

Ortiz & Co.

EXHIBITOR SERVICE MANUAL



ASQ

Excellence Through Quality™

World Conference on Quality & Improvement
San Diego Convention Center
San Diego, California
May 12-14, 2024

Exhibitor Show Information

Show Dates & Hours

DATE	HOURS
Sunday, May 12, 2024	5:30 PM - 7:30 PM
Monday, May 13, 2024	9:30 AM - 1:30 PM 3:00 PM - 6:00 PM
Tuesday, May 14, 2024	10:30 AM - 3:00 PM

Exhibitor Dates

	DATE / HOURS
Exhibitor Move-In	Saturday, May 11, 2024 1:00 PM - 5:00 PM
Exhibitor Move-Out	Tuesday, May 14, 2024 3:00 PM - 7:00 PM

Booth Package Details

BOOTH INCLUSIONS
8' High Back Wall (Blue / White / Blue)
3' High Side Rail (White)
6' x 30' Skirted Table (Blue)
(2) Side Chairs
(1) Wastebasket
(1) Company ID Sign - 7" x 44"

Show Colors & Carpet

	COLORS
Show Colors	Royal Blue / White
Carpet (Aisle & Booth)	<p>Aisle Carpet Color: Grey</p> <p>Booth Carpet: Carpet is not included with your booth. To improve the appearance and comfort of your booth, you can order booth carpet and padding at shop.ortizandco.com</p>

Exhibitor Show Information - contd.

→ **Online Ordering**

Take advantage of discount pricing for services such as assembly/dismantling labor, custom & expo furniture by visiting the online shop at:

shop.ortizandco.com

For online orders, you will need to enter your unique Username and Password. Please click on "Create an Account" if you are a first-time user and follow the instructions.

If you have previously registered, please use your current Username and Password for access. Refer to page 4 of the event Exhibitor Kit for discounts and deadline dates.



If you need any assistance or have any ordering questions, please reach out to our Service Team for support. Our Service Team is available Monday - Friday, 8AM - 5PM EST. You may reach them by email at events@ortizandco.com or by calling our Service phone line at 407-502-6020.

BOOTH CARPET

Enhance booth aesthetics and comfort with booth carpet and padding for a welcoming display.



Using booth carpet and padding at your booth is a wise choice for multiple reasons. Not only does it significantly improve the visual appeal of your booth, making it more attractive and inviting to attendees, but it also enhances comfort. The softness underfoot provides a more comfortable experience for both you and your visitors, especially during long hours at events.

► **ORDER YOUR BOOTH CARPET & PADDING AT:**

SHOP.ORTIZANDCO.COM

ONLINE SHOP INSTRUCTIONS

Shop link: shop.ortizandco.com

For online orders, you will need to enter your unique Username and Password. If you are a first-time user click on "Register" and follow the instructions. **Make sure to click on "Save or Submit" profile at the end.**

If you have previously registered, click on "Login" to use your current Username and Password for access.



Placing Your Order

- Click on the "Shop" button
- Select item (s) & quantity
- Finalize product rental by adding product to cart
- Review the order by selecting the "Cart"
- To continue shopping, select "Continue Shopping"
- When ready to finalize and select check out for payment



Terms & Conditions

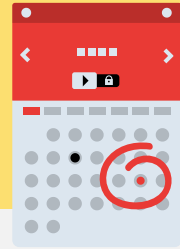
All orders will be charged 100% at time of order. Items will be reserved once request has been submitted and payment has been received. Should item(s) not be available at time of request, our team will advise and assist with other available options. We will deliver all items to your booth per the exhibitor move-in scheduled time.



Cancellation Policy

PLEASE REFER TO TERMS & CONDITIONS FOR ALL CANCELLATIONS AND EXCHANGES INFORMATION.

DISCOUNT DEADLINES IMPORTANT



Shipping/Freight Deliveries

First Day for Warehouse Deliveries w/out Additional Fees (If shipping prior to allowable date, please notify our team)	Monday, April 01, 2024
Last Day for Warehouse Deliveries w/out Late Fees	Thursday, April 25, 2024
Last Day for Warehouse Deliveries w/ Late Fees (30% late fees, subject to change)	Thursday, May 09, 2024
• First Day Freight is Allowed to be Delivered to <i>Show Site</i>	2 PM Friday, May 10, 2024

Furniture Rental Deadlines

	DATE
Standard Expo Rental Order Deadline	Friday, April 26, 2024
Custom Furniture Rental Needs	Friday, April 26, 2024

Other Deadlines

	DATE
EAC - Exhibitor Appointed Contractor Notification Deadline	Friday, April 26, 2024
Graphic Prints Ready Files Deadline	Friday, April 26, 2024

Orders received without payment or after the discount price deadline will be charged at the standard price.

Method of Payment

Please review the following payment information

Payment can be made by credit card, checks payable to Ortiz Events & Company LLC, or a bank wire transfer, however; prior to processing your order(s), we must have your completed credit card authorization form on file. If the Ortiz & Co. ServiceTeam places any onsite order(s), the credit card information provided will be utilized to complete any payments required as a result of onsite orders; including material handling, applicable logistics charges for shipments received on your company's behalf, and any unpaid fees.

Discount Pricing Deadlines

The standard price will be charged for orders received after the published discount price deadline or without payment. Please refer to page 4 of this Exhibitor's Kit for the applicable deadline dates regarding Ortiz & Co. services, approved vendors, and facility shipments.

Wire & ACH Transfers

In order to accurately process the transfer of funds from your account, please complete the following information and email it to events@ortizandco.com along with a copy of the wire receipt. A \$50 service charge will be added for processing checks drawn on foreign banks, a \$25 service charge for processing U.S. wire transfers, and a \$50 service charge for international wire transfers.

Electronic payments are the only form of payment accepted by Ortiz & Co., cash payments are not accepted for any services offered.

Note: Although you may choose to pay via a wire and/or ACH transfer, a credit card on file is still required to process all orders.

The following information must be included on the bank copy of the wire/ACH transfer confirmation. Please also complete and send back to the Ortiz & Co. service team at events@ortizandco.com to notify of wire transfer as your form of payment:

Name of the Show: ASQ World Conference 2024

Event Code: ASQSD24

Exhibiting Company Name: _____

Booth #: _____

Ortiz & Co. Wire transfer/ACH Bank Information

Account Name: Ortiz Events & Company, LLC

Bank Name: JP Morgan Chase

SWIFT CODE: (US & INTL): Connet with the Ortiz & Co. service team to obtain

Account & Routing Number: Connect with the Ortiz & Co. service team to obtain

Physical Bank Check Payments

The show name, event code, and booth number must be included on the check. The Ortiz & Co. mailing address is:

ORTIZ & CO.
10450 Turkey Lake Rd. #691535
Orlando, Florida 32819

Tax Exemptions

Submit applicable tax exemption certificates to: events@ortizandco.com. You must provide a tax exemption certificate for the state where the event is being held.



Understanding the difference between Shipping vs. Material Handling



Shipping is the actual process of shipping pallets, boxes, and crates of items to the general contractor's warehouse or trapping house. Any charges for shipping will come from your freight carrier.



Material Handling, on the other hand; is the handling of the shipment once it reaches its destination. When packages are delivered to the loading dock, someone needs to be on the receiving end to physically move the items from the truck, as well as to transport your items to the final exhibit space. This labor is solely provided by the tradeshow's general contractor via local or union workers, depending on city jurisdictions.

Material Handling Process



- Unloading freight from your carrier once it arrives at the warehouse or showsite.
- The transportation of your freight from warehouse or showsite, to event facility, to your booth.
- The removing of all labelled empties from your booth and transporting them to storage.
- Storing your booth empties temporarily.
- Returning empties to your booth upon close of the event's closure.
- Transferring your freight from your booth space back to the loading dock.
- Loading your freight into your carrier's vehicle for return shipping.
- If you are using Ortiz & Co. preferred freight carrier, TForce; this will also include the handling and transferring of your items, as well as delivery to your final destination.

▲ How can you save on Material Handling?

- Ship to the advance warehouse by the shipping deadline to avoid late fees.
- Consolidate your items. Each separate shipment (box, skid, etc.) received to our warehouse has a minimum charge.
- Ship directly to the preferred general contractor warehouse vs. the event facility. All shipments sent to the event facility will be turned over to the general contractor, and may be subject to extra venue venue specific fees.



Material Handling Rates

Name of Show: _____
 Company Name: _____ Booth #: _____
 Contact Name: _____ Phone #: _____
 Email Address: _____

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM
 Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday
 Double Time (DT): Holidays
 Holidays: NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, NY Eve

Calculating Material Handling

The package includes the following services, which may be used in full or in part. For weight estimation, please round up to the nearest 100 pounds. For example: 385 lbs.= 400 lbs./100 lbs.= 4X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling Rates

Rates are calculated by the 100-pound increment, with a minimum charge of 200 pounds. Example: 145 lbs. = 200 lbs. minimum = 2 CWT. Certified weight tickets are required for all shipments.

Blended Rates

The stated rates include an overtime component based on the schedule at the time of publication. Please note that changes in the schedule or carrier delivery may result in additional fees.

IMPORTANT... All Material Handling fees will be automatically billed to the credit card on file.

Advanced Shipments

ITEM	WEIGHT		PRICE/CWT	TOTAL
Blended Crated M/H Rate		x	\$460.20	
Late Delivery Fee = +30%			\$598.26	

Applicable taxes & Special Handling charges will apply and invoiced based on venue location.
 Refer to Terms & Conditions for more information.

Light Weight Shipments - Shipments 49 pounds or less

ITEM	WEIGHT/QUANTITY		PRICE	TOTAL
Light Weight		x	\$60.00	

Other Material Handling Services

ITEM	QUANTITY		PRICE	TOTAL
Banding Service Per 4x4 Skid/Pallet		x	\$90.00	
Shrink Wrap Service Per 4x4 Skid/Pallet			\$90.00	

Total Estimate:\$ _____
 Tax 8.38%:\$ _____
 Amount Due \$ _____

FIRST DAY for warehouse deliveries without additional fees: Monday, April 01, 2024
LAST DAY for warehouse deliveries without late fees: Thursday, April 25, 2024
LAST DAY for warehouse deliveries with Late Fees: Thursday, May 09, 2024 (*30% late fees, subject to change)

Ortiz & Co. will verify all declared shipment weights once possession of the materials is taken. Documentation will be provided at time of final invoicing and processing of payment.

Advance Shipping Information

We will receive shipments at our warehouse from:

**Monday, April 01, 2024 to
Thursday, May 09, 2024
Monday-Friday 9:00 AM - 3:30 PM**

The warehouse address for "Advance" shipping is:

**Event: ASQ World Conference 2024
Exhibiting Company Name & Booth # _____
TForce c/o HTS
Ortiz & Co.
2321 Siempre Viva Ct.
Suite 103
San Diego, CA 92154**

Direct-to-Showsite Shipping

- All direct-to-show site deliveries must be pre-approved by Ortiz & Co.
- Direct-to-show site deliveries without pre-approvals are subject to additional charges.
- Once approved the Ortiz & Co. Service team will provide information on how to ship correctly regarding the site.
- Associated shipping fees are listed under the attached material handling form.
- Additional charges may apply if shipment is captured by the facility and released to Ortiz & Co. for booth delivery.

No freight will be received on federal holidays as Ortiz & Co. will be closed.

Ortiz&Co.



Advance Shipping Information

Advance Shipping

Ortiz & Co. will accept shipments (crated, boxed or skidded materials) beginning Monday, April 01, 2024 at the address listed on page 9 of this kit. Materials arriving at the warehouse after Thursday, April 25, 2024 will be charged an additional late fee of 30%, charges subject to change. Warehouse materials are accepted at the warehouse Monday-Friday between the hours of 9:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments, and will be verified upon reception at the warehouse. If required, provide your carrier with this phone number: 407-502-6020.

Uncrated/Loose Shipments

Please note that Ortiz & Co. does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Any shipments received loose, uncrated, or unprotected are subject to an additional 50% charge, to be quantified based on the total CWT of the shipment. The charge is a one-time charge that includes move-in and move-out and is based on the weight of the handled shipments.

Direct-to-Showsite Shipping

Ortiz & Co. will begin to receive shipment Direct-to-Showsite beginning on Friday, May 10, 2024 @ 2:00 PM. Shipments arriving before this date & time will be refused by the facility. Any charges incurred for early freight accepted will be the exhibitor's responsibility. Certified weight tickets must accompany all shipments, and will be verified upon reception.

Date indicated above is the first approved date materials can arrive to the event facility (direct to show site) without extra fees.

The event facility address for "Direct-to-Showsite" shipping is:

Event: ASQ World Conference 2024
Exhibiting Company Name & Booth # _____
San Diego Convention Center
C/O Ortiz & Co.
111 West harbor Drive
San Diego, Ca 92101

Dismantling & Outbound Shipping Information

Dismantle & Move-Out

All exhibitor freight not picked up by their designated carrier (this includes UPS, FedEx, or any other preferred commercial carrier), on the following date and time, will either be forced out via T-Force freight or returned to the warehouse per your preference as denoted on your BOL: Tuesday, May 14 by 7:00pm. It is the responsibility of the exhibitor to arrange transport of booth materials.

Exhibitor materials must be removed by the Exhibitor Move-Out date & times, so please ensure all carriers complete the check-in process no later than 5:00PM on Tuesday, May 14, 2024.

Our designated ground and air carrier for this show is T-Force.

Post-Show Bill of Lading & Labels

Our Service team will assist in the preparation of your outbound Bill of Lading (BOL) as needed. Please know that all BOL's must be 100% completed and returned to the Service Team for us to properly handle your materials. Be sure that your carrier checks in with our Freight Team prior to the published deadline times to avoid the possible forcing out of your materials via TForce. Your carrier will also need to provide your booth number and company name. A few items to note:

- *It is the responsibility of exhibitors to provide pre-printed labels for their freight. Online labels can be generated on your carrier's website if you do not have pre-printed labels. Label your boxes with the printed labels.*
- *We also have blank labels at our service desk should you need extras.*
- *You can schedule a pickup with your preferred carrier: UPS, FedEx, T-Force, etc. TForce is our carrier of choice if you do not have a preferred carrier. Our team can reroute your freight via TForce at your expense.*
- *Please fill out all the areas on the Bill of Lading. Be sure to denote how you would like us to handle your shipment should your carrier fail to arrive.*

Exhibit Hall Closure

Upon closure of the exhibit hall and removal of any show management aisle carpet, we will begin delivering empties and pallets to your booth. Please keep furniture or booth items out of the aisles so we can ensure a quicker delivery process, and for your safety do not enter the dock or storage area. All exhibitor materials must be removed from the facility by 7:00 PM on Tuesday, May 14, 2024.

Freight Abandonment

All exhibitors must have a completed Ortiz & Co outbound bill of lading (BOL) authorization form to ship out/load out materials from the building. All balances must be paid in full with Ortiz & Co to receive outbound BOL form. The BOL Form should be completed and returned to the Ortiz & Co desk/rep when you're packed and ready to leave show floor. **DO NOT LEAVE YOUR BOL ON YOUR ITEMS ALONE, PLEASE VISIT THE ORTIZ & CO DESK PRIOR TO DEPARTURE.**

If you are utilizing FedEx, UPS, or any other specified carrier, exhibitors are responsible for arranging a pickup at the dock or on the show floor. In the event that freight is abandoned, Ortiz & Co. will assume possession and either arrange shipment through our preferred carrier or return the material to our warehouse to be picked up at the exhibitor's expense. Additional charges will apply.

Booth Trash & Abandonment

Upon closure of the exhibit hall and move-out, all trash and left over materials must be cleared prior to leaving show floor. Any left over display materials, vendor carpets, padding, pallets, trash, or etc. will be disposed of by Ortiz & Co., incurring a disposal and handling fee. Any materials such as booklets or brochures, left without a shipping label at the booth will be deemed trash, and concurrently disposed of. The Exhibitor will be charged for the removal and disposal of all materials. Charges may include Installation & Dismantling Labor, Forklift & Rigging Labor, and/or Dumpster Fees.

Pickup Shipment Address

The following address will be the pickup address that can be provided to your carrier along with your booth number & company name:

Event: ASQ World Conference 2024
Exhibiting Company Name & Booth # (Hall B)
San Diego Convention Center
111 West harbor Drive
San Diego, CA 92101

Dismantling & Outbound Shipping Information - contd.

Freight Reroute

It is very important that your carrier checks in by 5:00 PM on May 14, 2024. Please note that 5:00 PM will be the cutoff time. If your carrier does not check-in and/or no-shows to pick up your materials, we will be forced to either reroute your materials via our preferred carrier, TForce or return your freight to our warehouse. The exhibitor will incur all reroute charges and/or warehouse storage fees, including possible late fee surcharges.

NOTE: Your shipment may incur additional fees from the base rate. Final billing for outbound shipping charges could take up to 30 business days for shipments within the US; International shipments could take longer.

TForce Exhibit Freight Transportation

If you are in need of a carrier to transport your materials to and from the show, you may contact our preferred carrier, TForce at 1-800-988-9889 or tforcefreight.com. Please visit our service desk to arrange outbound shipping via TForce.

NOTE: Your shipment may incur additional fees from the base rate. Final billing for outbound shipping charges could take up to 30 business days for shipments within the US; International shipments could take longer.

Labor Information

Labor (Union or Non-Union) may be required for exhibit installation and dismantling. Please inquire about the labor rules and regulations for the show city once you determine your installation and dismantling needs. We will need to determine if labor will need to be supervised by Ortiz & Co. or your installation vendor. Please refer to the labor form published on page 12 for straight & overtime hours & rates.

Forklifts, any type of pallet jacks, overhead lifts, or any type of mechanical or powered equipment, may not be operated by exhibitors or their exhibitor-appointed contractors (EAC) due to liability concerns and/or local or nationwide labor jurisdictions.

Ortiz & Co. Support

Our Service Team will be happy to support you with all your outbound material handling needs, shipping labels, and any information needed in advance. Labels, dismantling notices, and paperwork will be available on-site. Please confirm all deadlines with your carrier as well as your company name & booth number for on-time pickup. Should you need any assistance throughout the planning process, please feel free to contact our service team at events@ortizandco.com or 407-502-6020.

Personally Operated Vehicles (POV) Information



A privately owned vehicle (non-commercial) is a car, pick-up truck, van, or other truck primarily designed to carry passengers, not cargo or freight. If a vehicle does not qualify for this service or has material that needs mechanical assistance to unload, it will be directed to the Ortiz & Co. logistics & freight management team. Exhibitors may not utilize mechanical or powered equipment to unload their items.

Ortiz & Co. is responsible for receiving and handling all the exhibit materials, crates, etc., pertaining to the event. We manage all deliveries from all freight carriers, as well as manage all the facility docks and scheduled vehicles for the load-in and load-out of all exhibitors and show management materials.

The following vehicles are allowed to load and unload from the event docks and are considered POV's (small passenger vehicles):



The following vehicles and equipment are NOT allowed to be load and unload from the event docks and are NOT considered POV's. These vehicles and equipment will be redirected by an Ortiz & Co. Freight Manager and assigned company or union personnel to handle.



Please know that exhibitors are not allowed to operate any type of powered and mechanical equipment.

Before unloading and loading, you must check-in with our Freight Manager. Please note that there is a 30-minute time constraint for unloading all vehicles.

What Is Cartload Service

Cartload Service offers assistance to exhibitors who arrive in their own vehicles and need to transport small, hand-carried items to and from the dock or booth location. However, exhibitors are not permitted to use any mechanical or powered equipment to unload their items.



The following will apply:

1. No trucks, vans, trailers, or trucks with trailers will be allowed at the loading dock. Our management team will advise on the best unloading methods and provide charges.
2. All items must fit on a (1) flatbed cart and weigh less than 200 pounds. The Ortiz & Co. team will assess and determine the weight as well as any additional material handling charges if applicable.
3. The vehicle must unload on the receiving dock of the event facility dock(s).

Labor Hours

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM

Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday

Double Time (DT): Holidays

Holidays: NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, NY Eve

ITEM	# OF TRIPS	RATE	TOTAL
Dock to Booth ST		\$140.00	
Booth to Dock ST		\$140.00	
Dock to Booth OT		\$210.00	
Booth to Dock OT		\$210.00	
Other			
Total Estimate			\$
Amount Due			\$

Company Name: _____

Contact Name: _____

Email Address: _____

Booth Number: _____

ONLY Ortiz & Co. personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. All cancellations must be received in writing at least 48 hours prior to exhibitor move-in.

Vehicle Display



Any vehicles used for display purposes at the event will require guidance from an Ortiz & Co. associate - no exceptions. This guidance is required by Ortiz & Co. to prevent damage and safety to the facility/property, exhibitors, visitors, as well as to determine when it is necessary to move crates that may be in the aisles.

The following are definitions of vehicles: automobile, trailer, tractor, crane, or any vehicle that can be driven to the booth location under its power. In addition to exhibitors driving their vehicles into the exhibit areas, exhibitors can also arrange for their vehicles to be transported by an Ortiz & Co. associate.

While on the show floor Vehicles/exhibitors shall comply with the following:

1. Batteries should be disconnected at all times.
2. Fueling or refueling of vehicles is not permitted within the building. No more than 1/4 of the tank's capacity shall be filled with fuel or 5 gallons, whichever is less.
3. It is mandatory to lock and seal fuel tank openings to prevent vapors from escaping. No leaks.
4. The vehicle must maintain 3' clear access from all areas and items..
5. Vehicles must be at least 20 feet from all show exits and pathways.

To comply with all fire marshal rules & regulations, there will be NO exceptions to any of the above.

If you plan to have a vehicle:

1. Please advise the Ortiz & Co. team at least **one week ahead of show opening** and provide a diagram showing vehicle placement and location within your booth and area.
2. Confirm your vehicle move-in and move-out so that Ortiz & Co. can schedule all supervision/labor hours.
3. Complete the booth layout form (located on page 19) and return it to the Ortiz & Co. team at events@ortizandco.com.

Spotting Fee

ITEM	QUANTITY	RATE	TOTAL
Vehicle Spotting Fee		\$200.00	
Total Estimate			\$
Amount Due			\$

All vehicles must be removed by the following date & time: **Tuesday, May 14, 2024 | 7:00pm**

NOTE: Vehicles left after the above date & time are subject to towing. Exhibitors will be responsible for any towing and/or removal charges.

Company Name: _____

Contact Name: _____

Email Address: _____

Booth Number: _____

ONLY Ortiz & Co. personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. All cancellations must be received in writing at least 48 hours prior to exhibitor move-in.

Place one of the provided labels on each piece being shipped to ensure that it is delivered to the correct location. If you need additional labels, copies of the original label are acceptable. Receiving hours are Monday-Friday, 9:00 AM to 3:30 PM.

Ortiz&Co.

ADVANCED WAREHOUSE

TO: _____
EXHIBITING COMPANY NAME

BOOTH #: _____ NUMBER OF PIECES: _____ OF _____

Event: ASQ World Conference 2024
Exhibiting Company Name & Booth # _____
TForce Freight c/o HTS
Ortiz & Co.
2321 Siempre Viva Ct., Suite 103
San Diego, CA 92154

Show Name: ASQ World Conference 2024

FIRST DAY for warehouse deliveries without additional fees: Monday, April 01, 2024
LAST DAY for warehouse deliveries without late fees: Thursday, April 25, 2024
LAST DAY for warehouse deliveries **with** Late Fees: Thursday, May 09, 2024 (*30% late fees, subject to change)

PRIORITY

Ortiz&Co.

ADVANCED WAREHOUSE

TO: _____
EXHIBITING COMPANY NAME

BOOTH #: _____ NUMBER OF PIECES: _____ OF _____

Event: ASQ World Conference 2024
Exhibiting Company Name & Booth # _____
TForce Freight c/o HTS
Ortiz & Co.
2321 Siempre Viva Ct., Suite 103
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LAST DAY for warehouse deliveries **with** Late Fees: Thursday, May 09, 2024 (*30% late fees, subject to change)

PRIORITY

SHIPPING LABELS

Place one of the provided labels on each piece being shipped to ensure that it is delivered to the correct location. If you need additional labels, copies of the original label are acceptable.

Ortiz&Co.

DIRECT-TO-SHOWSITE

TO: _____
EXHIBITING COMPANY NAME

BOOTH #: _____ NUMBER OF PIECES: _____ OF _____

Event: ASQ World Conference 2024
Exhibiting Company Name & Booth # _____
San Diego Convention Center
C/O Ortiz & Co. (Hall B)
111 West Harbor Drive
San Diego, CA 92101

Show Name: ASQ World Conference 2024

Freight can arrive Direct-to-Showsite: Friday, May 10, 2024 starting at 2:00 PM

PRIORITY

Ortiz&Co.

DIRECT-TO-SHOWSITE

TO: _____
EXHIBITING COMPANY NAME

BOOTH #: _____ NUMBER OF PIECES: _____ OF _____

Event: ASQ World Conference 2024
Exhibiting Company Name & Booth # _____
San Diego Convention Center
C/O Ortiz & Co. (Hall B)
111 West Harbor Drive
San Diego, CA 92101

Show Name: ASQ World Conference 2024

Freight can arrive Direct-to-Showsite: Friday, May 10, 2024 starting at 2:00 PM

PRIORITY

SHIPPING LABELS

Forklift & Rigging Labor



Name of Show: _____
 Company Name: _____ Booth #: _____
 Contact Name: _____ Phone #: _____
 Email Address: _____

For quick and easy ordering please visit shop.ortizandco.com

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM
 Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday
 Double Time (DT): Holidays
 Holidays: NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, NY Eve

- All labor ordered onsite will be charged "show site" rate.
- Start time guaranteed ONLY at start of working day.
- One (1) hour minimum. Any labor thereafter will be charged in half (1/2) hour increments.
- Supervisor must check-in at the Ortiz & Co. service desk prior to the start of labor, to pickup labor form.
- Be sure to allow for sufficient time to receive your empties when ordering dismantling labor.

Forklift Labor

ITEM	SHOW SITE RATE/HR
Forklift w/ operator - up to 5,000 lbs. - ST	\$385.00
Forklift w/ operator - up to 5,000 lbs. - OT	\$577.00
Forklift w/ operator - up to 10,000 lbs. - ST	\$785.00
Forklift w/ operator - up to 10,000 lbs. - OT	\$1,177.00

Applicable taxes will apply and invoiced based on venue location.

Rigging Labor

ITEM	SHOW SITE RATE/HR
Rigger - ST	\$167.50
Rigger - OT	\$251.00

Installation Information

ITEM DESCRIPTION	START DATE	START TIME	# OF EQUIP/ PEOPLE	HRS./ PERSON	TOTAL HOURS	HOURLY RATE	TOTAL COST

Describe work: _____ Total \$: _____

Dismantle Information

ITEM DESCRIPTION	START DATE	START TIME	# OF EQUIP/ PEOPLE	HRS./ PERSON	TOTAL HOURS	HOURLY RATE	TOTAL COST

Describe work: _____ Total \$: _____

Installation & Dismantle Labor



Name of Show: _____

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Email Address: _____

For quick and easy ordering please visit shop.ortizandco.com

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM

Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday

Double Time (DT): Holidays

Holidays: NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, NY Eve

- All labor ordered onsite will be charged "show site" rate.
- Start time guaranteed ONLY at start of working day.
- One (1) hour minimum. Any labor thereafter will be charged in half (1/2) hour increments.
- Supervisor must check-in at the Ortiz & Co. service desk prior to the start of labor, to pickup labor form.
- Be sure to allow for sufficient time to receive your empties when ordering dismantling labor.
- To help us understand your vision, please include a plan, any photos/diagrams available, special instructions, as well as any inbound shipment information with this order.
- You will be charged for any additional materials and supplies needed upon completion of the services.

Installation & Dismantle Labor

ITEM	SHOW SITE RATE/HR
Intallation and Dismantle - ST	\$126.00
Intallation and Dismantle- OT	\$189.00
Intallation and Dismantle - DT	\$252.00

Applicable taxes will apply and invoiced based on venue location.

Installation Labor Information

Check (1) please: Ortiz & Co. Supervised Labor _____ Exhibitor Supervised Labor _____

ORTIZ & CO. SUPERVISED LABOR:

- The installation of your exhibit will be carried out at a time appropriate before the show opens.
- Service charges: 30% of the total installation labor bill.

COMPLETE THE FOLLOWING - *Regardless if Ortiz & Co. or exhibitor supervised labor, all labor must check-in at the Customer Service desk to pickup labor form.*

ITEM DESCRIPTION	START DATE	START TIME	# OF EQUIP/ PEOPLE	HRS./ PERSON	TOTAL HOURS	HOURLY RATE	TOTAL COST

Describe work: _____ Total \$: _____

Supervisor onsite will be: _____ Mobile phone: _____

Dismantle Labor Information

Check (1) please: Ortiz & Co. Supervised Labor _____ Exhibitor Supervised Labor _____

ORTIZ & CO. SUPERVISED LABOR:

- The dismantle of your exhibit will be carried upon close of show. Please make sure all your materials are properly packaged prior to Ortiz & Co. dismantling. Ortiz & Co. is not responsible for products, literature, swag, etc. not properly packaged and stored by the exhibitor.
- Service charges: 30% of the total installation labor bill.

COMPLETE THE FOLLOWING - *Regardless if Ortiz & Co. or exhibitor supervised labor, all labor must check-in at the Customer Service desk to pickup labor form.*

ITEM DESCRIPTION	START DATE	START TIME	# OF EQUIP/ PEOPLE	HRS./ PERSON	TOTAL HOURS	HOURLY RATE	TOTAL COST

Describe work: _____ Total \$: _____

Supervisor onsite will be: _____ Mobile phone: _____

Available for Work:
S.D. (858) 530-0270
L.A. (626) 296-8086
FAX: (626) 296-8087

LOCAL UNION 831

TRADESHOW & SIGN CRAFTS
I.U.P.A.T – A.F.L.-C.I.O

1155 Corporate Center Drive
Monterey Park, CA 91754
(626) 296-8086
www.local831.org

Local Union 831 Labor Regulations

The exhibitor may set up or dismantle their own display with “one” full time employee of the exhibiting company, as long as the work can be completed in one hour without the use of tools.

If your display requires more set up time or tools, Union labor is required and will be furnished on a one to one basis with the full time employees of the exhibiting company.

The exhibitor may unpack and set up their own product. This exemption does not apply if the exhibitor’s product is part of the exhibit or is used in the construction of the exhibit.



Rigging Services

Rigging Services | Labor Hours | Charges

EACs and exhibitors cannot use or operate the equipment. The machinery must be operated only by Ortiz & Co.

Further & additional charges may be added by Ortiz & Co due to regulations at the facility, ensuring structural integrity of signs, weight limits, union jurisdictions, facility contracts, and in-house providers.

Among these services are: spanner trusses for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, exclusive labor charges for facility and/or in-house work, other.

IMPORTANT: To install any hanging sign, truss, motor, or structure requiring hoisting, a rigging crew (up to 3 riggers) may be subject to a four-hour minimum per their regulations.

Please note the following labor hours:

Straight Time (ST): Monday - Friday 8:00 AM - 5:00 PM

Overtime (OT): Monday - Friday 5:00 PM - 8:00 AM and anytime on Saturday & Sunday Double Time (DT): All holidays

Holidays: NY Eve & Day, Martin Luther King Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve & Day

Hanging Sign Information

ITEM	TYPE (CHOOSE ONE): CLOTH, WOOD, TRUSS, METAL, OTHER (IF OTHER, DESCRIBE)
"Type" of Hanging Sign	
"Shape" of Hanging Sign	

Order Assembly Labor - Certified riggers are required to assemble all hanging signs to assure integrity and safety. Exhibitor or Third Party to Supervise

TIME	LABOR HOURS	RATE	TOTAL
Standard Time		\$165.00	
Overtime		\$247.50	
Double Time		\$330.00	

*Labor hours are estimated. Exhibitor will be charged actual upon completion of rigging services.

Date of Assembly: _____ Start Time: _____ Required Number of Laborers: _____

NOTE: Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a 1-hour crew minimum charge will be applied to final billing.

Order Disassembly Labor - Certified riggers are required to assemble all hanging signs to assure integrity and safety. Exhibitor or Third Party to Supervise

TIME	LABOR HOURS	RATE	TOTAL
Standard Time		\$165.00	
Overtime		\$247.50	
Double Time		\$330.00	

*Labor hours are estimated. Exhibitor will be charged actual upon completion of rigging services.

Date of Assembly: _____ Start Time: _____ Required Number of Laborers: _____

NOTE: Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a 1-hour crew minimum charge will be applied to final billing.

Incomplete information will delay orders and processing.

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-502-6020.

Rigging Services - contd.

Order Overhead Rigging Crew - Installation

TIME	LABOR HOURS	RATE	TOTAL
Lift		\$1115.00	
Scissor Lift		\$705.00	

*Labor hours are estimated. Exhibitor will be charged actual upon completion of rigging services.

*For services rendered on OT a 30% surcharge will apply.

*Rigging points will be charged at \$330/point

Order Overhead Rigging Crew - Removal

TIME	LABOR HOURS	RATE	TOTAL
Lift		\$1115.00	
Scissor Lift		\$705.00	

*Labor hours are estimated. Exhibitor will be charged actual upon completion of rigging services.

Date of Assembly: _____ Start Time: _____ Required Number of Laborers: _____

NOTE: Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a 1-hour crew minimum charge will be applied to final billing.

Calculate Total Estimate Charges

TOTAL ESTIMATE	\$	
Tax (Rates are subject to change)	\$	
Amount Due	\$	

*NOTE: Each lift and crew member (up to (3) three riggers) is charged an hourly rate. There is a minimum charge of (1) one hour per lift/crew - thereafter, the charge is rounded up in (1/2) half-hour increments. Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a (1) hour crew minimum charge will be applied to final billing.

Company name	
Main Contact Name	
Main Contact Email	
Main Contact Phone #	
Booth #	

DIAGRAMS AND ORDERS SUBMITTED WITHIN 30 DAYS OF MOVE IN SUBJECT TO ADDITIONAL LATE FEES.

Main Contact Signature: _____ **Date:** _____

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-502-6020.

Rigging Equipment



Rigging Equipment | Labor Hours | Charges

EACs and exhibitors cannot use or operate the equipment. The machinery must be operated only by Ortiz & Co.

Further & additional charges may be added by Ortiz & Co due to regulations at the facility, ensuring structural integrity of signs, weight limits, union jurisdictions, facility contracts, and in-house providers.

Among these services are: spanner trusses for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, exclusive labor charges for facility and/or in-house work, other.

IMPORTANT: To install any hanging sign, truss, motor, or structure requiring hoisting, a rigging crew (up to 3 riggers) may be subject to a four-hour minimum per their regulations.

Straight Time (ST): Monday - Friday 8:00 AM - 5:00 PM

Please note the following labor hours:

Overtime (OT): Monday - Friday 5:00 PM - 8:00 AM and anytime on Saturday & Sunday Double Time (DT): All holidays

Holidays: NY Eve & Day, Martin Luther King Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve & Day

Truss

ITEM	QUANTITY	RATE	TOTAL
"Type" of Hanging Sign 12" Silver Box Truss (Per Ft.)		\$30.95	
12" Black Box Truss (Per Ft.)		\$30.95	
12" Silver Corner Block		\$116.50	
12" Corner Black		\$116.50	
Design Fee (Hourly)		\$232.50	
IMPORTANT: MUST ORDER "MOTORS" IF ORDERING TRUS			

Truss Details: _____ Quantity: _____ Size: _____

Motors

ITEM	QUANTITY	RATE	TOTAL
Half Ton Hoist / Chain Motor		\$580.00	
One Ton Hoist / Chain Motor		\$658.00	
Rotating Motor 200n lb. Limit		\$348.00	
Rotating Motor 500n lb. Limit		\$619.00	
IMPORTANT: MUST ORDER "MOTORS" IF ORDERING TRUS			

Indicate with an "X" the Correct Direction:

Rotate Clockwise - Right _____ Rotate Counterclockwise - Left: _____

Rigging Equipment - contd.

Calculate Total Estimate Charges

TOTAL ESTIMATE	\$
Tax (Rates are subject to change)	\$
Amount Due	\$

*NOTE: Each lift and crew member (up to (3) three riggers) is charged an hourly rate. There is a minimum charge of (1) one hour per lift/crew - thereafter, the charge is rounded up in (1/2) half-hour increments. Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a (1) hour crew minimum charge will be applied to final billing.

Please provide the following item (s) with your Truss & Motor order:

- Hanging Signs Instructions
- Sign/Hanging Diagram
- Placement Grid
- Overhead Rigging Labor Order

Company name	
Main Contact Name	
Main Contact Email	
Main Contact Phone #	
Booth #	

DIAGRAMS AND ORDERS SUBMITTED WITHIN 30 DAYS OF MOVE IN SUBJECT TO ADDITIONAL LATE FEES.

Main Contact Signature: _____ **Date:** _____

Rigging Supplies

NOT AN ORDER FORM - FOR PRICING PURPOSES ONLY

Rigging Supplies | Hardware | Charges

The following items are for pricing purposes ONLY. Depending on rigging needs and request, some of the following "Hardware" supplies will be added to your final billing. Should you have any questions on any of these items, please reach out to the Ortiz & Co team at events@ortizandco.com.

ITEM	UNIT PRICE
Airwall Hanger	\$22.00 / Week
All Thread	\$3.00 / Week
Bam Door	\$32.00 / Week
Batten or Water Pipe - per ft.	\$3.50 / Week
Clamp Beam	\$48.00 / Week
Clamp - Misc.	\$6.50 / Week
Deck Chain	\$11.00 / Week
Black Strap / Eye Bolt / Link Sub- Assembly / Tumbuckle / Rings	\$7.00 / Week
Nylon Sling or GAC Flex	\$16.00 / Week
Raw Wire - per ft.	\$1.00 / Week
Rope	\$13.00 / Week
Sheave	\$21.00 / Week
Steel Point	\$11.00 / Week
Strand Vice	\$21.00 / Week
Truss Protector	\$1.00 / Week
*Electricity Included	

EMAIL ALL RIGGING COMPLETED FORMS TO: EVENTS@ORTIZANDCO.COM

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-502-6020.

Booth Layout Form

Complete the following:

Name of Show: _____ Booth#: _____

Company Name: _____

Contact Name: _____ Phone #: _____

Email Address: _____

Instructions:

- Create an outline of your booth space using bold lines to clearly mark the dimensions and layout.
- Create a visual representation of the lines that will be present in your exhibit space.

Booth is _____ feet wide, by _____ feet long. Each diagram square is _____ feet wide, by _____ feet long.

Indicate any utilities under the carpet: _____

Back of Booth (Indicate Adjacent Booth #)

Indicate Adjacent Booth#

Indicate Adjacent Booth#

Back of Booth (Indicate Adjacent Booth #)

There is a minimum labor charge of (1 1/2) one & one half hours for hook up, and (1) one hour dismantle of all non-standard locations, multiple outlet locations, island booths and 208V services. Standard location is back of the booth.

For island booths: A scaled floor plan must accompany orders showing location of electrical outlets, connections and lighting equipment.

Rigging Services & Equipment CC Authorization Form



Name of Show: _____ Booth #: _____ Booth Type (Inline, Island, Peninsula Other): _____
 Booth Size: _____ I am (The Exhibitor or Third Party) _____
 Company Name: _____ Contact Name: _____
 Phone #: _____ Email: _____

Exhibiting Company Information

Company Name: _____ Booth #: _____
 Company Street Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Email: _____

Main Contact Name: _____
 Main Contact Email: _____
 Main Contact Signature: _____ Date: _____

Credit Card Information (American Express, Visa, MasterCard, Discover)

Credit Card #: _____
 Expiration Date (Month/Year): _____ Security Code: _____
 Billing Address: _____
 City: _____ State: _____ Zip Code: _____
 Name on Card: _____
 Signature of Card Holder: _____ Date: _____

By signing the above, I acknowledge and understand that ALL services rendered, including material handling, labor, and logistics, will be billed to this credit card.

Note: Payments made via a credit card will incur a 3% processing fee.

REQUIRED: The completed credit card on file is required from all exhibitors, even if paying via wire, ACH, or check. Credit card authorization form will be used for all material handling charges pre/post-event, as well as onsite charges. Please know that all services must be paid ahead of time for services to be scheduled and rendered.

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-502-6020.

Payment Authorization Form

Please fill out the following information and return the completed form with your order. For final payment you can choose to pay by credit card, company check (payable to Ortiz Events and Company, LLC), or via a bank wire transfer - please note that we still do require the credit card authorization on file prior to processing any service orders. For your convenience, Ortiz & Co will use the authorization form to charge your credit card account for any additional amounts incurred as a result of any orders placed by your representative while on show site. This includes material handling, labor, any logistic charges for shipments received on your company's behalf, and any unpaid balance due to Ortiz & Co.

Payments made via a credit card will incur a 3% processing fee.

Exhibiting Company Information

Company Name: _____ Booth #: _____

Company Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Main Contact Name: _____

Main Contact Email: _____

Main Contact Signature: _____ Date: _____

Credit Card Information (American Express, Visa, MasterCard, Discover)

Credit Card #: _____

Expiration Date (Month/Year): _____ Security Code: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Name on Card: _____

Signature of Card Holder: _____ Date: _____

By signing the above, I acknowledge and understand that ALL services rendered, including material handling, labor, and logistics, will be billed to this credit card.

REQUIRED: The completed credit card on file is required from all exhibitors, even if paying via wire, ACH, or check. Credit card authorization form will be used for all material handling charges pre/post-event, as well as onsite charges. Please know that all services must be paid ahead of time for services to be scheduled and rendered.

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-502-6020.

Exhibitor Appointed Contractor (EAC) Form



DEADLINE DATE TO SUBMIT: Friday, April 26, 2024

Exhibitor Information

If your company plans to utilize the services of any independent contractors other than Ortiz & Co, the official general service contractor, this form must be completed and signed by a representative of the exhibiting company. The EAC must also submit a copy of their Certificate of Liability Insurance (COI) to events@ortizandco.com.

Exhibiting Company: _____ Booth #: _____

Exhibitor Contact: _____

Exhibitor Phone: _____ Exhibitor Email: _____

Exhibitor Signature: _____ Date: _____

The authorized signature confirms that the exhibiting company has agreed to use the services of the Exhibitor Appointed Contractor(s). This agreement is confirmed through the signature.

We agree to comply with all rules and regulations for the show as outlined in the Rules & Regulations and Exhibitor Kit. By agreeing, we confirm that we will follow these rules and regulations.

We agree to obtain and maintain appropriate insurance coverage as outlined in the Rules & Regulations. By signing this agreement, we confirm that we will have the necessary insurance in place in order to participate in the show.

EAC Information

EAC Company Name: _____

Pre-Show EAC Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

EAC On-Site Contact: _____ Emergency On-site Mobile/ Cell: _____



Third Party Authorization Form

This form should be returned when a third party (any party other than the exhibiting company) should be billed for services. In order for the request to be accepted, both parties MUST sign this form to indicate their acceptance. If the form is not signed, the request will be denied.

If an exhibiting company plans to hire an exhibitor appointed contractor (EAC) for services such as booth building, supervision, design, delivery, or technical support; they need to be approved by Ortiz & Co. and are required to complete the following items. EACs are independent contractors and can include independent display companies or technicians. If an Exhibitor plans to hire a subcontractor, both the exhibiting company and the subcontractor company must provide their own Certificate of Insurance (COI).

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. **If the named third party does not make payment by the end of the show, Ortiz & Co. will demand payment from the exhibiting firm on site.** The invoice at the show site may or may not include charges for outbound services, such as material handling, rigging, and/or shipping.

1 The exhibiting company must provide the following contact information and signature:

Exhibiting Company Name: _____ Booth #: _____

Exhibiting Company Address: _____

City: _____ State: _____ Zip Code: _____

Exhibiting Company Contact Email: _____ Phone #: _____

Exhibiting Company Authorizer Name: _____

Exhibiting Company Authorizer Signature: _____

2 Third-Party company will pay for the following (check all that apply):

ALL SERVICES	BOOTH CLEANING	MATERIAL HANDLING	CARPET	FURNITURE	EXHIBIT RENTALS	RIGGING/ LABOR	INSTALLATION/ DISMANTLE LABOR	LOGISTICS/ TRANSPORTATION	OTHER

3 The Third Party company must provide the following contact information and signature:

Third-Party Company Name: _____

Third-Party Company Address: _____

City: _____ State: _____ Zip Code: _____

Third-Party Company Contact Email: _____ Phone #: _____

Third-Party Company Authorizer Name : _____

Third-Party Company Authorizer Signature: _____

4 Complete the Third-Party Authorization Form on the next page. Submit the Third Party Form and Third Party Payment Form to the Ortiz & Co. service team at events@ortizandco.com.

Third Party Authorization Payment Form

5 Complete the following credit card payment authorization information. All forms must be signed.

Third-Party Company Name: _____ Booth #: _____

Name on Card: _____ Credit Card #: _____

Expiration Date (Month & Year): _____ Security Code: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Third-Party Company Authorizer Signature: _____ Date: _____

By signing the above, I acknowledge and understand that ALL services rendered, including material handling, labor, and logistics, will be billed to this credit card.

The authorized signature confirms that the exhibiting company has committed to use the services of the following Exhibitor Appointed Contractor(s) and they agree to: Read and comply with all the show rules and regulations as outlined in the Exhibitor kit & to obtain and maintain appropriate insurance coverage as outlined in the Exhibitor kit.

Additional EAC Requirements:

EAC employees must wear approved identification badges at all times while in the work area. The badge will be issued at the show site to authorized contractor representatives when all requirements have been met.

It is strictly prohibited for EAC to solicit business. EAC companies discovered doing so will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.

The EAC must have all business licenses, work permits, and insurance required by local governmental jurisdictions, as well as facility management before beginning work, and shall provide Show Management with evidence of compliance.

EAC's agree to keep all aisles clear of freight, at all times. All applicable union regulations and show rules must be adhered to by the EAC.

SHOP.ORTIZANDCO.COM

Expo Furniture Rentals

For additional booth furniture and services such as ...

- Chairs
- Tables
- Book Stands
- Labor
- Supplies

Please visit the Ortiz & Co. online shop at shop.ortizandco.com.



Custom Signage

Ask the experts ...



Signs are a versatile and effective tool for communicating with attendees at events. Some common types of signs used at events include directional signs, informational signs, and promotional signs. Directional signs help attendees navigate the event space and find their way to your booth.

It's important to carefully plan and design your booth signage to ensure that it is effective and visually appealing. Consider the size, placement, and font of your signs to ensure that they are easy to read and catch the attention of attendees.

From promoting products and services to providing important information, signs can help you get your message across in a clear and engaging way. With a wide range of designs, styles, and materials available, you can let your imagination run wild and create custom graphics that take your booth to the next level.

Need Signage?
Call Us @ 407-502-6020
or email us at events@ortizandco.com





Logistics

TFORCE FREIGHT

TForce is the official air and ground carrier of Ortiz & Co.



Ortiz&Co.



Get the Show on the Road

TForce Freight Trade Show

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

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

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



Vast Network Coverage

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





TForce Freight Trade Show Features & Benefits



Guaranteed On-time

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



Professional Assistance

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



Real-Time Tracking

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



Expedited Shipping

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



Faster Unloading

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



Caravan Service

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

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

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

TERMS & CONDITIONS



These following Terms & Conditions are part of the agreement between Ortiz & Co. and you, the "Exhibitor", hereinafter known as "Exhibitor".

The Exhibitor is considered to have accepted these terms and conditions when any of the following conditions are met:

The Exhibitor sets up their exhibit at the show in which Ortiz & Co. is the general contractor. The Exhibitor and its contractors, including subcontractors, have been granted permission and access to the show floor for purposes of setting up their exhibit. The Exhibitor materials are deemed having been delivered to the Ortiz & Co. warehouse or directly to the show site. The Exhibitor submits a booking form and/or payment form for any of the Ortiz & Co. services (labor, equipment, furniture, etc.).

Definitions and Responsibilities of Ortiz & Co.:

The legal name of "Ortiz & Co. or Ortiz Events & Company" is hereinafter referred to as "O&Co.", as well as its employees, officers, agents, and assignees, including any subcontractor that O&Co. may appoint. An exhibitor is any party that contracts with O&Co. for services. O&Co. will only be held responsible for the services it directly provides and guarantees to fulfill its obligations in good faith. O&Co. is not responsible for any person, parties, or other contracting firms not under its direct supervision and control. O&Co. will not be held accountable for any loss, delay, or damage due strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond its reasonable control, nor for the ordinary wear and tear in the handling of materials. For security and liability reasons, O&Co. personnel will unload all vendor materials from the loading docks to the booths. Exhibitors are not under any circumstances allowed to use powered mechanical equipment.

Inbound and Outbound Shipments: In line with tradeshow industry norms, there may be a time period between the delivery of shipment(s) to the booth and the arrival of the Exhibitor or their representative. During this window of time, the materials will be left at the exhibitor's booth unattended. Following the delivery of the appropriate material to an Exhibitor's booth it is understood that O&Co. is not liable for the loss, damage, theft, or disappearance of the Exhibitor's materials. Additionally, there may be a time period between the completion of packing and the actual pick up of an Exhibitor's materials from the booth for loading onto the applicable carrier's truck. At such a time, the materials will be left unattended at the booth. During this time period O&Co. cannot be held liable for the loss, damage, theft, or disappearance of an Exhibitor's materials prior to being picked up for outbound loading to the appropriate carrier. All materials will be inspected at the booth during loadout using the Bill of Lading submitted by the Exhibitor. Any changes to the condition of materials or piece counts will be noted on this document. After delivery to the Exhibitor's chosen carrier or agent for outbound transportation O&Co. holds no liability for the loss, damage, theft, or disappearance of an Exhibitor's materials. O&Co. will load an Exhibitor's materials onto the appropriate carrier's truck under the supervision of the carrier driver. The carrier driver then will check and sign for the custody of said materials on the Exhibitor's Bill of Lading. After the carrier assumes custody of an Exhibitor's materials O&Co. claims no responsibility for any materials. If an Exhibitor's designated carrier fails to arrive by the move-out deadline, O&Co. shall either route the Exhibitor's shipment via our own carrier or return the shipment to a local warehouse for the Exhibitor to handle at their own discretion; as indicated by the Exhibitor on the Bill of Lading.

Packaging, Crates, and Empty Containers: It is understood that O&Co. is not liable for any surface damage to loose/uncrated, pad-wrapped, or shrink-wrapped materials. Any concealed damage, damage to carpets in bags/poly, or damage to shipments packed improperly is not the responsibility of O&Co. Crates/packaging unsuitable for handling, partially assembled, or having prior damage are not items O&Co. can be held accountable for. Attaching "Empty" storage labels to containers after load-in is the responsibility of the Exhibitor or their booth representative not O&Co. The Exhibitor should remove all other labels in lieu of the "empty" storage label. The removal or misdelivery of containers emblazoned with old labels, incorrect information; or for the loss/damage to materials stored in containers labeled "empty" is not a responsibility that O&Co. holds.

Outbound: All outbound services will be charged to the Exhibitor's provided credit card. O&Co.'s service team will email copies of relevant receipts and invoices to the booth contact within 10-days of the trade show ending.

Exhibitor Rentals: All materials are rented and remain the property of O&Co. The Exhibitor will be held financially responsible for any damage to O&Co. equipment. Prices quoted include installation, rental, and striking for the duration of the show, unless otherwise specified. If skirting and carpet colors are not specified, the show's colors will be used.

Orders on Show Site: Services ordered on the show site must be paid for in full when the order is placed. Purchase orders cannot be accepted as payment. Regular prices will apply to all show site orders, and availability will be limited for orders placed on the show floor.

Third-Party Requests and Orders: Third-Party Orders refer to orders for goods or services that are placed by a Third-Party company on behalf of the Exhibitor. If you hire a display or exhibit house and need services from O&Co., the payment policy outlined above applies. Please share this information with the relevant parties, and make sure that a Third-Party payment form is completed and submitted three weeks before the show opens. If your chosen Third-Party provider fails to pay for O&Co. Services, the exhibitor is still responsible for paying all invoices owed to O&Co.

Exhibitor Audits: The Exhibitor should be aware that routine audits of Exhibitor booths for service usage will be conducted before and during the Show/Event. If any unpaid equipment or services are found, the Exhibitor will be charged for them accordingly via the credit card on file.

Exhibitor Information: The Exhibitor allows O&Co. to use and share their contact information with other entities involved in producing the event. Communications may include show information, promotional materials, advertising statements, and other commercial messages. The Exhibitor can revoke this permission in writing.

Exchanges and Cancellations: On-site exchanges and cancellations of orders will incur a 100% pick-up fee. Exhibitors who cancel Custom Product orders within 30 days of the first day of exhibitor move-in may be subject to cancellation fees of up to 100% of the total order, depending on the status of move-in, prior work performed, and/or O&Co. set-up expenses. There are no exchanges or refunds for equipment or furnishings once an item has been delivered to your booth/event location. Cancellations must be received in writing 14 days before the first exhibitor move-in day. Labor cancellations must be received in writing 48 hours before the first day of exhibitor move-in; otherwise, a rate of 1-hour per man ordered will be charged. For example: If exhibitor orders 3-crew members for installation for 10 AM, the cancellation fee would be 3-hours straight time (ST), overtime (OT) on the weekend.

Invoices: Before the show ends, an invoice will be prepared and emailed to the booth contact for your review. Credits will be issued on the show site only. If you have any questions or would prefer to pay via an immediate wire transfer or credit card, please visit our customer service representatives at the service desk.

TERMS & CONDITIONS



These following Terms & Conditions are part of the agreement between Ortiz & Co. and you, the "Exhibitor", hereinafter known as "Exhibitor".

International Customers: International customers must pay for all services in U.S. dollars. A \$50 service charge will be applied for processing checks or wire transfers from foreign banks.

U.S. Wire Transfers: A service charge totaling \$25 will be incurred for processing U.S. wire transfers. Please complete the portion of the Method of Payment form regarding wire transfers; the exhibitor information portion of the payment authorization form must be completed before your order is processed.

Tax Exempt Status: If you are tax-exempt in the state where the trade show is occurring, the exhibitor must provide a copy of the appropriate certificate with their order.

Tax Rates: State tax regulations and tax rates are subject to change following the date of publication; prevailing state tax rates will take precedence over any prior published rate.

Event Cancellation or Postponement: O&Co. reserves the right to charge for any services provided prior to any postponement or cancellation; as well as non-refundable costs incurred by O&Co.

Insurance: The Exhibitor understands that O&Co. is not an insurer; Exhibitor is responsible for obtaining all applicable insurance coverages. We advise that exhibitors arrange All Risk coverage; typically, this can be done by endorsements to existing policies. All Exhibitor's materials should be insured from when they are shipped, until they are returned following the show's close. Insurance and liability for theft, property damage to equipment/exhibit material owned/rented by the Exhibitor, or bodily injury within the Exhibitor's booth are the Exhibitor's sole and complete responsibility. Unless prohibited by law, the Exhibitor and their insurers waive any rights of recovery or subrogation against O&Co. and their directors, officers, employees, and agents.

Claim(s) for Loss and Payment For Services: It is understood that any claims for loss/damage must be submitted to O&Co. before the show's conclusion when/where the alleged loss or damage occurred; within 30 days of the show's conclusion, this applies in every case. For the purpose of reporting claims, the "conclusion" of the show shall be understood as the end of the day on that the Exhibitor must leave the show site. No claims reported past the 30-day period will be considered. At no time shall any suit or action be levied against O&Co. after 365 days have gone since the date of the applicable loss or damage. The Exhibitor may not withhold payment from O&Co. for services provided. In the event of any dispute between O&Co. and the Exhibitor pertaining to any loss or damage claim, the exhibitor is not entitled to and will not withhold payment for services rendered by O&Co. to account for the alleged damage/loss. Any claims against O&Co. will be handled and resolved individually based on their merit.

Limits of Liability: If found liable for any loss, O&Co.'s sole and exclusive maximum liability for loss/damage to an Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article carrying a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment; whichever amount is less. All shipment weights are subject to correction, and final charges are determined by the actual/re-weighted weight of the shipment. O&Co. shall not be liable for indirect, exemplary, or consequential damages, or loss of sales resulting from or related to a claim for loss or material damage.

Indemnification: The exhibitor agrees to protect and defend O&Co., its employees, officers, and agents from and against any claims, actions, fines, penalties, damages, liabilities, judgments, and expenses resulting from personal injury or death, damage to or loss of property/profits caused by any of the following: (1) the Exhibitor's negligent supervision of any labor secured through O&Co. or the negligent supervision of such labor by any of the Exhibitor's employees, agents, representatives, invitees, and/or exhibitor appointed contractors (EAC); (2) the Exhibitor's negligence, willful misconduct, deliberate acts, or the actions of the Exhibitor's employees, agents, invitees, representatives, or EAC's at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of O&Co. equipment; or (3) the Exhibitor's violation of Federal, State, or Local ordinances; the violation of show regulations and/or rules published by the Facility and/or Show Management. Payments must be made before O&Co. provides services or equipment to the Exhibitor unless other credit arrangements have been agreed upon. Payments must be made in U.S. currency, by Master Card, VISA, American Express, debit card, wire transfer, or check, as long as the Exhibitor has sufficient credit in the chosen form of payment to cover the amount owed to O&Co. The undersigned authorizer acknowledges and agrees that any applicable charges for services rendered to the Exhibitor will be charged to the credit card on file if another form of payment is not arranged before the trade show ends. If the Exhibitor has not paid any outstanding balances owed to O&Co. within 30 days of the trade show ending, interest will be charged at a rate of 1-1/2% per month (18% per year). The Exhibitor will be responsible for all charges incurred by O&Co. while trying to collect these debts. If the Exhibitor provides a credit card for payment and the transaction is declined, the Exhibitor authorizes O&Co. to process the outstanding balance in multiple smaller amounts that total the outstanding balance. If a third-party (Agent) orders on behalf of the Exhibitor and the named Third-Party does not pay the invoice before the end of the show, all charges will be the responsibility of the Exhibitor. All invoices are due and must be paid upon receipt.

Key Statistics 2022

TERMS & CONDITIONS



These following Terms & Conditions are part of the agreement between Ortiz & Co. and you, the "Exhibitor", hereinafter known as "Exhibitor".

When "union" labor is required in a particular event location, due to event city jurisdictions, all of the local rules and regulations will be mandated and followed. The rules will apply to all exhibitors exhibiting on the event show floor, as well as, their hired employees, contractors, third parties, EACs, etc.

Installation/Dismantling Labor: Ortiz & Co. team or local union, depending on the event location and jurisdictions, is responsible for the installation and removal of prefabricated displays. We/They ("Union") offer labor to assist with the setup and breakdown of exhibit booths, as well as services such as freight and rigging labor, electricians, and plumbers. These services can be requested using the provided order forms at predetermined rates.

Labor Jurisdictions: Should the union have jurisdiction in the event city, they will manage all installation, dismantling, and initial cleaning of prefabricated exhibits and displays. Exhibitors who are full-time employees of the exhibiting company and can provide proof of employment and proper identification may set up their own exhibit display. The Union's jurisdiction does not extend to the placement of products on display, the opening of boxes containing products, or the performance, testing, maintenance, or repair of products. Exhibitors are not allowed to use any tools, such as screwdrivers, hammers, electric drills, or power saws, on booths of any size unless they are full-time employees of the exhibiting company and can provide proof of employment and proper identification. If union labor is required, exhibiting companies may provide their own personnel to work alongside a union installer on a one-to-one basis, as long as all company personnel can provide proof of employment with the exhibiting company. If the exhibiting company hires an EAC for installation or dismantling, they must use local union members.

Material Freight Handling Jurisdictions: The Teamsters union has jurisdiction over all aspects of the unloading and reloading of materials, including the use of material handling equipment. They also have jurisdiction over the loading and unloading/installing and dismantling, uncrating, unskidding, leveling, painting, and assembly of machinery and equipment. Exhibitors may "carry by hand" materials as long as they do not use any material handling equipment for assistance. They may not be permitted access to loading dock or freight door areas and must carry items by hand, by one person. Exhibitors may not do multiple trips. Vehicles must not be left unattended in loading areas and any unattended vehicles will be towed at the owner's expense. Ortiz & Co. will not be responsible for any towed vehicles and towing fees or penalty fees given to the exhibitor and exhibitor-hired personnel from the union, if found liable for not following local union jurisdictions.

Gratuities: Tipping is NOT allowed. This includes giving merchandise, swag, food, etc. Union employees are entitled to 15-minute paid coffee breaks mid-morning and mid-afternoon, and a (1) one hour meal break. Any employees, union members, that solicits such gratuities should be reported to Ortiz & Co. immediately.

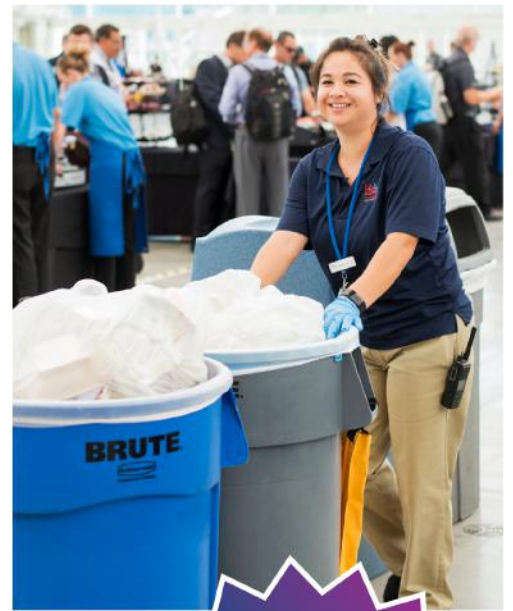
Grievances & General Safety: Exhibitors are not expected to address grievances or complaints from union or trade personnel regarding work jurisdictions. Any disputes or questions in this regard should be referred to Ortiz and Co. management team immediately. The safety of all individuals working in the event and/or show floor is THE priority, and standing on chairs, tables, and other rental furniture is not allowed as it is not designed to support standing weight. Ortiz & Co. cannot be held responsible for injuries or falls resulting from the improper use of this furniture and/or exhibitor owned equipment (this refers to supplies and equipment brought in by the exhibitors and their hired contractors, third-parties, and EAC's). If assistance is needed in assembling a booth, exhibitors can request labor from Ortiz & Co. by completing and providing the labor form on this manual or by visiting the onsite Ortiz & Co. Customer Service team. If requested and needed, necessary ladders and tools will be supplied.

Special Handling: In adherence to the terms and conditions governing our expo events, it is essential to acknowledge that special handling charges may be imposed should any difficulties or challenges arise in the proper delivery and management of freight at the show venue, such as in cases involving elevators or other logistical complexities. The determination and disclosure of such charges shall be transparently communicated prior to the event, when and if they become known to Ortiz & Co by show management and/or event venue. It is important to note that unforeseen challenges with the venue may arise on-site, which are entirely beyond our control and not previously communicated to Ortiz & Co.

Key Statistics 2022

Vendor Forms





EXHIBITOR SERVICES

We're excited to welcome you to our venue! Whether you need cleaning, catering, internet or audio visual, Exhibitor Services has you covered.

Cleaning Services are provided exclusively by SDCC



BOOTH CLEANING SERVICES

HERE FOR ALL OF YOUR CLEANING NEEDS!

SDCC is the exclusive provider of all facility cleaning services. No other persons or cleaning services provider may perform cleaning services on SDCC property (inside or outside).

PORTER SERVICE (TRASH REMOVAL)



HERE FOR ALL OF YOUR RECYCLING AND TRASH PICK-UPS!

Cardboard, Containers & Trash: Exhibitor booths that need cardboard or trash disposal are encouraged to order porter service. If porter service is not ordered, exhibitors must break down all recycling/waste and store items neatly inside the exhibitor booth space. It is prohibited to discard cardboard or trash into the aisle ways, aisle trash cans, column trees/pillars, along the walls, or anywhere outside of the exhibitor booth that may impede walkways and create a fire hazard.

Impeding egress may incur fire marshal involvement. Repeat violations of the building policies are reported to Show Management.



Food & Beverage Service: All exhibitors are required to order porter service for food and beverage activity in the booth.

PLACE YOUR ORDER



Pre-order online 14 days prior to your event or find us at the Cleaning Services Desk in the Exhibitor Services Center during your event. Learn more about **rates & details**.

For additional details, contact our team at boothcleaning@visitsandiego.com or [619.977.0009](tel:619.977.0009).

American Society for Quality | ASQ 2024 World Conference

May 12-15, 2024



SANDIEGO
convention center

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ON-SITE WIRELESS SERVICES

SAN DIEGO CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

1 day for \$79.99
3 days for \$227.97
5 days for \$359.95

CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "Free Internet".
2. First time users will be asked to create an account and verify their email address to get connected.

For questions regarding on-site wireless services, please call Smart City Networks at 619-525-5500. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.



The San Diego Convention Center Welcomes



May 12th – 14th, 2024

*We look forward to assisting you with all your food and beverage needs during your event.
We offer a unique blend of traditional and upscale food and beverage services.*

Allow us to create an extraordinary catering experience in your booth!

Please contact Jan Souza, Booth Catering Coordinator at jan.souza@visitsandiego.com to discuss menu options and current service requirements

AVOID LATE ORDER FEES:

Ordering Deadline Date is

Friday, April 26th, 2024

Exhibitors who will be providing food and beverage/hospitality in their booth must order, at their own expense, porter service. Porter service is provided exclusively by the San Diego Convention Center.

EXCLUSIVITY

Centerplate Catering holds the exclusive contract for food and beverage at the San Diego Convention Center. **NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.**

This includes bottled water and displays of candy. Centerplate reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering department for further information.



SAN DIEGO
convention center



2024

BOOTH CATERING MENU

06/13/23



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BEVERAGES



COFFEE SERVICE

FRESHLY BREWED STARBUCKS COFFEE* 255
Three Gallon Unit (Approximately 40 Cups)

FRESHLY BREWED STARBUCKS DECAFFEINATED COFFEE* 255
Three Gallon Unit (Approximately 40 Cups)

ASSORTED TAZO HOT TEAS 255
Three Gallon Unit (Approximately 40 Cups)

**Includes Cups, Creamers, Sugar, Artificial Sweeteners, Stirrers and Napkins*

BEVERAGE SERVICE

(24 Beverages per case, 1 Case Minimum Required)

ASSORTED CANNED PEPSI SODA 120

AQUAFINA CANNED SPRING WATER (16 oz) 144

PROUD SOURCE CANNED SPARKLING WATER (12 oz) 120

ASSORTED SPARKLING BUBLY WATER 120

BOTTLED ORANGE JUICE 168

ASSORTED GATORADE (20 oz) 192

PURE LEAF BOTTLED BREWED TEA (18.5 oz) 240

A 30++ delivery fee will be applied to all above orders.



BEVERAGES CONTINUED...

CQ INFUSED HYDRATION STATION

INFUSED SPA WATERS* (3 Gallon Unit)

210

Choice of flavors: Strawberry Watermelon, Lemon Ginger or Peach Pineapple
Infused with Seasonal Fresh Fruit

INFUSED ICED TEA* (3 Gallon Unit)

265

Choice of flavors: Strawberry Watermelon, Lemon Ginger or Peach Pineapple
Infused with Seasonal Fresh Fruit

INFUSED LEMONADE* (3 Gallon Unit)

265

Choice of flavors: Strawberry Watermelon, Lemon Ginger or Peach Pineapple
Infused with Seasonal Fresh Fruit

**Delivered in a 3 gallon decorative infusion jar, includes disposable cups and napkins.
Exhibitor to provide table or counter*

WATER SERVICE

WATER DISPENSER

160

3-day rental, cups included.

Client must have a space that has one regular wall socket available for electrical power.
Requires 100 volt, 15 amp electrical service.

(3) GALLON JUG OF WATER

75

A 30++ delivery fee will be applied to all above orders.

BREAKFAST | BAKERY



FROM THE BAKERY

Price per dozen; 3 dozen minimum required.

ASSORTED DANISH	80
ASSORTED MUFFINS	60
CINNAMON BUNS	60
ASSORTED CHOCOLATE DIPPED BISCOTTI	60
ASSORTED SCONES	60
ASSORTED BAGELS WITH CREAM CHEESE	80
FRESHLY BAKED COOKIES	50
FRESHLY BAKED BROWNIES	60
GOURMET CUPCAKES	90
CHEF'S SIGNATURE EXCESS CHOCOLATE SEA SALT COOKIES	72
CHOCOLATE DIPPED STRAWBERRIES	53

SHEET CAKES

Choice of fruit or cream filling. Includes disposable cake knife, plates, forks and napkins.

FULL SHEET CAKE (80 SLICES)	650
HALF SHEET CAKE (40 SLICES)	350

A 30++ delivery fee will be applied to all above orders.



PANTRY

FROM THE PANTRY

IMPORTED AND DOMESTIC CHEESE DISPLAY WITH CRACKERS (serves 20 guests) <i>Garnished with Dried California Fruits, Sliced Baguettes and Assorted Crackers</i>	280
RAINBOW CRUDITE (serves 20 guests) <i>Harissa Ranch, Lentil & Mint Hummus</i>	320
SLICED FRESH FRUIT (serves 20 guests)	240
WHOLE FRESH FRUIT (serves 20 guests)	100
POTATO CHIPS AND DIP (serves 20 guests)	180
LOCAL TORTILLA CHIPS WITH HOUSE MADE SALSA (serves 20 guests)	160
MIXED NUTS (2 pounds)	110
TRADITIONAL SNACK MIX (2 pounds)	80
MINTS (2 pounds)	56
PRETZEL TWISTS (2 pounds)	60
SWEET & SALTY GRANOLA BARS (24 individual bars)	96
ASSORTED INDIVIDUAL BAGS OF CHIPS (1 dozen)	48

A 30++ delivery fee will be applied to all above orders.



LUNCHEONS

BOX LUNCHEON

Minimum order: 10 box lunches required

TRADITIONAL BOXED LUNCH

38

CHOICE OF SANDWICH ON A LOCALLY MADE WHEAT ROLL
WITH GREENS & CONDIMENTS:

- Turkey and Havarti Cheese
- Ham and Havarti Cheese
- Fresh Mozzarella, Sliced Tomatoes & Nut-Free Basil Pesto

Individual Bag of Potato Chips
Gourmet Chocolate Chip Cookie
Assorted Canned Pepsi

PREMIUM BOXED LUNCH

40

CHOICE OF SANDWICH:

- Smoked Turkey and Provolone on Ciabatta with Habanero Bacon Jam, Baby Greens and Tomatoes
- Roast Beef and Jack Cheese with Caramelized Onions, Sweet Peppers, Arugula and Piquillo Pepper Aioli on a Bolillo Roll
- Herb Falafel and Spinach Hummus with Fresh Spinach, Sliced Heirloom Tomato and Pickled Red Onion on a 9-Grain Roll

Gourmet Kettle Chips
Farro Salad with Kale, Cotton Candy Grapes and Roasted Cauliflower
Salted Dulce De Leche Brownie
Assorted Canned Pepsi

SALAD BOXED LUNCH

42

CHOICE OF GOURMET SALAD:

- Pear Gorgonzola Salad with Dried Cranberries and Candied Pecans
- Superfood Salad with Kale, Quinoa, Pepitas, Dried Blueberries and Edamame

Kettle Chips
Locally Grown Clementine
Balsamic Vinaigrette
Assorted Canned Pepsi

ENHANCE YOUR SALAD WITH GRILLED CHICKEN

6

A 30++ delivery fee will be applied to all above orders.



LUNCHEONS CONTINUED...

LUNCHEON SANDWICHES

ALL AMERICAN SANDWICH PLATTER (serves 20) 380

An assortment of Traditional American Meats and Cheeses to include Roast Beef, Ham, Turkey, Swiss and American Cheeses
Lettuce, Tomato, Mustard and Mayonnaise

PLATTER OF ASSORTED MINI-SANDWICHES 380

Forty Mini-Sandwiches to include:
Turkey, Roast Beef, Ham and Vegetarian

LUNCHEON SIDE SALADS (Each bowl serves 20 guests)

GARDEN SALAD 200

Mixed Field Greens, Tomatoes, Carrot Curls and Cucumbers
Choice of Ranch, Italian or Bleu Cheese Dressings

CHICKEN CAESAR SALAD 240

Crisp Romaine Lettuce, Sliced Breast of Chicken and Garlic Croutons
Traditional Caesar Dressing

MEDITERRANEAN SALAD WITH CHICKEN 280

Mixed Field Greens, Slices of Grilled Marinated Breast of Chicken,
Grilled and Marinated Vegetables, Feta Cheese, Vine Ripe Tomatoes,
Kalamata Olives
Lemon Herb Vinaigrette

A 30++ delivery fee will be applied to all above orders.



COLD HORS D'OEUVRES

Minimum order: 4 dozen per item

CHIMICHURRI SHRIMP SKEWER WITH PEPPADEW PEPPERS	384
ANTIPASTO SKEWER Artichoke, Tomato, Kalamata Olive and Mozzarella	480
CAPRESE CROUSTADE	528
VEGAN ZUCCHINI & MEYER LEMON BRUSCHETTA	528

HOT HORS D'OEUVRES

*Minimum order: 4 dozen per item. Prices below are per item.
Attendant Required: 275++ per (4) hours. (4) hour minimum.
70++ for each additional hour after the first 4.*

MEDITERRANEAN CHICKEN KABOB Figs and Roasted Tomatoes with Pomegranate Molasses & Crushed Pistachios	384
COCONUT CRUSTED SHRIMP Pitaya Sweet Chile	384
VEGETABLE LUMPIA Crushed Pineapple & Lime Dipping Sauce	480
BABY BLACK BEAN BURRITO Blended Avocado Cilantro Salsa	432
BASIL & PARMESAN ARANCINI Creamy Tomato Sauce	432

A 30++ delivery fee will be applied to all above orders.



DESSERT STATIONS

DESSERT SHOOTERS (DOZEN)

102

Minimum of 12 per flavors. Ask us about dessert shooters to match your booth colors.

Choice of flavors: Strawberry Mousse, Vanilla Mousse, Chocolate Mousse or Lemon Lime Mousse

Client to Supply: Minimum of one 6-foot table; porter service; clean up

BITES & MINIS (SERVES 20)

480

Miniature French Pastries, Petit Fours, Dessert Shooters
Chocolate Truffles, Dark Chocolate Covered Strawberries
White Chocolate and Miso Covered Strawberries

Client to Supply: Minimum of one 6-foot table; porter service; clean up

ICE CREAM NOVELTY CART

900

(1) Standard ice cream cart to include:
(150) Assorted Ice Cream Novelties
Additional Ice Cream Novelties: 6++ each

*Should you desire an experienced Booth Attendant to distribute the product:
275++ per (4) hours. (4) hour minimum.*

70++ for each additional hour after the first 4.

Client to Supply: 110 volt single phase (15) amp; 4x4 ft work space; porter service; clean up

PREMIUM ICE CREAM CART

1100

(1) Standard ice cream cart to include:
(100) Assorted Premium Ice Cream Bars
Additional Premium Ice Cream Bars: 11++ each

*Should you desire an experienced Booth Attendant to distribute the product:
275++ per (4) hours. (4) hour minimum.*

70++ for each additional hour after the first 4 .

Client to Supply: 110 volt single phase (15) amp; 4x4 ft work space; porter service; clean up

Minimum guarantee per day will apply, plus a one-time set-up fee of 100++

A 30++ delivery fee will be applied to all above orders.

ACTION STATIONS

POPCORN CART

1000

Popcorn and (250) Popcorn Bags and Napkins
Additional Bags of Popcorn: 4++ each

A Booth Attendant is required to pop the corn and distribute the product:
275++ per (4) hours. (4) hour minimum.
70++ for each additional hour after the first 4.

Client to Supply: 110 volt single phase 15 amp; 4x4 ft work space; porter service; clean up

FRESH BAKED GOURMET CHOCOLATE CHIP COOKIE STATION

960

Featuring Premium Gourmet Chocolate Chip Cookies
240 Chocolate Chip Cookies*, Oven, Napkins and Appropriate Supplies
Additional Cookies: 4++ each

**A portion of the cookies will be pre-baked and delivered to your booth on trays.*

A Booth Attendant is required to bake and distribute the product:
275++ per (4) hours. (4) hour minimum.
70++ for each additional hour after the first 4.

Client to Supply: 120 volt single phase 10.9 amp; 4x4 ft work space; minimum of one 6-foot table; porter service; clean up

LAVAZZA CAPPUCCINO SERVICE

2000

Lavazza Espresso Pods, Cups, Napkins, Stirrers, Sugar and Creamer
250 Cups of Cappuccino*, Latte, or Espresso
Additional cups of Cappuccino, Latte or Espresso: 8.00++ each

One Experienced Barista, for a maximum of (4) hours. Should you desire service for a longer period of time; a 70++ per hour labor fee will apply.

**Cappuccino equipment available on a limited basis. Minimum guarantee of 2000 per day will apply.*

Client to Supply: 6-foot table or counter, two dedicated circuits of 120v-60hz, 20 amp power; porter service; clean up

STARBUCKS SHAKEN TEA STATION

1080

160 12 oz. Cups of Tazo Iced Black Tea or Tazo Iced Passion Tea, handcrafted using a martini style shaker, Starbucks Logo Cups, Napkins and appropriate supplies
Additional Cups of Tea: 6.75++ each

Two Booth Attendants* Required: 275++ per (4) hours. (4) hour minimum for each attendant.

70++ for each additional hour after the first 4 for each attendant.

**An additional Booth Runner may be required depending on volume.*

Minimum guarantee of 1080 per day will apply.

Client to Supply: 4x4 ft work space and storage area; minimum of one 6-foot table; porter service; clean up

Minimum guarantee per day will apply, plus a one-time set-up fee of 100++

A 30++ delivery fee will be applied to all above orders.

BOOTH CATERING ALCOHOL SALES INFORMATION

All alcohol sales and consumption in the San Diego Convention Center are regulated by the California Alcoholic Beverage Control and Sodexo Live! is responsible for the administration of these regulations. No alcoholic beverages are allowed to be served by anyone other than San Diego Convention Center Food and Beverage Department Bartenders. Sodexo Live! prohibits exhibitors and event participants from removing alcohol from the San Diego Convention Center.

DELUXE HOUSE WINE (bottle)

Canyon Road Chardonnay	38
Frontera Cabernet Sauvignon	38

PREMIUM HOUSE WINE (bottle)

Bonterra - Chardonnay	43
Los Vascos - Cabernet Sauvignon	43

DOMESTIC BEER (24 bottle minimum each choice)

Michelob Ultra	168
Bud Lite	169
O'Doul's Amber (non-alcoholic)	169

IMPORT BEER (24 bottle minimum each choice)

Heineken	216
Corona Extra	216

LOCAL CRAFT BEER (24 bottle minimum each choice)

Karl Strauss - Red Trolley	216
Abnormal Boss Pour	216

HARD SELTZER WATER (24 bottle minimum each choice)

Truly	216
White Claw	216

SPARKLING WINE-CHAMPAGNE (bottle)

William Wycliff, California	40
LaMarca Prosecco, Veneto, Italy	45
Nicolas Feuillatte Brut, Champagne, France	70
Martinelli's Sparkling Apple Cider (non-alcoholic)	30

*No alcohol product can be transferred for use the following day.
 Special order alcohol is not based on consumption.
 A Bartender is required to distribute all alcoholic beverages:
 275++ per (4) hours. (4) hour minimum .
 70++ each additional hour after the first 4.
 Plus a one time set up fee of 100++.*

Client to Supply: 4x4 ft work space · porter service · clean up



SPECIALTY BARS

SOUTH OF THE BORDER MARGARITA BAR

130 Margaritas on the Rocks
Additional Margaritas: 12++ each

1560

*Minimum guarantee of 1560 per day will apply, plus a one-time set-up fee of 100++.
A Bartender is required to mix and distribute the beverages.
A 275++ per (4) hours. (4) hour minimum will apply for each bartender.
70++ for each additional hour after the first 4 will apply for each bartender.*

Client to Supply: 8x8 ft work space; porter service; clean up

MARTINI BAR

130 Martinis

1560

Choice of Traditional, Cosmopolitan or Blue Hawaiian
Additional Martinis: 12++ each

*Minimum guarantee of 1560 per day will apply, plus a one-time set-up fee of 100++.
A Bartender is required to mix and distribute the beverages.
A 275++ per (4) hours. (4) hour minimum will apply for each bartender
70++ for each additional hour after the first 4 will apply for each bartender.*

Client to Supply: 8x8 ft work space; porter service; clean up

CQ CRAFT COCKTAILS

120 Cocktails
Additional Cocktails: 14++ each

1680

Choice of (select one):

San Diego Sunrise: CQ Red Raspberry, Tequila, Orange Juice, Grenadine, Orange Slice

Strawberry Basil Blush: CQ Strawberry Basil, Vodka, Ginger Ale Soda, Lime Wedge

Lemonade Fizz: CQ Cucumber, Vodka, Fresh Squeezed Lemonade, Citrus Soda, Lime Wedge

*Minimum guarantee of 1680 per day will apply, plus a one-time set-up fee of 100++.
A Bartender is required to mix and distribute the beverages.
A 275++ per (4) hours. (4) hour minimum will apply for each bartender
70++ for each additional hour after the first 4 apply for each bartender.*

Client to Supply: 8x8 ft work space; porter service; clean up

*No alcohol product can be transferred for use the following day.
Special order alcohol is not based on consumption.*

GENERAL INFORMATION



POLICIES

- All food and beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department, **including bottled water**.
- Exhibitor Booth Catering **does not** supply tables or electrical for your booth. You **must** order through your service contractor. All exhibitors are required to order porter service (trash removal) for food and beverage activity in the booth.
- All food and beverage orders require full payment in advance. We accept American Express, MasterCard, Visa or company checks. Please make checks payable to: **Sodexo Live!**
- Initial order, as well as additional services ordered on site, will be billed to the customer's credit card.
- A 22% service charge will apply to all food, beverage, and labor charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals, and service charges, and are subject to applicable tax laws and regulations.
- Disposable service ware is used on all food and beverage functions on the exhibit floor.
- A 30++ delivery fee will apply for each food and beverage delivery.
- It is required that an SDCC Bartender dispense all alcoholic beverages.
- Menu items and prices are subject to change without notice.
- To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event

CANCELLATION POLICY

- Full charges will be applied to cancellation of any menu items received within 72 hours, (3 business days), prior to delivery.

STAFFING REQUIREMENTS

Booth Attendant : 275++ per (4) hours. (4) hour minimum. 70++ for each additional hour after the first 4 hours.

Bartender: 275++ per (4) hours. (4) hour minimum. 70++ for each additional hour after the first 4 hours.

Delivery Fee: 30/Trip

**Requires a 4-hour minimum.*

BOOTH CATERING | ORDER FORM

Sodexo Live! holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bring food or beverage into the San Diego Convention Center without the written approval of Sodexo Live!, **including bottled water.**

FILL OUT AND SUBMIT BOTH THE ORDER FORM AND THE CREDIT CARD AUTHORIZATION FORM TO PROCESS YOUR ORDER.

Company Name: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____
 Booth #: _____ Event: _____
 Representative: _____ Title: _____
 On-Site Contact: _____ On-Site Cell #: _____

MENU ITEMS • SUPPLIES • EQUIPMENT					
DELIVERY DATE	DELIVERY TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

DELIVERY FEE • BOOTH STAFF • BARTENDER • KITCHEN LABOR					
START TIME	END TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

COMMENTS:

SUBTOTAL _____
22% SERVICE CHARGE _____
SUBTOTAL WITH SERVICE CHARGE _____
7.75% CA STATE TAX _____
TOTAL ESTIMATED CHARGES _____

Exhibitors who will be providing food and beverage/hospitality in their booth must order porter service. Porter Service is exclusively provided by the San Diego Convention Center.



ADDING YOUR CREDIT CARD INFORMATION TO OUR SYSTEM

VISIT OUR WEBSITE:

[SDCC Express Catering \(ezplanit.com\)](https://ezplanit.com)

- Complete all fields, including a mobile number for the person onsite and select [Register Account](#)
- Enter payment info by clicking [HI "First Name"](#) (upper right-hand corner)
- Select [Add New Card](#) and enter card info, and click [Save](#)
- You are all set! You can manage your card or add another as needed

**Confirm with your catering manager that you have added your information once complete.*



BOOTH CATERING DEPARTMENT
EXHIBIT BOOTH
FOOD & BEVERAGE POLICY

SODEXO LIVE! holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food, beverage or alcohol into the San Diego Convention Center without the written approval of *SODEXO LIVE!*; **this includes private labeled bottled water**. Exhibitors are not permitted to sell food or beverage in the San Diego Convention Center.

BOOTH SAMPLING :

Exhibitor/event participant must be the manufacturer or manufacturer's representative of the product to be sampled.

- **Product must be germane to the show/event**
- **Food samples are restricted to: 2 oz portion.**
- **Beverage samples are restricted to: 4 oz fluid portion**

If the exhibitor/event participant meets the above criteria, simply submit the Waiver Authorization form for approval. Your request will be processed and written approval will be sent to you. Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space.

If you are a manufacturer or manufacturers' representative and wish to **exceed** the sample size requirements, submit the Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with a contract for the applicable waiver fee.

BOOTH WAIVER :

Exhibitors/event participants utilizing "traffic builders" (e.g. bottled water, popcorn, coffee, smoothies, full sized candy bars, etc.) that compete with food or beverage provided by *Sodexo Live!* must submit the Booth Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with the applicable corkage fees due.

ALCOHOLIC BEVERAGES :

All alcohol sales and consumption in the San Diego Convention Center are regulated by the California Alcoholic Beverage Control and *Sodexo Live!* is responsible for the administration of these regulations. *Sodexo Live!* Prohibits exhibitors and event participants from bringing in or removing alcohol from the San Diego Convention Center. No alcoholic beverages are allowed to be served by anyone other than San Diego Convention Center Food and Beverage Department Bartenders.

ALL THE AFOREMENTIONED POLICIES WILL BE STRICTLY ADMINISTERED. ANY VIOLATION OF THESE WILL RESULT IN THE REMOVAL OF PRODUCT FROM THE SHOW FLOOR.

BOOTH SAMPLING/WAIVER AUTHORIZATION FORM

Event Name _____ Date(s) _____

EXHIBITOR/EVENT PARTICIPANT

On-Site Cell # _____

Name _____ Contact _____

Email Address _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Booth # _____

Item(s) and portions to be distributed _____

Quantity to be distributed _____

Purpose _____

Approved:

_____ Date _____

Booth Catering Manager/F&B Department

Corkage/Waiver fees that apply to this approval: _____

Sampling Support Services

Please contact us at 619.525.5818, no later than 21 days prior to your event to order Kitchen Prep Time, Equipment, Storage, Staffing, Ice, Bottled Water or other support services required for your sample distribution

Please email this form no later than 21 days prior to your event:

San Diego Convention Center

Food & Beverage Department

111 West Harbor Drive

San Diego, Ca 92101

Phone: 619.525.5818

Email: mary.forney@visitsandiego.com



Submit Order to:

customerservice@turnkeyevents.us

Nationwide Service Available

Event Name: _____

Location: _____

Date/Time In: _____

Date/Time Out: _____

Booth Number/Name: _____

Contact Name: _____

Contact Number: _____

E-Mail Address: _____

Floral Arrangements	Unit Price	Qty	Total
Mixed Arrangements	\$95 & Up		
Tropical Floral	\$125 & Up		
Custom Arrangements Height _____ Width _____	\$125 & Up		
Blooming Foliage			
Mum: <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender	\$45.00		
Azaleas: <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Pnk/Wht	\$50.00		
Bromeliad	\$50.00		
Tropical Plants			
Ivy _____ Pothos _____	\$45.00		
Fern	\$50.00		
3 Foot Tropical Plant	\$65.00		
4 Foot Tropical Plant	\$75.00		
5 Foot Tropical Plant	\$85.00		
6 Foot Tropical Plant	\$95.00		
8 to 12 Foot Tropical Plant	\$155 & up		
6 foot Dressed w/Ivy & Blooming	\$165 & Up		
Boxwood Hedge Walls - Green Walls	\$225.00		
Containers (Please Check One)			
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other			
Special Order: _____			

Other Decorating Services:

***Privacy Walls Available - (Live and Artificial)**

***Themed Parties and Props, Scenic Sets, Beaded Drapery, Entertainment and Trade Show Booth Decor.

• ALL ITEMS FOR RENTAL ONLY

• ALL ORDERS MUST BE PAID IN ADVANCE

• SUBSTITUTIONS MAY BE NECESSARY

• ALL ORDERS NOT CANCELLED AT LEAST 14 DAYS PRIOR TO DELIVERY ARE SUBJECT TO FULL RENTAL PRICE

SUB TOTAL: _____

Delivery, Set, & Pickup- 15%
or \$55 min. for round trip: _____

TAX: _____

TOTAL: _____

Payment Information: Visa Mastercard Amex

Company Name: _____

Card Holder Name: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Credit Card#: _____ Expiration: _____ Security Code: _____

Authorized Signature: _____ Date: _____



2024
TRADE SHOW
KIT CATALOG

Ortiz & Co.

BLANC



Blanc Sofa

Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat

Bright White Leather
54"W x 35"D x 35"H



Blanc Chair

Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman

Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

FUNCTION

Modular Seating Collection



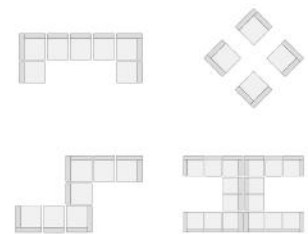
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



BLANC



Blanc Sofa

Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat

Bright White Leather
54"W x 35"D x 35"H



Blanc Chair

Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman

Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

FUNCTION

Modular Seating Collection



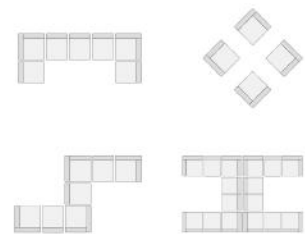
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

Bright White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

Bright White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

Bright White Leather
30"W x 34"D x 19"H



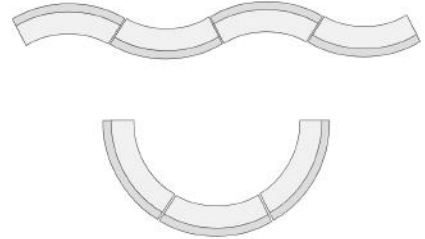
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H



SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

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



Sophistication Loveseat

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



Sophistication Chair

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

SOPHISTICATION

Modular Seating Collection



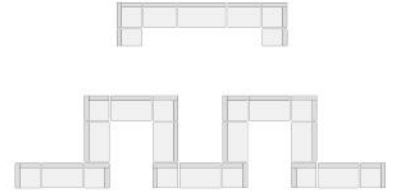
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

Modular Seating Collection



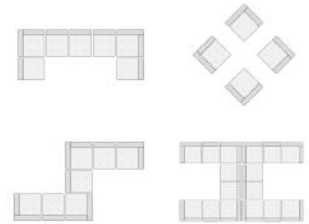
Boca Corner

Black Leather
22"W x 27"D x 30"H



Boca Armless

Black Leather
27"Square x 30"H



METRO



Metro Sofa

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



Metro Loveseat

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



Metro Chair

Black Leather
35"Square x 35"H

METRO



Metro Square Ottoman
Black Leather
40"Square x 17"H



Metro Bench Ottoman
Black Leather
60"W x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa
Midnight Suede
77"W x 36"D x 33"H



Suave Midnight Loveseat
Midnight Suede
54"W x 36"D x 33"H



Suave Midnight Chair
Midnight Suede
32"W x 36"D x 33"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa
Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat
Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair
Charcoal Leather
28"W x 36"D x 36"H

GRAMMERCY



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H

MONTANA MOCHA



Montana Mocha Sofa

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



Montana Mocha Loveseat

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



Montana Mocha Chair

Mocha Tan Fabric
35"Square x 34"H

CHANDLER



Chandler Sofa

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



Chandler Loveseat

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



Chandler Chair

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

CHANDLER



Chandler Bench Ottoman

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

EVOKE



Evoke Sofa

Coffee Resin Frame With Tan Cushions
81"W x 35"D x 27"H



Evoke Chair

Coffee Resin Frame With Tan Cushions
33"W x 35"D x 27"H



Evoke Cocktail Table

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



Evoke End Table

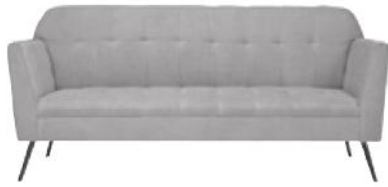
Coffee Resin Frame
24"W x 28"D x 25"H



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

NIKO



Niko Sofa
Grey Microfiber
81"W x 30"D x 38"H



Niko Loveseat
Grey Microfiber
58"W x 30"D x 38"H



Niko Chair
Grey Microfiber
31"W x 30"D x 38"H

CROMWELL



Cromwell Sofa
Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair
Royal Blue Velvet
32"W x 32"D x 29"H

STAGE CHAIRS



Midnight Stage Chair

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



Chamois Stage Chair

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



Buckskin Stage Chair

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



Bianco Stage Chair

Bright White Leather
26"W x 26"D x 37"H



Empire Chair

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



Monarch Chair

Bright White Leather
28"Square x 30"H

OTTOMANS & BENCHES



Curved Bench

Continental Bright White Leather
70"W x 26"D x 19"H



Square Ottoman

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



Bench Ottoman

■ Metro Black Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
60"W x 24"D x 17"H



Essentials Storage Ottoman

White Leather With Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

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



Grammercy Banquette

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



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--|--|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |
- 18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H

CHARGED! 



Essentials Turning Bed - Charged

White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.
Maximum of 1 bed per power source.



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together per power source.*



Aspen Bar Table - Charged

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

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

White/Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*



White Conference Table - Charged

White
96"W x 43"D x 30"H

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES



Aria Tables - Cosmo

End Table Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Emerald Tide

End Table Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Icebreaker

End Table Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Sirona

End Table Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Red

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



Aria Tables - Green

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



Aria Tables - Blue

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



Aria Tables - Purple

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



Aria Tables - White

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

OCCASIONAL TABLES



Aria Tables - Charcoal

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



Tribeca Tables

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



Novel Tables

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



Hylton Tablet Table

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



Fuze Tables

End Table Zebra wood Laminate/Chrome
24"Square x 23"H
Console Table Zebra wood Laminate/Chrome
60"W x 16"D x 34"H
Cocktail Table Zebra wood Laminate/Chrome
40"Square x 16"H



London Tables

End Table Marble/Chrome
24"Square x 23"H
Console Table Marble/Chrome
60"W x 16"D x 34"H
Cocktail Table Marble/Chrome
40"Square x 16"H



Brooklyn Tables

End Table Square Chrome
22"Square x 20"H
End Table Round Chrome
20"Round x 20"H
Cocktail Table Rectangle Chrome
42"W x 24"D x 16"H
Cocktail Table Round Chrome
30"Round x 16"H



Vivid Tables

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



Cube Tables

■ Black
□ White
Cocktail Table
24"Square x 16"H
End Table
24"Square x 21"H

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi With Built-in Wireless LED Kit
 72"W x 24"D x 42"H (Bar)
 13"D x 18"H (Shelf)
 Includes Remote Control



VIP Glow Bar 4'

Frosted Plexi With Built-in Wireless LED Kit
 48"W x 24"D x 42"H (Bar)
 13"D x 18"H (Shelf)
 Includes Remote Control



Bar

■ Black
 □ White
 48"W x 16"D x 42"H
 2 Shelves In Back



Blox Bar Back

Walnut/Brushed Metal
 30"W x 16"D x 86"H
 Please Inquire About Shelf Dimensions



Piazza Bar Back

■ Black
 □ White
 44"W x 12"D x 79"H
 13"W x 14"H (Inside Shelf)

STOOLS



Vienna Stool

- Smoke Grey
 - Orange Acrylic
 - Teal Acrylic
- 17"Square x 39"H



Criss Cross Bar Stool

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



Colin Stool

- Natural Maple
- 20"W x 19"D x 46"H



Milo Bar Stool

- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White

20"W x 21"D x 41"H



Euro Bar Stool

- Black
- 22"W x 24"D x 42"H



Hourglass Bar Stool

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



Equino Stool

- Black
 - White
- 15"W x 13"D x 35"H

STOOLS



Clara Stool
White
17"W x 21"D x 41"H



Marcus Bar Stool
Steel
17"Square (at footbase) x 29"H



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



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



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



Nexus Stool
White
19"W x 20"D x 44"H

CAFÉ CHAIRS



Vienna Chair
 ■ Smoke Grey Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 21"Square x 32"H



Milo Chair
 ■ Black
 ■ California Wine
 ■ Chartreuse
 ■ Chocolate
 ■ Jade
 ■ Victory Blue
 ■ White
 20"W x 21"D x 41"H

CAFÉ CHAIRS



Clara Chair
White
18"W x 21"D x 35"H



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



Criss Cross Chair
 Espresso Leather
 White Leather
 17"W x 21"D x 35"H



Elio Chair
Steel
17"Square x 33"H



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



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



Regal Dining Chair
Brown Leather
19"W x 23"D x 38"H



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



Nexus Chair
White
19"W x 22"D x 32"H

CAFÉ CHAIRS



Colin Chair
Natural Maple
22"W x 19"D x 33"H

BAR TABLES



24" Square Bar Table - Cosmo
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Icebreaker
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Sirona
Available in Black or Chrome Base
24"Square x 42"H



32" Round Bar Table - Cement
Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Yukon Gold
Available in Black or Chrome Base
32"Round x 42"H

BAR TABLES



Euro Bar Table

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



Silk Bar Table

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



City Bar Table

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



Park Ave Bar Table

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



Summit Bar Table

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



Blanco Bar Table

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



Fuze Bar Table

Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

White/Chrome
72"W x 24"D x 42"H

BAR TABLES



Spectrum Bar Table - Red
Red/Chrome
24"Square x 42"H



Spectrum Bar Table - Blue
Blue/Chrome
24"Square x 42"H



Spectrum Bar Table - Purple
Purple/Chrome
24"Square x 42"H



Spectrum Bar Table - Green
Green/Chrome
24"Square x 42"H



Zinc Bar Table
Chrome
24"Round x 42"H



Aspen Bar Table
White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



24" Square Café Table - Cosmo
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Icebreaker
Available in Black or Chrome Base
24"Square x 30"H

CAFÉ TABLES



24" Square Café Table - Sirona

Available in Black or Chrome Base
24"Square x 30"H



32" Round Café Table - Cement

Available in Black or Chrome Base
32"Round x 30"H



32" Round Café Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 30"H



Euro Café Table

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



Silk Café Table

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



Park Ave Café Table

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



City Café Table

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



Summit Café Table

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



Blanco Café Table

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

CAFÉ TABLES



Fuze Café Table
Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table
White/Chrome
24"Square x 30"H



Blanco Rectangle Café Table
White/Chrome
72"W x 24"D x 30"H



Spectrum Café Table - Red
Red/Chrome
24"Square x 30"H



Spectrum Café Table - Blue
Blue/Chrome
24"Square x 30"H



Spectrum Café Table - Purple
Purple/Chrome
24"Square x 30"H



Spectrum Café Table - Green
Green/Chrome
24"Square x 30"H



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

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



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

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



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair - Armless

Black
21"W x 24"D x 39"H



Goal Drafting Stool

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



Goal Drafting Stool - Armless

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

CONFERENCE TABLES



Conference Table Round

- Black
 - Mahogany
- 42"Round x 29"H



Command 6' Conference Table

- Black
 - Sirona
 - White
- 72"W x 36"D x 31"H



Command 8' Conference Table

- Black
 - Sirona
 - White
- 96"W x 48"D x 31"H



Command 10' Conference Table

- Black
 - Sirona
 - White
- 120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk

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



Storage Credenza

- Black
 - Mahogany
- 2 Filing Cabinets/2 Drawers/Inside Shelves
66"W x 20"D x 29"H



Jr Executive Desk

- Black
 - Mahogany
- Double Pedestal/Locking Drawers
60"W x 30"D x 29"H

OFFICE FURNITURE



Executive Desk

■ Black
■ Mahogany
Double Pedestal/Locking Drawers
72"W x 36"D x 29"H



5-Shelf Bookcase

■ Black
■ Mahogany
36"W x 12"D x 72"H



Vivid Café Table - Square

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



Vivid Café Table - Rectangle

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



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table

Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

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



4-Drawer File

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



2-Drawer Lateral File

Black
36"W x 18"D x 27"H



4-Drawer Lateral File

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



Storage Cabinet

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

PEDESTALS



42" Display Pedestals

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



36" Display Pedestals

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



30" Display Pedestals

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



Locking Pedestal

- Black
24"Square x 42"H
- White



Fuze Pedestal

Zebra wood Laminate/Chrome
16"Square x 44"H



London Pedestal

Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



Stanchion
 Chrome
 41"H
Stanchion Rope
 Red Velour
 6'L



Nero Literature Rack
 Black
 14.75"W x 12"D x 53.5"H



Argento Literature Rack
 Aluminum
 14.75"W x 12"D x 53.5"H



Alto Literature Rack
 Black/Metal
 10.5"W x 9.5"D x 57"H



Compact Refrigerator
 Black 4 Cubic Feet
 21"W x 22"D x 32"H

LIGHTING



Silo Grey Lamps
 Table Lamp
 25"H
 Floor Lamp
 70"H



Silo White Lamps
 Table Lamp
 25"H
 Floor Lamp
 70"H



Neutrino Floor Lamp
 Steel
 67"H

DESIGN YOUR BOOTH SPACE **YOUR WAY**



20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
 Brooklyn Round End Table • Brooklyn Round Cocktail Table
 Aspen Bar Table - Charged • Nexus Stool
 VIP Glow Bar 6' • Argento Literature Rack



20x20 Booth Footprint

Aspen Dining Table • Colin Chair
 Lincoln Bench - Charged • VIP Glow Bar 4'



10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal
 Blanco 30" Round Bar Table with Tulip Base • Vienna Stool - Teal



20x10 Booth Footprint

Chandler Loveseat • Continental Curved Loveseat • Rose Table
 Aria End Table - White • London Console Table

