



California Hospital Association

DISASTER PLANNING CONFERENCE 2023

SAFE CREDIT UNION CONVENTION CENTER

SACRAMENTO, CALIFORNIA

October 3-4, 2023

EXHIBITOR SERVICE KIT

INSTRUCTIONS AND ORDER FORMS

CURTIN

Convention & Exposition Services, Inc.

www.curtinconvention.com

415.883.7818



California
Hospital
Association

Disaster Planning
Conference 2023

2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

Welcome

Welcome Exhibitors:

Curtin Convention & Exposition Services, Inc. is pleased to serve as the General Service Contractor for this event, and we look forward to partnering with you.

We welcome the opportunity to blend our experience with your plans to develop a custom look and theme for your exhibit space. The following pages offer numerous selections for you to choose from. For ease in ordering services, refer to the enclosed [Table of Contents](#) to guide you through our Exhibitor Service Kit.

We are available to answer any questions and to assist you as you complete your plans for this event. Please contact Curtin directly for anything not included in this Kit.

Curtin's Office Hours: 9:00 am to 5:00 pm PST, Monday through Friday - (415) 883-7818

Fax: (415) 883-1755

Email: info@curtinconvention.com

To order online click the link: [ORDER NOW](#)

The Curtin Team looks forward to supporting you towards a successful event.

Curtin Convention & Exposition Services, Inc.



2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

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Electrical, Audio Visual, Internet and Lead Retrieval Order Forms enclosed in Kit. Please refer to the appropriate vendors' order form to order.

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Show Information

LOCATION

Safe Credit Union Convention Center
1401 K Street
Sacramento, CA 95814

EXHIBIT HALL

BALLROOM A/2nd Level

BOOTH PACKAGE

Each 10' x 10' Booth Space Includes:

Note: 10' x 20' Booth Space includes double the furniture listed below.

- 8' High Back Wall Drape
- 3' High Side Rail Drape
- (1) 8' Blue Skirted Tables
- (2) Chairs
- (1) Wastebasket
- (1) Identification sign
- (1) 500 Watt Outlet
- Booth Space is Carpeted.

To order additional electrical, internet service or Audio Visual Rentals. Please refer to the appropriate vendors order forms or flyer to order.

***NO SUBSTITUTIONS OR CREDITS ARE ALLOWED.**

EVENT SCHEDULE

Exhibitor Move-In	Exhibitor Hours	Dismantle/Move-out	Carrier Check-in
Monday, 10/02/2023 1:00 pm to 4:00 pm	Tuesday, 10/03/2023 Exhibit Viewing & <u>Continental Breakfast:</u> 8:00 am to 8:45m <u>AM Break:</u> 10:15 am to 10:45 am <u>PM: Break:</u> 3:00 pm to 3:30 pm <u>Exhibit Show Reception:</u> 4:30 pm to 5:45 pm	Wednesday, 10/04/2023 12:45 pm to 2:45 pm	Wednesday, 10/04/2023 12:45 pm to 2:45 pm
	Wednesday, 10/04/2023 Exhibit Viewing & <u>Continental Breakfast</u> 7:00 am to 8:00 am <u>AM Break & Prize Drawing:</u> 10:00 am to 10:30 am	Exhibitor Floor must be cleared by 2:45 pm	



Booth spaces will be set with 8' tall Grey Backwall and 3' tall Grey Side Rails.

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Important Dates and Deadlines Checklist

- | | | |
|--------------------------|-----------------------|---|
| <input type="checkbox"/> | Monday, 08/28/2023 | First day Freight can arrive to the advance warehouse |
| <input type="checkbox"/> | Monday, 09/11/2023 | Last day to receive Advance Price on furniture, accessories, labor, and signs |
| <input type="checkbox"/> | Monday, 09/11/2023 | Deadline to order Specialty Furnishings |
| <input type="checkbox"/> | Monday, 09/11/2023 | Deadline to provide art for Exhibit Display branding orders |
| <input type="checkbox"/> | Thursday, 09/28/2023 | Advance Freight paperwork and payment due |
| <input type="checkbox"/> | Thursday, 09/28/2023 | Last day to cancel Display Labor |
| <input type="checkbox"/> | Thursday, 09/28/2023 | Last day Freight can arrive to the Advance Warehouse |
| <input type="checkbox"/> | Monday, 10/02/2023 | Direct to show-site shipments will on be accepted during the exhibitor set-up hours only. |
| <input type="checkbox"/> | Tuesday, 10/03/2023 | Exhibit Hours: 8:00 am to 5:45 pm |
| <input type="checkbox"/> | Wednesday, 10/04/2023 | Exhibit Hours: 7:00 am to 12:45 pm |
| <input type="checkbox"/> | Wednesday, 10/04/2023 | Exhibitor Tear Down: 12:45 pm to 2:45 pm |
| <input type="checkbox"/> | Wednesday, 10/04/2023 | Carrier Check in: 12:45 pm to 2:45 pm |
| <input type="checkbox"/> | Wednesday, 10/04/2023 | Exhibit Floor must be cleared by 2:45 pm |

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Preshow Checklist

Please review the entire Exhibitor Service Kit.

All orders must comply with Curtin's payment terms and conditions as specified in the Exhibitor Service Kit.

Arrange in-bound freight/Material Handling

1. If you are shipping materials for your booth, be sure to:

- Choose Advance or Direct Shipping:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Refer to the Late to Warehouse date. Freight received after the date will incur a 25% Late Fee plus a transit fee.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding, and pallets are acceptable.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates will be refused.
- PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.

2. Fill out the Material Handling form in this Kit to estimate your costs and submit the form with your payment.

3. Label your freight correctly with your company name, booth number, event/show name and address listed in the Exhibitor Service Kit. Shipping label forms are provided for Advance Warehouse shipments.

4. Bring all copies of shipping documents with tracking numbers to show site.

Order graphics/signs and submit artwork

- See the Artwork Submission Guidelines page in this Kit for format information and submission details.

Order booth furnishings/accessories

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

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

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

Order additional/ancillary services

- There may be forms in this Kit for other services such as electricity, internet, audio visual, lead retrieval, floral or catering.
- These services are provided by vendors other than Curtin. Be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

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

Arrange out-bound freight

- Before the end of the event, be sure to visit the Curtin Service Desk to confirm your outbound carrier.
- No Material Handling form will be distributed unless your account is paid in full.
- T-FORCE is the official show carrier. If you are using your own carrier, you need to schedule them for a pickup according to the show schedule.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with T-FORCE at your expense.



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On-site Checklist

- Check all freight when you arrive**
 - Verify that all of your shipments have arrived in your booth. Check against your shipping documentation before unpacking any freight.
- Booth set-up**
 - Make an inventory of all the items ordered and contact Curtin's Service Desk with any needs.
 - If you are using Curtin's Installation Labor, go to the Curtin Service Desk to inform us that you are ready for your labor.
 - Installation/Dismantle Labor start time is only guaranteed when confirmed by a Curtin.
 - Once your booth is set up, pick up "EMPTY" stickers at the Curtin Service Desk. Tag any empty containers you need stored with the provided "EMPTY" stickers, and let the service desk know.
- Arrange outbound shipping**
 - T-FORCE Freight is the Official Show Carrier and will be on-site at the close of show to assist Exhibitors.
 - Bills of Lading and labels will be provided for those Exhibitors using T-FORCE Freight.
 - If you are not using T-FORCE Freight, you are responsible for providing Curtin with a Bill of lading containing outbound shipping information.
 - If you are using your own carrier, you must schedule them in advance to pick up your shipment(s), and advise Curtin of timing.
 - Note the Carrier Check-in date/time on the Show Schedule form.
 - If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto T-FORCE Freight at your expense, billed to your company by T-FORCE.
 - Please provide all drivers with Curtin's Teamster Foreman's name and cell phone for the pick-up.
Greg Pacheco - (408)-674-8470
- Booth freight packed and ready to ship out**
 - Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the Curtin Service Desk.
 - **Do not leave your Bill of Lading in your booth space or on your freight.**
If you do not provide your Bill of Lading to Curtin, your shipment may be delayed and/or rerouted to a show carrier.

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Payment Terms

- All orders must be accompanied with **PAYMENT IN FULL**.
- Payment for all orders and services must be received prior to the close of the show. Please see the stated forms of payment to prepare your full payment.
- Payment must accompany all orders regardless of preferred payment method before orders will be filled or services will be rendered.

ADVANCE DISCOUNT PRICES will be applied if the order and full payment are received by Curtin 21 days prior to the show installation.

Advance discount pricing deadline: 09/11/2023

PAYMENT OPTIONS

- Company or Personal Check mailed with your order forms.
- Credit Card by completing the enclosed Payment Form or ordering online through Curtin's online portal. VISA, Mastercard, and American Express accepted.
- Wire Transfers are accepted: Call (415)883-7818 to arrange processing.

FURTHER INSTRUCTIONS OF PAYMENT BY CREDIT CARD

- Online orders may enter the Credit Card into Curtin secure portal.
- If you completed your order forms via the provided PDF of the Exhibitor Service Kit, please email the completed forms, including the Payment form, to info@curtinconvention.com.

ADDITIONAL PAYMENT TERMS

- Orders place at the show must be paid in full at the time of ordering and will be charged the **REGULAR PRICES**.
- If you order in **ADVANCE**, substantial savings will apply. We encourage you to take advantage of the **ADVANCE DISCOUNT ORDER** prices.
- Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.
- **CANCELLATION POLICY FOR DISPLAY LABOR:** No refunds or credits will be issued after the date printed on the Display Labor Order Form (3-days prior to show move-in date).
- Any discrepancy in items ordered and items received, or any questions or complaints concerning services, **MUST** be reported to the Curtin Service Desk at the show immediately upon noting it.

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Shipping Information

ADVANCE WAREHOUSE INFORMATION

Material Handling Fees Include:

- Labor and equipment to unload shipments
- Receiving and Storage up to 30 days prior to show installation date.
- Roundtrip delivery of shipments to and from the booth location.
- Roundtrip handling of marked empty containers.
- Reloading of shipments onto outbound carriers or private vehicles.

International shipments must be cleared through customs. Curtin's Advance Warehouse does not handle clearing U.S. customs. Exhibitors shipping to the U.S. are responsible for all customs requirements.

SHOW SITE INFORMATION

The Teamsters Union has jurisdiction over the operation of the loading area/dock.

Hand Carry - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. Exhibitors must self-park and then bring materials through the main entrance of the Exhibit Hall. Multiple trips are not permitted.

Unloading Service by Weight

Exceeding the Hand Carry option will result in the weighing in materials as described on the Material Handling form. Charges apply to 3rd party shipments and all private vehicles.

Advance shipments accepted 08/28/23 through 09/28/23 between the hours of 8:00 am - 2:00 pm Monday-Friday only. Closed weekends and holidays. Shipments received after the advance receiving deadline will be charged a 25% late fee plus a transit charge.

ADVANCE WAREHOUSE SHIPPING ADDRESS

Label as shown below or use the provided labels.

TO: (Exhibiting Company Name/Booth #)

FOR: CHA Disaster Planning Conference 2023

C/O: Network Delivery Systems/T-FORCE/Curtin
4109 S. Market Street, Suite 30
Sacramento, CA 95834

***DO NOT SHIP MATERIALS IN ADVANCE TO THE HOTEL. Direct to show-site shipments will only be accepted during the listed exhibitor set up date and times. Please direct all advance shipments to the Advance Warehouse.**

***If you have any questions, please contact info@curtinconvention.com or (415) 883-7818.**

REFER TO MATERIAL HANDLING PAGES FOR MORE INFORMATION

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Union Regulations, Safety, and Tipping

UNION REGULATIONS

Stated below are the clauses pertaining to jurisdiction of the Union contracts that ALL Convention Decorating and Drayage companies are signatory to.

SIGN, DISPLAY AND ALLIED CRAFTS UNIONS

Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs, and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by your for sales that are to be displayed in your booth, or literature describing same. You may setup your exhibit display if one person can do so in less than one half-hour, without the use of tools.

TEAMSTERS UNION

This Union has jurisdiction over the loading area/dock which includes the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carriable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

ELECTRICIANS UNION

The Electricians Union has jurisdiction over the installation, placement, and connecting of all electrical lines and power outlets, including floor and spotlights.

SAFETY

Standing on chairs, tables, or other rental furniture is **PROHIBITED**. This furniture is not engineered to support your standing weight. Curtin cannot be responsible for injuries or falls caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order labor on the DISPLAY LABOR ORDER FORM and the necessary ladders and tools will be provided with skilled Union labor.

TIPPING

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

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Petroleum Surcharge

PETROLEUM SURCHARGE INFORMATION

Curtin Convention & Exposition Services, Inc. has enacted a petroleum surcharge program.

While the industry standard petroleum surcharge is 4%, Curtin has enacted an increase of 2% on all services published in the Exhibitor Service Kit. The petroleum surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. "Computation of Charges" page.

Petroleum costs impact every facet of the trade show business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueen, propane fuel and diesel fuel.

Curtin Convention & Exposition Services, Inc. appreciates you understanding.



Get the Show on the Road

TForce Freight Trade Show

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

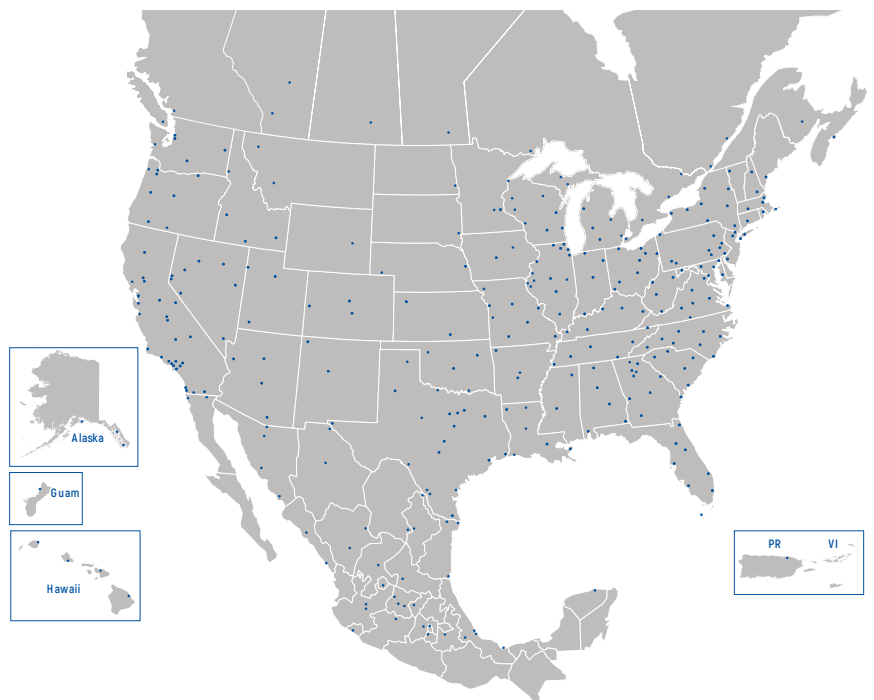
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

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



Vast Network Coverage

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





TForce Freight Trade Show Features & Benefits



Guaranteed On-time

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



Professional Assistance

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



Real-Time Tracking

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



Expedited Shipping

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



Faster Unloading

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



Caravan Service

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

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

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

CURTIN

Convention & Exposition Services, Inc.

ORDER FORMS

Send completed forms to: info@curtinconvention.com

All orders must comply with Curtin's payment terms and conditions as specified in the Exhibitor Service Kit.



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

Limits of Liability & Responsibility

1. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure, including natural disasters, public health emergencies or other events outside of the reasonable control of Curtin.
2. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to, delay; any actual, potential or assumed loss of profits or revenues; loss of use of equipment or products; or any collateral costs that result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which make it impossible or impractical to exhibit the Exhibitor's materials.
3. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors, or their employees. If using T-FORCE Freight for outbound shipping, see email from T-FORCE Freight.
4. CURTIN and its contractors shall not be liable for damage, loss, or delays due to uncrated freight, freight improperly packed, glass breakage or concealed damage.
5. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto an outbound shipping company. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
6. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
7. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one week after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.



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

Limits of Liability & Responsibility

- 11. Empty container labels will be available at the CURTIN Service Desk. for exhibitors using Curtin's material handling forms. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
- 12. In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight may be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
- 13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor has against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
- 14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
- 15. No credit or refund will be issued after the close of the event. The placing of an order for the services of trades people and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. Exhibitors must arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.
- 16. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g., shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name, Title, and Organization _____

Signature _____ Date _____



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

Computation of Charges Form

IMPORTANT INFORMATION

Below are the options for submitting the completed Curtin order forms and payment:

Order online by clicking the link below.

ORDER NOW

Email to

info@curtinconvention.com

Mail

Curtin Convention & Exposition Services, Inc.
 2269 Chestnut Street
 Suite 628
 San Francisco, California
 94123

Fax

(415)883-1755

All other order forms (i.e. electrical, audio/visual, etc.) and payments should be sent directly to the appropriate company providing these services.

Contact information for these non-Curtin order forms is enclosed. Please refer to the Table of Contents to assist in viewing these forms

RECAP OF ITEMS AND SERVICES ORDERED AND PAYMENT

Material Handling.....	= \$ _____
Display Tables & Counters	= \$ _____
Furniture & Accessories	= \$ _____
Booth Carpet	= \$ _____
Exhibit Displays	= \$ _____
Specialty Furnishings	= \$ _____
Display Labor	= \$ _____
Booth Cleaning	= \$ _____
Signs	= \$ _____
	Subtotal = \$ _____
	2% Fuel Surcharge = \$ _____
	Sales Tax (8.5% applicable to Signs/Specialty Furniture only) = \$ _____
	Total: \$ _____ (U.S. Dollars)

COMPLETE THE PAYMENT FORM ON THE FOLLOWING PAGE.



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

Payment Information Form

IMPORTANT INFORMATION

PAYMENT IN FULL is required for all orders.

Advance Discount prices are valid 21 days prior to show installation. Send forms by 09/11/23 to receive discounted pricing.

Regular prices will be charged after 21 days prior to the show installation and for all show site orders.

Payment Options:

Check payable to and mailed to:

Curtin Convention & Exposition Services, Inc.
2269 Chestnut Street, Suite 628
San Francisco, CA 94123

Credit Card: Complete this form for VISA, Mastercard, and American Express

Wire Transfer: Call (415)883-7818 to arrange processing.

*Discrepancies between items ordered and received must be reported immediately to a Curtin representative to resolve and provide any valid adjustments to your account. If notifications of discrepancies are received after the show, Curtin will not honor adjustment and credits.

Tax is applied to Signs only.

EXHIBITOR PROFILE

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

METHOD OF PAYMENT

- | | |
|--|--|
| <input type="checkbox"/> Company Check | <input type="checkbox"/> Credit Card (select card type) |
| <input type="checkbox"/> Wire Transfer | VISA Mastercard American Express |
| | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

CREDIT CARD INFORMATION

Cardholder Name: _____	
Email: _____	Phone: _____
Account #: _____	Expiration Date: _____
Signature: _____	Security Code: _____
Cardholder Billing Address: _____	
City/State/Zip: _____	



2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

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

Material Handling Information

CHOOSING YOUR CARRIER

Please carefully consider your carrier prior to shipping your materials to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery options. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to the show site loading dock/area in your own vehicle, Material Handling charges are applied. Please refer to the Union Regulations in this Exhibitor Service Kit and plan accordingly. Union Teamsters have jurisdiction over the loading dock for all shipments and deliveries.

RATE CLASSIFICATIONS

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

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

ADDITIONAL FEES MAY BE APPLICABLE

Late to Warehouse Fee: Shipments arriving after 09/25/23 will be charged a 25% late fee.

A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of late freight.

Extra Services Fees: Forklift and extra handling labor fees may apply. Call (415)883-7818 to make arrangements and receive a quote.

MINIMUM MATERIAL HANDLING FEE

There is a 200 pound minimum fee per shipment
When estimating total shipment weight, round up to the next 100 pounds.

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading of trade show freight materials and the handling of empty containers.

All Private Owner Vehicles (POV) and Third Party Carriers will be unloaded/loaded at the facility's loading area/dock during the listed Set-Up and Teardown dates/times.

- Use of the Loading Dock/Area is EXCLUSIVE to Union unloading and loading of materials. -

Hand Carry - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person with the use of a hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. Exhibitors must self-park and then bring materials through the main entrance of the Exhibit Hall. *Multiple trips are not permitted.

Unloading Service by Weight - If the full contents of an Exhibitor's booth materials EXCEED the above stated Hand Carry option, The Exhibitor's full contents will be weighed at the load area. The Exhibitor will be charged prior to unloading for on-site freight service according the published rate based on a 100 lbs. with a 200 lb. minimum charge for standard services. All private owner vehicles and third-party shipping companies will be unloaded/loaded at the loading area and charges will be billed as stated. The price includes unloading prior to the show and reloading after the show end. Please refer to the Material Handling Order Form on the following page for rates and description.



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 San Francisco, CA 94123
 415.883.7818
 www.curtinconvention.com

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

Material Handling Order Form

Originating City/State of Shipment:	
Carrier:	
Local Representative:	
Phone # of Local Representative:	
Shipping Date:	Approximate Arrival Date(s):
# of Shipments:	# of Total Pieces:

DEADLINE TO SHIP TO ADVANCE WAREHOUSE: 9/28/23 | TIMEFRAME TO SHIP TO SHOW SITE: DURNING LISTED SET HOURS ON 10/02/23
 *DIRECT TO SHOW-SITE SHIPMENTS WILL ONLY BE ACCEPTED ON THE LISTED EXHIBITOR SET UP DATE AND TIMES. *CHARGES APPLY.

ADVANCE WAREHOUSE SHIPMENTS

Crated or Uncrated Regular Service

Shipment Weight x \$205.00/CWT = \$ _____

Crated or Uncrated Special Service

(Shipped via UPS, Fed Ex, DHL)

Shipment Weight x \$235.00/CWT = \$ _____

Late Shipments - 25% Fee

Shipments received at the warehouse after 10/10/23 are charged a 25% late fee. A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of freight.

DIRECT SHIPMENTS TO SHOW SITE

Crated or Uncrated Regular Service

Shipment Weight x \$205.00/CWT = \$ _____

Crated or Uncrated Special Service

(Shipped via UPS, Fed Ex, DHL)

Shipment Weight x \$235.00/CWT = \$ _____

TOTAL COMBINED FEE (Advance Warehouse and Show Site): \$ _____

***When estimating and recording total weight per shipment, please round to next 100 lbs.**

***There is a 200 pound minium charge. Shipments under 200 pounds will be charged at 200 pounds.**

IMPORTANT: It is understood that your calculation as stated above is only an estimated weight. Final charges will be calculated and billed based on actual weight of the shipment.

THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS. ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.

Authorized By: _____ Signature: _____

First date freight can arrive to Advance Warehouse: 08/28/2023

Last date freight can arrive to Advance Warehouse: 09/28/2023

SHIPPING LABEL INSTRUCTIONS AND INFORMATION

- The provided labels are for your convenience. Feel free to use your own labels and include all the information shown below.
- .Make copies of the completed labels.
- Cut the completed shipping label(s) along the line and securely affix the label(s) to each piece in your shipment

ADVANCE WAREHOUSE SHIPMENT

To: _____
Exhibitor Name Booth #

C/O:
Network Delivery Systems/T-FORCE/Curtin
4109 S. Market Street, Suite 30
Sacramento, CA 95834



Event: _____

Booth #: _____

Piece #: _____ of: _____ pieces

****Must Arrive by 09/28/23 by 2pm!***

ADVANCE WAREHOUSE SHIPMENT

To: _____
Exhibitor Name Booth #

C/O:
Network Delivery Systems/T-FORCE/Curtin
4109 S. Market Street, Suite 30
Sacramento, CA 95834



Event: _____

Booth #: _____

Piece #: _____ of: _____ pieces

****Must Arrive by 09/28/23 by 2pm!***



2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

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

Reforwarding Instructions & Outbound Shipping

OUTBOUND SHIPPING IS NOT AUTOMATIC

PLEASE READ THE BELOW INSTRUCTIONS TO PROPERLY PREPARE YOUR OUTBOUND SHIPMENTS

- Curtin is not responsible for shipments left on the show floor by Exhibitors.
- At the time of removal from an Exhibitor's booth, Curtin will count and ship pieces as found in the booth.
- Curtin is not responsible for damage to improperly packed uncrated materials, any concealed damage, loss, theft of materials after they have been delivered to the booth, or before materials are picked up and loaded out of the exhibit area.

Exhibitors using the T-FORCE FREIGHT, the Official Show Carrier

- T-FORCE FREIGHT is the official show carrier and will be on-site at the close of the show to assist exhibitors with outbound shipments.
- Bills of Lading and Labels are provided by T-FORCE Freight to Exhibitors using T-FORCE Freight for outbound shipments.
- Exhibitors must fill out and turn in a T-FORCE Bill of Lading to the Curtin Service Desk.

Exhibitors not using T-FORCE FREIGHT

- Exhibitors are responsible for providing Curtin with the Bill of Lading containing outbound shipping information prior to leaving the show floor.
- At the close of the show where carriers fail or refuse to pick-up or refuse to accept shipments. Curtin reserves the right to reroute such shipments where no disposition is provided, or materials be hauled to a warehouse pending advice from the Exhibitor. The Exhibitor will be charged accordingly for this service. No liability will be assumed by Curtin as a result of such rerouting of handling. The liability of Curtin is hereby limited to \$.30 per pound per article and values exceeding this limitation should be insured by the shipper.

Important Dates/Times for Exhibitors not using T-FORCE FREIGHT

- Carrier Pick-Up at the Loading Dock- 12:45 pm to 2:45 pm, Wednesday, 10/04/2023
- Deadline for Show to be clear of all shipments - 2:45 pm
- Any materials/shipments left on the show floor will be shipped out via T-FORCE FREIGHT at the Exhibitor's expense after **2:45 pm.**

METHOD OF OUTBOUND SHIPPING

(Check One)

- T-FORCE Freight Private Vehicle
 Air Van Line Other _____

RETURN SHIPPING ADDRESS

Contact Person: _____

Phone: _____

Carrier: _____ # of Pieces: _____

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

Display Tables & Counters

Skirted Tables

Tables- 30"H x 24"D
 Counters - 40"H x 24"D
 Lengths - 4'L, 6'L and 8'L



Round Tables

30" Diameter x 30"H
 30" Diameter x 40"H



Display Tables & Counters Order Form

Please Select Skirting Color: (check one) Black Blue White Silver Red Burgundy Unskirted tables (\$10.00 less)

30" High Tables

	Quantity	Advance Price	Regular Price	
4'W x 2'D	x	\$167.00	or \$230.00	\$ _____
6'W x 2'D	x	\$195.00	or \$264.00	\$ _____
8'W x 2'D	x	\$220.00	or \$297.00	\$ _____
4th side draped (add)	x	\$56.00	or \$66.00	\$ _____

40" High Counters

	Quantity	Advance Price	Regular Price	
4'W x 2'D	x	\$197.00	or \$270.00	\$ _____
6'W x 2'D	x	\$225.00	or \$305.00	\$ _____
8'W x 2'D	x	\$253.00	or \$341.00	\$ _____
4th side draped (add)	x	\$ 66.00	or \$76.00	\$ _____

Round Tables

	Quantity	Advance Price	Regular Price	
30"D x 30"H, black cloth	x	\$240.00	or \$240.00	\$ _____
30"D x 40"H, black spandex cover	x	\$240.00	or \$240.00	\$ _____

*Round tables not available for order on-site

Advance Price Discount Deadline: 09/11/23 Total Display Tables & Counters \$ _____



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 San Francisco, CA 94123
 415.883.7818
 www.curtinconvention.com

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

Furniture & Accessories Order Form

Please view the following page for photos of the available items listed on this page. For special requests, please contact info@curtinconvention.com.

Furniture	Quantity	Advance Price	Regular Price	
A. Side Chair - Black or Grey		x \$95.00	or \$133.00	\$ _____
B. Arm Chair, padded Grey		x \$142.00	or \$196.00	\$ _____
C. Stool, Black or Grey		x \$148.00	or \$199.00	\$ _____
D. Swivel Chair - Black		x \$142.00	or \$196.00	\$ _____

Accessories	Quantity	Advance Price	Regular Price	
E. Wastebasket		x \$24.00	or \$36.00	\$ _____
F. Easel		x \$83.00	or \$103.00	\$ _____
G. Bag Rack		x \$151.00	or \$225.00	\$ _____
H. Literature Rack		x \$185.00	or \$276.00	\$ _____
I. Raffle Drum		x \$100.00	or \$149.00	\$ _____
J. Posterboards		x \$164.00	or \$244.00	\$ _____
K. Chrome Sign Holder		x \$165.00	or \$246.00	\$ _____

**Items not available for order on-site: Bag Racks, Literature Racks, Raffle Drum, Posterboards, and Chrome Sign Holders.*

Advance Discount Price Deadline: 09/11/23

Total Furniture & Accessories \$ _____

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

Furniture and Accessories Options

OPTIONS:

- A. Side Chair
- B. Padded Arm Chair
- C. Stool, Black or Grey
- D. Swivel Chair, Black
- E. Wastebasket
- F. Easel
- G. Bag Rack
- H. Literature Rack
- I. Raffle Drum
- J. Poster Board (8'w x 4'h)
- K. Chrome Sign Holder (22"W x 28"H)

PAYMENT POLICY:

To obtain advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than 10 days prior to show installation.

Advance Discount Price
 Deadline: 9/11/23

All invoices must be settled at the on-site service desk prior to the close of the show.

No credits will be issued after the closing date of the show.

CANCELLATION POLICY:

Items cancelled after Curtin move-in begins will be charged at 50% of **original** prices.

Items cancelled after delivery will be charged at 100% of original price.



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

Booth Carpet

Standard Carpet Colors - check selection *IMPORTANT: Carpet is not available to Tabletop Exhibitors.

				
Black	Blue	Grey	Salt/Pepper	Red
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Booth Carpet Options

Standard Carpet

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$244.00	\$364.00
10' x 20' <input type="checkbox"/>	\$485.00	\$672.00
10' x 30' <input type="checkbox"/>	\$671.00	\$932.00

Carpet Padding

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$122.00	\$185.00
10' x 20' <input type="checkbox"/>	\$243.00	\$368.00
10' x 30' <input type="checkbox"/>	\$336.00	\$555.00

NOTE: For larger sizes, please contact Curtin at info@curtinconvention.com

Custom Size

Booth Dimensions	Total Area	Advance Price	Regular Price
Size _____ x _____ = _____ sq. ft		x \$5.25	or \$7.50 = \$ _____

Custom colors and sizes are available. To request, please contact Curtin at info@curtinconvention.com.

Advance Price Discount Deadline: 9/11/23

Total Carpet Order \$ _____

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

10' x 10' Rental Exhibit Display *IMPORTANT: This item is not available to Tabletop Exhibitors.

Customize your space with a branded backwall with options to brand the full wall or just 1 or 2 panels and add a branded counter(s).

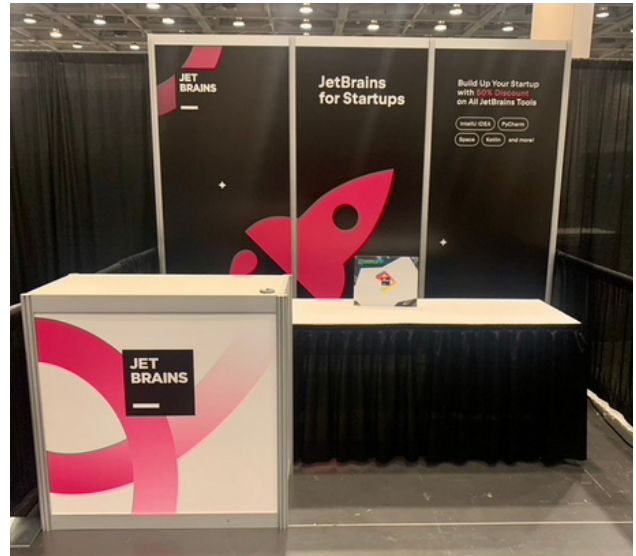
STANDARD DIMENSIONS

3-Panel Backwall - 10'w x 8't

Cube Counter - 40"t x 38"w x 19"d

*Please contact Dianna Curtin
for panel insert branding specs and questions at
dianna@curtinconvention.com

- Custom seamless/sizes available upon request -



SUBMITTING ARTWORK

Before submitting artwork, please see our Artwork Submission Guidelines included in this Exhibitor Service Kit. You will find information on file setup and formats, as well as a link to upload graphics and download templates. Deadline to submit camera-ready artwork: 09/11/23

<input type="checkbox"/> Full Branded Backwall (3-panels)	\$1,250.00
<input type="checkbox"/> Branded Backwall (2-panels branded and 1-panel blank)	\$951.00
<input type="checkbox"/> Branded Backwall (1-panel branded and 2-panels blank)	\$768.00
<input type="checkbox"/> Non-Branded Backwall	\$585.00
<input type="checkbox"/> Branded Cube Counter (front panel only)	\$630.00
<input type="checkbox"/> Branded Cube Counter (front panels and 2 sides)	\$718.00
<input type="checkbox"/> Non-Branded Counter	\$420.00

LABOR RATES

Curtin will add the estimated labor rates according to the dates and times of the event. For your reference, the rates and expected time for labor are below:

RATES: \$159/straight-time - \$258/overtime
 Installation labor estimated at 1.5 hours
 Removal labor estimated at 1 hour

*Additional furnishings and carpet available for rent via this Exhibitor Service Kit

Est. Total Rental Exhibit Package \$ _____

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

Specialty Furnishings Order Form

IMPORTANT INFORMATION

After reviewing the selections and pricing on the following pages, please complete this order form.

A complete catalog of the Special Furnishings Selections may be viewed by clicking the link: [SPECIALTY FURNISHINGS CATALOG](#)

Deadline to place Specialty Furnishings order: 9/11/23

PAYMENT POLICY:

All invoices must be settled at the on-site service desk prior to the close of the show.

CANCELLATION POLICY:

Specialty Furniture orders must be cancelled 72 hours prior to show installation. No refunds or exchanged permitted after this date.



Quantity	Item #	Description	Price	Total Price
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Specialty Furnishings \$ _____



CURTIN

Convention & Exposition Services, Inc.

EVENTS

2023

TRADESHOW CATALOG

EXCITING NEW PRODUCTS AND TIPS TO HELP PLAN YOUR NEXT TRADESHOW EXHIBIT

2023 Specialty Furnishing Pricing

CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2023 UNIT \$
BLDBBK	Barstool	Blade Barstool	Black	20.5"L 20"D 40.5"H	\$109
CBSBAZ	Barstool	Chelsea Barstool, Black Tower Base	Azure Blue	18.5"L 22"D 46"H	\$167
CBSBBK	Barstool	Chelsea Barstool, Black Tower Base	Black	18.5"L 22"D 46"H	\$167
CBSBYL	Barstool	Chelsea Barstool, Black Tower Base	Goldenrod Yellow	18.5"L 22"D 46"H	\$167
CBSBYG	Barstool	Chelsea Barstool, Black Tower Base	Gray	18.5"L 22"D 46"H	\$167
CBSBOR	Barstool	Chelsea Barstool, Black Tower Base	Orange	18.5"L 22"D 46"H	\$167
CBSBWL	Barstool	Chelsea Barstool, Black Tower Base	Walnut-look	18.5"L 22"D 46"H	\$167
BLDCBK	Chair	Blade Chair	Black	20.5"L 19"D 30.5"H	\$71
BNMCSB	Chair	Brooklyn Meeting Chair, Black Swivel Base	Black Vinyl, Black Metal	24.5"L 25.5"D 31.75"H	\$289
BNMCOB	Chair	Brooklyn Meeting Chair, Oak Base	Black Vinyl, Oak-look	24.5"L 25.5"D 31.75"H	\$289
CCSCAZ	Chair	Chelsea Chair, Black Swivel Base w/ Casters	Azure Blue	18.5"L 22"D 34"H	\$123
CCSCBK	Chair	Chelsea Chair, Black Swivel Base w/ Casters	Black	18.5"L 22"D 34"H	\$123
CCSCYL	Chair	Chelsea Chair, Black Swivel Base w/ Casters	Goldenrod Yellow	18.5"L 22"D 34"H	\$123
CCSCGY	Chair	Chelsea Chair, Black Swivel Base w/ Casters	Gray	18.5"L 22"D 34"H	\$123
CCSCOR	Chair	Chelsea Chair, Black Swivel Base w/ Casters	Orange	18.5"L 22"D 34"H	\$123
CCSCWL	Chair	Chelsea Chair, Black Swivel Base w/ Casters	Walnut-look	18.5"L 22"D 34"H	\$123
CCBTAZ	Chair	Chelsea Chair, Black Tower Base	Azure Blue	18.5"L 22"D 34"H	\$123
CCBTBK	Chair	Chelsea Chair, Black Tower Base	Black	18.5"L 22"D 34"H	\$123
CCBTYL	Chair	Chelsea Chair, Black Tower Base	Goldenrod Yellow	18.5"L 22"D 34"H	\$123
CCBTGY	Chair	Chelsea Chair, Black Tower Base	Gray	18.5"L 22"D 34"H	\$123
CCBTOR	Chair	Chelsea Chair, Black Tower Base	Orange	18.5"L 22"D 34"H	\$123
CCBTWL	Chair	Chelsea Chair, Black Tower Base	Walnut	18.5"L 22"D 34"H	\$123
MONLOV	Loveseat	Montreal Loveseat	Blue, Black Metal	62"L 27.25"D 29.5"H	\$689
ADCTBP	Powered	Adelaide Powered Cocktail Table	Black Top, Silver	48.875"L 25.375D 18"H	\$332
ADCTWP	Powered	Adelaide Powered Cocktail Table	White Top, Silver	48.875"L 25.375D 18"H	\$332
ADCTBK	Table	Adelaide Cocktail Table	Black Top, Silver	48.875"L 25.375D 18"H	\$239
ADCTGL	Table	Adelaide Cocktail Table	Glass Top, Silver	48.875"L 25.375D 18"H	\$239
ADCTWH	Table	Adelaide Cocktail Table	White Top, Silver	48.875"L 25.375D 18"H	\$239
ADETBK	Table	Adelaide End Table	Black Top, Silver	21.5"L 21.5"D 17.75"H	\$231
ADETGL	Table	Adelaide End Table	Glass Top, Silver	21.5"L 21.5"D 17.75"H	\$231
ADETWH	Table	Adelaide End Table	White Top, Silver	21.5"L 21.5"D 17.75"H	\$231
CONF10	Table	10' Table	White Top, Silver	120"L 48"D 29"H	\$796
C10PWR	Table	10' Table, Powered	White Top, Silver	120"L 48"D 29"H	\$1,014
CONF5	Table	5' Table	White Top, Silver	60"L 48"D 29"H	\$434
C5PWR	Table	5' Table, Powered	White Top, Silver	60"L 48"D 29"H	\$492
CONF8	Table	8' Table	White Top, Silver	96"L 60"D 29"H	\$796
C8PWR	Table	8' Table, Powered	White Top, Silver	96"L 60"D 29"H	\$1,014
HDG4FT	Accessory	Boxwood Hedge, 4'	Green, Black	46"L 9"D 47"H	\$506
HDG7FT	Accessory	Boxwood Hedge, 7'	Green, Black	36.5"L 12"D 84"H	\$796
LA15	Accessory	Mason Floor Lamp	Brushed Silver	18"RND 55"H	\$231
LA14	Accessory	Mason Table Lamp	Brushed Silver	16"RND 26"H	\$123
MTBLPI	Bar	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,304
MTBUUL	Bar	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,101
BSS	Barstool	Banana Barstool	Black, Chrome	21"L 22"D 41"H	\$239
BST	Barstool	Banana Barstool	White, Chrome	21"L 22"D 41"H	\$239
BLDBRD	Barstool	Blade Barstool	Red	20.5"L 20"D 40.5"H	\$109
BLDBSB	Barstool	Blade Barstool	Sky Blue	20.5"L 20"D 40.5"H	\$109
XBAR	Barstool	Christopher Barstool	White Vinyl, Chrome	19"L 19"D 41"H	\$187
LMBAR	Barstool	Laguna Barstool	Maple, Chrome	18"L 20"D 47"H	\$167
ROLLBL	Barstool	Lift Barstool	Black Vinyl, Chrome	15"RND 23-33.5"H	\$187
ROLLGY	Barstool	Lift Barstool	Gray Vinyl, Chrome	15"RND 23-33.5"H	\$187
ROLLRD	Barstool	Lift Barstool	Red Vinyl, Chrome	15"RND 23-33.5"H	\$187
ROLLWH	Barstool	Lift Barstool	White Vinyl, Chrome	15"RND 23-33.5"H	\$187
LUBSCL	Barstool	Lucent Barstool	Frosted Acrylic, Chrome	22"L 22.5"D 45.5"H	\$239
MARBBK	Barstool	Marina Barstool	Black Vinyl, Brushed Metal	21"L 17.5"D 41.5"H	\$239
MARBBR	Barstool	Marina Barstool	Brown Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$239
MARBBE	Barstool	Marina Barstool	Ocean Blue Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$239
MARBRD	Barstool	Marina Barstool	Red Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$239
MARBWH	Barstool	Marina Barstool	White Vinyl, Brushed Metal	21"L 17.5"D 41.5"H	\$239
RSTSL	Barstool	Rustique Barstool	Gunmetal	13"L 13"D 30"H	\$109
BS001	Barstool	Shark Barstool	White, Chrome	22"L 19"D 34-44"H	\$260
BSR	Barstool	Syntax Barstool	Black, Chrome	23"L 19"D 43.25"H	\$187
ZENBAR	Barstool	Zenith Barstool	White, Chrome	19"L 20"D 44"H	\$167
BS002	Barstool	Zoey Barstool	White, Chrome	15"L 16"D 30-34.75"H	\$239
CHR002	Chair	Allegro Chair	Blue Fabric, Brushed Metal	36"L 34.5"D 30"H	\$544
ATHCHA	Chair	Atherton Chair	Brown Leather, Black Metal	27"L 31"D 30"H	\$500
BCHWHT	Chair	Baja Chair	White Vinyl	36"L 30.5"D 28"H	\$544
BLDCRD	Chair	Blade Chair	Red	20.5"L 19"D 30.5"H	\$71
BLDCSB	Chair	Blade Chair	Sky Blue	20.5"L 19"D 30.5"H	\$71
BOWCHA	Chair	Bowery Chair	Ochre Fabric	29.75"L 31"D 27.25"H	\$500
SC3	Chair	Brewer Chair	Onyx, Chrome	20"L 20"D 32"H	\$123
BNMCOW	Chair	Brooklyn Meeting Chair	White Vinyl, Oak-look	24.5"L 25.5"D 31.75"H	\$289

2023 Specialty Furnishing Pricing

CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2023 UNIT \$
BNMCSW	Chair	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	24.5"L 25.5"D 31.75"H	\$289
CNTCHR	Chair	Century Chair	Gray Velvet	30"L 30"D 31"H	\$500
XCHR	Chair	Christopher Chair	White Vinyl, Chrome	17"L 19"D 35"H	\$123
CUPCHA	Chair	Cupertino Mid Back Chair	Black Vinyl	27"L 30.5"D 40-43"H	\$225
DUET	Chair	Duet Stack Chair	Black, Chrome	21"L 23"D 33"H	\$71
FAIRCW	Chair	Fairfax Chair	White Vinyl, Brushed Metal	27"L 26"D 30"H	\$370
GENCHA	Chair	Genesis Chair	Black	27.5"L 27.5"D 40-43.5"H	\$167
KEYCHR	Chair	Key Largo Chair	Black Fabric, Wood	35"L 35"D 34"H	\$370
LABREA	Chair	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	35"L 27"D 40"H	\$434
LMCHR	Chair	Laguna Chair	Maple, Chrome	18"L 19"D 34"H	\$123
LENCHA	Chair	Lena Chair	Moss Green Leather, Bronze	27"L 25"D 31"H	\$434
LUCHCL	Chair	Lucent Chair	Frosted Acrylic, Chrome	19.5"L 19.75"D 32.5"H	\$187
BCW	Chair	Madrid Chair	White Vinyl, Chrome	30"L 30"D 31"H	\$500
MALGRY	Chair	Malba Chair	Gray, Chrome	20"L 20"D 32"H	\$71
MALGRN	Chair	Malba Chair	Green, Chrome	20"L 20"D 32"H	\$71
MARCBK	Chair	Marina Chair	Black Vinyl, Brushed Metal	17.5"L 19.5"D 35"H	\$144
MARCBR	Chair	Marina Chair	Brown Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$144
MARCBE	Chair	Marina Chair	Ocean Blue Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$144
MARCRD	Chair	Marina Chair	Red Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$144
MARCWH	Chair	Marina Chair	White Vinyl, Brushed Metal	17.5"L 19.5"D 35"H	\$144
MONCHA	Chair	Montreal Chair	Blue, Black Metal	30"L 23.25"D 30"H	\$544
MNCHCH	Chair	Munich Armless Chair	Gray Fabric, Black	22.5"L 27"D 28.5"H	\$341
NPLOHR	Chair	Naples Chair	Black Vinyl	36"L 30"D 33.25"H	\$544
PASCHR	Chair	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	27"L 25"D 26"H	\$289
PROGB	Chair	Pro Executive Guest Chair	Black Vinyl, Chrome	24"L 26"D 36"H	\$202
PROEXB	Chair	Pro Executive High Back Chair	Black Vinyl, Chrome	25"L 24"D 45-48"H	\$239
PROEXE	Chair	Pro Executive High Back Chair	White Vinyl, Chrome	25"L 24"D 45-48"H	\$239
PROMDB	Chair	Pro Executive Mid Back Chair	Black Vinyl, Chrome	24"L 22"D 36.75-39.75"H	\$225
PROMID	Chair	Pro Executive Mid Back Chair	White Vinyl, Chrome	24"L 22"D 36.75-39.75"H	\$225
SC10	Chair	Razor Armless Chair	White	15.5"L 23.5"D 30.5"H	\$71
RSTDIN	Chair	Rustique Chair w/ Arms	Gunmetal	20"L 18"D 31"H	\$123
STECHA	Chair	Sterling Chair	Gray Fabric	33"L 33.5"D 32"H	\$674
SWAN	Chair	Swanson Swivel Chair	White Vinyl, Chrome	28"L 25"D 30"H	\$341
CS4	Chair	Syntax Chair	Black, Chrome	23"L 19"D 32.25"H	\$173
TASKST	Chair	Task Stool	Black Fabric, Black	27.5"L 27.5"D 32.75"-40.25"H	\$144
TCHP	Chair	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	30.5"L 29"D 33.5"H	\$341
TCHGRY	Chair	Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	30.5"L 29"D 33.5"H	\$341
VALCHA	Chair	Valencia Chair	Spice Orange Velvet	28"L 30.5"D 31"H	\$370
WENCHA	Chair	Wentworth Swivel Chair	Brown Vinyl	31"L 24"D 31.5"H	\$341
ZENCHR	Chair	Zenith Chair	White, Chrome	18.25"L 22"D 32"H	\$123
MTCLPI	Counter	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,304
MTCPLU	Counter	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,231
DIVBAR	Divider	Clear Divider, Bar/Counter	Clear, Black	48-70"L 12"D 31.5"H	\$173
DIVFRE	Divider	Clear Divider, Freestanding	Silver, Clear	39"L 1.5"D 72"H	\$289
DIVFCR	Divider	Clear Divider, Freestanding Corner	Silver, Clear	39"L 39"D 72"H	\$577
DIVFWL	Divider	Clear Divider, Freestanding Wall	Silver, Clear	40"L 1.5"D 72"H	\$289
DIVFST	Divider	Clear Divider, Sofa/Table	Silver, Clear	34"L 11"D 47-74"H	\$216
DIVFWB	Divider	Divider, Freestanding Whiteboard	Silver, White	39"L 1.5"D 72"H	\$390
MIRWHT	Divider	Miramar Divider, White	Molded Plastic	63"L 23"D 83"H	\$419
TECH3	Office	3 Drawer File Cabinet on Castors	Black Top, Black Metal	16"L 20"D 28"H	\$158
BC8	Office	Madison Bookcase	Gray Acajou, Chrome	36"L 12"D 72"H	\$405
JDS	Office	Madison Executive Desk	Gray Acajou, Chrome	60"L 30"D 29"H	\$521
BVLYBK	Ottoman	Beverly Bench Ottoman	Black Vinyl	60"L 20"D 18"H	\$312
BVLYBR	Ottoman	Beverly Bench Ottoman	Brown Fabric	60"L 20"D 18"H	\$312
BVLYGR	Ottoman	Beverly Bench Ottoman	Gray Fabric	60"L 20"D 18"H	\$312
BVLYLN	Ottoman	Beverly Bench Ottoman	Linen Fabric	60"L 20"D 18"H	\$312
BVLYOB	Ottoman	Beverly Bench Ottoman	Ocean Blue Fabric	60"L 20"D 18"H	\$312
BVLYRD	Ottoman	Beverly Bench Ottoman	Red Fabric	60"L 20"D 18"H	\$312
BVLYWH	Ottoman	Beverly Bench Ottoman	White Vinyl	60"L 20"D 18"H	\$312
BVSMBK	Ottoman	Beverly Small Bench Ottoman	Black Vinyl	30"L 20"D 18"H	\$261
BVSMBN	Ottoman	Beverly Small Bench Ottoman	Brown Fabric	30"L 20"D 18"H	\$261
BVSMGY	Ottoman	Beverly Small Bench Ottoman	Gray Fabric	30"L 20"D 18"H	\$261
BVSMLV	Ottoman	Beverly Small Bench Ottoman	Lavender Fabric	30"L 20"D 18"H	\$261
BVSMNL	Ottoman	Beverly Small Bench Ottoman	Linen Fabric	30"L 20"D 18"H	\$261
BVSMBL	Ottoman	Beverly Small Bench Ottoman	Ocean Blue Fabric	30"L 20"D 18"H	\$261
BVSMGN	Ottoman	Beverly Small Bench Ottoman	Olive Green Fabric	30"L 20"D 18"H	\$261
BVSMOR	Ottoman	Beverly Small Bench Ottoman	Orange Fabric	30"L 20"D 18"H	\$261
BVSMRD	Ottoman	Beverly Small Bench Ottoman	Red Fabric	30"L 20"D 18"H	\$261
BVSMWH	Ottoman	Beverly Small Bench Ottoman	White Vinyl	30"L 20"D 18"H	\$261
BVSMYL	Ottoman	Beverly Small Bench Ottoman	Yellow Fabric	30"L 20"D 18"H	\$261
END01B	Ottoman	Endless Curved Ottoman	Black Vinyl, Chrome	60.5"L 37.5"D 15"H	\$405
END01W	Ottoman	Endless Curved Ottoman	White Vinyl, Chrome	60.5"L 37.5"D 15"H	\$405
END02B	Ottoman	Endless Square Ottoman	Black Vinyl, Chrome	34"L 34"D 15"H	\$355
END02W	Ottoman	Endless Square Ottoman	White Vinyl, Chrome	34"L 34"D 15"H	\$355
MAR015	Ottoman	Marche Swivel Ottoman	Black Vinyl	17"RND 18"H	\$187

2023 Specialty Furnishing Pricing

CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2023 UNIT \$
MAR010	Ottoman	Marche Swivel Ottoman	Blue Fabric	17"RND 18"H	\$187
MAR014	Ottoman	Marche Swivel Ottoman	Distressed Brown Vinyl	17"RND 18"H	\$187
MAR012	Ottoman	Marche Swivel Ottoman	Forest Green Vinyl	17"RND 18"H	\$187
MAR002	Ottoman	Marche Swivel Ottoman	Gray Fabric	17"RND 18"H	\$187
MAR016	Ottoman	Marche Swivel Ottoman	Ivory Faux Sheep Fur	17"L 17"D 18"H	\$187
MAR003	Ottoman	Marche Swivel Ottoman	Linen Fabric	17"RND 18"H	\$187
MAR008	Ottoman	Marche Swivel Ottoman	Meadow Green	17"RND 18"H	\$187
MAR011	Ottoman	Marche Swivel Ottoman	Orange Fabric	17"RND 18"H	\$187
MAR009	Ottoman	Marche Swivel Ottoman	Pear Yellow Fabric	17"RND 18"H	\$187
MAR007	Ottoman	Marche Swivel Ottoman	Plum Fabric	17"RND 18"H	\$187
MAR004	Ottoman	Marche Swivel Ottoman	Raspberry Fabric	17"RND 18"H	\$187
MAR005	Ottoman	Marche Swivel Ottoman	Red Fabric	17"RND 18"H	\$187
MAR006	Ottoman	Marche Swivel Ottoman	Rose Quartz Fabric	17"RND 18"H	\$187
MAR013	Ottoman	Marche Swivel Ottoman	Teal Velvet	17"RND 18"H	\$187
MAR001	Ottoman	Marche Swivel Ottoman	White Vinyl	17"RND 18"H	\$187
REGBEN	Ottoman	Regis Bench/Table	Brushed Metal	47"L 15.5"D 16"H	\$261
VIB10	Ottoman	Vibe Cube Ottoman	Black Vinyl	18"L 18"D 18"H	\$100
VIB02	Ottoman	Vibe Cube Ottoman	Blue Vinyl	18"L 18"D 18"H	\$100
VIB05	Ottoman	Vibe Cube Ottoman	Bright Yellow Vinyl	18"L 18"D 18"H	\$100
VIB14	Ottoman	Vibe Cube Ottoman	Citrus Green Vinyl	18"L 18"D 18"H	\$100
VIB17	Ottoman	Vibe Cube Ottoman	Desert Rose Vinyl	18"L 18"D 18"H	\$100
VIB01	Ottoman	Vibe Cube Ottoman	Green Vinyl	18"L 18"D 18"H	\$100
VIB08	Ottoman	Vibe Cube Ottoman	Orange Vinyl	18"L 18"D 18"H	\$100
VIB13	Ottoman	Vibe Cube Ottoman	Purple Vinyl	18"L 18"D 18"H	\$100
VIB04	Ottoman	Vibe Cube Ottoman	Red Vinyl	18"L 18"D 18"H	\$100
VIB12	Ottoman	Vibe Cube Ottoman	Silver Vinyl	18"L 18"D 18"H	\$100
VIB16	Ottoman	Vibe Cube Ottoman	Spice Orange Vinyl	18"L 18"D 18"H	\$100
VIB11	Ottoman	Vibe Cube Ottoman	Steel Blue Vinyl	18"L 18"D 18"H	\$100
VIB15	Ottoman	Vibe Cube Ottoman	Taupe Vinyl	18"L 18"D 18"H	\$100
VIB09	Ottoman	Vibe Cube Ottoman	White Vinyl	18"L 18"D 18"H	\$100
P30BWH	Powered	30" Bar Table, Powered	White Top, Black	30" RND 42"H	\$637
P30CWH	Powered	30" Cafe Table, Powered	White Top, Black	30" RND 29"H	\$637
NPLCHP	Powered	Naples Chair, Powered	Black Vinyl	36"L 30"D 33.25"H	\$674
NPLLOP	Powered	Naples Loveseat, Powered	Black Vinyl	62"L 30"D 33.25"H	\$834
NPLSOP	Powered	Naples Sofa, Powered	Black Vinyl	87"L 30"D 33.25"H	\$985
C1YP	Powered	Sydney Powered Cocktail Table	Black Top, Brushed Steel	48"L 26"D 18"H	\$332
C1WP	Powered	Sydney Powered Cocktail Table	White Top, Brushed Steel	48"L 26"D 18"H	\$332
TECH	Powered	Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	60"L 30"D 30"H	\$341
TECH3B	Powered	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	60"L 30"D 30"H	\$515
VNTBLK	Powered	Ventura Communal Bar Table, Powered	Black Top, Silver	72.25"L 26.25"D 42"H	\$869
VNTWHT	Powered	Ventura Communal Bar Table, Powered	White Top, Silver	72.25"L 26.25"D 42"H	\$869
VNTCBK	Powered	Ventura Communal Cafe Table, Powered	Black Top, Silver	72.25"L 26.25"D 30"H	\$709
VNTCWH	Powered	Ventura Communal Cafe Table, Powered	White Top, Silver	72.25"L 26.25"D 30"H	\$709
VILHUB	Powered	Village Charging Hub	Cream	12"L 12"D 28.25"H	\$261
CUBPOW	Powered	Wireless Charging Table, Powered	White, AC Plug In	20"L 20"D 18"H	\$392
PDL36B	Product Display	Powered Locking Pedestal, 36"	Black	24"L 24"D 36"H	\$463
PDL36W	Product Display	Powered Locking Pedestal, 36"	White	24"L 24"D 36"H	\$463
PDL42B	Product Display	Powered Locking Pedestal, 42"	Black	24"L 24"D 42"H	\$544
PDL42W	Product Display	Powered Locking Pedestal, 42"	White	24"L 24"D 42"H	\$544
STNSGN	Product Display	Stanchion Sign Holder	Chrome	10"L 13"H	\$57
STNCH1	Product Display	Stanchion w/ Retractable Belt	Black, Chrome	96"L 37"H	\$65
PSHCCS	Shelving	Posh Shelving	Chrome, Acrylic	36"L 18"D 72"H	\$332
SFA002	Soft Seating	Allegro Sofa	Blue Fabric, Brushed Metal	73"L 34.5"D 30"H	\$703
BLVWHT	Soft Seating	Baja Loveseat	White Vinyl	61"L 30.5"D 28"H	\$689
BSFWHT	Soft Seating	Baja Sofa	White Vinyl	86"L 30"D 28"H	\$827
COCHTP	Soft Seating	Cordoba Chair	Taupe Fabric, Black	37"L 32"D 32.75"H	\$434
COLVTP	Soft Seating	Cordoba Loveseat	Taupe Fabric, Black	60.5"L 32"D 33"H	\$622
FAIRSW	Soft Seating	Fairfax Sofa	White Vinyl, Brushed Metal	62"L 26"D 30"H	\$477
KEYLOV	Soft Seating	Key Largo Loveseat	Black Fabric, Wood	57"L 35"D 34"H	\$434
KEYSOF	Soft Seating	Key Largo Sofa	Black Fabric, Wood	79"L 35"D 34"H	\$477
NPLLOV	Soft Seating	Naples Loveseat	Black Vinyl	62"L 30"D 33.25"H	\$689
NPLSOF	Soft Seating	Naples Sofa	Black Vinyl	87"L 30"D 33.25"H	\$827
PALSOF	Soft Seating	Palm Beach Sofa	White Vinyl	69"L 29"D 33"H	\$703
STESOF	Soft Seating	Sterling Sofa	Gray Fabric	82"L 33.5"D 32"H	\$985
VALSOF	Soft Seating	Valencia Sofa	Coffee Brown Velvet	63"L 30.5"D 31"H	\$477
BKC10N	Table	10' Table	Black Top, Silver	120"L 48"D 29"H	\$796
BKC10P	Table	10' Table, Powered	Black Top, Silver	120"L 48"D 29"H	\$1,014
30WDHB	Table	30" Round Bar Table w/ Hydraulic Base	Barnwood Top	30"RND 45"H	\$260
30BKHB	Table	30" Round Bar Table w/ Hydraulic Base	Black Top	30"RND 45"H	\$260
30BEHB	Table	30" Round Bar Table w/ Hydraulic Base	Blue Top	30"RND 45"H	\$260
30AGHB	Table	30" Round Bar Table w/ Hydraulic Base	Brushed Gunmetal Top	30"RND 45"H	\$260
30YSHB	Table	30" Round Bar Table w/ Hydraulic Base	Brushed Yellow Top	30"RND 45"H	\$260
30GRHB	Table	30" Round Bar Table w/ Hydraulic Base	Graphite Nebula Top	30"RND 45"H	\$260
30GSHB	Table	30" Round Bar Table w/ Hydraulic Base	Green Top	30"RND 45"H	\$260
30MTHB	Table	30" Round Bar Table w/ Hydraulic Base	Maple Top	30"RND 45"H	\$260

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CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2023 UNIT \$
30OSHB	Table	30" Round Bar Table w/ Hydraulic Base	Orange Top	30"RND 45"H	\$260
30BRHB	Table	30" Round Bar Table w/ Hydraulic Base	Red Top	30"RND 45"H	\$260
30VHHB	Table	30" Round Bar Table w/ Hydraulic Base	White Top	30"RND 45"H	\$260
30VDBB	Table	30" Round Bar Table w/ Standard Black Base	Barnwood Top	30"RND 42"H	\$210
30BKSB	Table	30" Round Bar Table w/ Standard Black Base	Black Top	30"RND 42"H	\$210
30EBBB	Table	30" Round Bar Table w/ Standard Black Base	Blue Top	30"RND 42"H	\$210
30AGBB	Table	30" Round Bar Table w/ Standard Black Base	Brushed Gunmetal Top	30"RND 42"H	\$210
30YBBB	Table	30" Round Bar Table w/ Standard Black Base	Brushed Yellow Top	30"RND 42"H	\$210
VTJ	Table	30" Round Bar Table w/ Standard Black Base	Graphite Nebula Top	30"RND 42"H	\$210
30GSBB	Table	30" Round Bar Table w/ Standard Black Base	Green Top	30"RND 42"H	\$210
VTK	Table	30" Round Bar Table w/ Standard Black Base	Maple Top	30"RND 42"H	\$210
30OSBB	Table	30" Round Bar Table w/ Standard Black Base	Orange Top	30"RND 42"H	\$210
VTB	Table	30" Round Bar Table w/ Standard Black Base	Red Top	30"RND 42"H	\$210
30WH42	Table	30" Round Bar Table w/ Standard Black Base	White Top	30"RND 42"H	\$210
30WDHC	Table	30" Round Cafe Table w/ Hydraulic Base	Barnwood Top	30"RND 29"H	\$260
30BKHC	Table	30" Round Cafe Table w/ Hydraulic Base	Black Top	30"RND 29"H	\$260
30BEHC	Table	30" Round Cafe Table w/ Hydraulic Base	Blue Top	30"RND 29"H	\$260
30AGHC	Table	30" Round Cafe Table w/ Hydraulic Base	Brushed Gunmetal Top	30"RND 29"H	\$260
30YSHC	Table	30" Round Cafe Table w/ Hydraulic Base	Brushed Yellow Top	30"RND 29"H	\$260
30GRHC	Table	30" Round Cafe Table w/ Hydraulic Base	Graphite Nebula Top	30"RND 29"H	\$260
30GSHC	Table	30" Round Cafe Table w/ Hydraulic Base	Green Top	30"RND 29"H	\$260
30MTHC	Table	30" Round Cafe Table w/ Hydraulic Base	Maple Top	30"RND 29"H	\$260
30OSHC	Table	30" Round Cafe Table w/ Hydraulic Base	Orange Top	30"RND 29"H	\$260
30BRHC	Table	30" Round Cafe Table w/ Hydraulic Base	Red Top	30"RND 29"H	\$260
30VHHC	Table	30" Round Cafe Table w/ Hydraulic Base	White Top	30"RND 29"H	\$260
30WDBC	Table	30" Round Cafe Table w/ Standard Black Base	Barnwood Top	30"RND 29"H	\$210
30BKSC	Table	30" Round Cafe Table w/ Standard Black Base	Black Top	30"RND 29"H	\$210
30EBSC	Table	30" Round Cafe Table w/ Standard Black Base	Blue Top	30"RND 29"H	\$210
30AGBC	Table	30" Round Cafe Table w/ Standard Black Base	Brushed Gunmetal Top	30"RND 29"H	\$210
30YSBC	Table	30" Round Cafe Table w/ Standard Black Base	Brushed Yellow Top	30"RND 29"H	\$210
ZTJ	Table	30" Round Cafe Table w/ Standard Black Base	Graphite Nebula Top	30"RND 29"H	\$210
30GSBC	Table	30" Round Cafe Table w/ Standard Black Base	Green Top	30"RND 29"H	\$210
ZTK	Table	30" Round Cafe Table w/ Standard Black Base	Maple Top	30"RND 29"H	\$210
30OSBC	Table	30" Round Cafe Table w/ Standard Black Base	Orange Top	30"RND 29"H	\$210
ZTB	Table	30" Round Cafe Table w/ Standard Black Base	Red Top	30"RND 29"H	\$210
30WH29	Table	30" Round Cafe Table w/ Standard Black Base	White Top	30"RND 29"H	\$210
30MAHB	Table	30" Round Madison Bar Table w/ Hydraulic Base	Gray Acajou Top	30"RND 45"H	\$260
VTA	Table	30" Round Madison Bar Table w/ Standard Black Base	Gray Acajou Top	30"RND 42"H	\$210
30MAHC	Table	30" Round Madison Cafe Table w/ Hydraulic Base	Gray Acajou Top	30"RND 29"H	\$260
ZTA	Table	30" Round Madison Cafe Table w/ Standard Black Base	Gray Acajou Top	30"RND 29"H	\$210
36BKHB	Table	36" Round Bar Table w/ Hydraulic Base	Black Top	36"RND 45"H	\$305
36GRHB	Table	36" Round Bar Table w/ Hydraulic Base	Graphite Nebula Top	36"RND 45"H	\$305
36MTHB	Table	36" Round Bar Table w/ Hydraulic Base	Maple Top	36"RND 45"H	\$305
36WTHB	Table	36" Round Bar Table w/ Hydraulic Base	White Top	36"RND 45"H	\$305
36BKSB	Table	36" Round Bar Table w/ Standard Black Base	Black Top	36"RND 42"H	\$218
VTN	Table	36" Round Bar Table w/ Standard Black Base	Graphite Nebula Top	36"RND 42"H	\$218
VTW	Table	36" Round Bar Table w/ Standard Black Base	White Top	36"RND 42"H	\$218
36BKHC	Table	36" Round Cafe Table w/ Hydraulic Base	Black Top	36"RND 29"H	\$305
36BKSC	Table	36" Round Cafe Table w/ Standard Black Base	Black Top	36"RND 29"H	\$218
VTP	Table	36" Round Bar Table w/ Standard Black Base	Maple Top	36"RND 42"H	\$218
36GRHC	Table	36" Round Cafe Table w/ Hydraulic Base	Graphite Nebula Top	36"RND 29"H	\$305
36MTHC	Table	36" Round Cafe Table w/ Hydraulic Base	Maple Top	36"RND 29"H	\$305
36WTHC	Table	36" Round Cafe Table w/ Hydraulic Base	White Top	36"RND 29"H	\$305
ZTN	Table	36" Round Cafe Table w/ Standard Black Base	Graphite Nebula Top	36"RND 29"H	\$218
ZTP	Table	36" Round Cafe Table w/ Standard Black Base	Maple Top	36"RND 29"H	\$218
ZTQ	Table	36" Round Cafe Table w/ Standard Black Base	White Top	36"RND 29"H	\$218
CB8	Table	42" Round Madison Table	Gray Acajou, Black	42"RND 29"H	\$347
42BKCT	Table	42" Round Table	Black Top, Black	42"RND 29"H	\$347
CONF42	Table	42" Round Table	White Top	42"RND 29"H	\$347
BKCT5N	Table	5' Table	Black Top, Silver	60"L 48"D 29"H	\$434
BKCT5P	Table	5' Table, Powered	Black Top, Silver	60"L 48"D 29"H	\$492
BKCT8N	Table	8' Table	Black Top, Silver	96"L 48"D 29"H	\$796
BKCT8P	Table	8' Table, Powered	Black Top, Silver	96"L 48"D 29"H	\$1,014
ALC200	Table	Alondra Cocktail Table	Brandy Maple Top, Chrome	47"L 24"D 17"H	\$289
ALC100	Table	Alondra Cocktail Table	Glass Top, Chrome	47"L 24"D 16"H	\$289
ALE200	Table	Alondra End Table	Brandy Maple Top, Chrome	20"L 20"D 21"H	\$231
ALE100	Table	Alondra End Table	Glass Top, Chrome	20"L 20"D 20"H	\$231
36ATO	Table	Atomic 36" Round Table	Glass Top, Chrome	36"RND 30"H	\$231
42ATO	Table	Atomic 42" Round Table	Glass Top, Chrome	42"RND 30"H	\$231
AURA	Table	Aura Round Table	White Metal	15"RND 22"H	\$129
C1FWB	Table	Geo Cocktail Table	Brandy Maple Top, Black	47"L 24"D 17"H	\$239
C1C	Table	Geo Cocktail Table	Glass Top, Chrome	50"L 22"D 16"H	\$239
E1FWB	Table	Geo End Table	Brandy Maple Top, Black	20"L 20"D 21"H	\$187
E1C	Table	Geo End Table	Glass Top, Chrome	24"L 24"D 20"H	\$187
CF2	Table	Geo Table, Rectangle	Glass Top, Black	60"L 36"D 29"H	\$434

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CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2023 UNIT \$
CE2	Table	Geo Table, Rectangle	Glass Top, Chrome	60"L 36"D 29"H	\$434
CF1	Table	Geo Table, Rounded Square	Glass Top, Black	42"L 42"D 29"H	\$260
CE1	Table	Geo Table, Rounded Square	Glass Top, Chrome	42"L 42"D 29"H	\$260
MADC10	Table	Madison 10' Table	Gray Acajou, Chrome	120"L 48"D 29"H	\$796
MADC05	Table	Madison 5' Table	Gray Acajou, Chrome	60"L 48"D 29"H	\$434
MADC08	Table	Madison 8' Table	Gray Acajou, Chrome	96"L 60"D 29"H	\$796
MESCTW	Table	Mesa Cocktail Table	Barnwood Top, Bronze	32.25"RND 17.25"H	\$239
MESCTB	Table	Mesa Cocktail Table	Black Top, Bronze	32.25"RND 17.25"H	\$239
MESCTG	Table	Mesa Cocktail Table	Glass Top, Bronze	36"RND 17.25"H	\$239
MESETW	Table	Mesa End Table	Barnwood Top, Bronze	20.5"RND 21.25"H	\$187
MESETB	Table	Mesa End Table	Black Top, Bronze	20.5"RND 21.25"H	\$187
MESETG	Table	Mesa End Table	Glass Top, Bronze	24"RND 21.25"H	\$187
REGOTT	Table	Regis End Table	Brushed Metal	16"L 15.5"D 16.5"H	\$231
RSTSQT	Table	Rustique Square Metal Bar Table	Gunmetal	23.75"L 23.75"D 41.25"H	\$274
SEDBBK	Table	Sedona Side Table	Black Top, Bronze	15.75"L 15.75"D 24"H	\$129
SEDBWH	Table	Sedona Side Table	White Top, Bronze	15.75"L 15.75"D 24"H	\$129
SEDBWD	Table	Sedona Side Table	Wood Top, Bronze	15.75"L 15.75"D 24"H	\$129
C1E	Table	Silverado Cocktail Table	Glass Top, Chrome	36"RND 17"H	\$239
E1E	Table	Silverado End Table	Glass, Chrome	24"RND 22"H	\$187
SYDWDC	Table	Sydney Cocktail Table	Barnwood Top, Brushed Steel	48"L 26"D 18"H	\$239
C1Y	Table	Sydney Cocktail Table	Black Top, Brushed Steel	48"L 26"D 18"H	\$239
SYDBEC	Table	Sydney Cocktail Table	Blue Top, Brushed Steel	48"L 26"D 18"H	\$239
C1W	Table	Sydney Cocktail Table	White Top, Brushed Steel	48"L 26"D 18"H	\$239
SYDWDE	Table	Sydney End Table	Barnwood Top, Brushed Steel	27"L 23"D 22"H	\$231
E1Y	Table	Sydney End Table	Black Top, Brushed Steel	27"L 23"D 22"H	\$231
SYDBEE	Table	Sydney End Table	Blue Top, Brushed Steel	27"L 23"D 22"H	\$231
E1W	Table	Sydney End Table	White Top, Brushed Steel	27"L 23"D 22"H	\$231
TAOBBK	Table	Taos Side Table	Black Top, Bronze	15.75"L 15.75"D 24"H	\$129
TAOBWH	Table	Taos Side Table	White Top, Bronze	15.75"L 15.75"D 24"H	\$129
TAOBWD	Table	Taos Side Table	Wood Top, Bronze	15.75"L 15.75"D 24"H	\$129
TMBTBL	Table	Timber Table	Wood	16"RND 17"H	\$129
VNTBNP	Table	Ventura Communal Bar Table	Black Top, Silver	72.25"L 26.25"D 42"H	\$674
VNTMNP	Table	Ventura Communal Bar Table	Maple Top, Silver	72.25"L 26.25"D 42"H	\$674
VNTWNP	Table	Ventura Communal Bar Table	White Top, Silver	72.25"L 26.25"D 42"H	\$674
VNTBMW	Table	Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	72.25"L 26.25"D 42"H	\$674
VNTBWW	Table	Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	72.25"L 26.25"D 42"H	\$674
VNTCBN	Table	Ventura Communal Cafe Table	Black Top, Silver	72.25"L 26.25"D 30"H	\$506
VNTCMN	Table	Ventura Communal Cafe Table	Maple Top, Silver	72.25"L 26.25"D 30"H	\$506
VNTCWN	Table	Ventura Communal Cafe Table	White Top, Silver	72.25"L 26.25"D 30"H	\$506
VNTCMW	Table	Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	72.25"L 26.25"D 30"H	\$506
VNTCWW	Table	Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	72.25"L 26.25"D 30"H	\$506
WD3	Table	Work Table	White Top, White	48"L 24"D 30"H	\$268



2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
 www.curtinconvention.com

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

Display Labor Order Form

IMPORTANT INFORMATION

Advance Price Discount Deadline:

Please use this form to order Display Labor.

Cancellation Policy:
 No Refunds or Credits after:
 09/28/23

WHEN DO YOU NEED TO ORDER DISPLAY LABOR?

The Display Workers Union has jurisdiction over all set-up and dismantling of exhibits, including signs, and laying carpet. This does not apply to unpacking and placement of your merchandise (i.e. items for sale in your booth or literature) You may set-up your exhibit display if one person can do so in less than one half-hour, without the use of tools or ladders. If your booth requires more time or assistance, please use this form to order Display Labor.

Rates: 1-hour minimum per worker.

Straight Time:
 8:00 AM to 4:30 PM, weekdays

Overtime:
 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM, weekdays and all day Saturdays, Sundays, and Holidays

Display Labor	Straight Time	Over Time
Advance Price	\$153.00/hr.	\$248.00/hr.
Regular Price	\$181.00/hr.	\$275.00/hr.

SELECT YOUR INSTALLATION AND DISMANTLE NEEDS BELOW

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

of shipping cases and/or crates for exhibit (not including cartons for literature, product, other items not required for this labor. Total # of Cartons/Crates: _____

() Drawings, blueprints, and photos enclosed in case # _____

() Drawings, blueprints, and photos enclosed with this order.

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

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

On site/after hours contact name: _____

Curtin Supervision Please install and dismantle without an Exhibitor supervising.

Display Labor ordered as supervised by Curtin will be charged an additional 30% of the total installation and dismantle labor bill, with a minimum of \$45.00.

Special Instructions: _____

Estimated Total Labor \$ _____



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Booth #: _____

Booth Cleaning Order Form

IMPORTANT INFORMATION

Vacuuming of carpet, cleaning, and dusting of display background and furnishings, sweeping of booths, and emptying wastebaskets **are not included** in your space rental for this event.

If you would like to order cleaning for your booth space(s), please complete this form and return to Curtin.

	# of Booths	Price	# of Days	Total
Vacuuming	_____	x \$40.00	x _____	= \$ _____

Vacuuming will occur prior to initial event opening and daily thereafter.

	# of Booths	Price	# of Days	Total
Cleaning Service	_____	x \$40.00	x _____	= \$ _____

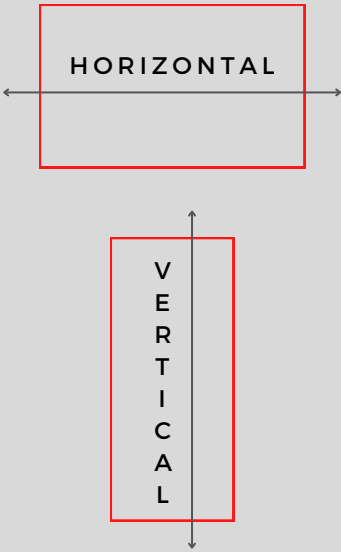
Cleaning and dusting of display background and furnishing prior to initial event opening and daily thereafter.

Provide any special instructions (if any): _____

Total Booth Cleaning Services \$ _____

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

Sign Order Form



HORIZONTAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$13.50	or \$23.50	= \$
22" x 28"		x \$43.50	or \$53.50	= \$
24" x 26"		x \$60.50	or \$70.50	= \$
28" x 44"		x \$85.50	or \$90.50	= \$

VERTICAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$13.50	or \$23.50	= \$
22" x 28"		x \$43.50	or \$53.50	= \$
24" x 26"		x \$60.50	or \$70.50	= \$
28" x 44"		x \$85.50	or \$90.50	= \$

Advance Price Discount Deadline:

Deadline for Print Ready Art: 09/11/23

Signs: White Foam Core
 Vinyl Banners: Indoor 16 oz. with top grommets, unless customized.

Double square footage for double sided graphics.

Round square feet to next whole increment.

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

Contact Curtin for custom graphic design for an additional fee of \$100 per hour (Two hour minimum).

[Click to View Artwork Guidelines](#)

No cancellations or refunds after signs have been produced.

Late order may incur rush fees.

CUSTOM SIZE BANNER (IN SQUARE FEET)

Single Sided	Advanced Price	Regular Price	Total
_____ x _____ = area	x _____	or _____	= \$ _____
width height			

Double Sided	Advanced Price	Regular Price	Total
_____ x _____ = area	x _____	or _____	= \$ _____
width height			

Top & Bottom Pole Pocket Top Only Pole Pocket Include Pole(s)

*Standard pole pocket size - 4"

**SEE ARTWORK
 SUBMISSION GUIDELINES
 DETAILED ON THE
 FOLLOWING PAGE.**

Subtotal	\$ _____
Sales Tax 8.5%	\$ _____
Total Services	\$ _____



Artwork Submission Guidelines

Curtin provides the highest quality print production available. To ensure your enlarged graphic images meet your expectations of clarity, it is important to follow these guidelines when creating artwork:

- **Vector format (ai or vector eps)** with a final image resolution of 150 dpi at 100% scale which translates to a printed output of 600 dpi. Vector files can be formatted to any size without losing image quality.
- This is not the case with bitmap images files such as JPEG, GIF, TIFF, etc.
- **Logos** clipped from websites are not at the optimal dpi and should not be embedded in final artwork.
- **PMS color numbers** for color print matching. If you have samples of hard copy printouts or brochures, please provide these to assist with color matching.
- **Fonts** should be converted to outlines or paths prior to uploading the file. A listing of the fonts is also recommended.

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files. Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats:

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

Checklist:

- SET DOCUMENT MODE TO CMYK
- USE APPROPRIATE DIMENSIONS AND SCALE
- SET APPROPRIATE BLEEDS ON ALL SIDES
- LEAVE 1" PERIMETER ON ALL SIDES FREE OF GRAPHICS AND TEXT.
- CHECK IMAGE RESOLUTION
- CONVERT FONTS TO OUTLINES
- EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- INCLUDE PDF PROOF

Submitting Artwork:

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

Questions

Questions regarding artwork may be emailed to: info@curtinconvention.com

Please include, in all inquiries:

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



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

Notification Of Intent To Use Exhibitor-Appointed Contractor

IMPORTANT INFORMATION

Exhibitor-appointed contractors cannot perform any of the following services:

- Furniture placement
- Electrical, Plumbing Telephone installation
- Handling of freight
- Rigging
- Booth cleaning

All EACs must comply with Union Regulations and hire Union personnel from the appointed Union with jurisdiction over the exhibit area.

It is the responsibility of the exhibiting company to see that each representative of the exhibitor-appointed contractors abides by the official rules and regulations of this event.

A Certificate of Insurance must be provided to Curtin by your EAC showing general liability coverage and worker's compensation insurance, with coverage of \$1,000,000 valid in the city where the show will be held. Curtin Convention & Exposition Services, Inc. must receive these certificates with this form or your EAC will not be allowed on the show floor.

All requirements are strictly enforced.

If your company plans to use an Exhibitor-Appointed Contractor (EAC), which is an installation and dismantle company other than Curtin Convention & Exposition Services, Inc. to erect and/or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than 09/20/23. Failure to do so will result in the inability of this EAC to erect and/or dismantle your exhibit.

Please return to: **Exhibitor Services**
Curtin Convention & Exposition Services, Inc.
info@curtinconvention.com

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth #:
Exhibitor Contact (printed):	
Signature:	Phone #:

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone:	24-hour Emergency Phone:
Type of Service to be Performed:	
Estimated # of Workers:	Estimated Arrival Date: