

EXHIBITOR SERVICE MANUAL



2024 Southwest Fuel & Convenience Expo

Henry B. Gonzalez
Convention Center
Exhibit Hall 3

June 26-27, 2024



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Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



TEXAS EXPO
TEXAS EXPOSITION SERVICES

QUICK FACTS

EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Tuesday	June 25, 2024	8:00 AM - 5:00 PM
	Wednesday	June 26, 2024	8:00 AM - 9:30 AM
Show Hours	Wednesday	June 26, 2024	10:00 AM - 3:00 PM
	Thursday	June 27, 2024	10:00 AM - 2:00 PM
Exhibitor Move-Out	Thursday	June 27, 2024	2:00 PM - 5:00 PM

BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:
8' - **PURPLE/YELLOW** backwall drape
3' - **PURPLE** sidewall drapes
ID Sign

Exhibit Hall Carpet

Aisles will be carpeted in **GRAY**

This facility **is not** carpeted

EXHIBIT HALL CARPET

Exhibitors may order booth carpet/padding for specific color choices. Please see the [Carpet Rental Order Form](#) for pricing and options. Show Management requires all exhibitors provide flooring for their booth. **Any booths without floor covering at 9:30 AM on Wednesday, June 26 will have carpet installed at the exhibitors expense.**

TRUCK SPACES - 20' X 20' & LARGER ISLAND BOOTHS

Truck spaces and 20' x 20' and larger booths will be set with perimeter marking and a 7" x 44" one-line identification sign. See Booth Packages Order Form for 20' x 20' custom cut booth carpet. Larger booths, please call Exhibitor Support for pricing at (609) 272-1600.

SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Tuesday, June 18, 2024**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

ADVANCE WAREHOUSE:

2024 Southwest Fuel & Convenience Expo
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas Expo
4610 S Sam Houston Pkwy W
Suite 520
Houston, TX 77053

Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM (Central Daylight Time)

DIRECT TO FACILITY:

Henry B. Gonzalez Convention Center
2024 Southwest Fuel & Convenience Expo
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas Expo
900 E Market St
San Antonio, TX 78205

Shipments will be received at the exhibit facility **ONLY** on: **Tuesday, June 25, 2024 between 8:00 AM - 5:00 PM and Wednesday, June 26, 2024 between 8:00 AM - 9:30 AM.**

Move-Out Note: All carriers must check in no later than **3:30 PM, Thursday, June 27, 2024** or freight will be shipped via the house carrier.

Customer Service

Phone: (609) 272-1600 / Fax: (609) 272-1680
Email: Orders@TexasExpo.com

Show Management

Annette Hicks, CMP, VP of Meetings & Events
Phone: (512)617-4302
Email: ahicks@tffa.com

24-TX0601-T

DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas Expo") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to the Contractor's Advance Warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with the contractor; (4) Work is performed on behalf of Exhibitor by labor secured through the contractor. For purposes of this contract, the name "the contractor" shall be construed with the meaning of AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas Expo"), DBA the contractor and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors the contractor may hire. The contractor shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. The contractor does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under the contractor's direct supervision and control.

PAYMENT TERMS: Full payment, including applicable tax, is due in advance or at event. 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 event and remain the property of the contractor except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond the contractor's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise the contractor of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, the contractor requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (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 (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of New Jersey. In the event of any dispute between the Exhibitor and the contractor relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to the contractor for its services, as an offset against the amount of any alleged loss or damages. Any claim against the contractor shall be considered a separate transaction, and shall be resolved on its own merits. The contractor 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 the contractor may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the contractor hereby provides notice that it reserves the right, and Exhibitor authorizes the contractor, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

INDEMNIFICATION: Exhibitor agrees to indemnify and forever hold harmless the contractor and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through the contractor, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or Exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of the contractor's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or the contractor.

CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to the contractor immediately at the show site, as well as in writing to csr@aexservices.com at the time of the potential claim for loss or damage. In any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from the contractor's warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against the contractor more than one (1) year after the date of loss or damage occurred. If found liable for any loss, the contractor's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to the contractor for the event.

INBOUND AND OUTBOUND SHIPMENTS: 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 its representative, and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, there may be a lapse of time between the completion 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. The contractor will not be responsible 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. All Material Handling Agreements submitted to the contractor by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to the contractor and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by the contractor's count.

PACKAGING, CRATES, & EMPTY CONTAINERS: the contractor shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, the contractor shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. The contractor assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without the contractor labels, or improper information on the empty labels. The contractor will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

SEVERABILITY: If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

NO ORAL MODIFICATION OR WAIVERS: The Limits and Liabilities are the complete and final agreement between Exhibitors and the contractor. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

ORDER NOW!

Follow these simple steps to order Online:

1. **Go To:** <https://texasExpo.boomerecommerce.com/>
2. **Login** using your email address and password
 - a. **New Users:** Username = Email address you've provided to Show Management
Password = You will receive an email containing a temporary password to create your own unique password to use
 - b. **Previous Users:** Username = Your email address
Password = Your pre-existing password
3. Find **2024 Southwest Fuel & Convenience Expo** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:
AEX Services / Texas Expo
609.272.1600
Orders@TexasExpo.com

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card Corporate Card

AMEX VISA MASTERCARD DISCOVER CHECK*

Card Number:

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Exp. Date:

M	M	Y	Y

*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held? Yes No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.
- If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

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TEXAS EXPO
TEXAS EXPOSITION SERVICES

BOOTH PACKAGE ORDER FORM

DISCOUNTED BOOTH PACKAGE OPTIONS

OPTION 1

Each 10' x 10' Booth - Carpet & Cleaning:

- (1) 10' x 10' **GRAY** booth carpet
- (1) 6' X 30" **PURPLE** skirted table
- (2) side chairs
- (1) wastebasket
- (1) Day Vacuuming

Description	Discount	Standard	Qty.	Total
Discount Booth Package (per 10'x10')	\$ 575.00	\$ 800.00	_____	\$ _____

OPTION 2

Each 20' x 20' Booth - Carpet & Cleaning:

- (2) 10' x 20' **GRAY** booth carpets
- (1) Day Vacuuming

Description	Discount	Standard	Qty.	Total
Discount Booth Package (per 20'x20')	\$ 800.00	\$1,100.00	_____	\$ _____

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0601-T

Show Name: 2024 Southwest Fuel & Convenience Expo

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FURNITURE RENTAL ORDER FORM



FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$ 98.00	\$137.25	_____	\$ _____
F20	Padded Side Chair	\$148.00	\$207.25	_____	\$ _____
F30	Padded Arm Chair	\$168.00	\$235.25	_____	\$ _____
F40	Padded Counter Stool	\$175.00	\$245.00	_____	\$ _____
F60	Cocktail Table 30"H	\$245.00	\$343.00	_____	\$ _____
F70	Cocktail Table 42"H	\$245.00	\$343.00	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 46.75	\$ 65.50	_____	\$ _____



(actual products may vary)

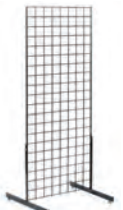
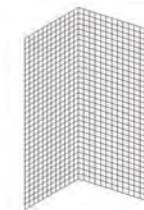
ACCESSORIES

Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$225.00	\$315.00	_____	\$ _____
F100	Wastebasket	\$ 30.00	\$ 42.00	_____	\$ _____
F110	Easel	\$ 65.00	\$ 91.00	_____	\$ _____
F120	Chrome Sign Frame (22" W x 28" H)	\$138.25	\$193.50	_____	\$ _____
F130	Waterfall Bag Rack	\$230.00	\$322.00	_____	\$ _____
F150	Chrome Bag Holder	\$162.50	\$227.50	_____	\$ _____
F160	Chrome Clothes Tree	\$125.00	\$175.00	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$230.00	\$322.00	_____	\$ _____

GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

At least two panels are needed to be free standing without the use of feet.



Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$166.50	\$233.00	_____	\$ _____
F5501	Pair of feet	\$ 65.25	\$ 91.25	_____	\$ _____

TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$286.00	\$400.50	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$286.00	\$400.50	_____	\$ _____



Vertical to Floor

Style B
Horizontal off Floor
(30" Off the Floor)

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0601-T

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TABLE RENTAL ORDER FORM



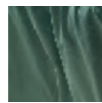
Blue



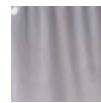
Burgundy



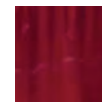
Black



Green



Gray



Red



White



Yellow

(actual colors may vary)

DISPLAY TABLES (Price includes top covered with white vinyl and 3 sides skirted)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$172.50	\$241.50	_____	\$ _____
4' L x 24" W x 42" H	\$223.50	\$313.00	_____	\$ _____
6' L x 24" W x 30" H	\$196.25	\$274.75	_____	\$ _____
6' L x 24" W x 42" H	\$254.75	\$356.75	_____	\$ _____
8' L x 24" W x 30" H	\$237.50	\$332.50	_____	\$ _____
8' L x 24" W x 42" H	\$289.50	\$405.25	_____	\$ _____
4th Side Skirt 30"	\$ 58.25	\$ 81.50	_____	\$ _____
4th Side Skirt 42"	\$ 65.25	\$ 91.25	_____	\$ _____

Please select skirt color:

Blue Burgundy
 Black Green
 Gray Red
 White Yellow
 Un-skirted

Undraped Tables - 25% off of skirted rate.

TABLETOP RISERS -12"w x 8"h (Covered in white vinyl)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 85.00	\$119.00	_____	\$ _____
6' Long, Single Step Riser	\$105.00	\$147.00	_____	\$ _____

MASKING DRAPE (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 27.00	\$ 37.75	_____	\$ _____
8' Background Drape	\$ 30.75	\$ 43.00	_____	\$ _____

Please select drape color:

Blue Burgundy
 Black Green
 Gray Red
 White Yellow

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0601-T



SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN




SERVICE

To place your order for speciality furniture please email:

Orders@TexasExpo.com



Power Up In Style.

Denotes Powered Products 

Powered Seating

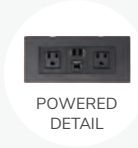
Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.



HEDGE
HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H




NAPLES 
NPLSOP
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H



NAPLES 
NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H




NAPLES 
NPLLCP
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H




Powered Tables

Use Ventura 6' Bar or Café Tables in your design to facilitate conversations while social distancing.




Ventura Powered Bar Tables
72.25"L 26.25"D 42"H
(silver frame)
A) VNTBLK (black top)
B) VNTWHT (white top)





Ventura Powered Café Tables
72.25"L 26.25"D 30"H
(silver frame)
C) VNTCBK (black top)
D) VNTCWH (white top)




Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Take Charge.

Denotes Powered Products 

Powered Tables

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.


SYDNEY 
Sydney Powered Cocktail Tables
 48"L 26"D 18"H (brushed steel)
E) C1WP (white)
F) C1YP (black)

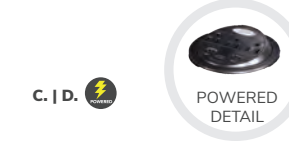
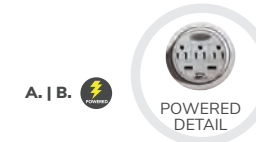


F.

Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Pedestals

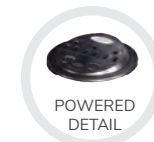
Denoted AC and USB charging outlets 



Powered Locking Pedestal
 (white)
A) PDL36W 24"L 24"D 36"H
B) PDL42W 24"L 24"D 42"H (black)
C) PDL36B 24"L 24"D 36"H
D) PDL42B 24"L 24"D 42"H

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

Powered Tech Desk



A. 



B. 

A) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet
 (black metal, laminate)
 60"L 30"D 30"H

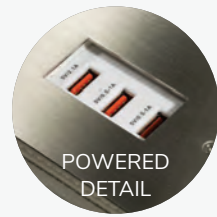
B) TECH Tech Desk, Powered
 (black metal, laminate)
 60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors
 (black metal, laminate)
 16"L 20"D 28"H

Take Charge.

Powered Tech Tablet Chair

Create an engaged learning environment at your next exhibit with the exclusive, powered Tech Tablet Chair. The soft dove gray vinyl chair features a removable white swivel tablet, an under-seat shelf for personal storage and an in-arm charging panel with three USB ports. An additional AC outlet is located at the base of the chair.




- A) TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H
- B) TCHP Tech Chair, No Tablet



Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Products

Denoted AC and USB charging outlets 

Wireless Charging Table



- CUBPOW Wireless Charging Table, Powered
(white, AC plug-in)
20"L 20"D 18"H
Mobile devices must have Qi wireless charging capability.



Village Charging Hub

- VILHUB Village Charging Hub
(cream)
12"L 12"D 28.25"H



Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Soft Seating

Create Engaging Booth Environments

VALENCIA

VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H
VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H

MARCHE

MAR001 Swivel Ottoman
(Forest Green Vinyl)
17"RND 18"H



Valencia Sofa & Chair 10 'x10' Booth

HEDGE

HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H



VALENCIA

A) VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H
B) VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H

Soft Seating Collections



BAJA

A) BSFWHT Sofa
(white vinyl)
86"L 28"D 30"H

B) BCHWHT Chair
(white vinyl)
36"L 30.5"D 28"H

C) BLVWHT Loveseat
(white vinyl)
61"L 30.5"D 28"H



STERLING

A) STESOF Sofa
(gray fabric)
82"L 33.5"D 32"H

B) STECHA Chair
(gray fabric)
33"L 33.5"D 32"H




KEY LARGO

A) KEYSOF Sofa
(black fabric)
79"L 35"D 34"H

B) KEYCHR Chair
(black fabric)
35"L 35"D 34"H

C) KEYLOV Loveseat
(black fabric)
57"L 35"D 34"H

Soft Seating

Denotes Powered Products 

Create Engaging Booth Environments



HEDGE
HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H

PALM BEACH
PALSOF Sofa
(white vinyl, brushed metal)
69"L 29"D 33"H


SWANSON
SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H

Palm Beach Sofa & Swanson Chairs 10 'x10' Booth



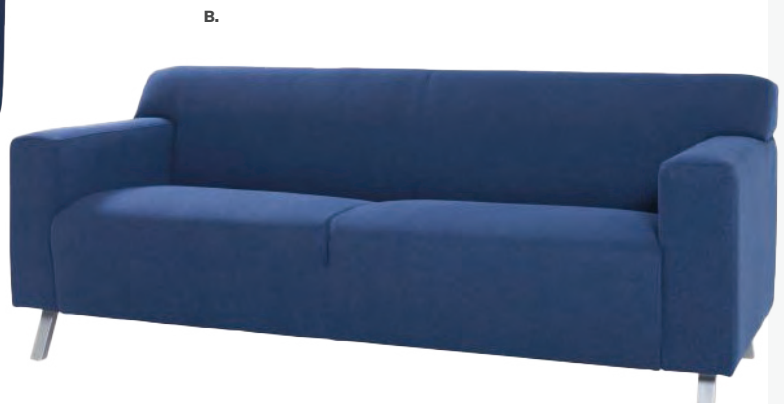
PALM BEACH
PALSOF Sofa
(white vinyl, brushed metal)
69"L 29"D 33"H

Soft Seating Collections

Available in Power 

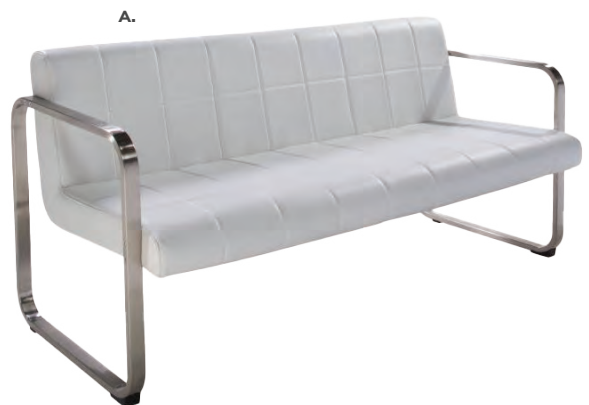


A.



B.

ALLEGRO
A) CHR002 Chair
(blue fabric)
36"L 34.5"D 30"H
B) SFA002 Sofa
(blue fabric)
73"L 34.5"D 30"H



A.



B.

FAIRFAX
A) FAIRCW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H
B) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H



B.



A.

NAPLES
A) NPLCHR Chair
(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)



C.

B) NPLSOF Sofa
(black vinyl)
87"L 30"D 33.25"H
NPLSOP (Powered)
C) NPLLOV Loveseat
(black vinyl)
62"L 30"D 33.25"H
NPLLOP (Powered)

Accent Chairs

Create Space

Swivel chairs maximize functionality and allow you to engage safely with those all around. They're particularly helpful in smaller spaces!



BOWCHA
Bowery Swivel Chair
(ochre fabric, chrome)
29.75"L 31"D 27.25"H



SWAN
Swanson Swivel Chair
(white vinyl)
28"L 25"D 30"H



LABREA
La Brea Chair
(charcoal gray, fabric)
35"L 27"D 40"H



WENCHA
Wentworth Chair
(brown vinyl)
32.1"L 26"D 31.5"H

Meeting & Stage Chairs



Marina Chair
17.5"L 19.5"D 35"H
A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBB (brown fabric)



OCMWHT
Meeting Chair
25.5"L 23.5"D 34"H
(white vinyl)

Accent Chairs

Accent Chair Styles



Madrid
BCW Chair
(white, chrome)
30"L 30"D 31"H



Montreal
MONCHA Chair
(blue, black metal)
30"L 23.25"D 30"H



Accent Tables | pg 11



Lena
LENCHA Chair
(moss green leather, bronze)
27"L 25"D 31"H



FAIRCW
Fairfax Chair
(white vinyl, brushed metal)
27"L 26"D 30"H



A) MNCHCH
Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H



A.



B.

C.



D.



E.



F.

B) CNTCHR
Century Chair
(gray velvet)
30"L 30"D 31"H

C) ATHCHA
Atherton Chair
(distressed brown leather,
blackened steel)
27"L 31"D 30"H

D) PROGB
Pro Executive
Guest Chair
(black vinyl)
24"L 26"D 36"H

E) PASCHR
Pasadena Chair
(white molded plastic
w/ chrome tower base)
27"L 25"D 26"H

F) STECHA
Sterling Chair
(gray fabric)
33"L 33.5"D 32"H

Group Seating

Lounges

Carefully designed lounges deliver a safe and effective setting for casual and relaxed connections. The strategic placement of other furniture pieces—like coffee tables, room dividers, and large plants—helps to maintain order and preserve social distancing protocols while delivering comfortable and safe networking.

ZENITH

A) ZENCHR Chair
(white, chrome)
18.25"L 22"D 32"H

**B) 30MAHC
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

C) LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

**D) 30WHHC
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" RND 29"H



MALBA

20"L 20"D 32"H

A) 810131 Chair (gray)
B) 810130 Chair (green)



MARINA

17.5"L 19.5"D 35"H

A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)



Styles & Shapes



**A) XCHR
Christopher Chair**
(white vinyl, chrome)
17"L 19"D 35"H

**B) RSTDIN
Rustique Chair w/arms**
(gunmetal)
20"L 18"D 31"H

**C) LUCHCL
Lucent Chair**
(frosted, acrylic)
19.5"L 19.75"D 32.5"H

**D) F20
Bradford Padded Side Chair**
Black Fabric
25"L 24"D 32"H

**E) F30
Bradford Padded Arm Chair**
Black Fabric
25"L 24"D 32"H

**F) SC10
Razor Armless Chair**
(white)
15.38"L 15.5"D 30.5"H

**G) BLDCSB
Blade Chair**
(sky blue)
20.5"L 19"D 30.5"H

**H) BLDCRD
Blade Chair**
(red)
20.5"L 19"D 30.5"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I. F10 Malaga Side Chair
(gray) 18"W x 17.75"D x 33H"

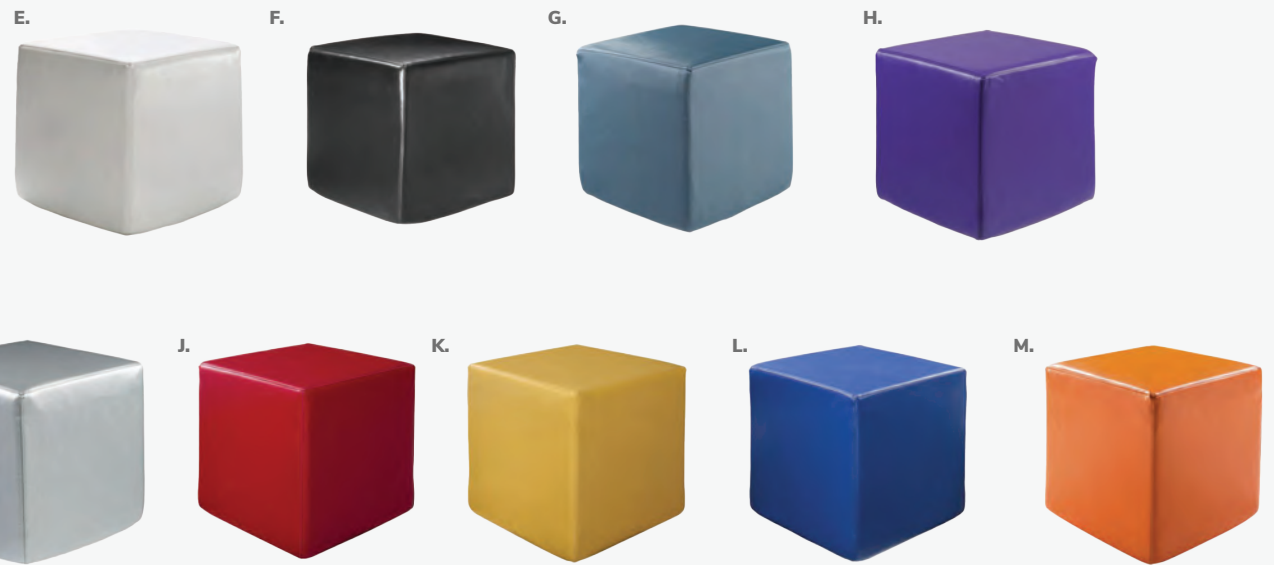


Ottomans

Vibe Cube

18"L 18"D 18"H

- A) VIB01 (citrus green vinyl)
- B) VIB16 (spice orange vinyl)
- C) VIB17 (desert rose vinyl)
- D) VIB15 (taupe vinyl)
- E) VIB09 (white vinyl)
- F) VIB10 (black vinyl)
- G) VIB11 (steel blue vinyl)
- H) VIB13 (purple vinyl)
- I) VIB12 (silver vinyl)
- J) VIB04 (red vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

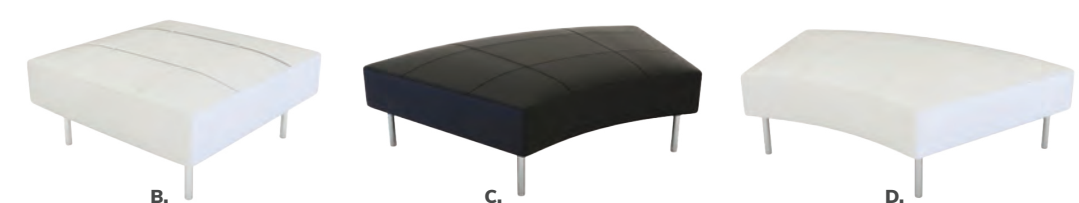
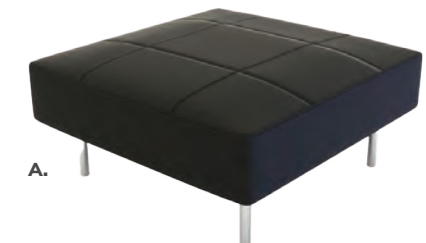


Beverly Bench Ottomans



- Beverly Bench**
60"L 20"D 18"H
- A) BVLYWH (white vinyl)
 - B) BVLYBK (black vinyl)
 - C) BVLYGR (gray fabric)
 - D) BVLYRD (red fabric)
 - E) BVLYOB (ocean blue fabric)
 - F) BVLYLN (linen fabric)
 - G) BVLYBN (brown fabric)

Styles & Shapes



- ENDLESS Square**
34"L 34"D 15"H
- A) END02B (black)
 - B) END02W (white)
- ENDLESS Curved**
60.5"L 37.5"D 15"H
- C) END01B (black)
 - D) END02B (white)

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

- A) BVSMOR (orange fabric)
- B) BVSMGN (olive green fabric)
- C) BVSMWH (white vinyl)
- D) BVSMBK (black vinyl)
- E) BVSMBL (ocean blue fabric)
- F) BVSMBN (brown fabric)
- G) BVSMGY (gray fabric)
- H) BVSMNL (linen fabric)
- I) BVSMVL (lavender fabric)
- J) BVSMRD (red fabric)
- K) BVSMYL (yellow fabric)



Marche Swivel Ottomans



- Marche Swivel Ottomans**
17" RND 18"H
- A) MAR001 (white vinyl)
 - B) MAR005 (red fabric)
 - C) MAR016 (Ivory Faux Sheep Fur)
 - D) MAR009 (pear yellow fabric)
 - E) MAR007 (plum fabric)
 - F) MAR010 (blue fabric)
 - G) MAR002 (gray fabric)
 - H) MAR006 (rose quartz fabric)
 - I) MAR003 (linen fabric)
 - J) MAR004 (raspberry fabric)
 - K) MAR008 (meadow green fabric)
 - L) MAR011 (orange fabric)
 - M) MAR015 (black vinyl)
 - N) MAR012 (forest green vinyl)
 - O) MAR013 (teal velvet)
 - P) MAR014 (distressed brown vinyl)

Accent Tables

Tables and Meeting Rooms

When you want to facilitate more in-depth conversations and provide work surfaces, be sure to use appropriately-sized tables. As always, create generous aisleyways between meetings spaces; this will help individuals feel comfortable networking.



MESA

A) MESETW End Table
20.5"RND 21.25"H (wood top, bronze)
B) MESCTW Cocktail Table
32.25"RND 17.25"H (wood top, bronze)

C) MESETG End Table
24"RND 21.25"H (glass top, bronze)
D) MESCTG Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) MESETB End Table
20.5"RND 21.25"H (black top, bronze)
F) MESCTB Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Styles & Shapes



ALONDRA

Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

End Table
20"L 20"D 20"H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO

Cocktail Table
50"L 22"D 16"H
A) C1C (glass, chrome)
B) C1FWB (wood, black)

End Table
26"L 26"D 20"H
C) CE2 (glass, chrome)
D) E1FWB (wood, black)

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

15.75"L 15.75"D 24"H
A) TAOBWH
 (white top, bronze)
B) TAOSBK
 (black top, bronze)
C) TAOSWD
 (wood top, bronze)



SEDONA SIDE TABLE

15.75"L 15.75"D 24"H
D) SEDBWH
 (white top, bronze)
E) SEDBBK
 (black top, bronze)
F) SEDBWD
 (wood top, bronze)



Styles & Shapes



Available in Power

SYDNEY

Cocktail Tables
 (brushed steel)
 48"L 26"D 18"H
A) C1W (white)
C1WP (powered)
B) C1Y (black)
C1YP (powered)
C) SYDBEC (blue)
D) SYDWDC(wood)

End Tables
 27"L 23"D 22"H
E) E1W (white)
F) E1Y (black)
G) SYDBEE (blue)
H) SYDWDE (wood)

REGIS

(brushed metal)
I) REGBEN Bench Table
 47"L 15.5"D 16"H
J) REGOTT End Table
 16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)
K) E1E End Table
 24" RND 22"H
L) C1E Cocktail Table
 36" RND 17"H

WIRELESS

M) Charging Table, Powered
N) CUBPOW
 (white, AC plug-in)
 20"L 20"D 18"H

AURA

Round Table
N) AURA
 (white metal)
 15" Round 22"H

Café Tables



A) 30BEHC Blue Hydraulic Café Table
(chrome base, blue top) 30" RND 29"H
B) MALGRY Malba Chair
(gray) 20"L 20"D 32"H



A) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top) 30" RND 29"H
B) MALGRN Malba Chair
(green) 20"L 20"D 32"H

HDG7FT 7' Boxwood Hedge
36.5"L 12"D 84"H



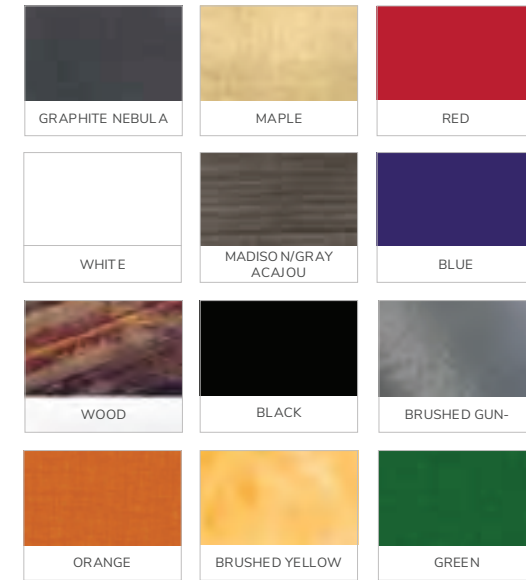
30" Round Café Table
A) 30BEBC Standard Black Base (blue top) 30" RND 29"H
B) LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H



A) 30OSHC Hydraulic Cafe Table
(orange top, chrome) 30" RND 29"H
B) LMCHR Laguna Chair
(maple, chrome) 18"L 19"D 34"H

Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



Café Tables

Standard Black Base
30" RND 29"H

- A) 30WH29 (white)**
also available
- ZTA** (Madison/gray acajou)
- 30BEBC** (blue)
- 30WDDB** (wood)
- 30BKSC** (black)
- 30AGBC** (brushed gunmetal)
- 30YSHC** (brushed yellow)
- 30GSBC** (green)
- 30OSBC** (orange)

36" RND 29"H
36BKSB (black)

Café Tables

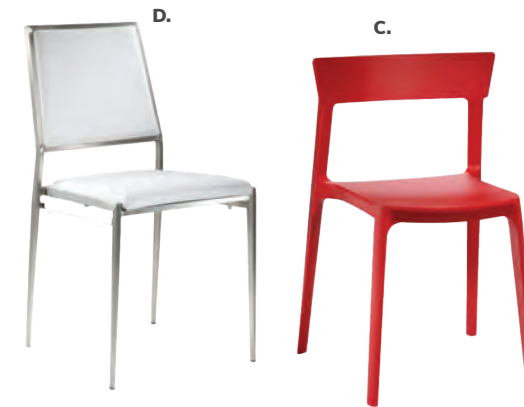
Hydraulic Chrome Base
30" RND 29"H

- B) 30GRHC** (graphite nebula) also available
- 30MTHC** (maple)
- 30BRHC** (red)
- 30BEHC** (blue)
- 30WDDB** (wood)
- 30WHHC** (white)
- 30BKHC** (black)
- 30AGHC** (brushed gunmetal)
- 30YSBC** (brushed yellow)
- 30GSHC** (green)
- 30OSHC** (orange)

36" RND 29"H
36WTHC (white)
36GRHC (graphite nebula)
36MTHB (maple)
36BKHC (black)

Mix & Match

Create your look. Choose from a wide variety of tables and seating options.



C) BLDCRD Blade Chair
(red) 20.5"L 19"D 30.5"H

D) MARCWH Marina Chair
(white vinyl) 17.5"L 19.5"D 35"H



E. F30 Bradford Padded Arm Chair
Black Fabric
25"L 24"D 32"H

F. F60 Vaspoli Cocktail Table
Black / Chrome
30" RND 30"H

G. F10 Malaga Side Chair
(gray) 18"W x 17.75"D x 33H"

Bar Tables

A) 30WHHB 30" Round Bar Table

(white top, chrome hydraulic base) 30" RND 45"H

B) BLDBRD Blade Barstool (red)

20.5"L 20.125"D 40.5"H



E) 30BEHB 30" Round Bar Table

(blue top, chrome hydraulic base) 30" RND 45"H

F) LMBAR Laguna Barstool (maple, chrome)

18"L 20"D 47"H



C) RSTSQT Rustique Square Metal Bar Table

(gunmetal) 23.75"L 23.75"D 41.25"H

D) RSTSTL Rustique Barstool

(gunmetal) 13"L 13"D 30"H



G) F70 Vaspoli Cocktail Table Black / Chrome

30" RND 42"H

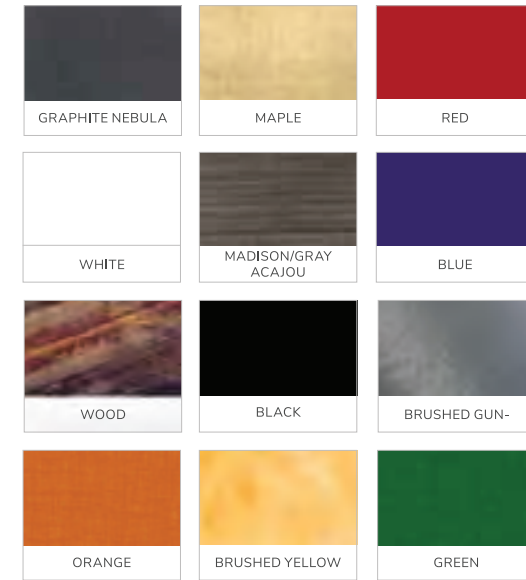
H) XBAR Christopher Barstool (white vinyl, chrome)

19"L 15"D 41"H



Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables

Standard Black Base
30" RND 42"H

A) 30WH42 (white)
B) 30YBBB (brushed yellow)
also available

VTA

(Madison/gray acajou)

30AGBB (brushed gunmetal)

30BKSB (black)

30GSBB (green)

30OSBB (orange)

30BEBB (blue)

30WDBB (wood)

36" RND 42"H

36BKSB (black)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

C) 30BRHB (red)

also available

30MTHB (maple)

30GRHB

(graphite nebula)

30AGHB (brushed gunmetal)

30BKHB (black)

30GSHB (green)

30OSHB (orange)

30YSHB (brushed yellow)

30BEHB (blue)

30WDHB (wood)

30BKHB (black)

36" RND 45"H

36WTHB (white)

36GRHC (graphite nebula)

36MTHC (maple)

36BKHC (black)

Style & Design

Choose from a variety of table top colors and styles for the perfect look.



D) F75 Vaspoli Cocktail Table with Black Linen

Black / Chrome
30" RND 42"H

E) F40 Bradford Padded Stool

Black Fabric
25"L 26"D 44"H

F) LUBSCL Lucent Barstool
(frosted, acrylic) 22"L 22.5"D 45.5"H

G) F70 Vaspoli Cocktail Table
Black / Chrome
30" RND 42"H

H) BS002 Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H



Barstools

LIFT Barstools

- 15" RND 23-33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)



Marina Barstools



Marina Barstools
 21"L17.5"D41.5"H

- A) MARBBE** (ocean blue fabric)
B) MARBBR (brown fabric)
C) MARBRD (red fabric)
D) MARBWH (white vinyl)
E) MARBBK (black vinyl)

All frames brushed metal

Barstools

Mix & Match

A) BS002
Zoey Barstools
 (white, chrome)
 15"L 16"D 30-34.75"H

Banana Barstools
 21"L 22"D 41.75"H
B) BSS (black, chrome)
C) BST (white, chrome)

D) XBAR
Christopher Barstool
 (white vinyl, chrome)
 19"L 15"D 41"H

E) BS001
Shark Barstool
 (white, chrome)
 22"L 19"D 34-44"H

F) ZENBAR
Zenith Barstool
 (white, chrome)
 19"L 20"D 44"H

G) LUBSCL
Lucent Barstool
 (frosted, acrylic)
 22"L 22.5"D 45.5"H



Barstools Styles & Shapes



H) LMBAR
Laguna Barstool
 (maple, chrome)
 18"L 20"D 47"H

Blade Barstool
 20.5"L 20.125"D 40.5"H
I) BLDBRD (red)
J) BLDBSB (sky blue)

K) F40 Bradford Padded Stool
 Black Fabric
 25"L 26"D 44"H

L) RSTSTL
Rustique Barstool
 (gunmetal)
 13"L 13"D 30"H

Conference Tables

42" Round Conference Table

42"RND 29"H
A) CONF42 (white laminate)
B) CB8 (Madison/gray acajou)
C) 42BKCT (black top, black)



Atomic Round Tables
 (glass, chrome)
42ATO 42" RND 30"H
36ATO 36" RND 30"H

Pro Executive Mid Back Chair
 24"L 22"D 40"H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
 Adjustable height



Geo Tables



Geo Rectangular Tables
 60"L 36"D 29"H
E) CF2 (glass, black)
F) CE2 (glass, chrome)

Geo Rounded Square Tables
 42"L 42"D 29"H
G) CE1 (glass, chrome)
H) CF1 (glass, black)

Work Space



I) WD3 Work Table
 (white laminate, white)
 48"L 24"D 30"H

Conference Tables

Madison

(Madison/gray acajou)
A) MADC05 5' Table
 60"L 48"D 29"H

B) MADC08 8' Table
 96"L 60"D 29"H

C) MADC10 10' Table
 120"L 48"D 29"H



GENCHA Genesis Chair
 (black fabric, black)
 27.5"L 27.5"D 40-43.5"H Adjustable

Black Rectangular Conference Table



Black Rectangular Conference Table
 (black top, silver)

A) BKCT5N 5' Table
 60"L 48"D 29"H
BKCT5P Powered

B) BKCT8N 8' Table
 96"L 48"D 29"H
BKCT8P Powered

C) BKCT10N 10' Table
 120"L 48"D 29"H
BKCT10P Powered

CUPCHA Cupertino Mid Back Chair
 (black vinyl, chrome)
 27"L 30.5"D 40-43"H Adjustable.

Executive Seating

Pro Executive High Back Chair

25"L 24"D 48"H
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
 Adjustable height



Cupertino Mid Back Chair

A) CUPCHA (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.

Genesis Chair

B) GENCHA (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Pro Executive Mid Back Chair

24"L 22"D 40"H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
 Adjustable height



Pro Executive Guest Chair

24"L 22"D 36"H
PROGB (black vinyl)



Task Stool

TASKST
 (black fabric)
 27.5"L 27.5"D 32.75"-40.25"H
 Adjustable height



Communal and Powered Tables

Denotes AC and USB charging outlets



POWERED
DETAIL

Table Top Options



Colors not available in all table options. Please check options listed to the right.

Bar Tables



810860
Laguna Barstool
 (maple, chrome)
 18"L 20"D 47"H

Ventura Powered Bar Tables

(silver frame)
 72.25"L 26.25"D 42"H

A) VNTBLK (black top)
B) VNTWHT (white top)

Ventura Communal Bar Tables

(silver frame)
 72.25"L 26.25"D 42"H

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)

White Top
C) VNTBWW (grommets)
VNTWNP (solid)

Black Top
VNTBNP (solid)

Café Tables



Ventura Powered Café Tables

(silver frame)
 72.25"L 26.25"D 30"H

A) VNTCBK (black top)
B) VNTCWH (white top)

Ventura Communal Café Tables

(silver frame)
 72.25"L 26.25"D 30"H


Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)

White Top
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top
E) VNTCBN (solid)

Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Office Essentials

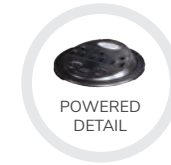
Denotes AC and USB charging outlets 



MADISON

A) JD8 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H

B) PROEXE Pro Executive High Back Chair
(white classic vinyl) 25"L 24"D 48"H Adjustable



A) TECH3B Tech Desk, Powered, w/ 3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H



Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Lighting & Shelving




SHELVING

A) PSHCCS Posh Shelving
(chrome, acrylic)
36"L 18"D 72"H


B) BC8 Madison Bookcase
(gray acajou)
36"L 12"D 72"H

Show Essentials

Denotes AC and USB charging outlets 

Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

 **Midtown Powered Counter**
60"L 18"D 42"H (pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)



HDG7FT 7' Boxwood Hedge
36.5"L 12"D 84"H



LMBAR Laguna Barstool
(maple, chrome)
18"L 20"D 47"H



Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

Midtown Bar
60"L 18"D 42"H (pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

C) BS002 Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H



Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Show Essentials

Greenery and Dividers

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

HEDGE

- A) HDG7FT
7' Boxwood Hedge
36.5"L 12"D 84"H
- B) HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H



Miramar Dividers



Miramar Dividers
(molded plastic)
A) MIRWHT (white)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

B) 30BEHB
30" Round Bar Table
(blue top, chrome hydraulic base)
30" RND 45"H
C) LMBAR Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

AEX / TEXAS EXPO
 3089 English Creek Ave.
 Egg Harbor Township, NJ 08234
 (609) 272-1600
 Please email order forms to:
 orders@aexservices.com

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Late Order Fee: (Add 30% of Order Total)	
State Tax: (excluding NV, CA & OR)	0.00%
TOTAL DUE:	
<small>*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone. After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.</small>	

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.
CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

NEW 2024	
SHOW NAME:	
	BOOTH:

CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
POWERED						
BKCT5P	5'	Table, Powered	Black Top, Silver	\$ 637	\$ 829	
C5PWR	5'	Table, Powered	White Top, Silver	\$ 637	\$ 829	
BKCT8P	8'	Table, Powered	Black Top, Silver	\$ 1314	\$ 1708	
C8PWR	8'	Table, Powered	White Top, Silver	\$ 1314	\$ 1708	
BKCT10P	10'	Table, Powered	Black Top, Silver	\$ 1314	\$ 1708	
C10PWR	10'	Table, Powered	White Top, Silver	\$ 1314	\$ 1708	
P30BWH	30"	Bar Table, Powered	White Top, Black	\$ 826	\$ 1073	
P30CWH	30"	Cafe Table, Powered	White Top, Black	\$ 826	\$ 1073	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 431	\$ 560	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 431	\$ 560	
SOFT SEATING COLLECTIONS						
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 874	\$ 1136	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 1081	\$ 1406	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1277	\$ 1660	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 442	\$ 574	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 442	\$ 574	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 1127	\$ 1465	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 1127	\$ 1465	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 919	\$ 1195	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 919	\$ 1195	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 508	\$ 660	
VILHUB		Village Charging Hub	Cream	\$ 339	\$ 440	
CHR002		Alegro Chair	Blue Fabric, Brushed Metal	\$ 706	\$ 917	
SFA002		Alegro Sofa	Blue Fabric, Brushed Metal	\$ 911	\$ 1184	
BCHWHT		Baja Chair	White Vinyl	\$ 706	\$ 917	
BLWHT		Baja Loveseat	White Vinyl	\$ 893	\$ 1161	
BSFWHT		Baja Sofa	White Vinyl	\$ 1072	\$ 1393	
COCHTR		Cordoba Chair	Taupe Fabric, Black	\$ 563	\$ 732	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 807	\$ 1049	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 480	\$ 624	
FAIRSOF		Fairfax Loveseat	White Vinyl, Brushed Metal	\$ 618	\$ 804	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 480	\$ 624	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 563	\$ 732	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 618	\$ 804	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 706	\$ 917	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 893	\$ 1161	
NPLCHR		Naples Chair	Black Vinyl	\$ 706	\$ 917	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 893	\$ 1161	
NPLSOF		Naples Sofa	Black Vinyl	\$ 1072	\$ 1393	
PALSOF		Palm Beach Sofa	White Vinyl	\$ 911	\$ 1184	
STECHEA		Sterling Chair	Gray Fabric	\$ 874	\$ 1136	
STESOF		Sterling Sofa	Gray Fabric	\$ 1277	\$ 1660	
VALCGN		Valencia Chair	Green Fabric	\$ 480	\$ 624	
VALCOT		Valencia Chair	Oat Fabric	\$ 480	\$ 624	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 480	\$ 624	
VALSOF		Valencia Loveseat	Coffee Brown Velvet	\$ 618	\$ 804	
VALVOT		Valencia Loveseat	Oat Fabric	\$ 618	\$ 804	
ACCENT CHAIRS						
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 648	\$ 843	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 648	\$ 843	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 375	\$ 487	
BNMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 375	\$ 487	

CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
ACCENT CHAIRS (continued)						
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 375	\$ 487	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 375	\$ 487	
CNTCHR		Century Chair	Gray Velvet	\$ 648	\$ 843	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 563	\$ 732	
LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 563	\$ 732	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 648	\$ 843	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 442	\$ 574	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 442	\$ 574	
TRCHCO		Terrace Accent Chair	Cognac Leather, Black	\$ 600	\$ 780	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 442	\$ 574	
GROUP SEATING						
BLDCBK		Blade Chair	Black	\$ 93	\$ 120	
BLDCRD		Blade Chair	Red	\$ 93	\$ 120	
BLDCSB		Blade Chair	Sky Blue	\$ 93	\$ 120	
SC3		Brewer Chair	Onyx, Chrome	\$ 160	\$ 207	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/	\$ 160	\$ 207	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/	\$ 160	\$ 207	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 160	\$ 207	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 160	\$ 207	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 160	\$ 207	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 160	\$ 207	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 160	\$ 207	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 160	\$ 207	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 160	\$ 207	
DUET		Duet Stack Chair	Black, Chrome	\$ 93	\$ 120	
LMCHR		Laguna Chair	Maple, Chrome	\$ 160	\$ 207	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 243	\$ 315	
MALGRY		Malba Chair	Gray, Chrome	\$ 93	\$ 120	
MALGRN		Malba Chair	Green, Chrome	\$ 93	\$ 120	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 187	\$ 244	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 187	\$ 244	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 187	\$ 244	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 187	\$ 244	
MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 187	\$ 244	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 375	\$ 487	
SC10		Razor Armless Chair	White	\$ 93	\$ 120	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 160	\$ 207	
CS4		Syntax Chair	Black, Chrome	\$ 225	\$ 292	
ZENCHR		Zenith Chair	White, Chrome	\$ 160	\$ 207	
OTTOMANS						
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 405	\$ 526	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 405	\$ 526	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 405	\$ 526	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 405	\$ 526	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 405	\$ 526	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 405	\$ 526	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 405	\$ 526	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 339	\$ 440	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 339	\$ 440	

XBAR	Christopher Barstool	White Vinyl, Chrome	\$ 243	\$ 315
KABSWH	Kamden Barstool	White Vinyl, Chrome	\$ 287	\$ 373
LMBAR	Laguna Barstool	Maple, Chrome	\$ 216	\$ 281
ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$ 243	\$ 315
ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$ 243	\$ 315
ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$ 243	\$ 315
ROLLWH	Lift Barstool	White Vinyl, Chrome	\$ 243	\$ 315
LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$ 310	\$ 402
MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 310	\$ 402
MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$ 310	\$ 402
MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$ 310	\$ 402
MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$ 310	\$ 402
MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$ 310	\$ 402
RSTSTL	Rustique Barstool	Gunmetal	\$ 142	\$ 184
BS001	Shark Barstool	White, Chrome	\$ 337	\$ 439
BSR	Syntax Barstool	Black, Chrome	\$ 243	\$ 315
ZENBAR	Zenith Barstool	White, Chrome	\$ 216	\$ 281
BS002	Zoey Barstool	White, Chrome	\$ 310	\$ 402
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME				
VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$ 874	\$ 1136
VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$ 874	\$ 1136
VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$ 874	\$ 1136
VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$ 655	\$ 852
VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$ 655	\$ 852
VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$ 655	\$ 852
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME				
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 874	\$ 1136
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 874	\$ 1136
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 655	\$ 852
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 655	\$ 852
CONFERENCE TABLES				
36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$ 299	\$ 389
42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$ 299	\$ 389

OFFICE & PRODUCT DISPLAY				
TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 205	\$ 267
JD8	Madison Executive Desk	Gray Acajou, Chrome	\$ 676	\$ 878
TECH	Tech Desk, Powered	Black Metal, Black Laminate w/electrical	\$ 442	\$ 574
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical	\$ 667	\$ 868
BC8	Madison Bookcase	Gray Acajou, Chrome	\$ 525	\$ 682
PSHCCS	Posh Shelving	Chrome, Acrylic	\$ 431	\$ 560
PDL36B	Powered Locking Pedestal, 36"	Black	\$ 600	\$ 780
PDL36W	Powered Locking Pedestal, 36"	White	\$ 600	\$ 780
PDL42B	Powered Locking Pedestal, 42"	Black	\$ 706	\$ 917
PDL42W	Powered Locking Pedestal, 42"	White	\$ 706	\$ 917
LAMPS				
LA15	Mason Floor Lamp	Brushed Silver	\$ 299	\$ 389
LA14	Mason Table Lamp	Brushed Silver	\$ 160	\$ 207
BARS & COUNTERS				
MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1690	\$ 2196
MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1427	\$ 1855
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1690	\$ 2196
MTCFUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1595	\$ 2073
GREENERY				
HDG4FT	Boxwood Hedge, 4'	Green, Black	\$ 655	\$ 852
HDG7FT	Boxwood Hedge, 7'	Green, Black	\$ 1032	\$ 1342
DIVIDERS				
DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$ 225	\$ 292
DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$ 375	\$ 487
DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$ 748	\$ 972
DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$ 375	\$ 487
DIVFST	Clear Divider, Sofa/Table	Silver, Clear	\$ 280	\$ 363
DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$ 505	\$ 657
MIRWHT	Miramar Divider, White	Molded Plastic	\$ 544	\$ 707
STNSGN	Stanchion Sign Holder	Chrome	\$ 75	\$ 97
STNCH1	Stanchion w/ Retractable Belt	Black, Chrome	\$ 84	\$ 109

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



CARPET RENTAL ORDER FORM



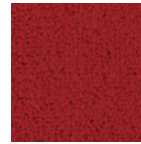
Blue



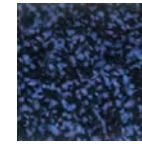
Black



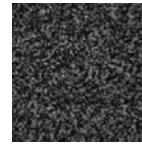
Gray



Red



Bluejay



Tuxedo

(actual colors may vary)

STANDARD BOOTH CARPET (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

Description	Discount	Standard	Total
10' x 10'	\$ 330.50	\$ 462.75	\$ _____
10' x 20'	\$ 661.00	\$ 925.50	\$ _____
10' x 30'	\$ 991.50	\$1,388.25	\$ _____
10' x 40'	\$1,322.00	\$1,851.00	\$ _____

Please select standard or cut & lay carpet color:

Blue Black
 Gray Red
 Bluejay Tuxedo

For islands and booths larger than 400 sq. ft., standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

CUT & LAY CARPET (100 sq. ft. minimum)

Description	Discount	Standard	Total
_____sq. ft.	\$6.50	\$9.00	\$ _____

PLUSH CARPET (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show.)

Description	Discount	Standard	Total
_____sq. ft.	\$8.75	\$12.25	\$ _____

Please select plush carpet color:

White Ivory
 Beige Big Blue Top
 Royal Blue Navy Blue
 Red Burgundy
 Charcoal Pewter Gray
 Black Emerald Green

Please call if you don't see your color.



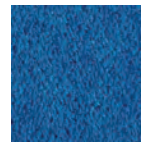
White



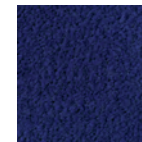
Ivory



Beige



Big Blue Top



Royal Blue



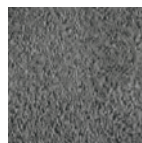
Navy Blue



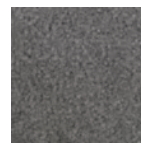
Red



Burgundy



Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

PADDING & COVERING (per sq. ft.)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$.97 sq ft	\$1.36 sq ft	\$ _____
_____	Double Padding	\$1.94 sq ft	\$2.72 sq ft	\$ _____
_____	Plastic Covering	\$.55 sq ft	\$.77 sq ft	\$ _____

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0601-T

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

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TEXAS EXPO
TEXAS EXPOSITION SERVICES

CLEANING SERVICE ORDER FORM

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.



All rental carpets ordered from the contractor are installed in clean condition.

VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Discount	Standard
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$.59/sq. ft./day	\$.83/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$.74/sq. ft.	\$1.04/sq. ft.

Exhibit Space: _____ ft (x) _____ ft = _____ sq. ft. (x) \$ _____ (x) _____ = \$ _____
 (100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$175.00	\$245.00

Daily Service: _____ (Specify Days) Date: _____

Porter Service: _____ days (x) amount per day \$ _____ = Total \$ _____

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

The Briarwood - 10' Pop Up

\$2,331.25

10' Pop Up Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Back Wall Graphics

Additional Options Available:

Lighting and Carpet Padding



The Crestwood - 3 Meter Hardwall

\$4,151.25

Classic 3 Meter Hardwall Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding

The Frankford - 6 Meter Hardwall

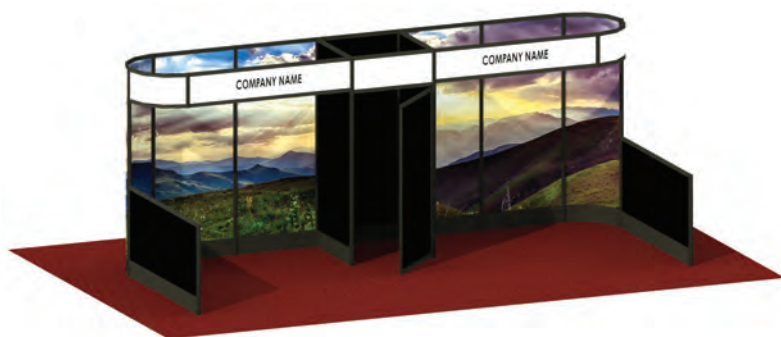
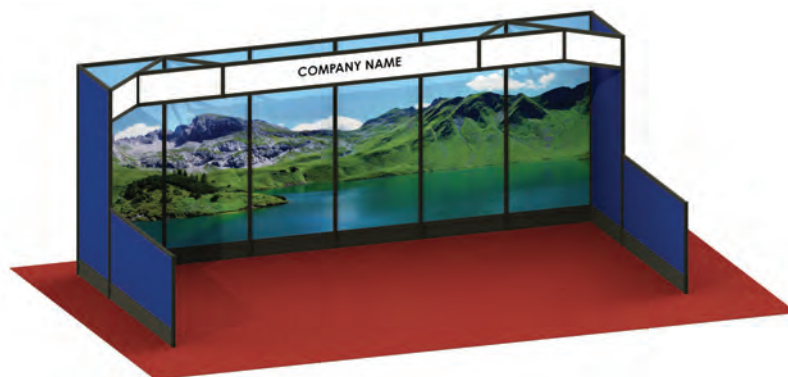
\$7,009.00

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding



The Magnolia - 6 Meter Hardwall

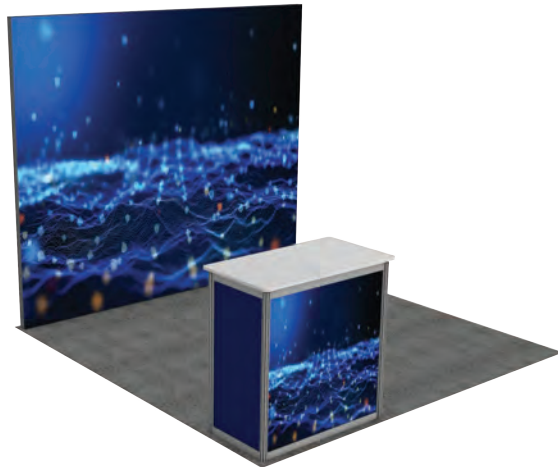
\$8,190.25

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (2) Header Graphics

Additional Options Available:

Lighting, Back Wall Graphics, Shelving and Carpet Padding



The Lakeview - 3 Meter Display

\$4,220.50

3 Meter Fabric Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Cabinet Graphics and Carpet Padding

The Kensington - 3 Meter Hard Wall & Closet

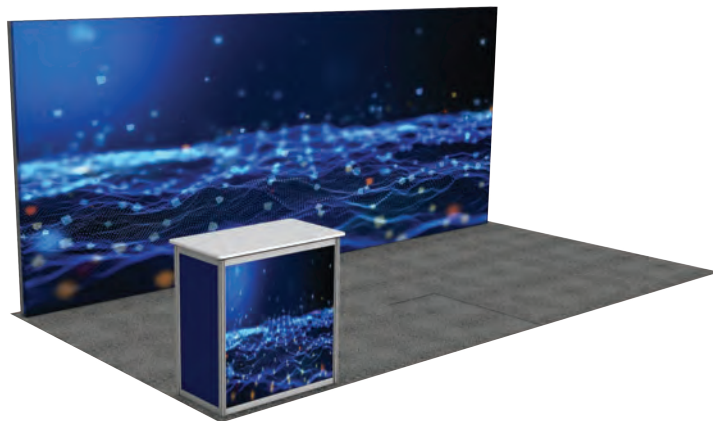
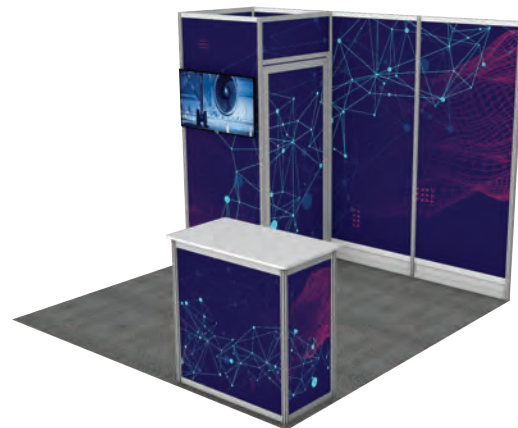
\$7,579.50

3 Meter Hardwall with Closet Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Printed Panels
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Monitor, Shelving, Graphics for Cabinet



The Mayflower - 6 Meter Display

\$7,218.75

6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) 6 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding

The Hillside - 6 Meter Hardwall Display

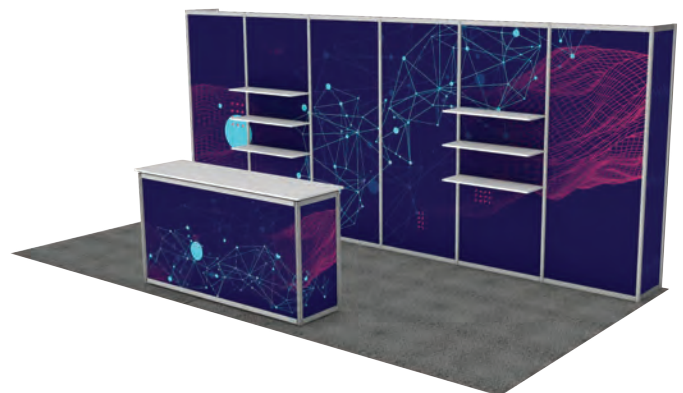
\$8,341.75

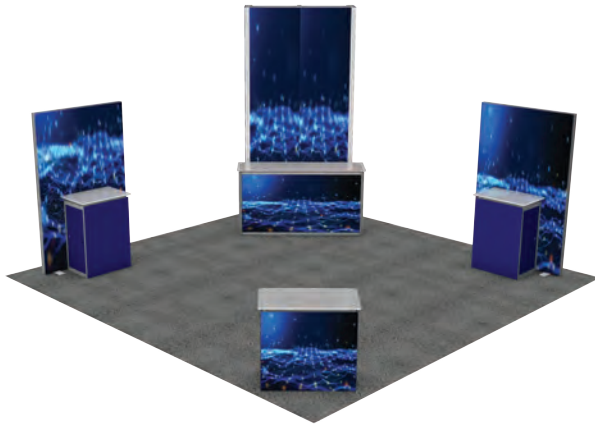
6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (6) Printed Backwall Panels
- (6) Shelves
- (1) Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding





The Ridgewood - 20' x 20' Open Concept Display

\$15,636.75

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (3) 1 Meter Work Stations
- (6) Printed Fabric for All Walls

Additional Options Available:

Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

The Fairview - 20' x 20' Z Shaped Display

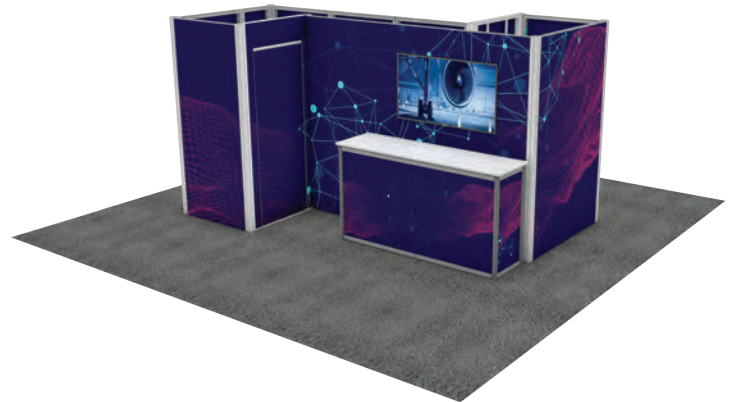
\$18,120.75

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (2) 2 Meter Work Stations
- Printed Fabrics for Walls
- Closet

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



The Lexington - 20' x 20' Fabric Display

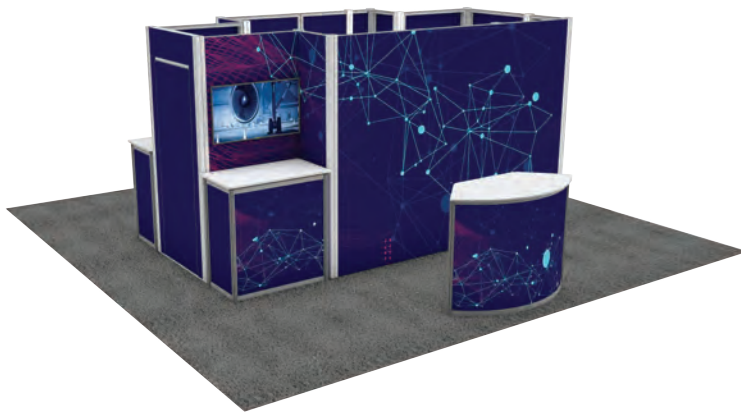
\$19,214.75

20'x x 20' Fabric Display Includes:

- (1) 400 sq ft Standard Carpet
- (3) 1 Meter Standard Work Stations
- (1) 1 Meter Curved Podium
- Printed Fabric for Walls

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



• Additional Lights	Qty. _____	Light	@ \$150.50 each	=	\$ _____
• Additional Hardware Shelves	Qty. _____	Shelves	@ \$ 74.75 each	=	\$ _____
• Slatwall Per Panel	Qty. _____	Slatwall	@ \$245.25 each	=	\$ _____
• Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.					
<input type="radio"/> Red	<input type="radio"/> Blue	<input type="radio"/> Black	<input type="radio"/> Gray	Qty. _____	Colored panels @ \$ 26.25 each = \$ _____
				Qty. _____	Velcro panels @ \$ 59.25 each = \$ _____

- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (281) 800-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.
- **Add 30% if ordered after discount deadline**

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

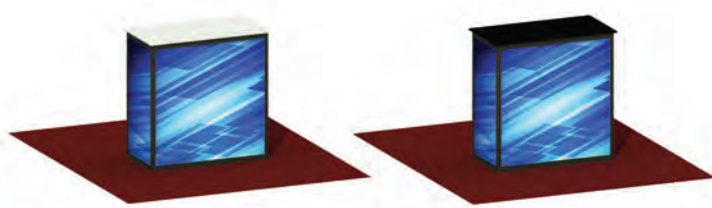
24-TX0601-T

Giving You More Options

Order Your Custom Counter

Add Graphics for Additional Branding

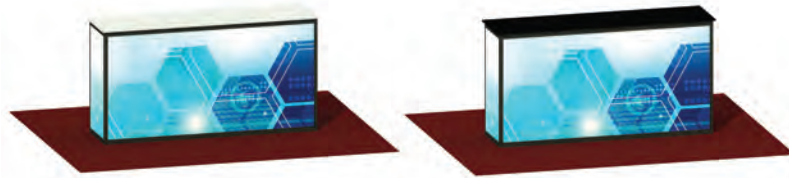
1 Meter Square Counters



Curved Counters



2 Meter Rectangle Counters



COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
1 Meter Square Counter	41"L x 42"H x 23"D	\$758.00	\$1,061.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45"L x 42"H x 22"D	\$915.25	\$1,281.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80"L x 42"H x 23"D	\$999.00	\$1,398.50	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
1 Meter Square Counter (Front Panel Only)	38 1/4" x 39"	\$276.50	\$359.50	_____
Curved Counter	60 3/4" x 39"	\$308.75	\$401.50	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$560.00	\$728.00	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$ 96.50	\$125.50	_____

To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline. Orders received after discount deadline may not be available. Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



TEXAS EXPO
TEXAS EXPOSITION SERVICES

GRAPHICS ORDER FORM



Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS

For more information call the contractor at 609.272.1600

I AM SUPPLYING MY OWN ART

I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$114.00	\$159.50	_____	\$ _____
18" x 24" Foamcore, double-sided	\$199.50	\$279.25	_____	\$ _____
22" x 28" Foamcore, single-sided	\$158.00	\$221.25	_____	\$ _____
22" x 28" Foamcore, double-sided	\$276.50	\$387.00	_____	\$ _____
24" x 36" Foamcore, single-sided	\$222.00	\$310.75	_____	\$ _____
24" x 36" Foamcore, double-sided	\$388.50	\$544.00	_____	\$ _____
28" x 44" Foamcore, single-sided	\$316.00	\$442.50	_____	\$ _____
28" x 44" Foamcore, double-sided	\$553.00	\$774.25	_____	\$ _____

For custom size signs please call our office for pricing. Half hour of design time included in prices above. For additional design time please contact Orders@aexservices.com for pricing.

FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$ 27.00	\$ 37.75	_____	\$ _____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

COPY AND LAYOUT SPECIFICATIONS

Indicate: Vertical Horizontal (Please attach a layout to this form)

E-mail address for proofing is required: _____

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Signshop@AEXServices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____ 24-TX0601-T

Invest in Your Company's Success!

Order your Custom Hanging Sign Today

- More Visibility on the Show Floor
- Great Branding
- Draw More Attention to Your Booth Location

Circular Design



Size	Discount Rate	Standard Rate
10' x 36"	\$3,345.00	\$ 4,683.00
10' x 48"	\$4,462.50	\$ 6,247.50
15' x 36"	\$4,830.75	\$ 6,763.00
15' x 48"	\$6,609.75	\$ 9,253.75
20' x 48"	\$8,799.75	\$12,319.75

Square Design



Size	Discount Rate	Standard Rate
10' x 36"	\$4,242.25	\$ 5,939.25
10' x 48"	\$5,661.75	\$ 7,926.50
15' x 36"	\$6,280.00	\$ 8,792.00
15' x 48"	\$8,263.00	\$11,568.25
20' x 48"	\$10,875.50	\$15,225.75

Wave Design



Size	Discount Rate	Standard Rate
10' x 48"	\$2,679.25	\$3,751.00
15' x 48"	\$4,201.75	\$5,882.50
20' x 48"	\$5,738.00	\$8,033.25

Triangular Design



Size	Discount Rate	Standard Rate
10' x 48"	\$4,259.50	\$ 5,963.25
15' x 48"	\$6,389.75	\$ 8,945.75
20' x 48"	\$8,702.50	\$12,183.50

CUSTOM SIGNS INCLUDE:

- Rental Frame
- Basic Harness
- Printed Fabric Pillow Case (Dye Sublimation)
- Blockout Liner
- Carrying Case
- Delivery to Show Site

ASSEMBLY AND HANGING ARE NOT INCLUDED

To receive the discount rate, order form, payment authorization and artwork must be received by the discount deadline. Cancellations will not be accepted once your graphic artwork has been approved for production. Additional shapes/sizes are available.

SUBTOTAL CUSTOM HANGING SIGN ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

24-TX0601-T

The contractor is the exclusive provider of Material Handling.

Material Handling includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Services / Texas Expo and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment.
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



What are the FREIGHT CATEGORIES?

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

UNCRATED: Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Contractor's Service Desk. Once the container is completely empty, place a label on each container individually.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company 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 the contractor are subject to the Terms and Conditions.

How do I ensure that my SHIPPED MATERIALS ARE SECURELY delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.

\$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES: All rates are per pound . These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

Material Handling

Rate applies to shipments sent to either the warehouse or directly to show site

\$1.50 per pound

Material Handling - After Deadline

Rate applies to shipments arriving at the warehouse after **Tuesday, June 18, 2024**

\$1.92 per pound

Material Handling - 10 lbs and under

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 lbs or lesss

Free of Charge

Labor Hours

- Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM
- Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM
Anytime Saturday/Sunday
- Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Outbound Shipments

A transfer fee of \$125.00 + \$12.00 per cwt. will apply:

- In the event your carrier is unable to pick-up your shipment at the close of the event and you elect to transfer your shipment to the warehouse to be picked up at a later date.
- If you choose to have your shipments transferred to the warehouse for pick-up by an outside carrier.

Estimated Charges - Material Handling _____ lbs. x _____ per cwt. = \$ _____

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0601-T

The definition of a POV or Privately Owned Vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, and small box trucks. We understand that all of our customers do not require standard material handling services, so we have made special accommodations for customers with POVs that fit this criteria.

Each vehicle will have a 30 minute time limit to complete the work. If longer than the allotted 30 minutes is required, the contractor will place exhibitor in a designated space to unload without impeding additional work needs for other exhibitors or freight operations. Our team will guide vehicles into the marshalling area, and let full time exhibitors unload their vehicle and hand carry, or roll on a non-mechanized cart to their booth space. The contractor will stage vehicles as close as possible without impeding work space and emergency egress.

If exhibitor needs a forklift or motorized/non-motorized jack service, that would need to be ordered from the contractor at an additional cost. The below rates are based on round trip POV Material Handling.

RATES

- Car: \$236.30 per vehicle
- Mini-Van: \$248.95 per vehicle
- Full Size Van or Large Pick-Up: \$287.10 per vehicle

INBOUND Estimated number of pieces: _____ / Move-in day you will receive this service: _____

OUTBOUND Estimated number of pieces: _____

The above rates and procedures apply ONLY to passenger size vehicles. No trucks or commercial vehicles will be unloaded at these rates. See the enclosed Material Handling Order Form for material handling rates for trucks and commercial vehicles. Any freight coming in on a semi-truck, must be unloaded at the dock by union freight handlers and will be subject to material handling fees.

RESTRICTIONS

Company Vehicles - to include (any size) towing trailers, box trucks and semi trucks, u-haul or similar truck, a box van or anything larger than a passenger van.

These vehicles or similar vehicles will be unloaded by the contractor and material handling rates will apply.

PROCEDURES

- Exhibitors who require this service must check in at the designated POV/Cart Service area.
- Exhibitor will need to have a credit card on file or must complete the Authorization and Agreement form and provide a credit card at the time of service.

Acceptable POV Vehicles



Company Vehicles - Not Eligible



SUBTOTAL POV MATERIAL HANDLING: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

24-TX0601-T

VEHICLE SPOTTING FEE

(This charge is per vehicle and covers floor marking, the direction of vehicle to proper location and move-out. This charge applies whether we, or you, drive your vehicle to its location)

ALL VEHICLES WILL BE CHARGED A SPOTTING FEE
- NO EXCEPTIONS -

Description	Discount	Standard	# of Vehicles	Total
Vehicle Spotting Fee (Round Trip)	\$220.50	\$308.75	_____	\$ _____

REQUIREMENTS FOR THE INDOOR DISPLAY OF MOTOR VEHICLES:

All vehicles, boats and equipment containing fuel must meet and comply with the following requirements before entry into the facility:

- There is to be no more than five (5) gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
- Fuel tanks used for storage of excess fuel must meet applicable federal, state, and local fuel storage requirements.
- Fuel tanks are to be locked and all portable tanks removed. Locking the vehicle will be sufficient for cars in which the gas cap cover may only be detached from inside the vehicle.
- Ignition keys are to be removed and placed in a central location on-site.
- Vehicles, boats, and similar exhibited products with more than three hundred square feet (300 sq. ft.) of roofed area are to have a smoke detector.

SUBTOTAL VEHICLE SPOTTING: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to the contractor. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

**** PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from the Contractor's Service Desk to indicate the priority status on your empty containers.**

Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited and subject to show rules.

The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

The contractor will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact the contractor for rates and availability.

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



TEXAS EXPO
TEXAS EXPOSITION SERVICES

ADVANCE/WAREHOUSE SHIPPING LABEL

ADVANCE/WAREHOUSE SHIPPING LABEL



2024 Southwest Fuel & Convenience Expo
C/O AEX Services / Texas Expo
4610 S Sam Houston Pkwy W
Suite 520
Houston, TX 77053

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **TUESDAY, JUNE 18, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

ADVANCE/WAREHOUSE SHIPPING LABEL



2024 Southwest Fuel & Convenience Expo
C/O AEX Services / Texas Expo
4610 S Sam Houston Pkwy W
Suite 520
Houston, TX 77053

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **TUESDAY, JUNE 18, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



TEXAS EXPO
TEXAS EXPOSITION SERVICES

DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL



Henry B. Gonzalez Convention Center
2024 Southwest Fuel & Convenience Expo
C/O AEX Services / Texas Expo
900 E Market St
San Antonio, TX 78205

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

**DELIVER ONLY ON: TUESDAY, JUNE 25, 2024 BETWEEN 8:00 AM - 5:00 PM
AND WEDNESDAY, JUNE 26, 2024 BETWEEN 8:00 AM - 9:30 AM**

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL



Henry B. Gonzalez Convention Center
2024 Southwest Fuel & Convenience Expo
C/O AEX Services / Texas Expo
900 E Market St
San Antonio, TX 78205

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

**DELIVER ONLY ON: TUESDAY, JUNE 25, 2024 BETWEEN 8:00 AM - 5:00 PM
AND WEDNESDAY, JUNE 26, 2024 BETWEEN 8:00 AM - 9:30 AM**

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



TEXAS EXPO
TEXAS EXPOSITION SERVICES

HANGING BANNER LABEL

HANGING BANNER LABEL



2024 Southwest Fuel & Convenience Expo
C/O AEX Services / Texas Expo
4610 S Sam Houston Pkwy W
Suite 520
Houston, TX 77053

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **TUESDAY, JUNE 18, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

HANGING BANNER LABEL



2024 Southwest Fuel & Convenience Expo
C/O AEX Services / Texas Expo
4610 S Sam Houston Pkwy W
Suite 520
Houston, TX 77053

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **TUESDAY, JUNE 18, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE



"Delivering Freedom®"



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.

100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.



**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us**

LAS VEGAS | TORONTO





LibertyCFS NV, Inc.

A Veteran Owned Company
Delivering Freedom

exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993 Fax: (905) 338-1092

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 & Customs
 Freight Only
 Customs Only
 Return Only

2a **PICK-UP LOCATION**

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3 **DELIVERY TO ADDRESS**

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b **SERVICES**

P/U Date _____ Hours _____ From _____ To _____
 Dlv Date _____ Hours _____

Express Economy LTL 7 - 10 Days Int'l
 Inside Liftgate Dock
 Other _____

4 **RETURN TO**

Check Box if the Return address is the same as 2a

Shipper _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5 **PACKAGE INFO**

Carton(s)/Box
 Vinyl Case(s)/Color
 Wooden Crate(s)
 Trunk(s) / On Wheels
 Skid(s) - to contain # _____ of pieces

PCS	DIMENSIONS (L x H x W)	WGT
TOTAL PIECES		TOTAL WEIGHT

6 **VALUE** **Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.

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

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

Credit Card Number _____ Security Code _____ Exp. Date ____ / ____
 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

Print

UNION REGULATION

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have we ask that you read the following:

BOOTH ERECTION & DISMANTLING

Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees. If their own employees are not available, labor can be ordered using the "Labor Order Form" in the kit.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Texas Expo will control access to the loading docks in order to provide for a safe and orderly move-in / move-out.

TIPPING

Texas Expo request that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Texas Expo employees. Any request for such should be brought to the attention of an Texas Expo representative.

SAFETY

Standing on chairs, tables, or other rental equipment is prohibited. This equipment is not engineered to support your weight. Texas Exposition Services cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please use the "Labor Order Form" and the necessary ladders and/or tools will be provided.

Show Name: 2024 Southwest Fuel & Convenience Expo

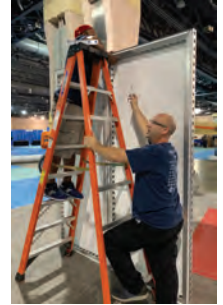
Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



LABOR SERVICE FORM



EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK WITH YOU

Install Labor Dismantle Labor

All work is done only under the supervision of the exhibitor.

Supervisor Contact: _____ Phone: _____

- On the day and time that you have requested labor, please report to the Contractor's Service Desk to pick-up and sign out your labor crew. The labor crew will not be sent to your booth without being signed out.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the Contractor's Service Desk and release them.

THE CONTRACTOR'S SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK FOR YOU

Install Labor Dismantle Labor

Show Site Contact: _____ Phone: _____

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill (\$35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

LABOR RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$141.25 per hour	\$197.75 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$212.00 per hour	\$296.75 per hour
Double Time - DT:	Anytime on holidays	\$282.50 per hour	\$395.50 per hour

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour billed in hour increments.
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

	Start Date	Start Time	# of People	Approx. Hours	Total Hours	Hourly Rate	35% Supervision Fee	Estimated Total Cost
Installation						\$	\$	\$
Dismantle						\$	\$	\$

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

24-TX0601-T

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at: Advance Warehouse Show Site Loading Dock Est. Delivery Date: _____

Date Shipped: _____ Via: _____ (freight carrier)

Display shipped from: _____ (address)

Total # of: Crates _____ Cartons _____ Fibercases _____ Other _____

Estimated Weight: _____

Display Includes: _____

Booth carpet in shipment? Yes No Color _____ Size _____

Set-up instructions: Attached to this order With display

Graphics: With display Shipped separately

Electrical Placement: Drawing Attached Drawing with display Electrical under carpet

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

Re-route via house carrier _____

Transfer to warehouse at exhibitor's expense _____

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Phone: _____

Hotel: _____ Arrival Date: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

Structures weighing over 150 lbs. motorized, having truss, lighting, video, audio or props, please refer to the ENCORE Rigging Regulations

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- The contractor certified employees ONLY will be allowed in aerial lifts.
- The contractor employees are the ONLY personnel allowed to operate mechanized equipment.
- The contractor certified employees must assemble and disassemble ALL overhead rigging including:
Overhead Truss
Attachment and removal of light fixtures for truss or signs
Assembly of hanging sign frame and graphics
- Additional installation required for chain motors, span sets and other packages.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advanced warehouse using the Advanced Hanging Sign shipping labels included in this manual. The container must arrive no later than advanced warehouse deadline date. If these procedures are not followed, the contractor cannot guarantee the hanging of your sign and additional fees may apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with National Electric Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Additional charges may be applied by the contractor due to regulations at the facility, weight limits, union jurisdictions, facility contacts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and / or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.
- Exhibit halls and Ballroom C have specific approved hanging points for exhibitors and decorators. The rigging of items weighing less than 250 lbs. can be performed by PSAV, your general services contractor (decorator), or another qualified provider.
- The rigging of items in the Convention Center that weigh over 250 lbs. must be reviewed and approved by PSAV - the exclusive provider of rigging services - and PSAV must supply and hang everything from the chain hoist/motor up to the ceiling. Rigging below the chain hoist/motor and in the Lila Cockrell Theatre is non-exclusive. Licensee shall comply with the facilities' and PSAV's rigging guidelines and rigging plots/diagrams delineating rigging points and loads. Call (210) 308-0182 or visit to <http://partner.psav.com/hbgcc> for more information about rigging.
- Due to ceiling limitations in Ballrooms A and B, any rigging needs must be specifically reviewed and approved by PSAV.

CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Credit Card Authorization Form
(Or Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- Order Assembly Labor to have your sign built by the contractor riggers
(Fill out top section of the Hanging Sign/Banner Order Form)
- Order Install and Dismantle for all Hanging Signs, Truss and Motors
- Order any necessary Chain Motors, Rotating Motors and Truss
(Remember to place separate electrical order to power any motors!)
- Submit diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advanced Warehouse by: **Tuesday, June 18, 2024**

USE THIS FORM TO PLACE ORDERS FOR HANGING SIGNS & BANNERS FROM CEILING

- The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner.
- All Signs & Banners Hanging Orders must be received by **Tuesday, June 18, 2024**. Orders received after the deadline or at the Service Desk are subject to availability and a 30% surcharge.
- Complete plans for hanging must be provided and forwarded to The contractor with this "Hanging Sign/Banner Order Form" form completed.
- Any signs requiring additional equipment will be billed accordingly.
- If your sign requires electrical connections, please also contact the Electrical Services Provider.

RATES:

Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM
 Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM
 Anytime Saturday/Sunday
 Double Time - DT: Anytime on holidays

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR ACCURATE HANGING OF YOUR BANNER:

Size of Sign: Height _____ Length _____ Width _____ Weight _____

Shape of Sign: Square Rectangle Circle Triangle Other _____

RATES FOR HANGING SIGNS:

Please Note: The Contractor's Certified employees are required to assemble all hanging signs to ensure structural integrity.

SIGN ASSEMBLY / DISASSEMBLY LABOR

Straight time (8:00 am to 4:30 pm, Monday through Friday): **Discount** \$191.25 hr/person **Standard** \$267.75 hr/person
 One (1) Hour minimum, One (1) hour increments there after

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

OVERHEAD SIGN HANGING CREW

Straight time (8:00 am to 4:30 pm, Monday through Friday): **Discount** \$735.25 hr/crew **Standard** \$1,029.25 hr/crew
 One (1) Hour minimum, One (1) hour increments there after

	Start Date	Start Time	Approx. Hours	Hanging Crew Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

24-TX0601-T

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



HANGING SIGN/BANNER EQUIPMENT

USE THIS FORM TO ORDER RIGGING EQUIPMENT FOR HANGING SIGNS & BANNERS FROM CEILING

The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner. Any signs requiring additional equipment will be billed accordingly. If your sign requires electrical connections, please also contact the Electrical Services Provider.

INCLUDE THE FOLLOWING ITEMS WITH YOUR TRUSS/MOTOR ORDER:

- Overhead Rigging / Sign Hanging Order Form
- Sign/Hanging Diagram
- Placement Grid
- Hanging Sign Instructions

TRUSS (A motor must be ordered to hoist a truss)

Description	Discount	Standard	Qty.	Total
12" Silver Box Truss, per ft.	\$ 38.75	\$ 54.25	_____	\$ _____
12" Black Box Truss, per ft.	\$ 38.75	\$ 54.25	_____	\$ _____
12" Silver Corner Block	\$145.50	\$203.75	_____	\$ _____
12" Black Corner Block	\$145.50	\$203.75	_____	\$ _____
Design Fee, per hour	\$242.00	\$338.75	_____	\$ _____

Truss Details (Quantity & Size): _____

MOTORS (A motor must be ordered to hoist a truss) Rotate Clockwise (Right) Rotate Counterclockwise (Left)

Description	Discount	Standard	Qty.	Total
One Ton Hoist/Chain Motor	\$823.00	\$1,152.25	_____	\$ _____
Half Ton Hoist/Chain Motor	\$726.25	\$1,016.75	_____	\$ _____
1/4 Ton Hoist/Chain Motor	\$435.50	\$ 609.75	_____	\$ _____
Rotating Motor 500 LB limit	\$774.50	\$1,084.25	_____	\$ _____
Rotating Motor 200 LB limit	\$435.50	\$ 609.75	_____	\$ _____

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

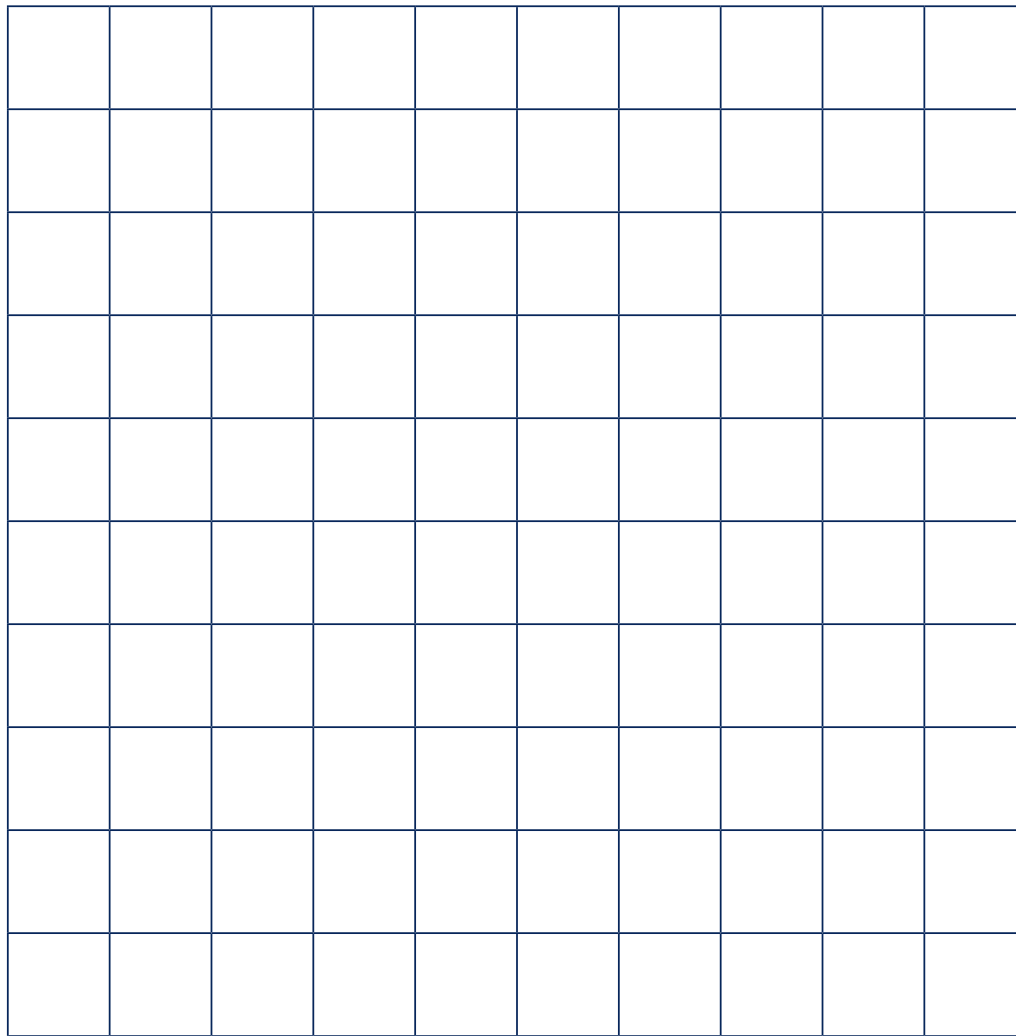
YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

HANGING SIGN LAYOUT

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Back of Booth



Booth:

Booth:

1 box = NaN square foot

Front of Booth

Number of feet from floor to top of sign: _____

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

Company Name: _____ Booth#: _____

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

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FORKLIFT/RIGGING CREW

LET US DO THE HEAVY LIFTING!



THIS SERVICE IS AVAILABLE TO ASSIST IF HEAVY OR LARGE ITEMS MUST BE MOVED WITHIN YOUR BOOTH WITH THE USE OF A FORKLIFT

(e.g. spotting equipment, elevated header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

FORKLIFT RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$200.00 hr/crew	\$280.00 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$270.00 hr/crew	\$378.00 hr/crew

Rigging Crew consists of a forklift and operator.

Above rates are based on a 5,000 lb capacity forklift. If you require a larger forklift, please call Customer Service for a quote.

One (1) Hour minimum per crew, one (1) hour increments thereafter.

Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per crew.

RIGGING RATES:

		Discount	Standard
Rigger - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$118.75 hr/crew	\$166.25 hr/crew
Rigger - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$178.25 hr/crew	\$249.75 hr/crew

EQUIPMENT:

Forklift Cage	\$61.50
Forklift Boom	\$61.50
Pallet Jack	\$61.50

INSTRUCTIONS:

- On the day and time that you have requested rigging, please report to the Contractor's Service Desk to pick-up and sign out your rigging crew. The rigging crew will not be sent to your booth without being signed out.
- Upon completion of work, you are required to accompany the crew back to the Contractor's Service Desk and release them.
- Starting time can be guaranteed only in those instances where crew is requested for the start of the working day (usually 8:00 am).

(All work is done only under the supervision of the exhibitor's representative)

Show Site Contact: _____ Phone: _____

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

24-TX0601-T

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



REQUEST FOR SET-UP BY AN EXHIBITOR-APPOINTED CONTRACTOR

The unpacking, installation, dismantle and packing of displays and equipment must be done by a full-time, bona fide employee of the exhibiting company or the correct type of union labor. AEX/Texas Expo Services, the official contractor, will have skilled crafts available to assist exhibitors. Arrangements for labor should be made through or in advance of the show. Official labor order forms are included in this exhibitor service manual. Exhibitors may elect to use an exhibitor-appointed contractor subject to contractual obligations, security and safety requirements.

An exhibitor-appointed contractor may be used only when the following requirements have been met:

1. Exhibitor must complete and return this form to AEX/Texas Expo Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.
2. AEX/Texas Expo Services is to be advised of the name, address and contact of each exhibitor-appointed contractor being used.
3. An **original certificate of insurance** from the exhibitor-appointed contractor must also be received a month in advance. The policy must name AEX/Texas Expo Services and the Exhibition Center, as additionally insured and should also include public liability and property insurance for at least \$1,000,000.00 as well as worker's compensation insurance in accordance with local laws.

The service contractor designated must be used without exception for electrical, plumbing, telephone, drayage, rigging, booth cleaning, or Teamsters.

Contracting Company Agent _____

Contracting Company Name _____

Contracting Company Address _____

City _____ State/Country _____ Zip _____

Phone _____ Fax _____

Estimated Arrival date (Show site _____) Estimated Number of Workers _____

Contractor's Cell Phone: _____ Date _____

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Authorized by: _____ Title _____

Print Name _____ E-mail _____

**Fax or mail to: AEX/Texas Expo Services
3089 English Creek Ave
Egg Harbor Twp, NJ 08234
(609)272-1600 * FAX: (609)272-1680**



An Exhibitor's Agent is anyone, other than the exhibitor's employees, engaged by the exhibitor to arrange for exhibit services. This form must be completed, signed and returned to our office, as indicated, no later than twenty-one days prior to the meeting in order for exhibitor's agent billing to be accepted. The exhibitor is ultimately responsible for payment of AEX/Texas Expo Services charges. Please be aware that if your agent fails to pay our invoice, such charges will immediately revert to you. Special note to Exhibitor's Agent - your status may be rejected if you do not provide credit card information below.

Please provide complete information:

Authorized Agent: _____

Street Address: _____

City, State & Zip: _____

Email Address: _____

Phone No. _____ Fax No. _____

We the undersigned have authorized the above agent to handle our exhibit for this event and are also authorized to receive and pay AEX/Texas Expo Services invoice for services. We understand and further agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event that the named agent does not discharge payment by 12 Noon of the day before the meeting closes, such charges are to be paid by the exhibiting firm on demand.

Statement to Exhibitor

Statement to Authorized Agent

Both parties must indicate acceptance below or request may be denied

Exhibitor will pay: Furniture Carpet Labor Cleaning Material Handling
Third Party will pay: Furniture Carpet Labor Cleaning Material Handling

Exhibiting Firm

Agent _____

Title _____

Signature _____

Exhibitor's Agent

Agent _____

Title _____

Signature _____

Invoices will be presented to exhibitors for payment unless agent settles charges at the AEX/Texas Expo Services service desk by 12:00 noon on the day before the meeting closes. AEX/Texas Expo Services suggest either the exhibiting company or its authorized agent provide credit card information on the Recap of Orders Form enclosed so that there is no question as to responsibility of payment.

This request will not be accepted without the next page, "Third Party Credit Card Authorization Form".

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Print Name _____ E-mail _____

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.



Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card Corporate Card

AMEX VISA MASTERCARD DISCOVER

Card Number: [16 digit grid]

Exp. Date: [MMYY grid]

M M Y Y

*A credit card authorization is required to be held on file.

Are you tax exempt for the state in which this event is held? Yes No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
• All balances must be paid by the conclusion of the event.
• For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
• A final invoice will be prepared and can be requested by contacting Exhibitor Services.
• If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

Payment Policy: 100% of amount owed including applicable tax is due in advance or at show site. Payment must be in U.S. funds. Invoices are to be paid by cash, travelers check drawn on U.S. Banks, VISA, Mastercard, Discover or American Express. Payment of all labor and services ordered by the exhibitor or their agent is the responsibility of the exhibitor. Your show site representative must be made aware of this policy and have the means to make payment. Otherwise, service will be denied unless credit card authorization is given on the Recap of Orders and Payment Policy Form. PLEASE DO NOT ASK US TO BILL YOU.

Unpaid Balance - A credit card authorization is required to settle any unpaid balance after the close of the show. Any balance outstanding as of move - out will be charged to this account.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X
Authorized Signature

2024  SOUTHWEST FUEL & CONVENIENCE EXPO

JUNE 25-27 • GRAND HYATT SAN ANTONIO & HENRY B. GONZALEZ CONVENTION CENTER • SAN ANTONIO, TX

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

If your company plans to utilize the services of any independent contractors other than Texas XPO, the official general service contractor designated by Texas Food & Fuel Association, this form must be completed and signed by a representative of the exhibiting company. **The EAC must also submit a copy of their Certificate of Liability insurance to ahicks@tffa.com by Monday, May 27, 2024.**

Exhibitor Information:

Exhibiting Company: _____ Booth #: _____
Exhibitor Contact: _____
Exhibitor Cell: _____ Exhibitor Email: _____
Exhibitor Signature: _____ Date: _____

The authorized signature confirms that the exhibiting company has committed to use the services of the following Exhibitor Appointed Contractor(s) and they agree:

To read and comply with all show rules and regulations as outlined in the Exhibitor Rules & Regulations and Exhibitor Kit.

To obtain and maintain appropriate insurance coverage as outlined in the Exhibitor Rules & Regulations.

EAC Information:

EAC Company Name: _____
Pre-Show EAC Contact: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Pre-Show EAC Contact Phone: _____ Email: _____
EAC On-Site Contact: _____
EAC On-site Mobile/ Cell: _____

EACs must check in at the Texas XPO Desk and present photo ID for access. EACs will only be allowed access to the exhibit hall during exhibitor move-in and move-out dates/times. If an EAC needs access to an exhibitor’s space at any other time, the exhibitor will need to register the EAC for a name badge.

Please email this completed form along with a copy of the Certificate of Liability insurance to ahicks@tffa.com by Monday, May 27, 2024. Questions? Contact Annette Hicks at (512) 617-4302.


— TEXAS FOOD & FUEL ASSOCIATION —

401 West 15th Street, Suite 510 • Austin, Texas 78701 • (512) 476-9547 • fax (512) 477-4239



2024 SOUTHWEST FUEL & CONVENIENCE EXPO

JUNE 25-27 • GRAND HYATT SAN ANTONIO & HENRY B. GONZALEZ CONVENTION CENTER • SAN ANTONIO, TX



Certificate of Insurance - Proof of insurance for the Expo is necessary!

The following are the insurance certificate requirements by Show Management:

1. Texas Food & Fuel Association, the City of San Antonio, and Texas XPO shall be added as additional names insured on the Exhibitor's "Comprehensive General Liability Insurance" policy. *City of San Antonio, Convention & Sports Facilities Department, PO Box 1809, San Antonio, TX 78296.*
2. The Exhibitor should keep an original insurance certificate onsite at all times, to evidence the insurance coverage required herein. An original signed certificate of insurance will only be accepted if it has met the requirements.
3. Coverage must be provided for all show days, move-in, and move-out days, June 24-28, 2024, inclusive ("Required Period of Coverage").
4. Workers' Compensation and Employers' Liability Insurance or equivalent insurance with a policy limit of not less than \$1,000,000. Occupational Diseases Insurance as required by the laws of all governmental bodies having jurisdiction.
5. Comprehensive General Liability Insurance, including Contractual Liability Insurance with (1) minimum limits of not less than \$1,000,000 each occurrence of bodily injury and death, and \$1,000,000 each occurrence for property damage, or (2) minimum combined single limit of not less than \$2,000,000 each occurrence for bodily injury and death and property damage.
6. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in the set-up and disassembly services with (1) minimum limits of not less than \$250,000 each person and \$500,000 each accident for bodily injury and \$500,000 each accident for property damage, or (2) a minimum combined single limit of not less than \$1,000,000 each accident for bodily injury and property damage.
7. The Exhibitor's insurance certificate must also include a statement by the insurance carrier that the carrier shall not cancel the coverage evidenced by the certificate without giving Texas Food & Fuel Association thirty (30) days prior written notice.
8. Excess Liability Umbrella Form policy requirements with minimum limits (1) of not less than \$1,000,000 Each Occurrence and (2) \$1,000,000 Aggregate.
9. Submit Proof of Insurance to Annette Hicks, CMP, Texas Food & Fuel Association, 401 West 15th Street, Suite 510, Austin, TX 78701 or email to ahicks@tffa.com before the Expo.

ACORD 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE

PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE
--	---

INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone Number Fax Number:	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:
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COVERAGES

3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS																
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/01/23	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURENCE</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>FIRE DAMAGE (Any one fire)</td><td style="text-align: right;">\$ 50,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 5,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>GENERAL AGGRREGATE</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td>PRODUCTS-COMP/OP AGG</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td> </td><td> </td></tr> </table>	EACH OCCURENCE	\$1,000,000	FIRE DAMAGE (Any one fire)	\$ 50,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGRREGATE	\$2,000,000	PRODUCTS-COMP/OP AGG	\$2,000,000				
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DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

5. (Show Management), AEX Services (Official Service Provider), the (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. (Show Management) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by (Show Management) shall be excess and non-contributory. Show date(s) are: (00/00/0000) in (CITY, STATE).

CERTIFICATE HOLDER	X ADDITIONAL INSURED; INSURER LETTER: X	CANCELLATION
AEX / Texas Expo 3089 English Creek Ave Ste. A Egg Harbor Township, NJ 08234		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 10.

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: (Show Management), Texas Exposition Services (Official Service Provider), (Show) and the(Facility) as additional insureds on a primary and non-contributory basis. Show dates are (00/00/0000).
6. CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS:
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Southwest Fuel & Convenience

June 25-27, 2024

HENRY B. GONZÁLEZ CONVENTION CENTER



ELECTRICAL & PLUMBING

ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your electrical & plumbing services online by

06 / 05 / 2024

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Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-SanAntonio@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

5811 La Colonia, San Antonio, TX 78218

210.662.9450 • sanantonio@edlen.com • www.edlen.com

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 06/05/24



The Power People

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Southwest Fuel & Convenience Expo		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	June 25-27, 2024	EVENT #064003SA	

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

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: 06/05/24



The Power People

ELECTRICAL EXHIBITION SERVICES
 5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Southwest Fuel & Convenience Expo		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	June 25-27, 2024	EVENT #064003SA	

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.

BANK WIRE TRANSFER INFORMATION *

Domestic & International JPMorgan Chase * Reference the Event #
 Routing #: 021000021 Acct #: 789835573 listed above and your
 Reference Address: 383 Madison Ave Booth # on all electronic
 New York, NY 10017 payments.
 Swift Code: CHASUS33
 Account Name: Edlen Electrical Exhibition Services, Inc

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

MANUAL ORDER PROCESSING FEE *

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

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.

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.

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. PLUMBING 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
 5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

E M

Advance Payment Deadline Date: 06/05/24

EXHIBITOR:		BTH #	
EVENT:	Southwest Fuel & Convenience Expo		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	June 25-27, 2024	EVENT #064003SA	

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 #16, 22 & 23 on our Terms & Conditions 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)	_____	_____	89.00	134.00	_____
1000 WATTS (10 AMPS)	_____	_____	157.00	236.00	_____
1500 WATTS (15 AMPS)	_____	_____	182.00	273.00	_____
2000 WATTS (20 AMPS)	_____	_____	208.00	312.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	396.00	594.00	_____
30 AMPS	_____	_____	470.00	705.00	_____
60 AMPS	_____	_____	618.00	927.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	526.00	789.00	_____
30 AMPS	_____	_____	629.00	944.00	_____
60 AMPS	_____	_____	824.00	1236.00	_____
100 AMPS	_____	_____	1100.00	1628.00	_____
200 AMPS	_____	_____	1282.00	1923.00	_____
400 AMPS	_____	_____	2082.00	3123.00	_____

TRANSFORMER(S) Boost 208 Volt to 230 Volt
 Transformer (20 amp minimum charge) Total Amps: _____ x 5.00 = _____

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	_____	_____	1006.00	1509.00	_____
30 AMPS	_____	_____	1202.00	1803.00	_____
60 AMPS	_____	_____	1574.00	2361.00	_____
100 AMPS	_____	_____	2070.00	3105.00	_____

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

15' EXTENSION CORD	_____	_____	30.00	_____
POWER STRIP	_____	_____	30.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	_____
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PRINT NAME: _____

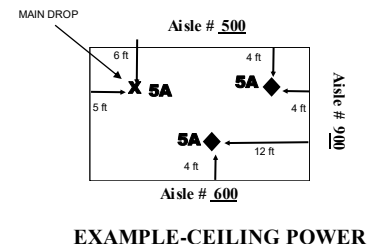
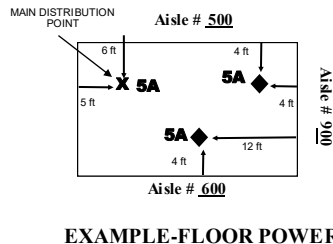
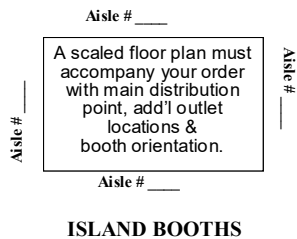
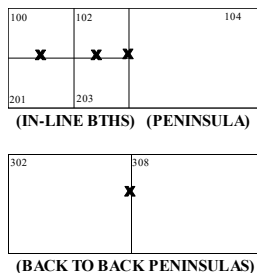
EMAIL: _____ PHONE: _____

SAN ANTONIO ELECTRICAL 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 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
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: 06/05/24



The Power People

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EXHIBITOR:		BTH #	
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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 Form

There is a different form 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 truss
7. Motor, truss, rigging installation and cabling

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.



The Power People

ELECTRICAL EXHIBITION SERVICES
 5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Southwest Fuel & Convenience Expo		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	June 25-27, 2024	EVENT #064003SA	

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		DISTRIBUTION LABOR ESTIMATE		
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.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$110.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$220.00	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$250.00	_____

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

AUTHORIZATION

PRINT NAME: _____ DATE: _____

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 06/05/24



The Power People

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Southwest Fuel & Convenience Expo		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	June 25-27, 2024	EVENT #064003SA	

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

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

OVERHEAD LIGHTING / 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		BOOTH LABOR ESTIMATE		
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.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$110.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$220.00	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$250.00	_____

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

PRINT NAME: _____ DATE: _____

LIGHTING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES
 5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

E M

Advance Payment Deadline Date: 06/05/24

EXHIBITOR:		BTH #	
EVENT:	Southwest Fuel & Convenience Expo		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	June 25-27, 2024	EVENT #064003SA	

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	116.00	174.00		38.00						
8 FT POLE WITH 2 LIGHTS	135.00	203.00		48.00						

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:	

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES
 5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

E M

Advance Payment Deadline Date: 06/05/24

EXHIBITOR:		BTH #	
EVENT:	Southwest Fuel & Convenience Expo		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	June 25-27, 2024	EVENT #064003SA	

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)	\$418.00	627.00	
Additional Connections within 20' of Outlet	315.00	473.00	

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 10.00	=	_____
Total CFM _____ x REGULAR Rate 15.00	=	_____

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

Water Outlet	418.00	627.00	
Additional Connections within 20' of Outlet	315.00	473.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

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

Drain Outlet	418.00	627.00	
Additional Connections within 20' of Outlet	315.00	473.00	
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	324.00	486.00	
201 – 500 Gallons	540.00	810.00	
Each additional 100 Gallons up to 1,000 Gallons	54.00	81.00	

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 #5 ON METHOD OF PAYMENT FORM	TOTAL	
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PRINT NAME:

EMAIL: PHONE:

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 06/05/24



The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Southwest Fuel & Convenience Expo		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	June 25-27, 2024	EVENT #064003SA	

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.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
_____ ST	\$115.00	_____
_____ OT	\$230.00	_____
_____		_____

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 & all day Saturday, Sunday and Holidays.

AUTHORIZATION

PRINT NAME: _____

DATE: _____

PLUMBING LAYOUT **EDLEN**

The Power People

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5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

Advance Payment Deadline Date: 06/05/24

EXHIBITOR:		BTH #	
EVENT:	Southwest Fuel & Convenience Expo		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	June 25-27, 2024	EVENT #064003SA	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point W = Water A = Air D = Drain AC = Add'l connection
Inline _____	____ Square = ____ Ft	
Peninsula _____	Total Square Footage = _____	

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

SAN ANTONIO 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. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
24. 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.
25. 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.
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



Questions? Call 512-587-9328 or email andres@filoproductions.co

CUSTOMER INFORMATION *Return completed form to Andres Salas, FILO Productions*

Rental Dates		Booth Number
Company		Onsite Contact
Address		Onsite Cell #
City,State,Zip		Onsite Deliver/Setup <i>(someone MUST be present for delivery)</i>
Ordered by		Delivery Date Monday, June 19, 2023
Phone/Email		*Time Frame(circle one) 8a-10a 10a-12p 1p-3p 3p-5p

	Qty	Show Rate	Total
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LCD Monitors with dual post, rolling stand

32" Flat Screen Monitor		\$750.00	
42" Flat Screen Monitor		\$975.00	
55" Flat Screen Monitor		\$1,250.00	
70" Flat Screen Monitor		\$2,500.00	
80" Flat Screen Monitor		\$3,500.00	

LCD Monitors with dual post, rolling stand and PC Laptop

32" Flat Screen Monitor		\$950.00	
42" Flat Screen Monitor		\$1,150.00	
55" Flat Screen Monitor		\$1,800.00	
70" Flat Screen Monitor		\$2,800.00	
80" Flat Screen Monitor		\$3,700.00	

Computers

PC Laptop		\$450.00	
Macbook Pro		\$600.00	

Touchscreen Displays with Dual Post Stands

32" Touchscreen LCD		\$1,350.00	
46" Touchscreen LCD		\$1,850.00	

For larger screen sizes, please contact FILO Productions for Pricing

Audio

Small Exhibit Sound System w/1 wireless microphone, computer interface box and 2 speakers		\$1,100.00	
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Exhibit Lighting Package

Exhibit lighting packages are ground supported only. For additional mounting,ground supported rigging, or other specific lighting designs, call for a quote. Specialized labor may be required depending on complexity of the design.

Battery Powered LED uplight 6 pack.		\$785.00	
Battery Powered LED uplight 12 pack.		\$1,500.00	

If a specific item is needed but not listed, please contact FILO for options and pricing.



FILO Productions CONTACT:	TOTAL YOUR ORDER
Andres Salas	Equipment Subtotal
andres@filoproductions.co	25% Handling Charge(\$125 Minimum) <i>includes Delivery, Install & Dismantle</i>
O: 512-587-9328	Processing Fee (5%)
www.filoproductions.co	State Sales Tax (8.25%)
	TOTAL CHARGES

IMPORTANT: FILO Cancellation Policy

Cancellations received within 24-48 hours of the scheduled delivery date are subject to 50% of the order total.
 Cancellations received less than 24 hours of the day of scheduled delivery(onsite cancellations/no shows) are subject to the full amount.

PAYMENT INFORMATION

Method of Payment (Choose One):

- Master Card
- Visa
- Discover
- Check (in US Funds)
- Bank Transfer (please call for details)

****PLEASE NOTE THAT FILO DOES NOT ACCEPT AMERICAN EXPRESS****

Credit Card Number _____

Expiration Date _____

Card Holder Name _____

Signature _____

CVC _____



TERMS AND CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FILO PRODUCTIONS, LLC and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FILO PRODUCTIONS.

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. 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 FILO Productions except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to FILO's property. Exhibitor will notify FILO immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FILO's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FILO will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the FILO Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, FILO 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, FILO requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved 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 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 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 by FILO shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and FILO 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 FILO for its services, as an offset against the amount of any alleged loss or damage. FILO reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that FILO may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, FILO hereby provides notice that it reserves the right, and Exhibitor authorizes FILO, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in FILO's possession to the extent of any outstanding

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT

HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: Southwest Fuel & Convenience Expo	
Billing Company Name:		Show Start Date: June 26, 2024	Show End Date: June 27, 2024	
Billing Company Address:		INCENTIVE ORDER DEADLINE: June 9, 2024		
City, State, Zip:	Country:	On-site Authorized Contact:	Onsite Cell Number:	
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective June 30, 2023 - December 31, 2024 - V063023A

BASIC INTERNET, NOT FOR STREAMING QTY INCENTIVE* BASE ON-SITE TOTAL

Includes: 1 Private IP Address, Routers PROHIBITED and will not work

1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for Light Internet Usage		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST QTY INCENTIVE* BASE ON-SITE TOTAL

Includes: 5 Public IP Addresses, Routers SUPPORTED

Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	

Higher Bandwidth Services Available for UHD Streaming

INTERNET EQUIPMENT & LABOR QTY INCENTIVE* BASE ON-SITE TOTAL

Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / floor work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001



Customer Number:
2024-017-874

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



TELEPHONE SERVICE CONTRACT

HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: Southwest Fuel & Convenience Expo	
Billing Company Name:		Show Start Date: June 26, 2024	Show End Date: June 27, 2024	
Billing Company Address:		INCENTIVE ORDER DEADLINE: June 9, 2024		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

Effective June 30, 2023 - December 31, 2024 - V063023A

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 30% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



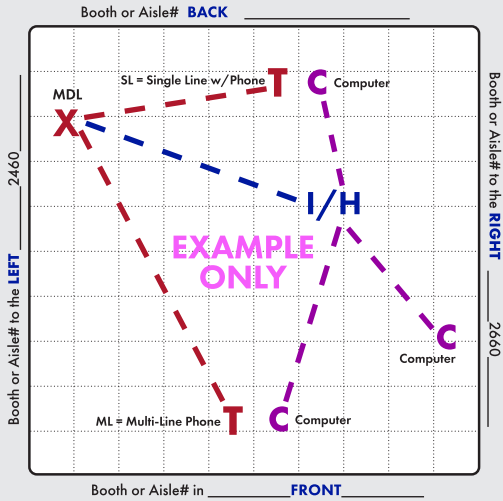
You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001



Customer Number:
2024-017-874

"COMMUNICATIONS" FLOOR PLAN WORKSHEET

Company Name:	Show: Southwest Fuel & Convenience Expo Booth/Room #:
Center: Henry B. Gonzalez Convention Center	Customer / Ref #: 2024-017-874



Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City's deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX...

I = INTERNET SERVICE

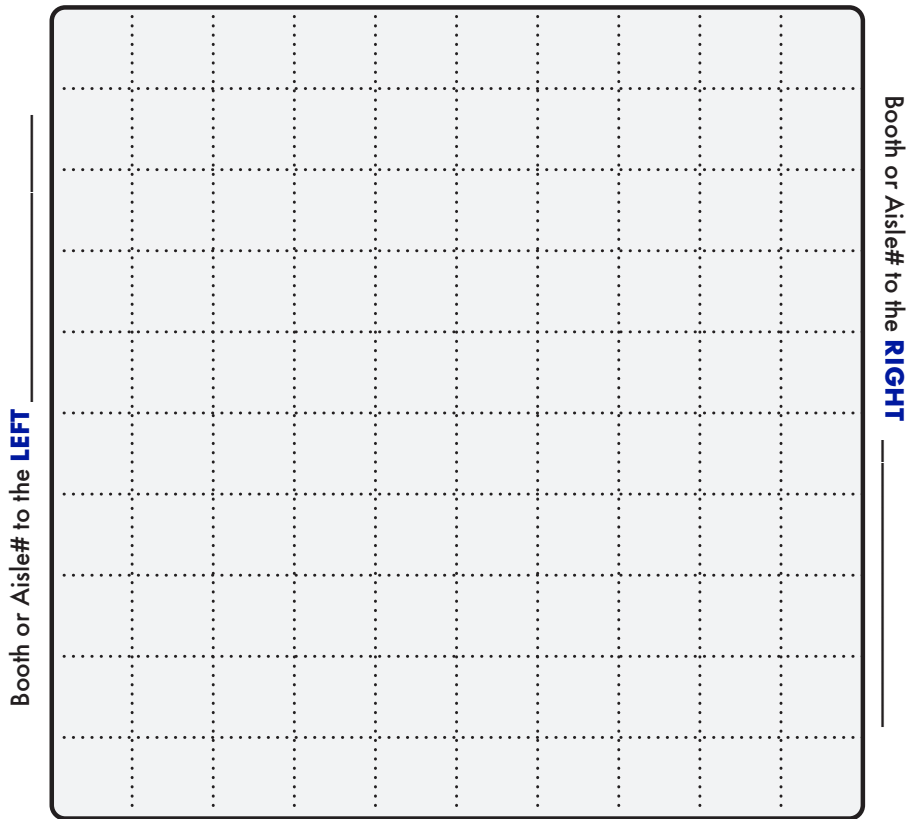
H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Booth or Aisle# **BACK** _____



Booth or Aisle# in **FRONT** _____

Booth Orientation: For Smart City to accurately install services "A minimum" of one surrounding Booth or Aisle # is required, two or more would be more helpful.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline



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 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: Southwest Fuel & Convenience Expo Booth/Room #:
Center: Henry B. Gonzalez Convention Center	Customer / Ref #: 2024-017-874

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001



WHAT IS SO AMAZING ABOUT EXPO TRACKER LEAD RETRIEVAL?

Instant scanning, fast and efficient every time! Capture every lead quickly and easily using a device that most of us are already familiar with!

ORDER ONLINE AT WWW.ETLEADS.COM

QUESTIONS?

Call (800) 659-9352 email info@expotracker.net online www.etleads.com

Expo Tracker Lead Retrieval Options

The Expo Tracker mobile scanner creates a very easy to use, state-of-the-art lead retrieval system that captures every lead, guaranteed, every time. Leads are stored on the Expo Tracker and exhibitors can email their lead spreadsheet directly from the ET application to themselves, or anyone else.

Expo Tracker Scanner and Expo Tracker App

- Customize follow up qualifiers directly on the device, at any point during the show.
- Type in custom notes using the onscreen keyboard.
- Email your leads spreadsheet to any email address at any time during and/or after the show.
- Download the app to use your own smart device.

Developer's Kit

- Use your own equipment to scan badges.
- Includes sample barcode with field layout and delimiter.



Expo Tracker Lead Retrieval takes advantage of the latest mobile technology to provide a cost effective, efficient and easy to use system. Our professional staff is available onsite for support and assistance during all setup and show hours.

EXPO TRACKER, LLC

8580 Cinder Bed Road, Suite 1800 | Lorton, VA 22079

PHONE: 703-978-7080 or 800-659-9352 | FAX: 703-978-7025

www.expotracker.net | info@expotracker.net

2024



SOUTHWEST FUEL & CONVENIENCE EXPO

JUNE 25-27 • GRAND HYATT SAN ANTONIO & HENRY B. GONZALEZ CONVENTION CENTER • SAN ANTONIO, TX

Contact Information

ORDER ONLINE AT WWW.ETLEADS.COM

COMPANY NAME

BOOTH #

CONTACT NAME

PHONE

EMAIL

PAYMENT TYPE

American Express

Master Card

Visa

CHECK # _____

BILLING ADDRESS

CITY

STATE

ZIP

CREDIT CARD NUMBER

EXPIRATION DATE (MM/YY)

NAME ON CARD

SIGNATURE *By signing here you agree to the terms below

LEAD RETRIEVAL OPTIONS	ADVANCE RATE (on or before 5/28/24)	LATE/ONSITE RATE (after 5/28/24)	QUANTITY	PRICE
Expo Tracker Scanner High-Speed scanning that captures every lead, every-time, guaranteed	\$300	\$400		
Expo Tracker App Includes the ET App to install on your smartphone or tablet **8-megapixel camera required (individual license required for each device)	\$200 (first license)	\$250 (first license)		
	\$100 (additional licenses)	\$150 (additional licenses)		
Developer's Kit Use your own equipment to scan	\$250	\$300		
			TOTAL	

Send completed form and payment to: Expo Tracker, LLC 8580 Cinder Bed Road, Suite 1800, Lorton, VA 22079, or fax to 703-978-7025

For questions or more information, call Expo Tracker at 703-978-7080 or 800-659-9352 or email questions to info@expotracker.net

Any cancellations prior to 14 days before the event are subject to a \$50.00 cancellation fee. Any cancellations received within 14 days of the event will not be refunded. All equipment must be returned to the Lead Retrieval Services Desk within 1 hour of the show close to avoid any additional fees. Damaged or unreturned equipment is subject to an additional charge up to \$3,000.00 and will be charged to the credit card on file. Your order must be submitted on or prior to the discounted deadline date to receive the discounted rate. Expo Tracker reserves the right to charge the correct amount if different from the above total.



2024 Vehicle Display Form

This form is required for Fire Marshal approval prior to moving in any vehicles and trucks in the Henry B. Gonzales Convention Center, Exhibit Hall 3. This information will help ensure a smooth move-in for all exhibitors.

Company Name _____

On-Site Contact _____

On-Site Contact Cell _____ On-Site Contact Email _____

Make/Model of Vehicle _____

Truck Dimensions _____

Driver's Name _____ Driver's Cell _____

All trucks and vehicles will move-in Monday, June 24, 2024. Show Management will send written confirmation of your approved vehicle delivery time.

Please mail or email form by May 6, 2024 to: Annette Hicks, CMP
Texas Food & Fuel Association
West 15th Street, Suite 510
Austin, TX 78701
Email: ahicks@tffa.com

Vehicle Display Safety Regulations: Vehicles may be allowed in the facility for display purposes, provided they meet the following requirements:

- Gasoline powered vehicles on display must have fuel maintained at **¼ or less (5 gallons)** or minimum amount needed for driving in, positioning, and driving out of the exhibit hall.
- Fuel tank caps must be locked or taped shut.
- Battery cables must be disconnected, and the connecting leads wrapped with electrical tape. A master battery disconnect switch may be used to disconnect all electrical circuits.
- The electrical circuit of the vehicle must be completely disabled. Vehicles with multiple batteries may require all batteries in the vehicle be disconnected.
- A vehicle may have an alternate power supply connected if it meets the following criteria:
 - ✓ Constant attendance at the vehicle during open show hours.
 - ✓ Electrical circuits disconnected after show hours & signed off by the Property Owner's representative.
 - ✓ During public display times, fuel systems and the starting circuits shall not be operable (i.e., fuses pulled or circuit breakers disconnected.)
- Vehicle keys must be kept with the security team or show management while vehicle is displayed.
- Vehicle may not operate without prior approval of Fire Marshal and must be present the entire time vehicle is running.

Questions? Contact Annette Hicks, ahicks@tffa.com – direct line: (512) 617-4302

— TEXAS FOOD & FUEL ASSOCIATION —

401 West 15th Street, Suite 510 • Austin, Texas 78701 • (512) 476-9547 • fax (512) 477-4239

**SAN ANTONIO FIRE PREVENTION DIVISION
1901 SOUTH ALAMO STREET
SAN ANTONIO, TEXAS 78204
Phone: (210) 207.3695**

Revised May 1, 2020

Fire Regulations for Assembly Occupancies

Seating and Booth Arrangements:

1. A floor plan of the layout for events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 15 days prior to the event.
2. All seating arrangements for events will be in accordance with current edition of the International Fire Code and approved by the Special Events Coordinator. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work hours, weekends or holidays will be at the expense of clients unless instructed otherwise. The after-hours rate is set by the City of San Antonio, check with the Special Events Coordinator for current rate.

Booth Construction, Decorations, and Stage Scenery:

4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

Enclosed and Multiple Story Booths:

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a State of Texas- Professional Engineer's stamp, certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5-pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

Exits and Exit access and discharge:

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times.

Open Flames, Compressed Gases, Explosives and Lasers:

16. The following items may not be used without prior approval of the Fire Marshal.
- A. Use display or storage of LPG (Propane or Butane)
 - B. Flammable Liquids of Gas
 - C. Barbeque Grills
 - D. Straw, sawdust, or wood shavings
 - E. Welding or cutting equipment for demonstration purposes
 - F. Gas fired appliances for demonstrations or cooking purposes
 - G. Salamander stoves for demonstrations or cooking purposes
 - H. Lit candles and lanterns for demonstration purposes
 - I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
 - J. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:

18. Cooking is permitted on a limited basis.
- **A minimum of one (1) 2A10BC fire extinguisher is required in each area where cooking or heating is taking place.**
 - Small electric cook-tops, ovens and skillets will be allowed for warming.
 - When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.
19. Cooking appliances must be placed on non-combustible surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

Electrical Equipment:

21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

Vehicles: This includes all vehicles (e.g.: Cars, Trucks, Semis, Busses, RVs, Boats, Motorcycles, ATVs, Quad Runners, Jet Skis, etc.).

23. Vehicles. Liquid-fueled or gaseous-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:
- Batteries are disconnected except where the Fire Code Official requires that the batteries remain connected to maintain safety features.
 - Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least).
 - Fuel tanks and fill openings are closed and sealed to prevent tampering.
 - Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.
(2018 IFC, Section 314.4)
- A. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
 - B. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal's approval
 - C. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
 - D. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.

24. No vehicle shall be parked in designated fire lanes.

25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

Tents

26. **Approval Required.** Tents and membrane structures used for assembly purposes having an occupant load over 50, and all other occupancies having an area in excess of 1200 square feet shall not be erected, operate or maintained for any purpose without first obtaining a permit and approval from the fire code official. (2018 IFC Amendments, Section 3103.2)
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 15 days prior to event for approval.

Hazardous Materials:

28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

General Regulations:

31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a "NO SMOKING" sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2018 IFC, Sections 901.6.1)
37. Every room or space that is assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2018 IFC, Section 1004.9)
38. In accordance with the International Fire Code "When, in the opinion of the *fire code official*, it is essential for public safety in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and *approved*. Fire watch personnel shall comply with Sections 403.12.1.1 and 403.12.1.2 (2018 IFC, Section 403.1)

NOTICE:

If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.

FEE SCHEDULE:

Overtime rate for Fire Marshal/Inspector as of October 1, 2012

\$82.40/hr

Overtime is charged after 5:00 pm weekdays, weekends and holidays.

Overtime carries a minimum of 2 hours per occurrence.

PYROTECHNIC DISPLAYS:

All pyrotechnic (fireworks) displays require a permit. Size and type of pyrotechnic display will determine whether one or two inspectors will be required to be on site.

1.3 Pyrotechnic Display	2 Inspectors	\$82.40/hr (2 hr minimum)
1.4 Pyrotechnic Display	1 Inspector	\$82.40/hr (2 hr minimum)
Hazing	1 Inspector	\$82.40/hr (2 hr minimum)

OTHER INSPECTIONS:

Vehicle checks: Vehicles will be inspected ***PRIOR*** to entering building at every event.

Vehicles arriving after hours, on weekends or on holidays will be inspected at Overtime rate as outlined above.

FLOOR PLAN REVIEW:

Effective October 1, 2008, Ordinance No. 2008-09-11-0777G established a fee schedule for Special Events:

For plan review and inspections involving floor plans greater than five thousand (5,000) square feet but less than or equal to fifteen thousand (15,000) square feet...\$275.00 + 3% tech fee for a total of \$283.25

For plan review and inspections involving floor plans exceeding fifteen thousand (15,000) square feet ... \$425.00 + 3% tech fee for a total of \$ 437.75.

No plan submittal or Assembly Fee required for floor plans less than 5,000 square feet.

TROPICAL FOLIAGE RENTALS

10305 HARVEST ROAD
 DALLAS, TEXAS 75217
 214-243-9290
 CALVINTFR@YAHOO.COM



ORDERING DEADLINE DATE: Three weeks prior to move-in

FLOWERING & GREEN PLANTS (Rental)	UNIT PRICE	QTY	TOTAL
Mum [] Yellow [] White [] Lavender	\$35.00		
Kalanchoe [] Red [] Pink [] Orange [] Yellow	\$35.00		
Azalea [] Red [] Pink [] White	\$50.00		
Bromeliad [] Red [] Yellow [] Orange	\$50.00		
[] Large Fern [] Large Ivy	\$50.00		
[] Small Fern [] Small Ivy [] Table Top Green Plant	\$35.00		
2 ft. Green Plant	\$50.00		
3 ft. Green Plant	\$55.00		
4 ft. Green Plant	\$65.00		
5 ft. Green Plant	\$75.00		
6 ft. Green Plant	\$85.00		
7 ft. Green Plant or taller	\$17.00 per ft		
Container Selection: [] Black [] White	No charge		
CUSTOM FLORAL ARRANGEMENTS	UNIT PRICE	QTY	TOTAL
Small (12") [] Seasonal Only	\$70.00		
Medium (18") [] Seasonal [] Tropical	\$90.00		
Custom Arrangement	Quoted		
Orchids available on request	Quoted		
Special Request?			

DESIGNER SERVICE:	Subtotal	
Meet us at our booth for consultation. Date _____ Time _____	Add 10% Delivery Fee	
Contact Name: _____	TOTAL	

PAYMENT AND CANCELLATION POLICY: Payment must accompany order via credit card or check. On-site orders must be paid-in-full prior to delivery. Rental Plants cancelled 5 days prior to move-in will be refunded at 100%. Rental Plants and Floral Arrangements cancelled after move-in begins will not receive a refund. Adjustments cannot be made after the show closes.

RENTAL POLICY: Rental prices include delivery & pickup, container, and maintenance. Rental plants and containers remain the property of Convention Foliage Unlimited. Missing or damaged rental items will be charged to the exhibitor at twice the unit price. All prices are for the entire show. Substitutions may be necessary due to seasonal or geographical availability. Consult us for items not listed.

COMPANY NAME _____ BOOTH # _____

ADDRESS _____
(Street) (City) (State) (Zipcode)

ORDERED BY _____ E-MAIL _____

PHONE _____ CELL _____

Payment: [] Visa [] MC [] AmEx [] Discover [] Check (Payable to Convention Foliage Unltd. in US funds drawn on US bank)

CARD # _____ Security Code _____ Exp. Date _____

CREDIT CARD BILLING ADDRESS
 (If different from above) _____
(Street) (City) (State) (Zipcode)


Print Cardholder Name _____ Signature _____

FLORAL ORDER FORM



2024  SOUTHWEST FUEL &
CONVENIENCE EXPO

JUNE 25-27 • GRAND HYATT SAN ANTONIO & HENRY B. GONZALEZ CONVENTION CENTER • SAN ANTONIO, TX



EXHIBITORPACK

HENRY B. GONZÁLEZ CONVENTION CENTER
SAN ANTONIO, TEXAS

Email all catering orders to Daniel Lopez at dalopez@therkgroup.com



THE RK CULINARY GROUP

****ORDERS MUST BE RECEIVED AND SECURED WITH A CREDIT CARD TWO WEEKS PRIOR TO THE START OF THE SHOW, OR A \$250.00 LATE FEE WILL BE APPLIED.*

Welcome

On behalf of The RK Culinary Group, we welcome you to the dynamic Henry B. González Convention Center and the amazing city of San Antonio. Prepare to discover an incredible diversity of contemporary attractions, historic landmarks and virtually non-stop entertainment—all matched by our equally amazing options for award-winning cuisine!

The RK Culinary Group, the largest privately held culinary group in San Antonio, represents the talents of our city's finest catering professionals with over 70 years of renowned experience.

Our dedication to the most inspired selections, locally sourced whenever possible for authentic preparation and freshest flavor, matched by the highest standards of service make every event a success from start to finish.

Whatever your taste, event theme, or dietary requests, we have the perfect menu and ideal solutions to fit the occasion for any number of

guests. Quality preparation, exacting attention to every detail and presentation, and sensational cuisine has raised the bar for event dining that surpasses all others.

The distinguished professionals who comprise The RK Culinary Group understand what it takes to make great food—so please explore our extensive menu opportunities and let us know if you have any special needs or event considerations that require customized meal selections.

Our entire team is here to help and ensure your visit to the Henry B. González Convention Center is bold, bright, and the most beautiful experience on every level. We look forward to serving you soon!

POLICIES AND PROCEDURES

THE RK CULINARY GROUP (RKIII), LLC

EXHIBITOR FOOD SERVICE

Please advise if a table is needed for service as well as the show colors so we can dress the table properly.

All prices quoted are subject to a 22% service charge and applicable sales tax.

***Orders must be received and secured with a credit card two weeks prior to the start of the show, or a \$250.00 late fee will be applied.

Your credit card will be charged 72 hours prior to the start of your service for the total estimated amount plus a \$200.00 deposit.

All additional charges will be charged to the credit card on file.

A final invoice and receipt will be sent at the conclusion of the show.

We accept: Visa, Master Card, American Express or check made payable to:
The RK Culinary Group, LLC

A Copy of the credit card and driver's license must accompany the Credit Card Authorization Form.

Please note when requesting specialty items, The RK Culinary Group will order and bill exhibitor for the exact amount requested.

All electrical needs must be arranged through **the show's electrician.**

HENRY B. GONZÁLEZ CONVENTION CENTER

EXHIBITOR SAMPLE & FOOD PROMOTION GUIDELINES

Exhibitors are permitted to use their own serving vessels (buckets, cups, bags) displaying their logo.

In the event that The RK Culinary Group cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. González Convention Center must grant permission to bring in the specific product.

Distribution of individual pieces of hard candy or chocolate mints from any source is permitted.

Exhibitors may provide 2 ounces, or less, food product samples of their individual brand name products.

Exhibitors may provide 4 ounces, or less, non-alcoholic beverage samples of their individual brand name products.

Exhibitors may provide full-size food or non-alcoholic beverage samples of their individual brand name products. Corking fees will apply.

Any exhibitor wanting to distribute alcoholic beverages must first receive permission from **the show's** management at least one week prior to the event. The Off Duty Police Office must be notified. It is up to their discretion whether or not an officer will need to be present. All product must be provided through the RK Culinary Group.

Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.

EXHIBITOR SERVICES

FEES

BOOTH DELIVERY

\$30 | DELIVERY

RECEIVING & STORAGE FEE

\$250 | DAY

CHINA FLATWARE

\$3.00 | PERSON

ICE

\$15 | 10 LBS

ATTENDANT FEE

\$150 | MINIMUM, FOR A 5-HOUR CONSECUTIVE PERIOD

\$30 | EACH ADDITIONAL HOUR

(SEE PAGE 8 FOR BARTENDER FEES)

BEVERAGES

COFFEE

Regular and Decaffeinated

\$74.00 | GALLON

ASSORTED HOT HERBAL TEA

\$74.00 | GALLON

ICED TEA

\$56.00 | GALLON

HOT COCOA

\$74.00 | GALLON

SODAS

\$4.50 | CAN

LEMONADE

\$56.00 | GALLON

AGUA FRESCAS

\$62.00 | GALLON

FRUIT INFUSED WATER

Prickly Pear-Hibiscus

Watermelon-Mint

Pineapple-Strawberry

\$62.00 | GALLON

BOTTLED WATER

\$4.50 | BOTTLE

SELF SERVE WATER UNIT

\$89.00 | DAY

Spring Water

\$42.00 | 5 GALLON BOTTLE

ALL BEVERAGE SERVICES INCLUDE
8 OZ. CUPS AND COCKTAIL NAPKINS.

ONE GALLON EQUALS APPROXIMATELY 18-20 SERVINGS

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

MACHINE RENTAL

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.



STARBUCKS COFFEE & HOT TEA SET-UP

Service includes Starbucks Coffee, Decaf Coffee, Tazo Tea Bags, sleeves, cups, sugar, creamers, stirs. (Flavored Syrups are an additional cost.)

BOOTH FLOOR SPACE REQUIREMENTS: 4'10" L x 2'5" W x 2'10" H
POWER REQUIREMENTS: NO POWER IS NEEDED

\$300.00 | SET UP FEE

COFFEE, DECAF & HOT TEA, CUP SIZE: 12 OZ STARBUCKS CUPS WITH LID & SLEEVES

\$100.00 | GALLON

MARGARITA MACHINE

Service includes 8 oz. disposable cups, cocktail napkins, margarita salt, stirrers, and fresh cut lime.

MACHINE HOLDS UP TO TWO (2) FLAVORS
BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W
POWER REQUIREMENTS: 120 VOLTS

\$550.00 | DAY

Margarita Mix Flavors

Classic Margarita, Strawberry, Mango, and Watermelon

MINIMUM OF 3 GALLONS PER ORDER

\$130.00 | GALLON

SMOOTHIE MACHINE

Service includes 8 oz. disposable cups, cocktail napkins.

MACHINE HOLDS UP TO TWO (2) FLAVORS
BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W
POWER REQUIREMENTS: 120 VOLTS

\$450.00 | DAY

Smoothie Flavors

Peach, Strawberry, Mango, Strawberry-Banana

MINIMUM OF 3 GALLONS PER ORDER

\$110.00 | GALLON

ANTIQUE POPCORN CART

Service includes bags and cocktail napkins.

BOOTH FLOOR SPACE REQUIREMENTS: 24" L x 40" W
POWER REQUIREMENTS: 120 VOLTS

\$550.00 | DAY

Popcorn

One case contains 24 packages.

Approximately 15-18 servings per package.

\$250.00 | CASE

COOKIE BAKING OVEN

Service includes disposable napkins and plates.

BOOTH COUNTER SPACE REQUIREMENTS: 21" L x 20" W
POWER REQUIREMENTS: 120 VOLTS; 15 AMPS

\$550.00 | DAY

Cookie Options

Chocolate Chip, Oatmeal Raisin, Sugar

\$47.00 | DOZEN



STARBUCKS ICED TEA SET-UP

Service includes 3 Types of Tea, Passion, Zen, Black Tea, Clear Cups with Lids, Sugar, Classic Syrup, Napkins and Ice.

BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W
POWER REQUIREMENTS: NO POWER IS NEEDED

\$300.00 | SET UP FEE

Syrups

Classic and raspberry are included

CUP SIZE: 16 OZ STARBUCKS CLEAR CUPS WITH LID

\$100.00 | GALLON

ALL MACHINES REQUIRE AN ATTENDANT
SEE PAGE 4 FOR ATTENDANT FEES

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

MACHINE RENTAL (CONT.)

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.

FREEZER

BOOTH FLOOR SPACE REQUIREMENTS: 59" L x 26" W | 25" L x 50" W
POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET

\$300.00 | DAY

Ice Cream Bars

\$6.00 | EACH

ITALIAN ICE CART RENTAL

BOOTH FLOOR SPACE REQUIREMENTS: 25" L x 33" W
POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET

\$550.00 | DAY

Italian Ice Flavors

Mango, Watermelon, Strawberry, Lime

MINIMUM ORDER OF 100 SERVINGS

\$5.00 | 4OZ SERVING



YOGURT MACHINE

Service includes full hopper of two flavors, cups, spoons and various toppings.

BOOTH FLOOR SPACE REQUIREMENTS: MACHINE IS 15 SQUARE FEET

POWER REQUIREMENTS: 220 VOLT / 30 AMP

\$1600.00 | INITIAL SET UP FEE

\$500 | ADDITIONAL DAY FEE

Additional Gallons of Yogurt

\$1050.00 | GALLON (220 Servings)



OJ MACHINE

Service includes cups, lids, straws, napkins.

BOOTH FLOOR SPACE REQUIREMENTS: 70"H X 27"L X 21" W

POWER REQUIREMENTS: 120 VOLTS

\$450.00 | DAY

Case of Oranges - makes (20-25) 4 oz cups

\$125.00 | CASE

*Prosecco (*Requires Bartender)*

\$35.00 | BOTTLE

MINIMUM ORDER OF SIX (6) BOTTLES

TABLE TOP ESPRESSO MACHINE

Service includes 12 oz. disposable coffee cups, lids, stir sticks, assorted sugars, creamer, milk.

BOOTH COUNTER SPACE REQUIREMENTS: 21" L x 17" W

POWER REQUIRED: TWO-WIRE GROUNDED SERVICE | 220 VOLTS: 30 AMPS | (L1, L2, G) | NEMA L6-30P RECEPTACLE REQUIRED

\$800.00 | DAY

Espresso Beverage Options

Americano, Cappuccino, Caramel Macchiato, Latte, Mocha

5 flavored syrups included

MINIMUM OF 250 BEVERAGES SERVED

\$6.00 | BEVERAGE

PRETZEL WARMER

Service includes disposable napkins and plates.

BOOTH COUNTER SPACE REQUIREMENTS: 20" L X 19" W POWER REQUIREMENTS: 120 VOLTS

\$550.00 | DAY

Soft Pretzel

\$54.00 | DOZEN

ALL MACHINES REQUIRE AN ATTENDANT

SEE PAGE 4 FOR ATTENDANT FEES

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

BAKERY ITEMS

BAKERY FRESH COOKIES

\$47.00 | DOZEN

ASSORTED PASTRIES

Cinnamon Rolls, Danish, Donuts

\$53.00 | DOZEN

PECAN BROWNIES AND BLONDIES

\$51.00 | DOZEN

ASSORTED MINICUPCAKES

\$54.00 | DOZEN

PIE TIME

Mini and Classic Pies

Includes: Seasonal Fruit, Chocolate Pies

\$11.00 | SERVING

HORS D'OEUVRES

INDIVIDUAL VEGGIE CRUDITÉ SHOOTERS

Ranch Dressing, Blue Cheese Dressing

\$6.50 | EACH

CHIPS AND SALSA

Corn Tortilla Crisps, Roasted Salsa, Green Salsa, Pico de Gallo

\$9.00 | PERSON

PICNIC CHEESES AND CRACKERS DISPLAY

Domestic Cheeses, Crackers, Breadsticks, Green Grapes

\$9.00 | PERSON

RK'S JALAPEÑO CHICKEN BITES

\$6.50 | EACH

PULLED BEEF SHORTRIB EMPANADAS

\$6.50 | EACH

Additional Options Available Upon Request

SERVICE INCLUDES 6" DISPOSABLE PLATES AND COCKTAIL NAPKINS

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

BAR

TEXAS WINE TASTING EXPERIENCE BECKER VINEYARDS

Becker Cabernet Sauvignon Reserve

Becker Chardonnay

Becker Viognier Reserve

Becker Tempranillo

BARTENDER REQUIRED

MUST ORDER ALL (4) FOUR VARIETALS;

MINIMUM OF (2) TWO BOTTLES OF EACH VARIETAL

\$35 | BOTTLE

SAN ANTONIO BEER TASTING EXPERIENCE

BARTENDER REQUIRED

We recommend ordering (3) varietals of Local San Antonio Beer for a tasting. Please work with your AE to determine what is currently available. Most common brands are: Alamo Beer Company, Ranger Creek and Weathered Souls.

WHISKEY TASTING

\$2000 | WHISKEY EXPERT AND SET UP

Bourbon Whiskey

Angel's Envy

\$160 | BOTTLE

Buffalo Trace

\$160 | BOTTLE

Texas Bourbon

Garrison Bros

\$200 | BOTTLE

Scotch Whiskey

Glenmorangie Quinta Ruban - 12 year

\$250 | BOTTLE

Irish Whiskey

Red Breast - 12 year

\$250 | BOTTLE

NOTE: Prices for alcohol subject to change based on availability

LIQUID NITROGEN COCKTAIL & ICE CREAM BAR

Frozen Cocktail and/or Ice Cream Bar Package Includes:

Trained and licensed staff

LED bar and podium with ability to match company colors (LED only)

Disposable cups, spoons, and napkins

Up to two (2) flavors

Ask About Our Special Package Pricing

ALCOHOL MUST BE PURCHASED FROM THE RK CULINARY GROUP

Flavor Options

Simply Lime Margarita, Chocolate Whiskey Ice Cream Cocktail, Peach Bellini, Sinfully Scotch Ice Cream Cocktail, Cranberry Cocktail, Strawberry Margarita, Amaretto Freeze, Piña Colada, or White Russian Ice Cream Cocktail

HOSTED BAR IN YOUR BOOTH

Premium Cocktails | \$9.00 each

House Cocktails | \$8.50 each

Wine by the Glass | \$8.50 each

Imported Beer and Microbrew | \$7.50 each

Domestic Beer | \$7.00 each

Sodas and Bottled Water | \$4.00 each

BARTENDER REQUIRED

BARTENDER FEES

\$150++ per bartender for a 2-hr period

\$225++ per bartender for a 3-hr period

\$300++ per bartender for a 4-hour period

(*) If your event falls into ½ hr. increments, the bartender fees will be rounded up to the next full hour charge.

NOTE: For Hosted Bars, we do recommend that you pre-determine either a budget for your bar or a maximum number of drinks to be served. Your bartender can check in with you as you get close to your maximum number. This will help ensure that your bar bill does not exceed your overall budget.



EXAMPLE OF WHISKEY TASTING BOOTH

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR ORDER FORM &

CREDIT CARD AUTHORIZATION



PLEASE RETURN THIS ORDER FORM & CREDIT CARD AUTHORIZATION FORM TO:

210.225.4535 | FAX 210.270.8260

THE RK CULINARY GROUP

Trade Show Name:			Show Dates:				
Location of Exhibits:		Booth Number:			Booth Name:		
Company Name:			On-Site Contact: [AUTHORIZED SIGNEE]				
Phone #:		Phone #:					
Cell #:		Cell #:					
Fax #:		Fax #:					
Email #:							
Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total
Sign for Authorization: _____						Sub Total:	
						22% Service Charge:	
						8.25% Sales Tax:	
						Additional Deposit: \$200.00	
						Grand Total:	

PLEASE REMEMBER:

*** ORDERS MUST BE RECEIVED AND SECURED WITH A CREDIT CARD TWO WEEKS PRIOR TO THE START OF THE SHOW, OR A \$250.00 LATE FEE WILL BE APPLIED.

ANY ADDITIONAL ORDERS WILL BE BILLED TO CREDIT CARD BELOW



CREDIT CARD AUTHORIZATION FORM
THE RK CULINARY GROUP
900 E. MARKET ST SAN ANTONIO, TX 78205
Phone: 210-225-4535 | Fax: 210-270-8260

Please fill out the following information and fax or e-mail back allowing us to process your credit card payment request. Please fill out all areas of the form. The charge will appear from The RK Culinary Group for any of the services you may receive. Please note there will be a 4% convenience fee applied to your credit card charge.

I, _____ (client) hereby authorize The RK Culinary Group to charge my credit card as indicated on this form **and use for any outstanding balances due to the company.**

CARDHOLDER INFORMATION:

Name as it appears on card: _____

Credit Card Stmt. Address: _____
Street / City / State / Zip Code

Phone Number: _____ (including area code)

Cardholder Signature: _____

Email Address for receipt verification: _____

CREDIT CARD INFORMATION:

VISA _____ MASTERCARD _____ AMX _____ DISCOVER _____

Credit Card Number: _____

Expiration Date: _____ CVV2 Security Code: _____

Amount to be charge: _____

EVENT INFORMATION:

Event Order # _____ Date of Event: _____

Event Name: _____ Location: _____

Name to be Billed (invoiced): _____

Billing Address: _____
Street / City / State / Zip Code

Food and Beverage Sampling/ Cooking Request Form

Exhibitor/Company Contact Information		
Event Name: Southwest Fuel & Convenience Expo	In Date:	Out Date:
Company Name:	Booth #:	
Contact Name:	Cell #:	
Email:		
Address:	Suite #:	
City:	State:	Zip:

Sampling Information
<p>Sampling Requests are reviewed by Show Management based on the following criteria:</p> <ul style="list-style-type: none"> Sample products must be (1) manufactured or sold by the booth vendor, (2) must conform to our approved sample size and (3) be sampled within the booth area only. Distribution of individual pieces of hard candy or chocolate mints from any source is permitted. Exhibitors may provide 2 ounces, or less, food product samples of their individual brand name products. Exhibitors may provide 4 ounces, or less, non-alcoholic beverage samples of their individual brand name products. Exhibitors may provide full-size food or non-alcoholic beverage samples of their individual brand name products. <p><u>Corking fees will apply.</u></p> <ul style="list-style-type: none"> Any exhibitor wanting to distribute alcoholic beverages must first receive permission from show management at least (3) three weeks prior to the event. All products must be provided through the RK Culinary Group. Contact Daniel Lopez at (210) 225-4535 ext. 108 or dalopez@therkgroup.com.

Items to be Sampled	
Sample Description	Serving Method (i.e. beverage, sterno, fryer, oven, etc.)

- A minimum of one (1) 2A10BC fire extinguisher is required in each area where cooking or heating is taking place.*
- Small electric cook-tops, ovens and skillets will be allowed for warming.*
- When deep fat fryers are permitted, a Class K fire extinguisher **must be provided** in the booth.*
- Cooking appliances must be placed on non-combustibles surface materials and may not be located within (2) two feet of any combustible materials.*
- All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned. The Association will provide a grease barrel by the wash area.*

Food and Beverage Sampling/ Cooking Request Form

City of San Antonio Fire Regulations

The following items may not be used without prior approval of the Fire Marshal:

- Use display or storage of LPG (Propane or Butane)
- Flammable Liquids of Gas
- Barbeque Grills
- Straw, sawdust, or wood shavings
- Welding or cutting equipment for demonstration purposes
- Gas fired appliances for demonstrations or cooking purposes
- Salamander stoves for demonstrations or cooking purposes
- Lit candles and lanterns for demonstration purposes
- No Class B or C Fireworks of any type are allowed without a permit issues by the Fire Marshal’s office
- Hazers/Fog Machines

The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

- The Association will provide a Wash Area and Grease Container located by the Service Center.
- Contact Annette Hicks, (512) 617-4302 or ahicks@tffa.com if you need to store food day or overnight in a refrigerator. The Association will arrange refrigeration through The RK Group.

Signature Below Acknowledging Requirements:	Date

This form must be completed and submitted by Friday, May 3, 2024 to: Annette Hicks, CMP, Texas Food & Fuel Association, 401 West 15th Street, Suite 510, Austin, TX 78701 or ahicks@tffa.com.
Questions? Contact Annette Hicks at (512) 617-4302



HENRY B. GONZALEZ CONVENTION CENTER

237 TOWER OF THE AMERICAS WAY
SAN ANTONIO, TX 78205



USE WEST LOADING DOCK FOR HALL 3



WEST LOADING DOCK ENTRANCE