

**110th International Association for Identification's
Educational Conference**

August 16 - 22, 2026
America's Center Convention Complex
St. Louis, MO

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **110th International Association for Identification's Educational Conference**.

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. We will be happy to assist you in any way possible to ensure that you have a successful experience at the **110th International Association for Identification's Educational Conference**.

Thank you and we look forward to servicing your needs at the **110th International Association for Identification's Educational Conference** in **St. Louis, MO**.

Sincerely,

Levy Exposition Services, Inc.

110th International Association for Identification's Educational Conference

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

LOCATION: America's Center Convention Complex
 701 Convention Plaza
 St. Louis, MO 63101

EXHIBITOR MOVE-IN: Monday, August 17, 2026 12:00 pm – 6:00 pm
 Tuesday, August 18, 2026 8:00 am – 2:00 pm

EXHIBITION DATES: Tuesday, August 18, 2026 4:00 pm – 7:00 pm
 Wednesday, August 19, 2026 9:00 am – 7:00 pm
 Thursday, August 20, 2026 9:00 am – 1:00 pm

EXHIBITOR MOVE-OUT: Thursday, August 20, 2026 1:00 pm – 10:00 pm

****Please note that all exhibit materials must be removed from the exhibit facility by 10:00 pm on Thursday, August 20, 2026.**

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

- 8' high drapery backwall – red & white & navy blue
- 3' high drapery sidewall – red
- 1 - 7" x 44" booth identification sign

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

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

AISLE CARPET: The aisles will be carpeted with red & navy blue carpeting.

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **July 24, 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.

EXHIBITOR APPOINTED CONTRACTOR: If you intend to hire an outside contractor that requires access to your booth Space, you must complete the EAC Form on **page 13**. The EAC must provide a valid certificate of insurance by **July 24, 2026** and adhere to the rules and regulations of the event.

ELECTRICAL, CLEANING, PLUMBING & FLORAL: Edlen is the official service provider for Electrical, Booth Cleaning, Plumbing & Floral services. To order these services, please see **pages 73 - 89** of this exhibitor kit.

INTERNET & TELEPHONE: Smart City is the official service provider for Internet & Telephone services. To order these services, please see **page 90 - 99** of this exhibitor kit.

AUDIO VISUAL SERVICES: Encore is the official services provider for Audio Visual services. To order Audio Visual services, please see **pages 100 - 102** of this exhibitor kit.

QUICK FACTS

110th International Association for Identification's Educational Conference

QUICK FACTS

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 July 13, 2026 – August 10, 2026 between the hours of 9:00 am and 3:00 pm. 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)

IAI Conference
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o LibertyCFS
5001 Premier Parkway
St. Peters, MO 63376

All **DIRECT** shipments should not arrive prior to 12:00 pm on **Monday, August 17, 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)

IAI Conference
Exhibiting Company Name
Booth # ____
America's Center Convention Complex
c/o Levy Exposition Services, Inc.
701 Convention Plaza
St. Louis, MO 63101

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by 10:00 pm on Thursday, August 20, 2026. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 8:00 pm on August 20th. 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.

30 DAY DISCOUNT ITEMS

COLORED CARPET SELECTIONS

Description	Discount Rate	Total
Size - 10 ft. X 10 ft.	318.75	
10 ft. X 20 ft.	629.00	


Blue Red Teal Grey Burgundy Purple Black

TABLE & CHAIR PACKAGES

Description	Qty.	Discount Rate	Total
PACKAGE A Two (2) fabric arm chairs One (1) 6' x 30" skirted table		465.00	



Table & Chair Package only available if ordered by July 17, 2026

TABLES

Description	Qty.	Discount Rate	Total
 TABLES 30" HEIGHT			
6' x 2' Skirted		225.25	

Blue Red Black Teal Burgundy
 Gold Green Grey Purple White

CHAIRS & ACCESSORIES

Description	Qty.	Discount Rate	Total
 FABRIC SLED BASE CHAIR		123.25	
 WASTE BASKET		30.60	

***Order by July 17, 2026 to take
 advantage of these rates***

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.68% SALES TAX		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

DISCOUNT RATE will be applied to all orders received and paid in full by **July 17, 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.

ONLINE ORDERING INSTRUCTIONS

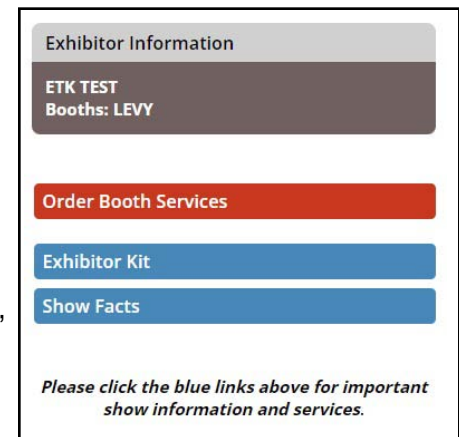
We are pleased to offer online ordering for the **110th International Association for Identification's Educational Conference**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

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 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.



AMERICA'S CENTER[®]

Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the "City of St. Louis Fire Prevention Code."

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flame-proofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 6 (six) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check

egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

19. There shall not be any obstructions blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements, additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers; positioned on both sides of said fryers.

All cooking appliances shall be listed by a **National Testing Agency**, i.e. Underwriters Laboratory or Factory Mutual.

26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to Fire Marshal no later than **15 days** before set-up date.
27. There shall not be any ticket booths, tables, or any other display setup in the lobby without the prior approval of the Fire Marshal.

28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. Ferrara Theatre seating capacity shall be limited to the fixed seating of 1,411 with absolutely no standing allowed!
30. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
31. All floor plans submitted shall be totally representative of the halls, rooms, and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.
32. Should there be any questions regarding plans and/or code requirements, contact the St. Louis Fire Inspector, 1421 N. Jefferson, St. Louis, MO 63106, Telephone: (314) 289-1900; Fax: (314) 289-1985.

explore st.louis

Exhibitor Rights

The unions which provide services at the America's Center® and the staff of the Convention Center wish to assure customers that their visits to St. Louis will be enjoyable, productive and hassle free. We understand that each event has its own special requirements that need to be addressed. We are eager to discuss these matters with the customers so that we can ensure a quality experience while in St. Louis.

The following is a list of conditions and/or situations that are permissible at America's Center, which do not require the services of labor union workers. This listing was developed by Explore St. Louis in conjunction with the union's representatives. The intention of this listing is to simplify for exhibitors, the move-in, set-up, performance, dismantle and move-out of show without circumventing the utilization of union labor.

1. Exhibitors may unload/load both materials from a **personally owned vehicle (POV)** at a predetermined overhead door (NOT DOCK). Two full time company employees may handle the movement of materials with two-wheeled handcarts for a maximum of twenty (20) minutes.
2. Exhibitors may set-up and dismantle "pop-up" exhibits in their booth with minimum amount of tools if the display can be completed in thirty (30) minutes or less.
3. Exhibitors may install/dismantle exhibits and display booths no larger than 300 sq. ft. without the use of power tools.
4. Exhibitors may hang signs or graphics in booths no larger than 300 sq. ft.
5. Exhibitors may plug in their own equipment needing 110 volt power to outlets ordered and supplied by Edlen Electric in their exhibit booth.
6. Exhibitors may pack and unpack products in their own booth.

7. Exhibitors are allowed to do their own technical work on their machines, (i.e. testing fine line balancing, programming, calibrating). This type of work shall be explained to Edlen Electric and agreed upon prior to the first move-in day.

8. Exhibitors may fill and drain their own water receptacles, not to exceed twenty (20) gallons per container.

9. Exhibitors may operate their own self-contained equipment provided that it does not require wiring and is pre-approved by the Facility and the appropriate union representative.

10. Exhibitors may skirt their own tables with their own custom fit skirting, without the use of staple, snaps or Velcro. Neither the tables, nor the skirting may be from a rental source.

We strongly urge that any particular requirement be brought to our attention before the move-in on the event. We assure our customers that all of their requests will be given our total consideration and we will work together towards a mutually rewarding solution.



UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements at America's Center in St. Louis.

INSTALLATION & DISMANTLE OF EXHIBITS

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of exhibits in booths up to 300 net square feet, which does not require the use of power tools, may be performed by the exhibitor or full-time company employees. Non-union contracted employees and/or temporary laborers are excluded from working on exhibits. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

FREIGHT LOADING & UNLOADING

TEAMSTER JURISDICTION

Our Freight Handling Department is responsible for all unloading & reloading of display materials at the show site. Even local exhibitors must clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Material Handling Services must be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk. No unloading will be allowed unless these forms have been completed.

- **Please see the following pages for rates and descriptions of services available.**

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.

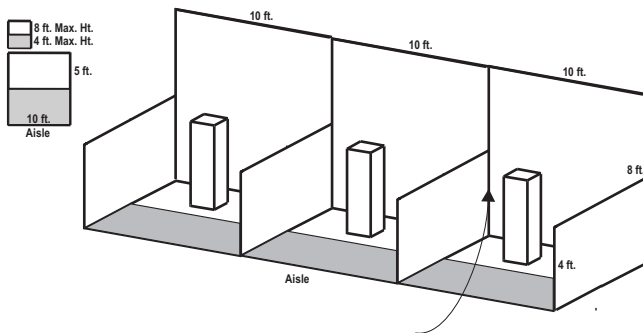
STANDARD BOOTH

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.

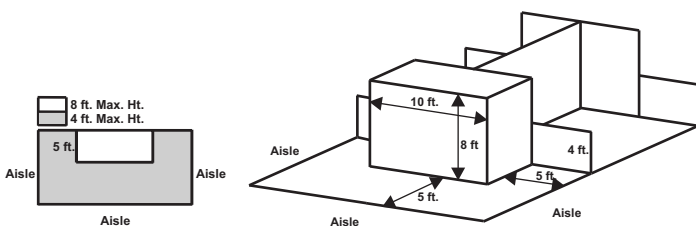
Note: Booth drape is set at 8 ft max.

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

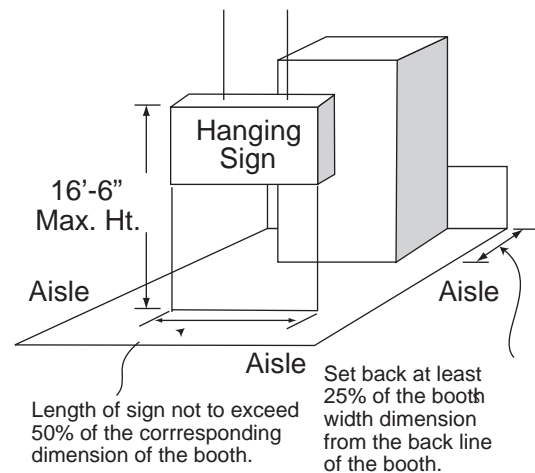
An end cap booth is exposed to aisles on three sides and composed of two booths.

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.

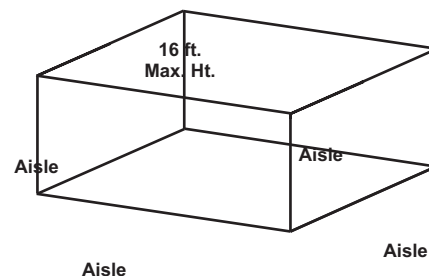


ISLAND BOOTH

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

**110th International Association for
 Identification's Educational Conference**
August 16 - 22, 2026
 America's Center Convention Complex
 St. Louis, MO

THIRD PARTY BILLING REQUEST

COMPANY	BOOTH NUMBER	Deadline Date July 24, 2026
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 & Conditions as well as Material Handling Terms & Conditions.</i>
AUTHORIZED CONTACT SIGNATURE X	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

**110th International Association for
 Identification's Educational Conference**
August 16 - 22, 2026
America's Center Convention Complex
St. Louis, MO

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 July 24, 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 **America's Center Convention Complex.** 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., International Association for Investigation, 110th International Association for Identification's Educational Conference, and America's Center Convention Complex as additional insured's by July 24, 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

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 July 24, 2026. If this form and the certificate of insurance from the non-official contractor is not received by July 24, 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)



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

**110th International Association for
 Identification's Educational Conference**
August 16 - 22, 2026
America's Center Convention Complex
St. Louis, MO

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY			BOOTH NUMBER			All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.
ADDRESS	street	city	state/province	zip/postal code	country	
PHONE	FAX	PO #	E-MAIL			
AUTHORIZED CONTACT SIGNATURE X		AUTHORIZED CONTACT - PLEASE PRINT		DATE		

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 X			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

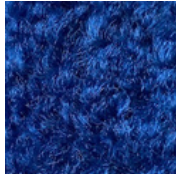
TOTAL FROM EACH ORDER FORM

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.....	\$	
In-Booth Forklift Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
FULL PAYMENT IN US FUNDS		\$
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.

CARPET and DRAPE

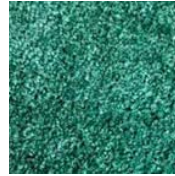
Standard carpet color options



Blue



Red



Teal



Grey



Burgundy

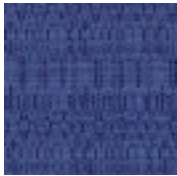


Purple



Black

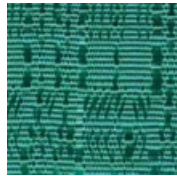
Drape color options



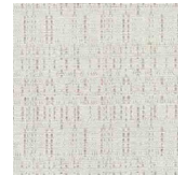
Blue



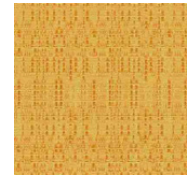
Red



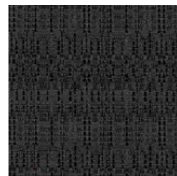
Teal



White



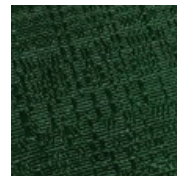
Gold



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

www.levyexpo.com



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

110th International Association for
 Identification's Educational Conference
 August 16 - 22, 2026
 America's Center Convention Complex
 St. Louis, MO

CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	375.00	485.00	
10 ft. X 20 ft.	740.00	960.00	
10 ft. X 30 ft.	1,095.00	1,424.00	
10 ft. X 40 ft.	1,480.00	1,920.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	5.40	7.00	

Blue Red Teal Grey Burgundy Purple Black

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$10.00/ft	\$13.35/ft	
_____ lin. ft. of 8' high drape	\$14.25/ft	\$18.00/ft	

Blue Red Teal White Gold Black
 Purple Green Grey Burgundy

PLEASE NOTE: THE DRAPE PROVIDED WITH YOUR BOOTH SPACE CANNOT BE CHANGED WITHOUT SHOW MANAGEMENT APPROVAL.

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.50	3.75	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.25	1.50	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	36.00	46.85	
	Chrome coat tree	156.50	203.50	
	Aluminum easel	62.00	80.50	
	Chrome sign holder 22" X 28"	156.50	203.50	
	Chrome stanchions	36.00	46.85	
	Velvet stanchion ropes - blue	36.00	46.85	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.68% SALES TAX		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

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 **July 24, 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



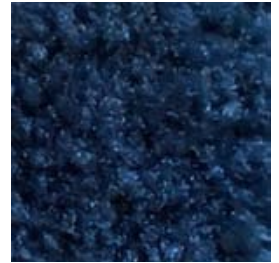
Beige



Charcoal



Key Lime



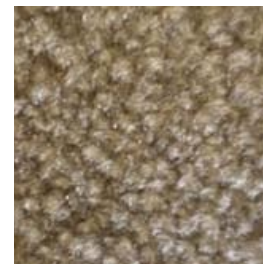
Navy



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

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 **July 24, 2026** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	____ ft. x ____ ft. = _____ sq. Ft. at	\$8.50 per sq. ft.	\$11.05 per sq. ft. =\$_____
Carpet Pad	____ ft. x ____ ft. = _____ sq. Ft. at	\$2.50 per sq. ft.	\$3.75 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

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.68% SALES TAX		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

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 **July 24, 2026**. We reserve the right to adjust orders calculated incorrectly.

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

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

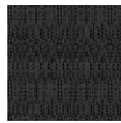
Skirt color options



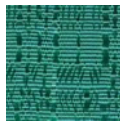
Blue



Red



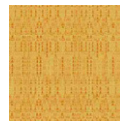
Black



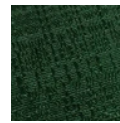
Teal



Burgundy



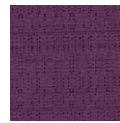
Gold



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
 TABLES 30" HEIGHT				
8' x 2' Skirted		280.00	365.00	
6' x 2' Skirted		265.00	340.00	
4' x 2' Skirted		210.00	275.00	
Fourth side of table skirted		72.00	93.60	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		110.00	145.00	
<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				

 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		350.00	450.00	
6' x 2' Skirted		315.00	410.00	
4' x 2' Skirted		275.00	345.00	
Fourth side of table skirted		78.00	104.40	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		140.00	185.00	
<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				

 GREY PEDESTAL TABLE - 30" DIAMETER				
30" Table height		179.00	232.70	
40" Counter height		219.00	284.70	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		145.00	195.00	
 FABRIC SLED BASE ARMCHAIR - GREY		165.00	210.00	
 FABRIC HIGHBACK STOOL - GREY		215.00	290.00	

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.68% SALES TAX		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM


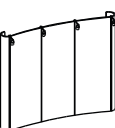




****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **July 24, 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
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		144.00	187.00	
 POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		2,173.50	2,825.50	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		160.00	208.00	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		46.00	59.80	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		60.00	78.00	
 CHROME SIGN HOLDER 22" x 28"		156.50	203.50	

ACCESSORIES

 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		72.50	93.75	
 <input type="checkbox"/> CHROME CLOTHING STAND <input type="checkbox"/> CHROME BAG HOLDER		156.50	203.50	
 CHROME COAT TREE		156.50	203.50	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.68% SALES TAX		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

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 **July 24, 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.

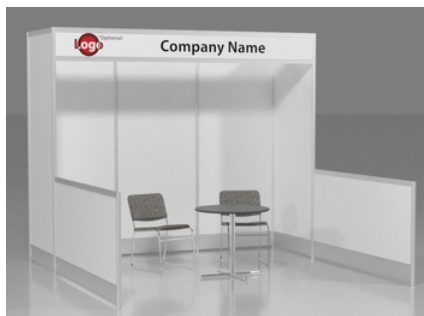
RENTAL EXHIBITS

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

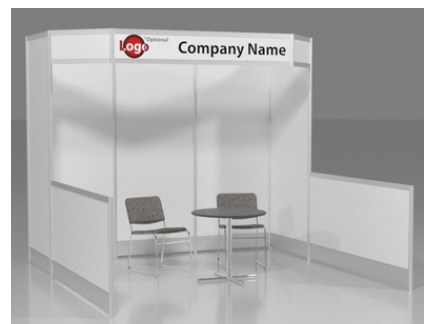
- Curved header - block letters - black (logo extra)
- Curved front display counter



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?

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

operations@levyexpo.com

www.levyexpo.com

RENTAL EXHIBITS

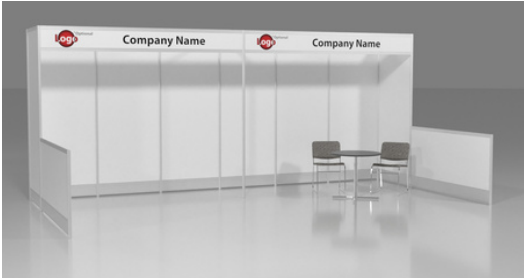
10' x 20' Hardwall Rental Exhibit Booths

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)



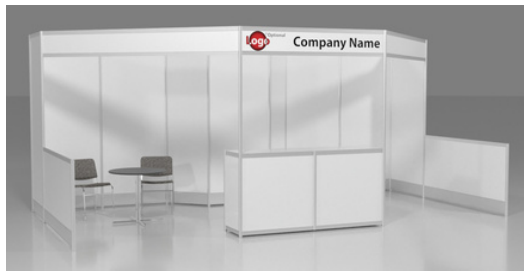
Package F2 Deluxe

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



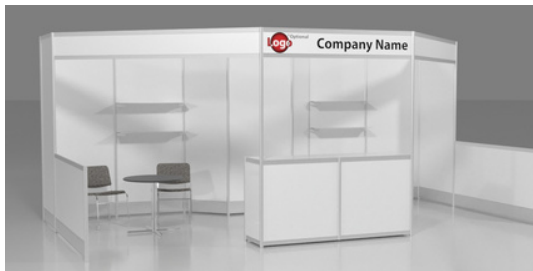
Package G1 Base

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



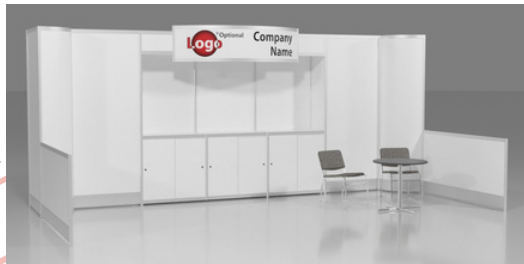
Package G2 Deluxe

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



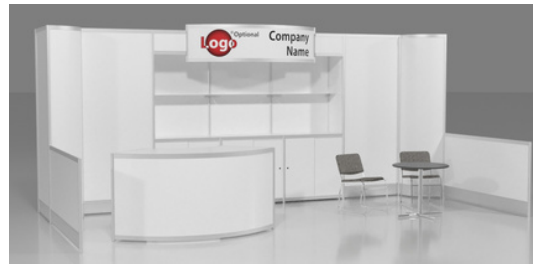
Package H1 Base

- 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)



**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



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

**110th International Association for
 Identification's Educational Conference**
August 16 - 22, 2026
America's Center Convention Complex
St. Louis, MO

RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

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

Description: 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.	Qty	Discount Rate	Standard Rate	Total
PACKAGE A1 Basic - Base package with header		4,796.00	6,235.00	
PACKAGE A2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,181.00	6,736.00	
PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign		5,324.00	6,922.00	
PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10" deep shelves		5,621.00	7,308.00	
PACKAGE C1 Basic - Base package with header		4,950.00	6,435.00	
PACKAGE C2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,555.00	7,222.00	
PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters		5,714.00	7,494.00	
PACKAGE D2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		6,028.00	7,837.00	

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

Description: 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.	Qty	Discount Rate	Standard Rate	Total
PACKAGE E1 Basic - Base package with headers		8,019.00	10,425.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		8,725.00	11,342.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		8,597.00	11,176.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		9,653.00	12,549.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		9,108.00	11,841.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		9,619.00	12,504.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		10,197.00	13,257.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		10,994.00	14,292.00	

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

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.68% SALES TAX		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

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 **July 24, 2026**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then cancelled 2 weeks prior to install. If full service has been provided then 100% of original fee will be applied.
 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*

Do you have questions?

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

operations@levyexpo.com

www.levyexpo.com

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)		760.00	988.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		935.00	1,216.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		910.00	1,183.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,035.00	1,346.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		990.00	1,287.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,080.00	1,404.00	
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)		1,350.00	1,755.00	
CABINET "E"	1 meter Curved cabinet (open back)		890.00	1,154.00	
	Curved cabinet + custom graphic panel		1,215.00	1,580.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		965.00	1,255.00	
	Curved cabinet w/ doors + custom graphic panel		1,310.00	1,703.00	

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	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.68% SALES TAX		
2.0% CREDIT CARD FEE		
TOTAL US DOLLARS		

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 **July 24, 2026**. We reserve the right to adjust orders calculated incorrectly.

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

GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	32.00	41.25	
	7" x 44"	38.25	49.50	
	11" x 14"	48.50	62.75	
	14" x 22"	64.90	84.50	
	22" x 28"	81.50	106.25	
	28" x 44"	116.50	151.50	

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

Vertical

Horizontal

LETTER COLOR SELECTIONS

Blue Red Green Teal Black Purple

Black lettering will be provided unless otherwise specified.

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.68% SALES TAX		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

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 **July 24, 2026**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received then cancelled.



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

**110th International Association for
 Identification's Educational Conference**
August 16 - 22, 2026
America's Center Convention Complex
St. Louis, MO

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	RATES
STRAIGHT TIME (Includes 5000 lb. Forklift and (2) man crew)	8:00 AM - 4:30 PM - Monday to Friday \$275.00 per Hour
STRAIGHT TIME (Foreman)	8:00 AM - 4:30 PM - Monday to Friday \$165.00 per Hour
OVERTIME (Includes 5000 lb Forklift & (2) man crew)	Before 8:00 AM & after 4:30 PM Monday to Friday All day Saturday \$395.00 per Hour
OVERTIME (Foreman)	Before 8:00 AM & after 4:30 PM Monday to Friday All day Saturday \$239.00 per Hour
DOUBLE TIME (Includes 5000 lb Forklift & (2) man crew)	All day Sunday and Holidays \$550.00 per Hour
DOUBLE TIME (Foreman)	All day Sunday and Holidays \$320.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	Discount Rate	TOTAL	
REGULAR TIME	_____ Forklifts _____ Hours	275.00 per hour	\$_____ Total
OVER TIME	_____ Forklifts _____ Hours	395.00 per hour	\$_____ Total
DOUBLE TIME	_____ Forklifts _____ Hours	550.00 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 _____

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Forklifts _____ Hours	275.00 per hour	\$_____ Total
OVER TIME	_____ Forklifts _____ Hours	395.00 per hour	\$_____ Total
DOUBLE TIME	_____ Forklifts _____ Hours	550.00 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 _____

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
 JULY 24, 2026***

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

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



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

**110th International Association for
 Identification's Educational Conference**
August 16 - 22, 2026
America's Center Convention Complex
St. Louis, MO

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 (½) hour before time requested.

LABOR RATES

DESCRIPTION	RATES
STRAIGHT TIME (ST) 8:00 AM - 4:30 PM - Monday to Friday	\$165.00 per Hour
OVERTIME (OT) Before 8:00 AM & after 4:30 PM Monday to Friday All day Saturday	\$239.00 per Hour
DOUBLE TIME (DT) All day Sunday and Holidays	\$320.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	RATES	TOTAL	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
STRAIGHT TIME _____ Worker _____ Hours	\$165.00 per hour	\$_____ Total	
OVERTIME _____ Worker _____ Hours	\$239.00 per hour	\$_____ Total	
DOUBLE TIME _____ Worker _____ Hours	\$320.00 per hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	RATES	TOTAL	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
STRAIGHT TIME _____ Worker _____ Hours	\$165.00 per hour	\$_____ Total	
OVERTIME _____ Worker _____ Hours	\$239.00 per hour	\$_____ Total	
DOUBLE TIME _____ Worker _____ Hours	\$320.00 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) _____		

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
 JULY 24, 2026***

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

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

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

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

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 MISSOURI. 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



SOLO RATE

ONE RATE. ONE FEE.

LEVY
EXPOSITION SERVICES INC.



THE SIMPLIFIED PRICING OF PAYING PER POUND INCLUDES:

- Receiving and unloading your materials at the advance warehouse.
- Secure storage of materials for up to 30 days before the show.
- Transfer to show-site, unload, and deliver materials to your booth.
- Removal and storage of empty containers during the show.
- Returning empties from storage at the close of the show.
- Outbound loading of your materials onto your carrier of choice or Levy's official carrier.



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 multiplied by the applicable per pound rate with no round-ups. 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.

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.

- 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

**110th International Association for
 Identification's Educational Conference**
 August 16 - 22, 2026
 America's Center Convention Complex
 St. Louis, MO

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT AMERICA'S CENTER CONVENTION COMPLEX, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE.

Material Handling Service:

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for the 110th International Association for Identification's Educational Conference. Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space,
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times.

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

Normal Warehouse Hours for Receiving Freight: 9:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

Advance Receiving: Shipment(s) received at the Advance Warehouse *between July 13, 2026 and August 10, 2026.*

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse *prior to July 13, 2026 or after August 10, 2026.* Shipments received at show site prior to, or after the posted exhibitor move-in day(s) / time(s).

Show Site Receiving: Shipment(s) shipped to and received at **America's Center Convention Complex.** Shipments cannot be received at **America's Center Convention Complex** prior to **12:00 pm on Monday, August 17, 2026.**

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **August 10, 2026** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

Advance and Direct Shipment Rates	Price Per lb.
Advance Warehouse & Show Site Receiving Rate	\$2.90
Early/Late to Warehouse & Off Target Rate.....	\$3.35
Dedicated Delivery from Advance Warehouse (in addition to material handling rates).....	\$650.00 (flat fee)

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 in LBS	Price Per lb.	Estimated Total Charges
Advance Receiving - 1 crate, 2 boxes	298	\$2.90	\$864.20

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

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

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:

IAI Conference
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o LibertyCFS
5001 Premier Parkway
St. Peters, MO 63376

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 09:00 and 15:00, Monday to Friday, no earlier than **July 13, 2026** and no later than **August 10, 2026**. **Shipments that arrive prior to July 13, 2026 or after August 10, 2026 will be subject to the rate of \$3.35 per pound.**

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER AUGUST 10, 2026 WILL INCUR A CHARGE OF \$650.00 IF A DESIGNATED TRUCK IS REQUIRED TO DELIVER TO THE SHOW SITE.

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:

IAI Conference
COMPANY NAME & BOOTH #
America's Center Convention Complex
c/o Levy Exposition Services Inc.
701 Convention Plaza
St. Louis, MO 63101

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT AMERICA'S CENTER CONVENTION COMPLEX PRIOR TO 12:00 PM ON MONDAY, AUGUST 17, 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 OF \$0.30 PER POUND WILL BE APPLIED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

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 MISSOURI 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 ST. LOUIS, MISSOURI.
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
5001 Premier Parkway
St. Peters, MO 63376**

**Levy Exposition Services Inc.
c/o LibertyCFS
5001 Premier Parkway
St. Peters, MO 63376**

EVENT NAME:

IAI Conference

EVENT NAME:

IAI Conference

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 # _____

**America's Center Convention Complex
c/o Levy Exposition Services Inc.
701 Convention Plaza
St. Louis, MO 63101**

EVENT NAME:

IAI Conference

NO. _____ # of _____ PCS.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**America's Center Convention Complex
c/o Levy Exposition Services Inc.
701 Convention Plaza
St. Louis, MO 63101**

EVENT NAME:

IAI Conference

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.



MOVE YOUR EXHIBIT WITH PEACE OF MIND

THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.

Call Toll Free 1-866-938-1092 or 1.905.338.3993
email: exhibitorservices@libertycfs.us - www.libertycfs.us


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

<p>2a PICK-UP LOCATION</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>3 DELIVERY TO ADDRESS</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>2b SERVICES</p> <p>P/U Date _____ From _____ To _____</p> <p>Hours _____</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>4 RETURN TO</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>5 PACKAGE INFO</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 colspan="2" style="text-align: center;">TOTAL PIECES</td> <td style="text-align: center;">TOTAL WEIGHT</td> </tr> </tbody> </table>	PCS	DIMENSIONS (L x W x H)	WGT																												TOTAL PIECES		TOTAL WEIGHT
PCS	DIMENSIONS (L x W x H)	WGT																																
TOTAL PIECES		TOTAL WEIGHT																																




6 **Declared Value - Full Value Coverage:** *The declared value will be defined as commercial value of the goods for new cargo or actual cash value or replacement value for used items plus 10%*

The following are not eligible for Full Value coverage: *Televisions/monitors, Concealed Damages and concealed shortages, Loss arising from wear, tear, gradual deterioration, depreciation, or inherent vice, Any mechanical, electrical, electronic, digital breakdown or derangement unless caused by an accident during the coverage period*

COST of COVERAGE: *Minimum Charge \$150, \$5.00 per \$100 of coverage, up to \$50,000* **VALUE COVERED**

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



2026
TRADE SHOW
KIT CATALOG

BLANC



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



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



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



Blanc Bench Ottoman
Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

FUNCTION

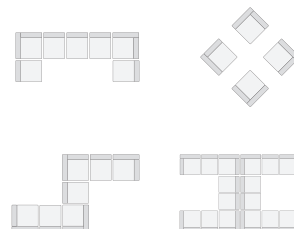
Modular Seating Collection



Function Armless Chair - White
White Vinyl
28"Square x 29"H



Function Corner - White
White Vinyl
28"Square x 29"H



Function Armless Chair - Black
Black Vinyl
28"Square x 29"H



Function Corner - Black
Black Vinyl
28"Square x 29"H

CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

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



Continental Reverse Curved Loveseat

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



Continental Wedge Ottoman

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



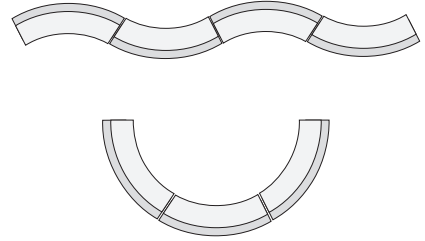
Continental Curved Bench

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



Continental Half Moon Ottoman

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



METRO



Metro Sofa

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



Metro Loveseat

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



Metro Chair

Black Leather
35"Square x 35"H

METRO



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



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



Metro Cube Ottoman
Black Leather
18"Square x 18"H

GRAMMERCY

Modular Seating Collection



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



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



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



Grammercy Corner
Charcoal Leather
36"Square x 36"H



Grammercy Square Ottoman
Charcoal Leather
40"Square x 17"H



Grammercy Bench Ottoman
Charcoal Leather
60"W x 24"D x 17"H

AUBREY



Aubrey Sofa
Light Beige Faux Linen Fabric
90"W x 35"D x 35"H



Aubrey Chair
Light Beige Faux Linen Fabric
37"W x 35"D x 35"H



Aubrey Bench Ottoman
Light Beige Faux Linen Fabric
48"W x 24"D x 18"H

LATITUDE



Latitude Sofa
Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Loveseat
Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Chair
Beige Olefin Fabric
42"W x 36"D x 33"H

VERONA



Verona Sofa
Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H



Verona Chair
Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H



Verona Ottoman
Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

JASPER



Jasper Sofa
Boca Bright White
64"W x 24"D x 33"H



Jasper Chair
Boca Bright White
30"W x 24"D x 33"H

NIKO



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



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



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

CROMWELL



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



Cromwell Chair
Royal Blue Velvet
32"Square x 29"H

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand

Sand Microfiber
26"Square x 37"H



Empire Chair

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



Monarch Chair

Bright White Leather
28"Square x 30"H



Royce Chair - Mink

Mink Microfiber
29"W x 30"D x 33"H



Royce Chair - Oyster

Oyster Microfiber
29"W x 30"D x 33"H

OTTOMANS & BENCHES



Continental Curved Bench

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



Encore Bench

Black Mango Wood
68"W x 15"D x 18"H



Square Ottoman

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



Bench Ottoman

- Metro Black Leather
 - Grammercy Charcoal Leather
- 60"W x 24"D x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

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



Essentials Turning Bed

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

CUBE OTTOMANS



Rubix Cube Ottomans

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



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

Metro Cube Ottoman

Black Leather
18"Square x 18"H

CHARGED 



Essentials Turning Bed - Charged

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

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



Aspen Bar Table - Charged

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

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

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

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

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

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



Command 8' Conference Table - White Charged

96"W x 48"D x 31"H

**Maximum of 1 table per power source.*

OCCASIONAL TABLES



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



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



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



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



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



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



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



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

OCCASIONAL TABLES



Hylton Tablet Table

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



Gemma Accent Table - Blue Agate

Blue Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Citrine

Rose Quartz Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Moonstone

Grey Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Obsidian

Obsidian Top/Brass Base
14"Round x 20"H



Brooklyn Tables

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



Cube Tables

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



Sirona Accent Table

Grey Top/Black Metal Base
18"W x 12"D x 28"H



Orbit End Table

White/Powder-Coated Aluminum
16"Round x 19"H

BARS & BAR BACKS



VIP Glow Bar 6'

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



VIP Glow Bar 4'

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



Agile Bar

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



Blox Bar Back

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



Piazza Bar Back

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



Elara Bar

Black Powder-Coated Steel
 Frosted Plexi With Built-in Wireless LED Kit
 72"W x 25"D x 44"H (Bar)
 Includes Remote Control



Razor Bar

Gold Powder-Coated Steel
 Frosted Plexi With Built-in Wireless LED Kit
 72"W x 25"D x 44"H (Bar)
 Includes Remote Control

STOOLS



Colin Stool
Natural Maple
20"W x 19"D x 46"H



Equino Stool
 Black
 White
 15"W x 13"D x 35"H



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



Milo Bar Stool

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



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



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



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

STOOLS



Nexus Stool

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

CAFÉ CHAIRS



Milo Chair

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

20"W x 22"D x 33"H



Clara Chair

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



Leslie Chair

White
20"W x 23"D x 31"H



Elio Chair

Steel
17"Square x 33"H

CAFÉ CHAIRS



Caprice Chair

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



Sonic Chair

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



Nexus Chair

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



Colin Chair

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

BAR TABLES



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



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



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



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



Euro Bar Table
 Black/Black 30"
 30"Round x 42"H
 Black/Black 36"
 36"Round x 42"H



Silk Bar Table
 Black/Chrome 30"
 30"Round x 42"H
 Black/Chrome 36"
 36"Round x 42"H



City Bar Table
 Maple/Black 30"
 30"Round x 42"H
 Maple/Black 36"
 36"Round x 42"H



Park Ave Bar Table
 Maple/Chrome 30"
 30"Round x 42"H
 Maple/Chrome 36"
 36"Round x 42"H



Summit Bar Table
 White/Black 30"
 30"Round x 42"H
 White/Black 36"
 36"Round x 42"H

BAR TABLES



Blanco Bar Table

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



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

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



Spectrum Bar Table - Red

Red/Chrome
24"Square x 42"H



Spectrum Bar Table - Blue

Blue/Chrome
24"Square x 42"H



Spectrum Bar Table - Purple

Purple/Chrome
24"Square x 42"H



Spectrum Bar Table - Green

Green/Chrome
24"Square x 42"H



Aspen Bar Table

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

CAFÉ TABLES



24" Square Café Table - Sirona

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



32" Round Café Table - Cement

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



32" Round Café Table - Yukon Gold

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



32" Round Café Table - Smoke

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



Euro Café Table

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



Silk Café Table

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



Park Ave Café Table

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



City Café Table

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



Blanco Café Table

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

CAFÉ TABLES



Summit Café Table

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



Blanco Square Café Table

White/Chrome
24"Square x 30"H



Blanco Rectangle Café Table

White/Chrome
72"W x 24"D x 30"H



Spectrum Café Table - Red

Red/Chrome
24"Square x 30"H



Spectrum Café Table - Blue

Blue/Chrome
24"Square x 30"H



Spectrum Café Table - Purple

Purple/Chrome
24"Square x 30"H



Spectrum Café Table - Green

Green/Chrome
24"Square x 30"H



Aspen Dining Table

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



Encore Dining Table

Black Mango Wood
80"W x 40"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

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



Tamiri Mid Back Chair

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



Tamiri Guest Chair

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



Accord Chair

Black
 White
 25"Square x 44"H



Worksmart Task Chair - Armless

Black
20"W x 24"D x 35"H



Worksmart Drafting Stool

Black
20"W x 24"D x 42"H (Armless)
25"W x 24"D x 42"H (With Arms)



Rimati Hi-Back Chair - White

Black
 White
 30"W x 28"D x 47-50"H



Rimati Guest Chair - Black

Black
 White
 27"W x 25"D x 40"H



Space Guest Chair

Black
26"Square x 37"H

CONFERENCE TABLES



Conference Table Round

- Espresso
 - Urban Walnut
- 42"Round x 29"H



Command 6' Conference Table

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



Command 8' Conference Table

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



Command 10' Conference Table

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

OFFICE FURNITURE



Computer Kiosk

Black
 White
 24"Square x 42"H



Conference Desk

Espresso
 Urban Walnut
 Double Pedestal/Locking Drawers
 72"W x 36"D x 29"H



Jr Executive Desk

Urban Walnut
 Espresso
 Double Pedestal/Locking Drawers
 60"W x 30"D x 29"H



2-Drawer Lateral File

Urban Walnut
 Espresso
 36"W x 22"D x 29"H



Aspen Dining Table

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



Brooklyn Rectangle Dining Table

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



Brooklyn Round Dining Table

Clear Glass/Chrome
 42"Round x 30"H

METAL FILE & STORAGE CABINETS



Storage Cabinet

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

PEDESTALS



42" Display Pedestals

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



36" Display Pedestals

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



30" Display Pedestals

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



Locking Pedestal

- Black
24"Square x 42"H
- White



London Pedestal

Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



Alto Literature Rack - Black

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



Alto Literature Rack - Silver

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



Compact Refrigerator

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



2026 Specialty Furniture Order Form

Sales Representative: Operations Department

Email/Fax: operations@levyexpo.com

TRADE SHOW INFORMATION

Show Name	110th International Association for Identification's Educational Conference	Company Name	
Show Dates	August 16 - 22, 2026	Onsite Contact Name	
Venue Name	America's Center Convention Complex	Onsite Contact Cell #	
Venue Address	701 Convention Plaza	Delivery Date	Time
	St. Louis, MO 63101	Pickup Date	Time
Booth # and Name		Show Contractor	

All Furniture Subject to Availability

Terms & Conditions: **Payments:** Payment terms - 100% Payment due prior to delivery to secure the order.
Cancellation Fee: A 25% cancellation fee will be applied to all orders received and cancelled 3 weeks prior to install.
Standard Rate Surcharge: All orders received after 3 weeks prior to show date will be based on availability and a 30% surcharge will apply.

Item Number	Weight		Dimensions	Discount	Standard	Qty.	Total
Blanc (Pg. 2)							
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1,058.98	\$1,376.67		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$1,010.68	\$1,313.88		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$845.25	\$1,098.83		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$507.15	\$659.30		\$ -
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$177.50	\$230.75		\$ -
Function (Pg. 2)							
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$540.96	\$703.25		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$580.81	\$755.05		\$ -
18284-0452	38 lbs.	Function Black Leather Armless Chair	28"Square x 29"H	\$540.96	\$703.25		\$ -
18066-0009	27 lbs.	Function Black Leather Corner	28"Square x 29"H	\$580.81	\$755.05		\$ -
Continental (Pg. 3)							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$1,044.49	\$1,357.83		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loves	72"W x 34"D x 31"H	\$1,010.68	\$1,313.88		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$449.19	\$583.95		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$530.09	\$689.12		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$449.19	\$583.95		\$ -
Metro (Pg. 4)							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$870.61	\$1,131.79		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$839.21	\$1,090.98		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$654.47	\$850.80		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$449.19	\$583.95		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$449.19	\$583.95		\$ -
Grammercy (Pg. 4 & 5)							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$969.62	\$1,260.51		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$845.25	\$1,098.83		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$540.96	\$703.25		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$621.86	\$808.42		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$449.19	\$583.95		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$449.19	\$583.95		\$ -
Aubrey (Pg. 5)							
18228-0891	100 lbs.	Aubrey Sofa	90"W x 35"D x 35"H	\$1,139.88	\$1,481.84		\$ -
18284-0898	75 lbs.	Aubrey Chair	37"W x 35"D x 35"H	\$717.26	\$932.43		\$ -
18184-0303	30 lbs.	Aubrey Bench Ottoman	48"W x 24"D x 18"H	\$417.80	\$543.13		\$ -
Latitude (Pg. 6)							
13229-0020	77 lbs.	Latitude Sofa	91"W x 42"D x 33"H	\$1,138.67	\$1,480.27		\$ -
13170-0011	67 lbs.	Latitude Loveseat	91"W x 42"D x 33"H	\$1,062.60	\$1,381.38		\$ -
13285-0015	37 lbs.	Latitude Chair	42"W x 36"D x 33"H	\$885.10	\$1,150.63		\$ -
Verona (Pg. 7)							
13229-0016	85 lbs.	Verona Sofa	74"W x 38"D x 25"H	\$1,248.56	\$1,623.12		\$ -
13285-0013	44 lbs.	Verona Chair	28"W x 38"D x 25"H	\$644.81	\$838.25		\$ -
13185-0010	17 lbs.	Verona Ottoman	26"W x 21"D x 18"H	\$373.12	\$485.05		\$ -
Jasper (Pg. 7)							
18228-0892	80 lbs.	Jasper Sofa	64"W x 24"D x 33"H	\$975.66	\$1,268.36		\$ -
18284-0902	60 lbs.	Jasper Chair	30"W x 24"D x 33"H	\$632.73	\$822.55		\$ -
Niko (Pg. 7)							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,077.09	\$1,400.22		\$ -
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$984.11	\$1,279.35		\$ -
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$819.89	\$1,065.86		\$ -
Cromwell (Pg. 8)							
18228-0869	100 lbs.	Cromwell Sofa	78"W x 32"D x 29"H	\$1,224.41	\$1,591.73		\$ -
18284-0873	70 lbs.	Cromwell Chair	32"W x 32"D x 29"H	\$728.12	\$946.56		\$ -
Stage Chairs (Pg. 8)							
18284-0876	35 lbs.	Bianca Stage Chair - Frost	26"Square x 37"H	\$387.61	\$503.89		\$ -
18284-0895	35 lbs.	Bianca Stage Chair - Onyx	26"Square x 37"H	\$387.61	\$503.89		\$ -
18284-0893	35 lbs.	Bianca Stage Chair - Sand	26"Square x 37"H	\$387.61	\$503.89		\$ -
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$580.81	\$755.05		\$ -
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$580.81	\$755.05		\$ -
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$371.91	\$483.48		\$ -
18284-0900	55 lbs.	Royce Chair - Mink	29"W x 30"D x 33"H	\$505.94	\$657.73		\$ -
18284-0901	55 lbs.	Royce Chair - Oyster	29"W x 30"D x 33"H	\$505.94	\$657.73		\$ -
Ottomans & Benches (Pg. 9)							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$530.09	\$689.12		\$ -
05026-0012	68 lbs.	Encore Bench	68"W x 15"D x 18"H	\$480.59	\$624.76		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$449.19	\$583.95		\$ -

18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$449.19	\$583.95	\$	-
18024-0008	43 lbs.	Metro Black Leather Bench	60"W x 24"D x 17"H	\$449.19	\$583.95	\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	\$449.19	\$583.95	\$	-
Banquettes & Turning Beds (Pg. 9)							
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,314.97	\$1,709.46	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,580.62	\$2,054.80	\$	-
Cube Ottomans (Pg. 10)							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$182.33	\$237.03	\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$182.33	\$237.03	\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$182.33	\$237.03	\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$182.33	\$237.03	\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$182.33	\$237.03	\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$182.33	\$237.03	\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$177.50	\$230.75	\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$177.50	\$230.75	\$	-
Charged (Pg. 11)							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,753.29	\$2,279.28	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$1,026.38	\$1,334.29	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$580.81	\$755.05	\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$639.98	\$831.97	\$	-
14062-0307	125 lbs.	Command White 8' Conference Table - Charged	96"W x 48"D x 31"H	\$1,451.42	\$1,886.84	\$	-
Occasional Tables (Pg. 12 & 13)							
12108-0001-12304-0006	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$316.37	\$411.27	\$	-
12049-0001-12050-0004	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$333.27	\$433.25	\$	-
12108-0001-12304-0005	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$316.37	\$411.27	\$	-
12049-0001-12050-0007	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$333.27	\$433.25	\$	-
12108-0001-12304-0004	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$316.37	\$411.27	\$	-
12049-0001-12050-0005	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$333.27	\$433.25	\$	-
12108-0001-12304-0007	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$316.37	\$411.27	\$	-
12049-0001-12050-0006	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$333.27	\$433.25	\$	-
12108-0001-12304-0002	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$316.37	\$411.27	\$	-
12231-0001-12305-0002	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$350.18	\$455.23	\$	-
12049-0001-12050-0003	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$333.27	\$433.25	\$	-
12108-0001-12304-0001	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$316.37	\$411.27	\$	-
12231-0001-12305-0001	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$350.18	\$455.23	\$	-
12049-0001-12050-0002	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$333.27	\$433.25	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$398.48	\$518.02	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$449.19	\$583.95	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$341.72	\$444.24	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$415.38	\$539.99	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$383.99	\$499.18	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$283.76	\$368.89	\$	-
12003-0117	27 lbs.	Gemma Accent Table - Blue Agate	14"Round x 20"H	\$350.18	\$455.23	\$	-
12003-0115	27 lbs.	Gemma Accent Table - Citrine	14"Round x 20"H	\$350.18	\$455.23	\$	-
12003-0116	27 lbs.	Gemma Accent Table - Moonstone	14"Round x 20"H	\$350.18	\$455.23	\$	-
12003-0120	27 lbs.	Gemma Accent Table - Obsidian	14"Round x 20"H	\$350.18	\$455.23	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$292.22	\$379.88	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$292.22	\$379.88	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$324.82	\$422.26	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$324.82	\$422.26	\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$316.37	\$411.27	\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$316.37	\$411.27	\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$324.82	\$422.26	\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$324.82	\$422.26	\$	-
12003-0102	17 lbs.	Sirona Accent Table	18"W x 12"D x 28"H	\$283.76	\$368.89	\$	-
13110-0017	10 lbs.	Orbit End Table	16"Round x 19"H	\$236.67	\$307.67	\$	-
Bars & Bar Backs (Pg. 14)							
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,150.75	\$1,495.97	\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$969.62	\$1,260.51	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$530.09	\$689.12	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$530.09	\$689.12	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$662.92	\$861.79	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$621.86	\$808.42	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$621.86	\$808.42	\$	-
05012-0083	282 lbs.	Elara Bar	72"W x 25"D x 44"H	\$1,762.95	\$2,291.84	\$	-
05012-0082	220 lbs.	Razor Bar	72"W x 25"D x 44"H	\$1,762.95	\$2,291.84	\$	-
Bar Stools (Pg. 15 & 16)							
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$249.95	\$324.94	\$	-
05237-0306-05033-0001-05034-0001	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$283.76	\$368.89	\$	-
05237-0306-05033-0007-05034-0001	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$283.76	\$368.89	\$	-
05237-0306-05033-0005-05034-0001	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$283.76	\$368.89	\$	-
05237-0306-05033-0013-05034-0001	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$283.76	\$368.89	\$	-
05237-0306-05033-0011-05034-0001	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$283.76	\$368.89	\$	-
05237-0306-05033-0009-05034-0001	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$283.76	\$368.89	\$	-
05237-0306-05033-0002-05034-0001	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$283.76	\$368.89	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$309.12	\$401.86	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$309.12	\$401.86	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$298.25	\$387.73	\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$225.80	\$293.54	\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$309.12	\$401.86	\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$249.95	\$324.94	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$258.41	\$335.93	\$	-
Café Chairs (Pg. 16 & 17)							
05035-0053-05033-0003-05034-0001	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$175.09	\$227.61	\$	-
05035-0053-05033-0008-05034-0001	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$175.09	\$227.61	\$	-

05035-0053-05033-0006-05034-00	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$175.09	\$227.61	\$	-
05035-0053-05033-0014-05034-00	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$175.09	\$227.61	\$	-
05035-0053-05033-0012-05034-00	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$175.09	\$227.61	\$	-
05035-0053-05033-0010-05034-00	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$175.09	\$227.61	\$	-
05035-0053-05033-0004-05034-00	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$175.09	\$227.61	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$199.24	\$259.01	\$	-
05035-0008	10 lbs.	Lestie Chair	17"W x 21"D x 31"H	\$159.39	\$207.21	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$177.50	\$230.75	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$177.50	\$230.75	\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$177.50	\$230.75	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$211.31	\$274.71	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$177.50	\$230.75	\$	-
Bar Tables (Pg. 18, 19 & 20)							
05246-0003-05036-0050	27 lbs.	24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	\$333.27	\$433.25	\$	-
05246-0018-05036-0050	31 lbs.	24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	\$333.27	\$433.25	\$	-
05246-0003-05036-0051	27 lbs.	24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	\$333.27	\$433.25	\$	-
05246-0018-05036-0051	31 lbs.	24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	\$333.27	\$433.25	\$	-
05246-0003-05036-0049	27 lbs.	24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	\$333.27	\$433.25	\$	-
05246-0018-05036-0049	31 lbs.	24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	\$333.27	\$433.25	\$	-
05246-0003-05036-0048	27 lbs.	24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	\$333.27	\$433.25	\$	-
05246-0018-05036-0048	31 lbs.	24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	\$333.27	\$433.25	\$	-
05246-0003-05036-0046	27 lbs.	32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	\$449.19	\$583.95	\$	-
05246-0018-05036-0046	31 lbs.	32" Round Bar Table - Cement/Black Base	32"Round x 42"H	\$449.19	\$583.95	\$	-
05246-0003-05036-0047	27 lbs.	32" Round Bar Table - Yukon Oak/Chrome Base	32"Round x 42"H	\$449.19	\$583.95	\$	-
05246-0018-05036-0047	31 lbs.	32" Round Bar Table - Yukon Oak/Black Base	32"Round x 42"H	\$449.19	\$583.95	\$	-
05036-0053-05246-0018	33 lbs.	32" Round Bar Table - Smoke/Black Base	32"Round x 42"H	\$449.19	\$583.95	\$	-
05036-0053-05246-0003	38 lbs.	32" Round Bar Table - Smoke/Chrome Base	32"Round x 42"H	\$449.19	\$583.95	\$	-
05246-0018-05036-0001	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$316.37	\$411.27	\$	-
05246-0018-05036-0004	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$324.82	\$422.26	\$	-
05246-0003-05036-0001	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$316.37	\$411.27	\$	-
05246-0003-05036-0004	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$324.82	\$422.26	\$	-
05246-0018-05036-0037	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$316.37	\$411.27	\$	-
05246-0018-05036-0038	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$324.82	\$422.26	\$	-
05246-0003-05036-0037	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$316.37	\$411.27	\$	-
05246-0003-05036-0038	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$324.82	\$422.26	\$	-
05246-0018-05036-0003	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$316.37	\$411.27	\$	-
05246-0018-05036-0006	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$324.82	\$422.26	\$	-
05246-0003-05036-0003	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$316.37	\$411.27	\$	-
05246-0003-05036-0006	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$324.82	\$422.26	\$	-
05246-0003-05036-0008	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$316.37	\$411.27	\$	-
05246-0003-05036-0009	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$490.25	\$637.32	\$	-
05246-0003-05036-0033	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$341.72	\$444.24	\$	-
05246-0003-05036-0034	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$341.72	\$444.24	\$	-
05246-0003-05036-0035	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$341.72	\$444.24	\$	-
05246-0003-05036-0036	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$341.72	\$444.24	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$877.85	\$1,141.21	\$	-
Café Tables (Pg. 20, 21 & 22)							
05246-0002-05036-0050	24 lbs.	24" Square Cafe Table - Cosmo/Chrome Base	24"Square x 30"H	\$333.27	\$433.25	\$	-
05246-0017-05036-0050	27 lbs.	24" Square Cafe Table - Cosmo/Black Base	24"Square x 30"H	\$333.27	\$433.25	\$	-
05246-0002-05036-0051	24 lbs.	24" Square Cafe Table - Emerald Tide/Chrome Base	24"Square x 30"H	\$333.27	\$433.25	\$	-
05246-0017-05036-0051	27 lbs.	24" Square Cafe Table - Emerald Tide/Black Base	24"Square x 30"H	\$333.27	\$433.25	\$	-
05246-0002-05036-0049	24 lbs.	24" Square Cafe Table - Icebreaker/Chrome Base	24"Square x 30"H	\$333.27	\$433.25	\$	-
05246-0017-05036-0049	27 lbs.	24" Square Cafe Table - Icebreaker/Black Base	24"Square x 30"H	\$333.27	\$433.25	\$	-
05246-0002-05036-0048	24 lbs.	24" Square Cafe Table - Sirona/Chrome Base	24"Square x 30"H	\$333.27	\$433.25	\$	-
05246-0017-05036-0048	27 lbs.	24" Square Cafe Table - Sirona/Black Base	24"Square x 30"H	\$333.27	\$433.25	\$	-
05246-0002-05036-0046	24 lbs.	32" Round Café Table - Cement/Chrome Base	32"Round x 30"H	\$449.19	\$583.95	\$	-
05246-0017-05036-0046	27 lbs.	32" Round Café Table - Cement/Black Base	32"Round x 30"H	\$449.19	\$583.95	\$	-
05246-0002-05036-0047	24 lbs.	32" Round Café Table - Yukon Oak/Chrome Base	32"Round x 30"H	\$449.19	\$583.95	\$	-
05246-0017-05036-0047	27 lbs.	32" Round Café Table - Yukon Oak/Black Base	32"Round x 30"H	\$449.19	\$583.95	\$	-
05246-0002-05036-0053	38 lbs.	32" Round Café Table - Smoke/Chrome Base	32"Round x 30"H	\$449.19	\$583.95	\$	-
05246-0017-05036-0053	35 lbs.	32" Round Café Table - Smoke/Black Base	32"Round x 30"H	\$449.19	\$583.95	\$	-
05246-0017-05036-0001	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$316.37	\$411.27	\$	-
05246-0017-05036-0004	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$324.82	\$422.26	\$	-
05246-0002-05036-0001	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$316.37	\$411.27	\$	-
05246-0002-05036-0004	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$324.82	\$422.26	\$	-
05246-0002-05036-0037	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$316.37	\$411.27	\$	-
05246-0002-05036-0038	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$324.82	\$422.26	\$	-
05246-0017-05036-0037	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$316.37	\$411.27	\$	-
05246-0017-05036-0038	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$324.82	\$422.26	\$	-
05246-0002-05036-0003	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$316.37	\$411.27	\$	-
05246-0002-05036-0006	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$324.82	\$422.26	\$	-
05246-0017-05036-0003	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$316.37	\$411.27	\$	-
05246-0017-05036-0006	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$324.82	\$422.26	\$	-
05246-0002-05036-0008	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$316.37	\$411.27	\$	-
05246-0002-05036-0009	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$490.25	\$637.32	\$	-
05246-0002-05036-0033	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$341.72	\$444.24	\$	-
05246-0002-05036-0034	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$341.72	\$444.24	\$	-
05246-0002-05036-0035	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$341.72	\$444.24	\$	-
05246-0002-05036-0036	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$341.72	\$444.24	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$753.48	\$979.52	\$	-
05088-0531	193 lbs.	Encore Dining Table	80"W x 40"D x 30"H	\$886.31	\$1,152.20	\$	-
Office Seating (Pg. 23)							
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$398.48	\$518.02	\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$350.18	\$455.23	\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$324.82	\$422.26	\$	-

14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$497.49	\$646.74	\$	-
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$497.49	\$646.74	\$	-
14250-0055	35 lbs.	Worksmart Task Chair - Armless	20"W x 24"D x 35"H	\$244.91	\$318.39	\$	-
14307-0011	40 lbs.	Worksmart Drafting Stool - Armless	21"W x 24"D x 48"H	\$266.81	\$346.85	\$	-
14307-0012	40 lbs.	Worksmart Drafting Stool With Arms	25"W x 24"D x 48"H	\$283.76	\$368.89	\$	-
14136-0105	40 lbs.	Rimati Hi-Back Chair - Black	30"W x 28"D x 47-50"H	\$379.50	\$493.35	\$	-
14136-0106	40 lbs.	Rimati Hi-Back Chair - White	30"W x 28"D x 47-50"H	\$379.50	\$493.35	\$	-
14128-0122	34 lbs.	Rimati Guest Chair - Black	27"W x 25"D x 40"H	\$240.35	\$312.46	\$	-
14128-0123	34 lbs.	Rimati Guest Chair - White	27"W x 25"D x 40"H	\$240.35	\$312.46	\$	-
14128-0028	25 lbs.	Space Guest Chair - Black	26"Square x 37"H	\$278.36	\$361.86	\$	-
Conference Tables (Pg. 24)							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$440.74	\$572.96	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$440.74	\$572.96	\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$786.08	\$1,021.91	\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$786.08	\$1,021.91	\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$786.08	\$1,021.91	\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$845.25	\$1,098.83	\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$845.25	\$1,098.83	\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$845.25	\$1,098.83	\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$969.62	\$1,260.51	\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$969.62	\$1,260.51	\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$969.62	\$1,260.51	\$	-
Office Furniture (Pg. 24 & 25)							
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$647.22	\$841.39	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$647.22	\$841.39	\$	-
SHELL14083-0279,BBF14189-0044	314 lbs.	Conference Desk - Espresso	72"W x 36"D x 29"H	\$934.40	\$1,214.71	\$	-
SHELL14083-0344,BBF14189-0100	314 lbs.	Conference Desk - Urban Walnut	72"W x 36"D x 29"H	\$1,001.39	\$1,301.80	\$	-
14083-0105	280 lbs.	Jr Executive Desk - Espresso	60"W x 30"D x 29"H	\$772.80	\$1,004.64	\$	-
14083-0106	280 lbs.	Jr Executive Desk - Urban Walnut	60"W x 30"D x 29"H	\$894.70	\$1,163.11	\$	-
14143-0135	150 lbs.	2 Drawer Lateral File - Espresso	36"W x 22"D x 29"H	\$462.00	\$600.60	\$	-
14143-0163	150 lbs.	2 Drawer Lateral File - Urban Walnut	36"W x 22"D x 29"H	\$545.16	\$708.71	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$647.22	\$841.39	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$507.15	\$659.30	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$753.48	\$979.52	\$	-
Metal File & Storage Cabinets (Pg. 26)							
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$357.42	\$464.65	\$	-
Pedestals (Pg. 27)							
12091-0023	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$563.50	\$732.55	\$	-
12091-0004	55 lbs.	Display Pedestal 18" x 42" White	18"Square x 42"H	\$563.50	\$732.55	\$	-
12091-0002	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$524.40	\$681.72	\$	-
12091-0030	120 lbs.	Display Pedestal 24" x 42" White	24"Square x 42"H	\$524.40	\$681.72	\$	-
12091-0024	50 lbs.	Display Pedestal 18" x 36" Black	18"Square x 42"H	\$481.85	\$626.41	\$	-
12091-0034	50 lbs.	Display Pedestal 18" x 36" White	18"Square x 36"H	\$481.85	\$626.41	\$	-
12091-0031	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$563.50	\$732.55	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$563.50	\$732.55	\$	-
12091-0025	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$364.55	\$473.92	\$	-
12091-0003	45 lbs.	Display Pedestal 18" x 30" White	18"Square x 30"H	\$364.55	\$473.92	\$	-
12091-0001	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$499.10	\$648.83	\$	-
12091-0032	80 lbs.	Display Pedestal 24" x 30" White	24"Square x 30"H	\$499.10	\$648.83	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$647.22	\$841.39	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$647.22	\$841.39	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$357.42	\$464.65	\$	-
Miscellaneous Items (Pg. 28)							
14308-0005	7 lbs.	Alto Literature Rack - Black	10.5"W x 9.5"D x 57"H	\$249.95	\$324.94	\$	-
14308-XXXX	7 lbs.	Alto Literature Rack - Silver	10.5"W x 9.5"D x 57"H	\$249.95	\$324.94	\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$449.19	\$583.95	\$	-



DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

Please make payments payable to: Levy Exposition Services, Inc.
 271 - 14900 Interurban Avenue S.
 Seattle, WA 96168

Total Product	\$	-
Late Fee %	\$	-
Sub Total	\$	-
Credit Card Fee %	2.00%	\$ -
Sales Tax %	9.68%	\$ -
Total Amount Due	\$	-

Company Name	-				
Street Address					
City					
State					
Zip Code					
Name / Date of Show		Signature			
Booth Number	-		Date		
Contact Name		Email Address			
Contact Cell		Fax #			
Special Instructions:					

IAI International Educational Conference 2026

August 18-20, 2026



AMERICA'S
CENTER®



THE DOME
at America's Center

ELECTRICAL, PLUMBING & MORE

ORDER ONLINE TODAY!

Take advantage of discounted rates for the following services!

- Electrical
- Plumbing
- Lighting
- Floral
- Office Equipment Rental
- Computer Rental
- Booth Cleaning

Order these services online by

07 / 28 / 2026

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-StLouis@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

701 Convention Plaza, St. Louis, MO 63101

314.342.5324 • stlouis@edlen.com • www.edlen.com

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 3 weeks before



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #086001SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Booth Cleaning
- E. Floral

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 3 weeks before



The Power People

ELECTRICAL EXHIBITION SERVICES
 701 Convention Plaza, St. Louis, MO 63101
 Phone: (314) 342-5324 Fax: (314) 342-5384
 stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #	086001SL

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

JPMorgan Chase
 Routing #: 322271627 Acct #: 789835573
 Account Name: Edlen Electrical Exhibition Services, Inc

The financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

MANUAL ORDER PROCESSING FEE *

Orders submitted for manual processing **MUST include a \$25 processing fee.** Submit orders online instead @ www.edlen.com

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Domestic & International JPMorgan Chase
 Routing #: 021000021 Acct #: 789835573
 Reference Address: 383 Madison Ave
 New York, NY 10017
 Swift Code: CHASUS33
 Account Name: Edlen Electrical Exhibition Services, Inc

* Reference the Event # listed above and your Booth # on all electronic payments.

* **\$50 processing fee MUST be included with transfer.**

CREDIT CARD

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:															
CHECK #:															
CREDIT CARD NUMBER:												EXP DATE:			
CARD HOLDER SIGN:												PRINT NAME:			
EMAIL:															
THIRD PARTY PAYMENT? YES or NO															

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
-----------------	--------------	------------	-------------

SERVICE TOTALS

* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. BOOTH CLEANING ORDER	
6. PLUMBING ORDER	
7. FLORAL ORDER	
8. COMPUTER & OFFICE EQUIPMENT RENTAL OR PROFESSIONAL DETAILER ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
 Phone: (314) 342-5324 Fax: (314) 342-5384
 stlouis@edlen.com

E M **Advance Payment Deadline Date: 3 weeks before**

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #086001SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	91.00	138.00	_____
1000 WATTS (10 AMPS)	_____	_____	130.00	198.00	_____
1500 WATTS (15 AMPS)	_____	_____	161.00	249.00	_____
2000 WATTS (20 AMPS)	_____	_____	198.00	298.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	299.00	455.00	_____
30 AMPS	_____	_____	377.00	585.00	_____
60 AMPS	_____	_____	582.00	911.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	389.00	589.00	_____
30 AMPS	_____	_____	564.00	847.00	_____
60 AMPS	_____	_____	870.00	1,304.00	_____
100 AMPS	_____	_____	1,392.00	2,090.00	_____
200 AMPS	_____	_____	1,764.00	2,591.00	_____
400 AMPS	_____	_____	2,968.00	4,453.00	_____

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 6.35 = _____

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS	_____	_____	708.00	1,061.00	_____
30 AMPS	_____	_____	847.00	1,269.00	_____
60 AMPS	_____	_____	1,108.00	1,661.00	_____
100 AMPS	_____	_____	1,464.00	2,197.00	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	36.00	_____
POWER STRIP	_____	36.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	_____
---	--------------	-------

PRINT NAME: _____

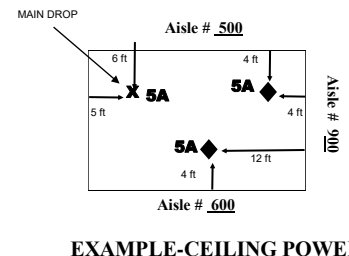
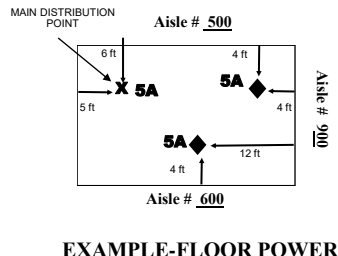
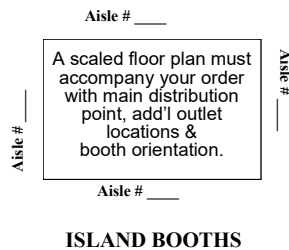
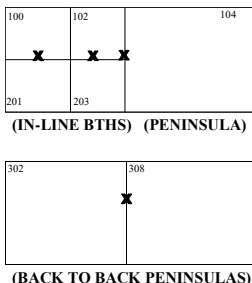
EMAIL: _____ PHONE: _____

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of at least a half (1/2) hour of the prevailing labor rate will apply.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 3 weeks before



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #086001SL	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from ground supported truss
7. Installation of lighting & monitors
8. Installation & disconnect of powers packs/inverters

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 3 weeks before



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
 Phone: (314) 342-5324 Fax: (314) 342-5384
 stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #	086001SL

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS	
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 6:30 PM, Saturday.
Double Time	Monday - Friday 6:30 PM - 6:00 AM. Saturday after eight hours of OT, all day Sunday & Holidays.

DISTRIBUTION LABOR ESTIMATE			
MAN HRS		RATE	TOTAL
_____	ST	\$96.00	_____
_____	OT	\$144.00	_____
_____	DT	\$192.00	_____

BOOTH LABOR ESTIMATE			
MAN HRS		RATE	TOTAL
_____	ST	\$96.00	_____
_____	OT	\$144.00	_____
_____	DT	\$192.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME: _____ DATE: _____

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 3 weeks before



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #	086001SL

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting and/or Monitors

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, Saturday.
Double Time	Saturday after eight hours of OT, all day Sunday & Holidays

BOOTH LABOR ESTIMATE

MAN HRS	RATE	TOTAL
_____ ST	\$96.00	_____
_____ OT	\$144.00	_____
_____ DT	\$192.00	_____

LIFT RENTAL ESTIMATE

HOURS	RATE	TOTAL
Call for quote		

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL _____

AUTHORIZATION

PRINT NAME: _____ DATE: _____

LIGHTING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
 Phone: (314) 342-5324 Fax: (314) 342-5384
 stlouis@edlen.com

Advance Payment Deadline Date: 3 weeks before

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #	086001SL

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE	ADV	REG	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	632.00	945.00						

BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost. Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Pole lights are placed along the side rail or back wall of inline booths.
- * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		90.00						
8 FT POLE WITH 2 LIGHTS	30.00	45.00		90.00						



* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		90.00						

TRACK LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost. Pricing = Light rental + 2 hours labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Call to discuss HANGING options for track lighting.
- * Track is white with MR 16 Fixtures

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
4' TRACK WITH 2 FIXTURES	30.00	45.00		180.00						
4' TRACK WITH 3 FIXTURES	35.00	52.50		180.00						
ADDT'L MR 16 LIGHT FIXTURES	15.00	22.50		N/A						

FLOOR PLAN	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

BOOTH CLEANING ORDER

Advance Payment Deadline Date: 3 weeks before



The Power People

ELECTRICAL EXHIBITION SERVICES
 701 Convention Plaza, St. Louis, MO 63101
 Phone: (314) 342-5324 Fax: (314) 342-5384
 stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #	#086001SL

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

SCHEDULING SERVICES

Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

VACUUM SCHEDULING

Dates Requested

1st Day _____
 2nd Day _____
 3rd Day _____
 4th Day _____

MOPPING SCHEDULING

Dates Requested

1st Day _____
 2nd Day _____
 3rd Day _____
 4th Day _____

PORTER SERVICE SCHEDULING

Dates Requested

1st Day _____
 2nd Day _____
 3rd Day _____
 4th Day _____

PORTER SERVICE RATES

Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

TRASH REMOVAL

Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Large trash cans that need to be emptied where they are located within the booth space need to order Porter Service.

VACUUMING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Vacuum Booth - 1 Day28	.34	_____
_____	Vacuum Booth - 2 Days52	.65	_____
_____	Vacuum Booth - 3 Days78	.97	_____
_____	Vacuum Booth - 4 Days	1.04	1.30	_____

SHAMPOOING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	Date Service Requested	Advance Price	Regular Price	TOTAL COST
_____	Shampoo Carpet - One Time Only Date: _____	.36	.44	_____

MOPPING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Mop Booth - 1 Day36	.44	_____
_____	Mop Booth - 2 Days72	.90	_____
_____	Mop Booth - 3 Days	1.08	1.35	_____
_____	Mop Booth - 4 Days	1.44	1.80	_____

PORTER SERVICES (Charged per day)

# of Days	(Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Up to 1500 square feet	44.00	55.00	_____
_____	1501 - 3000 square feet	66.00	83.00	_____
_____	3001 and over - call for a quote			_____

SPECIAL CLEANING REQUIREMENTS

Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the America's Center to provide more information and pricing on cleaning your display.

TOTAL	
--------------	--

TRANSFER ESTIMATED TOTAL TO BOX #5 ON THE METHOD OF PAYMENT FORM

AUTHORIZATION

PRINT NAME:

EMAIL:

PHONE:

BOOTH CLEANING TERMS & CONDITIONS

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Services Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on 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 prepayment basis only. If any finance charge hereunder 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 shall be either applied to reduce the principle unpaid balance or refunded to the payer.
9. This payment terms and conditions agreement shall be governed by and construed with the laws of the State of Missouri.
10. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
 Phone: (314) 342-5324 Fax: (314) 342-5384
 stlouis@edlen.com

E M **Advance Payment Deadline Date: 3 weeks before**

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #086001SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES ADVANCE REGULAR TOTAL

COMPRESSED AIR: 90-100 LBS. PSI

Air Outlet (call for a quote for 24-hour Air)	457.00	685.50	
Additional Connections within 20' of Outlet	318.00	478.00	
Circle the Size of the connection(s) required: 1/4" 1/2" 3/4"			

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate 7.00	=	_____
Total CFM _____ x REGULAR Rate	10.50 =	_____

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	
# of connections required: _____ Size of connection required: _____			
PSI required: _____ GPM required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	173.00	260.00	
51 – 200 Gallons	173.00	260.00	
201 – 500 Gallons	260.00	391.00	
Each additional 100 Gallons up to 1,000 Gallons	29.00	44.00	

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM	TOTAL	
---	--------------	--

PRINT NAME: _____

EMAIL: _____ PHONE: _____

PLUMBING DISTRIBUTION



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
 Phone: (314) 342-5324 Fax: (314) 342-5384
 stlouis@edlen.com

Advance Payment Deadline Date: 3 weeks before

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #086001SL	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____
 Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

PLUMBING LABOR ESTIMATE		
MAN HRS	RATE	TOTAL
_____ ST	\$81.00	_____
_____ OT	\$121.50	_____
_____ DT	\$162.00	_____

ESTIMATED TOTAL _____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM, Saturday
DT	Saturday after eight hours of OT, all day Sunday & Holidays

AUTHORIZATION	
PRINT NAME:	_____
DATE:	_____

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
24. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
25. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information visit our website @ www.edlen.com
or call the number on the Plumbing Order form

FLORAL ORDER FORM

Advance Payment Deadline Date: 3 weeks before



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	IAI International Educational Conference 2026		
FACILITY:	AMERICA'S CENTER		
DATES:	April 18-20, 2026	EVENT #086001SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

ADVANCE PAYMENT PRICE

For advance payment price to apply we must receive your order with payment prior to the deadline date posted on the top of this order form.

FLORAL DELIVERY

All floral pricing includes delivery and pickup from the booth or designated location within the America's Center.

RENTAL RETURNS

Rental items that are not in the booth at the close of the show will be charged a minimum of 2X the rental price again.

STRING LIGHT RENTAL

If you order string lights, you must also order electric for them separately on the electrical order form. Power is not included in the rental price.

CONTAINER UPGRADES

Container upgrades are available in Gold and Silver for an additional fee. These containers must be pre-ordered. Delivery can not be guaranteed for on-site orders.

SALES TAX

The rental rate of all items on this form includes sales tax added at a rate of 9.68%.

FLORIST

All floral services will be delivered by Walter Knoll Florist.



TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form FLO-0314SL

GREEN PLANTS

(Please circle type of plant when ordering)

		QTY	Advance Price	Regular Price	TOTAL COST
3' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	40.61	54.83	_____
4' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	51.59	69.64	_____
5' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	62.56	84.47	_____
6' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	73.54	99.29	_____
7' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	84.51	114.09	_____
8' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	138.30	179.37	_____
10' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	142.70	192.65	_____
12' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	160.25	216.35	_____
15' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	215.14	290.44	_____
LARGE FERN / VINING		_____	32.93	44.47	_____
CASCADING 1' WIDE X 10" TALL		_____	27.44	36.98	_____
UPRIGHT SMALL 18" WIDE X 1' TALL		_____	27.44	36.98	_____

FLOWERING PLANTS (Select color when ordering)

FLOWERING MUM PLANT (Yellow / White / Lavender /Asst)	_____	37.83	48.38	_____
BROMELIAD (Red / Lavender / Orange / Pink)	_____	38.42	51.87	_____
AXALEA (Red / Orange / White)	_____	43.90	59.27	_____
KALANCHOE (Red / Orange / Yellow/Pink)	_____	38.42	51.87	_____

FLORALS & MISCELLANIOUS

FRESH CUT ARRANGEMENT - SMALL	_____	65.86	88.92	_____
FRESH CUT ARRANGEMENT - MEDIUM	_____	93.30	125.96	_____
FRESH CUT ARRANGEMENT - LARGE	_____	164.65	222.28	_____
BLOOMING BASKET - SMALL	_____	65.86	88.92	_____
BLOOMING BASKET - MEDIUM	_____	93.30	125.96	_____
BLOOMING BASKET - LARGE	_____	164.65	222.28	_____
FLORAL BOUTONNIERE (Specify color pallet: _____)	_____	13.18	17.79	_____
FLORAL CORSAGE (Specify color pallet: _____)	_____	32.93	44.47	_____
MINI LIGHTS	_____	16.47	20.45	_____
6" BUBBLE BOWL	_____	32.93	44.47	_____
10" BUBBLE BOWL	_____	54.88	73.97	_____
CONTAINERS Select color: Gold/Silver/Black	_____	27.44	27.44	_____

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER

TRANSFER TOTAL TO BOX #7 ON METHOD OF PAYMENT FORM

TOTAL

PRINT NAME:

EMAIL:

PHONE:

INTERNET | TELEPHONE



AMERICA'S CENTER

CONVENTION COMPLEX

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:

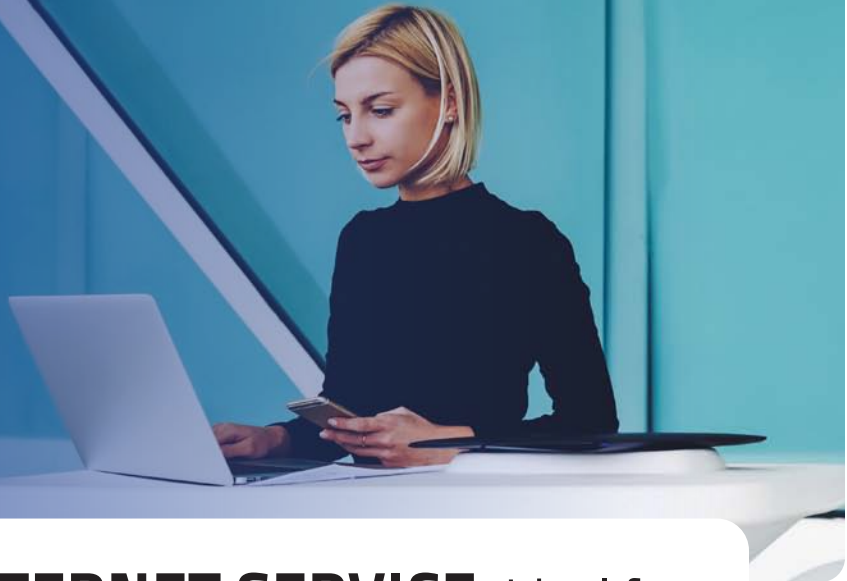
A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office. She is looking at a laptop and holding a smartphone. The background is a teal wall with geometric patterns.

INTERNET

A man in a white dress shirt and black tie is sitting at a desk, smiling and pointing at a laptop screen. The background is a light blue wall.

TELEPHONE

Need just a **BASIC** CONNECTION?



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

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

***NOT FOR STREAMING**

****ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Light Wired Internet Includes:

- Average Usage up to 3 Mbps burstable to 5 Mbps, per device, on a shared network
- **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 (Light Wired 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. The actual maximum bandwidth available is dependent upon the type of activity and how many users are accessing the Internet simultaneously at any given time.

ORDER NOW 



Order online at:
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	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$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:
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 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*

DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$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:
orders.smartcitynetworks.com
or call 888.446.6911



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	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$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:
orders.smartcitynetworks.com
or call 888.446.6911



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	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$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:
orders.smartcitynetworks.com
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:
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.”



Exhibitor Kit

Easy Ordering

As the exclusive Technology Provider of America's Center, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select your show

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNowSM

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of America's Center, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- LED Lighting
- Flipchart Packages

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

Ryan Gunn
Area Director
Ryan.gunn@encoreglobal.com
M +1 314-775-3433

What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!





Public Safety Officer Booth Order Form

Company Name: _____

Address: _____

Phone: () _____ Fax: () _____

Show/Event: _____ Booth #: _____

Name/Point of Contact at Booth: _____

Rate: Public Safety Officer (PSO) \$38.00 per hour. A 4-hour minimum call applies to PSO.

Date	Quantity	Shift Start Time	Shift End Time

Estimated Cost: # Hours _____ x \$39.00 per hour = \$ _____

Grand Total: \$ _____

Credit Card Authorization

Type: _____ Card Number: _____

Expiration Date: _____ Name on Card: _____

Cardholder's Signature: _____

Please email your request to: Public Safety Dept., Attn: Jourdon Morgan. ***Rates are subject to change.***
 Please check with the Center for current rates at the time of your event.

Effective Date: July 1, 2025 - June 30, 2026