

# SHOW INFORMATION



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



### Official Service Contractor

National Convention Services  
145 West 30th St, 2FI  
New York, NY 10001

Phone

212-947-8255

Fax

212-947-8006

### Exhibit Hall Carpet

Gray booth carpet will be provided for all exhibit spaces over 20' x 20'. Aisles will be carpeted in roadway carpet.

### Booth Package

Gray Booth Carpet with Visqueen Plastic Covering 10' in from aisles.

## IMPORTANT DATES

<b>Monday</b>	<b>Dec 16</b>	Discount deadline for orders received with payment
<b>Monday</b>	<b>Dec 23</b>	Advance shipments may begin to arrive at warehouse
<b>Monday</b>	<b>Jan 6</b>	Last day for Advance Shipments to arrive at warehouse without surcharges
<b>Tuesday</b>	<b>Jan 14</b>	Direct to show shipments may arrive at show site. Please refer to target schedule
<b>Wednesday</b>	<b>Jan 15</b>	Direct to show shipments for spaces in Coliseum may arrive at show site

## SHOW SCHEDULE

**Note: Please refer to exhibitor manual for target schedule of move-in & move-out information.**

<b>Monday</b>	<b>Jan 13</b>	<b>Installation</b>	Reserved for carpet installation
<b>Tuesday</b>	<b>Jan 14</b>	<b>Installation</b>	Please refer to target schedule
<b>Wednesday</b>	<b>Jan 15</b>	<b>Installation</b>	Please refer to target schedule
<b>Thursday</b>	<b>Jan 16</b>	<b>Installation</b>	Please refer to target schedule

<b>Friday</b>	<b>Jan 17</b>	<b>Show Hours</b>	10:00 AM - 9:00 PM
<b>Saturday</b>	<b>Jan 18</b>		10:00 AM - 9:00 PM
<b>Sunday</b>	<b>Jan 19</b>		10:00 AM - 5:00 PM

<b>Sunday</b>	<b>Jan 19</b>	<b>Dismantle</b>	5:00 PM - 10:00 PM
<b>Monday</b>	<b>Jan 20</b>		8:00 AM - 5:00 PM

- We will begin returning empty containers at the close of the show
- All carriers must check-in no later than Monday, Jan 20 by 10:00 AM
- All exhibitors must clear the floor by Monday, Jan 20 by 5:00 PM

## ADVANCE WAREHOUSE

### **Exhibiting Company Name / Booth #**

West Virginia International Auto Show

### **C/O National Convention Services**

YRC

2201 6th Avenue

Charleston, WV 25312

### **Shipments should arrive between:**

**December 23, 2019 - January 06, 2020**

## DIRECT SHIPMENT

### **Exhibiting Company Name / Booth #**

West Virginia International Auto Show

### **C/O National Convention Services**

Charleston Coliseum & Convention Center

200 Civic Center Drive

Charleston, WV 25301

### **Shipments will be accepted beginning:**

**Tuesday, January 14, 2020**

Please refer to target schedule

## CONTACTS

### NCS Service Center

NCS is here to take care of your on-site needs, including furniture and material handling. If you have any questions, please contact:

**Brad Ahmic** E: bahmic@ncsevents.com

**Mahmuda Hamid** E: mhamid@ncsevents.com

145 West 30th Street, New York, NY 10001  
T: 212-947-8255 F: 212-947-8006 WWW.ncsevents.com

# PAYMENT & CREDIT CARD AUTHORIZATION



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COMPANY	BOOTH NUMBER	E-MAIL	PHONE #
ADDRESS		CITY/STATE	ZIP
AUTHORIZED CONTACT SIGNATURE		DATE	
X			

## Payment Policy

**Payment for Services** - NCS requires payment in **full or a 50% deposit** at the time services are ordered. Further, NCS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

**Discount Prices** - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

**Method of Payment** - National Convention Services accepts MasterCard, Visa, American Express, Check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank.

Exhibitors will be charged a \$25.00 fee for returned NSF checks.

**Third Party Billing** - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. NCS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request Form.

**Tax Exempt** - If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the NCS office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

**Adjustments and Cancellations** - No adjustment to invoices will be made after close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50%-100% of the total order, based upon the status of move-in, work performed and/or NCS set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order.

\* If you wish to purchase coverage for excess declared value, please see Material Handling Form.

### Bank wire transfer information:

#### National Convention Services

c/o Valley Bank  
 295 5th Ave  
 New York, NY 10016  
 Account #000042116597 ABA/Routing Number: 021201383  
 Telephone # (212) 481-6109

**To properly credit your account**, send the following information to the NCS address listed on the order forms:  
*exhibiting company name, show name, and booth number*  
*date and amount of transfer*  
*bank and country where transfer originated*

If you have any question regarding our payment policy, please call NCS at 212-947-8255 or visit the NCS service center at the show.

**Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, **for your convenience**, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

In placing this order, I agree that I have accepted NCS Payment Policy and NCS Terms & Conditions of Contract



X  
 Authorized Signature (Required)

Authorized Name - Please Print Date

## METHOD OF PAYMENT

☐ CHECK ☐ CREDIT/DEBIT CARD ☐ BANK TRANSFER

Please make check payable to:  
 National Convention Services

## CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

\*Please note that all credit card transactions will be charged a 4% credit card fee

ACCOUNT NUMBER: EXP DATE: CVV:

CARDHOLDER NAME (PLEASE PRINT):

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

AUTHORIZED SIGNATURE:

## CALCULATION OF ORDERS

Furniture & Accessories	\$
Labor	\$
Material Handling	\$
Hanging Sign & Truss	\$
Carpet	\$
Other NCS Services (Specify)	\$
Other NCS Services (Specify)	\$
<b>Full Payment in U.S. Funds drawn on a U.S. Bank</b>	
National Convention Services, LLC Federal ID #	
Charge my credit card in the amount of:	\$
Enclosed is a check in the amount of:	\$

Check No  Dated

# OFFICIAL CONTRACTORS INFORMATION



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### OFFICIAL SERVICE CONTRACTORS

*Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:*

- \* Insure the orderly and efficient installation and removal of the overall exposition.
- \* Assure the distribution of labor to all Exhibitors according to need.
- \* Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- \* See that the proper type and limits of insurance are in force.
- \* Avoid any conflict with local union and/or exhibit regulations and requirements.

*The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:*

- a. Supervision may be provided by the Exhibitor
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

**In both instances, NCS shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.**

### EXHIBITOR APPOINTED CONTRACTORS

*Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:*

- 1 The exhibitor must notify Show Management in writing and NCS Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- 2 The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more.
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence
  - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. **NCS and Show Management must be named as additional insured's.**  
Any exhibitor who had identified an exhibitor appointed contractor, "EAC" must insure that the EAC has current Certificate of Insurance on file with NCS or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform work.
- 3 The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, National Convention Services.
- 4 For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
- 5 The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
  - b. Must have all business licenses, permits and Worker's Compensation insurance required by State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificate of Insurance shall name both NCS Services and Show Management as additional insured's. See attached examples:
  - c. Will share with NCS Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - d. Must furnish Show Management and NCS Services with the names of all on-site employees who will be working on the exposition floor and see that they wear at all times necessary identification badges as determine by Show Management.
  - e. Shall be prepared to show evidence that it had a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine operations to the exhibit area of its clients. No service desks, storage area, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
  - g. Shall provide, if requested, evidence to NCS Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractors must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
  - h. Must coordinate all its activities with NCS Services.
  - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can results in a delay or termination of your right to continue if the conditions cannot be corrected.
- 6 All information must be received in the NCS Service office no later than 10 days prior to the show.

145 West 30th Street, New York, NY 10001

T: 212-947-8255 F: 212-947-8006 [WWW.ncsevents.com](http://WWW.ncsevents.com)

# EXHIBITOR APPOINTED CONTRACTOR



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COMPANY	BOOTH NUMBER	E-MAIL
ADDRESS	CITY/STATE	ZIP
AUTHORIZED CONTACT SIGNATURE	DATE	
X		

A Non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor kit as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contract attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

**Due to the necessity of coordinating all activities during the move-in and for security purpose, exhibitors who choose to use these contractors, must complete this form, comply with all rules and regulations (listed below) and supply National Convention Services with all necessary information by the deadline date indicated above.**

Contract/Display House: _____	
Street Address: _____	
City, State, Zip: _____	
Phone: _____	Fax: _____
Contact: _____	
Description of Proposed for Exhibitor: _____	

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non- Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositing Managers.

### Rules & Regulations

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to the Official that it possess applicable and current contracts.
3. The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
5. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
6. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the Billing arrangement set up with NCS. ( based upon EAC not number of booths)
7. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company
8. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space to the exhibitor who has given the valid order for services.
9. Solicitation on the exhibit floor is prohibited. Any EAC or non-official Contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or NCS management
10. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibitor floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be

ordered through the Complimentary allotment of registration forms sent to each exhibiting company.

**For Insurance and Safety reasons, the official contractor designated in this service kit must be used for services such as:**

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

### Tips to Exhibitor Appointed Contractors (EACs)

1. Order services require from NCS and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If NCS is required to rearrange any material situated in a clearly identified "No Freight Aisle" you or your client depending upon your billing arrangements with NCS will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

# THIRD PARTY BILLING REQUEST



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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

PHONE #

You may arrange for a third party to handle your display and be billed for services. NCS will agree to this arrangement if the third party has a satisfactory payment record with us. Both **Firms** must complete this form, including **Third Party Credit Card Charge Authorization below. Return form by the deadline date. NCS reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.** It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. NCS Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

## EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

FAX:

CONTACTS EMAIL:

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

## SERVICES TO BE COVERED BY THIRD PARTY

☐ All Services

☐ Booth Furnishings

☐ Booth Cleaning

☐ I&D Labor/Supervision

☐ Electrical

☐ Audio Visual

☐ Material Handling/ In & Out

☐ Carpet

☐ Other (Please Specify) \_\_\_\_\_

## THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

THIRD PARTY COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

FAX:

CONTACTS EMAIL:

EMAIL FOR INVOICE:

## THIRD PARTY CREDIT CARD INFORMATION

☐ MASTERCARD

☐ VISA

☐ AMERICAN EXPRESS

**\*Please note that all credit card transactions will be charged a 4.25% credit card fee**

ACCOUNT NUMBER:

EXP DATE:

CVV:

CARDHOLDER NAME (PLEASE PRINT):

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

AUTHORIZED SIGNATURE:

# SAFETY FIRST



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### Safety is very important for everyone working in the exhibit hall - especially you!

NCS is committed to safety through our company and in the work that we do.

We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a NCS supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

### Exhibitor loss prevention guidelines at show site

- 1 Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- 2 Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask NCS personnel for assistance.
- 3 Forklifts and carts are to be used by authorized NCS personnel only. Please do not operate this equipment. Ask for help.
- 4 Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- 5 Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- 6 Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a NCS supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- 7 Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- 8 If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- 9 Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- 10 Keep aisles free and clear of any and all debris.
- 11 Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- 12 Notify a NCS representative of any safety issues or concerns.

145 West 30th Street, New York, NY 10001

T: 212-947-8255 F: 212-947-8006 [WWW.ncsevents.com](http://WWW.ncsevents.com)

# SHOW SITE WORK RULES



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### UNION INFORMATION

To assist you in planning your participation in the upcoming show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

### EXHIBIT INSTALLATION AND DISMANTLING

Carpenters are responsible for laying carpet; install and dismantle exhibit booths; install and dismantle drape; erect contractor stages; uncrate equipment; skirt tables.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are not allowed for exhibitor use. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or NCS.

Electricians are responsible for installing electric power.

Plumbers are responsible for providing plumbing, compressed air, water and drains.

Laborers are responsible for loading, unloading and delivering contractor equipment; load, deliver and check freight with Teamsters; install and dismantle pipe; pick up carpet, remove empty crates, operate forklifts.

Riggers are responsible for work performed by the use of forklift trucks on rigging work; when a mobile crane is used; **or the movement of machinery.**

Teamsters are responsible for load, unload, delivery and check freight with Laborers; operate forklifts.

### MATERIAL HANDLING

The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. NCS will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Teamsters under the direction of NCS. Rates for material handling services are enclosed in this exhibitor service manual. NCS shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of NCS and Show Management.

### SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. NCS cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

### TIPPING

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by an employee (union or nonunion). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

# TERMS & CONDITIONS OF CONTRACT



**West Virginia International Auto Show**  
Charleston Coliseum & Convention Center  
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**NCS TERMS AND CONDITIONS ARE SUBJECT TO CHANGE  
AT NCS' SOLE DISCRETION WITHOUT NOTICE  
TO ANY PARTIES**

**1. DEFINITIONS.** For purposes of this contract, "National Convention Services" ("NCS") means National Convention Services. ("NCS") and their employees, officers, directors, agents, assigns, affiliated companies, and related entities including but not limited to any subcontractors NCS may appoint. The term "EXHIBITOR" means the EXHIBITOR, its employees, agents, representatives, and any EXHIBITOR Appointed Contractors. Further, the EXHIBITOR is in fact the "shipper" for all purposes and circumstances, notwithstanding anything contained herein to the contrary. All dollar amounts are in U.S. dollars.

**2. PACKAGING AND CRATES.** NCS shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, canceled damage, carpets in bags or poly, or materials improperly packed. In addition, NCS shall not be responsible for crates and packaging which are unsuitable for handling, or for condition, or have prior damage. Crates and packaging should be of a design to adequately protect for handling by forklift and similar means.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. NCS assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without NCS Labels; or Improper information on empty labels. NCS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

**4. INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his representative, and during such time the materials will be left unattended. NCS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. NCS highly recommends the securing of security services from facility or Show Management.

**5. OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. NCS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. NCS highly recommends the securing of security services from facility or show management. All Materials Handling Agreements submitted to NCS by EXHIBITOR will be checked at the time of pick up from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pick up.

**6. NCS RESPONSIBILITY.** NCS shall be responsible only for those services which it directly provides. NCS assumes no responsibility for any person's parties, or other contracting firms not under NCS's direct supervision and control. NCS shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond NCS's reasonable control, nor for ordinary wear & tear in the handling of materials.

**7. INSURANCE.** It is understood that NCS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide NCS with a release of subrogation to the extent of any insurance settlement received.

**8. DECLARED VALUE.** Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the EXHIBITOR'S declared value for carriage by the actual weight of the shipment.

**(a) GROUND SHIPMENTS.** No declared value is available for ground shipments. If the EXHIBITOR'S declared value for carriage by the actual weight of the shipment.

**(b) DOMESTIC & INTERNATIONAL AIR SHIPMENTS.** When the EXHIBITOR declares the value that \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is greater, an additional charge of \$0.85 (USD) for each \$100.00 (USD) of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 (USD) per shipment, will be assessed on the value shown on the front of this form.

**(c) Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD).**

1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.
2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.
3. Personal effects, including without limitation papers and documents.

**(d) Liability for damage to shipments containing glass shall be limited to \$50.00 (USD). Shipments with a declared value exceeding \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation, windshields, plate glass, ceramics, chinaware and light bulbs.**

**(e) Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.**

**9. CLAIM(S) FOR LOSS.** Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine(9) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against NCS more than two(2) years and one day from the day when written notice is given by NCS to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent with out written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and NCS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to NCS for its services, as an offset against the amount of any alleged loss or damage.

**b. MAXIMUM RECOVERY.** If found liable for any loss, NCS sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less, unless shipper makes a declaration of value in the space designated on the front of this form and pays the appropriate valuation charge. When a declaration is made liability shall in no event exceed the declared value of the shipment. DECLARED VALUE AMOUNTS AS SHOWN ON THE FRONT OF THIS FORM APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT OT ANY OTHER SERVICES PROVIDED NCS INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.

**C. BREACH OF CONTRACT AND /OR NEGLIGENCE ONLY.** NCS's liability shall be limited to any loss or damage which results solely from NCS's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR's shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall NCS be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of the provisions of this agreement regardless of the form of action, where in contract or in tort, including strict liability and negligence, even if NCS has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

**10. JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUCTED UNDER THE LAWS OF THE STATE OF NEW YORK WITH OUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN MANHATTAN COUNTY, NEW YORK

**11. DISPUTE RESOLUTION WAIVER OF A JURY TRIAL.** Parties agree to waive the right to a Jury trial and agree to utilize an independent arbitrator in the county of Manhattan, New York.

**12. INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend NCS, its employees, directors, officers, and agents from and any and all demands, claims, causes of action, fines, penalties, damages (including consequential), Liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation cost) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any EXHIBITOR Appointed Contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees, and/or any EXHIBITOR Appointed Contractor (EAC) at the show or exposition to which this contract relates.
- EXHIBITOR's violation of federal, state, county, or local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- EXHIBITOR's Inclusion of illegal substances, hazardous materials or waste in any shipments placed with NCS and for the violation of the representations and warranties made regarding hazardous material made on the front of this Agreement.

**13. MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration to NCS for material handling and transportation services, waives and releases all claims against NCS, its employees, agents, officers, and directors, with respect to all matters for which NCS has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to bound by its terms, and further agree that it is the complete and exclusive agreement between the parties. The invalidity or enforcement of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

# MATERIAL HANDLING INFORMATION



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



Material Handling is the unloading of your exhibit material, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the events.

### Benefits of Advance Shipping to the NCS Warehouse

- \* Storage of materials for up to 30 days prior to your show.
- \* Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- \* Some convention centers and hotels do not have facilities for receiving or storing freight.
- \* Saves valuable set-up time.

### How to ship in Advance to the NCS Warehouse

- \* Remove all old shipping and empty storage labels.
- \* Fill out and attach enclosed Advance Shipping labels.
- \* Complete the enclosed Material Handling Order Form.
- \* Remember to confirm receipt of your shipment prior to leaving for the show.
- \* All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- \* Certified weight tickets must accompany all shipments.
- \* Take the time to ensure that your display and products are packed neatly and securely.
- \* Do not ship uncrated materials to warehouse.

### How to Ship to Exhibit Site

- \* Consign all shipments c/o NCS Exposition Services
- \* Remove all old shipping and empty storage labels.
- \* Fill out and attach enclosed Direct Shipping labels.
- \* Complete the enclosed Material Handling Information Sheet.
- \* All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise
- \* Certified weight tickets must accompany all shipments.
- \* Take the time to ensure that your display and products are packed neatly and securely.
- \* If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

### Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

### Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

### Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order form for details. Please prepay all shipping charges-NCS cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise NCS will invoice the entire load at the Uncrated rate.

- \* **Crated** - Material that is skidded, or is 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.

- \* **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- \* **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material handling Order Form for details.
- \* **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

### Storing Empty Containers

Properly labeled empty cartons will be picked up, stored, and returned after the show. Labels are available at the **NCS Service center** or from your NCS Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked empty. plan for the return shipment.

### Outgoing Shipments

An OMHF (Outbound Material handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **NCS Service center**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

### Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

### Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. NCS has published NCS Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

### NCS Limits of Liability & Excess Declared Value

- \* **Liability** - NCS is liable for loss or damage to your goods only if loss or damage was caused by NCS negligence.
- \* **Measure of Damage** - if NCS was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
  - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
  - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
  - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value** (Maximum allowed declared value \$100,000)
- \* **Cost** - Excess declared value available from NCS for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charges per request)
- \* **Not Insurance** - Excess declared value is not insurance. NCS does not offer or sell insurance. NCS is not liable and will not owe for loss or damages to your goods if the damage or loss was not caused by NCS negligence.

# MATERIAL HANDLING ORDER FORM



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

X

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers with inbound shipments must check in at the NCS warehouse or exhibit site by 2 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday-Friday, 8:00am - 4:30pm; Closed 12:00pm - 12:30pm & Holidays.

**SPECIAL HANDLING** Materials delivered by a carrier in such a manner that requires additional handling, such as crates that are stacked, oversized, mixed loads, no documentation and shipments requiring additional time and labor will incur **additional charges**. This includes deliveries from FedEx, UPS, DHL, etc...

### ADVANCE SHIPMENTS TO NCS WAREHOUSE: (200 lb. minimum per shipment)

**WEIGHT WILL BE ROUNDED OFF TO THE NEXT 100 LBS**

**Rates include:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

<b>Crated Materials</b>	<b>\$ 91.25 /cwt</b>	<b>200 lbs min</b>
<b>Special Handling Shipment</b>	<b>\$ 109.50 /cwt</b>	<b>200 lbs min</b>
<b>Small Package</b>	<b>\$ 45.00 /package</b>	<b>30 lbs max</b>

### DIRECT SHIPMENTS TO EXHIBIT SITE: (200 lb. minimum per shipment)

**WEIGHT WILL BE ROUNDED OFF TO THE NEXT 100 LBS**

**Rates include:** unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice. The rates for this service are:

<b>Crated Materials</b>	<b>\$ 55.00 /cwt</b>	<b>200 lbs min</b>
<b>Special Handling Shipment</b>	<b>\$ 68.75 /cwt</b>	<b>200 lbs min</b>
<b>Small Package</b>	<b>\$ 45.00 /package</b>	<b>30 lbs max</b>

*Above rates reflect charges for shipments handled within published or targeted to move-in and move-out dates and times.*

#### EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$ \_\_\_\_\_. Excess declared value available from NCS, up to \$100,000.00.

Excess declared value is not available for items listed on Terms & Conditions of Contract form.

☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

#### CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____ via: _____	Total Pieces: _____
Total Weight (200 lbs minimum per shipment) _____ ÷ 100 = _____ x Rate: _____	= \$ _____
Small package will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____ via: _____	Total Pieces: _____ = \$ _____

I agree in placing this order that I have accepted NCS Payment Policy and NCS Terms & Conditions of Contract.

Authorized Signature: \_\_\_\_\_

1. Total Estimated Charges	\$ _____
2. 30% Off Target Surcharge	\$ _____
3. Excess Declared Value	\$ _____
3. 7% Sales Tax	\$ _____
5. Payment Enclosed	\$ _____

X	
Authorized Name (Please Print)	Date

#### ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

<b>Advance</b>	<b>January 6</b>	Last day for crated shipments to arrive at advance warehouse without surcharge. <b>A 30% per cwt late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.</b>
<b>Direct</b>	<b>January 14</b>	First Day for shipments to arrive at the exhibit site <b>A 30% per cwt late arrival surcharge based on the above rates will apply to each shipment received at the exhibit site outside of your target delivery window.</b>

145 West 30th Street, New York, NY 10001  
T: 212-947-8255 F: 212-947-8006 WWW.ncsevents.com

# SKIDDED LITERATURE ORDER FORM



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT	DATE
X		

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers with inbound shipments must check in at the NCS warehouse or exhibit site by 2 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday-Friday, 8:00am - 4:30pm; Closed 12:00pm - 12:30pm & Holidays.

### ADVANCE SHIPMENTS TO NCS WAREHOUSE:

**Rates include:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Literature **\$100.00** Per Skid

### DIRECT SHIPMENTS TO EXHIBIT SITE:

**Rates include:** unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice. The rates for this service are:

Literature **\$100.00** Per Skid

<p><i>Above rates reflect charges for shipments handled within published or targeted to move-in and move-out dates and times.</i></p>	<b>EXCESS DECLARED VALUE OPTION:</b>	
	Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.	
	Note 2: Declared value \$ _____ Excess declared value available from NCS, up to \$100,000.00.	
	Excess declared value is not available for items listed on Terms & Conditions of Contract form.	
<input type="checkbox"/> Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).		

### CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Our shipment will be sent to	<input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total Skids:
			x Rate: = \$

I agree in placing this order that I have accepted NCS Payment Policy and NCS Terms & Conditions of Contract.

Authorized Signature:

1. Total Estimated Charges	\$
2. 30% Off Target Surcharge	\$
3. Excess Declared Value	\$
3. 7% Sales Tax	\$
5. Payment Enclosed	\$

X
Authorized Name (Please Print) _____ Date _____

### ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

<b>Advance</b>	<b>January 6</b>	Last day for crated shipments to arrive at advance warehouse without surcharge. <b>A 30% per skid late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.</b>
<b>Direct</b>	<b>January 14</b>	First Day for shipments to arrive at the exhibit site <b>A 30% per skid late arrival surcharge based on the above rates will apply to each shipment received at the exhibit site after this date.</b>



SHIP TO: YRC  
C/O National Convention Services  
2201 6th Avenue  
Charleston, WV 25312

EVENT: 2020 West Virginia International Auto Show

## ADVANCED WAREHOUSE

EXHIBITOR: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH #: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

ONSITE CONTACT #: \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

December 23, 2019 Through January 06, 2020



SHIP TO: YRC  
C/O National Convention Services  
2201 6th Avenue  
Charleston, WV 25312

EVENT: 2020 West Virginia International Auto Show

## ADVANCED WAREHOUSE

EXHIBITOR: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH #: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

ONSITE CONTACT #: \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

December 23, 2019 Through January 06, 2020

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY  
SURCHARGE APPLIES TO SHIPMENTS RECEIVED AFTER JANURAY 06, 2020

145 West 30th Street, New York, NY 10001  
T: 212-947-8255 F:212-947-8006 [WWW.ncsevents.com](http://WWW.ncsevents.com)



SHIP TO: YRC  
C/O National Convention Services  
2201 6th Avenue  
Charleston, WV 25312

EVENT: 2020 West Virginia International Auto Show

## ADVANCED WAREHOUSE HANGING SIGN

EXHIBITOR: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH #: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

ONSITE CONTACT #: \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

December 23, 2019 Through January 06, 2020



SHIP TO: YRC  
C/O National Convention Services  
2201 6th Avenue  
Charleston, WV 25312

EVENT: 2020 West Virginia International Auto Show

## ADVANCED WAREHOUSE HANGING SIGN

EXHIBITOR: \_\_\_\_\_  
EXHIBITOR NAME

BOOTH #: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

ONSITE CONTACT #: \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

December 23, 2019 Through January 06, 2020

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY  
SURCHARGE APPLIES TO SHIPMENTS RECEIVED AFTER JANURAY 06, 2020



**SHIP TO:** Charleston Coliseum & Convention Center  
C/O National Convention Services  
200 Civic Center Drive  
Charleston, WV 25301

**EVENT:** 2020 West Virginia International Auto Show

## SHOW SITE DELIVERY

**EXHIBITOR:** \_\_\_\_\_  
EXHIBITOR NAME

**BOOTH #:** \_\_\_\_\_

**ONSITE CONTACT:** \_\_\_\_\_

**ONSITE CONTACT #:** \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**SHIPMENT SHOULD ARRIVE ON:**

Tuesday, January 14, 2020  
Please refer to target schedule



**SHIP TO:** Charleston Coliseum & Convention Center  
C/O National Convention Services  
200 Civic Center Drive  
Charleston, WV 25301

**EVENT:** 2020 West Virginia International Auto Show

## SHOW SITE DELIVERY

**EXHIBITOR:** \_\_\_\_\_  
EXHIBITOR NAME

**BOOTH #:** \_\_\_\_\_

**ONSITE CONTACT:** \_\_\_\_\_

**ONSITE CONTACT #:** \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**SHIPMENT SHOULD ARRIVE ON:**

Tuesday, January 14, 2020  
Please refer to target schedule

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY  
SURCHARGE APPLIES TO SHIPMENTS RECEIVED AFTER JANURAY 15, 2020

# LOGISTICS SHIPPING ORDER FORM



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT	DATE
X		

### PICK UP INFORMATION

Date	Shipping/Receiving Hours (4hour window required)			
Address	City	State	Zip	Country
Pickup Contact	Phone Number		Fax Number	
Special Instructions (Additional Charges may apply)			Weekend	

### DELIVERY INFORMATION

Date	Receiving Hours			
Destination	Exhibitor Name			
Show Name	Booth #			
Address	City	State	Zip	Country
Show Contractor	Contact		Phone Number	

### METHOD OF SHIPMENT

<b>Ground:</b> <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipments) Shipments 0-100 Lbs.*      Shipments 101 lbs. and up* *Subject to applicable surcharges	<b>Air:</b> <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred *Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.	Special Instructions (Additional charges may apply)
--	--	--

### CREDIT CARD CHARGE AUTHORIZATION (ALL INFORMATION MUST BE PROVIDED)

Credit Card Number	Expiration Date	CVV Code
Cardholder's Name	Cardholder's Signature	
Cardholder's Billing Address	City	State      Zip      Country
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card		

### WEIGHT & DIMENSIONS (FINAL RATE SUBJECT TO CORRECT WEIGHT & DIMENSIONS)

Mark "x" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		Lx	Wx	H				Lx	Wx	H	
		Lx	Wx	H				Lx	Wx	H	
		Lx	Wx	H				Lx	Wx	H	
		Lx	Wx	H				Lx	Wx	H	
		Lx	Wx	H				Lx	Wx	H	

Total pieces:	Total Weight:	Hazardous Materials Contact Number ( )
<b>Note 1:</b> STOP! You must read Terms & Conditions of Contract before going any further... I have read the Terms & Conditions form and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the Terms & Conditions of Contract form.		I agree in placing this order that I have accepted NCS Payment Policy and NCS Terms & Conditions of Contract. Authorized Signature - Please Sign
<b>Note 2:</b> Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.		
<b>Note 3:</b> Declared value \$ _____ Excess declared value available from NCS, up to \$100,000.00.		X Authorized Name-Please Print      Date

Excess declared value is not available for items listed on the Terms & Conditions of Contract form.  
☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).  
 RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between NCS and shipper, if applicable, otherwise to the rates, classifications and rules that have been established NCS and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

# FREIGHT SERVICE QUESTIONNAIRE



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY NAME

EMAIL ADDRESS

BOOTH NAME

### ALL EXHIBITORS MUST RETURN THIS FORM

#### 1. Estimated total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

#### 2. Indicate total number of trucks in each

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

#### 3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. If using a Customs Broker, please print name:

\_\_\_\_\_  
Their Phone # \_\_\_\_\_

#### 5. Print the name of person in charge of your move-in:

\_\_\_\_\_  
Their Phone # \_\_\_\_\_

#### 6. What is the minimum number of days to set your display?

\_\_\_\_\_

#### 7. What is the weight of the single heaviest piece that must be lifted?

\_\_\_\_\_ lbs.

#### 8. What is the total weight of your exhibit or equipment being shipped?

\_\_\_\_\_ lbs.

#### 9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by NCS

#### DIRECT SHIPMENTS ONLY:

##### 1. What date and time are you scheduling your shipment(s) to arrive on-site?

\_\_\_\_\_  
\_\_\_\_\_

# OPERATION OF ALL MECHANICAL LIFTS



**West Virginia International Auto Show**

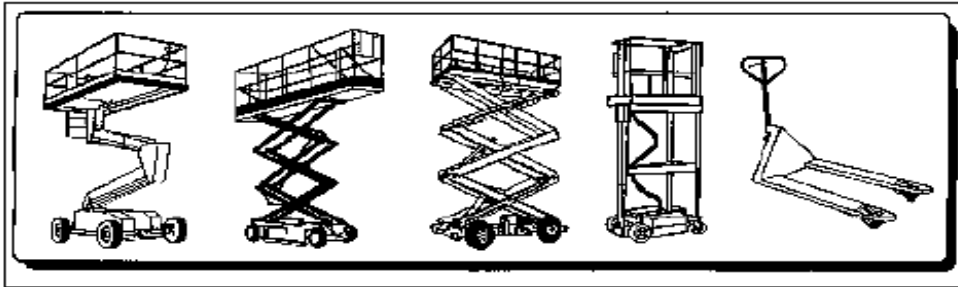
Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



## ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

**ALL LIFTS AND MANPOWER MUST BE  
PROVIDED BY  
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation

# STRUCTURAL INTEGRITY STATEMENT



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT-PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

X

## STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED

FOR ALL SUSPENDED STRUCTURES

\_\_\_\_\_, the contracted exhibitor at the **West Virginia International Auto Show** and (if applicable), the display house or builder for the aforementioned, exhibitor do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless **Moter Trend, Charleston Coliseum & Convention Center, NCS**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder: \_\_\_\_\_

(If applicable)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# INSTALLATION & DISMANTLING ORDER FORM



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY EMAIL ADDRESS BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT-PLEASE PRINT DATE

X

### PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.

### TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

Starting time can be guaranteed only when labor is required for the start of the working day at 8 AM. All exhibiting labor for 8 AM starting time will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No- Show" charge per worker will apply.

**Note: Please schedule your labor for two hours after your target schedule for proper scheduling of labor.**

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY NCS. NCS requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

### LABOR RATES AS FOLLOWS:

Straight Time Monday through Friday 8:00 AM to 4:30 PM **\$77.00 per hour**  
Overtime All other times Monday through Friday, and all day on Saturdays & Sundays **\$109.00 per hour**

### PLEASE INDICATE SERVICE

### PLACE ORDER HERE

#### ☐ NCS SUPERVISED (OK TO PROCEED)

#### Please complete "Key Information"

NCS will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all NCS policies, including terms and conditions of contract, including but not limited to sub-paragraph VI, Labor.

A 30% (\$50.00 minimum) surcharge will be added to the total installation/dismantle labor bill for this professional supervision.

#### ☐ EXHIBITOR SUPERVISED ( DO NOT PROCEED)

Indicate workers needed for installation and dismantling.

NCS will not be responsible for any loss or damage arising from

the installation, unpacking, dismantlement or packing of exhibitor property

SCHEDULE DATE(S)	TOTAL # OF WORKERS	SCHEDULE START TIME	SCHEDULE End TIME	TOTAL # OF HOURS	LABOR RATE	TOTAL
		AM	AM			
		PM	PM			
		AM	AM			
		PM	PM			
		AM	AM			
		PM	PM			

I agree in placing this order that I have accepted NCS Payment Policy and NCS Terms & Conditions of Contract.

Authorized Signature - Please Sign: \_\_\_\_\_

1. Total Labor Ordered \_\_\_\_\_

2. 30% / \$50.00 NCS Supervision \_\_\_\_\_

3. 7% Sales Tax \_\_\_\_\_

4. Payment Enclosed \_\_\_\_\_

X

Authorized Name -Please Print \_\_\_\_\_ Date \_\_\_\_\_

# IN-BOOTH FORKLIFT & LABOR ORDER FORM



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

### PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED

#### TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- \* In-Booth Forklift and Labor may be required to assemble displays or when uncrating, un-skidding, positioning, and re-skidding equipment and machinery.
- \* A forklift is required for moving equipment and materials weighing 200 pounds or more.
- \* If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Starting times can be guaranteed only when labor is requested for 8AM. All exhibit labor for 8AM starting time will be dispatched to booth space. Confirm labor and forklifts by 2:30PM the day before the date requested.

Please have a representative pick up the crew at the labor desk and supervise the work to be done.

Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order.

Equipment and labor cancelled without 24-hour notice will be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by NCS. All rates are subject to change if necessitated by increased labor and material costs.

### IN-BOOTH FORKLIFT AND LABOR RATES AS FOLLOWS:

HOURLY RATES	TIMES	Forklift*(5000lb) with Operator	Extra Laborer(s)
Straight Time	Between 8:00AM and 4:30PM Weekdays	\$ 168.00 per hour	\$ 77.00 per hour
Overtime	All other times Monday through Friday and all day on Saturdays and Sundays	\$ 201.00 per hour	\$ 109.00 per hour

HOURLY RATES	TIMES	Forklift*(8000lb) with Operator	Extra Laborer(s)
Straight Time	Between 8:00AM and 4:30PM Weekdays	\$ 187.00 per hour	\$ 77.00 per hour
Overtime	All other times Monday through Friday and all day on Saturdays and Sundays	\$ 241.00 per hour	\$ 109.00 per hour

PLEASE INDICATE SERVICE

PLACE ORDER HERE

- ☐ NCS is responsible for the following:
- ☐ Uncrating    ☐ Unskidding    ☐ Positioning  
☐ Leveling    ☐ Dismantling    ☐ Recarting  
☐ Reskidding

SCHEDULE DATE(S)	TOTAL # OF FORKLIFTS	SCHEDULED START TIME	SCHEDULED END TIME	TOTAL # OF HOURS	LABOR RATE	TOTAL	
		AM	AM			\$	
		PM	PM			\$	
		AM	AM			\$	
		PM	PM			\$	
I agree in placing this order that I have accepted NCS Payment Policy and NCS Terms & Conditions of Contract						1. Total Labor Ordered	\$
Authorized Signature - Please Sign						2. Payment Enclosed	\$
						3. 7% Sales Tax	\$
						X	
Authorized Name - Please Print						Date	

# RIGGING EQUIPMENT AND LABOR



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Wednesday, December 11, 2019



COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

**Straight Time:** 8:00AM to 4:30PM Monday through Friday  
**Over Time:** 4:30PM to 8:00AM Monday through Friday; All day Saturday and Sunday  
**Double Time:** All Day Recognized Holidays

Start time guaranteed only at start of working day

One hour minimum - labor thereafter is charged in half (1/2) hour increments

Supervisor must check in at Service Desk to pickup labor

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

**If you require a forklift, a crew will be assigned consisting of a forklift with an operator and two ground men.**

Part #	Description	Price Per Hour	Minimum Charge
<b>FORKLIFT LABOR</b>			
304050	Forklift w/ operator - up to 5,000 lbs - ST	\$168.00	\$168.00
304051	Forklift w/ operator - up to 5,000 lbs - OT	\$201.00	\$201.00
3040100	Forklift w/ operator - up to 8,000 lbs - ST	\$187.00	\$187.00
3040101	Forklift w/ operator - up to 8,000 lbs - OT	\$241.00	\$241.00
3040150	Forklift w/ operator - up to 15,000 lbs - ST	Quote	Quote
3040151	Forklift w/ operator - up to 15,000 lbs - OT	Quote	Quote
3040300	Forklift w/ operator - up to 30,000 lbs - ST	Quote	Quote
3040301	Forklift w/ operator - up to 30,000 lbs - OT	Quote	Quote
304040	Forklift w/ operator - 4 Stage - ST	\$312.75	\$312.75
304041	Forklift w/ operator - 4 Stage - OT	\$357.00	\$357.00
3090600	Man cage for Forklift	\$31.50	\$31.50
3090700	Boom for Forklift	\$31.50	\$31.50
<b>GROUND MEN</b>			
3020100	Ground Man - ST	\$77.00	\$77.00
3020101	Ground Man - OT	\$109.00	\$109.00

## INSTALLATION

Part #	Description	Date	# of Equip/person	Start Time	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Part #								
Part #								
Describe work to be done:							Sub-Total	
							Tax 7%	
							<b>Total</b>	

## DISMANTLE

Part #	Description	Date	# of Equip/person	Start Time	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Part #								
Part #								
Describe work to be done:							Sub-Total	
							Tax 7%	
							<b>Total</b>	

# SCISSOR LIFT WITH CREW ORDER FORM



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

### IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labor is required for the start of the working day at 8:00AM. All exhibit labor for 8:00AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30PM the day before requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a (1) hour "Not Ready" charge per worker and equipment will apply.

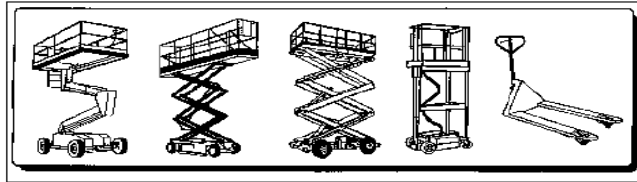
The minimum charge for labor is (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by NCS. NCS requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 212-947-8255 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

### LABOR RATES ARE AS FOLLOWS:

Scissor Lift w/2 Workers Per Hour	Regular	Show Site
Straight Time	\$396.25	\$488.25
Overtime	\$592.50	\$699.50

**Straight Time: Monday through Friday 8:00AM to 4:30PM**

**Overtime: All other times Monday through Friday, and all day on Saturdays & Sundays.**



### PLACE ORDER HERE

SCHEDULE DATE(S)	TOTAL # OF WORKERS	SCHEDULED START TIME	SCHEDULED END TIME	TOTAL # OF HOURS	LABOR RATE	TOTAL
		AM PM	AM PM			
		AM PM	AM PM			
		AM PM	AM PM			
		AM PM	AM PM			

I agree in placing this order that I have accepted NCS Payment Policy and NCS Terms & Conditions of Contract

Authorized Signature - Please Sign:

1. Total Labor Ordered

2. 35% (50.00) NCS Supervisor

3. 7% Sales Tax

4. Payment Enclosed

X

Authorized Name - Please Print

Date

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rates.

145 West 30th Street, New York, NY 10001

T: 212-947-8255 F: 212-947-8006 WWW.ncsevents.com

# GRAPHICS & SIGNS ORDER FORM



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

x

Please see guidelines for electronic files on the next page

### DIGITAL GRAPHICS

NCS has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L x \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.  
sq. ft. \_\_\_\_\_ x \$19.00 = \$ \_\_\_\_\_

\$19.00 per sq. ft. (standard price \$22.25)

Minimum order 9 sq. ft. (1296 sq. in. )

Double sq. ft. for double-sided graphics

Round sq. ft. to next whole increment

Note: File conversion, retouching, cloning or color correcting **may incur additional labor charges.** (See next page for graphic guidelines)

### STANDARD SIZE

Size	QTY	Discount Price	Standard Price	Total
7"x11"	_____	\$ 41.50	\$ 62.25 = \$ _____	
7"x22"	_____	\$ 48.00	\$ 72.00 = \$ _____	
7"x44"	_____	\$ 56.50	\$ 84.50 = \$ _____	
9"x44"	_____	\$ 61.00	\$ 91.50 = \$ _____	
11"x14"	_____	\$ 48.00	\$ 72.00 = \$ _____	
14"x22"	_____	\$ 66.25	\$ 99.50 = \$ _____	
14"x44"	_____	\$ 86.50	\$ 129.50 = \$ _____	
22"x28"	_____	\$ 87.50	\$ 131.50 = \$ _____	
28"x44"	_____	\$ 135.25	\$ 202.75 = \$ _____	
20"x60"	_____	\$ 132.50	\$ 215.00 = \$ _____	

(White Only)

Note: File Conversion, retouching, cloning or color correcting may incur additional labor charges.

### LARGE DIGITAL GRAPHICS

Please call us for price quotes on graphics over 80 sq. ft.

### INDICATE YOUR SIGN COPY HERE

Please feel free to attach additional sign copy on separate page

### FILE INFORMATION

Electronic File Name: \_\_\_\_\_

Application: \_\_\_\_\_

PMS Colors: \_\_\_\_\_

### BACKING MATERIAL

☐ Foamcore

☐ PVC

☐ Gatorfoam

☐ Masonite

☐ Plexi

☐ Other

### BACKGROUND & LETTERING COLOR

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

### SIGN LAYOUT (Please Circle)

Vertical

Horizontal

### SIGN LAYOUT (Please Circle)

Vertical

Horizontal

### SPECIAL INSTRUCTIONS:

### TOTAL COST

Sub-Total \_\_\_\_\_ TAX 7% \_\_\_\_\_ = \_\_\_\_\_ Total \_\_\_\_\_

# GRAPHIC GUIDELINES



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

## PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ARTWORK

Minimum requirements for original artwork, such as logos, when NCS is providing design and layout:

- \* 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that NCS will reproduce exactly as provided:

- \* 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- \* All related PMS and/or CMYK color codes
- \* Accurate color proof print of artwork
- \* Contact name, phone number and e-mail address of art creator if applicable
- \* If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

## ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- \* ADOBE - Illustrator, InDesign, and Photoshop
- \* COREL DRAW
- \* MACROMEDIA freehand
- \* QUARK XPRESS

Files should always be saved in their native format

## ACCEPTABLE FILE TYPES

Files that NCS can use in order of preference, include:

- \* EPS and AI (especially when submitting logos)
- \* TIF (especially when submitting photos)
- \* JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that NCS cannot use to reproduce high quality graphics include:

- \* GIF Files
- \* Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- \* Self-extracting files, such as EXE or SEA files

## WAYS TO SEND ARTWORK

\* Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery.

\* Large files may also be posted to NCS' FTP site for downloading - you may get the password and other needed information from your NCS service representative in order to post files. However, a hard paper proof print must also be sent via overnight delivery in addition to posting the electronic files.

# HANGING SIGN



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY	BOOTH NUMBER	E-MAIL	PHONE #
ADDRESS		CITY/STATE	ZIP
AUTHORIZED CONTACT SIGNATURE			DATE

X

### INSTRUCTIONS

Any hanging signs must be framed and pre-approved by show management.

Truss lighting is permitted. NCS has jurisdiction on all installation work.

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

All overhead hanging must be assembled, installed, and removed by NCS. Please refer to the NCS Terms and Conditions found in the Exhibitor Services Manual as it relates. Please complete the enclosed Labor Order form for Labor to assemble your hanging sign.

Set up instructions must be provided for signs needing assembly.

Hanging anchor points be pre-fabricated and ready for use.

Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, NCS cannot guarantee the hanging of your sign.

Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.

If any hang point supports over 250 lbs., notify NCS immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

For signs other banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

\_\_\_\_\_ Feet in from the back aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the left aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the right aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the front aisle # \_\_\_\_\_

Number of feet from floor to top of sign: \_\_\_\_\_

### EQUIPMENT AND LABOR RATES

#### TO HANG SIGNS

##### Straight Time

8:00 AM to 4:30PM, Monday through Friday

##### Over Time

4:30 PM to 8:00AM, Monday through Friday

All Day Saturday & Sunday

##### Materials

Cable, clamps, etc. additional and charged accordingly

#### Equipment With Crew

Rates are per lift and crew per hour

One hour minimum per lift and crew-thereafter is charged in half (1/2) hour increments.

Straight time cannot be guaranteed

Scissor lift with crew

Scissor lift for heights under 15'		
Straight Time	Overtime	Double Time
\$396.25	\$592.50	N/A

Condor and crew

Condor for heights over 15'		
Straight Time	Overtime	Double Time
\$490.25	\$735.00	N/A

#### Installation Estimate

Approx. Hours      Hourly Rate      Total Estimated Cost + 7% Tax

#### Dismantle Estimate

Approx. Hours      Hourly Rate      Total Estimated Cost + 7% Tax

Supervision for assembly and disassembly of overhead hanging can be provided by NCS, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

\_\_\_\_\_ NCS I&D

\_\_\_\_\_ Exhibitor Personnel

\_\_\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it be charged accordingly.

# CARPET UPGRADE ORDER FORM



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

F Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

X

### PRICE LIST

CARPET				
DESCRIPTION		PRICES		REGULAR PRICE
16 oz. Elite	Price/Sq. Ft.	\$	4.00	\$ 5.25
28 oz. Plush	Price/Sq. Ft.	\$	5.25	\$ 6.00
40 oz. Ultra Plush	Price/Sq. Ft.	\$	7.25	\$ 8.00

PADDING				
NCS Offers the finest padding used in the industry, a 5/8" double-netted rebound pad				
DESCRIPTION		DISCOUNT PRICES		REGULAR PRICE
Padding	Price/Sq.Ft.	\$	0.85	\$ 1.50
Addtl Visqueen	Price/Sq.Ft.	\$	0.55	

Custom Size Booth Carpet cancelled after being cut will be charged **100%**.

All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Custom-cut Carpet is available in three weights: 16 oz. Custom-cut 28 oz. Plush, and 40 oz. Ultra Plush. We offer discount for orders exceeding 2000 square feet -- please call for quote. Carpet comes with a 100% client satisfaction guarantee. **All custom orders must be received by Dec 16, 2019 to guarantee delivery and color selection.** 100 sq. feet minimum, in 10' widths only, required for custom-cut orders. **50% Surcharge for orders received after Dec 16, 2019.**

. **Guaranteed new carpet if order received by deadline date.**

. **Installation to be completed prior to delivery of exhibit properties**

. **A professional installation done to your satisfaction**

. **Visqueen covering to protect the carpet during show move-in**

Custom-cut Carpet can be dyed to match your exhibit. **Custom dye orders**

**require 30 days to process.** Custom-dyed orders require

1000 square feet minimum. We offer discounts for orders exceeding

2000 square feet. Please call for quote.

### PLACE ORDER HERE

DESCRIPTION	CALCULATE SIZE	TOTAL SQ. FT X PRICE/SQ. FT. =	TOTAL PRICE
16 oz. Custom-Elite	Booth Width _____ x Booth Length _____ =		\$ -
<div>Standard Colors</div> <input type="checkbox"/> Black <input type="checkbox"/> Nu Blue <input type="checkbox"/> Emerald <input type="checkbox"/> Navy <input type="checkbox"/> Red <input type="checkbox"/> Charcoal <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Pewter <input type="checkbox"/> Burgundy			

DESCRIPTION	CALCULATE SIZE	TOTAL SQ. FT X PRICE/SQ. FT. =	TOTAL PRICE
28 oz. Designer's Plush	Booth Width _____ x Booth Length _____ =		\$ -
<div>Plush Colors</div> <div> <input type="checkbox"/> Ivory <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Cobalt <input type="checkbox"/> Emerald <input type="checkbox"/> Red <input type="checkbox"/> Gold           </div> <div> <input type="checkbox"/> Ice <input type="checkbox"/> Pewter <input type="checkbox"/> Nu Blue <input type="checkbox"/> Peacock <input type="checkbox"/> Berry <input type="checkbox"/> Foam Cushion           </div> <div> <input type="checkbox"/> Beige <input type="checkbox"/> Platinum <input type="checkbox"/> Royal Blue <input type="checkbox"/> Black <input type="checkbox"/> Burgundy           </div> <div> <input type="checkbox"/> White <input type="checkbox"/> Charcoal <input type="checkbox"/> Navy <input type="checkbox"/> Purple <input type="checkbox"/> Yellow           </div>			

DESCRIPTION	CALCULATE SIZE	TOTAL SQ. FT X PRICE/SQ. FT. =	TOTAL PRICE
40 oz. Supreme Ultra Plush	Booth Width _____ x Booth Length _____ =		\$ -
<div>Ultra Plush Colors</div> <input type="checkbox"/> Emerald <input type="checkbox"/> Navy <input type="checkbox"/> Frost <input type="checkbox"/> Charcoal <input type="checkbox"/> Wheat <input type="checkbox"/> Med Blue <input type="checkbox"/> Black <input type="checkbox"/> Cabernet <input type="checkbox"/> Silver Cloud			

DESCRIPTION	CALCULATE SIZE	TOTAL SQ. FT X PRICE/SQ. FT. =	TOTAL PRICE
Carpet Padding	Booth Width _____ x Booth Length _____ =		\$
Electrical Under Carpet? _____ Yes _____ No		1. Total All Items Ordered	\$
Calculate Total Square Footage		2. 7% Tax	\$
Width _____ x Length _____ = _____ Square Feet		3. Payment Enclosed	\$

# CLEANING ORDER FORM



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CLEANING ORDER INFORMATION

Description	Discount Deadline Price	Standard Deadline Price	Booth Size	TOTAL
Vacuuming - Pre-Show - per sq. ft.	\$0.76	\$0.85		
Vacuuming - Daily (each show day), per sq. ft.	\$0.71	\$0.80		
Wiping Table Tops/Counters - Daily	\$50.00	\$75.00		
			SUBTOTAL	
			TAX 7%	
			TOTAL	

\* Discount Order prices apply to orders received with payment by the deadline date

\* Cleaning orders are based on the square footage of your booth (length x width)

\* Daily vacuuming service includes nightly emptying of wastebaskets provided by National Convention Services and nightly vacuuming

\* For further information regarding the logistics of cleaning services, please contact us at 212-947-8255

145 West 30th Street, New York, NY 10001

T: 212-947-8255 F: 212-947-8006 WWW.ncsevents.com

# FURNITURE & ACCESSORIES ORDER FORM



**West Virginia International Auto Show**

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_ PHONE # \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

## PRICE LIST

DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
BOOTH FURNITURE			CUSTOM BOOTH DRAPE		
NCS1 Plastic Contour Chair	\$34.00	\$49.75	8' H Back Drape and 36"H Side Drape --6 feet minimum order		
NCS6 Contemporary Chair	\$78.00	\$95.00			
NCS5 Contemporary Arm Chair	\$81.00	\$103.00			
NCS8 Contemporary Stool	\$89.00	\$105.00			
DISPLAY TABLES - 30" HIGH			BOOTH ACCESSORIES		
Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides			Chrome Sign Holder	\$63.00	\$80.00
Skirted 4' Table (Skirted 4 Sides)	\$89.25	\$121.25	Aluminum Easel	\$42.00	\$65.00
Skirted 6' Table	\$119.00	\$153.00	Bag Stand	\$106.00	\$130.00
Skirted 8' Table	\$133.00	\$185.00	Literature Rack	\$120.25	\$179.50
4th Side Skirted, Optional	\$32.00	\$42.50	Aisle Stanchion (Chrome)	\$62.00	\$83.00
Round Table	\$178.00	\$192.00	Retractable Stantion ( Blk)	\$56.00	\$66.00
*** Please note, for unskirted tables, please take 20% off listed prices***			Plastic Chain Price/Ft.	\$3.00	\$5.75
			Stanchion Rope - 8' Section	\$26.00	\$36.50
			Ticket Tumbler	\$69.50	\$104.00
			Wastebasket	\$10.25	\$14.50
DISPLAY COUNTERS - 42" HIGH			Display Case 6' Full View	\$546.00	\$850.00
Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides			Display Case 6' Half View	\$465.00	\$625.00
Skirted 4' Counter (Skirted 4 Sides)	\$121.00	\$141.50	Prices include delivery, installation, rental, and removal. Cancellation Policy: Item cancellations will be charged 100% of original prices after move-in begins or after installation.		
Skirted 6' Counter	\$142.00	\$162.00			
Skirted 8' Counter	\$164.00	\$186.75			
4th Side Skirted, Optional	\$45.00	\$60.00			
RISERS - 8" Wide					
4' Single Tier, 7" or 15"	\$61.00	\$68.50			
6' Single Tier, 7" or 15"	\$82.50	\$103.50			
4' Double Tier, 7" and 15"	\$96.25	\$125.00			
6' Double Tier, 7" and 15"	\$127.00	\$170.50			

## PLACE ORDER HERE

Table / Counter Skirt Color (Black will be provided if no color is indicated below):

SELECT

☐ Black ☐ White

Optional 4th Side TABLE Skirt:

☐ 6'

☐ 8'

Optional 4th Side COUNTER Skirt:

☐ 6'

☐ 8'

Tackboard / Pegboard Placement:

☐ Vertical Only

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
		1. Total All Items Ordered		\$
		2. 7% Sales Tax		\$
		3. Payment Enclosed		\$

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# SPECIALTY FURNITURE ORDER FORM



West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



Company		Email Address	
Date		Booth Name & Number	
Authorized Signature		Authorized Contact	

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

**Terms & Conditions:** **Payments:** Payment terms - 100% Payment due prior to delivery to secure the order.  
**Cancellation Fee:** If cancelled within 3 days prior to delivery, a 100% charge will be applied.  
**Onsite Orders:** Show site orders will be based on availability and charged a 30% late fee.

Item Number	Weight		Dimensions	Discount	Standard	Qty.	Total
<b>Blanc (Pg. 3)</b>							
18228-0847	100 lbs.	Blanc Sofa	75"W x 35"D x 35"H	\$736.00	\$768.00		\$ -
18167-0614	90 lbs.	Blanc Loveseat	54"W x 35"D x 35"H	\$701.50	\$732.00		\$ -
18284-0834	75 lbs.	Blanc Chair	33"W x 35"D x 35"H	\$586.50	\$612.00		\$ -
18024-0072	40 lbs.	Blanc Bench Ottoman	48"W x 24"D x 18"H	\$350.75	\$366.00		\$ -
18184-0274	15 lbs.	Blanc Cube	17"Square	\$120.75	\$126.00		\$ -
<b>Whisper (Pg. 3 &amp; 4)</b>							
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$701.50	\$732.00		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$672.75	\$702.00		\$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$557.75	\$582.00		\$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$310.50	\$324.00		\$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$310.50	\$324.00		\$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$310.50	\$324.00		\$ -
<b>Function (Pg. 4)</b>							
18284-0554	38 lbs.	Function White Leather Armless Chair	28"Square x 29"H	\$373.75	\$390.00		\$ -
18066-0016	27 lbs.	Function White Leather Corner	28"Square x 29"H	\$402.50	\$420.00		\$ -
<b>Continental (Pg. 4 &amp; 5)</b>							
18303-0001	105 lbs.	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	\$724.50	\$756.00		\$ -
18304-0001	105 lbs.	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	\$701.50	\$732.00		\$ -
18296-0005	35 lbs.	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$310.50	\$324.00		\$ -
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$368.00	\$384.00		\$ -
18184-0132	30 lbs.	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$310.50	\$324.00		\$ -
<b>Sophistication (Pg. 5)</b>							
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$724.50	\$756.00		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$488.75	\$510.00		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$368.00	\$384.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$368.00	\$384.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$276.00	\$288.00		\$ -
<b>Boca (Pg. 6)</b>							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$402.50	\$420.00		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$373.75	\$390.00		\$ -
<b>Metro (Pg. 6)</b>							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$603.75	\$630.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$580.75	\$606.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$454.25	\$474.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$310.50	\$324.00		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$310.50	\$324.00		\$ -
<b>Suave Midnight (Pg. 7)</b>							
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$529.00	\$552.00		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$460.00	\$480.00		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$345.00	\$360.00		\$ -
<b>Grammercy (Pg. 7)</b>							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$672.75	\$702.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$586.50	\$612.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$373.75	\$390.00		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$431.25	\$450.00		\$ -
<b>Parma (Pg. 8)</b>							
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$603.75	\$630.00		\$ -
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$580.75	\$606.00		\$ -
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$454.25	\$474.00		\$ -
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$310.50	\$324.00		\$ -
<b>Montana Mocha (Pg. 8)</b>							
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$569.25	\$594.00		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$500.25	\$522.00		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$385.25	\$402.00		\$ -
<b>Madison (Pg. 9)</b>							
18228-0823	100 lbs.	Madison Sofa	86"W x 34"D x 34"H	\$701.50	\$732.00		\$ -
18284-0794	75 lbs.	Madison Chair	33"W x 34"D x 34"H	\$408.25	\$426.00		\$ -
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$287.50	\$300.00		\$ -
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$184.00	\$192.00		\$ -
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$184.00	\$192.00		\$ -
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$184.00	\$192.00		\$ -

18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$184.00	\$192.00		\$ -
<b>Chandler (Pg. 10)</b>							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$603.75	\$630.00		\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$580.75	\$606.00		\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$454.25	\$474.00		\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$310.50	\$324.00		\$ -
<b>Evoke (Pg. 10 &amp; 11)</b>							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$914.25	\$954.00		\$ -
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$488.75	\$510.00		\$ -
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$310.50	\$324.00		\$ -
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$276.00	\$288.00		\$ -
13110-0008	10 lbs.	Evoke Cube	18"Square	\$195.50	\$204.00		\$ -
<b>Stage Chairs (Pg. 11)</b>							
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$224.25	\$234.00		\$ -
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$224.25	\$234.00		\$ -
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$224.25	\$234.00		\$ -
18284-0621	80 lbs.	Empire Chair Black Leather	28"W x 32"D x 32"H	\$402.50	\$420.00		\$ -
18284-0564	80 lbs.	Empire Chair White Leather	28"W x 32"D x 32"H	\$402.50	\$420.00		\$ -
18284-0590	50 lbs.	Ibiza Black Leather Chair	31"W x 35"D x 32"H	\$557.75	\$582.00		\$ -
18284-0449	50 lbs.	Ibiza White Leather Chair	31"W x 35"D x 32"H	\$557.75	\$582.00		\$ -
05035-0028	45 lbs.	Tulip Black Fabric Chair	26"W x 27"D x 35"H	\$241.50	\$252.00		\$ -
18284-0785	24 lbs.	Monarch Chair - Bright White	28"Square x 30"H	\$460.00	\$480.00		\$ -
<b>Ottomans &amp; Benches (Pg. 12)</b>							
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$368.00	\$384.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$310.50	\$324.00		\$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$310.50	\$324.00		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$310.50	\$324.00		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$310.50	\$324.00		\$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$310.50	\$324.00		\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$310.50	\$324.00		\$ -
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$310.50	\$324.00		\$ -
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$310.50	\$324.00		\$ -
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$431.25	\$450.00		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$310.50	\$324.00		\$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$310.50	\$324.00		\$ -
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	\$189.75	\$198.00		\$ -
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$189.75	\$198.00		\$ -
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$287.50	\$300.00		\$ -
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$184.00	\$192.00		\$ -
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$184.00	\$192.00		\$ -
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$184.00	\$192.00		\$ -
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$184.00	\$192.00		\$ -
<b>Banquettes &amp; Turning Beds (Pg. 13)</b>							
18011-0011	185 lbs.	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$914.25	\$954.00		\$ -
18011-0001	130 lbs.	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	\$914.25	\$954.00		\$ -
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$914.25	\$954.00		\$ -
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,098.25	\$1,146.00		\$ -
<b>Cube Ottomans (Pg. 13 &amp; 14)</b>							
18184-0198	15 lbs.	Regency Orange Cube	18"Square	\$120.75	\$126.00		\$ -
18184-0196	15 lbs.	Regency Teal Cube	18"Square	\$120.75	\$126.00		\$ -
18184-0197	15 lbs.	Regency Ruby Cube	18"Square	\$120.75	\$126.00		\$ -
18184-0200	15 lbs.	Regency Camel Cube	18"Square	\$120.75	\$126.00		\$ -
18184-0193	15 lbs.	Regency Apple Cube	18"Square	\$120.75	\$126.00		\$ -
18184-0199	15 lbs.	Regency Fuchsia Cube	18"Square	\$120.75	\$126.00		\$ -
18184-0274	15 lbs.	Blanc Cube	17"Square	\$120.75	\$126.00		\$ -
18184-0129	15 lbs.	Cube Ottoman - White	18"Square	\$120.75	\$126.00		\$ -
18184-0128	15 lbs.	Cube Ottoman - Black	18"Square	\$120.75	\$126.00		\$ -
18200-0001	15 lbs.	Cube Ottoman - Red	18"Square	\$120.75	\$126.00		\$ -
18200-0002	15 lbs.	Cube Ottoman - Green	18"Square	\$120.75	\$126.00		\$ -
18200-0003	15 lbs.	Cube Ottoman - Blue	18"Square	\$120.75	\$126.00		\$ -
18200-0004	15 lbs.	Cube Ottoman - Purple	18"Square	\$120.75	\$126.00		\$ -
<b>Charged (Pg. 14 &amp; 15)</b>							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,219.00	\$1,272.00		\$ -
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$460.00	\$480.00		\$ -
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$425.50	\$444.00		\$ -
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$713.00	\$744.00		\$ -
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$402.50	\$420.00		\$ -
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$960.25	\$1,002.00		\$ -
18284-0812	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$442.75	\$462.00		\$ -
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$672.75	\$702.00		\$ -
<b>Occasional Tables (Pg. 15, 16, &amp; 17)</b>							
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$218.50	\$228.00		\$ -
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$241.50	\$252.00		\$ -
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$230.00	\$240.00		\$ -
12107-0281	30 lbs.	Harmony End Table	24"Round x 22"H	\$218.50	\$228.00		\$ -
12230-0080	55 lbs.	Harmony Console Table	52"W x 18"D x 30"H	\$241.50	\$252.00		\$ -
12055-0272	60 lbs.	Harmony Cocktail Table	51"W x 28"D x 18"H	\$230.00	\$240.00		\$ -
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$276.00	\$288.00		\$ -
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$310.50	\$324.00		\$ -
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$218.50	\$228.00		\$ -

99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$230.00	\$240.00	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$218.50	\$228.00	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$230.00	\$240.00	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$218.50	\$228.00	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$230.00	\$240.00	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$218.50	\$228.00	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$230.00	\$240.00	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$218.50	\$228.00	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$241.50	\$252.00	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$230.00	\$240.00	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$218.50	\$228.00	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$241.50	\$252.00	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$230.00	\$240.00	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$235.75	\$246.00	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$264.50	\$276.00	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$287.50	\$300.00	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$235.75	\$246.00	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$287.50	\$300.00	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$264.50	\$276.00	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$201.25	\$210.00	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$201.25	\$210.00	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$224.25	\$234.00	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$224.25	\$234.00	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$218.50	\$228.00	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$241.50	\$252.00	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$230.00	\$240.00	\$	-
12107-0331	35 lbs.	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	\$276.00	\$288.00	\$	-
12055-0318	55 lbs.	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	\$310.50	\$324.00	\$	-
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$241.50	\$252.00	\$	-
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$241.50	\$252.00	\$	-
12107-0296	50 lbs.	Cube, Black 24" End Table	24"Square x 21"H	\$224.25	\$234.00	\$	-
12107-0297	55 lbs.	Cube, White 24" End Table	24"Square x 21"H	\$224.25	\$234.00	\$	-
12055-0285	40 lbs.	Cube, Black 24" Cocktail Table	24"Square x 16"H	\$218.50	\$228.00	\$	-
12055-0286	40 lbs.	Cube, White 24" Cocktail Table	24"Square x 16"H	\$218.50	\$228.00	\$	-
12003-0056	11 lbs.	Phoebe Table - Yellow	17"Round x 22"H	\$143.75	\$150.00	\$	-
12003-0052	11 lbs.	Phoebe Table - Lime Green	17"Round x 22"H	\$143.75	\$150.00	\$	-
12003-0053	11 lbs.	Phoebe Table - Rose	17"Round x 22"H	\$143.75	\$150.00	\$	-
12003-0051	11 lbs.	Phoebe Table - Gold	17"Round x 22"H	\$143.75	\$150.00	\$	-
12003-0074	11 lbs.	Phoebe Table - Teal	17"Round x 22"H	\$143.75	\$150.00	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$195.50	\$204.00	\$	-
Bars & Bar Backs (Pg. 18)							
05012-0026	185 lbs.	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	\$799.25	\$834.00	\$	-
05012-0024	130 lbs.	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	\$672.75	\$702.00	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$368.00	\$384.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$368.00	\$384.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$460.00	\$480.00	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$431.25	\$450.00	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$431.25	\$450.00	\$	-
Bar Stools (Pg. 19 & 20)							
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$230.00	\$240.00	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$230.00	\$240.00	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$230.00	\$240.00	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$207.00	\$216.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$207.00	\$216.00	\$	-
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16"Square x 41"H	\$172.50	\$180.00	\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$195.50	\$204.00	\$	-
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$195.50	\$204.00	\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$195.50	\$204.00	\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$195.50	\$204.00	\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$195.50	\$204.00	\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$195.50	\$204.00	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$195.50	\$204.00	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$212.75	\$222.00	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$212.75	\$222.00	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$212.75	\$222.00	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$212.75	\$222.00	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$178.25	\$186.00	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$207.00	\$216.00	\$	-
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$155.25	\$162.00	\$	-
05237-0156	20 lbs.	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$212.75	\$222.00	\$	-
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$212.75	\$222.00	\$	-
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$172.50	\$180.00	\$	-
Café Chairs (Pg. 20, 21 & 22)							
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$143.75	\$150.00	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$143.75	\$150.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$143.75	\$150.00	\$	-
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$120.75	\$126.00	\$	-
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$120.75	\$126.00	\$	-
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$120.75	\$126.00	\$	-
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$120.75	\$126.00	\$	-

99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$120.75	\$126.00	\$ -
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$120.75	\$126.00	\$ -
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$143.75	\$150.00	\$ -
05035-0048	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$138.00	\$144.00	\$ -
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	\$109.25	\$114.00	\$ -
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$138.00	\$144.00	\$ -
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$138.00	\$144.00	\$ -
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$120.75	\$126.00	\$ -
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$120.75	\$126.00	\$ -
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$166.75	\$174.00	\$ -
14233-0006	15 lbs.	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$155.25	\$162.00	\$ -
05221-0039	20 lbs.	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$172.50	\$180.00	\$ -
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	\$120.75	\$126.00	\$ -
05035-0009	10 lbs.	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$120.75	\$126.00	\$ -
Bar Tables (Pg. 22, 23, & 24)						
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$218.50	\$228.00	\$ -
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$224.25	\$234.00	\$ -
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$218.50	\$228.00	\$ -
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$224.25	\$234.00	\$ -
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$218.50	\$228.00	\$ -
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$224.25	\$234.00	\$ -
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$218.50	\$228.00	\$ -
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$224.25	\$234.00	\$ -
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$218.50	\$228.00	\$ -
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$224.25	\$234.00	\$ -
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$218.50	\$228.00	\$ -
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$224.25	\$234.00	\$ -
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$241.50	\$252.00	\$ -
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$218.50	\$228.00	\$ -
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$339.25	\$354.00	\$ -
99-05245-20	28 lbs.	Spectrum Bar Table Red	24"Square x 42"H	\$235.75	\$246.00	\$ -
99-05245-21	28 lbs.	Spectrum Bar Table Blue	24"Square x 42"H	\$235.75	\$246.00	\$ -
99-05245-18	28 lbs.	Spectrum Bar Table Purple	24"Square x 42"H	\$235.75	\$246.00	\$ -
99-05245-19	28 lbs.	Spectrum Bar Table Green	24"Square x 42"H	\$235.75	\$246.00	\$ -
05012-0002	35 lbs.	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	\$310.50	\$324.00	\$ -
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$327.75	\$342.00	\$ -
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$609.50	\$636.00	\$ -
Café Tables (Pg. 24 & 25)						
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$218.50	\$228.00	\$ -
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$224.25	\$234.00	\$ -
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$218.50	\$228.00	\$ -
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$224.25	\$234.00	\$ -
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$218.50	\$228.00	\$ -
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$224.25	\$234.00	\$ -
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$218.50	\$228.00	\$ -
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$224.25	\$234.00	\$ -
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$218.50	\$228.00	\$ -
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$224.25	\$234.00	\$ -
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$218.50	\$228.00	\$ -
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$224.25	\$234.00	\$ -
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30	\$241.50	\$252.00	\$ -
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$218.50	\$228.00	\$ -
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$339.25	\$354.00	\$ -
99-05036-20	25 lbs.	Spectrum Café Table Red	24"Square x 29"H	\$235.75	\$246.00	\$ -
99-05036-21	25 lbs.	Spectrum Café Table Blue	24"Square x 29"H	\$235.75	\$246.00	\$ -
99-05036-18	25 lbs.	Spectrum Café Table Purple	24"Square x 29"H	\$235.75	\$246.00	\$ -
99-05036-19	25 lbs.	Spectrum Café Table Green	24"Square x 29"H	\$235.75	\$246.00	\$ -
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$523.25	\$546.00	\$ -
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$701.50	\$732.00	\$ -
Office Seating (Pg. 26 & 27)						
14136-0002	38 lbs.	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$276.00	\$288.00	\$ -
14176-0007	37 lbs.	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$241.50	\$252.00	\$ -
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$224.25	\$234.00	\$ -
14136-0081	40 lbs.	Accord Black Leather High Back	25"Square x 44"H	\$345.00	\$360.00	\$ -
14136-0010	40 lbs.	Accord White Leather High Back	25"Square x 44"H	\$345.00	\$360.00	\$ -
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25"Square x 39"H	\$184.00	\$192.00	\$ -
14250-0014	38 lbs.	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$166.75	\$174.00	\$ -
14136-0080	40 lbs.	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	\$241.50	\$252.00	\$ -
14176-0046	35 lbs.	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	\$224.25	\$234.00	\$ -
14128-0096	30 lbs.	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	\$207.00	\$216.00	\$ -
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$195.50	\$204.00	\$ -
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$184.00	\$192.00	\$ -
Conference Tables (Pg. 27)						
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$304.75	\$318.00	\$ -
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$304.75	\$318.00	\$ -
14062-0224	175 lbs.	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	\$517.50	\$540.00	\$ -
14062-0220	175 lbs.	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	\$517.50	\$540.00	\$ -
14062-0281	175 lbs.	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	\$546.25	\$570.00	\$ -
14062-0225	220 lbs.	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	\$557.75	\$582.00	\$ -

14062-0226	220 lbs.	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	\$557.75	\$582.00	\$	-
14062-0282	220 lbs.	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	\$586.50	\$612.00	\$	-
Office Furniture (Pg. 28 & 29)							
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$448.50	\$468.00	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$448.50	\$468.00	\$	-
14061-0002	20 lbs.	Computer Counter	48"W x 24"D x 42"H	\$224.25	\$234.00	\$	-
14076-0014	20 lbs.	Computer Desk	48"W x 24"D x 29"H	\$212.75	\$222.00	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$431.25	\$450.00	\$	-
14029-0091	55 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$431.25	\$450.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$402.50	\$420.00	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$460.00	\$480.00	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$402.50	\$420.00	\$	-
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$373.75	\$390.00	\$	-
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$477.25	\$498.00	\$	-
14083-0106	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	60"W x 30"D x 29"H	\$460.00	\$480.00	\$	-
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42"Square x 30"H	\$373.75	\$390.00	\$	-
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$431.25	\$450.00	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$448.50	\$468.00	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$350.75	\$366.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$523.25	\$546.00	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$701.50	\$732.00	\$	-
Metal File & Storage Cabinets (Pg. 30)							
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$149.50	\$156.00	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$195.50	\$204.00	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$201.25	\$210.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$224.25	\$234.00	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$201.25	\$210.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$235.75	\$246.00	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$247.25	\$258.00	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$247.25	\$258.00	\$	-
Pedestals (Pg. 31)							
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$299.00	\$312.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$362.25	\$378.00	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$333.50	\$348.00	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$299.00	\$312.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$253.00	\$264.00	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$362.25	\$378.00	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$253.00	\$264.00	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$362.25	\$378.00	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$235.75	\$246.00	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$345.00	\$360.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$241.50	\$252.00	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$235.75	\$246.00	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$448.50	\$468.00	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$448.50	\$468.00	\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$247.25	\$258.00	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$247.25	\$258.00	\$	-
Miscellaneous Items (Pg. 32)							
14189-0066	50 lbs.	Stanchion Chrome	41"H	\$69.00	\$72.00	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$34.50	\$36.00	\$	-
14308-0009	8 lbs.	Literature Stand - Black	14.75"W x 12"D x 53.5"H	\$166.75	\$174.00	\$	-
14308-0010	8 lbs.	Literature Stand - Aluminum	14.75"W x 12"D x 53.5"H	\$166.75	\$174.00	\$	-
14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$172.50	\$180.00	\$	-
01209-0003	50 lbs.	Compact Refrigerator White - 4.0 Cu Ft	19"W x 21"D x 33.5"H	\$310.50	\$324.00	\$	-
14523-0001	9.25 lbs.	iPad® Stand Black	14.25"W x 41.75"H	\$195.50	\$204.00	\$	-
14523-0002	9.25 lbs.	iPad® Stand Silver	14.25"W x 41.75"H	\$195.50	\$204.00	\$	-
Lighting (Pg. 33)							
09417-0001	4 lbs.	Brushed Steel Table Lamp - White	26"H	\$109.25	\$114.00	\$	-
09392-0001	8 lbs.	Brushed Steel Floor Lamp - White	66"H	\$155.25	\$162.00	\$	-
09417-0001	7 lbs.	Brushed Nickel Table Lamp - White	29"H	\$109.25	\$114.00	\$	-
09392-0001	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	\$155.25	\$162.00	\$	-
09417-0001	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	\$109.25	\$114.00	\$	-
09392-0001	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	\$155.25	\$162.00	\$	-
09417-0001	4 lbs.	Brushed Steel Table Lamp - Red	26"H	\$109.25	\$114.00	\$	-
09392-0001	8 lbs.	Brushed Steel Floor Lamp - Red	66"H	\$155.25	\$162.00	\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$155.25	\$162.00	\$	-

Sub Total

Sales Tax 7%

Total Amount Due

Company Name		Credit Card Type		
Company Address		Credit Card #		
Name / Date of Show		Card Holder		
Booth Number		Expiration Date		Security Code
Contact Name		Signature		
Contact Cell				

# KEY INFORMATION



## West Virginia International Auto Show

Charleston Coliseum & Convention Center

January 17 - 19, 2020

Pre-Order Discount Deadline: Monday, December 16, 2019



COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

X

### Inbound Freight Information

Carrier \_\_\_\_\_

Shipped By \_\_\_\_\_

Date \_\_\_\_\_

Number of Pieces \_\_\_\_\_

Weight \_\_\_\_\_

Pro Number \_\_\_\_\_

Target Date \_\_\_\_\_

Loose Display \_\_\_\_\_

Crated Display \_\_\_\_\_

Shipped To: (Check One) ☐ Warehouse ☐ Show Site

### Set-up information for NCS Installation

☐ Set Up Drawings Attached \_\_\_\_\_

☐ Set Up Drawings With Exhibit \_\_\_\_\_

☐ Case/Crate Number \_\_\_\_\_

☐ Number of Workers Required for Set Up \_\_\_\_\_

Approximate time for set up \_\_\_\_\_

☐ Forklift Ordered \_\_\_\_\_ Hrs: \_\_\_\_\_ Time: \_\_\_\_\_

Special Equipment Required \_\_\_\_\_

### Did You Order

Electrical ☐ Yes ☐ No

Electrical Under Carpet ☐ Yes ☐ No

Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor

☐ With the Exhibit

Furniture ☐ Yes ☐ No

Other Items \_\_\_\_\_

Telephone ☐ Yes ☐ No

### Outbound Freight Information

Outbound Freight Charges \_\_\_\_\_

☐ Prepaid ☐ Collect

☐ Bill To \_\_\_\_\_

Cosigned To \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Second Consignee \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

☐ NCS Storage \_\_\_\_\_

Method ☐ NCS Logistics ☐ Common Carrier ☐ Air Freight ☐ Vanline ☐ Other \_\_\_\_\_

Carrier (if known) \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Emergency Contact Information/Show Site Contact

Name \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_

Other Means of Contacting this person \_\_\_\_\_

Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_

Purchasing Authorization ☐ Yes ☐ No

145 West 30th Street, New York, NY 10001

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