

**WARRIOR EAST**  
June 24 – 25, 2026  
Virginia Beach Convention Center  
Virginia Beach, VA

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to **Warrior East**.

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at [operations@levyexpo.com](mailto:operations@levyexpo.com). We will be happy to assist you in any way possible to ensure that you have a successful experience at **Warrior East**.

Thank you and we look forward to servicing your needs at **Warrior East** in **Virginia Beach, VA**.

Sincerely,

Levy Exposition Services, Inc.

# WARRIOR EAST

# QUICK FACTS

**SERVICE CONTRACTOR CONTACT:** LEVY EXPOSITION SERVICES INC.  
 14900 Interurban Avenue S., Suite 271  
 Seattle, WA 98168  
 T: 253 437 0031 F: 253 437 0032 E: [operations@levyexpo.com](mailto:operations@levyexpo.com)

**LOCATION:** Virginia Beach Convention Center  
 1000 19<sup>th</sup> Street  
 Virginia Beach, VA 23451

**EXHIBITOR MOVE-IN:** Monday, June 22, 2026 1:00 pm – 5:00 pm  
 \*\*target move-in for large exhibitors\*\*  
 Tuesday, June 23, 2026 8:00 am – 5:00 pm

**EXHIBITION DATES:** Wednesday, June 24, 2026 9:00 am – 4:00 pm  
 Thursday, June 25, 2026 9:30 am – 2:00 pm

**EXHIBITOR MOVE-OUT:** Thursday, June 25, 2026 2:00 pm – 8:00 pm

**\*\*Please note that all exhibit materials must be removed from the exhibit Facility by 8:00 pm on Thursday, June 25, 2026.**

**BOOTH EQUIPMENT:** Each 10' x 10' booth space includes the following:

- 8' high drapery backwall – black
- 3' high drapery sidewall – black
- 1 – 6' x 2' skirted table – black
- 10' x 10' booth carpet – black
- 2 – side chairs
- 1 – wastebasket
- 1 - 7" x 44" booth identification sign

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

**AISLE CARPET:** The aisles will be carpeted in the color tuxedo.

**CEILING HEIGHT:** The ceiling height in the exhibit hall is 40' feet.

**DISCOUNT PRICE DEADLINE:** In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **June 3, 2026**.

**LEVY ONLINE ORDERING (LOLO):** The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.

**ELECTRICAL, A/V, WATER & CATERING:** Please click on the link below for Electrical, Audio Visual, Food & Beverage and Water services:  
<https://www.visitvirginiabeach.com/convention-center/services-vendors/>

**INTERNET & TELEPHONE:** Smart City is the official service provider for Internet & Telephone services. To order services, please see **pages 63 – 72**.

**SHIPPING:**

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between May 18, 2026 – June 15, 2026. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows: (Labels are provided in the Material Handling Section of the manual)

Warrior East  
Exhibiting Company Name  
Booth # \_\_\_\_  
Levy Exposition Services, Inc.  
c/o Liberty CFS  
2701 Trade St  
Chesapeake, VA 23323

All **DIRECT** shipments should not arrive prior to 8:00 am on **Monday, June 22, 2026**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows: (Labels are provided in the Material Handling section of manual)

Warrior East  
Exhibiting Company Name  
Booth # \_\_\_\_  
Virginia Beach Convention Center  
c/o Levy Exposition Services, Inc.  
1000 19<sup>th</sup> Street  
Virginia Beach, VA 23451

**DISMANTLE AND  
MOVE-OUT  
INFORMATION:**

All exhibitor materials **MUST** be removed from the facility by 8:00 pm on Thursday, June 25. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 5:00 pm on June 25<sup>th</sup>. If your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

**POST SHIPPING  
PAPERWORK:**

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

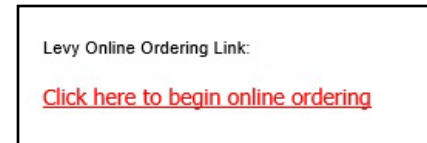
It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

## ONLINE ORDERING INSTRUCTIONS

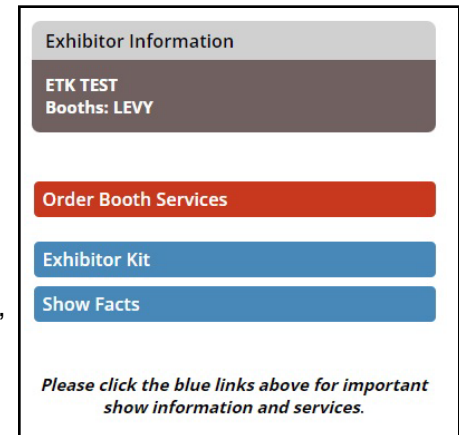
We are pleased to offer online ordering for **WARRIOR WEST**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

**Our online ordering links are unique to each exhibitor and are generated when exhibitors are imported to our online system.** This creates a streamlined experience for exhibitors and eliminates the need to create a username and password.

1. You will receive an email from Levy Exposition Services with a copy of the PDF Exhibitor Kit and your account specific online ordering link. —————→  
NOTE: If you do not receive your email, please email [agaudet@levyshow.com](mailto:agaudet@levyshow.com) and you will be sent one directly.



2. Once you have accessed the online ordering portal, you will be directed to the Welcome Page where you can access the Exhibitor Kit, Show Facts and other ancillary service forms. To begin online ordering, you can click the red “Order Booth Services” button. —————→
3. After making your service or rental selections, click the “Add to Cart” button. Once you have finished adding all items or services to your cart, click on the “My Cart/Orders” tab on the menu at the top of the page to view your order.
4. To complete your purchase click on the “Proceed to Checkout” button.
5. Complete your billing details and enter your credit card information to confirm and complete the order.  
**NOTE:** Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the “My Profile/CC” tab on the menu at the top of the page, then click “Credit Cards” and fill out the required information.



### **OTHER HELPFUL INFORMATION:**

1. To find your username and password, please click on the “My Profile/CC” tab on the menu at the top of the page.
2. To access and view your invoice(s), please click on the “My Invoice” tab on the menu at the top of the page.

## **SAFETY RULES**

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.



## Labor Guidelines: Virginia

We have provided these definitions to acquaint you with specific guidelines for labor in preparation of Warrior East. If you have any questions once you have read this, please address them directly to Levy Exposition Services Inc.

### **MATERIAL HANDLING**

Levy Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty containers. It is Levy's responsibility to manage the docks and schedule vehicles for the smooth and efficient move in/move-out of the trade show. Levy will not be responsible for any material it does not handle. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense. The fire marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Levy to store empty containers.

### **BOOTH LABOR**

Since Virginia is a "right-to-work" state; exhibitor personnel may set up their own exhibits if so desired. Union Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight, and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms. Union exhibit labor claims jurisdiction for the installation, dismantling, and initial cleaning of prefabricated exhibits and displays when this work is done by persons other than the company personnel. They may be employed by submitting the labor order forms enclosed in this manual. They are not required to put your products on display, to open cartons containing your products, or to perform testing maintenance or repairs on your products. If, however you hire any labor to assist you, it must be through the Official Contractor or a contractor that meets all of the regulations as an Exhibitor Appointed Contractor.

### **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Levy cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order exhibit labor by completing Labor/Forklift order form enclosed in this manual and the necessary ladders and tools will be provided.

### **GRATUITIES**

Levy Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Levy supervisor. Employees of Levy are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Levy employees

### **IN GENERAL**

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Levy management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Levy Exposition Services.

## EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

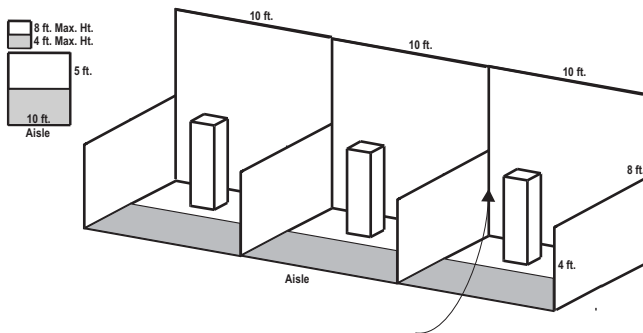
### STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

**Dimensions:** Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of height feet (8') is generally specified.

**Use of Space:** Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



One or more standard 10'x10' units in a straight line.

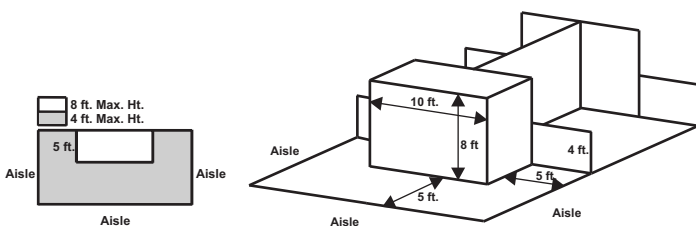
**Note:** Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

### PENINSULA END-CAP BOOTH

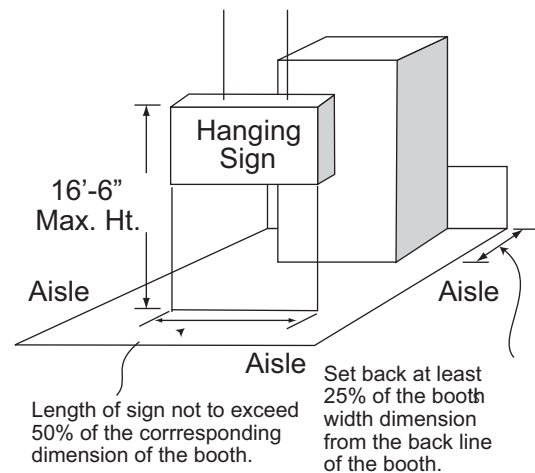
An end cap booth is exposed to aisles on three sides and composed of two booths.

**Dimensions:** End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum back wall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



### HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.

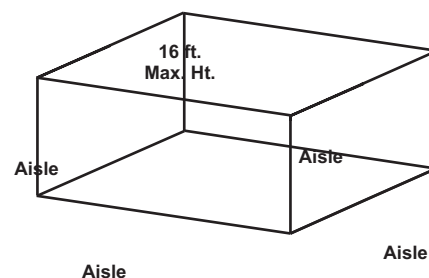


### ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

**Dimensions:** An Island Booth is 20'x30' or larger, although it may be configured differently.

**Use of Space:** The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



**Please note that the ceiling height in the Exhibit Hall is 40 feet.**



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyexpo.com

**WARRIOR EAST**  
**June 24 - 25, 2025**  
 Virginia Beach Convention Center  
 Virginia Beach, VA

## THIRD PARTY BILLING REQUEST

COMPANY	BOOTH NUMBER	<b>Deadline Date June 3, 2026</b>
ADDRESS <small>street city state/province zip/postal code country</small>		
PHONE <small>FAX</small>	PURCHASE ORDER NUMBER	<i>All orders are regulated by LES Payment Terms &amp; Conditions as well as Material Handling Terms &amp; Conditions.</i>
AUTHORIZED CONTACT SIGNATURE <b>X</b>	AUTHORIZED CONTACT - PLEASE PRINT DATE	

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the **THIRD PARTY must complete the credit card charge authorization on the *Payment & Credit Card Authorization form***. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

### EXHIBITING FIRM

EXHIBITING FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE/PROVINCE ZIP/POSTAL CODE \_\_\_\_\_

PHONE FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

### THIRD PARTY

THIRD PARTY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE/PROVINCE ZIP/POSTAL CODE \_\_\_\_\_

PHONE FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

**ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:**

\_\_\_\_\_

\_\_\_\_\_

### EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_

CITY PROV. / STATE \_\_\_\_\_

POSTAL/ZIP CODE COUNTRY \_\_\_\_\_

TODAY'S DATE MONTH / DAY / YEAR

CARD NUMBER

VISA  MASTERCARD  AMEX  CHECK

EXPIRY DATE     CVCC

CARDHOLDER NAME (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: [operations@levyexpo.com](mailto:operations@levyexpo.com)

**WARRIOR EAST**  
 June 24 - 25, 2026  
 Virginia Beach Convention Center  
 Virginia Beach, VA

## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER			
ADDRESS		street	city	state/province	zip/postal code	country	
PHONE	FAX	PO #		E-MAIL			
AUTHORIZED CONTACT SIGNATURE <b>X</b>				AUTHORIZED CONTACT - PLEASE PRINT		DATE	

**All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.**

### CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE			CCVC				
ACCOUNT NUMBER													<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL
CARDHOLDER'S BILLING ADDRESS				city	state/province	zip/postal code	country						
CARDHOLDER'S SIGNATURE <b>X</b>				CARDHOLDER'S NAME - PLEASE PRINT									

**Please complete the REQUIRED order forms and submit them along with the Payment & Credit Card Authorization Form and full payment.** You may choose to pay by credit card, ACH, wire transfer, or check; however, a valid credit card authorization must be kept on file with LES. For your convenience, this authorization will be used to charge your card for any additional amounts incurred as a result of on-site orders placed by your representative for this event.  
**Please note:** A 2% fee will apply to all credit card payments.

### CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Carpet, Drape & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form.....	\$	
Specialty Accessories Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Cabinets Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Exhibit Booth Cleaning Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Labor Order Form.....	\$	
Motor Vehicle Escort Order Form.....	\$	
Material Handling Order Form.....	\$	
<b>FULL PAYMENT IN US FUNDS</b>	<b>\$</b>	
Charge my credit card in the amount of	\$	

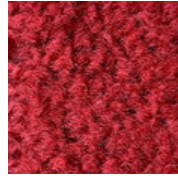
*For payments by ACH, wire transfer, or check please contact our office at 253-437-0031 or email [operations@levyexpo.com](mailto:operations@levyexpo.com).*

# CARPET and DRAPE

## Standard carpet color options



Blue



Red



Teal



Grey



Burgundy

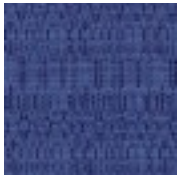


Purple



Black

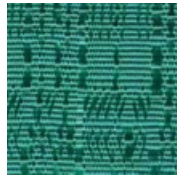
## Drape color options



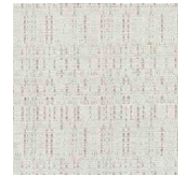
Blue



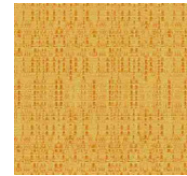
Red



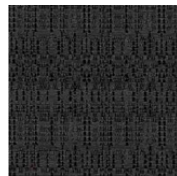
Teal



White



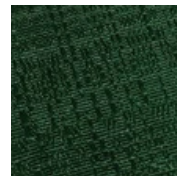
Gold



Black



Purple



Green



Grey



Burgundy

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

[operations@levyexpo.com](mailto:operations@levyexpo.com)

[www.levyexpo.com](http://www.levyexpo.com)

## CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

### COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	238.00	309.50	
10 ft. X 20 ft.	414.05	618.65	
10 ft. X 30 ft.	713.80	804.25	
10 ft. X 40 ft.	951.75	1,237.25	
Custom cut size. Calculate sq. ft. x price per sq. ft.  Size _____ ft. x _____ ft. = _____ sq. ft.	6.50	8.40	

Blue    Red    Teal    Grey    Burgundy    Purple    Black

### DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$9.00/ft	\$11.70/ft	
_____ lin. ft. of 8' high drape	\$11.40/ft	\$15.20/ft	

Blue    Red    Teal    White    Gold    Black  
 Purple    Green    Grey    Burgundy

### CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.30	3.00	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.30	1.70	

### COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	39.15	50.90	
	Chrome coat tree	108.15	140.60	
	Aluminum easel	49.50	61.60	
	Chrome sign holder 22" X 28"	124.40	161.70	
	Chrome stanchions	46.35	60.25	
	Velvet stanchion ropes - blue	36.05	46.85	

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
6.0% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**STANDARD RATE** will be applied to all orders not received and paid in full by **June 3, 2026**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

# CUSTOM CARPET

## Deluxe Decorator 28oz. Carpet color options



Black



Red



Nu Blue



Silver Cloud



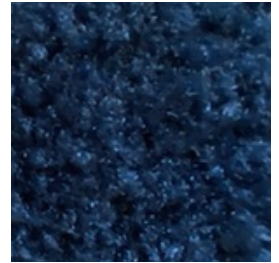
Beige



Charcoal



Key Lime



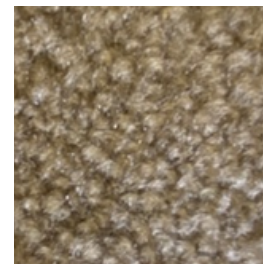
Navy



Cobalt



White



Silky Beige

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

[operations@levyexpo.com](mailto:operations@levyexpo.com)

[www.levyexpo.com](http://www.levyexpo.com)

**CUSTOM CARPET ORDER FORM**

**Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit**

- |                                       |                                      |                                   |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black        | <input type="checkbox"/> Red         | <input type="checkbox"/> Nu Blue  |
| <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Beige       | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> Key Lime     | <input type="checkbox"/> Navy        | <input type="checkbox"/> Cobalt   |
| <input type="checkbox"/> White        | <input type="checkbox"/> Silky Beige |                                   |

(CHECK BOX OF COLOR DESIRED)  
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.  
 Orders must be received by **June 3, 2026** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$8.85 per sq. ft.	\$11.50 per sq. ft. =\$ _____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$2.30 per sq. ft.	\$3.00 per sq. ft. =\$ _____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

**SPECIAL INSTRUCTIONS**

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**EXHIBITOR INFORMATION**

COMPANY _____	
CONTACT _____	<b>BOOTH#</b> _____

**COST SUMMARY**

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
6.0% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

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# TABLES & CHAIRS

## Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths



4' x 2' skirted table

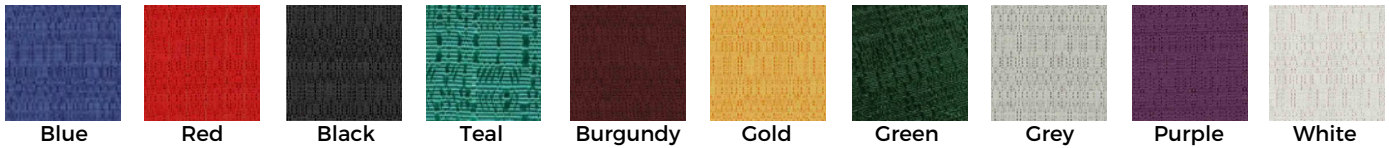


6' x 2' skirted table



8' x 2' skirted table

## Skirt color options



Blue

Red

Black

Teal

Burgundy

Gold

Green

Grey

Purple

White

## Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high



40" high pedestal



30" high pedestal

## Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Fabric Highback Stool

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?


We would be pleased to help. Contact us at: 253 437 0031


operations@levyexpo.com


www.levyexpo.com

## TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

### TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
8' x 2' Skirted		247.60	322.05	
6' x 2' Skirted		215.00	279.50	
4' x 2' Skirted		182.40	226.85	
Fourth side of table skirted		86.50	106.05	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		109.20	141.10	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 40" COUNTER HEIGHT</b>				
8' x 2' Skirted		299.65	389.60	
6' x 2' Skirted		267.30	347.25	
4' x 2' Skirted		234.55	304.90	
Fourth side of table skirted		101.65	132.10	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		127.70	166.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>GREY PEDESTAL TABLE - 30" DIAMETER</b>				
30" Table height		201.90	263.70	
40" Counter height		248.15	322.60	

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
6.0% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM


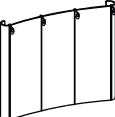




**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **June 3, 2026**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

## SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

### DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		170.60	221.75	
 <b>POP-UP BOOTH</b> 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		3,337.20	4,338.35	
 <b>BLACK UPRIGHT LITERATURE RACK</b> 6 pockets for 8.5" x 11" material		164.80	214.25	
 <b>PLEXIGLASS BROCHURE HOLDER</b> 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		47.40	61.60	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		47.40	61.60	
 <b>CHROME SIGN HOLDER</b> 22" x 28"		124.35	161.70	

### ACCESSORIES

 <b>CHROME BAG HOLDER OR CLOTHING STAND</b>		108.15	140.60	
 <b>CHROME COAT TREE</b>		108.15	140.60	

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
6.0% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

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# RENTAL EXHIBITS

## 10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

### Package A1 Base



### Package A2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

### Package B1 Base

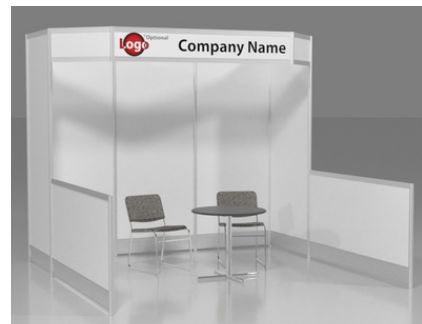
- Curved header - block letters - black (logo extra)
- Curved front display counter



### Package B2 Deluxe

- Base Package plus the below:
- Enclosed corner counter
- 10" deep shelves (x2)

### Package C1 Base



### Package C2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

### Package D1 Base

- Oversized header - block letters - black (logo extra)
- 20" x 39" x 39" high built-in counters on backwall (x2)



### Package D2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

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operations@levyexpo.com

www.levyexpo.com

# RENTAL EXHIBITS

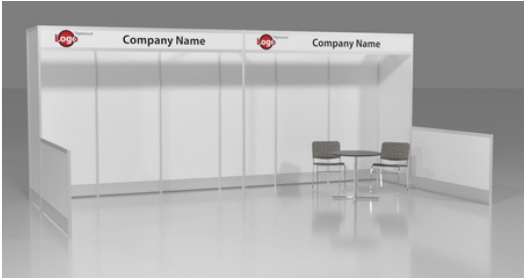
## 10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

### Package E1 Base

- Straight headers (x2)



### Package E2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)



### Package F1 Base

- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)



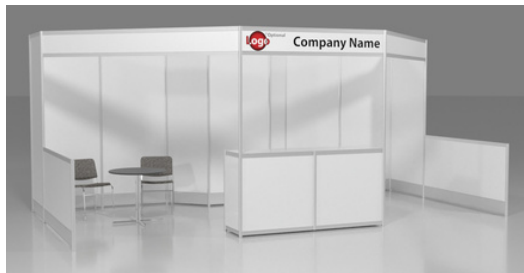
### Package F2 Deluxe

- Base Package plus the below:
- Lockable door for storage area
- 39" x 20" x 39" counter (x2)



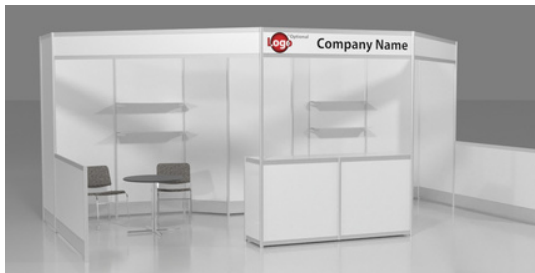
### Package G1 Base

- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)



### Package G2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x4)



### Package H1 Base

- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)



### Package H2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x3)
- 2m curved front counter (x1)



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 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyexpo.com

**WARRIOR EAST**  
**June 24 - 25, 2026**  
 Virginia Beach Convention Center  
 Virginia Beach, VA

# RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

## 10' x 10' BOOTH PACKAGES - *Please contact customer service for GRAPHIC UPGRADES*

Description	Qty	Discount Rate	Standard Rate	Total
<b>Description:</b> Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.				
<b>PACKAGE A1 Basic</b> - Base package with header		4,360.00	5,668.00	
<b>PACKAGE A2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,710.00	6,123.00	
<b>PACKAGE B1 Basic</b> - Corner base package booth with curved counter, 1 curved header sign		4,840.00	6,292.00	
<b>PACKAGE B2 Deluxe</b> - Base package + enclosed corner counter, (2) 10" deep shelves		5,110.00	6,643.00	
<b>PACKAGE C1 Basic</b> - Base package with header		4,500.00	5,850.00	
<b>PACKAGE C2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,050.00	6,565.00	
<b>PACKAGE D1 Basic</b> - Base package with oversized header, (2) built-in back counters		5,240.00	6,812.00	
<b>PACKAGE D2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,480.00	7,124.00	

## 10' x 20' BOOTH PACKAGES - *Please contact customer service for GRAPHIC UPGRADES*

Description	Qty	Discount Rate	Standard Rate	Total
<b>Description:</b> Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.				
<b>PACKAGE E1 Basic</b> - Base package with headers		7,290.00	9,477.00	
<b>PACKAGE E2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		7,931.00	10,310.00	
<b>PACKAGE F1 Basic</b> - Base package with headers, storage and drape door, (2) built-in counters		7,815.00	10,159.00	
<b>PACKAGE F2 Deluxe</b> - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		8,775.00	11,407.00	
<b>PACKAGE G1 Basic</b> - Base package with header, (1) built-in counter		8,280.00	10,764.00	
<b>PACKAGE G2 Deluxe</b> - Base package + (2) 10" deep shelves		8,744.00	11,368.00	
<b>PACKAGE H1 Basic</b> - Base package with oversized curved header, (3) built-in back counters		9,270.00	12,051.00	
<b>PACKAGE H2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) curved front counter		9,994.00	12,992.00	

### OPTIONS & INFORMATION

**HARDWALL PANEL (non fabric) SELECTION**  
 White

**CARPET COLOR SELECTIONS**  
 Grey  Red  Teal  Blue  Black  Burgundy  Purple

**HEADER TO READ** (up to 20 characters, black lettering on white)

Header One

Header Two

### ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		80.00	104.00	
1 meter Shelves		70.00	91.00	
Spot Lights (For use with rental unit)		90.00	117.00	
Literature Pockets 8 1/2" x 11"		40.00	52.00	
Nylon Loop Fabric Panel per sq.ft. <small>**contact for available color options</small>		\$5.25 sq.ft.	6.83 sq.ft.	

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY

CONTACT  **BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
6.0% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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 xpo21\_rentalexhibits

# CUSTOM EXHIBITS

**A more sophisticated technique to exhibit marketing messages creatively and effectively!**

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.



Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

**Let us help you create a one of a kind booth space.**

**Call our experienced professionals for an innovative, customized, and no obligation approach.**



# CABINETS

## Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- Lock for doors
- Lighting  
\*Jewelry Case or Show Case
- Branding - graphic panels



**Cabinet "A"**  
1 meter cabinet with doors  
39" long x 20" deep x 40" high



**Cabinet "B"**  
1 meter Jewelry Case with doors  
39" long x 20" deep x 40" high



**Cabinet "C"**  
1 meter Show Case with doors  
39" long x 20" deep x 40" high

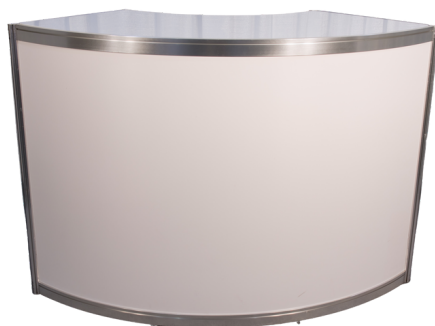


**Cabinet "D"**  
2 meter cabinet with doors  
80" long x 20" deep x 40" high

## Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels



**Cabinet "E"**  
1 meter curved cabinet  
61" long x 20" deep x 40" high

**Cabinet "F"**  
1 meter curved cabinet with door  
61" long x 20" deep x 40" high  
\*\*Same as cabinet "E" but with door

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

## CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		695.00	904.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		880.00	1,144.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		830.00	1,079.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		970.00	1,261.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		960.00	1,248.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,030.00	1,339.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		980.00	1,274.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,370.00	1,781.00	
CABINET "E"	1 meter Curved cabinet (open back)		860.00	1,118.00	
	Curved cabinet + custom graphic panel		1,120.00	1,456.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		940.00	1,222.00	
	Curved cabinet w/ doors + custom graphic panel		1,205.00	1,567.00	

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

### EXHIBITOR INFORMATION

COMPANY	
CONTACT	<b>BOOTH#</b>

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
6.0% SALES TAX		
<b>TOTAL US DOLLARS</b>		

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

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## GRAPHICS AND SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	32.00	41.20	
	7" x 44"	38.10	49.45	
	11" x 14"	48.45	62.85	
	14" x 22"	64.90	84.50	
	22" x 28"	81.40	106.10	
	28" x 44"	116.40	151.40	

Prices listed are for one-color copy (up to 10 words) on a white background.

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.75	4.85	
	Easel back on sign (Up to 22" x 28")	5.00	6.45	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

### DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.  
 Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.  
 Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text **MUST** be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminat)	\$20.10	\$29.90	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### INDICATE YOUR SIGN COPY HERE

### ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

**Orders required within 72 hours before show opening may be subject to a rush delivery charge.** Please allow a minimum of 24 hours for any on-site sign orders.

#### CHOOSE YOUR LAYOUT

 Vertical

 Horizontal

Levy Exposition Services Inc.  
to design layout

#### LETTER COLOR SELECTIONS

- Blue  Red  Green  Teal  Black  Purple  
 Black lettering will be provided unless otherwise specified.

### SPECIAL INSTRUCTIONS

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### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
6.0% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyexpo.com

**WARRIOR EAST**  
**June 24 - 25, 2026**  
**Virginia Beach Convention Center**  
**Virginia Beach, VA**

# IN-BOOTH FORKLIFT ORDER FORM & INVOICE

## TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

**THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT**

## RATES

DESCRIPTION	STANDARD RATE	
<b>STRAIGHT TIME</b> 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$418.25 per Hour	
<b>STRAIGHT TIME</b> 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$158.25 per Hour	
<b>OVERTIME</b> 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$525.50 per Hour	
<b>OVERTIME</b> 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$236.25 per Hour	

## ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	
<b>STRAIGHT TIME</b> _____ Forklift _____ Hours	\$418.25 per Hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.  Date Required _____ Start Time _____
<b>OVERTIME</b> _____ Forklift _____ Hours	\$525.50 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	
<b>STRAIGHT TIME</b> _____ Forklift _____ Hours	\$418.25 per Hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.  Date Required _____ Start Time _____
<b>OVERTIME</b> _____ Forklift _____ Hours	\$525.50 per Hour	\$ _____ Total	

## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

**\*PLEASE ADD 25% FOR ORDERS PLACED AFTER JUNE 3, 2026.**

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
2.0% CREDIT CARD FEE		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

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**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
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 USA 98168  
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**WARRIOR EAST**  
**June 24 - 25, 2026**  
**Virginia Beach Convention Center**  
**Virginia Beach, VA**

# LABOR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

### LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN                       MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **50% Surcharge** will be added to the labor rates below for this professional supervision.

### EXHIBITOR SUPERVISED

MOVE IN                       MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

## LABOR RATES

<b>REGULAR TIME</b>	8:00 AM - 4:30 PM Monday to Friday	\$158.25 per Hour
<b>OVER TIME</b>	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$236.25 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$158.25 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$236.25 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$158.25 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$236.25 per Hour	\$ _____ Total	

## INBOUND FREIGHT INFORMATION **\*\*BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL\*\***

Carrier	Date Shipped	Pro Number
Number of Pieces	Weight	Arrival Date (Target)
<input type="checkbox"/> Loose Display <input type="checkbox"/> Crated Display		
Quantity of Ladders Required (Optional)		

## EXHIBITOR INFORMATION

COMPANY	
CONTACT	<b>BOOTH#</b>

**\*PLEASE ADD 25% FOR ORDERS PLACED AFTER JUNE 3, 2026.**

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
<b>SUBTOTAL</b>		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
2.0% CREDIT CARD FEE		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**TERMS & CONDITIONS** Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE** A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

## OUTBOUND SHIPPING - BOOTH I&D LABOR

<b>Exhibitor Name:</b>	<b>Tel. #:</b>	<b>Booth #</b>
<b>Billing Address:</b>	<b>Fax #:</b>	
<b>City / State / Zip:</b>	<b>Auth. by:</b>	

### 1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor.

*Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:  
 If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

**Company / Show:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

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

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

**Attention:** \_\_\_\_\_

Select Carrier

Ship via carrier of exhibitor's choice

**Name of Carrier:** \_\_\_\_\_

Ship via official show freight carrier

Select shipping method  Ground  Air **Select Service Provider:** \_\_\_\_\_

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

### Please review the Quick Facts for the Carrier Check-in time

### 2 Billing Information

Please indicate billing information for carrier charges if different than above.

*Bill Shipping Charges to (if different from above):*

**Shipper (signature):** \_\_\_\_\_ **Shipper (print name):** \_\_\_\_\_

**Freight Charges Billed To (Company/Show):** \_\_\_\_\_

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

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

**Telephone:** \_\_\_\_\_ **Attention:** \_\_\_\_\_

# PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

## DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

## LABOR PROVIDED UNDER THE SUPERVISION OF LES

### RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

### INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

## LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

### INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

**PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.**

TERMS & CONDITIONS





# MOTORIZED VEHICLE ESCORT ORDER FORM

Submit this form if you wish to display a vehicle at show site. This form must be received by Levy Exposition Service prior to vehicles being received. Enter the total below to the Payment & Credit Card Charge Authorization Form. Orders received without full payment or credit card information will not be processed.

### FIRE REGULATIONS

Vehicle may only be displayed in accordance with local fire regulations and prior approval of Show Management

### DELIVERY DETAILS

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

### RATE

# Vehicle: \_\_\_\_\_ x \$416.00 round trip = \$ \_\_\_\_\_ (subtotal)

#### Information

- Any vehicle brought into the exhibit hall will be escorted from the landing ramp to the booth.
- Escort fees are \$416.00 round trip.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Levy Exposition Service unless documentation is provided.

### TERMS / ORDER ESTIMATE

- Vehicles must have ¼ tank of gas or less
- Once positioned in the display area, the battery must be disconnected
- Gas caps must be locked or taped closed
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment & Credit Card Charge Authorization Form.

Total Estimate: \_\_\_\_\_

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



# MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

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

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

## HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

## WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

## OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyexpo.com

**WARRIOR EAST**  
**June 24 - 25, 2026**  
**Virginia Beach Convention Center**  
**Virginia Beach, VA**

# MATERIAL HANDLING ORDER FORM & INVOICE

## MATERIAL HANDLING SERVICES

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

**Normal Warehouse Hours for Receiving Freight:** 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

**Late to Warehouse:** Shipment received at the Advance Warehouse prior to **May 18, 2026** or after **June 15, 2026**.

**Dedicated Delivery from Advance Warehouse:** Any shipment(s) received at the Advance Warehouse after **June 15, 2026**.

**Small Package Shipment:** A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

**Off Target:** Shipment(s) received at the **Virginia Beach Convention Center** prior to **8:00 am on Monday, June 22, 2026**.

**NOTE:** Total weight is in lbs. with a minimum shipment of 200 lbs. Please round up to the next 100 lbs. when filling out the weight of your shipment.

DESCRIPTION	CWT Price	Minimum
<b>Advance Shipment</b>		
Crated or Skidded Shipment.....	\$ 208.00	\$ 416.00
Small Package Shipment (shipments less than 30 lbs.).....	60.00	60.00
Late to Warehouse (In Addition to Base Rate).....	56.50	113.00
Dedicated Delivery from Advance Warehouse (in addition to late to warehouse fees)	650.00 flat fee	
<b>Showsite Shipment</b>		
Crated or Skidded Shipment.....	\$ 190.65	\$ 381.30
Small Package Shipment (shipments less than 30 lbs.).....	67.00	67.00
Off Target.....	56.50	113.00

**PLEASE NOTE:**

Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

Description	Weight	CWT	Unit Price	Estimated Total Charges
<i>Crated or Skidded Shipment</i>	<i>1200 LBS ÷ 100 = 12</i>		<i>\$208.00</i>	<i>\$2,496.00</i>

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

RATE ADJUSTMENT (OFFICE USE ONLY)			
SUBTOTAL			
2.0% CREDIT CARD FEE			
<b>TOTAL</b>	<b>US DOLLARS</b>		

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

## SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

### ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**WARRIOR EAST**  
**COMPANY NAME & BOOTH #**  
**Levy Exposition Services Inc.**  
**c/o Liberty CFS**  
**2701 Trade St**  
**Chesapeake, VA 23323**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **May 18, 2026** and no later than **June 15, 2026**. **Shipments that arrive prior to May 18, 2026 or after June 15, 2026 will incur a surcharge of \$56.50 per hundred weight surcharge with at \$108.00 minimum.**

**ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JUNE 15, 2025 WILL INCUR A CHARGE OF \$650.00 IN ADDITION TO LATE TO WAREHOUSE FEES.**

Shipments must include an official weight ticket or bill of lading.

## **SHIPPING INSTRUCTIONS (CONT'D.)**

### **SHOW-SITE RECEIVING**

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

**WARRIOR EAST**  
**COMPANY NAME & BOOTH #**  
Virginia Beach Convention Center  
c/o Levy Exposition Services Inc.  
1000 19th Street  
Virginia Beach, VA 23451

**PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE VIRGINIA BEACH CONVENTION CENTER PRIOR TO 8:00 AM ON MONDAY, JUNE 22, 2026.**

**ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE WILL BE APPLIED.**

### **LIMITS OF LIABILITY**

See Material Handling Terms & Conditions Sheet enclosed.

**SPECIAL MATERIAL HANDLING ORDER FORM & INVOICE**

Submit this form to order Special material handling services for the below units.  
Levy will unload equipment and place in your booth. Use the rates and calculator below to estimate your material handling charges.

Shipments/units arriving at showsite will be spotted within a 6" tolerance one time after removal from the flat bed trailer, provided that the following conditions are adhered to:

- The exhibitor, or exhibitor's representative, supervises spotting
- The area within the booth is clearly marked to indicate the machine's position
- No rigging, bolting, unskidding, or attaching to other equipment is conducted

All units should be consigned directly to show site. Units received at the advance warehouse will be transferred to show site at the rate of \$105.25 per 100 pounds with a 1,000 pound minimum.

All shipments must be accompanied by a certified weight ticket. Shipments will not be unloaded without this ticket.

Shipments MUST be off loaded from a flat bed trailer and to avoid any additional surcharges, MUST have fork blade slots.

**NOTE:** Total weight is in lbs. With a minimum charge of 6,000 lbs. Please round up to the next 100 lbs. when filling out the weight of your shipment.



DESCRIPTION - Showsite SPECIAL UNIT Shipment	CWT Price	Minimum
CONTAINERS.....	\$79.25	\$4,755.00
SEA BOX.....	\$79.25	\$4,755.00
OVER SIZE UNITS / MACHINES.....	\$79.25	\$4,755.00
TRAILERS.....	\$79.25	\$4,755.00
STORAGE SHEDS.....	\$79.25	\$4,755.00

**PLEASE NOTE:**

Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Sea Box	8,500 LBS ÷ 100 = 85		\$79.25	\$6,736.25
E X A M P L E				
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
2.0% CREDIT CARD FEE				
<b>TOTAL US DOLLARS</b>				

<b>EXHIBITOR INFORMATION</b>	
COMPANY	
CONTACT	<b>BOOTH#</b>

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

# MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
  - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
  - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN VIRGINIA BEACH, VIRGINIA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
  - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
  - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
  - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
  - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.



# ADVANCE WAREHOUSE

# ADVANCE WAREHOUSE

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME)

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME)

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

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

**Levy Exposition Services Inc.  
c/o LibertyCFS  
2701 Trade St  
Chesapeake, VA 23323**

**Levy Exposition Services Inc.  
c/o LibertyCFS  
2701 Trade St  
Chesapeake, VA 23323**

**EVENT NAME:**

**WARRIOR EAST**

**EVENT NAME:**

**WARRIOR EAST**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**

The above labels are provided for your convenience.  
Place one on each piece shipped to the ADVANCE WAREHOUSE.  
*If more labels are needed, copies are acceptable.*



## SHOW SITE

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME)

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

**Virginia Beach Convention Center  
c/o Levy Exposition Services Inc.  
1000 19th Street  
Virginia Beach, VA 23451**

**EVENT NAME:**

**WARRIOR EAST**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**



## SHOW SITE

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME)

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

**Virginia Beach Convention Center  
c/o Levy Exposition Services Inc.  
1000 19th Street  
Virginia Beach, VA 23451**

**EVENT NAME:**

**WARRIOR EAST**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**

The above labels are provided for your convenience.  
Place one on each piece shipped to the SHOW SITE.  
*If more labels are needed, copies are acceptable.*



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LAS VEGAS | TORONTO





**FREIGHT & CUSTOMS ORDER FORM**

**1** Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight Only	Customs Only	Freight & Customs	Return Only
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<p><b>2a</b> <b>PICK-UP LOCATION</b></p> <p>Company Name _____</p> <p>Address1 _____</p> <p>Address2 _____</p> <p>City _____ State _____ ZipCode _____</p> <p>Contact _____ Phone # _____</p> <p>Email _____ IRS/Tax ID# _____</p>	<p><b>3</b> <b>DELIVERY TO ADDRESS</b></p> <p>Exhibiting Company Name _____ Booth # _____</p> <p>Show Name _____</p> <p>Address1 _____</p> <p>Address2 _____</p> <p>City _____ State _____ ZipCode _____</p> <p>Onsite Contact _____ Cell Phone # _____</p>
--	---

<p><b>2b</b> <b>SERVICES</b></p> <p>P/U Date _____ Hours _____ From _____ To _____</p> <p>Dlvy Date _____ Hours _____</p> <p>Express Economy LTL 5-7 Days Int'l</p> <p>Inside Liftgate Dock</p> <p>Other _____</p>	<p><b>4</b> <b>RETURN TO</b></p> <p><input type="checkbox"/> Check Box if the Return address is the same as 2a</p> <p>Consignee: _____</p> <p>Address1 _____</p> <p>Address2 _____</p> <p>City _____ State _____ ZipCode _____</p> <p>Contact _____ Phone # _____</p> <p>PU Date _____ Arrive by _____</p>
--	--




<p><b>5</b> <b>PACKAGE INFO</b></p> <p>Carton(s)/Box _____</p> <p>Vinyl Case(s)/Color _____</p> <p>Wooden Crate(s) _____</p> <p>Trunk(s) / On Wheels _____</p> <p>Skid(s) - to contain # _____ of pieces</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PCS</th> <th style="width: 70%;">DIMENSIONS (L x W x H)</th> <th style="width: 20%;">WGT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL PIECES</b></td> <td><b>TOTAL WEIGHT</b></td> </tr> </tbody> </table>	PCS	DIMENSIONS (L x W x H)	WGT																															<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>
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<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>																																			

**6** **Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 8% per \$1000, Min \$80.

**Exclusion: Does not include TV(s)/Monitor(s)**

**DECLARED VALUE**

**7** **PAYMENT** Credit Card Information / Billing Address

Credit Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date MM / YYYY

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address \_\_\_\_\_ Signature \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Comments: Include any additional comments that will be helpful for the movement of freight and contents



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyexpo.com

**WARRIOR EAST**  
 June 24 - 25, 2026  
 Virginia Beach Convention Center  
 Virginia Beach, VA

**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than June 3, 2026.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the **Virginia Beach Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., ADS INC., WARRIOR EAST, and the Virginia Beach Convention Center as additional insured's by June 3, 2026.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

***Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than June 3, 2026. If this form and the certificate of insurance from the non-official contractor is not received by June 3, 2026, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.***

**ORIGINAL CERTIFICATES ONLY  
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

Contracting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Estimated Arrival at Show \_\_\_\_\_ Number of Workers: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Sign & Print Name)



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**FULTON Sofa**  
**Black Leather**  
80"L x 31"D x 32"H  
120 lbs



**FULTON Love Seat**  
**Black Leather**  
57"L x 31"D x 32"H  
88 lbs



**FULTON Chair**  
**Black Leather**  
33"L x 31"D x 32"H  
54 lbs



**VERONA SOFA**  
**WHITE Leather**  
78"L x 28.75"D x 28.25"H  
128 lbs



**VERONA LOVE SEAT**  
**White Leather**  
57"L x 28.75"D x 28.25"H  
100 lbs



**VERONA Chair**  
**White Leather**  
27"L x 35"D x 28.75"H  
68 lbs

# Lounge



**DEIRA Curved Sofa**  
**White Leather**  
82"L x 34"D x 31"H



**DEIRA Reversed Curved Love Seat**  
**White Leather**  
72"L x 34"D x 31"H



**DEIRA Curved Bench**  
**White Leather**  
70"L x 26"D x 19"H



**DEIRA Round Ottoman**  
**White Leather**  
39" Dia x 17"H



**DEIRA RECTANGLE OTTOMAN**  
**White Leather**  
60"L x 27"D x 19"H



**ETERNITY Mod Lounge**



**ETERNITY Mod Chair**  
**White Leather**  
28"L x 28"D x 36"H



**ETERNITY Mod Wedge**  
**White Leather**  
26"L x 28"D x 17"H

# Lounge

# LEVY

EXPOSITION SERVICES INC.



**AVENDALE Sofa**  
**Beige Upholstery**  
90"L X 34.5"D X 34"H



**AVENDALE Love Seat**  
**Beige Upholstery**  
78"L X 34.5"D X 34"H



**AVENDALE Chair**  
**Beige Upholstery**  
40"L X 34.5"D X 34"H



**BRISBANE Love Seat | Grey Upholstered**  
65"L X 30"D X 31"H



**BRISBANE Chair | Grey Upholstered**  
30"L X 30"D X 32"H

Lounge



**KENWOOD Love Seat | Light Beige  
Linen Upholstery**  
63"L X 29"D X 34"H



**KENWOOD Chair | Light Beige  
Linen Upholstery**  
27"L X 27"D X 34"H



**NAPLES Sofa  
Yellow Upholstery**  
70"L X 29"D X 32"H



**NAPLES Love Seat  
Yellow Upholstery**  
50"L X 29"D X 32"H



**NAPLES Chair  
Yellow Upholstery**  
31"L X 29"D X 32"H



# Lounge



**LAGUNA Armless Chair  
White Cushion**  
28"L x 35"D x 29"H, 34 lbs



**LAGUNA Ottoman  
White Cushion**  
28"L x 28"D x 19"H, 19 lbs



**LAGUNA Corner Chair  
White Cushion**  
35"L x 35"D x 29"H, 79 lbs



**CYPRESS Cocktail Table**  
35.5"L x 35.5"D x 18.5"H, 45 lbs



**LAGUNA Tree Stump End Table**  
18"L x 15"D x 16.5"H, 19 lbs



**LAGUNA Armless Chair  
Wheat Cushion**  
28"L x 35"D x 29"H, 34 lbs



**LAGUNA Ottoman  
Wheat Cushion**  
28"L x 28"D x 19"H, 19 lbs



**LAGUNA Corner Chair  
Wheat Cushion**  
35"L x 35"D x 29"H, 79 lbs



Outdoor Lounge



**MADISON Cocktail Table**  
**White Marble**  
44"L x 20"D x 18"H, 20 lbs



**MADISON End Table**  
**White Marble**  
24"L x 20"D x 22"H, 10 lbs



**MADISON Cocktail Table**  
**Black Marble**  
44"L x 20"D x 18"H, 20 lbs



**MADISON End Table**  
**Black Marble**  
24"L x 20"D x 22"H, 10 lbs



**SYDNEY Cocktail Table**  
**Glass / Chrome**  
47"L x 23"D x 17"H, 26 lbs



**SYDNEY End Table**  
**Glass / Chrome**  
20"L x 20"D x 19"H, 21 lbs



**ALTON Cocktail Table | White / Chrome**  
**\*\*Charged**  
44"L x 22"D x 15"H, 25 lbs



**VAN GOGH End Table**  
13"L x 13"D x 18"H, 10 lbs



**WINDSOR End Table**  
**Yellow**  
17"L x 17"D x 24"H, 12 lbs



**WHITNEY End Table | Gold**  
22"L x 22"D x 28.8"H, 15 lbs



**CLASSIC Side Table**  
**White / Chrome**  
18"L x 16"D x 25"H, 10 lbs

# Cocktails / Ends Tables



**CATO Cube Ottoman**  
**White Leather**  
17.5"L x 17.5"D x 16.5"H



**CATO Cube Ottoman**  
**Black Leather**  
17.5"L x 17.5"D x 16.5"H



**White Swivel Ottoman**  
**White Leather**  
18"L x 18"D x 18"H



**DEIRA Curved Bench**  
**White Leather**  
70"L x 26"D x 19"H



**DEIRA RECTANGLE OTTOMAN**  
**White Leather**  
60"L x 27"D x 19"H



**DEIRA Round Ottoman**  
**White Leather**  
39"Dia x 17"H



# Ottomans / Benches



**NOVA Armless Chair | White / Chrome**  
18"L x 22"D x 36"H



**NOVA Armless Chair | Black / Chrome**  
18"L x 22"D x 36"H



**LLOYD Chair | White / Chrome**  
22"L x 19"D x 33"H



**EAMES Chair | White - Wooden Legs**  
18"L x 17"D x 32"H



**GUN METAL Chair | Gray**  
19"L x 18"D x 33"H



**CONSTANTINE Stage Chair**  
**White**  
30"L x 30"D x 38"H



**TWILIGHT Stage Chair**  
**Black**  
27.5"L x 25.5"D x 28"H



**SIERRA Stage Chair**  
**White**  
26"L x 23"D x 35"H

# Occasional Chairs



**31" Dia. Short Cafe Table  
Glass / Chrome**  
31.5"Dia x 29"H, 48 lbs



**30" Dia. Short Cafe  
Table Black**  
30"Dia x 31"H, 39 lbs



**Short Cafe Table | White /  
Chrome**  
**30" Dia.** - 30"Dia x 29"H, 39 lbs  
**36" Dia.** - 36"Dia x 29"H, 46 lbs



**30" Dia. Short Cafe Table  
Black / Chrome**  
30"Dia x 29"H, 39 lbs



**Short Tulip Cafe Table | White**  
**30" Dia.** - 30"Dia x 30"H, 30 lbs  
**42" Dia.** - 42"Dia x 30"H, 47 lbs



**31.5" EAMES Table White  
Wood Legs**  
31.5"Dia x 29"H, 21 lbs



**36" Dia. X Base Glass Dining Table**  
**Glass / Chrome**  
36" Dia x 30"H"



# Short Cafe' / Glass Dining Tables



**NEO Bar Stool | White | Black | Red**  
17"L x 18"D x 37-45.25"H  
Adjustable / Swivel



**GIOVANNI Mid Back Bar Stool | White | Black**  
20"L x 18"D x 36.75-45.25"H  
Adjustable / Swivel



**DAWSON Curve Bar Stool | White**  
15"L x 15"D x 31-35"H, 35 lbs  
Adjustable / Swivel



**DAWSON Curve Bar Stool | Black**  
15"L x 15"D x 31-35"H, 35 lbs  
Adjustable / Swivel



**ASHTON Swivel Bar Stool | White**  
21"L x 21"D x 32-40"H  
Adjustable / Swivel



**ASHTON Swivel Bar Stool | Black**  
21"L x 21"D x 32-40"H  
Adjustable / Swivel

# Bar Stools



**NOVA Bar Stool | White / Chrome**  
17"L x 20"D x 41"H



**ELON Bar Stool | White / Chrome**  
17"L x 16"D x 43"H



**GUN METAL Bar Stool | Gray**  
20.5"L x 20"D x 46"H, 15 lbs



**GUN METAL Bar Stool | Gray**  
17"L x 17"D x 30"H, 10 lbs



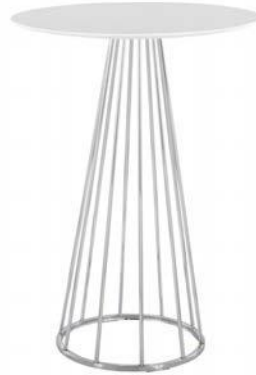
**HAYWARD Bar Stool | White / Natural**  
20"L x 18"D x 29.5"H



# Bar Stools



**23" Dia. Tall Bar Table**  
**Glass / Chrome**  
23.75"Dia x 41.75"H, 27 lbs



**30" Dia. LENUX Table**  
**White / Chrome Cage Base**  
30"Dia x 42"H



**30" Dia. Tall Bar Table**  
**White / Chrome Fluted Base**  
30"Dia x 26-41"H, 50 lbs



**30" Dia. Tall Bar Table**  
**Black / Chrome Fluted Base**  
30"Dia x 26-41"H, 50 lbs



**30" Dia. Tall Bar Table**  
**Black / Black**  
30"Dia x 42"H, 47 lbs



**Tall Bar Table**  
**White / Chrome**  
30" - 30"Dia x 42"H, 54 lbs  
36" - 36"Dia x 42"H, 64 lbs



**30" Dia. Tall Bar Table**  
**Black / Chrome**  
30"Dia x 42"H, 54 lbs



# Tall Bar Tables



**Reception Counter | White**  
47.75"L x 19.5"D x 42.75"H, 95 lbs



**Reception Counter | Black**  
47.75"L x 19.5"D x 42.75"H, 95 lbs



**\*Branding Available**



**5' MADISON Pub Table**  
**White / Silver Base**  
60"L x 23"D x 42"H, 75 lbs



**5' MADISON "CHARGED" Pub Table**  
**White / Silver Base**  
60"L x 23"D x 42"H, 80 lbs



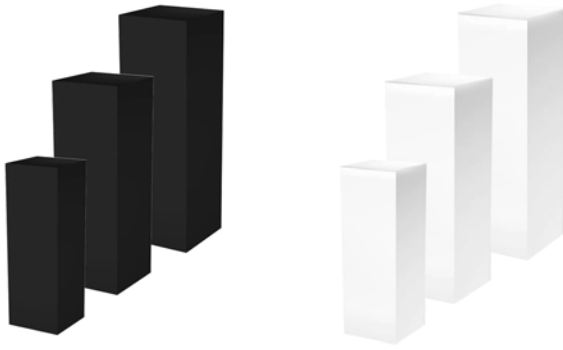
**4.75' COMMUNAL Table | White**  
4.75'L x 23.75"D x 40"H, 108 lbs



**5' LED GLOW Table**  
60"L x 24"D x 40"H, 90 lbs



# Reception Counters / Pub Tables



**Display Pedestals | Black or White**

**Available in 3 Sizes:**

12"L x 12"D x 30"H

18"L x 18"D x 36"H

18"L x 18"D x 42"H



**\*Branding Available**

**42" LOCKING Pedestal Cabinet | Black**  
24"L x 24"D x 42"H



**\*Branding Available**

**42" LOCKING Pedestal Cabinet | White**  
24"L x 24"D x 42"H

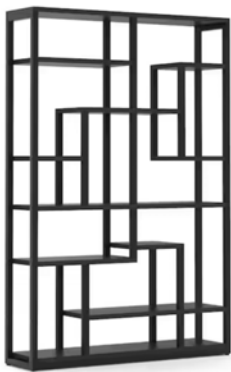


**\*LED Lighted option also available**

**6' VIP Straight Bar** \*Branding Available  
White Acrylic / Polished Silver  
72"L x 24"D x 42"H



**6' DIAMOND Straight Bar**  
White Acrylic / Polished Silver Design  
72"L x 30"D x 40"H \*Shown Below



**Black Etagere / Back Bar - 10 Shelf**  
47"L x 11"D x 70"H



**\*Set of 2 shown above**

**White Etagere / Back Bar - 9 Shelf**  
37.4"L x 11.8"W x 69"H

# Pedestals & Bars



**6' SUMMIT Table**  
**White / Silver Base**  
72"L x 30"D x 30"H, 122 lbs



**DISTRICT 8' Conference Table**  
**Grey / Black & Silver Base**  
96"L x 47"D x 27.5"H, 138 lbs



**ABERDEEN 8' Conference Table**  
**Grey**  
96"L x 48"D x 29.5"H, 322 lbs

**ABERDEEN 10' Conference Table**  
**Grey**  
120"L x 48"D x 29.5"H, 322 lbs



**COMMODORE EXECUTIVE CHAIR**  
**Black / Chrome**  
Seat Adjust from 17" to 21"H



**COMMODORE EXECUTIVE CHAIR**  
**White / Chrome**  
Seat Adjust from 17" to 21"H



**EXECUTIVE GUEST CHAIR | Black**  
27"L x 27"D x 40"H



**TASK CHAIR w/ Arms | Black**  
Seat Adjust from 17" to 22"H



**DRAFTING STOOL | Black**  
Seat Adjust from 22" to 32"H



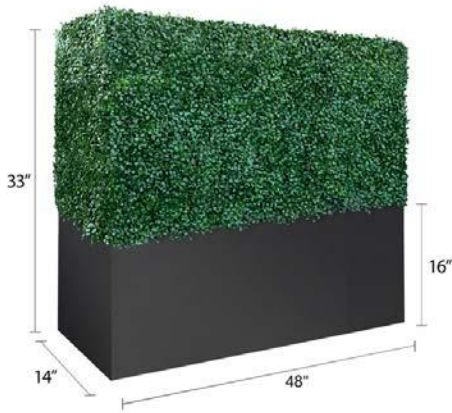
Office



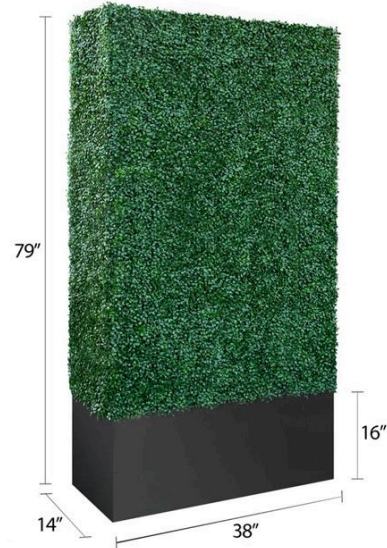
**8' FOLIAGE Backdrop Wall**  
8'L x 24"D x 8'H



**16' FOLIAGE Backdrop Wall**  
16'L x 24"D x 8'H



**33''H Box Hedge Wall**  
48"L x 14"D x 33"H



**79''H Box Hedge Wall**  
38"L x 14"D x 79"H



**Stanchion Pole**  
**Chrome**  
12"L x 37"H



**Stanchion Velvet Rope**  
5' Rope Available in Black or Orange  
6.6' Rapoe Available in Blue



**Retractable Belt**  
**Stanchion | Black**  
40"H - Belt extends up to 11'

# Accessories



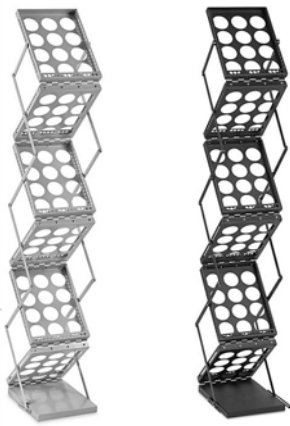
**GLOW Cube | Adjustable Colors**  
20"L x 20"D x 20"H



**Refrigerator**  
20"L x 20"D x 34"H  
3.3 CuFt | 110 Volts / 155.25 Watts



**Bag Rack | Chrome**  
45"H | 16" Straight Arm



**6 Pocket Literature Stand**  
**Silver or Black**  
10.75"L x 14.25"D x 58"H



**LIGHTED MARQUEE LETTERING**  
**White Letters | Clear LED Bulbs**  
3 ft. Tall | Standard 110 electric required



**Coat Rack | Black**  
12.6"W x 67"H



**Floor Lamp | Black**  
71"H



**Free Standing Mirror**  
24"L x 24.5" D x 64"H



**Throw Pillows**  
**Various Colors**  
13"L x 13"W

# Accessories



**LEVY**  
EXPOSITION SERVICES INC.  
[www.levyexpo.com](http://www.levyexpo.com)



Email Orders to: operations@levyexpo.com  
 Fax: 253 437 0032  
 Phone: 253 437 0031



Company Information				Delivery Information			
Company Name:				Event:			
Address:				Location:			
Phone:				Booth #:			
E-Mail:				Delivery Date/Time:			
OnSite Contact:				Strike Date/Time:			
				Event Start Date/Time:			
				Event End Date/Time:			

\*Orders received after 3 weeks prior to event are based on availability and subject to a 30% Late Fee.

\*25% cancellation will be applied to all orders received and canceled 3 weeks prior to install.

\*100% cancellation will be applied if canceled on day of delivery.

\*Check or Credit Card must accompany order. Payment required prior to delivery.

\*A 2.0% Credit Card Fee will be applied to all credit card payments

Items missing or returned damaged are subject to replacement charges.

ITEM NAME	DIMENSIONS	EVENT RATE	Qty.	Total
<b>Lounge Sofas / Love Seats / Chairs</b>				
VERONA White Leather Sofa	78"L x 28.75"D x 28.25"H	\$929.00		\$
VERONA White Leather Love Seat	57"L x 28.75"D x 28.25"H	\$838.00		\$
VERONA White Leather Chair	27"L x 35"D x 28.75"H	\$576.00		\$
FULTON Black Leather Sofa	80"L x 31"D x 32"H	\$929.00		\$
FULTON Black Leather Love Seat	57"L x 31"D x 32"H	\$838.00		\$
FULTON Black Leather Chair	33"L x 31"D x 32"H	\$576.00		\$
AVENDALE Upholstered Sofa / Beige	90"L X 34.5"D X 34"H	\$929.00		\$
AVENDALE Upholstered Love Seat / Beige	78"L X 34.5"D X 34"H	\$838.00		\$
AVENDALE Upholstered Chair / Beige	40"L X 34.5"D X 34"H	\$576.00		\$
BRISBANE Upholstered Love Seat / Grey	65"L x 30"D x 31"H	\$929.00		\$
BRISBANE Upholstered Chair / Grey	30"L x 30"D x 32"H	\$576.00		\$
KENWOOD Upholstered Love Seat / Light Beige	63"L x 29"D x 34"H	\$838.00		\$
KENWOOD Upholstered Chair / Light Beige	27"L x 27"D x 34"H	\$576.00		\$
NAPLES Upholstered Sofa / Yellow	70.5"L x 29"D x 32"H	\$1086.00		\$
NAPLES Upholstered Love Seat / Yellow	50.8"L x 29"D x 32"H	\$996.00		\$
NAPLES Upholstered Chair / Yellow	31"L x 29"D x 32"H	\$663.00		\$
DEIRA Curved Sofa / White Leather	82"L x 34"D x 31"H	\$1014.00		\$
DEIRA Reversed Curved Love Seat / White Leather	72"L x 34"D x 31"H	\$984.00		\$
DEIRA Curved Bench / White Leather	70"L x 26"D x 19"H	\$617.00		\$
DEIRA Round Ottoman / White Leather	39"Dia x 17"H	\$470.00		\$
DEIRA Rectangle Ottoman / White Leather	60"L x 27"D x 19"H	\$470.00		\$
ETERNITY Mod Lounge Chair	28"L x 28"D x 36"H	\$473.00		\$
ETERNITY Mod Lounge Wedge	26"L x 28"D x 17"H	\$390.00		\$
LAGUNA OUTDOOR Armless Chair / White	28"L x 35"D x 29"H	\$446.00		\$
LAGUNA OUTDOOR Corner / White	35"L x 35"D x 29"H	\$473.00		\$
LAGUNA OUTDOOR Ottoman / White	28"L x 28"D x 19"H	\$273.00		\$
LAGUNA OUTDOOR Armless Chair / Wheat	28"L x 35"D x 29"H	\$446.00		\$
LAGUNA OUTDOOR Corner / Wheat	35"L x 35"D x 29"H	\$473.00		\$
LAGUNA OUTDOOR Ottoman / Wheat	28"L x 28"D x 19"H	\$273.00		\$
<b>Cocktail / End Tables</b>				
MADISON Cocktail Table / White	44"L x 20"D x 18"H	\$320.00		\$
MADISON Cocktail Table / Black	44"L x 20"D x 18"H	\$320.00		\$
MADISON End Table / White	24"L x 20"D x 22"H	\$314.00		\$
MADISON End Table / Black	24"L x 20"D x 22"H	\$314.00		\$
ALTON Cocktail Table / White (Charged)	44"L x 22"D x 15"H	\$482.00		\$
SYDNEY Glass Cocktail Table / Chrome	47"L x 23"D x 17"H	\$368.00		\$
SYDNEY Glass End Table / Chrome	20"L x 20"D x 19"H	\$314.00		\$
CYPRESS Cocktail Table	35.5"L x 35.5"D x 18.5"H	\$347.00		\$
LAGUNA Tree Stump End Table	18"L x 15"D x 16.5"H	\$326.00		\$
WHITNEY End Table - Gold	22"D x 22"W x 28.8"H	\$326.00		\$
WINDSOR End Table - Yellow	17"D x 17"W x 24"H	\$326.00		\$
CLASSIC End Table - White / Chrome	19.75"L x 11.75"D x 23.75"H	\$167.00		\$
LVN GOGH End Table - Chrome	13"L x 13"D x 18"H	\$178.00		\$

<b>Ottomans / Benches</b>				
CATO Cube Ottoman / White	17.5"L x 17.5"D x 16.5"H	\$173.00		\$
CATO Cube Ottoman / Black	17.5"L x 17.5"D x 16.5"H	\$173.00		\$
White Swivel Ottoman / White	18"L x 18"D x 18"H	\$173.00		\$
DEIRA Round Ottoman / White Leather	39"Dia x 17"H	\$470.00		\$
DEIRA Rectangle Ottoman / White Leather	60"L x 27"D x 19"H	\$470.00		\$
DEIRA Curved Bench / White Leather	70"L x 26"D x 19"H	\$617.00		\$
<b>Occasional Chairs</b>				
NOVA Chair / White - Chrome	18"L x 22"D x 36"H	\$234.00		\$
NOVA Chair / Black - Chrome	18"L x 22"D x 36"H	\$234.00		\$
LLOYD Chair / White - Chrome	22"L X 19"W X 33"H	\$234.00		\$
EAMES Chair / White - Natural Wooden Legs	18"L x 17"D x 32"H	\$248.00		\$
EAMES Chair / White - Chrome Legs	22.5"L x 18"D x 32"H	\$248.00		\$
Gun Metal Chair - Grey	19"L x 18"D x 33"H	\$234.00		\$
CONSTANTINE Stage Chair / White	30"L x 30"D x 38"H	\$558.00		\$
SIERRA Stage Chair / White	26"L x 23"D x 35"H	\$361.00		\$
TWILIGHT Stage Chair / Black	27.5"L x 25.5"D x 28"H	\$513.00		\$
<b>Short Café / Dining Tables</b>				
30" Dia. Short Café Table - Black / Black Base	30" Dia x 29"H	\$258.00		\$
30" Dia. Short Café Table - White / Chrome Base	30" Dia x 29"H	\$332.00		\$
30" Dia. Short Café Table - Black / Chrome Base	30" Dia x 29"H	\$332.00		\$
31" Dia. Short Glass Café Table / Chrome Base	31" Dia x 29"H	\$293.00		\$
30" Dia. Short Tulip Café Table - White	30" Dia x 30"H	\$318.00		\$
30" Dia. EAMES Table / White - Chrome Steel Legs	30" Dia. x 29"H	\$293.00		\$
31.5" Dia. EAMES Table / White - Wooden Legs	31.5" Dia. x 29"H	\$293.00		\$
36" Dia. Short Café Table - White / Chrome X Base	36" Dia x 29"H	\$381.00		\$
36" Dia. Glass / Dining Table - Chrome X Base	36" Dia x 30"H	\$318.00		\$
42" Dia. Short Tulip Café Table - White	42" Dia x 30"H	\$381.00		\$
<b>Tall Bar Tables</b>				
23" Dia. Glass Tall Bar Table - Chrome Fluted Base	23.75" Dia. x 42"H	\$381.00		\$
30" Dia. Bar Table / White - Chrome Fluted Base	30" Dia x 26"-41"H ( <i>Adjustable</i> )	\$367.00		\$
30" Dia. Tall Bar Table / Black - Chrome Fluted Base	30" Dia x 26"-41"H ( <i>Adjustable</i> )	\$367.00		\$
30" Dia Bar Table / White - Chrome X Base	30" Dia x 42"H	\$367.00		\$
30" Dia. Tall Bar Table / Black - Chrome X Base	30" Dia x 42"H	\$367.00		\$
30" Dia. Tall Bar Table / Black - Black X Base	30" Dia x 42"H	\$336.00		\$
36" Dia. Tall Bar Table / White - Chrome X Base	36" Dia x 42"H	\$402.00		\$
30" Dia. LENUX Tall Bar Table / White - Chrome Cage Base	30" Dia x 42"H	\$367.00		\$
<b>Bar Stools</b>				
ASHTON Swivel Stool / White - Chrome	15"L x 15"D x 24.5"-29.5"H ( <i>Adjustable</i> )	\$264.00		\$
ASHTON Swivel Stool / Black - Chrome	15"L x 15"D x 24.5"-29.5"H ( <i>Adjustable</i> )	\$264.00		\$
HAYWARD Bar Stool / Natural - White	20"L x 18"D x 29.5"H	\$264.00		\$
DAWSON Curve Bar Stool / White - Chrome	15"L x 15"D x 31"-35"H ( <i>Adjustable</i> )	\$264.00		\$
DAWSON Curve Bar Stool / Black - Chrome	15"L x 15"D x 31"-35"H ( <i>Adjustable</i> )	\$264.00		\$
NOVA Bar Stool - White - Chrome	17"L x 20"D x 41"H	\$264.00		\$
ELON Bar Stool - White - Chrome	17"L x 16"D x 43"H	\$264.00		\$
NEO Bar Stool / White - Chrome - Armless	17"L x 18"D x 37"-45.25"H ( <i>Adjustable</i> )	\$293.00		\$
NEO Bar Stool / Black - Chrome - Armless	17"L x 18"D x 37"-45.25"H ( <i>Adjustable</i> )	\$293.00		\$
NEO Bar Stool / Red - Chrome - Armless	17"L x 18"D x 37"-45.25"H ( <i>Adjustable</i> )	\$293.00		\$
GIOVANNI Mid Back Bar Stool / White - Swivel	21"L x 21"D x 32.7"-40.6"H ( <i>Adjustable</i> )	\$293.00		\$
GIOVANNI Mid Back Bar Stool / Black - Swivel	21"L x 21"D x 32.7"-40.6"H ( <i>Adjustable</i> )	\$293.00		\$
Gun Metal Bar Stool / Grey - Armless - Backless	17"L x 17"D x 30"H	\$264.00		\$
Gun Metal Bar Stool / Grey - w/ Back	20.5"L x 20"D x 46"H	\$293.00		\$

<b>Display Pedestals</b>			
12"x30" Display Pedestal / White	12"L x 12"D x 30"H	\$348.00	\$
12"x30" Display Pedestal / Black	12"L x 12"D x 30"H	\$348.00	\$
18"x36" Display Pedestal / White	18"L x 18"D x 36"H	\$418.00	\$
18"x36" Display Pedestal / Black	18"L x 18"D x 36"H	\$418.00	\$
18"x42" Display Pedestal / White	18"L x 18"D x 42"H	\$441.00	\$
18"x42" Display Pedestal / Black	18"L x 18"D x 42"H	\$441.00	\$
24"x42" Locking Pedestal / White	24"L x 24"D x 42"H	\$617.00	\$
24"x42" Locking Pedestal / Black	24"L x 24"D x 42"H	\$617.00	\$

<b>Bars / Reception Counters / Pub Tables</b>			
Reception Counter / White	47.75"L x 19.5D" x 42.75H"	\$537.00	\$
Reception Counter / Black	47.75"L x 19.5D" x 42.75H"	\$537.00	\$
4.75' Communal Table / White	57"L x 23.75"D x 40"H	\$732.00	\$
5' Madison Pub Table / White	60"L x 23"D x 42"H	\$819.00	\$
5' Madison Pub Table / White "Charged"	60"L x 23"D x 42"H	\$966.00	\$
5' LED GLOW Table	60"L x 24"D x 40"H	\$1433.00	\$
6' VIP Straight Bar - White Acrylic	72"L x 24"D x 42"H	\$1020.00	\$
6' VIP Straight Bar - White Acrylic -LED LIGHTED	72"L x 24"D x 42"H (Electrical Required)	\$1335.00	\$
6' DIAMOND Straight Bar - White Acrylic	72"L x 30"D x 42"H	\$1178.00	\$
6' DIAMOND Straight Bar - White Acrylic -LED LIGHTED	72"L x 30"D x 42"H (Electrical Required)	\$1492.00	\$

<b>Office</b>			
COMMODORE Leather Executive Chair / BLACK - Chrome	Seat Adjust from 17" to 21"H	\$429.00	\$
COMMODORE Leather Executive Chair / WHITE - Chrome	Seat Adjust from 17" to 21"H	\$429.00	\$
Mid-Back Leather Executive Guest Chair / Black	27"L x 27"D x 40"H	\$375.00	\$
Task Chair with Arms / Black	Seat Adjust from 19" to 24"H	\$293.00	\$
Drafting Stool / Black	Seat Adjust from 25" to 30"H	\$336.00	\$
2 Drawer Letter Size Filing Cabinet / Black	26"L x 14"D x 22"H	\$293.00	\$
6' SUMMIT Table / White & Silver	72"L x 30"D x 30"H	\$987.00	\$
8' DISTRICT Executive Conference Table / Grey & Black	95.2"L x 47.2"D x 27.5"H	\$1011.00	\$
8' ABERDEEN Executive Conference Table / Grey	96"L x 48"D x 29.5"H	\$987.00	\$
10' ABERDEEN Executive Conference Table / Grey	120"L x 48"D x 29.5"H	\$1128.00	\$

<b>Accessories</b>			
Glow Cube	20"L x 20"D x 20"H	\$338.00	\$
6 Pocket Literature Stand - Silver	10.75"L x 14.25"D x 58"H	\$270.00	\$
6 Pocket Literature Stand - Black	10.75"L x 14.25"D x 58"H	\$270.00	\$
Refrigerator / Black 3.3 CuFt (60Hz)	19"L x 17.6"D x 33.2"H	\$390.00	\$
Lighted Marquee Lettering / White	3' H w/ Clear LED Bulbs	\$300.00	\$
8' H Foliage Backdrop Wall	8'L x 24"D x 8'H	\$1480.00	\$
16' H Foliage Backdrop Wall	16'L x 24"D x 8'H	\$2437.00	\$
33"H Boxwood Hedge Wall	48"L x 14"D x 33"H	\$675.00	\$
79"H Boxwood Hedge Wall	38"L x 14"D x 79"H	\$795.00	\$
Stanchion Pole - Chrome	12"L x 37"H	\$95.00	\$
Stanchion Velvet Rope / Red	5'	\$60.00	\$
Retractable Belt Stanchion / Black	14"L x 40"H	\$112.00	\$
Bag Rack	45"H 16" Square Arm	\$82.00	\$
Coat Rack	12.6"D x 67"H	\$225.00	\$
Free Standing Mirror	24"W x 24.5"D x 64"H	\$293.00	\$
Floor Lamp - Black	71"H	\$195.00	\$
Throw Pillows (Various Colors)	18"L x 18"W	\$30.00	\$
Etagere / Back Bar / Black / 10 Shelf	47"L x 11"W x 70"H	\$727.00	\$
Etagere / Back Bar / White / 9 Shelf	37.4"L x 11.8"W x 69"H	\$577.00	\$

<b>Credit Card Information</b>					
Credit Card #:			Total Product \$		
Exp. Date:	Security Code	Zip Code	Misc. \$		
<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			Late Fee % \$		
Cardholders Name:			Sub Total \$		
(Please Print)			Sales Tax \$		
Cardholders Signature:			<b>TOTAL DUE \$</b>		

INTERNET | TELEPHONE

# VIRGINIA BEACH

CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT



Where  
TECHNOLOGY  
Meets HOSPITALITY

# EXPERTISE

WE HAVE DESIGNED & INSTALLED  
**MORE NETWORKS**  
FOR MAJOR TRADESHOWS  
THAN ANY OTHER ORGANIZATION

## FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

## KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

## REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

## 24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:



**INTERNET**



**TELEPHONE**

# Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	<b>\$895</b>	\$1,140	\$1,368
Additional Device	<b>\$185</b>	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	<b>\$185</b>	\$225	\$270
Patch Cables	<b>\$50</b>	\$62	\$74
Labor (Floor Work)	<b>\$125</b>	\$125	\$125

\* **NOT FOR STREAMING**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

#### Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:  
<https://orders.smartcitynetworks.com>  
or call 888.446.6911

# What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	<b>\$3,495</b>	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	<b>\$5,900</b>	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	<b>\$7,850</b>	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	<b>\$11,700</b>	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	<b>\$19,250</b>	\$24,060	\$28,872

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

#### Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:  
<https://orders.smartcitynetworks.com>  
or call 888.446.6911

# NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

\* **NOT FOR STREAMING.**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

**ORDER NOW** >



Order online at:  
<https://orders.smartcitynetworks.com>  
 or call 888.446.6911

**Wi-Fi Splash Page services starting at \$250**  
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

## HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

### PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	<b>\$8,800</b>	\$10,560	\$12,672
20 Mbps	6	4	N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10	6	1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13	8	1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16	10	2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	<b>\$750</b>	\$750	\$750

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:  
<https://orders.smartcitynetworks.com>  
 or call 888.446.6911



**Wi-Fi Splash Page services starting at \$250**  
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

# NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	<b>\$275</b>	\$345	\$414
Multi Line Telephone	<b>\$415</b>	\$520	\$624
Polycom Speaker Phone	<b>\$465</b>	\$575	\$690

**\* ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

#### Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:  
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or call 888.446.6911

# FAQ

## Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

### WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

### WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

**TIP:** Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:  
<https://orders.smartcitynetworks.com>  
or call 888.446.6911

### DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

**Please Note:** Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

### HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

### WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



## Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

**“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”**