



Exhibits, Inc.

2505 Glen Center Street
Richmond, VA 23223

Phone: (804) 788-4400 Fax: (804) 788-0186
Toll Free: (800) 418-2286

xhibitsinc.com

OFFICIAL SERVICE CONTRACTOR

EXHIBITOR SERVICE MANUAL



INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE 2015

**GREATER RICHMOND CONVENTION CENTER, RICHMOND, VIRGINIA
MAY 3-8, 2015**



SHOW INFORMATION

6th INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE
GREATER RICHMOND CONVENTION CENTER
RICHMOND, VA
MAY 3-8, 2015

BOOTH PROVISIONS

The following will be provided per each (10'x10') booth:

Show Colors: Navy Blue & Beige

- 8' high backdrops / 3' high siderails
- (1) 6' x 2' x 29" high draped table
- (2) chairs
- (1) wastebasket with liner
- (1) 7" x 44" booth identification sign
- Booth Carpet

EXHIBIT HALL SCHEDULE

Exhibitor Move-In:	Sunday, May 3, 2015	12:00 noon - 6:00 pm
<i>*Please note: ALL exhibits must be "Show Ready" by 6:00 pm on Sunday 5/3/15</i>		
Student Poster Session: (Registration Lobby)	Set-Up: Sunday, May 3, 2015 Presentations: Sunday, May 3, 2015	12:00 noon - 1:00 pm 2:00 pm - 6:00 pm
Reception:	Sunday, May 3, 2015	6:00 pm - 9:00 pm
Exhibit Hall Hours:	Monday, May 4, 2015 Tuesday, May 5, 2015 Wednesday, May 6, 2015	12:00 noon - 6:00 pm 8:30 am - 6:00 pm 8:30 am - 6:00 pm
Exhibitor Move-Out:	Wednesday, May 6, 2015	6:00 pm - 9:00 pm
<i>*Please note: ALL exhibits must be removed by 9:00 pm on Wednesday 5/6/15</i>		
Poster Session:	Thursday, May 7, 2015	12:00 noon - 4:00 pm

SHIPPING INFORMATION

ADVANCE SHIPMENTS

Your Company Name Booth # _____
6th International Particle Accelerator Conference
c/o Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223

DIRECT SHIPMENTS

Your Company Name Booth # _____
6th International Particle Accelerator Conference
Greater Richmond Convention Center - Hall A
c/o Exhibits, Inc.
403 N. 3rd Street
Richmond, VA 23219

Advance Shipments will be received at the Exhibits, Inc. warehouse up to 30 days prior to the event. All shipments must be crated, boxed or skidded. All advance shipments must be received at the warehouse no later than **Friday, May 1, 2015**. Shipments are received Monday - Friday during the hours of 8:30am - 4:30pm. **You MUST complete & return the drayage & material handling form to Exhibits, Inc. prior to your freight's arrival!** Failure to do so, may result in additional drayage fees.

Direct Shipments will only be received on the exhibitor set-up day/times listed above. Shipments that arrive prior to or after the above date/times may be refused. Please make shipping arrangements accordingly.

RENTAL ADVANCE PRICES & SALES TAX

Rental - Advance Prices : In order to receive the advance discount prices for Exhibits, Inc. services, all applicable forms must be submitted/received by **Monday, April 27, 2015** (one week prior to event).

Virginia Sales Tax : A 5.3% Virginia State Sales Tax will be applied to all rentals & materials ordered. If your company or organization is Tax Exempt, all orders must be accompanied by a copy of your Tax Exempt Certificate. If this is not received, Sales Tax must be applied.

Questions & Adjustments : All on-site questions and concerns regarding orders must be addressed at the Exhibits, Inc. service desk during exhibitor set-up times. Every effort will be made to resolve the issue. Credits or adjustments WILL NOT be made after the close of the show. Please note that some rental items & labor requests are subject to cancellation fees.

We look forward to being of service to you and assure you of our full cooperation in all matters pertaining to this event. If you have any questions regarding the enclosed information or need assistance in planning, please contact us at:

Exhibits, Inc. - 800.418.2286 (Phone) / 804.788.0186 (Fax)



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XhibitsInc.com



Orders must be received one week prior to show date in order to receive the advance price.

RENTAL ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE
 PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY
 FORM AND RETURN WITH YOUR ORDER**

CANCELLATION POLICY:

Items cancelled after move-in begins will be charged 50% of original price.

7/2011

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

CARPET				
Qty.		Advance Price	Show Price	Amount
_____	10'x 10' Carpet	\$142.00	\$169.00	_____
_____	10'x 20' Carpet	\$273.00	\$316.00	_____
_____	10'x 30' Carpet	\$412.00	\$504.00	_____
_____	_____ ft. x _____ ft. Carpet	2.84/sq.ft.	4.15/sq.ft.	_____
_____	_____ ft. Carpet Padding	.75/sq.ft.	.95/sq.ft.	_____

EXHIBIT AREA CARPETED

Carpet Colors

Red Blue Hunter Green Gold Grey
 Burgundy Teal Plum Black

SEATING				
Qty.		Advance Price	Show Price	Amount
_____	Upholstered Arm Chair	\$57.00	\$71.00	_____
_____	Upholstered Side Chair	\$53.00	\$64.00	_____
_____	Molded Plastic Side Chair	\$47.00	\$55.00	_____
_____	Molded Plastic Folding Chair	\$33.00	\$38.00	_____
_____	High Back Stool	\$53.00	\$57.00	_____
_____	High Stool	\$28.00	\$38.00	_____

ACCESSORIES				
Qty.		Advance Price	Show Price	Amount
_____	Waste Basket with Liner	\$22.00	\$28.00	_____
_____	Floor Easel	\$33.00	\$38.00	_____
_____	Chrome Stanchions	\$47.00	\$57.00	_____
_____	8 Ft. Red Velour Ropes	\$37.00	\$47.00	_____
_____	Literature Rack	\$47.00	\$57.00	_____
_____	22" x 28" Chrome Sign Holder	\$64.00	\$83.00	_____

PEGBOARD/DISPLAY PANELS				
Qty.		Advance Price	Show Price	Amount
_____	4'x 8' Pegboard (Vert. or Horiz.)	\$114.00	\$144.00	_____
_____	4'x 8' Grey Cloth Display Panel	\$148.00	\$183.00	_____

TABLE WITH DRAPE				
Qty.		Advance Price	Show Price	Amount
_____	4'x 2' Standard 30" High	\$80.00	\$99.00	_____
_____	6'x 2' Standard 30" High	\$91.00	\$111.00	_____
_____	8'x 2' Standard 30" High	\$102.00	\$127.00	_____
_____	4'x 2' Raised 42" High	\$102.00	\$128.00	_____
_____	6'x 2' Raised 42" High	\$114.00	\$143.00	_____
_____	8'x 2' Raised 42" High	\$126.00	\$154.00	_____

Draped tables include vinyl top and pleated skirt on three sides.

Drape Colors

Red White Blue Hunter Green Plum Expo Green
 Gold Black Grey Burgundy Teal Beige

FOURTH SIDE TABLE DRAPE				
Qty.		Advance Price	Show Price	Amount
_____	30" High Table	\$20.00	\$39.00	_____
_____	42" High Table	\$26.00	\$46.00	_____

ROUND TABLES & LINENS				
Qty.		Advance Price	Show Price	Amount
_____	4' Round Table	\$57.00	\$70.00	_____
_____	5' Round Table	\$69.00	\$84.00	_____
_____	24" Round Pedestal Table	\$43.00	\$51.00	_____
_____	90" Round White Table Linen	\$36.00	\$57.00	_____

Round Tables do not come with a linen unless a linen is ordered.

TABLE TOP RISERS & DRAPING				
Qty.		Advance Price	Show Price	Amount
_____	4'x 1'x 12" Table Top Riser	\$22.00	\$30.00	_____
_____	4'x 1'x 12" Riser / Draped	\$47.00	\$57.00	_____
_____	6'x 1'x 12" Table Top Riser	\$36.00	\$43.00	_____
_____	6'x 1'x 12" Riser / Draped	\$57.00	\$70.00	_____

Drape Colors

Red White Blue Hunter Green
 Gold Black Grey Burgundy

*Show colors will be used if no color is indicated where required. (i.e. carpet, table draping)

PLEASE RETURN ONE COPY TO EXHIBITS, INC. AND RETAIN A COPY FOR YOUR FILES.

FULL PAYMENT MUST ACCOMPANY ALL ORDERS US FUNDS ONLY!

Please print or type below:

Your Company _____

Address _____

City _____ State _____ Zip _____

Authorized By (Print name) _____

Signature _____

Name of Event 6th INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE
GREATER RICHMOND CONV. CTR., RICHMOND, VA
MAY 3-8, 2015

Telephone No. _____

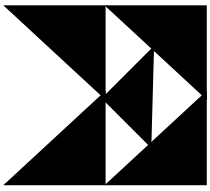
Fax _____

Title _____

E-mail _____

Booth No. _____

TOTAL YOUR ORDER HERE	
Sub-Total	\$ _____
5.3% Sales Tax (Required)	\$ _____
TOTAL DUE	\$ _____



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PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO EXHIBITS, INC.



PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES!
★★ NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE ★★

NAME OF EVENT: <u>6th INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE 2015</u>
EVENT LOCATION: <u>GREATER RICHMOND CONV. CTR., RICHMOND, VA</u>
EVENT DATE: <u>MAY 3-8, 2015</u>
YOUR BOOTH # <input style="width: 150px;" type="text"/>

THE FOLLOWING TERMS APPLY TO ANY AND ALL SERVICES RENDERED BY EXHIBITS, INC. FOR THE EVENT LISTED ABOVE.

• TERMS •

DISCOUNT PRICES only apply to advance orders with payment IN FULL, including 5.3% VA sales tax, that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS. All prices subject to 5.3% VA sales tax.

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

EXHIBITOR SIGNATURE: _____ PRINT NAME: _____ DATE: _____

PLEASE NOTE: ELECTRICAL AND/OR TELECOMMUNICATION ORDERS SHOULD BE MAILED AND PAID TO THE FACILITY ON THE ORDER FORM FOR THAT SERVICE.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

YOUR CHECK NUMBER: _____ DATED: _____ CHECK TOTAL: \$ _____

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE) MasterCard Visa American Express **EXPIRATION DATE**

ACCOUNT NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CVC 3 (or) 4 DIGIT CODE _____

MONTH YEAR

SIGNATURE: _____

PLEASE PRINT CLEARLY: **Cardholders Name:** _____

Cardholders Billing Address: _____

Your Company: _____ Phone: _____ Fax: _____

Address: _____

Street City State Zip



2015 TRADE SHOW FURNISHINGS KIT CATALOG



1959-2014

EXHIBITS INCORPORATED

2505 Glen Center St. Richmond, VA 23223 / 5770 Thurston Ave., Suite 106 Virginia Beach, VA 23455
(804) 788-4400 - Phone (804) 788-0186 - Fax XhibitsInc.com

WHISPER



Whisper Sofa

White Leather
87"L x 37"D x 35"H



Whisper Loveseat

White Leather
61"L x 37"D x 35"H



Whisper Chair

White Leather
35"L x 37"D x 35"H



Whisper Bench Ottoman

White Leather
60"L x 24"D x 17"H



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION



Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H

CONTINENTAL



Continental Curved Loveseat

White Leather
82"L x 34"D x 31"H



Continental Reverse Curved Loveseat

White Leather
72"L x 34"D x 31"H



Continental Wedge Ottoman

White Leather
30"L x 34"D x 19"H



Continental Curved Bench Ottoman

White Leather
70"L x 26"D x 19"H



Continental Half Moon Ottoman

White Leather
33"L x 19"D x 19"H

SOPHISTICATION



Sophistication Sofa

White Leather
72"L x 31"D x 48"H



Sophistication Loveseat

White Leather
48"L x 31"D x 48"H



Sophistication Chair

White Leather
24"L x 31"D x 48"H

SOPHISTICATION



Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H

BOCA



Boca Corner

Black Leather
 White Leather
 28"D x 22"W x 30.7"H



Boca Armless

Black Leather
 White Leather
 28"D x 22"W x 30.7"H

METRO



Metro Sofa

Black Leather
85"L x 35"D x 35"H



Metro Loveseat

Black Leather
60"L x 35"D x 35"H



Metro Chair

Black Leather
35"Square x 35"H

METRO



Metro Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"L x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"L x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"L x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"L x 36"D x 33"H

GRAMMERCY

*See page 9 & 10 for additional Grammercy product available



Grammercy Sofa

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



Grammercy Loveseat

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



Grammercy Chair

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

PARMA



Parma Sofa

Brown Leather
79"L x 37"D x 36"H



Parma Loveseat

Brown Leather
56"L x 37"D x 36"H



Parma Chair

Brown Leather
33"L x 37"D x 38"H



Parma Bench Ottoman

Brown Leather
60"L x 24"D x 17"H

MONTANA MOCHA



Montana Mocha Sofa

Mocha Tan Fabric
79"L x 35"D x 34"H



Montana Mocha Loveseat

Mocha Tan Fabric
57"L x 35"D x 34"H



Montana Mocha Chair

Mocha Tan Fabric
35"Square x 34"H

CHANDLER



Chandler Sofa

Red Leather
76"L x 37"D x 35"H



Chandler Loveseat

Red Leather
53"L x 37"D x 35"H



Chandler Chair

Red Leather
31"L x 37"D x 35"H



Chandler Bench Ottoman

Red Leather
60"L x 24"D x 17"H

IMPERIAL



Imperial Sofa

Purple Microfiber
82"L x 36"D x 36"H



Imperial Chair

Purple Microfiber
28"L x 36"D x 36"H



Imperial Bench Ottoman

Purple Microfiber
48"L x 21"D x 18"H

TANGERINE



Tangerine Sofa

Orange Microfiber
84"L x 36"D x 33"H



Tangerine Chair

Orange Microfiber
40"L x 36"D x 33"H



Tangerine Bench Ottoman

Orange Microfiber
62"L x 24"D x 18"H

EVOKE



Evoke Sofa

Coffee Resin Frame with Tan Cushions
81"L x 35"D x 27"H



Evoke Chair

Coffee Resin Frame with Tan Cushions
33"L x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"L x 24"D x 18"H



Evoke End Table

Coffee Resin Frame
24"L x 28"D x 25"H



Evoke Cube

Coffee Resin Frame
18"Square

STAGE CHAIRS



Midnight Stage Chair

Midnight Microfiber
25"L x 26"D x 37"H



Chamois Stage Chair

Beige Microfiber
25"L x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"L x 26"D x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"L x 32"D x 32"H



Ibiza Chair

■ Black Leather
□ White Leather
31"L x 35"D x 32"H



Tulip Chair

Black Fabric/Tilt Back/Caster Feet
27"L x 26"D x 35"H

OTTOMANS & BENCHES



Curved Bench

Continental White Leather
70"L x 26"D x 19"H



Square Ottoman

■ Metro Black Leather
□ Whisper White Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Metro Black Leather
□ Whisper White Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
■ Parma Brown Leather
60"L x 24"D x 17"H

OTTOMANS & BENCHES



Hayden Bench

Black Wood
 67"L x 16"D x 17"H



Essentials Storage Ottoman

White Leather with Locking Mechanism
 48"L x 24"D x 20"H
 Lock Not Included



Round Ottoman

■ Grammercy Charcoal Leather
 □ Whisper White Leather
 46"Round x 17"H



1/4 Round Ottoman

■ Grammercy Charcoal Leather
 □ Whisper White Leather
 34"L x 19"D x 17"H

BANQUETTES



Essentials Banquette

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



Whisper Banquette

White Leather
 59"Round x 38"H (2 Pieces)



Grammercy Banquette

Charcoal Leather
 59"Round x 38"H (2 Pieces)

TURNING BEDS



Essentials Turning Bed

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



Essentials Turning Bed with Charging Insert

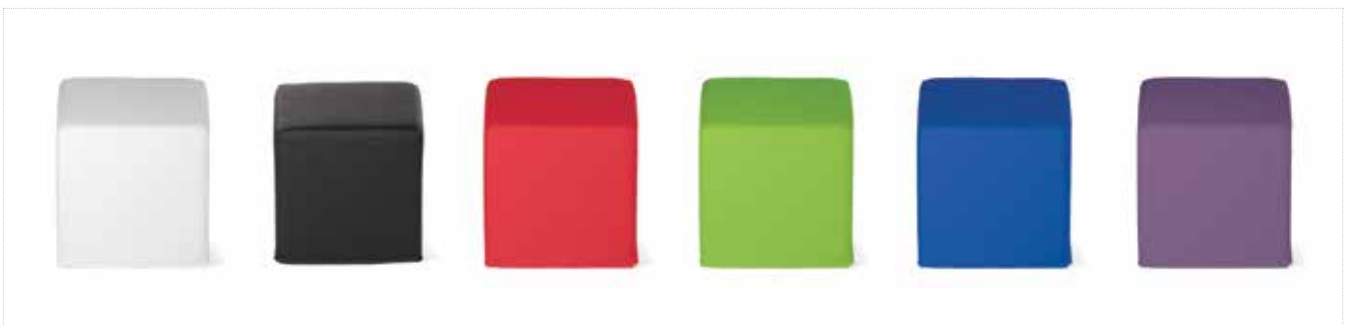
White Leather
96"L x 48"D x 19"H

CUBE OTTOMANS



Regency Cube Ottomans

From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric
18"Square



Cube Ottomans

From left to right: White Leather, Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
18"Square

OCCASIONAL TABLES



Princeton Tables

End Table Clear Glass/Black
21"L x 22"D x 21"H
Cocktail Table Clear Glass/Black
45"L x 21"D x 16"H



Tribeca Tables

End Table Wood/Black
24"L x 28"D x 22"H
Cocktail Table Wood/Black
48"L x 28"D x 19"H
Sofa Table Wood/Black
48"L x 18"D x 30"H



Harmony Tables

End Table Wood/Esspresso
24"Round x 22"H
Cocktail Table Wood/Esspresso
51"L x 28"D x 18"H
Sofa Table Wood/Esspresso
52"L x 18"D x 30"H



Aria Tables Red

End Table Red/Brushed Steel
24"L x 20"D x 22"H
Cocktail Table Red/Brushed Steel
44"L x 20"D x 18"H



Aria Tables Green

End Table Green/Brushed Steel
24"L x 20"D x 22"H
Cocktail Table Green/Brushed Steel
44"L x 20"D x 18"H



Aria Tables Blue

End Table Blue/Brushed Steel
24"L x 20"D x 22"H
Cocktail Table Blue/Brushed Steel
44"L x 20"D x 18"H



Aria Tables Purple

End Table Purple/Brushed Steel
24"L x 20"D x 22"H
Cocktail Table Purple/Brushed Steel
44"L x 20"D x 18"H



Aria Tables White

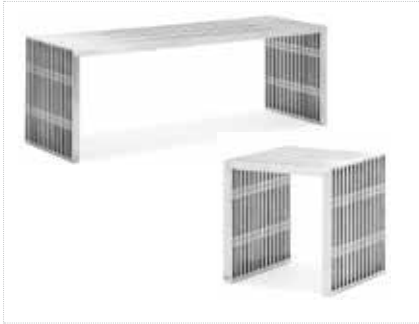
End Table White/Brushed Steel
24"L x 20"D x 22"H
Cocktail Table White/Brushed Steel
44"L x 20"D x 18"H
Sofa Table White/Brushed Steel
44"L x 20"D x 30"H



Aria Tables Charcoal

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

OCCASIONAL TABLES



Novel Tables

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



Reno Tables

End Table Chrome
25"Round x 21"H
Cocktail Table Chrome
45"L x 32"D x 18"H
Sofa Table Chrome
46"L x 17"D x 29"H



Vivid Tables

End Table Smoked Powder Coat Finish
26"Square x 21"H
Cocktail Table Smoked Powder Coat Finish
50"L x 24"D x 16"H
Sofa Table Smoked Powder Coat Finish
50"L x 24"D x 30"H



Club Cocktail Table

44"L x 22"D x 18"H
(Includes built in Wireless LED Lighting)



Club End Table

22"Square x 18"H
(Includes built in Wireless LED Lighting)



Rose Table

17"Round x 17"H



Zanzibar Table

17"Square



Cube End Tables

■ Black 24"
□ White 24"
24"Square x 21"H



Cube Cocktail Tables

■ Black 30"
□ White 30"
30"Square x 16"H
■ Black 24"
□ White 24"
24"Square x 16"H

OCCASIONAL TABLES



Phoebe Tables

From left to right: Yellow, Lime Green, Rose, Gold, Teal
 17"Round x 22"H



Hylton Tablet Table

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

BARS & BAR BACKS



Manhattan Bar

Black/Chrome
 63"L x 29"D x 42"H



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit
 72"L x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control



VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit
 48"L x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control

BARS & BAR BACKS



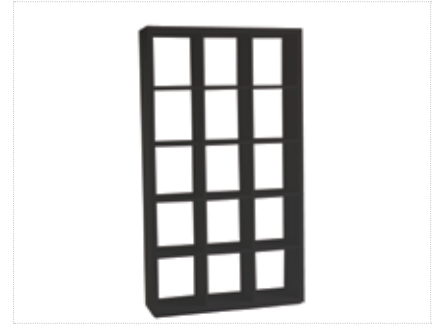
Bar

- Black with 2 shelves in back
 - White with 2 shelves in back
- 48"L x 16"D x 42"H



Shanti Bar Back White

- White
- 44"W x 12"D x 78"H
13"W x 14.25"H (Inside Shelf)



Shanti Bar Back Espresso

- Espresso
- 44"W x 12"D x 78"H
13"W x 14.25"H (Inside Shelf)

BAR STOOLS



Park Avenue Bar Stool

- Maple/Chrome
- 16"L x 19"D x 43"H



Criss Cross Bar Stool

- Espresso Leather
 - White Leather
- 15"W x 19"D x 41"H



Escape Stool

- Natural Maple
- 16"Square x 41"H



Silk Back Bar Stool

- Black
 - Green
 - White
 - Purple
 - Blue
 - Red
- 17"L x 18"D x 42"H



Euro Bar Stool

- Black
- 21"W x 23"D x 43"H



Hourglass Bar Stool

- Black
 - White
- 18"W x 20"D x 43"H

BAR STOOLS



Vienna Stool

■ Gray Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 17"W x 17"D x 39"H



Equino Stool

■ Black
 □ White
 15"W x 13"D x 35"H



Caprice Stool

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



Sonic Stool

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



Marcus Bar Stool

18"W (at footbase) x 29"H



Regal Stool

Brown Leather
 19"W x 24"D x 45"H

CAFE CHAIRS



Silk Back Chair

■ Black
 □ White
 ■ Blue
 ■ Green
 ■ Purple
 ■ Red
 17"W x 18"D x 34"H
 (Also Available With Arms)



Escape Chair

Natural Maple
 17"W x 16"D x 32"H



Park Avenue Chair

Maple
 16"W x 18"D x 31"H

CAFE CHAIRS



Vienna Chair

■ Gray Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 21"Square x 32"H



Leslie Chair

White
 17"W x 21"D x 31"H



Criss Cross Chair

■ Espresso Leather
 □ White Leather
 17"W x 21"D x 35"H



Sonic Chair

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



Caprice Chair

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



Comet Chair

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



Trend Chair

■ Black
 □ White
 ■ Lime
 ■ Natural
 ■ Orange
 19"W x 18"D x 33"H



Elio Chair

17"Square x 33"H



Regal Dining Chair

Brown Leather
 19"W x 23"D x 38"H

BAR TABLES



Euro Bar Table

Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table

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



Park Ave Bar Table

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



Chardonnay Bar Table

Clear Glass/Chrome
31"Round x 42"H



Aspen Pub Table

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



Blanco Bar Table

White/Chrome 30" 30"Round x 42"H
White/Chrome 36" 36"Round x 42"H
White/Chrome Square 24"Square x 42"H
White/Chrome Rectangle 72"L x 24"D x 42"H



City Bar Table

Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Summit Bar Table

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



Spectrum Bar Tables

■ Blue/Chrome
■ Green/Chrome
■ Purple/Chrome
■ Red/Chrome
24"Square x 42"H

CAFÉ TABLES



Euro Café Table

Black/Black 30"
30"Round x 29"H
Black/Black 36"
36"Round x 29"H



Silk Café Table

Black/Chrome 30"
30"Round x 29"H
Black/Chrome 36"
36"Round x 29"H



Park Ave Café Table

Maple/Chrome 30"
30"Round x 29"H
Maple/Chrome 36"
36"Round x 29"H



City Café Table

Maple/Black 30"
30"Round x 29"H
Maple/Black 36"
36"Round x 29"H



Summit Café Table

White/Black 30"
30"Round x 29"H
White/Black 36"
36"Round x 29"H



Blanco Café Table

White/Chrome 30"
30"Round x 29"H
White/Chrome 36"
36"Round x 29"H



Blanco Café Table

White/Chrome Rectangle
72"L x 24"D x 29"H
White/Chrome Square
24"Square x 29"H



Spectrum Café Tables

■ Blue/Chrome
■ Green/Chrome
■ Purple/Chrome
■ Red/Chrome
24"Square x 29"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
27"Square x 41"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

Black
25"Square x 39"H



Goal Task Chair Armless

Black
21"W x 25"D x 39"H



Enterprise High Back Conference Chair

Black Fabric
25"W x 27"D x 45"H



Enterprise Mid Back Conference Chair

Black Fabric
27"W x 26"D x 41"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H

OFFICE SEATING



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool Armless

Black
21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Rectangle

- Black 6'
- Mahogany 6'
- Maple 6'

72"L x 36"D x 30"H

- Black 8'
- Mahogany 8'
- Maple 8'

96"L x 48"D x 30"H



Conference Table Racetrack

- Black 8'
- Mahogany 8'

96"L x 48"D x 30"H

- Black 6'
- Mahogany 6'

72"L x 36"D x 30"H



Conference Table Round

Mahogany
42"Round x 29"H



Chrome & Glass Table Rectangle

Clear Glass/Chrome
60"L x 36"D x 29"H



Chrome & Glass Table Round

Clear Glass/Chrome
42"Round x 29"H



Chrome & Glass Table Square

Clear Glass/Chrome
32"Square x 29"H

CONFERENCE TABLES



Chrome & Glass Trestle Table

Clear Glass/Chrome
48"L x 32"D x 29"H

OFFICE FURNITURE



Computer Kiosk

Black
 White
 24"Square x 42"H



Computer Counter

Graphite
48"L x 24"D x 42"H



Computer Desk

Graphite
48"L x 24"D x 29"H



5 Shelf Bookcase

Black
 Mahogany
 36"L x 12"D x 72"H



Black Credenza

Black
60"L x 20"D x 29"H



Black Double Pedestal

Black
60"L x 30"D x 29"H

OFFICE FURNITURE



Credenza Maple

Maple
72"L x 20"D x 29"H



Desk Maple

Double Pedestal
60"L x 30"D x 29"H



Lateral File Maple

2 Drawer with Lock
36"L x 20"D x 29"H



Genoa Storage Credenza

Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66"L x 20"D x 29"H



Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers
66"L x 20"D x 29"H



Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers
72"L x 36"D x 29"H



Presidential Kneespace Credenza

Mahogany
24"L x 66"L x 29"H



Presidential Executive Desk

Mahogany
36"L x 72"L x 29"H



Presidential File Cabinet

Mahogany
24"L x 36"L x 29"H

OFFICE FURNITURE



Hayden Table

Black Wood
78"L x 36"D x 30"H



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"L x 36"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"L x 25"D x 29"H
Black Legal
18"L x 25"D x 29"H



4-Drawer File

Black Letter
15"L x 25"D x 52"H
Black Legal
18"L x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"L x 18"D x 27"H
Black (Not Pictured)
36"L x 20"D x 29"H



4-Drawer Lateral File

Black
36"L x 18"D x 54"H



Storage Cabinet

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

PEDESTALS



Display Pedestals 42"

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



Display Pedestals 36"

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



Display Pedestals 30"

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



Locking Pedestal

- Black
- White
- 24"Square x 42"H

MISCELLANEOUS ITEMS



Stanchion

Chrome
 41"H

Stanchion Rope

Red Velour
 6'L



Literature Stand

■ Black
 ■ Aluminum
 14.75"W x 12"D x 53.5"H



Literature Rack

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



Refrigerator Compact

White 4 Cu Ft
 19"W x 21"D x 33.5"H



Plexi Display Unit

18"Square x 68"H
 (Height Includes Top Piece)



iPad® Stand

■ Black
 ■ Silver
 14.25"W x 41.75"H
 (Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

**Apple® and iPad® are registered trademarks of Apple Inc.*

LIGHTING



Brushed Steel Lamps

Table Lamp White/Steel
 26"H
 Floor Lamp White/Steel
 66"H



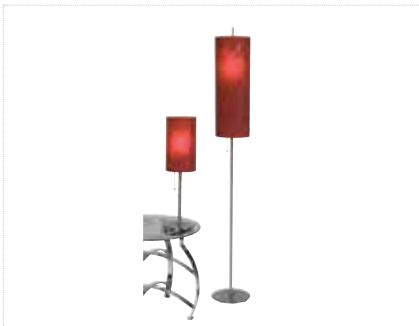
Brushed Nickel Lamps

Table Lamp White/Nickel
 29"H
 Floor Lamp White/Nickel
 60"H



Rubbed Bronze Lamps

Table Lamp White/Bronze
 28"H
 Floor Lamp White/Bronze
 60"H



Brushed Steel Lamps

Table Lamp Red/Steel
 26"H
 Floor Lamp Red/Steel
 66"H



Neutrino Floor Lamp

Steel
 67"H

DESIGN YOUR BOOTH SPACE YOUR WAY



10x20 Booth Footprint

Grammercy Loveseat & Corner • Novel Cocktail & End Table • 4FT VIP Bar • Criss Cross Chairs • Café Table



10x10 Booth Footprint

Chamois Stage Chairs • Phoebe Table • Equino Stools
Chardonnay Bar Table



10x10 Booth Footprint

Metro Sofa & Chair • Novel End Tables
Equino Stools • Silk Bar Table



20x20 Booth Footprint

Whisper Sofa & Chairs • Reno Cocktail & End Tables • Criss Cross Stools • Blanco Bar Table

Show Name	6th International Particle Accelerator Conference	Company Name	
Show Dates	May 3-8, 2015	Contact Name	
Venue Name	Greater Richmond Convention Center - Hall A	Contact Cell #	
Venue Address	403 N. 3rd Street	Delivery Date	5/3/15 Time:
City, State, Zip	Richmond, VA 23223	Pickup Date	5/6/15 Time:
Booth # and Name		Show Contractor	Exhibits, Inc.

*****All Furniture Subject to Availability*****

Terms & Conditions:

Payments: Payment terms - 100% Payment due prior to delivery to secure the order.
All orders must be submitted, along with the Exhibits, Inc. Payment Policy Form in order to be processed.

Advance Orders Only: Only advance orders accepted. Show site orders for specialty furniture listed below will NOT be accepted.

Cancellation Fee: If cancelled within 3 days prior to delivery, a 100% charge will be applied.

Late Fee: All orders received within 14 days of the show opening will receive a 25% Late Fee.

Confirmation: Please email Customer Service (email address above) if you do not receive confirmation within 1-2days of submitting this order form.

Item Number	Description	Dimensions	Standard	Qty.	Total
Whisper (Pg. 2)					
18228-0607	Whisper White Leather Sofa	87"L x 37"D x 35"H	\$575.00		
18167-0471	Whisper White Leather Loveseat	61"L x 37"D x 35"H	\$550.00		
18284-0487	Whisper White Leather Chair	35"L x 37"D x 35"H	\$450.00		
18024-0003	Whisper White Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		
18184-0034	Whisper White Leather Square Ottoman	40" Square x 17"H	\$250.00		
18184-0038	Whisper White Leather Round Ottoman	46" Round x 17"H	\$250.00		
Function (Pg. 2)					
18284-0554	Function White Leather Armless Chair	28" Square x 29"H	\$300.00		
18066-0016	Function White Leather Corner	28" Square x 29"H	\$325.00		
Continental (Pg. 3)					
18303-0001	Continental White Leather Curved Loveseat	82"L x 34"D x 31"H	\$595.00		
18304-0001	Continental White Leather Reverse Loveseat	72"L x 34"D x 31"H	\$575.00		
18296-0005	Continental White Leather Wedge Ottoman	30"L x 34"D x 19"H	\$250.00		
18184-0131	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$295.00		
18184-0132	Continental White Leather Half Moon Ottoman	33"L x 19"D x 19"H	\$250.00		
Sophistication (Pg. 3 & 4)					
18228-0674	Sophistication White Leather Sofa	72"L x 31"D x 48"H	\$595.00		
18167-0466	Sophistication White Leather Loveseat	48"L x 31"D x 48"H	\$395.00		
18284-0563	Sophistication White Leather Chair	27"L x 31"D x 48"H	\$295.00		
18066-0017	Sophistication White Leather Corner	31" Square x 48"H	\$295.00		
18184-0130	Sophistication White Leather Ottoman	31" Square x 19"H	\$225.00		
Boca (Pg. 4)					
18066-0021	Boca Corner - White	28"L x 22"D x 30.7"H	\$349.00		
18066-0022	Boca Corner - Black	28"L x 22"D x 30.7"H	\$349.00		
18284-0669	Boca Armless - White	28"L x 22"D x 30.7"H	\$325.00		
18284-0670	Boca Armless - Black	28"L x 22"D x 30.7"H	\$325.00		
Metro (Pg. 4 & 5)					
18228-0602	Metro Black Leather Sofa	85"L x 35"D x 35"H	\$495.00		
18167-0467	Metro Black Leather Loveseat	60"L x 35"D x 35"H	\$470.00		
18284-0482	Metro Black Leather Chair	35" Square x 35"H	\$370.00		
18184-0179	Metro Black Leather Square Ottoman	40" Square x 17"H	\$250.00		
18024-0008	Metro Black Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		
Suave Midnight (Pg. 5)					
18228-0085	Suave Midnight Sofa	77"L x 36"D x 33"H	\$425.00		
18167-0069	Suave Midnight Loveseat	54"L x 36"D x 33"H	\$375.00		
18284-0151	Suave Midnight Chair	32"L x 36"D x 33"H	\$275.00		
Grammercy (Pg. 5)					
18228-0605	Grammercy Charcoal Leather Sofa	82"L x 36"D x 36"H	\$550.00		
18167-0469	Grammercy Charcoal Leather Loveseat	57"L x 36"D x 36"H	\$475.00		
18284-0485	Grammercy Charcoal Leather Chair	28"L x 36"D x 36"H	\$300.00		
Parma (Pg. 6)					
18228-0789	Parma Brown Leather Sofa	79"L x 37"D x 36"H	\$495.00		
18167-0577	Parma Brown Leather Loveseat	56"L x 37"D x 36"H	\$470.00		
18284-0710	Parma Brown Leather Chair	33"L x 37"D x 36"H	\$370.00		
18024-0061	Parma Brown Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		
Montana Mocha (Pg. 6)					
18228-0784	Montana Mocha Sofa	79"L x 35"D x 34"H	\$460.00		
18167-0573	Montana Mocha Loveseat	57"L x 35"D x 34"H	\$400.00		
18284-0704	Montana Mocha Chair	35" Square x 34"H	\$310.00		
Chandler (Pg. 7)					
18228-0795	Chandler Red Leather Sofa	76"L x 37"D x 35"H	\$495.00		
18167-0581	Chandler Red Leather Loveseat	53"L x 37"D x 35"H	\$470.00		
18284-0717	Chandler Red Leather Chair	31"L x 37"D x 35"H	\$370.00		
18024-0062	Chandler Red Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		
Imperial (Pg. 7)					
18228-0604	Imperial Purple Sofa	82"L x 36"D x 36"H	\$425.00		
18284-0484	Imperial Purple Chair	28"L x 36"D x 36"H	\$250.00		
18184-0134	Imperial Purple Bench Ottoman	48"L x 21"D x 18"H	\$195.00		
Tangerine (Pg. 8)					

18228-0084	Tangerine Orange Sofa	84"L x 36"D x 33"H	\$425.00
18284-0150	Tangerine Orange Chair	40"L x 36"D x 33"H	\$300.00
18184-0032	Tangerine Orange Bench Ottoman	62"L x 24"D x 18"H	\$195.00
Evoke (Pg. 8)			
13229-0007	Evoke Sofa	81"L x 35"D x 27"H	\$750.00
13041-0015	Evoke Chair	33"L x 35"D x 27"H	\$395.00
13054-0011	Evoke Cocktail Table	48"L x 24"D x 18"H	\$250.00
13110-0009	Evoke End Table	24"L x 28"D x 25"H	\$225.00
13110-0008	Evoke Cube	18" Square	\$150.00
Stage Chairs (Pg. 9)			
18284-0478	Midnight Microfiber Stage Chair	25"L x 26"D x 37"H	\$175.00
18284-0477	Chamois Microfiber Stage Chair	25"L x 26"D x 37"H	\$175.00
18284-0476	Buckskin Microfiber Stage Chair	25"L x 26"D x 37"H	\$175.00
18284-0564	Empire Chair White Leather	28"L x 32"D x 32"H	\$325.00
18284-0621	Empire Chair Black Leather	28"L x 32"D x 32"H	\$325.00
18284-0449	Ibiza White Leather Chair	31"L x 35"D x 32"H	\$450.00
18284-0590	Ibiza Black Leather Chair	31"L x 35"D x 32"H	\$450.00
05035-0028	Tulip Black Fabric Chair	26"L x 27"D x 35"H	\$195.00
Ottomans & Benches (Pg. 10)			
18184-0131	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$295.00
18184-0034	Whisper White Leather Square Ottoman	40" Square x 17"H	\$250.00
18184-0033	Grammercy Charcoal Leather Square Ottoman	40" Square x 17"H	\$250.00
18184-0179	Metro Black Leather Square Ottoman	40" Square x 17"H	\$250.00
18024-0002	Grammercy Charcoal Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00
18024-0003	Whisper White Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00
18024-0008	Metro Black Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00
18024-0062	Chandler Red Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00
18024-0061	Parma Brown Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00
05026-0005	Hayden Black Wood Bench	67"L x 16"D x 17"H	\$125.00
18184-0192	Essentials White Leather Storage Ottoman	48"L x 24"D x 20"H	\$350.00
Round Ottomans & Banquettes (Pg. 10 & 11)			
18011-0011	Essentials White Banquette (2 pcs)	60" Round x 48"H	\$750.00
18011-0001	Whisper White Leather Banquette, Tufted (2 pcs)	59" Round x 38"H	\$750.00
18011-0002	Grammercy Charcoal Leather Banquette (2 pcs)	59" Round x 38"H	\$750.00
18184-0030	Whisper White 1/4 Round Ottoman	34"L x 19"D x 17"H	\$145.00
18184-0028	Grammercy Charcoal 1/4 Round Ottoman	34"L x 19"D x 17"H	\$145.00
18184-0038	Whisper White Leather Round Ottoman	46" Round x 17"H	\$250.00
18184-0036	Grammercy Charcoal Leather Round Ottoman	46" Round x 17"H	\$250.00
02082-0033	Essentials White Leather Turning Bed	96"L x 48"D x 34"H	\$895.00
10214-0001	Essentials White Leather Turning Bed with Charging Station Insert	96"L x 48"D x 19"H	\$1,000.00
Cube Ottomans (Pg. 11)			
18184-0198	Regency Orange Cube	18" Square	\$95.00
18184-0196	Regency Teal Cube	18" Square	\$95.00
18184-0197	Regency Ruby Cube	18" Square	\$95.00
18184-0200	Regency Camel Cube	18" Square	\$95.00
18184-0193	Regency Apple Cube	18" Square	\$95.00
18184-0199	Regency Fuchsia Cube	18" Square	\$95.00
18184-0129	Cube Ottoman - White	18" Square	\$95.00
18184-0128	Cube Ottoman - Black	18" Square	\$95.00
18184-0213-R	Cube Ottoman - Red	18" Square	\$95.00
18184-0213-G	Cube Ottoman - Green	18" Square	\$95.00
18184-0213-B	Cube Ottoman - Blue	18" Square	\$95.00
18184-0213-P	Cube Ottoman - Purple	18" Square	\$95.00
Occasional Tables (Pg. 12 & 13)			
12107-0437	Princeton End Table	21"L x 22"D x 21"H	\$165.00
12055-0376	Princeton Cocktail Table	45"L x 21"D x 16"H	\$170.00
12107-0008	Tribeca End Table	24"L x 28"D x 22"H	\$170.00
12055-0008	Tribeca Cocktail Table	48"L x 28"D x 19"H	\$180.00
12230-0005	Tribeca Sofa Table	48"L x 18"D x 30"H	\$190.00
12107-0281	Harmony End Table	24" Round x 22"H	\$170.00
12055-0272	Harmony Cocktail Table	51"L x 28"D x 18"H	\$180.00
12230-0080	Harmony Sofa Table	52"L x 18"D x 30"H	\$190.00
99-12304-05	Aria Red End Table	24"L x 20"D x 22"H	\$170.00
99-12050-05	Aria Red Cocktail Table	44"L x 20"D x 18"H	\$180.00
99-12304-03	Aria Green End Table	24"L x 20"D x 22"H	\$170.00
99-12050-03	Aria Green Cocktail Table	44"L x 20"D x 18"H	\$180.00
99-12304-06	Aria Blue End Table	24"L x 20"D x 22"H	\$170.00
99-12050-06	Aria Blue Cocktail Table	44"L x 20"D x 18"H	\$180.00
99-12304-04	Aria Purple End Table	24"L x 20"D x 22"H	\$170.00
99-12050-04	Aria Purple Cocktail Table	44"L x 20"D x 18"H	\$180.00
99-12304-01	Aria White End Table	24"L x 20"D x 22"H	\$170.00
99-12050-01	Aria White Cocktail Table	44"L x 20"D x 18"H	\$180.00
99-12305-01	Aria White Sofa Table	44"L x 20"D x 30"H	\$190.00
99-12304-02	Aria Charcoal End Table	24"L x 20"D x 22"H	\$170.00
99-12050-02	Aria Charcoal Cocktail Table	44"L x 20"D x 18"H	\$180.00
99-12305-02	Aria Charcoal Sofa Table	44"L x 20"D x 30"H	\$190.00
18024-0011	Novel Satin Steel Cocktail Table	46"L x 15"D x 16"H	\$250.00
18024-0010	Novel Satin Steel End Table	15" Square x 16"H	\$225.00
12107-0065	Reno End Table	25" Round x 21"H	\$155.00
12055-0061	Reno Cocktail Table	45"L x 32"D x 18"H	\$175.00
12230-0023	Reno Sofa Table	46"L x 17"D x 29"H	\$195.00
12107-0282	Vivid End Table	26" Square x 21"H	\$170.00
12055-0273	Vivid Cocktail Table	50"L x 24"D x 16"H	\$180.00

12230-0081	Vivid Sofa Table	50"L x 24"D x 30"H	\$190.00
12055-0318	Club Cocktail Table w/ built in LED Lighting	44"L x 22"D x 18"H	\$250.00
12107-0331	Club End Table w/ built in LED Lighting	22" Square x 18"H	\$225.00
12003-0038	Rose Table	17" Round x 17"H	\$195.00
12003-0039	Zanzibar Table	17" Square	\$195.00
12107-0297	Cube, White 24" End Table	24" Square x 21"H	\$175.00
12107-0296	Cube, Black 24" End Table	24" Square x 21"H	\$175.00
12078-0012	Cube, White 30" Cocktail Table	30" Square x 16"H	\$175.00
12078-0011	Cube, Black 30" Cocktail Table	30" Square x 16"H	\$175.00
12055-0286	Cube, White 24" Cocktail Table	24" Square x 16"H	\$170.00
12055-0285	Cube, Black 24" Cocktail Table	24" Square x 16"H	\$170.00
12003-0056	Phoebe Table - Yellow	17" Round x 22"H	\$115.00
12003-0052	Phoebe Table - Lime Green	17" Round x 22"H	\$115.00
12003-0053	Phoebe Table - Rose	17" Round x 22"H	\$115.00
12003-0051	Phoebe Table - Gold	17" Round x 22"H	\$115.00
12003-0074	Phoebe Table - Teal	17" Round x 22"H	\$115.00
12107-0467	Hylton Table	18"L x 12"D x 28"H	\$150.00
Bars & Bar Backs (Pg. 14 & 15)			
05012-0001	Manhattan Martini Bar	63"L x 29"D x 42"H	\$650.00
05012-0026	VIP Frosted Plexi Glow Bar 6'	72"L x 24"D x 42"H	\$650.00
05012-0024	VIP Frosted Plexi Glow Bar 4'	48"L x 24"D x 42"H	\$550.00
05012-0054	White Bar - 2 Shelf	48"L x 16"D x 42"H	\$295.00
05012-0053	Black Bar - 2 Shelf	48"L x 16"D x 42"H	\$295.00
05001-0007	Shanti Bar Back - White	44"L x 12"D x 78"H	\$350.00
05001-0006	Shanti Bar Back - Espresso	44"L x 12"D x 78"H	\$350.00
Bar Stools (Pg. 15 & 16)			
05237-0223	Park Avenue Bar Stool - Maple	16"W x 19"D x 43"H	\$150.00
05237-0039	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$160.00
05237-0038	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$160.00
05237-0036	Escape Bar Stool - Natural Maple	16" Square x 41"H	\$135.00
99-05237-01	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$150.00
99-05237-02	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$150.00
99-05237-03	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$150.00
99-05237-04	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$150.00
99-05237-05	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$150.00
99-05237-06	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$150.00
05237-0221	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$150.00
05237-0231	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$165.00
05237-0230	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$165.00
05237-0262	Vienna Stool - Teal	17" Square x 39"H	\$180.00
05237-0263	Vienna Stool - Orange	17" Square x 39"H	\$180.00
05237-0264	Vienna Stool - Smoke	17" Square x 39"H	\$180.00
05237-0160	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$165.00
05237-0041	Equino Bar Stool - White	15"W x 13"D x 35"H	\$165.00
05237-0169	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$165.00
05237-0042	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$135.00
05237-0215	Marcus Bar Stool - Gunmetal	18"W(at footbase) x 29"H	\$125.00
05237-0156	Regal Stool - Brown	19"W x 24"D x 45"H	\$165.00
Café Chairs (Pg. 16 & 17)			
99-05035-10	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$95.00
99-05035-11	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$95.00
99-05035-12	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$95.00
99-05035-13	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$95.00
99-05035-14	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$95.00
99-05035-15	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$95.00
05035-0009	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$95.00
05035-0026	Park Avenue Chair - Maple	16"W x 18"D x 31"H	\$135.00
05035-0031	Vienna Chair - Orange	21" Square x 32"H	\$115.00
05035-0030	Vienna Chair - Teal	21" Square x 32"H	\$115.00
05035-0032	Vienna Chair - Smoke	21" Square x 32"H	\$115.00
05035-0008	Leslie Chair - White	17"W x 21"D x 31"H	\$85.00
05035-0011	Criss Cross Chair - White	17"W x 21"D x 35"H	\$110.00
05035-0010	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$110.00
14233-0016	Sonic Chair - Black	20"W x 21"D x 32"H	\$95.00
14233-0025	Caprice Chair - Black	25"W x 24"D x 32"H	\$95.00
14233-0005	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$130.00
14233-0006	Comet Stack Chair - Black	19"W x 22"D x 32"H	\$125.00
14233-0034	Trend Chair - Black	19"W x 18"D x 33"H	\$125.00
14233-0038	Trend Chair - White	19"W x 18"D x 33"H	\$125.00
14233-0035	Trend Chair - Lime	19"W x 18"D x 33"H	\$125.00
14233-0037	Trend Chair - Orange	19"W x 18"D x 33"H	\$125.00
14233-0036	Trend Chair - Natural	19"W x 18"D x 33"H	\$125.00
05035-0023	Elio Chair	17" Square x 33"H	\$95.00
05221-0039	Regal (Parson) Chair - Brown	19"W x 23"D x 38"H	\$135.00
Bar Tables (Pg. 18)			
99-05245-01	Euro 30" Round Bar Table - Black/Black	30" Round x 42"H	\$170.00
99-05245-02	Euro 36" Round Bar Table - Black/Black	36" Round x 42"H	\$175.00
99-05245-04	Silk 30" Round Bar Table - Black/Chrome	30" Round x 42"H	\$170.00
99-05245-05	Silk 36" Round Bar Table - Black/Chrome	36" Round x 42"H	\$175.00
99-05245-07	Park Ave 30" Round Bar Table - Maple/Chrome	30" Round x 42"H	\$170.00
99-05245-08	Park Ave 36" Round Bar Table - Maple/Chrome	36" Round x 42"H	\$175.00
05012-0002	Chardonnay Glass & Chrome Bar Table	31" Round x 42"H	\$250.00
05202-0073	Aspen Pub Table	72"L x 26"D x 42"H	\$695.00

99-05245-10		Blanco 30" Round Bar Table - White/Chrome	30" Round x 42"H	\$170.00	
99-05245-11		Blanco 36" Round Bar Table - White/Chrome	36" Round x 42"H	\$175.00	
99-05245-12		Blanco Square Bar Table - White/Chrome	24" Square x 42"H	\$170.00	
99-05245-13		Blanco Rectangle Bar Table - White/Chrome	72"L x 24"D x 42"H	\$270.00	
99-05245-14		City 30" Round Bar Table - Maple/Black	30" Round x 42"H	\$170.00	
99-05245-15		City 36" Round Bar Table - Maple/Black	36" Round x 42"H	\$175.00	
99-05245-16		Summit 30" Round Bar Table - White/Black	30" Round x 42"H	\$170.00	
99-05245-17		Summit 36" Round Bar Table - White/Black	36" Round x 42"H	\$175.00	
99-05245-20		Spectrum Red Bar Table	24" Square x 42"H	\$190.00	
99-05245-19		Spectrum Green Bar Table	24" Square x 42"H	\$190.00	
99-05245-21		Spectrum Blue Bar Table	24" Square x 42"H	\$190.00	
99-05245-18		Spectrum Purple Bar Table	24" Square x 42"H	\$190.00	
Café Tables (Pg. 19)					
99-05036-01		Euro 30" Round Café Table - Black/Black	30" Round x 29"H	\$170.00	
99-05036-02		Euro 36" Round Café Table - Black/Black	36" Round x 29"H	\$175.00	
99-05036-04		Silk 30" Round Café Table - Black/Chrome	30" Round x 29"H	\$170.00	
99-05036-05		Silk 36" Round Café Table - Black/Chrome	36" Round x 29"H	\$175.00	
99-05036-07		Park Ave 30" Round Café Table - Maple/Chrome	30" Round x 29"H	\$170.00	
99-05036-08		Park Ave 36" Round Café Table - Maple/Chrome	36" Round x 29"H	\$175.00	
99-05036-14		City 30" Round Café Table - Maple/Black	30" Round x 29"H	\$170.00	
99-05036-15		City 36" Round Café Table - Maple/Black	36" Round x 29"H	\$175.00	
99-05036-16		Summit 30" Round Café Table - White/Black	30" Round x 29"H	\$170.00	
99-05036-17		Summit 36" Round Café Table - White/Black	36" Round x 29"H	\$175.00	
99-05036-10		Blanco 30" Round Café Table - White/Chrome	30" Round x 29"H	\$170.00	
99-05036-11		Blanco 36" Round Café Table - White/Chrome	36" Round x 29"H	\$175.00	
99-05036-12		Blanco Square Café Table - White/Chrome	24" Square x 29"H	\$170.00	
99-05036-13		Blanco Rectangle Café Table - White/Chrome	72"L x 24"D x 29"H	\$270.00	
99-05036-18		Spectrum Purple Café Table	24" Square x 29"H	\$185.00	
99-05036-20		Spectrum Red Café Table	24" Square x 29"H	\$185.00	
99-05036-19		Spectrum Green Café Table	24" Square x 29"H	\$185.00	
99-05036-21		Spectrum Blue Café Table	24" Square x 29"H	\$185.00	
Office Seating (Pg. 20 - 21)					
14136-0002		Tamiri Black Leather High Back	25"L x 27"D x 45"H	\$225.00	
14176-0007		Tamiri Black Leather Mid Back	27" Square x 39"H	\$190.00	
14128-0002		Tamiri Black Leather Guest Chair	25"L x 26"D x 37"H	\$175.00	
14136-0010		Accord White Leather High Back	25" Square x 44"H	\$275.00	
14136-0081		Accord Black Leather High Back	25" Square x 44"H	\$275.00	
14250-0013		Goal Black Task Chair With Arms	25" Square x 39"H	\$140.00	
14250-0043		Goal Black Task Chair Armless	21"L x 25"D x 39"H	\$130.00	
14136-0016		Enterprise High Back Black Fabric Conference Chair	25"L x 27"D x 45"H	\$195.00	
14176-0008		Enterprise Mid Back Black Fabric Conference Chair	27"L x 26"D x 41"H	\$175.00	
14128-0023		Guest Black Fabric Conference Chair	25"L x 27"D x 37"H	\$160.00	
14307-0003		Goal Black Drafting Stool - Arms	25"L x 24"D x 48"H	\$150.00	
14307-0005		Goal Black Drafting Stool - Armless	21"L x 24"D x 48"H	\$140.00	
Conference Tables (Pg. 21 - 22)					
14062-0256		Conference Rectangle Table 6' - Maple	72"L x 36"D x 30"H	\$415.00	
14062-0109		Conference Rectangle Table 6' - Black	72"L x 36"D x 30"H	\$415.00	
14062-0110		Conference Rectangle Table 6' - Mahogany	72"L x 36"D x 30"H	\$415.00	
14062-0257		Conference Rectangle Table 8' - Maple	96"L x 48"D x 30"H	\$450.00	
14062-0113		Conference Rectangle Table 8' - Black	96"L x 48"D x 30"H	\$450.00	
14062-0114		Conference Rectangle Table 8' - Mahogany	96"L x 48"D x 30"H	\$450.00	
14062-0252		Conference Oval Racetrack Table 8' - Black	96"L x 48"D x 30"H	\$450.00	
14062-0260		Conference Oval Racetrack Table 8' - Mahogany	96"L x 48"D x 30"H	\$450.00	
14062-0259		Conference Oval Racetrack Table 6' - Black	72"L x 36"D x 30"H	\$415.00	
14062-0254		Conference Oval Racetrack Table 6' - Mahogany	72"L x 36"D x 30"H	\$415.00	
14062-0250		Conference Table Round - Mahogany	42" Round x 29"H	\$395.00	
05244-0022		Conference Table Rectangle Glass/Chrome	60"L x 36"D x 29"H	\$395.00	
05244-0025		Conference Table Round Glass/Chrome	42" Round x 29"H	\$295.00	
05244-0024		Conference Table Square Glass/Chrome	32" Square x 29"H	\$275.00	
05244-0023		Conference Trestle Glass/Chrome	48"L x 32"D x 29"H	\$380.00	
Office Furniture (Pg. 22 - 23)					
14309-0001		Computer Kiosk - Black	24" Square x 42"H	\$365.00	
14179-0005		Computer Kiosk - White	24" Square x 42"H	\$365.00	
14061-0002		Computer Counter - Graphite	48"L x 24"D x 42"H	\$175.00	
14076-0014		Computer Desk - Graphite	48"L x 24"D x 29"H	\$165.00	
14029-0096		5 Shelf Bookcase - Mahogany	36"L x 12"D x 72"H	\$350.00	
14029-0098		5 Shelf Bookcase - Black	36"L x 12"D x 72"H	\$350.00	
14072-0108		Black Credenza	60"L x 20"D x 29"H	\$375.00	
14083-0105		Black Double Pedestal Desk	60"L x 30"D x 29"H	\$375.00	
14072-0122		Maple Credenza	72"L x 20"D x 29"H	\$475.00	
14083-0293		Maple Double Pedestal Desk	60"L x 30"D x 29"H	\$450.00	
14143-0140		Lateral File Maple - 2 Drawer w/ Lock	36"L x 20"D x 29"H	\$315.00	
14072-0038		Genoa Storage Credenza - Mahogany - 2 Drawer	66"L x 20"D x 29"H	\$325.00	
14072-0039		Genoa Kneespace Storage Credenza - Mahogany	66"L x 20"D x 29"H	\$300.00	
14083-0117		Genoa Exec. Desk - Mahogany - Double Pedestal	72"L x 36"D x 29"H	\$350.00	
14072-0042		Presidential Kneespace Credenza - Mahogany	66"L x 24"D x 29"H	\$395.00	
14083-0125		Presidential Executive Desk - Mahogany	72"L x 36"D x 29"H	\$495.00	
14143-0060		Presidential Lateral File - Mahogany	36"L x 24"D x 29"H	\$310.00	
05088-0366		Hayden Table - Black Wood	78"L x 36"D x 30"H	\$400.00	
05088-0365		Vivid Café - Square Table Glass	42" Square x 30"H	\$300.00	

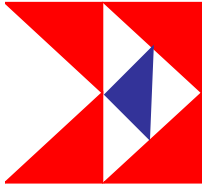
05088-0364		Vivid Café - Rectangle Table Glass	60"L x 36"D x 30"H	\$350.00	
Metal File & Storage Cabinets (Pg. 24)					
14148-0001		2 Drawer Vertical File - Letter Size Locking Black	15"L x 25"D x 29"H	\$120.00	
14147-0001		2 Drawer Vertical File - Legal Size Locking Black	18"L x 25"D x 29"H	\$150.00	
14148-0002		4 Drawer Vertical File - Letter Size Locking Black	15"L x 25"D x 52"H	\$155.00	
14147-0002		4 Drawer Vertical File - Legal Size Locking Black	18"L x 25"D x 52"H	\$175.00	
14143-0006		2 Drawer Lateral File - Locking Black	36"L x 18"D x 27"H	\$155.00	
14143-0144		2 Drawer Lateral File - Locking Black	36"L x 20"D x 29"H	\$185.00	
14143-0008		4 Drawer Lateral File - Locking Black	36"L x 18"D x 54"H	\$200.00	
14034-0015		Storage Cabinet - Locking Black	36"L x 18"D x 72"H	\$200.00	
Pedestals (Pg. 25)					
12091-0023		Display Pedestal 14x42 Black	14" Square x 42"H	\$240.00	
12091-0004		Display Pedestal 24x42 Black	24" Square x 42"H	\$290.00	
12091-0002		Display Pedestal 18x42 Black	18" Square x 42"H	\$265.00	
12091-0030		Display Pedestal 14x42 White	14" Square x 42"H	\$240.00	
12091-0024		Display Pedestal 14x36 Black	14" Square x 36"H	\$205.00	
12091-0034		Display Pedestal 24x36 Black	24" Square x 36"H	\$290.00	
12091-0031		Display Pedestal 14x36 White	14" Square x 36"H	\$205.00	
12091-0033		Display Pedestal 24x36 White	24" Square x 36"H	\$290.00	
12091-0025		Display Pedestal 14x30 Black	14" Square x 30"H	\$185.00	
12091-0003		Display Pedestal 24x30 Black	24" Square x 30"H	\$275.00	
12091-0001		Display Pedestal 18x30 Black	18" Square x 30"H	\$195.00	
12091-0032		Display Pedestal 14x30 White	14" Square x 30"H	\$185.00	
14309-0001		Locking Pedestal Black	24" Square x 42"H	\$365.00	
14179-0005		Locking Pedestal White	24" Square x 42"H	\$365.00	
Miscellaneous Items (Pg. 26)					
14189-0077		Stanchion Chrome	41"H	\$50.00	
11-517		Stanchion Rope - Red Velour	6' Length	\$25.00	
14308-0010		Literature Stand - Aluminum	14.75"W x 12"D x 53.5"H	\$130.00	
14308-0009		Literature Stand - Black	14.75"W x 12"D x 53.5"H	\$130.00	
14308-0005		Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$135.00	
01209-0003		Compact Refrigerator White - 4.0 Cu Ft	19"W x 21"D x 33.5"H	\$250.00	
99-12091-01		Plexi Display Unit	18" Square x 68"H	\$300.00	
14523-0001		iPad® Stand Black	14.25"W x 41.75"H	\$150.00	
14523-0002		iPad® Stand Silver	14.25"W x 41.75"H	\$150.00	
Lighting (Pg. 27)					
09417-0001 BSW		Brushed Steel Table Lamp - White	26"H	\$85.00	
09392-0001 BSW		Brushed Steel Floor Lamp - White	66"H	\$125.00	
09417-0001 BN		Brushed Nickel Table Lamp - White	29"H	\$85.00	
09392-0001 BN		Brushed Nickel Floor Lamp - White	60"H	\$125.00	
09417-0001 RB		Rubbed Bronze Table Lamp - White	28"H	\$85.00	
09392-0001 RB		Rubbed Bronze Floor Lamp - White	60"H	\$125.00	
09417-0001 BSR		Brushed Steel Table Lamp - Red	26"H	\$85.00	
09392-0001 BSR		Brushed Steel Floor Lamp - Red	66"H	\$125.00	
50013		Neutrino Steel Floor Lamp - Steel	67"H	\$125.00	



Please make payments payable to: Exhibits, Inc.
 (complete & return the Payment Policy Form) 2505 Glen Center Street
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Name / Date of Show	6th International Particle Accelerator Conference - May 3-8, 2015		
Booth Number		Date	
Contact Name			
Contact Phone		E-Mail Address	
Contact Cell		Fax	
Special Instructions			



EXHIBITS, INC.

2505 Glen Center Street
Richmond, Virginia 23223
Phone (804) 788-4400
Fax (804) 788-0186



XhibitsInc.com

DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM

If you will be shipping freight, this form must be completed and mailed or faxed to the address above.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of common freight and crated materials received at the warehouse, including storage of up to 30 days prior to the show. Delivery to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.
ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT

RATES: 65.00 PER CWT per shipment. 2 CWT MINIMUM OR \$130.00 per shipment.

<p>ADVANCE SHIPPING ADDRESS →</p> <p>Advance Shipments must be received by Friday, May 1, 2015!</p>	<p>YOUR COMPANY NAME BOOTH# _____</p> <p>INT'L PARTICLE ACCELERATOR CONF.</p> <p>c/o EXHIBITS, INC.</p> <p>2505 GLEN CENTER STREET</p> <p>RICHMOND, VA 23223</p>
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SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

Shipments will be received at show site during installation period ONLY! Includes unloading freight and delivery to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.
ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT

RATES: \$75.00 PER CWT per shipment. 2 CWT MINIMUM OR \$150.00 per shipment.

<p>DIRECT SHIPPING ADDRESS →</p> <p>Direct Shipments will ONLY be received on Sunday, May 3, 2015, between the hours of 12:00 noon - 6:00pm</p>	<p>YOUR COMPANY NAME BOOTH# _____</p> <p>INT'L PARTICLE ACCELERATOR CONF.</p> <p>GREATER RICHMOND CONV. CTR.</p> <p>c/o EXHIBITS, INC.</p> <p>403 N. 3RD STREET</p> <p>RICHMOND, VA 23219</p>
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SPECIAL SERVICES: (CIRCLE NUMBER TO ORDER THAT SERVICE)

- Forklift Service: 5000 lb. Forklift Larger forklifts quoted upon request.
Rate \$95.00 per hour S.T. AND/OR \$135.00 per hour O.T. - - 1 hour minimum charge per each Forklift pick-up
- Return to warehouse for storage, shipment by designated carrier, customer pickup, or UPS outbound
Rate \$38.00 per CWT - Minimum charge \$114.00 → Please list carrier that will be picking up: _____
- When crate and carton storage only are needed
Rates \$17.00 per small crate, \$36.00 per large crate, \$8.00 per carton - - \$30.00 minimum
- Truck and driver rates for special pickup and deliver/late warehouse deliveries
Parcel Van \$65.00 per hour S.T., \$80.00 per hour O.T. plus .90 per mile.
22' straight truck with lift gate \$85.00 per hour S.T., \$102.00 per hour O.T. plus \$1.35 per mile.
Tractor & Trailer \$110.00 per hour S.T., \$120.00 per hour O.T. plus \$1.75 per mile.
- Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
- Shrinkwrap is \$50.00 per pallet.

(*PLEASE NOTE: Standard Time rates apply - M-F(8:30a.m-4:30p.m.); Overtime rates apply - M-F(before 8:30a.m. or after 4:30p.m. and Holidays)

Your Company _____	Telephone No. _____
Street Address _____	Fax No. _____
City _____ State _____	Zip _____
Authorized By (Print name) _____	Signature _____
Weight _____ No. of pieces _____	Estimated Arrival _____
(# of CWT's) x \$ _____ (Rate)	TOTAL AMOUNT DUE FOR DRAYAGE: \$ _____
ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER	TOTAL AMOUNT SPECIAL SERVICES: \$ _____
	GRAND TOTAL DUE THIS ORDER: \$ _____

Name of Event 6th INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE 2015 Booth No. _____
GREATER RICHMOND CONVENTION CENTER. RICHMOND, VA
MAY 3-8, 2015

LIMITATIONS OF EXHIBITS, INC. LIABILITY & RESPONSIBILITY

- A. Exhibits, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Exhibits, Inc. by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Exhibits, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Exhibits, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Exhibits, Inc. maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Exhibits, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Exhibits, Inc. reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Exhibits, Inc. will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Convention Center to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE

Common carrier shipment consigned to warehouse should arrive no later than two (2) working days prior to show set up day. Late shipments will be charged an additional delivery fee. Thirty (30) days free storage is allowed prior to show set up. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

NOTE: Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!! UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!

THE CONVENTION CENTER, IN MOST INSTANCES, HAS NO FACILITIES FOR RECEIVING OR STORING MATERIALS.

Materials to arrive prior to set-up days must be shipped to Exhibits, Inc. (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

SERVICE B - EXHIBIT SITE MATERIAL HANDLING

Shipments to exhibit site will only be accepted during the designated show set-up hours. Materials are received and placed in booth, not positioned in any certain order. (*Please see Labor Form*). Empty crates and cartons are removed, placed in storage and returned at the close of the event. Materials are picked up and shipped directly from the loading dock, VIA our common carrier. Other arrangements may be made to ship VIA any other freight carrier.

WHEN USING SERVICE A and/or SERVICE B:

Any shipment returned to Exhibits, Inc. warehouse at the close of the show for re-shipping, storage or for designated carrier pick-up will be at an additional charge. See Drayage Service and Material Handling Order Form for return to warehouse rates.

CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED WEIGHTS MUST PREVAIL.

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill, such as UPS, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.

Completed bill of lading must be made for each shipment, signed, and returned to the Exhibits, Inc. service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Exhibits, Inc. can not make these arrangements.

The consignment or delivery of a shipment to EXHIBITS, INC. by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

AIR FREIGHT SHIPMENT arrangements should be made for the shipments to be picked up at the event site. If Exhibits, Inc. is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Exhibits, Inc. reserves the right to reassign shipments to another air freight company.

EXHIBITS, INC. RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE. If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH location will be moved as far as practical thereafter becoming the exhibitors responsibility.

AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, EXHIBITS, INC. WILL NOT BE RESPONSIBLE for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Exhibits, Inc. prior to the removal of materials are subject to final count and correction made at the time of actual removal.

THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS will be done at the exhibitors risk. Exhibits, Inc. is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.
All rates as quoted are based upon prevailing rates and are subject to change without notice.

MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.
If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

EXHIBITS, INC. RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.

ADVANCE WAREHOUSE

MUST BE RECEIVED BY FRIDAY, MAY 1, 2015

TO: _____ #: _____
(Exhibiting Company Name) (Booth #)



**6th INTERNATIONAL PARTICLE
ACCELERATOR CONFERENCE**

**C/O Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223**

ADVANCE WAREHOUSE

MUST BE RECEIVED BY FRIDAY, MAY 1, 2015

TO: _____ #: _____
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(Exhibiting Company Name) (Booth #)



**6th INTERNATIONAL PARTICLE
ACCELERATOR CONFERENCE**

**C/O Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223**

DIRECT TO SHOW SITE

WILL ONLY BE RECEIVED ON SUNDAY, MAY 3, 2015,
BETWEEN THE HOURS OF 12:00 NOON - 6:00 PM

TO: _____ #: _____

(Exhibiting Company Name)

(Booth #)



6th INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE

Greater Richmond Convention Center
C/O Exhibits, Inc.
403 N. 3rd Street
Richmond, VA 23219

DIRECT TO SHOW SITE

WILL ONLY BE RECEIVED ON SUNDAY, MAY 3, 2015,
BETWEEN THE HOURS OF 12:00 NOON - 6:00 PM

TO: _____ #: _____

(Exhibiting Company Name)

(Booth #)



6th INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE

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(Exhibiting Company Name)

(Booth #)



6th INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE

Greater Richmond Convention Center
C/O Exhibits, Inc.
403 N. 3rd Street
Richmond, VA 23219

DIRECT TO SHOW SITE SHIPPING LABELS - Please make sure that each piece shipped, contains a label for proper receiving & placement within your booth. Duplicates are acceptable, if needed.



Providing Global Logistics Services by Air, Land and Sea

6th International Particle Accelerator Conference

Greater Richmond Convention Center, Richmond, VA

Exhibit Hall A

May 3-8, 2015

TEAM WORLDWIDE will provide a full suite of international freight forwarding services for the upcoming 6th International Particle Accelerator Conference.

CONTACT US:

Team Worldwide has Branch Offices and Agent Partners across the world. Further simplifying your processes, for the 6th International Particle Accelerator Conference, your global point of contact is:

Team Worldwide BWI

Phone: 410-636-7970 • Fax: 410-636-7973

Email: teambwi@teamww.com • www.teamww.com

FREIGHT CONSIGNMENT: (note receiving dates)

Advance Warehouse Shipping Info:

IPAC 2015

c/o Exhibits, Inc.

2505 Glen Center Street

Richmond, VA 23223

Received between April 1, 2015 - May 1, 2015*

Direct to Show Site Shipping Info:

IPAC 2015 / Exhibits, Inc.

c/o Greater Richmond Convention Center

403 N. 3rd. Street

Richmond, VA 23219

Only received on Sunday, May 3, 2015.

* To avoid possible freight delivery delay to your booth, we encourage shipping to the advance warehouse

CARGO MARKING:

Each crate/container must be clearly marked as follows:

Exhibitor Name: _____

c/o 6th International Particle Accelerator Conference

Exhibit Hall A

Richmond, VA USA

Crate # ___ of ___ (eg: 1 of 5, 2 of 10, etc.)

Made in _____ (country of origin)

TERMS AND CONDITIONS:

Team Worldwide offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request.

Team Worldwide provides comprehensive transportation and global logistics solutions to commercial and government clients around the world. With over 40 offices in the US and 170 international locations, Team is certified and well positioned to move domestic and international shipments by air, land or sea. Established in 1979,

Team Worldwide's diverse network of transportation specialists' service our customers via our operating companies of:

Team Air Express, Inc., Team Transportation, Inc., Team Ocean Services, Inc., and Team Customs Brokerage, Inc.

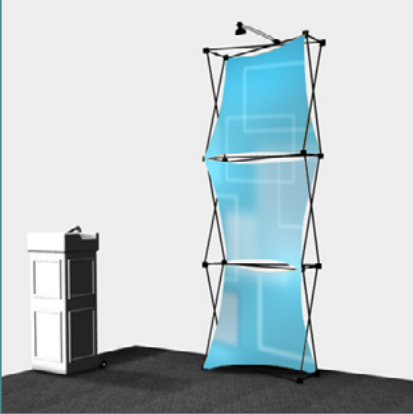
TEAM **TEAM** **TEAM** **TEAM**
AIR EXPRESS TRANSPORTATION. OCEAN SERVICES. CUSTOMS BROKERAGE.



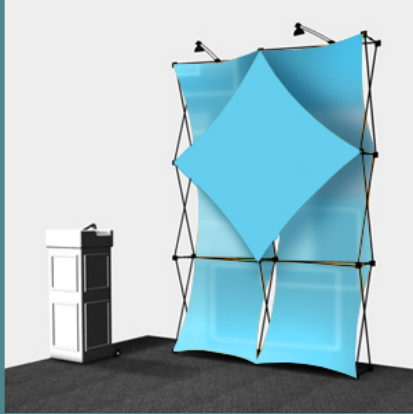
FRONTLINE EXHIBITS

RENTALS

Fabric Snap Display 1x3



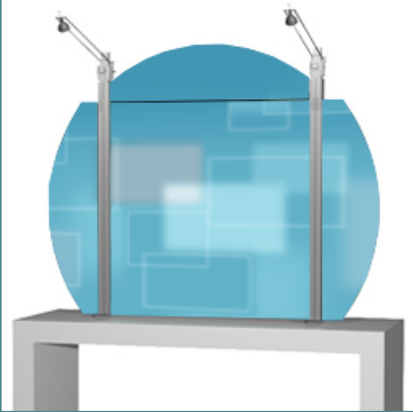
Fabric Snap Display 2x3



Fabric Snap Display Kit



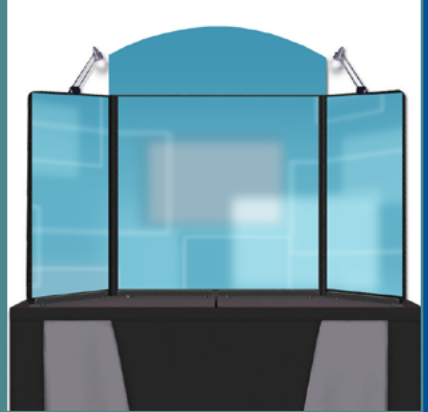
Tabletop Kit A



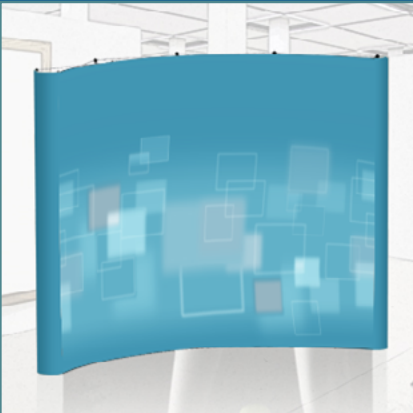
Tabletop Kit B



Tabletop Kit C



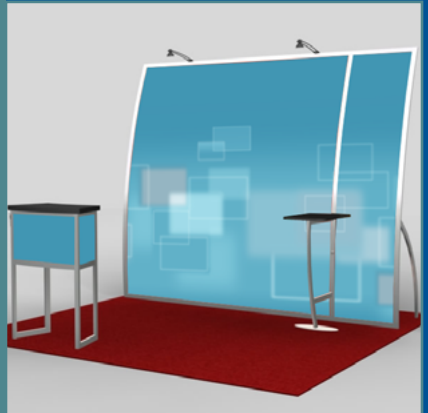
10' Display Kit A



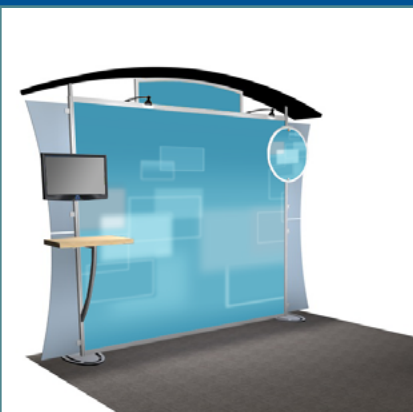
10' Display Kit B



10' Display Kit C



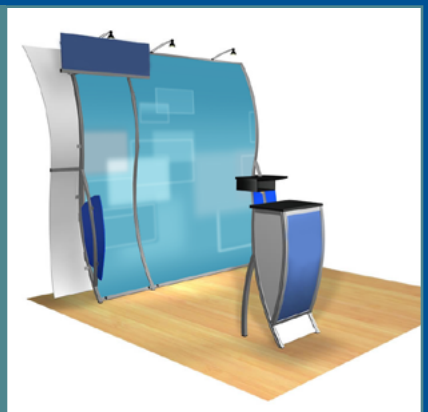
10' Display Kit D



10' Display Kit E



10' Display Kit F



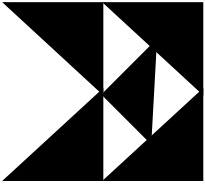
Prices do not include hard copy proofs, taxes, or shipping. For an exact estimate contact us at 804-359-2422 or fle@frontline-exhibits.com
Accessories available upon request, such as Comfort Tile Light Oak Flooring, Light Boxes, Hanging Signs, Bannerstands, Counters, etcetera.

Fabric Snap Display 1x3	
1x3 Black magnetic frame with one LED arm light, fabric graphics and hard case.....	\$835
Fabric Snap Display 2x3	
2x3 Black magnetic frame with two LED arm lights, fabric graphics and hard case.....	\$1,250
Fabric Snap Display Kit	
Two 1x3 interlocking frames, two connecting shelves, fabric graphics, and case to counter kit.....	\$2,299
Tabletop Kit A	
Kit includes aluminum extrusion frame, rollable graphics, and case.....	\$1,009
Tabletop Kit B	
Kit includes aluminum frame, rigid header graphic, fabric main graphic, and case.....	\$782
Tabletop Kit C	
Size 1: 48" w x 24" h folding panel briefcase display, Velcro backed graphics, header, and two lights.....	\$461
Size 2: 64" w x 32" h folding panel briefcase display, Velcro backed graphics, header, and two lights.....	\$733
Size 3: 88" w x 44" h folding panel display (black fabric front/gray fabric back), Velcro backed graphics, header, two lights, and a carton.....	\$913
10' Display Kit A	
4x3 collapsible frame, 7 channel bars, full graphics (black fabric panels are an option, call for a quote), and a case to counter kit.....	\$3,035
10' Display Kit B	
4x3 folding frame, front facing fabric graphic, and a canvas bag with wheels.....	\$835
10' Display Kit C	
Aluminum extrusion frame, free standing podium, fabric graphics, podium graphic, and two lights.....	\$3,427
10' Display Kit D	
Aluminum extrusion frame, fabric graphics, stand off graphic, black canopy, smoke plexi wings, backwall counter, and monitor mount....	\$3,165
10' Display Kit E	
Aluminum extrusion frame, arched canopy with puck lights, frosted plexi wings, fabric graphic, header graphic, two backwall counters, and one free standing counter (not pictured).....	\$2,323
10' Display Kit F	
Aluminum extrusion frame, clear blue plexi wings and blades, backwall cubby, fabric graphics, header graphic, and free standing counter with clear blue plexi inserts.....	\$3,020

Custom Rentals available, including 10' x 20' or island exhibits; please call for a quote: 804-359-2422

Please fill out completely and submit this form via fax, 804-359-1763, or email, fle@frontline-exhibits.com
 Information on templates, artwork requirements, and file uploading will be sent once the form has been received.

Name of Show:					
Company Name:			Booth Number:		
Contact Name:					
Address:					
City:		State:		Zip:	
Phone Number:					
Email Address:					
Rental Kit:					
Do you need graphic design services?		Yes	No	I would like to know about kit upgrades:	
				Yes	No
For assistance, please call 804-325-1428 to talk to one of our experts					



Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223
Phone (804) 788-4400
Fax (804) 788-0186

XhibitsInc.com

EXHIBIT LABOR ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER**



All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. The provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost.

Straight time rate of \$66.00 per hour prevails from 8:00 AM to 4:30 PM, Monday through Friday; the rate for overtime is \$99.00 per hour and is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$75.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HALF HOUR.

NOTE: Supervision is required for all exhibit installation and dismantling. Please indicate on the form below if exhibitor will furnish supervision or if Exhibits, Inc. is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Exhibits, Inc. cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.

Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
						SUB-TOTAL	
						SUPERVISION CHARGE	
						GRAND TOTAL	

Exhibitor will furnish supervision for Installation Dismantling
Exhibits, Inc. to furnish supervision for Installation Dismantling

Exhibitor supervisor: His/Her name is: _____ Telephone No. _____

NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED.

PLEASE RETURN ONE COPY TO EXHIBITS, INC. AND RETAIN A COPY FOR YOUR FILES.

Your Company _____ Telephone No. _____

Street Address _____ Fax No. _____

City _____ State _____ Zip _____

Authorized By: _____ Signature _____
(Print Name)

Name of Event 6th INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE Booth No. _____

**GREATER RICHMOND CONV. CTR., RICHMOND, VA
MAY 3-8, 2015**



Utility Services Connection Order Form

403 North 3rd Street Richmond, Virginia 23219 804.783.7300

Event: _____ Date: _____
 Company: _____ Booth #: _____
 Address: _____ Contact: _____
 City/St/Zip: _____ E-mail: _____
 Phone: _____ Fax: _____

FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY FORM.

A. ELECTRICAL CONNECTION(S)

The price includes providing power to one connection at the booth with a standard NEMA U.L. outlet provided for service up to 50 amps. Service above 50 amps requires custom installation to be billed at the hourly rate, with a one (1) hour minimum required.

Qty	Description	Advance	Floor	Total	24 hr. Power
STANDARD CONNECTION					
_____	20 amp 110v	\$ 60.00	\$ 80.00	_____	<input type="checkbox"/>
SINGLE PHASE 208V					
_____	30 amp 208v 1 phase	\$ 160.00	\$ 205.00	_____	<input type="checkbox"/>
_____	60 amp 208v 1 phase	\$ 330.00	\$ 425.00	_____	<input type="checkbox"/>
_____	100 amp 208v 1 phase	\$ 535.00	\$ 695.00	_____	<input type="checkbox"/>
_____	200 amp 208v 1 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	400 amp 208v 1 phase #	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
THREE PHASE 208V					
_____	30 amp 208v 3 phase	\$ 255.00	\$ 325.00	_____	<input type="checkbox"/>
_____	60 amp 208v 3 phase	\$ 445.00	\$ 575.00	_____	<input type="checkbox"/>
_____	100 amp 208v 3 phase	\$ 640.00	\$ 830.00	_____	<input type="checkbox"/>
_____	200 amp 208v 3 phase	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
_____	400 amp 208v 3 phase #	\$ 910.00	\$ 1,185.00	_____	<input type="checkbox"/>
THREE PHASE 480V #					
_____	30 amp 480v 3 phase	\$ 275.00	\$ 350.00	_____	<input type="checkbox"/>
_____	60 amp 480v 3 phase	\$ 450.00	\$ 585.00	_____	<input type="checkbox"/>
_____	100 amp 480v 3 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	200 amp 480v 3 phase	\$ 1,070.00	\$ 1,390.00	_____	<input type="checkbox"/>
RENTAL ITEMS **					
_____	power strip	\$ 15.00	\$ 25.00	_____	
_____	extension cords	\$ 10.00	\$ 20.00	_____	
LABOR FOR CUSTOM ELECTRICAL					
_____	On-Site Electrician	\$42.00 per hour		_____	
_____	Overtime/Holiday/Weekend	\$63.00 per hour		_____	
24-Hour Power: Add 50% to that service					
Subtotal Electrical:					_____

** Rental Items remain property of GRCC.
 On-site orders are subject to equipment availability and additional labor charges.

B. MECHANICAL CONNECTION(S)

Compressed Air: Exhibitor must supply own drier or regulator for critical

Qty	Description	Advance	Floor	Total
_____	Compressed Air 90 - 100 psi CFM Required	\$ 150.00	\$ 175.00	_____
_____	Water/Drain (fill)	\$ 125.00	\$ 150.00	_____
_____	Water/Drain (fill) over 1000 gal.	Call for Details and Price		
_____	Labor - Maintenance (per hour)	\$ 33.00	\$ 49.50	_____
_____	Labor - Electric (per hour)	\$ 42.00	\$ 63.00	_____
Subtotal Mechanical:				

* Exhibit booths requiring air, water/drain need to be located next to a column.

Advance service orders and payment in full must be received a minimum of 14 days prior to the first scheduled move-in date before the show. Otherwise, Floor rates will apply.

Effective March 1, 2008 (Rates Subject to Change without notice.)

C. SPECIAL INSTALLATION REQUEST

Install Date/Time: _____ AM/PM
 Remove Date/Time: _____ AM/PM

D. SERVICES GRAND TOTAL (from sections A & B)

\$ _____

Please have your payment fourteen (14) days prior to move-in of the event to receive advance price rates.

E. PAYMENT INFORMATION

Method of Payment (circle): CHECK VISA MC AMEX

Checks Payable -Greater Richmond Convention Center

The CSV Code is required to process credit card transactions but for security reasons should not be submitted on this form. Please email this 3 digit code on the back of your card to utilityservices@greaterrichmondcc.com

Credit Card Number _____

Expiration Date _____

Print Name on Card _____

Authorized Signature for Payment _____

I hereby authorize the Greater Richmond Convention Center to charge the above credit card for the services ordered on this form. Additionally, I acknowledge receipt of and will abide by the Utility Services Connection Order Form Conditions and Regulations.

Check here to receive copy of credit card receipt.

Sending Payments and Order Form

By Mail Greater Richmond Convention Center
 Attn: Utility Service Desk
 403 N 3rd Street
 Richmond, VA 23219

By Fax Send order form with credit card information to (804) 225-0508. The CSV Code is required to process payment.

For In-House Use Only

Total \$ Received: _____ Date _____
 Method of Payment: _____
 CC Authorization #: _____ Initials _____

Greater Richmond Convention Center

Utility Services Order Form Conditions & Regulations



1. PAYMENT INFORMATION

- a. We can accept company checks, money orders, Visa, MasterCard and American Express for payment. Acceptance of checks and credit cards is subject to verification. A service charge of \$25.00 will be administered for each returned check.
- b. Advance service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the first scheduled move-in date before a show. Orders submitted without full payment and orders received after the 14-day cut off date are subject to FLOOR PRICES.
- c. Arrangements for payment of Labor & Services must be made before service is installed. Payment IN FULL must be rendered before start of show unless prior arrangements have been made with the Event Services Office.

2. RATES AND LABOR CHARGES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered for such services before the start of the event.
- c. Services ordered during exhibitor move-in may not be installed before the event opens.
- d. All prices are based on current wage rates and are subject to change without notice.

3. INSTALLATION OF SERVICES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Orders will be processed and installations completed on a first-come, first-served basis, or as we determine most convenient. Earliest orders normally receive highest priority.
- c. All materials and equipment furnished by the Greater Richmond Convention Center for any services ordered shall remain the Greater Richmond Convention Center's property and shall be disconnected and removed ONLY by house staff at the close of the event.
- d. Service will begin on the start date and end after the close of the event, unless special arrangements for early connect and/or late disconnect are made.

4. CANCELLATION POLICY

- a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
- b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
- c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

- a. Electrical
 - Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical services available are: 120 volt AC – 1 phase 60 cycle, 208 volt AC – 1 phase and 3 phase 60 cycle, and 480 volt AC – 3 phase 60 cycle.
 - 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on one (1) hour prior to each day's event opening and turned off thirty (30) minutes after closing. Only GRCC house electricians are permitted to service connections and overload protection to equipment.
 - Electrical Connections – Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antenna, audio, video, speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services department.
 - Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless authorized by event service department.
 - Prohibited Usage – Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
 - Equipment – All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120-volt cords must be of the three-wire grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment, regardless of the source of power, must comply with all federal, state and local state safety codes.

Greater Richmond Convention Center

Utility Services Order Form Conditions & Regulations



- **NOTICE:** We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than Greater Richmond Convention Center house electricians.

- b. Mechanical
 - **Service Connection Guidelines:** Under NO circumstances shall anyone other than house engineers make service connections. Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed.
 - **Equipment:** All equipment must comply with all federal, state and local safety codes. Where applications require critical regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by Greater Richmond Convention Center for this service order shall remain Greater Richmond Convention Center property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30-gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right to not fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
 - **NOTICE:** Exhibitor assumes responsibility for any damage to Greater Richmond Convention Center facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.



Greater Richmond Convention Center

403 North 3rd Street
Richmond, VA
23219

- Please discard all previous versions of this form -
For The Most Up-to-Date Order Form, Please Visit:
http://www.richmondcenter.com/telecommunications.html

- 2014/2015 -

TELECOMMUNICATIONS SERVICE ORDER FORM

Services Provided by:

OPENBAND of Virginia, LLC - A Division of M.C. Dean,
For service and order inquiries please contact Dan Allred
at 804-400-0251 or daniel.allred@mcdean.com



NAME OF EVENT, SHOW, or MEETING: Today's Date: Your Expected Setup Date: DATE/TIME SERVICES ARE FIRST REQUIRED:
EXHIBITOR or CUSTOMER NAME: Event Day Onsite Contact & Mobile Ph#: Assigned Booth# or Room#(s):

Company: Address: City: State: Zip:
Order Form Completed By: Your Email Address:
Contact Phone No:
INDIVIDUAL PLACING ORDER: {Required}

Table with 4 columns: Item Qty., TELEPHONE SERVICES, ADVANCED RATES, FLOOR RATES, EXTENDED TOTALS. Includes rows for Non-Dedicated Telephone Line, Dedicated 'CO' Telephone Line, and services like Voice Mail, Call Forwarding, Call Waiting.

Table with 4 columns: Item Qty., Duration of Svc., INTERNET / SPECIALTY SERVICES / EQUIPMENT, ADVANCED RATES, FLOOR RATES, EXTENDED TOTALS. Includes rows for Videoconferencing, Dedicated 1.5Mbps, High Speed Internet Access (HSIA), Additional IP Addresses, Hub/Switch Rental, Patch Cables, and Technical Support.

Every effort will be made to have service(s) available for use at least 4 hours prior to the date and time indicated in the "... Services First Required" block located in the top-right corner of this form.
Special Instructions:
8% Taxes/Line
\$1.77 Fees/Line
Tax Exemption Cert #
TOTAL

>>> CHECK OR CREDIT CARD PAYMENT INFORMATION MUST ACCOMPANY ORDER <<<
PAYMENT AMOUNT ENCLOSED \$ CHECK NUMBER
AMEX VISA MASTERCARD
CREDIT CARD NUMBER EXPIRATION
NAME ON CREDIT CARD CVC Code
AUTHORIZED SIGNATURE

NOTES
I- PLEASE FAX THIS COMPLETED FORM TO: 804-643-1690 >>> Then proceed to Note II below for PAYMENT MAILING INSTRUCTIONS
*Alternately: You may also scan the completed form and submit it via email to daniel.allred@mcdean.com
II- Payments by Check should be made payable to OpenBand and mailed with copy of order to: OpenBand, Attn: Billing Dept., 22461 Shaw Road, Dulles, VA 20166
III- Order forms and payments for all services ordered must be received no later than 3 business days prior to the requested installation date (As entered above)
IV- Charges to credit cards may appear on your bill as either 'OpenBand' or 'M.C. Dean, Inc.'
V- IF TAX EXEMPT, please enter tax exemption certificate# above and include an actual copy with this order form
1/2 Day is defined as 5 hours or less each day 2 Full Day is defined as 5+ hours to a maximum of 11 hours for each day of service (Rates can not be intermixed)
3 5% Communications Sales Tax + 3% Federal Excise Tax 4 .75¢ E911 Fee per phone line + \$1.02 Public Right of Way Fee per phone line (subject to change without notice)
*** IMPORTANT NOTES: Customers relocating services after installation has been completed will be charged \$65 per end-connection that is moved.
FLOOR RATE: The 'Floor Rate' (see above) will be applied to all orders not received at least 3 business days prior to expected first use as indicated above.
> TELEPHONE SERVICE: Standard phone service includes: 1) The one-time installation and removal of a single line, 2) A handset if needed, 3) Up to a 25 foot cord.
> HIGH SPEED INTERNET: High speed internet access guarantees a minimum data rate of 128k and includes the one-time installation and removal of a single network connection and up to a 25 foot cord.
> EQUIPMENT RETURN: All equipment and cabling that is damaged, or is not returned to the Greater Richmond Convention Center will be billed to the responsible party.
> RATE CHANGES: All rates are subject to change without notice.

Buckingham Greenery, Inc.

P.O. Box 140

Buckingham, VA 23921

Phone: (800) 322-4711

Fax: (434) 969-4544

E-Mail: greenery@buckinghamgreenery.com**RENTAL ORDER FORM**

EVENT NAME _____ BOOTH# _____

EVENT SITE _____

ADDRESS _____

DELIVERY DATE/TIME _____

TAKE DOWN DATE/TIME _____

AVAILABILITY & PRICING OF LIVING PLANTS

ITEM	*ADVANCE PRICE*	PRICE	QUANTITY	TOTAL
2 BALL FICUS TOPIARIES 4 1/2'-5' (Pending Availability)	\$40.00 EA.	\$50.00 EA.		
3 BALL FICUS TOPIARIES 6' (Pending Availability)	\$45.00 EA.	\$55.00 EA.		
3-4' FICUS TREE	\$25.00 EA.	\$35.00 EA.		
5-7' FICUS TREE	\$40.00 EA.	\$50.00 EA.		
3-4' PALM	\$25.00 EA.	\$35.00 EA.		
5-6' PALM	\$35.00 EA.	\$45.00 EA.		
2-3' PEACE LILY	\$20.00 EA.	\$30.00 EA.		
3-4' PEACE LILY	\$25.00 EA.	\$35.00 EA.		
2-3' JANET CRAIG OR LIKE PLANT	\$20.00 EA.	\$30.00 EA.		
3-4' JANET CRAIG OR LIKE PLANT	\$25.00 EA.	\$35.00 EA.		
MUMS (YELLOW, WHITE AND PURPLE) (Purchase Only)		\$13.00 EA.		
FERNS		\$15.00EA.		
IVY		\$12.00 EA.		
SEASONAL ITEMS: GERANIUMS (Purchase Only)		\$11.00 EA.		
AZALEAS (Purchase Only)		\$21.00 EA.		
POINSETTIAS (Purchase Only)		\$16.00 EA.		
LIGHTS FOR FICUS TREES	\$8.00 / SET	\$8.00 / SET		
FLORAL ARRANGEMENT	CALL FOR PRICES			
			SUBTOTAL	\$
			TAX (5.3%)	\$
			MINIMUM DELIVERY	\$ 100.00
			ADDITIONAL CHARGES	\$
			TOTAL	\$

CONTAINER STYLE: _____ BLACK PLASTIC _____ TERRA COTTA PLASTIC _____ GRAY GRANITE

*ADVANCE PRICING APPLIES TO ORDERS PLACED (7) DAYS PRIOR TO FUNCTION

*A MINIMUM ORDER OF \$100.00 IS REQUIRED – EXCLUDING DELIVERY CHARGE

ALL PRICES INCLUDE CONTAINERS, SET-UP AND TAKE DOWN. PRICES ARE FOR 3 DAY MAXIMUM RENTAL. FOR ADDITIONAL RENTAL TIME, PLEASE CONTACT OUR OFFICE.

SPECIALTY ITEMS AVAILABLE UPON REQUEST. (FLORALS/PROPS)***TERMS***

PAYMENT DUE IN ADVANCE OR AT TIME OF DELIVERY BY CHECK OR FOR YOUR CONVENIENCE BY VISA, MASTERCARD OR AMERICAN EXPRESS. ALL PRICES SUBJECT TO 5.3% VIRGINIA SALES TAX. CUSTOMER IS LIABLE AND WILL BE CHARGED FOR DAMAGED OR MISSING RENTAL ITEMS AT RETAIL PRICE.

I HAVE READ, UNDERSTAND AND AGREE TO ALL TERMS DESCRIBED ABOVE FOR ALL RENTAL MATERIAL BY BUCKINGHAM GREENERY, INC.

AUTHORIZED SIGNATURE: X _____

PRINT NAME: _____ DATE: _____

PAYMENT PROCEDURE FORM

____ CHECK (MAKE CHECKS PAYABLE TO BUCKINGHAM GREENERY)

____ CHARGE (CHECK ONE) ____ MASTER CARD ____ VISA ____ AMERICAN EXPRESS

____ ACCOUNT # _____ EXPIRATION DATE: _____

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____