTBNP (solid)

Ventura Powered Café Tables



(silver frame)

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

Ventura Communal Café Tables (silver frame) 72.25"L 26.25"D 30"H

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

White Top

D) VNTCWW (grommets) **VNTCWN** (solid)

Black Top

E) VNTCBN (solid)

Office Essentials



MADISON

A) JD8 Madison Executive Desk (gray acajou) 60"L 30"D 29"H B) CR8 Madison Credenza (gray acajou) 60"L 20"D 29"H

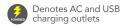
C) TASKST Task Stool (black fabric) 27.5"L 27.5"D 32.75"-40.25"H Adjustable D) PROEXE Pro Executive High Back Chair

(white classic vinyl) 25"L 24"D 48"H Adjustable





TECH POWERED DESK





A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate) 60"L 30"D 30"H **B) TECH Tech Desk,**

Powered (black metal, laminate)

60"L 30"D 30"H

C) TECH3 3 Drawer File
Cabinet on Castors

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





LIGHTING & PRODUCT DISPLAY







ACCENT LAMPS

Mason Lamps (brushed silver) A) LA15 Floor Lamp 18" RND 55"H B) LA14 Table Lamp 16" RND 26"H

SHELVING

C) PSHCCS Posh Shelving (chrome, acrylic) 36"L 18"D 72"H D) BC8 Madison Bookcase (gray acajou)

36"L 12"D 72"H



_ssentials



Midtown Powered Counter



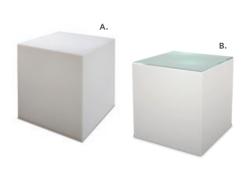
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



Midtown Bar 60"L 18"D 42"H (pewter/glass) A) MTBUUL (unlighted) B) MTBLPI (lighted with plug-in)

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

LIGHTED & GREENERY PRODUCTS



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











D.

c.

A) CUBL20 Edge **LED Cube Ottoman**

(white plastic) 19"L 19"D 19"H A/C power only

B) CUBTBL Edge LED **Cube Table**

(plexi top, white plastic) 19"L 19"D 19"H A/C power only

C) HDG7FT Boxwood Hedge, 7' 36.5"L 12"D 84"H D) HDG4FT Boxwood Hedge, 4' 46"L9"D47"H



Display SolutionsCreative Services for Exhibits

Essential Series Turn-Key Simple	178
Elite Series Turn-Key Simple	179
Room to Show Off 20' x 20' or larger	180
Graphic File Requirement Guidelines	183









Exhibiting Simplified

Planning your exhibition space and need a helping hand? Don't worry. We offer a range of affordable services to help you achieve your event objectives. Plus, a dedicated project manager will ensure our products are a perfect fit. It just doesn't get any easier.



Displays

From flexible, pre-packaged module designs to custom builds, our exhibit displays promise to engage, entertain and amaze attendees. Choose systems ranging from 10'x10' to 20'x20' and larger displays with varying configurations. Learn More.



Design Services

Looking for an easy, elegant, eye-catching way to display your message? Our experienced team of designers and copy experts will transform your vision into a fully customized trade display that visitors won't forget. Learn More.



Digitally Printed Graphics

Creating memorable designs and graphics for your banner stand, counter, booth, or display doesn't have to cost a fortune. We offer affordable, full-color trade show graphics at the highest quality, with print resolution up to 1200 dpi. Learn More.



Install & Dismantle

From free shipping to our events to on-site installation and dismantle, our specialist teams handle everything. Plus, there are never any material handling or management fees. Learn More.

Custom Displays

AGS Exhibits is an integrated ideas factory offering a fusion of creativity and tradeshow industry expertise. Our aim is to generate a display that will help you realize your marketing objectives, build customer awareness, and deliver your message with flair and creativity. **Let's get started!**



Custom Display Services

- · Hardwall or modular system designs
- Specialty floor coverings
- Unique counters & kiosks
- A/V solutions & presentation services
- Fully CAD rendered designs & drawings
- Multi-Level structures

Display Graphics

- Theme & logo design
- Computer-cut vinyl
- Back-lit images/duratrans
- Flooring/carpet graphics
- Photo-realistic prints & enlargements



Ready to Speak to Our Team?

Custom Displays

AGS Exhibits is an integrated ideas factory offering a fusion of creativity and tradeshow industry expertise. Our aim is to generate a display that will help you realize your marketing objectives, build customer awareness and deliver your message with flair and creativity. **Let's get started!**



















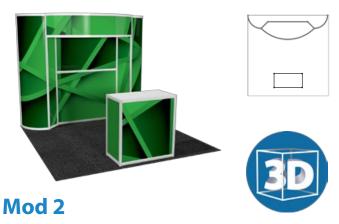
For a more immersive look at our products, click on the booths to view each one in 3D!

Ready to Speak to our Exhibit Sales Team?

ESSENTIAL SERIES | TURN-KEY SIMPLE

10x10

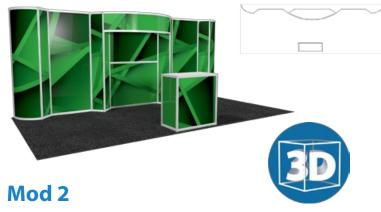
10x20



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



This display is constructed of modern silver anodized aluminum and includes a broad two-meter header. This model comes in 10 and 20-foot lengths with highly visible graphics space and can be customized with additional counters or kiosks.



The MOD 20' or 20' rental display is our second most popular unit in the Essential series. With its unique curved design elements, it is both stylish and within your budget. Branding is simple with this modern looking display structure, drawing attendees' eyes to your branding elements and key content. This unit can be outfitted with any number of custom options.



The MOD 3 (10'x 20') display has a distinct column-like graphics structure and a wide back-wall space for extended marketing content.

Turn-Key Simple Means...

All Display Rentals Include:

- Standard Carpet
- Lights
- Hassle-Free, Install and Dismantle
- No Material Handling on Rental Units
- **Custom Options Available:**
- Digital Print Graphic Panels
- Unique Floor Coverings
- Additional Counters
- LCD Display or Mount

ELITE SERIES | TURN-KEY SIMPLE 10x20

10x10

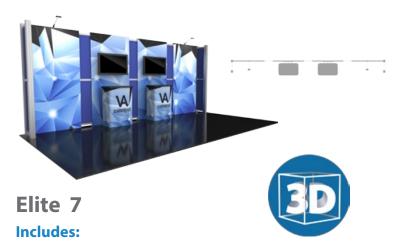




- 1 x frame: 116"w x 94"h x 43"d
- 1 x counter
- 2 x Lumina 200 LED floodlights
- 1 x medium monitor mount *Monitor not included
- 3 x literature holders
- *Front counter not included



- 1 x frame: 112"w x 95"h x 20"d
- 1 x counter near backwall
- 1 x medium monitor mount *Monitor not included
- *Front counter not included



- 1 x frame: 232"w x 94"h x 20"d
- 2 x counters near backwall
- 2 x Lumina 200 LED floodlights
- 2 x medium monitor mounts *Monitor not included



- 1 x frame: 233"w x 96"h x 79"d
- 1 x counter near backwall
- 1 x medium monitor mounts *Monitor not included

Turn-Key Simple Means...

All Display Rentals Include:

- Standard Carpet
- Hassle-Free, Install and Dismantle
- No Material Handling on Rental Units

Custom Options Available:

- Stretch Fabric Graphic Panels
- Unique Floor Coverings
- Additional Counters
- LCD Display or Mount

ROOM TO SHOW OFF | 20'X 20'OR LARGER



Elite 10

The tower structure of the Elite 10 stands 15' 9" tall. The curved fabric graphic atop the tower will inform visitors with your brand and message. Three demonstration/work stations provide generous counter space, back-to-back monitor mounts to hold TVs/LCD screens, and lots of accessible storage underneath.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display or Mount
- Lights



Elite 11

The Elite 11 is an 11'10" tall square shaped structure which combines sleek aluminum hardware with double sided push-fit fabric graphics to inform visitors of your brand and messaging.

One interior counter is included and front reception counter is optional.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display or Mount
- Lights



Elite 13

The Elite 13 uses structural, state of the art extruded aluminum to create sleek lines and shapes. Along with a 16' tower and circular header, the Elite 13 comes with standard carpet, storage, and cladded graphics to deliver a sophisticated look and dominating presence.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display or Mount
- Lights



KIOSKS



KIOSK 01

Size:

• 45.25" x 94.5" x 25.625"

Includes:

Monitor mount (monitor not included)

Graphic Options:

- Side panel 16.22" x 36.3"
- Front panel 29.88" x 32.56"



KIOSK 02

Size:

• 96" x 41.25" x 18"

Includes:

Monitor mount (monitor not included)

Graphic Options:

Printed front panel



KIOSK 03

Size:

• Circular base, height 96"

Includes:

Monitor mount (monitor not included)

Graphic Options:

- Custom-cut graphics panels: options include foamcore & clear or frosted Plexiglas
- Top panel 32" x 66"
- Bottom panel 32" x 38.5"



KIOSK 04

Size:

- Base 29.75" x 22.5"
- 47.5" high

Graphic Options:

 Bottom wrap graphics - 36.75" x 63.75"



KIOSK 05

Size

• 96" x 37.5625" x 25.9375"

Includes:

• Panel doors

Graphic Options:

• White infills or printed infills



KIOSK 06

ize:

• 96" x 25.9375" x 17.875"

Graphic Options:

- Printed infills
- Custom panel 8.5" x 54.25"

Note: Kiosks with mounted monitors cannot exceed 55" or 40lbs, and Kiosk 05 shelf cannot exceed 40lbs. All monitors are offered as an option.

Looking for more options?

BANNER STANDS

GOOD



Size:

- Graphic height = 83.75"
- Graphic widths = 31.5", 35.5", 39.25"

Features:

- Available in anodized silver
- Three piece bungee pole
- Premium grip rail
- Molded end caps
- Swivel-out foot for extra stability
- Supplied with quality carry bag
- Lifetime warranty against all manufacturers defects

BETTER



Size

- Graphic height = 60" 83.25"
- Graphic widths = 31.5", 35.5", 39.25"

Features:

- Hybrid bungee/telescoping pole with toolless quick rail
- Adjustable feet on base
- Anodized silver and black base options
- Molded end caps
- Supplied with a padded carry bag with strap
- Lifetime-limited warranty against manufacturer defects

BEST



Size:

- Graphic height = 66.5" 83"
- Graphic widths = 23.5", 31.5" 33.5", 35.5" 47.25"

Features:

- Hybrid bungee/ telescoping pole with toolless quick rail
- Accessory channel allows for the addition of an optional literature pocket or table accessory
- Adjustable feet on base
- Anodized silver base only
- Quick slide graphic to leader attachment
- Graphic tensioner
- Supplied with carry bag with strap
- Lifetime-limited hardware warranty against manufacturer defects

*Display lights and banner stand cases are available for purchase for all three options

GRAPHIC FILE REQUIREMENT GUIDELINES

Graphic File Requirement Guidelines

AGS' Preferred File Formats

These are the preferred formats in order of preference;

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop High (.psd) *
- TIFF (.tif) *
- JPEG (.jpg) *
- InDesign (.indd)

Please do not send images obtained from the Internet, Microsoft Word documents, or Power Point slides for large format production.

We can accept your electronic files on the following types of media:

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail (15MB max)
- Dropbox, WeTransfer, and YouSendIt online file sharing services

Fonts

Please convert all fonts to "Outlines" before sending files.

If this is not possible, include the fonts along with the transfer of the production files. Having access to the font used in your graphic is essential for us to make changes to text on any of your signage. In many cases, you will want to make last minute changes or additions to your sign order. In order for us to edit type, or add additional text, we will need the fonts. We will also need the fonts for proper print output if you have sent us Adobe Illustrator files without turning the text to "Outlines" or Photoshop files without "Rasterizing" the type layers.

Color Matching

AGS uses PANTONE COLOR BRIDGE as a color reference to achieve the closest possible match to your color preferences. It is not possible to use PMS colors in CMYK or RGB Photoshop images, but we still would like to have Pantone Matching System (PMS) colors noted on the proofs and/or in writing as a reference for print comparison.

AGS will match PMS colors as closely as possible using our XRITE I1O1 Table and software. We Build ICC profiles to ensure color consistency across all our printable substrates.

What size will your final print be?

AGS produces graphics in a multitude of sizes depending on your specific needs. Contact your Account Representative and they will provide you with information regarding all the signage for your particular event.

Postscript vector outlined file types such as .ai and .eps are resolution independent, re-sizable without quality compromise, and preferred especially for logos, however rasterized bit-mapped images such as Photoshop, Tiffs, or Jpegs should be high resolution (150 - 300 dpi) at full size, 1:1 ratio. Any such images linked or embedded in InDesign or Illustrator files should be high resolution as well.

Based on viewing distance, here are some basic guidelines for resolution when working with formats such as .psd, .tif and .jpg files. This is the minimum resolution your graphic should be at full size dimensions:

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

Extremely large banners might possibly be saved at lower resolutions to reduce the file size, but the file you send to AGS should be a minimum of 72 dpi and we will modify it as necessary.

^{*} Rasterized bit-mapped pixel based images should be high resolution 150 - 300 dpi at full size 1:1 ratio.



Image Size and Resolution

The resolution of an image is determined by the number of pixels per inch (ppi) printed on a page. Photographs and artwork files should always be an absolute minimum of 72 dpi at full production size. It is preferred that art sent to us for production be at least 150 dpi or higher. If the art's dimensions are smaller than actual size of the final print, the resolution needs to be higher to compensate.

For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6' x 4' at 36 dpi) You can figure out if a file will print properly by opening it in

Adobe Photoshop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



Actual image size Doubled in size More than triple in size

In this example you can see how the image loses resolution as the size is increased in Adobe Photoshop. If it were to be printed at 50" the resolution would only be 66 dpi. This same loss of resolution occurs if you bring the image into Adobe Illustrator and make it bigger by dragging one of the corners.



Printing the same low-resolution image at different sizes you can see how this low resolution image becomes "pixelated" as it is increased in size for printing. This is a perfect example of why a small piece of art taken off a website at 72 dpi is unacceptable for printing.

Questions?

In order to ensure the highest quality products, please make certain that all files submitted to AGS adhere to this criteria. If for any reason you are unfamiliar with any of these items, have any questions, or need information on accessing the FTP site, please contact our team.

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