



AVLS 2021

Gaylord Rockies Resort & Convention Center

Aurora Exhibit Hall 1

Aurora, CO

October 7-10, 2021



Introducing



Trade Show Planning: Your Road Map to Success

NO EXHIBITOR LEFT BEHIND is more than a motto—it's our pledge to you. Our new Exhibitor Success Kit is one of many tools we've created to guarantee you have a smooth, positive experience. Whether you're exhibiting for the first time or an experienced exhibitor, this easy-to-use kit guides you through the steps of planning a successful event from start to finish.

“easy-to-use kit”

From decorating and setting up your booth to ordering key services, the kit provides all the product and service information, links, dates, and order forms you'll need. It even offers the convenience of shopping online and ordering our services 24/7. Our goal is to simplify the process and deliver the unexpected while you remain focused on the show.

Speak To Our Team

If you have questions or need to discuss any display or graphics needs, contact your project manager at 407-292-0025 or eventservices@ags-expo.com

Table of Contents

Conference Information

Guidelines for Display.....	5
-----------------------------	---

Official Contractor

A Safe Return to Events - Our Commitment.....	10
Turn-Key Marketing for Exhibitors	11
Official Show Information	12
Official Service Contractors & Exhibitor Appointed Contractors	14
Recap of Services	15
Method of Payment Form	16
Payment Terms and Conditions	17
Third-Party Billing Agreement.....	19
Notification of Intent to use Non-official Service Contractors	20
Example Certificate of Insurance	21
Labor Rules & Regulations	22

Standard Furnishings

Carpet Order Form.....	24
Table Order Form	25
Seating & Accessories Order Form.....	26
ePed - Charging Table.....	27
Popular Furnishings Brochure	28

Display Solutions

Exhibit Rentals.....	30
Essential Series	31
Elite Series.....	32
Island Booths - Room to Show Off.....	33
Kiosks	34
Display Accessories	35
Banner Stands	36
Graphic File Requirement Guidelines	37

Custom Furnishings

Custom Furnishings Catalog	40
Custom Furnishings Order Form.....	79

Booth Labor & Cleaning

Booth Labor Order Form	89
Outbound Shipping for AGS Supervised Labor Only	90
Booth Cleaning Order Form	91
Booth Layout Form	92

Shipping & Material Handling

Material Handling & Rates.....	94
Special Handling Definitions	98
Reducing Material Handling Costs.....	99
Freight Re-Route Policy	100
Shipping Addresses.....	101
Shipping Labels	102
Material Handling Order Form.....	104
Outbound Bill of Lading/Shipping Label Request	105
Inbound Shipping Information Form	106
Cartload Service Order Form	107
Premium Return Service	108
Terms & Conditions of Contract - Material Handling Services.....	109
ABF Freight.....	114

Ancillary Services

AV Services	117
Electric, Internet & Catering	118
Floral.....	119

Conference Information

Conference Information and Forms

Guidelines for Display5



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021



Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths, and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

AUDIO VISUAL/MUSIC/SOUND

In general, the use of sound or audio visual equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Any devices which project sound must be tuned to conversation level. No amplified audio permitted

BOOTH DESIGNS

Exhibits must be designed, constructed, and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage, with a close off, any unsightly or unused booth materials stored behind booth curtains.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

BOOTH HEIGHT

Standard booth (Illustration A) height is 8 feet. No signage or display features will be permitted above this height unless the booth is a perimeter wall booth (Illustration B) in which case the maximum permitted height is 12 feet. If the booth configuration is a peninsula (Illustration C) and/or island (Illustration D) of four booths or more, then maximum height will be 16 feet.

CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

DEMONSTRATIONS (IN BOOTH)

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment. Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021



Guidelines for Display

4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs, or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product, or packing materials may be left in the aisle during show hours.

HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 16 feet. This means that the top of the hanging sign can be no more than 16 feet off the ground. Hanging Signs and Graphics should be set back 10 feet from adjacent booths and be directly over contracted space only. This will be strictly enforced!

ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY SHOW MANAGEMENT.

MULTI-STORY OR COVERED EXHIBITS

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
3. The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
4. There should be no less than two means of egress from each load-bearing area in a multi-story exhibit or from each occupied area of a covered assembly area.
5. A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times, from the time that the enclosure is completed until the time that the enclosure is dismantled or per the local Fire Marshal regulations.

NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours unless approved by Show Management. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

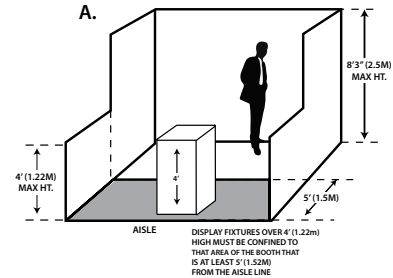
STAFFING

Exhibit space must be staffed throughout ALL show hours.

Guidelines for Display

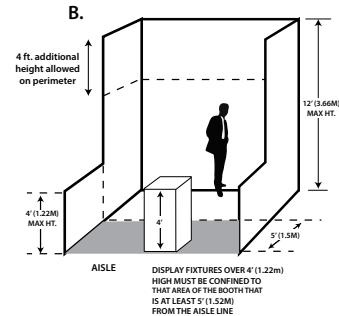
STANDARD BOOTH (ILLUSTRATION A)

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.
- Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's" in the "Furniture & Accessories" form in your Exhibitor Service Manual).



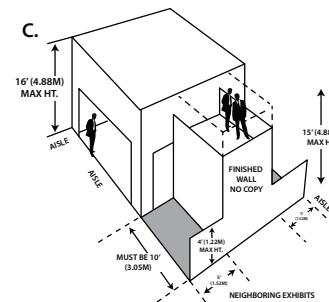
PERIMETER BOOTH (ILLUSTRATION B)

- Maximum Height:** 12' (Drape line is at 8')
- Hanging Signs:** Yes, top can be no more than 12' off the ground. Back wall only.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



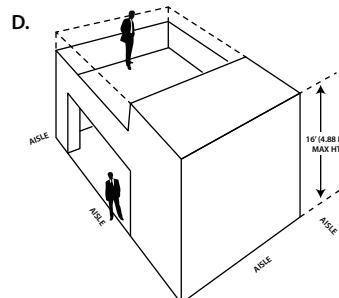
PENINSULA (ILLUSTRATION C)

- Maximum Height:** 16'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



ISLAND (ILLUSTRATION D)

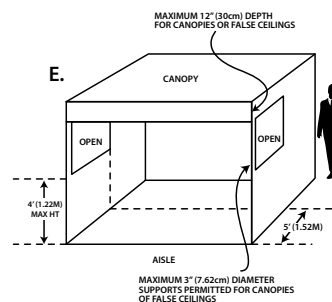
- Maximum Height:** 16'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** Full use of space is permitted.



Guidelines for Display

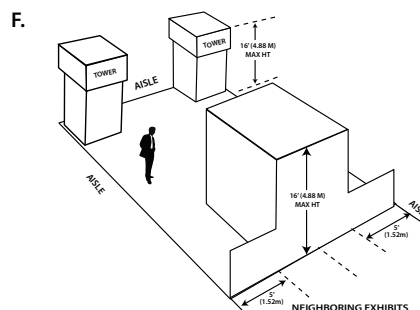
CANOPIES/CEILINGS (ILLUSTRATION E)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Drape:** 16'
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Fire Code:** Must meet with local fire codes and conform to the minimum life safety requirements.



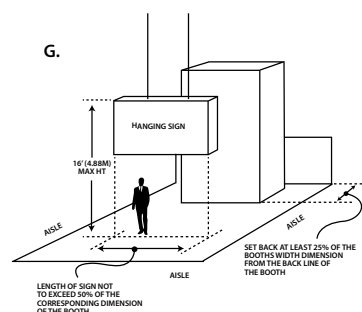
TOWERS (ILLUSTRATION F)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Structural Integrity:** All towers over 12' in height must have blueprints available for inspection, the signature/stamp of a structural engineer, and exhibit company.



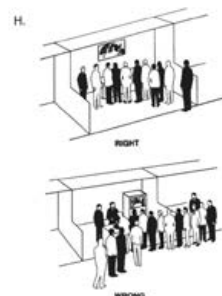
HANGING SIGNS (ILLUSTRATION G)

- Maximum Height:** 16' (to top of sign) Island or Peninsula;
- Maximum Width:** No more than 50% of the total booth length (if placed length-wise). No more than 50% of the total booth width (if placed width-wise).
- Location:** Must be contained within booth. No signs will be allowed on columns, pillars or in aisles.
- Approval:** Must be obtained prior to move-in from Show Management.



DEMONSTRATIONS (ILLUSTRATION H)

- Location:** Must be contained within the booth area so as not to interfere with aisle traffic or neighboring booth space.
- Samples:** Tables must be set back a minimum of 2' from aisle line
- Audio/Visual:** Must be tuned to conversation level
- Safety Precautions:** Hazard barriers must be provided as needed for moving or potentially dangerous machines.



Official Contractor

Event Information and Forms

A Safe Return to Events - Our Commitment	10
Turn-Key Marketing for Exhibitors	11
Official Show Information	12
Official Service Contractors & Exhibitor Appointed Contractors	14
Recap of Services	15
Method of Payment Form	16
Payment Terms and Conditions.....	17
Third-Party Billing Agreement	19
Notification of Intent to use Non-official Service Contractors	20
Example Certificate of Insurance.....	21
Labor Rules & Regulations.....	22

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**

A SAFE RETURN TO EVENTS

AGS Expo Services stands ready to help trade show professionals navigate these challenging times as we all look to get back to events in the safest way possible. We have taken steps to implement protocols recommended by local and national governments and leading health organizations. AGS is committed to health and safety to ensure everyone is comfortable, confident and able to engage and connect while participating in one of our events.



SHOW SITE EFFORTS

Our team is dedicated to ensuring the proper steps are taken to maintain the health and safety of all involved in our events. We have deployed the below protocols as our commitment to a safe return of live events.



Wearing masks from start to finish



Receiving temperature checks daily



Using medical grade 24-hour hand sanitizer



Adhering to social distancing protocols. Signage displayed onsite to identify 6-foot distancing.



Enhanced cleaning efforts, daily cleaning of all communal equipment as well as high-touch event surfaces

SAFETY RESOURCES AND PRODUCTS

[Clean and Safe Events Guide](#) - Essential to moving forward with current events, this Resource Guide is a comprehensive, "live" document capturing our efforts and industry standards

[AGS Display Solutions and Safety Products](#) - AGS has added innovative new items to our full catalog of safety products. All products meet CDC recommended standards for event venues, and are perfect to make your booth stand out.

Questions? Contact Our Event Services Team!
Phone: 407-292-0025 Email: EventServices@ags-expo.com

AGS has partnered with **Y.E.S.** (Yare Event Services) to offer you a mix of marketing packages to help you create pre-event buzz, increase booth traffic, and convert leads into business. All materials are professionally designed and developed by trade show experts using proven designs & methodologies for promoting your exhibitor presence and maximizing ROI. Options for all budgets.

Reach your prospects before, during, & after the show
using the most effective elements of event marketing

- **Postcard Mailers:** Professionally designed mailings featuring event details and your company info, booth number, and specials. Sent to attendees at key times before the event and to your best leads once the event is over.
- **Email Campaigns:** A series of e-blasts to promote your exhibitor presence and target your best prospects before, during and after the event. Effective exhibitor emails require specific elements, which our campaigns execute, including clearly written & formatted content with clean, fresh graphics & design.
- **Social Media:** Eye-catching graphics, posts, and digital ads for Facebook, Twitter & Instagram that drive traffic to your booth and generate pre and post-event buzz for your company.
- **Event Splash Page:** A polished web page that allows you to promote your company, the event, and your exhibit space. Your very own branded website also helps you cultivate pre-show interest in your products, services and specials, track the most promising leads ahead-of-time, and schedule on-site appointments.
- **Print Materials:** Flyers, postcards, invitations, brochures, and promotional materials that will get you noticed on the show floor and increase foot traffic.
- **Effective Messaging:** Exhibit-marketing content is an exact science. We develop messaging that provides the value your prospects want, entices them to your booth, and increases your website traffic.
- **Deployment:** Don't have social media, e-blast capabilities, or time to handle? We can help with set-up and will even deploy on your behalf.

Pick Your Package or Create Your Own



Ready to Get Started?



Call: 646-374-1357 | Email: info@yaregroup.com | Visit: www.yesmarketing.com | PICK YOUR PACKAGE HERE



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Official Show Information

As the Official Service Contractor for the AVLS 2021, AGS Expo Services would like to say welcome!
The information below is only a brief summary of the important times, dates, addresses, and details regarding your event.
More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services

Phone: 407.292.0025

4561 SW 34th Street

Fax: 407.292.4414

Orlando, FL 32811

Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Aurora Exhibit Hall 1

Backwall Drape: Hunter Green (New Horizons Booths) Black (All Other Booths)

Siderail Drape: Hunter Green (New Horizons Booths) Black (All Other Booths)

Exhibit Hall Carpet Color: Not carpeted - Floor covering is mandatory

Aisle Carpet Color: Grey

Booth Equipment

Booth Size: 10' x 10' Standard Booth

Includes: 8' Pipe and Drape

3' Pipe and Drape

ID Sign

Show Schedule

EXHIBITOR MOVE-IN

Wednesday October 6, 2021 9:00 AM - 5:00 PM

EXHIBIT HOURS

Thursday October 7, 2021 12:00 PM - 2:30 PM &
6:00 PM - 7:00 PM

Friday October 8, 2021 12:00 PM - 2:30 PM &
6:00 PM - 7:00 PM

Saturday October 9, 2021 12:00 PM - 2:30 PM

EXHIBITOR MOVE-OUT

Saturday October 9, 2021 2:30 PM - 7:00 PM

Other Details

- Empty crates and cartons will be returned beginning at **2:30 PM on Saturday, October 9th**
- All carriers must check-in no later than **5:30 PM on Saturday, October 9th**
- All exhibitor materials must be removed from the exhibit facility by **7:00 PM on Saturday, October 9th**
- **Freight Re-Route Deadline:**
All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight at **5:31 PM on Saturday, October 9th**
- **Avoid long wait times, order Premium Return service (pg. 108). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!**



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021



AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning, and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company

AVLS 2021

Booth #: _____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o ABF Freight
5871 N Broadway
Denver, CO 80216

Delivery Window

- Deliveries only accepted between 9/6/21 - 9/28/21
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Gaylord Rockies Resort & Convention Center
Aurora Exhibit Hall 1
6700 N Gaylord Rockies Blvd
Aurora, CO 80019

Delivery Window

- Wednesday, October 6, 2021 - 8:00 AM - 5:00 PM
- All booths must be set by 5:00 PM on Wednesday, October 6, 2021

Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - September 21, 2021

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021



Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

Official service contractors are appointed to:

- a. Ensure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.
- d. See that the proper type and limits of insurance are enforced.
- e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

Exceptions are:

- f. Supervision may be provided by the exhibitor.
- g. The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors (EACs)

Exhibitors may employ the service of independent contractors to install and dismantle their exhibit, providing the exhibitor and the installation and dismantle contractor comply with the following requirements:

1. The exhibitor must notify, in writing, show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals, and labor.
4. The EAC must have all business licenses, permits, and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards' restoration of exhibit space to its initial condition, etc.
6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.
7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
9. The EAC shall provide, if requested, evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
10. The EAC must not commit, or allow to be committed by persons in its employment, any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service, and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
12. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021



Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at eventservices@ags-expo.com

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
Event Forms			
Method of Payment			
Notification of Intent to Use Non-official Contractor	9/6/2021		
Appointed Contractors Insurance Certificate	9/6/2021		
Event Services			
Booth Carpeting	9/21/2021		
Furnishings & Accessories			
Standard	9/21/2021		
Custom	9/21/2021		
Display Solutions			
Labor Services			
Labor (Installation & Dismantle)	9/21/2021		
Booth Set-up Diagrams	9/21/2021		
Outbound Shipping Information	9/21/2021		
Forklift Labor	9/21/2021		
Sign Hanging Services	9/21/2021		
Booth Cleaning and Porter Service			
Material Handling Services			
Material Handling - Advance/Direct Freight			
Premium Return Services - Priority Storage Return			
Shipping Method - ABF Freight.			
Ancillary Services			
Electrical/Utilities			
Floral			
Telephone			
Internet			
Audio-Visual & Computer Rentals			

RECAP OF SERVICES

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Email	Signature	

All exhibitors are required to have a credit card on file as a primary method of payment.

Credit Card

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below:

Personal	Company	Third Party	Visa	Master Card	American Express
Acct.#: _____			Exp. Date: _____		
Card Holder Name (Print): _____					
Signature: _____					
Credit Card Billing Address: _____					
City: _____		State: _____		Zip: _____	

Account Option *(please select one)*

Keep this Method of Payment on file for future events **OR** Use for this event only

• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.

Company Check

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in **U.S. currency**.
- Please print show name and booth number.
- Company checks must be received 14 days prior to exhibitor move-in to provide adequate time for processing
- Orders are processed and appropriate discounts (if any) are applied on the date that your payment is received. A copy of your check by email, fax, etc. is not considered payment.

Check Number: _____

Amount Due: _____

Wire Transfers

*If you wish to make a payment via Wire Transfer, please call 407-292-0025,
or email us at eventservices@ags-expo.com,
to obtain bank information and routing identifiers.*

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

METHOD OF PAYMENT FORM



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors, and third parties:

1. By providing a signed copy of a Method of Payment Form and selecting "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy, when identified as such, on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred, will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa, MasterCard, or American Express. All payments must be made in U.S. Funds.
4. AGS may accept Wire or ACH funds transfers to cover open or advance deposit for service. Regardless, a credit card is required on file. All transfers must be noticed to AGS via a trackable letter carrier service (attention to the event, company name, booth number and associated services) and the funds transferred at least ten business days prior to the first day of move-in for the associated event. If transfers are not noticed, and processed without details, AGS cannot guarantee the appropriate payment or credit to account. Fees apply to all transfers both by the processing institution as well as by AGS policy noted on the Method of Payment form. AGS may withhold services where payments are short/deficient due to fees.
5. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account.
6. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.
7. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay an open invoice/statement prior to the close of the show, the charges will automatically be applied to the credit card on file.
8. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
9. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
10. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
11. AGS Expo Services may from time to time audit and adjust accounts after the close of show. No statement or invoice is considered final, whether presented in advance, during, or after an event/project. Please know that some services are actually considered estimates and therefore not calculated for actual payment until after the service is rendered. These services may include, but are not limited to, Labor, Material Handling, Furnishings, and other rental and sale items within the Exhibitor Service Manual or quoted for custom sale/rental. As a result, adjustments/additions to billing may occur. Any balances that arise from an audit will be billed to the method of payment on account, or will be required to be paid in full upon presentation of an invoice/statement if no valid method of payment exists.
12. Payment for all labor, equipment, and services whether ordered by the exhibitor, display builder, non-official/third party contractors, or other parties shall be the ultimate responsibility of the exhibiting company.



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Payment Terms and Conditions

12. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
13. Exhibitor/Third Party shall be responsible for any excise, property, sales, or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event a tax code or levied rate should change after the publishing date of a form and/or prior to fulfillment, your invoice may be adjusted as required by law.
14. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
15. Should a chargeback or dispute occur on payments to orders placed by an exhibitor or their agents, a fee equal to the fees assigned by the merchant processor or bank may be assessed and applied. In the event that a chargeback or dispute resolution is posted in favor of AGS Exposition Services, these fees will be due in addition to any outstanding balances.
16. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
17. AGS Expo Services reserves the right to refuse service to exhibitors with outstanding balances or a history of delinquency or disputes. AGS may require payment of open balances prior to any additional services being rendered or for future orders to be processed. Where a history of delinquency or disputes exists, AGS may, at its discretion, require the payment of services in a particular method.
18. Company checks for ordered services must be received 14 days before move-in. Regardless, a credit card is required on file. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
19. All refunds less than \$35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply. AGS will only issue refunds within 30 days of sending the final invoice. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method in which the service was originally transacted, within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
20. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be sent to the primary email on file during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
21. Once services have been rendered and no issues/complaints have been formally brought (presented in writing via email or written notation on an existing invoice) to the attention of the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
22. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Whereas all general order cancellations may be subject to a fee equal to 50-100% of the total order, where not explicitly defined on the order form. Please see specific forms for cancellation fee details.



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Third-Party Billing Agreement

As an exhibitor electing to use a third-party for my billable services, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions outlined in the Payment Terms and Conditions within this Exhibitor Service Manual. In the event that the named third-party fails to meet the required payment terms, charges will revert back to me, the exhibiting company. **All invoices are due and payable upon receipt, by either party.**

Exhibiting Firm

Exhibitor Company Name:		Booth #:
Exhibitor Contact Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Exhibitor Signature (Required):		

Third-Party

The following items are to be charged to the Third-Party:

All Services OR Furniture/Carpet Material Handling Booth Cleaning Labor

Third-Party Company Name:		
Contact Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Third-Party Payer Signature (Required):		

Third-Party Credit Card Information:

Payment in full must accompany your order. Please note, we will use this authorization to charge your credit/debit card account for all orders noted above, at anytime, including those placed onsite by your representative. These charges may include all services provided by AGS Expo Services including but not limited to material handling, labor, and product orders. For tax-exempt status, within the state of the event, please submit a tax-exempt certificate. **We gladly accept VISA, MasterCard and American Express.**

Credit Card Number:	Exp. Date:	
Card Holder Name (Print):		
Signature:		
Credit Card Billing Address:		
City:	State:	Zip:

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

THIRD-PARTY BILLING AGREEMENT



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Deadline Date
SEPTEMBER 6th
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle, and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

Please provide the following information:

Non-official Contractor Information (PLEASE PRINT OR TYPE)

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

Notification Deadline: **September 6, 2021**

2. Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.
3. All booth personnel must wear proper identification at show site.
4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits a Method of Payment Form and appropriately checks the Third Party box for payment authorization.

Please Note:

- **If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

Deadline Date
SEPTEMBER 6th
Method of payment must accompany your order



ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)		
				06/06/2018		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER		CONTACT NAME: YOUR AGENT'S NAME				
INSURANCE AGENT/BROKER NAME		PHONE (A/C, No, Ext): 555-555-5555		FAX (A/C, No): 555-555-5555		
STREET ADDRESS		E-MAIL ADDRESS: YOUR AGENT'S EMAIL ADDRESS				
CITY, STATE, ZIP		INSURER(S) AFFORDING COVERAGE				
PHONE:		GENERAL LIABILITY INSURER NAME				
		INSURER A: AUTOMOBILE LIABILITY INSURER NAME				
		INSURER B: UMBRELLA LIABILITY INSURER NAME				
		INSURER C: WORKERS' COMP LIABILITY INSURER NAME				
		INSURER D:				
		INSURER E:				
		INSURER F:				
INSURED		NAME OF INSURED. **THIS MUST BE THE LEGAL NAME OF THE CONTRACTING PARTY, THE EXHIBITOR-APPOINTED CONTRACTOR.**				
2.						
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR 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	TYPE OF INSURANCE	ADDITIONAL (BUS, VEH)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	8. LIMITS
	GENERAL LIABILITY					
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000
A		Y Y	POLICY # INSURER A	00/00/0000	00/00/0000	MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY					PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000
B	<input checked="" type="checkbox"/> ALL OWNED AUTOS	Y Y	POLICY # INSURER B	00/00/0000	00/00/0000	BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	UMBRELLA LIAB					EACH OCCURRENCE \$ 2,000,000
C	<input checked="" type="checkbox"/> EXCESS LIAB	Y Y	POLICY # INSURER C	00/00/0000	00/00/0000	AGGREGATE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE					
	DED RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				WC STATUTORY LIMITS OTHER
D	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH)	N/A	POLICY # INSURER D	00/00/0000	00/00/0000	E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						
YOU MUST LIST THE FOLLOWING AS ADDITIONAL INSURED: SHOW MANAGEMENT; SHOW NAME; FACILITY. THESE ENTITIES MUST BE NAMED AS ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS, EXCEPT FOR WORKERS' COMPENSATION. THE INSURANCE PROVIDED FOR THE BENEFIT OF AGS EXPOSITION SERVICE COMPANY INC SHALL BE PRIMARY INSURANCE IN RESPECT TO 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 AGS EXPOSITION SERVICE COMPANY INC SHALL BE EXCESS AND NON-CONTRIBUTORY. THE SHOW DATES ARE: MONTH, DAY (S), YEAR AND IN CITY, STATE. ****EXHIBITING COMPANY NAME****						
4.						
CERTIFICATE HOLDER			CANCELLATION			
5.			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
AGS EXPOSITION SERVICE COMPANY INC 4561 SW 34TH STREET ORLANDO, FL 32811			AUTHORIZED REPRESENTATIVE			
			9.			
			IMA YUR BROKER, CAF, CIC			
			X Signature			
ACORD 25 (2010/05)			© 1988-2010 ACORD CORPORATION. All rights reserved.			
The ACORD name and logo are registered marks of ACORD						

EXAMPLE CERTIFICATE OF INSURANCE

1. **PRODUCER:** Insurance Agent/Broker who issues certificate.
2. **NAME OF INSURED:** This must be the legal name of the contracting party.
3. **TYPES OF INSURANCE:** This must include all types required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual. General Liability and Umbrella Liability must be "OCCURENCE" type.
4. **NAME OF ADDITIONAL INSUREDS:** In this area, you must list Show Management (by name), the Show itself (by name), and the facility (by name) as additional insureds on a primary and non-contributory basis.
5. **CERTIFICATE HOLDER:** AGS Expo Services, Inc. (AGS) MUST be listed as the certificate holder.
6. **POLICY EFFECTIVE DATE:** This date must be prior to or coincidental with the first day of Exhibitor Move-In.
7. **POLICY EXPIRATION DATE:** This date must be on or after the last day of Exhibitor Move-Out.
8. **Limits:** The monetary limits must be the same or greater than what is required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors" form in this Event Services Manual.
9. **AUTHORIZED REPRESENTATIVE:** This form must be signed (not stamped) by an authorized representative of the producer of the certificate.



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Labor Rules & Regulations

Colorado Union Labor Requirements

Convention, Display, Trade Show Labor Conditions:

All decorating, display, drayage, theatrical, rigging, production, audio visual, commercial presentations as well as all material handling for conventions, trade shows, promotional displays, and consumer shows are performed by the Denver Theatrical Stage Employees Union, IATSE, Local No. 7.

Display and Exhibit Work - Installation, Dismantling and Decorating:

Full time employees of an exhibiting firm may install and dismantle their own respective company display*, if such work can be completed in less than sixty minutes and without the use of mechanized tools.

Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by AGS Expo Services or by any other contractor signatory to the IATSE, Local 7 labor agreement.

(*Product display and placement is not included in these work rules and is the exclusive right of full time employees of an exhibiting firm.)

Show/Job Site Drayage:

Exhibitors may handle their own hand-carried materials in and out. Any material requiring the use of equipment for delivery, i.e., dollies, fork lifts, will be handled by labor through IATSE, Local No. 7. Equipment and labor is arranged through AGS Expo Services.

Dock Space:

Dock space is limited and it is under the control and authority of AGS Expo Services.

Denver Theatrical Stage Employee's Union
IATSE, Local No. 7
1475 Curtis Street
Denver, CO 80202
Business Agent
Office: (303) 534-2423
Fax: (303) 534-0216
Revised: 5-06-06/dcw

Standard Furnishings

Catalog and Order Forms

Carpet Order Form 24

Table Order Form 25

Seating & Accessories Order Form 26

ePed - Charging Table 27

Popular Furnishings Brochure 28



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Standard Carpet

In-line Booth			
Check One	Booth Size	Discount Price	Standard Price
<input type="checkbox"/>	10'x10'	\$265.37	\$331.71
<input type="checkbox"/>	10'x20'	\$530.74	\$663.43
<input type="checkbox"/>	10'x30'	\$796.11	\$995.14
<input type="checkbox"/>	10'x40'	\$1,061.48	\$1,326.85

Island Booth				
Booth Dimensions		Total Area	Discount Price	Standard Price
20x20 Min.				
<input type="text"/>	x <input type="text"/>	= <input type="text"/>	\$4.33/sq.ft.	\$5.41/sq.ft.
• Please note that all carpet is 10 ft wide and is installed accordingly				

Please Choose Your Carpet Color (check appropriate box below):

☐ Blue
 ☐ Red
 ☐ Gray
 ☐ Black
 ☐ Burgundy
 ☐ Purple
 ☐ Hunter Green
 ☐ Teal

Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
<input type="text"/>	x <input type="text"/>	= <input type="text"/> sq.ft. x	\$6.15/sq.ft.	\$7.68/sq.ft.	= \$

Please Choose Your Carpet Color (check appropriate box below):

☐ Cherry Red
 ☐ Onyx Black
 ☐ Charcoal
 ☐ Imperial Blue
 ☐ French Beige
 ☐ Emerald
 ☐ Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

Additional Items

All items are available with standard, custom cut, or plush carpets.

Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
1/2" Foam Padding	<input type="checkbox"/> x <input type="checkbox"/>	= <input type="text"/> sq.ft. x	\$2.05 /sq.ft.	\$2.56 /sq.ft.	= \$
1" Foam Padding	<input type="checkbox"/> x <input type="checkbox"/>	= <input type="text"/> sq.ft. x	\$4.02 /sq.ft.	\$5.02 /sq.ft.	= \$
Visqueen	<input type="checkbox"/> x <input type="checkbox"/>	= <input type="text"/> sq.ft. x	\$1.25/sq.ft.	\$1.56/sq.ft.	= \$
Carpet Tape	<input type="checkbox"/> x <input type="checkbox"/>	= <input type="text"/> sq.ft. x	\$2.42 /ft.	\$3.02 /ft.	= \$

Please Note:

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal, and are based on exhibit space dimensions.
- To order cleaning services, complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

Cancellation Policy: Standard Island, Plush booth carpet cancelled after being cut or installed will be charged 100%. Standard in-line carpet and all additional items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. All specialty custom flooring orders, including vinyl flooring and custom color requests, will be subject to a 100% cancellation fee if cancelled after the discount deadline.

Total Order

Subtotal: \$ _____

Sales Tax (8.50%): \$ _____

Total: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

CARPET ORDER FORM



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$155.09	\$196.18
	4' Table - 42" high	\$187.25	\$234.00
	6' Table - 30" high	\$203.54	\$254.60
	6' Table - 42" high	\$233.00	\$395.00
	8' Table - 30" high	\$221.35	\$276.69
	8' Table - 42" high	\$264.25	\$330.25

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$105.60	\$132.00
	4' Table - 42" high	\$119.80	\$149.80
	6' Table - 30" high	\$136.40	\$170.60
	6' Table - 42" high	\$149.80	\$187.20
	8' Table - 30" high	\$163.20	\$199.10
	8' Table - 42" high	\$172.20	\$215.20

Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$68.83	\$85.57
	6'L x 8"W x 8"H	\$110.04	\$143.05
	8'L x 8"W x 8"H	\$137.83	\$179.21

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$99.25	\$124.06
	4th Side Skirted 42"h	\$99.25	\$124.06

STEP 2 – Select Skirt Color

Blue Teal Hunter Green Red Black Purple White Gray Burgundy Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.



Table with Skirt



Table with Riser & Skirt

CANCELLATION POLICY: Table orders cancelled during or after show move in, including change order requests, will receive a 50% refund of original price.

Total Order

Subtotal: \$ _____
Sales Tax (8.50%): \$ _____
Total: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$148.18	\$169.72
	Padded Side Chair	\$118.26	\$223.34
	Padded Stool	\$177.60	\$197.60

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	\$637.97	\$803.84
	Display Case (6'x36" full view)	\$870.91	\$1,097.34
	Vert. Display Case (6' - 5 shelf)	\$883.11	\$1,112.75
	Ticket Tumbler	\$136.49	\$205.19
	Tack Board (vert. or hori.)	\$267.84	\$347.16
	Grid Panel (per meter)	\$219.59	\$263.71
	Chrome Sign Holder 22"x28"	\$109.55	\$153.35
	Literature Rack	\$221.25	\$280.00
	Easel	\$70.20	\$105.31
	Bag Rack	\$115.73	\$139.09
	Garment Rack	\$115.73	\$139.09
	Clothes Tree	\$115.73	\$139.09
	Fishbowl	\$18.90	\$23.83

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	\$96.74	\$130.59
	Belt Barriers	\$136.00	\$169.50
	Black Velour Rope (8' sections)	\$53.09	\$71.66

Specialty Tables			
Qty	Item	Discount	Standard
	Pedestal Table 30"Dx30"H	\$246.48	\$323.66
	Pedestal Table 30"Dx40"H	\$262.59	\$308.25
	ePed - Charging Table, Powered ⚡	\$310.00	\$403.00
	Lighted Pedestal Table ⚡	\$275.00	\$357.50

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$29.67	\$40.06
	Shrink Wrap (per roll)	N/A	\$111.27
	Banding (per foot)	N/A	\$5.23
	Velcro (per foot)	N/A	\$3.33
	Clear Packing Tape (roll)	N/A	\$22.06
	Drape Hardware/Bases & Poles	\$13.65	\$24.30

Specialty Drape (Show management approval)			
Qty	Item	Discount	Standard
	8' Drape (per foot, 10' min per order)	\$11.25	\$14.94
	3' Drape (per foot, 10' min per order)	\$7.81	\$11.85
	Booth Close-off (Show Colors)	\$63.61	\$87.04

Specialty Drape Color:			
Blue	Teal	Hunter Green	Red
Black	Purple	White	Gray
Burgundy	Gold		

CANCELLATION POLICY: Seating & accessory orders cancelled during or after show move in, including change order requests, will receive a 50% refund of original price.

Total Order

Subtotal: \$ _____

Sales Tax (8.50%): \$ _____

Total: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



ePED TABLE

THIS IS HOW WE INNOVATE...

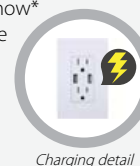
The brightly lit **LED ePed table** reimagines the traditional pedestal table, giving a dramatic visual presence that powers your experience on the show floor.

It is also fully equipped with USB and electrical outlets for convenient, flexible use as a charging station.



FEATURES:

- multi-color LED light show*
- charging station feature
- 36"W x 43"H



Charging detail



- **Cancellation Policy:** Show site cancellations will be subject to 100% cancellation charge.
- Electrical is not included. Please order separately.

ADVANCED RATE: \$310.00

Quantity: x \$310 = Subtotal \$

Tax (8.50%): \$

Total Order: \$

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

EPED - CHARGING TABLE

Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

Skirted Tables



Available Skirt Colors



- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

Popular Accessories



Clothes Tree



Literature Rack



Tack Board
Vert - 4' x 8'
Hori - 8' x 4'



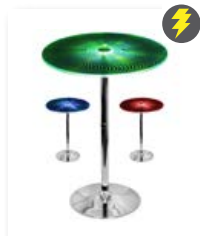
Gray Pedestal Table
30"D x 40"H (30" optional)



Ticket Tumbler



Wastebasket



Lighted Pedestal Table
(Electricity is not included)



6' & 5' Display Case
(6' Vert. Opt.)



ePed - Charging Table
(Electricity is not included)



Easel



Bag Rack



Chrome Sign Holder

Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

Display Solutions

Creative Services for Exhibits

Exhibit Rentals	30
Essential Series	31
Elite Series	32
Island Booths - Room to Show Off	33
Kiosks	34
Display Accessories	35
Banner Stands	36
Graphic File Requirement Guidelines	37



How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**

EXHIBIT RENTALS

ORDERING YOUR NEXT INNOVATIVE
DISPLAY RENTAL IS EASY AS 1-2-3!

1 CONNECT WITH YOUR EXHIBIT SPECIALIST

- Email: exhibits@ags-expo.com
- Call: 407-292-6162

2 ONE-ON-ONE CONSULTATION

- Designs to maximize your ROI
- Experienced client consultation to express your vision



3 CREATE THE BOOTH OF YOUR DREAMS

- Free design options in 48 hours
- No hidden fees - transparent pricing
- Turn-key packages on your budget



DOWNLOAD
OUR NEWEST DESIGNS

READY?
LET'S DO THIS TOGETHER!

exhibits@ags-expo.com | 407-292-6162

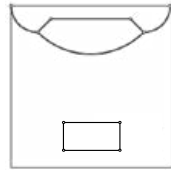
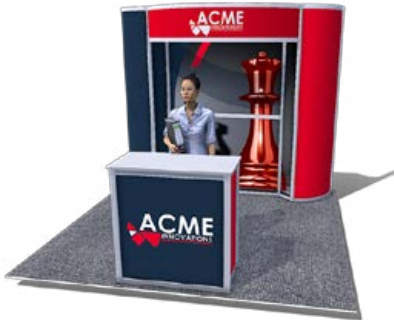
No
Material Handling
On Rentals

Free
Display
Shipping

AGS
DOLLARS
& SENSE

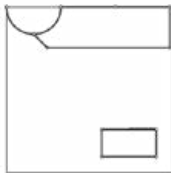
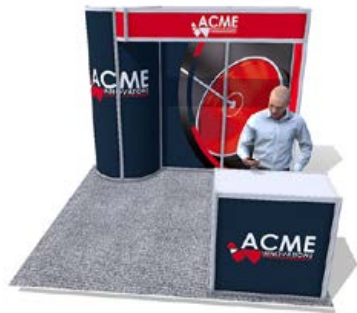
ESSENTIAL SERIES 10x10

10x20



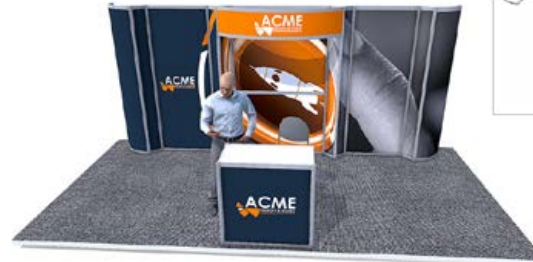
ESSENTIAL 104

The ESSENTIAL 104 display has a unique curved design element that is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding.



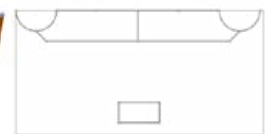
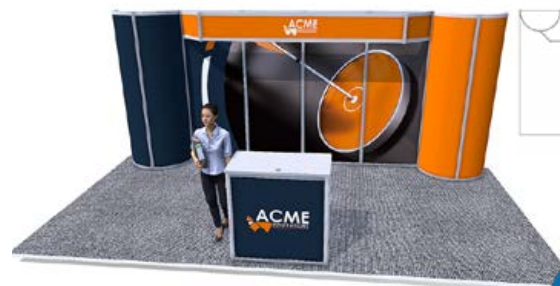
ESSENTIAL 105

This display is constructed of modern silver anodized aluminum and includes a broad two-meter header. This model comes in 10- and 20-foot lengths with highly visible graphics space and can be customized with additional counters or kiosks.



ESSENTIAL 207

The ESSENTIAL 207 rental display is one of our most popular units in the Essential Series. With its unique curved design elements, it is both stylish and within your budget. Branding is simple with this modern-looking display structure, drawing attendees' eyes to your branding elements and key content. This unit can be outfitted with any number of custom options.



ESSENTIAL 204

The ESSENTIAL 204 display has a distinct column-like graphics structure and a wide backwall space for extended marketing content.

READY? LET'S DO THIS TOGETHER!

exhibits@ags-expo.com | 407-292-6162



ELITE SERIES 10x10

10x20



ELITE 102

Includes:

- 1 x frame: 116"w x 94"h x 43"d
- 1 x built-in counter table
- 2 x Lumina 200 LED floodlights
- 1 x medium monitor mount **Monitor not included*



ELITE 204

Includes:

- 1 x frame: 232"w x 94"h x 20"d
- 2 x counters near backwall
- 2 x Lumina 200 LED floodlights
- 2 x medium monitor mounts **Monitor not included*



ELITE 103

Includes:

- 1 x frame: 112"w x 95"h x 20"d
- 1 x counter near backwall
- 1 x medium monitor mount **Monitor not included*



ELITE 205

Includes:

- 1 x frame: 233"w x 96"h x 79"d
- 1 x counter near backwall
- 1 x medium monitor mounts **Monitor not included*

READY?
LET'S DO THIS TOGETHER!

exhibits@ags-expo.com | 407-292-6162



ROOM TO SHOW OFF 20 x 20 OR LARGER

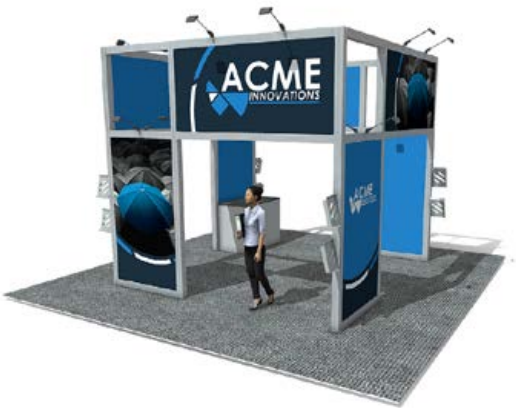


ELITE 400

The tower structure of the ELITE 400 stands 15' 9" tall. The curved fabric graphic that tops the tower calls out to attendees with your brand and message. Three demonstration/work stations provide generous counter space, back-to-back monitor mounts to hold TVs/LCD screens, and lots of accessible storage underneath.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



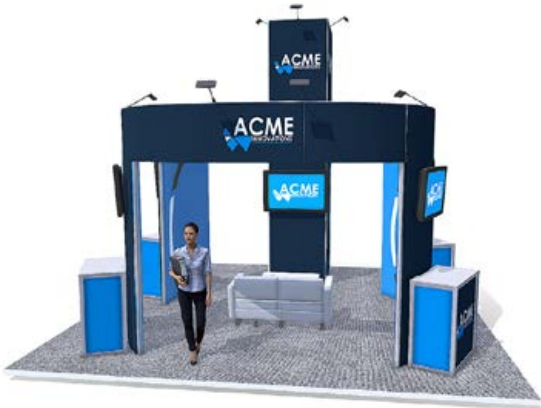
ELITE 401

The ELITE 401 is an 11' 10" tall square-shaped structure which combines sleek aluminum hardware with double-sided push-fit fabric graphics to inform visitors of your brand and messaging.

One interior counter is included and an optional front reception counter can be added.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



ESSENTIAL 408

The ESSENTIAL 408 uses structural, state-of-the-art extruded aluminum to create sleek lines and shapes. Along with a 16' tower and circular header, the ESSENTIAL 408 comes with storage and cladded graphics to deliver a sophisticated look and dominating presence.

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



Have a Larger Exhibit Space?

Contact your project manager at 407-292-6162

or exhibits@ags-expo.com



KIOSKS



KIOSK 01

Size:

- 45.25" x 94.5" x 25.625"

Includes:

- Monitor mount (monitor not included)
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Side panel 16.22" x 36.3"
- Front panel 29.88" x 32.56"



KIOSK 04

Size:

- 29.75" x 22.5" x 47.5"

Includes:

- Keyboard tray (monitor, mount and keyboard not included)
- Holds max weight of 40 lbs

Graphic Options:

- Bottom wrap graphics - 36.75" x 63.75"



KIOSK 09

Size:

- 31.17" x 91.84" x 41.68"

Includes:

- Monitor mount (monitor not included)
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Pillowcase fabric graphic (Total graphic area: 33.5" x 98.5")



KIOSK 10

Size:

- 42.13" x 96" x 25.59"

Includes:

- Monitor mount (monitor not included)
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Pillowcase fabric graphic, 3 prints to make backwall graphic (front total graphic area: 43.37" x 105"; graphic template with all required dims will be provided)



KIOSK 12

Size:

- 39" x 17" x 95.2"

Includes:

- Monitor mount (monitor not included) and lockable cabinet counter
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Hardwall back panel (38.82" x 56.18") and counter doors (16.56" x 33.37" each)



KIOSK 13

Size:

- 39" x 19.5" x 95.2"

Includes:

- Monitor mount (monitor not included) and lockable cabinet counter
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

Graphic Options:

- Hardwall back panel and curved top (38.81" x 85.91") and counter doors (16.56" x 33.37" each)

Looking for more options?

Contact us at 407-292-6162 or exhibits@ags-expo.com



FABRIC BANNER DISPLAY 01



Size:

- 23.63" x 91.63"

Features:

- Straight aluminum tube frame features bungee cords for easy connections
- Slip-over fabric graphic
- Carry bag for ease of transport

THE RING - DOUBLE-SIDED



Size:

- 3' x 10' fabric pillowcase & frame, 8'-20' diameter, double-sided

Features:

- Economy aluminum tube frame bungee cords for easy connections
- Graphics available: double-sided, single-sided with white or black inner graphic or single-sided with printed bottom
- Frame comes with hanging cables and graphic comes with a carry bag

COUNTER 1



Size:

- 39.2" x 38.24" x 17.72"

Features:

- Laminate wood cabinet (choice of 4 colors)
- Locking door
- Front graphic option, opaque or back-lit
- Holds max weight of 50 lbs.
- Includes wood crate

COUNTER 2



Size:

- 70.88" x 39.38" x 23.63"

Features:

- Laminate wood cabinet (choice of 4 colors)
- Locking door
- Front graphic option, opaque or back-lit
- Holds max weight of 50 lbs.
- Includes wood crate

iPAD FLOOR STAND



Size:

- 17.38" x 28.06" - 49.81" x 13.75"

Features:

- Anti-theft floor standing kiosk for iPad 2nd, 3rd & 4th generations
- Internal cable routing management
- Positionable in either landscape or portrait view
- Unit can be bolted to floor for extra security

CHARGING COUNTER



Size:

- 23.72" x 41.54" x 23.62"

Features:

- 8 high-speed charging connections: (4) Micro USB for Android devices and (4) 8-pin connections for Apple devices
- Tabletop offered in choice of four color options – silver, black, mahogany or natural

More Accessories Available!

Contact us at 407-292-6162 or exhibits@ags-expo.com



GOOD



Size:

- Graphic height = 83.75"
- Graphic widths = 31.5", 35.5", 39.25"

Features:

- Available in anodized silver
- Three-piece bungee pole
- Premium grip rail
- Molded end caps
- Swivel-out foot for extra stability
- Supplied with quality carry bag
- Limited-lifetime hardware warranty against all manufacturer defects

BETTER



Size:

- Graphic height = 60" - 83.25"
- Graphic widths = 31.5", 35.5", 39.25"

Features:

- Hybrid bungee/telescoping pole with toolless quick rail
- Adjustable feet on base
- Anodized silver and black base options
- Molded end caps
- Supplied with a padded carry bag with strap
- Limited-lifetime hardware warranty against all manufacturer defects

BEST



Size:

- Graphic height = 66.5" - 83"
- Graphic widths = 23.5", 31.5", 33.5", 35.5", 47.25"

Features:

- Hybrid bungee/ telescoping pole with toolless quick rail
- Accessory channel allows for the addition of an optional literature pocket or table accessory
- Adjustable feet on base
- Anodized silver base only
- Quick slide graphic to leader attachment
- Graphic tensioner
- Supplied with carry bag with strap
- Limited-lifetime hardware warranty against all manufacturer defects

**Display lights and banner stand cases are available for purchase for all three options*

READY to Speak to our Exhibit Sales Team?

Contact us at 407-292-6162 or exhibits@ags-expo.com



Graphic File Requirement Guidelines

AGS' Preferred File Formats

These are the preferred formats in order of preference;

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop High (.psd) *
- TIFF (.tif) *
- JPEG (.jpg) *
- InDesign (.indd)

Please do not send images obtained from the Internet, Microsoft Word documents, or Power Point slides for large format production.

We can accept your electronic files on the following types of media:

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail (15MB max)
- Dropbox, WeTransfer, and YouSendIt online file sharing services

Fonts

Please convert all fonts to "Outlines" before sending files.

If this is not possible, include the fonts along with the transfer of the production files. Having access to the font used in your graphic is essential for us to make changes to text on any of your signage. In many cases, you will want to make last minute changes or additions to your sign order. In order for us to edit type, or add additional text, we will need the fonts. We will also need the fonts for proper print output if you have sent us Adobe Illustrator files without turning the text to "Outlines" or Photoshop files without "Rasterizing" the type layers.

*Rasterized bit-mapped pixel based images should be high resolution 150 - 300 dpi at full size 1:1 ratio.

Color Matching

AGS uses PANTONE COLOR BRIDGE as a color reference to achieve the closest possible match to your color preferences. It is not possible to use PMS colors in CMYK or RGB Photoshop images, but we still would like to have Pantone Matching System (PMS) colors noted on the proofs and/or in writing as a reference for print comparison.

AGS will match PMS colors as closely as possible using our XRITE I101 Table and software. We Build ICC profiles to ensure color consistency across all our printable substrates.

What size will your final print be?

AGS produces graphics in a multitude of sizes depending on your specific needs. Contact your Account Representative and they will provide you with information regarding all the signage for your particular event.

Postscript vector outlined file types such as .ai and .eps are resolution independent, re-sizable without quality compromise, and preferred especially for logos, however rasterized bit-mapped images such as Photoshop, Tiffs, or Jpegs should be high resolution (150 - 300 dpi) at full size, 1:1 ratio. Any such images linked or embedded in InDesign or Illustrator files should be high resolution as well.

Based on viewing distance, here are some basic guidelines for resolution when working with formats such as .psd, .tif and .jpg files. This is the minimum resolution your graphic should be at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet . . . 100 dpi at full size
- Greater than 10 feet 72 dpi at full size

Extremely large banners might possibly be saved at lower resolutions to reduce the file size, but the file you send to AGS should be a minimum of 72 dpi and we will modify it as necessary.

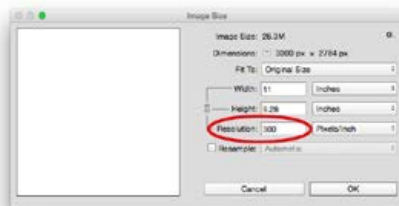
Image Size and Resolution

The resolution of an image is determined by the number of pixels per inch (ppi) printed on a page. Photographs and artwork files should always be an absolute minimum of 72 dpi at full production size. It is preferred that art sent to us for production be at least 150 dpi or higher. If the art's dimensions are smaller than actual size of the final print, the resolution needs to be higher to compensate.

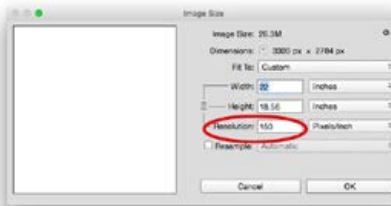
For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6' x 4' at 36 dpi) You can figure out if a file will print properly by opening it in

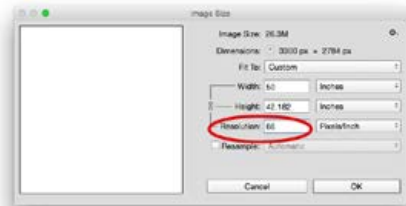
Adobe Photoshop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



Actual image size



Doubled in size



More than triple in size

In this example you can see how the image loses resolution as the size is increased in Adobe Photoshop. If it were to be printed at 50" the resolution would only be 66 dpi. This same loss of resolution occurs if you bring the image into Adobe Illustrator and make it bigger by dragging one of the corners.



Printing the same low-resolution image at different sizes you can see how this low resolution image becomes "pixelated" as it is increased in size for printing. This is a perfect example of why a small piece of art taken off a website at 72 dpi is unacceptable for printing.

Questions?

In order to ensure the highest quality products, please make certain that all files submitted to AGS adhere to this criteria. If for any reason you are unfamiliar with any of these items, have any questions, or need information on accessing the FTP site, please contact our team.

Phone: **407.292.0025**

Email: **eventservices@ags-expo.com**

Custom Furnishings

Furnishings Catalog and Order Forms

Custom Furnishings Catalog..... 40

Custom Furnishings Order Form 79

Top 10 Booth Design Tips

Attract, Engage and Inspire.

1.

Spin Around.

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



2.

Get Connected.

Communal tables help facilitate networking opportunities and build connections.



3.

Creature Comforts.

Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.



4.

Keep it Green.

Don't forget the greenery to warm up your booth environment by bringing nature indoors.



5.

Demo Down.

Square or circular ottomans are a great way to design small theaters for quick demonstrations.



10.

Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



9.

Charge it!

Powered tables or seating encourages clients to linger in the booth and recharge.



8.

Gather Round!

Ottomans styled around a side table create an informal camp fire setting for small group discussions.



7.

Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.



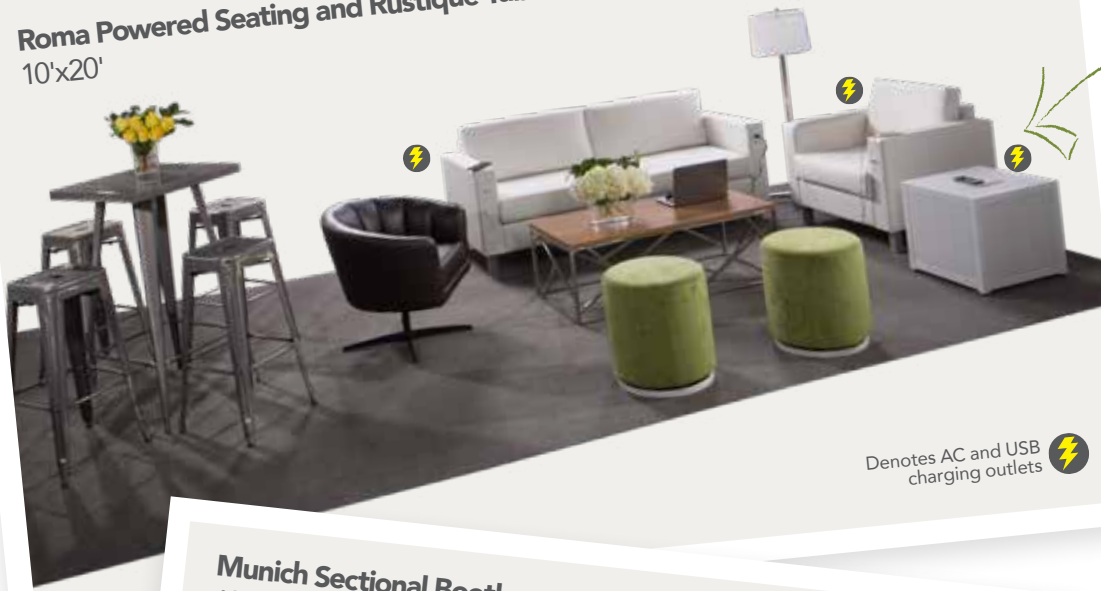
6.

Level the field!

Low and casual seating makes clients more comfortable and open to learning.



Roma Powered Seating and Rustique Table Booth 10'x20'



Denotes AC and USB
charging outlets

Keep clients charged with
powered seating and
add a wireless charging
table for attendees
without charging cords.

Munich Sectional Booth 10'x10'



Create a comfortable
"living room" space
with soft lounge seating
to relax clients and
facilitate conversation.

Malba Conference and Beverly Demonstration Booth 10'x20'



Design multi-functional
booths with areas for
demonstrations and a
place for conferencing.

Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture.

From pedestals to soft seating and tables.

Charge it!

Powered tables or seating encourages clients to linger in the booth and recharge!



POWERED
DETAIL

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

Roma Powered Chair & Sofa
10'x20'

Roma Collection



POWERED
DETAIL



SFAPWR Roma Sofa, Powered
(white vinyl) 78"L 31"D 33"H
CHRPWR Roma Chair, Powered
(white vinyl) 37"L 31"D 33"H



Naples Collection

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

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

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



POWERED
DETAIL



Banquettes

BNQ417 Full Banquette
w/ Electrical Charging Outlet
(white vinyl) 72"RND 51"H

POWERED
DETAIL



MODULAR SYSTEM Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station (BNQTL7).

Please Note: Client 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 Tables



Get Connected.
Use communal tables
in your design to facilitate
networking.

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

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

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

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



Powered Pedestals

A. | B.



POWERED
DETAIL



POWERED
DETAIL



C. | D.



The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.

Powered Locking Pedestals

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

24"L 24"D 42"H

Powered Desk

B.



POWERED
DETAIL



A.



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

Please Note: Client 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 Collections



Valencia

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



Fairfax

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



Allegro

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



POWERED
DETAIL

Roma



SFAPWR Sofa, Powered (white vinyl) 78"L 31"D 33"H
CHR002 Chair, Powered (white vinyl) 37"L 31"D 33"H

Palm Beach

PALSOF Sofa (white vinyl) 69"L 29"D 33"H



Soft Seating



MNCHSC
Munich Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H

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



POWERED
DETAIL

Munich Booth 10'x20'

Munich



MNCHLV Armless Loveseat
(gray fabric) 45"L 27"D 28.5"H



MNCHCC Corner Chair
(gray fabric) 26"L 27"D 28.5"H



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



Creature Comforts.

Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.



Baja



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



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



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

Soft Seating Collections



Tangiers

TANCHR Chair (beige textured) 34"L 37"D 36"H

TANLOV Loveseat (beige textured) 57.5"L 37"D 37"H

TANSOF Sofa (beige textured) 78"L 37"D 36"H



Key Largo

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

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

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





Munich

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

MNCHCC Corner Chair (gray fabric) 26"L 27"D 28.5"H

MNCHLA Loveseat (gray fabric) 45"L 27"D 28.5"H



Baja

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

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

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



POWERED
DETAIL



Naples

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

Also available with standard arm (NPLCHR).

NPLLOP Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H

Also available with standard arms (NPLLOV).

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

Also available with standard arms (NPLSOF).

Accent Chairs



A.

A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35"L 27"D 40"H
B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31"L 24"D 31.5"H



B.

Spin Around.

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



C.



D.



E.

C) OCB Key West Chair (black fabric, wood) 31"L 31"D 31"H
D) BCW Madrid Chair (white vinyl, chrome) 30"L 30"D 31"H
E) PROGB Pro Executive Guest Chair (black vinyl, chrome) 24"L 22"D 36"H

Palm Beach Sofa & Swanson Chairs

10'x10' Booth



Swanson

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



Group Seating

Meeting Chairs

25.5"L 23.5"D 34"H

A) OCMTAU (taupe fabric, wenge)

B) OCMWHT (white vinyl, wenge)

C) OCMESP (espresso vinyl, wenge)



Marina Chairs

17.5"L 19.5"D 35"H

A) MARCWH (white vinyl, brushed metal)

B) MARCBK (black vinyl, brushed metal)

C) MARCBR (brown fabric, brushed metal)

D) MARCBE (ocean blue fabric, brushed metal)

E) MARCRD (red fabric, brushed metal)



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

- A) CS8 Berlin Chair (black, white, chrome) 18"L 22"D 32"H
 B) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H
 C) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
 D) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
 E) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
 F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
 G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H

- H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
 I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
 J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
 K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
 L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
 M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
 N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H



K.



L.



M.



N.

Cafe Seating & Tables



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

B) 30BRHC Hydraulic Cafe Table
(red top, chrome) 30"RND 29"H

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

D) 30WDHC Hydraulic Cafe Table
(wood top, chrome) 30"RND 29"H

E) DUET Duet Stack Chair
(black, chrome) 21"L 23"D 33"H

F) 30GSHC Hydraulic Cafe Table
(green top, chrome) 30"RND 29"H

G) MALGRN Malba Chair
(green, chrome) 20"L 20"D 32"H

H) 30MAHC Madison Hydraulic Cafe Table
(gray acajou top, chrome) 30"RND 29"H

Style

your exhibit
with cafe sets that
create inviting conference
and meeting areas for
your guests.



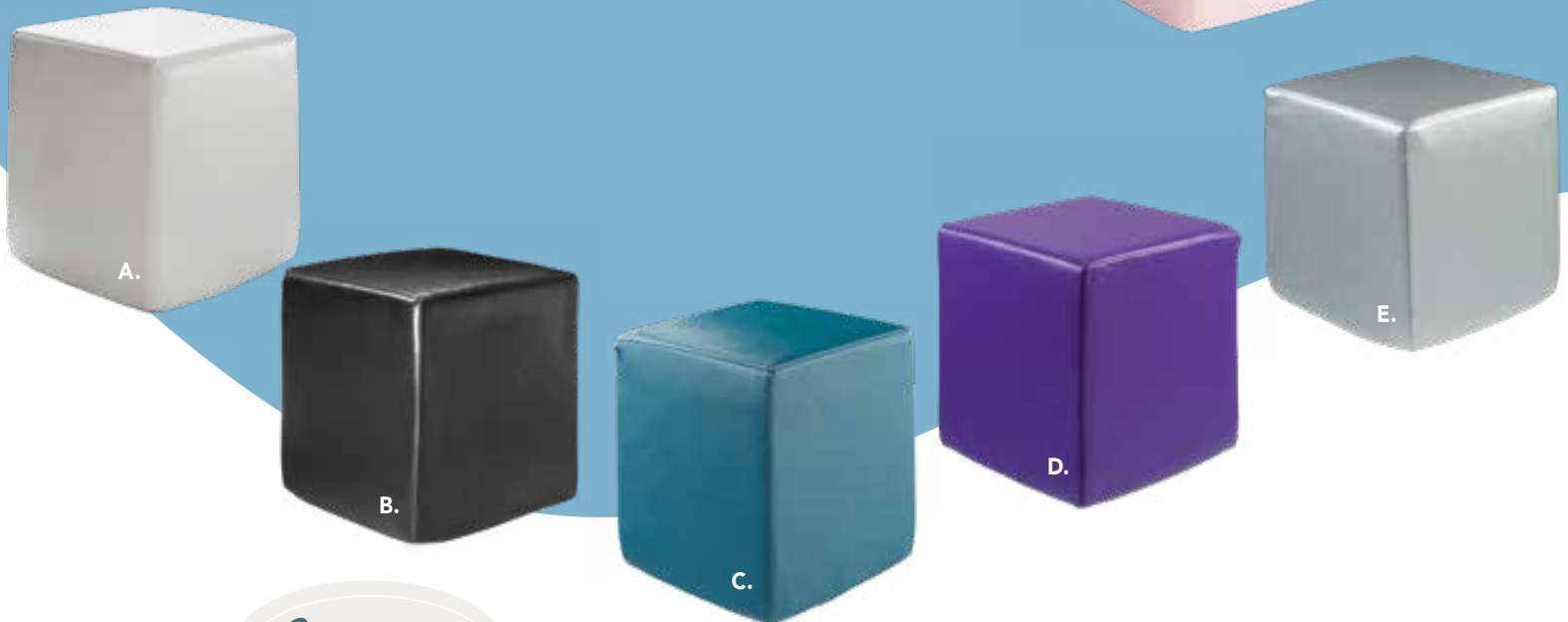
- A) MARCBR Marina Chair**
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
- B) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- C) ZENCHR Zenith Chair**
(white, chrome) 18.25"L 22"D 32"H
- D) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H
- E) MALGRY Malba Chair**
(gray, chrome) 20"L 20"D 32"H
- F) 30BEHC Hydraulic Cafe Table**
(blue top, chrome) 30"RND 29"H
- G) LMCHR Laguna Chair**
(maple, chrome) 18"L 19"D 34"H
- H) 30OSHC Hydraulic Cafe Table**
(orange top, chrome) 30"RND 29"H

Ottomans

Vibe Cubes

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB04 (red vinyl)
- G) VIB05 (bright yellow vinyl)
- H) VIB15 (taupe vinyl)
- I) VIB02 (blue vinyl)
- J) VIB08 (orange vinyl)
- K) VIB14 (citrus green vinyl)
- L) VIB17 (desert rose vinyl)
- M) VIB16 (spice orange vinyl)
- N) VIB06 (gold/bronze vinyl)
- O) VIB01 (green vinyl)

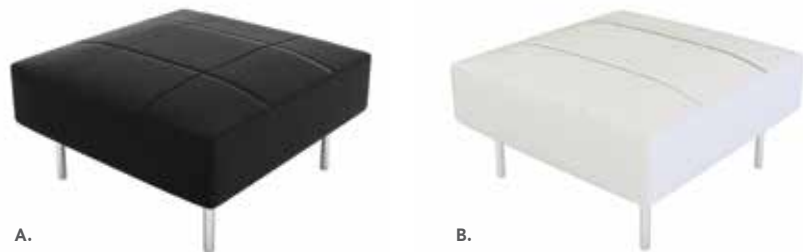


Squares

Endless Square

34"L 34"D 15"H

- A) END02B (black vinyl, chrome)
- B) END02W (white vinyl, chrome)



Benches

C) WHT12 Half

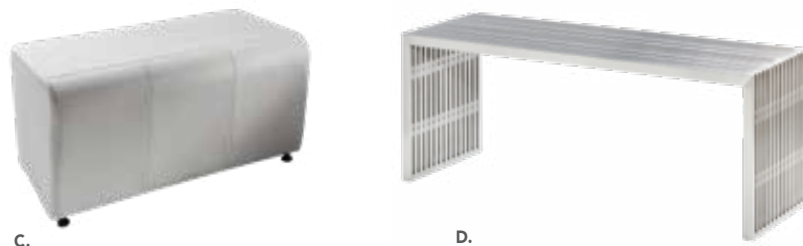
(white vinyl)

39"L 22"D 18"H

D) REGBEN Regis

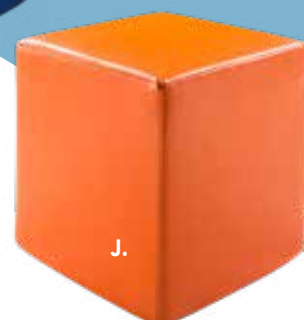
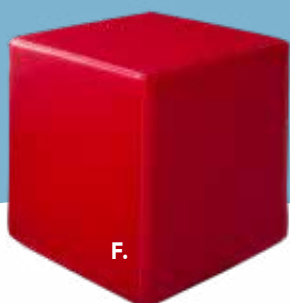
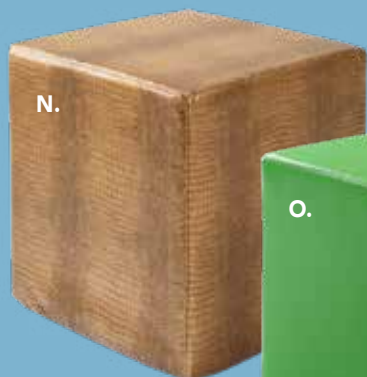
(brushed metal)

47"L 15.5"D 16"H



Provide a Pop!

Colorful furnishings
attract attention
and help reinforce
brand themes.



Curves

Endless Curved

60.5"L 37.5"D 15"H

A) END01B

(black vinyl, chrome)

B) END01W

(white vinyl, chrome)



C) BNQ7

Quarter Curve

(white vinyl)

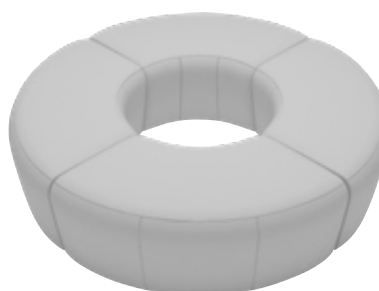
53"L 22"D 18"H

D) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H



Beverly

Beverly Bench Ottoman
10'x20' Booth



Demo down.

Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.



A.



B.



C.



D.



E.



F.



G.

Bench Ottomans

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)

Marche

A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009 (pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR003 (linen fabric)

H) MAR004 (raspberry fabric)

I) MAR008 (meadow green fabric)

J) MAR011 (orange fabric)

K) MAR015 (black vinyl)

L) MAR012 (forest green vinyl)

M) MAR013 (teal velvet)

N) MAR014 (distressed brown vinyl)

O) MAR006 (rose quartz fabric)



Accent Table Collections

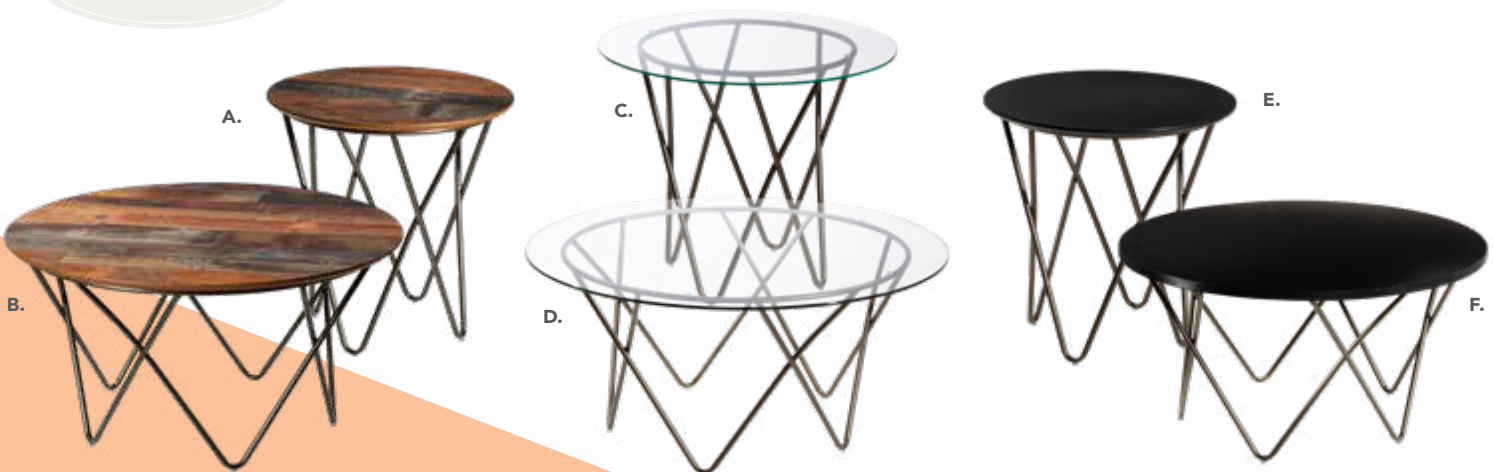
Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.

[f](#) [t](#) [i](#) @cortevents



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)

Alondra

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass top, chrome)

B) ALC200 (wood top, chrome)

End Table

20"L 20"D 20"H

C) ALE100 (glass top, chrome)

D) ALE200 (wood top, chrome)



Geo

Cocktail Table

50"L 22"D 16"H / 47"L 24"D 17"H

A) C1C (glass top, chrome)

B) C1FWB (wood top, black)

End Table

26"L 26"D 20"H / 20"L 20"D 21"H

C) E1C (glass top, chrome)

D) E1FWB (wood top, black)



Accent Tables



Taos

Side Tables

15.75"L 15.75"D 24"H

A) TAOWBH (white top, bronze)

B) TAOWBK (black top, bronze)

C) TAOWBD (wood top, bronze)



Sedona

Side Tables

15.75"L 15.75"D 24"H

A) SEDBWH (white top, bronze)

B) SEDBBK (black top, bronze)

C) SEDBWD (wood top, bronze)

Sydney

Cocktail Tables

48"L 26"D 18"H

A) C1W (white top, brushed steel)

C1WP (powered)

B) C1Y (black top, brushed steel)

C1YP (powered)

C) SYDBEC (blue top, brushed steel)

D) SYDWDC (wood top, brushed steel)

End Tables

27"L 23"D 22"H

E) E1W (white top, brushed steel)

F) E1Y (black top, brushed steel)

G) SYDBEE (blue top, brushed steel)

H) SYDWDE (wood top, brushed steel)





A.



B.



Regis

A) REGBEN Bench Table

(brushed metal) 47"L 15.5"D 16"H

B) REGOTT End Table

(brushed metal) 16"L 15.5"D 16.5"H

C.



D.



Silverado

C) E1E End Table

(glass top, chrome) 24"RND 22"H

D) C1E Cocktail Table

(glass top, chrome) 36"RND 17"H

E.



F.



G.



Rustic

E) ETBL E-Table

(wood) 21"L 15.5"D 27.5"H

F) TMBTBL Timber Table

(wood) 16"RND 17"H

Aura

G) AURA Round Table

(white metal) 15"RND 22"H

H. 



POWERED
DETAIL

I.



Wireless Charging Table

H) CUBPOW Wireless Charging Table, Powered

(white, AC plug-in)

20"L 20"D 18"H

Edge

I) CUBTBL LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H (AC power only)

Bar & Cafe Tables

Style
your exhibit
with **bar and cafe** sets
that create inviting
conference and meeting
areas for your
guests.

1. Choose Your
Base: Black
or Chrome...



Bar Tables

Standard Black Base
30" RND 42"H

VTJ (graphite nebula top)

VTK (maple top)

VTB (red top)

30WH42 (white top)

VTA (Madison/gray acajou top)

30BEBB (blue top)

30WDBB (wood top)

30BKSB (black top)

30AGBB (brushed gunmetal top)

30OSBB (orange top)

30YBBB (brushed yellow top)

30GSBB (green top)

36" RND 42"H

VTW (white top)

VTN (graphite nebula top)

VTP (maple top)

36BKSB (black top)

Bar Tables

Hydraulic Chrome Base

30" RND 45"H

30GRHB (graphite nebula top)

30MTHB (maple top)

30BRHB (red top)

30WHHB (white top)

30MAHB (Madison/gray acajou top)

30BEHB (blue top)

30WDHB (wood top)

30BKHB (black top)

30AGHB (brushed gunmetal top)

30OSHB (orange top)

30YSHB (brushed yellow top)

30GSHB (green top)

36" RND 45"H

36WTHB (white)

36GRHB (graphite nebula)

36MTHB (maple top)

36BKHB (black top)

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



RSTSQT
Rustique Square
Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

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



2. Then pick a color that suits your design.



Cafe Tables

Standard Black Base

30" RND 29"H

ZTJ (graphite nebula top)

ZTK (maple top)

30WH29 (white top)

ZTB (red top)

ZTA (Madison/gray acajou top)

30BEBC (blue top)

30WDBC (wood top)

30AGBC (brushed gunmetal top)

30BKSC (black top)

30OSBC (orange top)

30YSBC (brushed yellow top)

30GSBC (green top)

36" RND 29"H

ZTQ (white top)

ZTN (graphite nebula top)

ZTP (maple top)

36BKSC (black top)

Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

30GRHC (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

30MAHC (Madison/gray acajou top)

30WHHC (white top)

30BEHC (blue top)

30WDHC (wood top)

30AGHC (brushed gunmetal top)

30BKHC (black top)

30OSHC (orange top)

30YSHC (brushed yellow top)

30GSHC (green top)

36" RND 29"H

36WTHC (white top)

36GRHC (graphite nebula top)

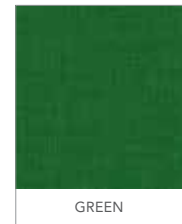
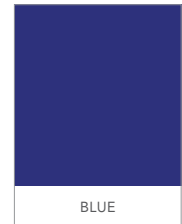
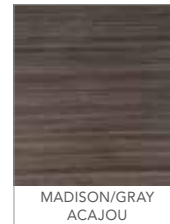
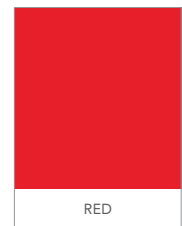
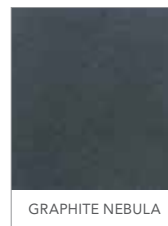
36MTHC (maple top)

36BKHC (black top)

CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H



Barstool Collection

Spin 360°

Use barstools
to maximize client
engagement with those
all around you.

Zoey

15"L 16"D 30-34.75"H

A) BS003 (black, chrome)

B) BS002 (white, chrome)

A.



B.



Lift

15" RND 23-33.5"H

A) **ROLLWH** (white vinyl, chrome)

B) **ROLLRD** (red vinyl, chrome)

C) **ROLLBL** (black vinyl, chrome)

D) **ROLLGY** (gray vinyl, chrome)



Barstool Collection



Banana

21"L 22"D 41"H

A) BSS Barstool (black, chrome)

B) BST Barstool (white, chrome)



Zenith

ZENBAR Barstool

(white, chrome) 19"L 20"D 44"H



Apex

21"L 21"D 33"H

A) APS08 Barstool (black vinyl, silver)

B) APS59 Barstool (red vinyl, silver)

C) APS75 Barstool (white vinyl, silver)

D) APS12 Barstool (blue ultra suede, silver)





A.



B.



C.

A) BSC Oslo Barstool

(white, chrome) 17"L 20"D 45"H

B) XBAR Christopher Barstool

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

C) BS001 Shark Barstool

(white, chrome) 22"L 19"D 34-44"H

D) BSR Syntax Barstool

(black, chrome) 23"L 19"D 43.25"H

E) RSTSTL Rustique Barstool

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

F) LUBSCL Lucent Barstool

(frosted acrylic, chrome)

22"L 22.5"D 45.5"H

G) LMBAR Laguna Barstool

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



D.



E.



F.



G.

Blade

20.5"L 20"D 40.5"H

H) BLDBRD Barstool (red)

I) BLDBSB Barstool (sky blue)

H.



I.



Conference Tables

42" Round Conference Table 42" RND 29"H

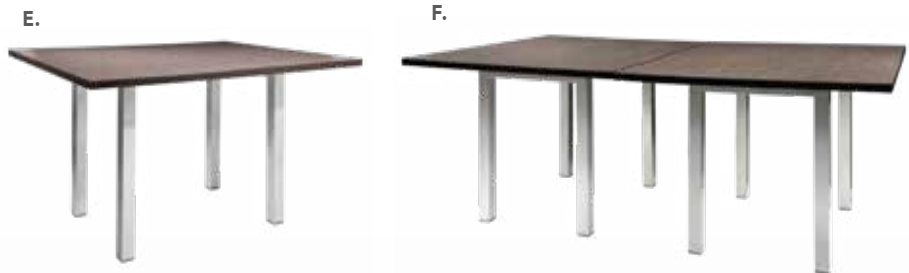
- A) CONF42** (white top, black)
- B) CB1** (graphite nebula top, black)
- C) CB8** (Madison/gray acajou top, black)
- D) 42BKCT** (black top, black)



Madison

(gray acajou top, chrome)

- E) MADC05 5' Table** 60"L 48"D 29"H
- F) MADC08 8' Table** 96"L 60"D 29"H
- G) MADC10 10' Table** 120"L 48"D 29"H



H.



G.

I.

- H) CUPCHA Cupertino Mid Back Chair**
(black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
- I) GENCHA Genesis Chair**
(black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Table Side.

Incorporate conference tables to facilitate booth meetings and new connections.

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



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

A.



B.



C.



D.



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

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

E.



F.



G.



H.



E) MERLIN Merlin Multi Use Table
 (gray top, black)
 46"L 29"D 30"H
F) WD3 Work Table
 (white top, white)
 48"L 24"D 30"H

Conference Tables
 (graphite nebula top, black)
G) CB3 8'
 96"L 48"D 29"H
H) CB2 6'
 72"L 42"D 29"H

I. J.



K.



Conference Tables
 (granite top, black)
I) C508GR 8'
 96"L 44"D 29"H
J) CT10GR 10'
 120"L 46"D 29"H
K) CT06GR 6'
 72"L 36"D 29"H

Executive Seating & Desks

Cupertino



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

Pro High Back

Executive Chairs
25"L 24"D 45-48"H
Adjustable height

- A) PROEXE** (white vinyl, chrome)
B) PROEXB (black vinyl, chrome)



Pro Mid Back

Executive Chairs
24"L 22"D 36.75-39.75"H
Adjustable height

- C) PROMID** (white vinyl, chrome)
D) PROMDB (black vinyl, chrome)



Pro Guest

PROGB Executive Chair
(black vinyl, chrome)
24"L 26"D 36"H



Task

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



Genesis

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



Madison

- A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
- B) CR8 Credenza (gray acajou) 60"L 20"D 29"H
- C) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

Powered Products



A. DESK FRONT



DESK BACK



C.



B. CREDENZA FRONT



CREDENZA BACK



Tech Desk

- A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60"L 30"D 30"H
- B) TECH Desk, Powered (black top, black metal) 60"L 30"D 30"H
- C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16"L 20"D 28"H

A.



POWERED
DETAIL

B.



C.



Ventura

Powered & Communal Tables



Table Top Options

BLACK

WHITE

MAPLE

Colors not available in all table options. Please check options listed.



POWERED
DETAIL

Powered Bar Tables

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

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

Communal Bar Tables

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

Maple Top

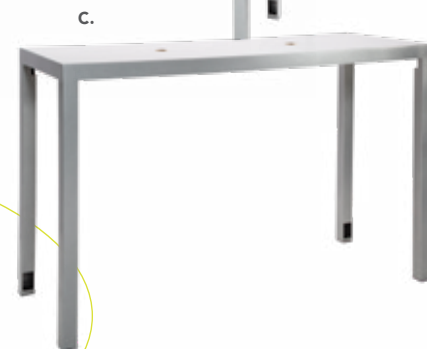
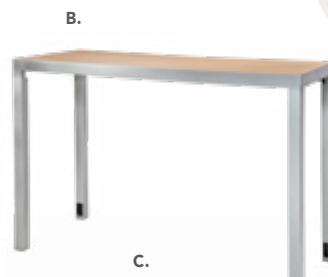
B) VNTMNP (solid)
VNTBMW (grommets)

White Top

C) VNTBWW (grommets)
VNTWNP (solid)

Black Top

VNTBNP (solid)



Draw A Crowd.

Communal tables keep attendees charged while encouraging networking and genuine connections.

Powered Cafe Tables

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

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

Communal Cafe Tables

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

Maple Top

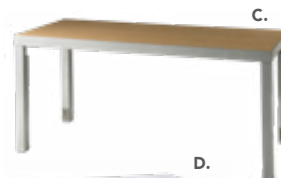
C) VNTCMN (solid)
VNTCMW (grommets)

White Top

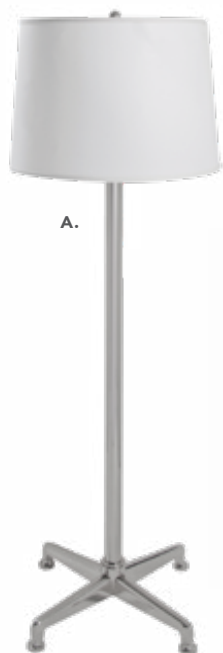
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top

E) VNTCBN (solid)



POWERED
DETAIL



A.



B.



LED light available in white, red, green, blue and rolling color.



C.



D.

Mason Lamps (brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 26"H

C) CUBL20

Edge LED Cube Ottoman

(white plastic)

20"L 20"D 20"H

(AC power only)

D) CUBTBL

Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

(AC power only)

Go Biophilic

It's easy to be green.
Just add greenery to your booth environment
for a warm and natural feel.



A.



B.



C.

A) PSHCCS

Posh Shelving

(chrome, acrylic)

36"L 18"D 72"H

B) HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"H

C) HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H

Midtown

Counter & Bar

Powered Products



POWERED
DETAIL



Midtown Powered Counter

60"L 18"D 42"H (taupe glass top, pewter)

MTCPUL (unlighted)

MTCLPI (lighted with plug-in)

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



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



BLDBSB Blade Barstool
20.5"L 20"D 40.5"H
(sky blue)

A.



Midtown Bar

60"L 18"D 42"H (taupe glass top, pewter)

A) MTBUUL (unlighted)

B) MTBLPI (lighted with plug-in)

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



(back)

B.



(lit-blue)



(lit-red)



(lit-green)



(lit-white)



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Powered				
	Center Cone w/ Electrical Charging Outlet (BNQTL7)	White Vinyl	38"RND 51"H	\$731.52
	Full Banquette w/ Electrical Charging Outlet (BNQ417)	White Vinyl	72"RND 51"H	\$2,322.79
	Midtown Powered Counter, Lighted w/Plug In (MTCPLI)	Pewter	60"L 18"D 42"H	\$1,589.97
	Midtown Powered Counter, Unlighted (MTCFUL)	Pewter	60"L 18"D 42"H	\$1,498.36
	Naples Chair, Powered (NPLCHP)	Black Vinyl	36"L 30"D 28"H	\$667.39
	Naples Loveseat, Powered (NPLLOP)	Black Vinyl	62"L 30"D 28"H	\$870.23
	Naples Sofa, Powered (NPLSOP)	Black Vinyl	87"L 30"D 28"H	\$1,058.67
	Roma Chair, Powered (CHRPWR)	White Vinyl	37"L 31"D 33"H	\$660.85
	Roma Sofa, Powered (SFAPWR)	White Vinyl	78"L 31"D 33"H	\$1,053.44
	Sydney Powered Cocktail Table (C1WP)	White, Brushed Steel	48"L 26"D 18"H	\$372.96
	Sydney Powered Cocktail Table (C1YP)	Black, Brushed Steel	48"L 26"D 18"H	\$372.96
	Ventura Communal Bar Table, Powered (VNTBLK)	Black Top, Silver Frame	72.25"L 26.25"D 42"H	\$804.80
	Ventura Communal Bar Table, Powered (VNTWHT)	White Top, Silver Frame	72.25"L 26.25"D 42"H	\$804.80
	Ventura Communal Café Table Powered (VNTCBK)	Black Top, Silver Frame	72.25"L 26.25"D 30"H	\$621.59
	Ventura Communal Café Table Powered (VNTCWH)	White Top, Silver Frame	72.25"L 26.25"D 30"H	\$621.59
	Wireless Charging Table, Powered (CUBPOW)	White, AC Plug In	20"L 20"D 18"H	\$464.56
Soft Seating Collections				
	Allegro Chair (CHR002)	Blue Fabric	36"L 34.5"D 30"H	\$510.36
	Allegro Sofa (SFA002)	Blue Fabric	73"L 34.5"D 30"H	\$732.82
	Baja Chair (BCHWHT)	White Vinyl	36"L 30.5"D 28"H	\$569.25
	Baja Loveseat (BLVWHT)	White Vinyl	61"L 30.5"D 28"H	\$837.51
	Baja Sofa (BSFWHT)	White	86"L 28"D 30"H	\$909.49
	Fairfax Chair (FAIRCW)	White Vinyl, Brushed Metal	30"L 27"D 30"H	\$359.87
	Fairfax Sofa (FAIRSW)	White Vinyl, Brushed Metal	62"L 27"D 30"H	\$497.27
	Valencia Chair (VALCHA)	Spice Orange Velvet	28"L 30.5"D 31"H	\$323.98
	Valencia Sofa (VALSOF)	Coffee Brown Velvet	63"L 30.5"D 31"H	\$481.58
	Key Largo Chair (KEYCHR)	Black, Fabric	35"L 35"D 34"H	\$327.15
	Key Largo Loveseat (KEYLOV)	Black, Fabric	57"L 35"D 34"H	\$379.50
	Key Largo Sofa (KEYSOF)	Black, Fabric	79"L 35"D 34"H	\$503.82
	Munich Armless Chair (MNCHCH)	Gray Fabric	22.5"L 27"D 28.5"H	\$477.64
	Munich Armless Loveseat (MNCHLV)	Gray Fabric	45"L 27"D 28.5"H	\$844.06
	Munich Corner Chair (MNCHCC)	Gray Fabric	26"L 27"D 28.5"H	\$575.79
	Munich Sectional, 3 Pc. (MNCHSC)	Gray Fabric	93.5" 27"D 28.5"H	\$1,884.41
	Naples Chair (NPLCHR)	Black Vinyl	36"L 30"D 28"H	\$608.51
	Naples Loveseat (NPLLOV)	Black Vinyl	62"L 30"D 28"H	\$732.82
	Naples Sofa (NPLSOF)	Black Vinyl	87"L 30"D 28"H	\$876.77
	Palm Beach Sofa (PALSOF)	White Vinyl	69"L 29"D 33"H	\$717.83
	Tangiers Chair (TANCHR)	Beige Textured	34"L 37"D 36"H	\$438.39
	Tangiers Loveseat (TANLOV)	Beige Textured	57.5"L 37"D 37"H	\$706.65
	Tangiers Sofa (TANSOF)	Beige Textured	78"L 37"D 36"H	\$713.20
Accent Chairs				

CUSTOM FURNISHINGS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

	Key West Chair (OCB)	Black	31"L 31"D 31"H	\$418.76
	La Brea Swivel Chair (LABREA)	Charcoal Gray, Fabric	35"L 27"D 40"H	\$431.84
	Madrid Chair (BCW)	White	30"L 30"D 31"H	\$673.94
	Wentworth Chair (WENCHA)	Brown Vinyl	32"L 26"D 31.5"H	\$346.78
	Swanson Swivel Chair (SWAN)	White Vinyl	28"L 25"D 30"H	\$379.50
Meeting Chairs				
	Meeting Chair (OCMESP)	Espresso	25.5"L 23.5"D 34"H	\$300.98
	Meeting Chair (OCMTAU)	Taupe Fabric	25.5"L 23.5"D 34"H	\$300.98
	Meeting Chair (OCMWHT)	White Vinyl	25.5"L 23.5"D 34"H	\$300.98
Group Seating				
	Berlin Chair (CS8)	Black, White	18"L 22"D 32"H	\$130.86
	Blade Chair (BLDCRD)	Red	20.5"L 19"D 30.5"H	\$71.97
	Blade Chair (BLDCSB)	Sky Blue	20.5"L 19"D 30.5"H	\$71.97
	Brewer Chair (SC3)	Onyx, Black	20"L 20"D 32"H	\$176.66
	Christopher Chair (XCHR)	White Vinyl, Chrome	17"L 19"D 35"H	\$111.23
	Duet Stack Chair (DUET)	Black, Chrome	21"L 23"D 33"H	\$78.52
	Laguna Chair (LMCHR)	Maple, Chrome	18"L 19"D 34"H	\$150.49
	Lucent Chair (LUCHCL)	Frosted, Acrylic	19.5"L 19.75"D 45.5"H	\$189.75
	Malba Chair (MALGRN)	Green	20"L 20"D 32"H	\$117.78
	Malba Chair (MALGRY)	Gray	20"L 20"D 32"H	\$117.78
	Marina Chair (MARCBE)	Ocean Blue Fabric	17.5"L 19.5"D 35"H	\$155.73
	Marina Chair (MARC BK)	Black Vinyl	17.5"L 19.5"D 35"H	\$155.73
	Marina Chair (MARC BR)	Brown Fabric	17.5"L 19.5"D 35"H	\$155.73
	Marina Chair (MARC RD)	Red Fabric	17.5"L 19.5"D 35"H	\$155.73
	Marina Chair (MARC WH)	White Vinyl	17.5"L 19.5"D 35"H	\$155.73
	Razor Armless Chair (SC10)	White	15.38"L 15.5"D 30.5"H	\$91.60
	Rustique Chair w/ arms (RSTDIN)	Gunmetal	20"L 18"D 31"H	\$157.03
	Syntax Chair (CS4)	Black, Chrome	23"L 19"D 31"H	\$209.38
	Zenith Chair (ZENCHR)	White, Chrome	18.5"L 22"D 32"H	\$168.81
Ottomans				
	Beverly Bench Ottoman (BVLYBK)	Black Vinyl	60"L 20"D 18"H	\$412.21
	Beverly Bench Ottoman (BVLYBN)	Brown Fabric	60"L 20"D 18"H	\$412.21
	Beverly Bench Ottoman (BVLYGR)	Gray Fabric	60"L 20"D 18"H	\$412.21
	Beverly Bench Ottoman (BVLYLN)	Linen Fabric	60"L 20"D 18"H	\$412.21
	Beverly Bench Ottoman (BVLYOB)	Ocean Blue Fabric	60"L 20"D 18"H	\$412.21
	Beverly Bench Ottoman (BVLYRD)	Red Fabric	60"L 20"D 18"H	\$412.21
	Beverly Bench Ottoman (BVLYWH)	White Vinyl	60"L 20"D 18"H	\$412.21

CUSTOM FURNISHINGS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

	Edge LED Cube Ottoman (CUBL20)	White, Plastic	20"L 20"D 20"H	\$194.98
	Endless Curved Ottoman (END01B)	Black	60.5"L 37.5"D 15"H	\$438.39
	Endless Curved Ottoman (END01W)	White	60.5"L 37.5"D 15"H	\$438.39
	Endless Square Ottoman (END02B)	Black	34"L 34"D 15"H	\$372.96
	Endless Square Ottoman (END02W)	White	34"L 34"D 15"H	\$372.96
	Half Bench Ottoman (WHT12)	White Vinyl	39"L 22.5"D 18"H	\$379.50
	Marche Swivel Ottoman (MAR001)	White Vinyl	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR002)	Gray Fabric	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR003)	Linen Fabric	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR004)	Raspberry Fabric	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR005)	Red Fabric	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR006)	Rose Quartz Fabric	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR007)	Plum Fabric	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR008)	Meadow Green	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR009)	Pear Yellow Fabric	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR010)	Blue Fabric	17"RND 18"H	\$189.75
	Marche Swivel Ottoman (MAR011)	Orange Fabric	17"RND 18"H	\$202.84
	Marche Swivel Ottoman (MAR012)	Forest Green Vinyl	17"RND 18"H	\$189.30
	Marche Swivel Ottoman (MAR013)	Teal Velvet	17"RND 18"H	\$189.30
	Marche Swivel Ottoman (MAR014)	Distressed Brown Vinyl	17"RND 18"H	\$189.30
	Marche Swivel Ottoman (MAR015)	Black Vinyl	17"RND 18"H	\$189.30
	Ottoman Ring (BNQR17)	White Vinyl	72"RND 18"H	\$1,786.26
	Quarter Curve Ottoman (BNQ7)	White Vinyl	53"L 22"D 18"H	\$503.82
	Vibe Cube Ottoman (VIB01)	Green Vinyl, Waterproof	18"L 18"D 18"H	\$143.95
	Vibe Cube Ottoman (VIB02)	Blue Vinyl, Waterproof	18"L 18"D 18"H	\$143.95
	Vibe Cube Ottoman (VIB04)	Red Vinyl, Waterproof	18"L 18"D 18"H	\$143.95
	Vibe Cube Ottoman (VIB05)	Yellow Vinyl, Waterproof	18"L 18"D 18"H	\$143.95
	Vibe Cube Ottoman (VIB06)	Gold/Bronze Vinyl, Waterproof	18"L 18"D 18"H	\$143.95
	Vibe Cube Ottoman (VIB08)	Orange Vinyl, Waterproof	18"L 18"D 18"H	\$143.95
	Vibe Cube Ottoman (VIB09)	White Vinyl, Waterproof	18"L 18"D 18"H	\$143.95
	Vibe Cube Ottoman (VIB10)	Black Vinyl, Waterproof	18"L 18"D 18"H	\$143.95
	Vibe Cube Ottoman (VIB11)	Steel Blue Vinyl	18"L 18"D 18"H	\$150.49
	Vibe Cube Ottoman (VIB12)	Silver Vinyl	18"L 18"D 18"H	\$150.49
	Vibe Cube Ottoman (VIB13)	Purple Vinyl	18"L 18"D 18"H	\$150.49
	Vibe Cube Ottoman (VIB14)	Citrus Green Vinyl	18"L 18"D 18"H	\$143.57
	Vibe Cube Ottoman (VIB15)	Taupe Vinyl, Waterproof	18"L 18"D 18"H	\$143.57
	Vibe Cube Ottoman (VIB16)	Spice Orange Vinyl	18"L 18"D 18"H	\$143.57

CUSTOM FURNISHINGS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

	Vibe Cube Ottoman (VIB17)	Desert Rose Vinyl, Waterproof	18"L 18"D 18"H	\$143.57
Accent Tables				
	Alondra Cocktail Table (ALC100)	Glass, Chrome	47"L 24"D 16"H	\$338.93
	Alondra Cocktail Table (ALC200)	Wood, Chrome	47"L 24"D 17"H	\$338.93
	Alondra End Table (ALE100)	Glass, Chrome	20"L 20"D 20"H	\$248.64
	Alondra End Table (ALE200)	Wood, Chrome	20"L 20"D 21"H	\$248.64
	Aura Round Table (AURA)	White Metal	15"RND 22"H	\$150.49
	E Table (ETBL)	Wood	21"L 15.5"D 27.5"H	\$189.75
	Edge LED Cube Table (CUBTBL)	White, Plastic, Plexi Top	20"L 20"D 20"H	\$194.98
	Geo Cocktail Table (C1C)	Glass, Chrome	50"L 22"D 16"H	\$268.27
	Geo Cocktail Table (C1FWB)	Wood, Black	50"L 22"D 17"H	\$300.98
	Geo End Table (E1C)	Glass, Chrome	26"L 26"D 20"H	\$261.72
	Geo End Table (E1FWB)	Wood, Black	26"L 26"D 21"H	\$261.72
	Mesa Cocktail Table (MESCTW)	Wood Top, Bronze Base	32.25"RND 17.25"H	\$209.63
	Mesa Cocktail Table (MESCTB)	Black Top, Bronze Base	32.25"RND 17.25"H	\$209.63
	Mesa Cocktail Table (MESCTG)	Glass Top, Bronze Base	36"RND 17.25"H	\$209.63
	Mesa End Table (MESETW)	Wood Top, Bronze Base	20.5"RND 21.25"H	\$138.50
	Mesa End Table (MESETB)	Black Top, Bronze Base	20.5"RND 21.25"H	\$138.50
	Mesa End Table (MESETG)	Glass Top, Bronze Base	24"RND 21.25"H	\$138.50
	Regis Bench/Table (REGBEN)	Brushed Metal	47"L 15.5"D 16"H	\$299.67
	Regis End Table (REGOTT)	Brushed Metal	16"L 15.5"D 16.5"H	\$215.92
	Silverado Cocktail Table (C1E)	Glass, Chrome	36"RND 17"H	\$294.44
	Silverado End Table (E1E)	Glass, Chrome	24"RND 22"H	\$268.27
	Sydney Cocktail Table (C1W)	White, Brushed Steel	48"L 26"D 18"H	\$294.44
	Sydney Cocktail Table (C1Y)	Black, Brushed Steel	48"L 26"D 18"H	\$294.44
	Sydney Cocktail Table (SYDBEC)	Blue	48"L 26"D 18"H	\$307.52
	Sydney Cocktail Table (SYDWDC)	Wood	48"L 26"D 18"H	\$307.52
	Sydney End Table (E1W)	White, Brushed Steel	27"L 23"D 22"H	\$261.72
	Sydney End Table (E1Y)	Black, Brushed Steel	27"L 23"D 22"H	\$261.72
	Sydney End Table (SYDBEE)	Blue	27"L 23"D 22"H	\$268.27
	Sydney End Table (SYDWDE)	Wood	27"L 23"D 22"H	\$268.27
	Sedona Side Table (SEDBBK)	Black Top, Bronze Base	15.75"L 15.75"D 24"H	\$139.76
	Sedona Side Table (SEDBWD)	Wood Top, Bronze Base	15.75"L 15.75"D 24"H	\$139.76
	Sedona Side Table (SEDBWH)	White Top, Bronze Base	15.75"L 15.75"D 24"H	\$139.76
	Taos Side Table (TAOB BK)	Black Top, Bronze Base	15.75"L 15.75"D 24"H	\$139.76
	Taos Side Table (TAOBWD)	Wood Top, Bronze Base	15.75"L 15.75"D 24"H	\$139.76
	Taos Side Table (TAOBWH)	White Top, Bronze Base	15.75"L 15.75"D 24"H	\$139.76

CUSTOM FURNISHINGS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

	Timber Table (TMBTBL)	Wood	16"RND 17"H	\$183.21
Café Tables w/ Standard Black Base				
	30" Round Café Table w/ Standard Black Base (30WH29)	White Laminate Top	30"RND 29"H	\$242.09
	30" Round Café Table w/ Standard Black Base (ZTB)	Red Top	30"RND 29"H	\$242.09
	30" Round Café Table w/ Standard Black Base (30AGBC)	Brushed Gunmetal	30"RND 29"H	\$242.67
	30" Round Café Table w/ Standard Black Base (ZTJ)	Graphite Nebula Top	30"RND 29"H	\$242.09
	30" Round Café Table w/ Standard Black Base (ZTK)	Maple Top	30"RND 29"H	\$242.09
	30" Round Café Table w/ Standard Black Base (30BEBC)	Blue	30" RND 29"H	\$242.09
	30" Round Café Table w/ Standard Black Base (30BKSC)	Black Top	30"RND 29"H	\$242.67
	30" Round Café Table w/ Standard Black Base (30GSBC)	Green Top	30"RND 29"H	\$242.67
	30" Round Café Table w/ Standard Black Base (30OSBC)	Orange Top	30"RND 29"H	\$242.67
	30" Round Café Table w/ Standard Black Base (30YSBC)	Brushed Yellow Top	30"RND 29"H	\$242.67
	30" Round Madison Café Table w/ Standard Black Base (ZTA)	Gray Acajou	30"RND 29"H	\$234.24
	30" Round Café Table w/ Standard Black Base (30WDBC)	Wood	30" RND 29"H	\$242.09
	36" Round Café Table w/ Standard Black Base (ZTN)	Graphite Nebula Top	36"RND 29"H	\$260.41
	36" Round Café Table w/ Standard Black Base (ZTP)	Maple Top	36"RND 29"H	\$260.41
	36" Round Café Table w/ Standard Black Base (ZTQ)	White Laminate Top	36"RND 29"H	\$260.41
	36" Round Café Table w/ Standard Black Base (36BKSC)	Black Top	36"RND 29"H	\$260.45
Café Tables w/ Hydraulic Base				
	30" Round Café Table w/ Hydraulic Base (30BRHC)	Red Top	30"RND 29"H	\$333.70
	30" Round Café Table w/ Hydraulic Base (30GRHC)	Graphite Nebula Top	30"RND 29"H	\$333.70
	30" Round Café Table w/ Hydraulic Base (30MTHC)	Maple Top	30"RND 29"H	\$333.70
	30" Round Café Table w/ Hydraulic Base (30AGHC)	Brushed Gunmetal Top	30"RND 29"H	\$327.79
	30" Round Café Table w/ Hydraulic Base (30WHHC)	White Laminate Top	30"RND 29"H	\$333.70
	30" Round Madison Café Table w/ Hydraulic Base (30MAHC)	Gray Acajou	30"RND 29"H	\$312.76
	30" Round Café Table w/ Hydraulic Base (30BEHC)	Blue	30"RND 29"H	\$327.15
	30" Round Café Table w/ Hydraulic Base (30BKHC)	Black Top	30"RND 29"H	\$327.79
	30" Round Café Table w/ Hydraulic Base (30GSHC)	Green Top	30"RND 29"H	\$327.79
	30" Round Café Table w/ Hydraulic Base (30OSHC)	Orange Top	30"RND 29"H	\$327.79
	30" Round Café Table w/ Hydraulic Base (30YSHC)	Brushed Yellow Top	30"RND 29"H	\$327.79
	30" Round Café Table w/ Hydraulic Base (30WDHC)	Wood	30" RND 29"H	\$327.15
	36" Round Café Table w/ Hydraulic Base (36GRHC)	Graphite Nebula Top	36"RND 29"H	\$353.33
	36" Round Café Table w/ Hydraulic Base (36MTHC)	Maple Top	36"RND 29"H	\$353.33
	36" Round Café Table w/ Hydraulic Base (36WTHC)	White Laminate Top	36"RND 29"H	\$353.33
	36" Round Café Table w/ Hydraulic Base (36BKHC)	Black Top	36"RND 29"H	\$353.20
Bar Tables w/ Standard Black Base				

CUSTOM FURNISHINGS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

30" Round Bar Table w/ Standard Black Base (30WH42)	Liquid White Top	30"RND 42"H	\$268.27
30" Round Bar Table w/ Standard Black Base (VTB)	Red Top	30"RND 42"H	\$268.27
30" Round Bar Table w/ Standard Black Base (30AGBB)	Brushed Gunmetal Top	30"RND 42"H	\$268.08
30" Round Bar Table w/ Standard Black Base (30BKSB)	Black Top	30"RND 42"H	\$268.08
30" Round Bar Table w/ Standard Black Base (30OSBB)	Orange Top	30"RND 42"H	\$268.08
30" Round Bar Table w/ Standard Black Base (30GSBB)	Green Top	30"RND 42"H	\$268.08
30" Round Bar Table w/ Standard Black Base (30YBBB)	Brushed Yellow Top	30"RND 42"H	\$268.08
30" Round Bar Table w/ Standard Black Base (VTJ)	Graphite Nebula Top	30"RND 42"H	\$268.27
30" Round Bar Table w/ Standard Black Base (VTK)	Maple Top	30"RND 42"H	\$268.27
30" Round Madison Bar Table w/ Standard Black Base (VTA)	Gray Acajou	30"RND 42"H	\$261.72
30" Round Bar Table w/ Standard Black Base (30WDBB)	Wood	30" RND 42"H	\$268.27
30" Round Bar Table w/ Standard Black Base (30EBBB)	Blue	30" RND 42"H	\$268.27
36" Round Bar Table w/ Standard Black Base (VTN)	Graphite Nebula Top	36"RND 42"H	\$287.90
36" Round Bar Table w/ Standard Black Base (VTP)	Maple Top	36"RND 42"H	\$287.90
36" Round Bar Table w/ Standard Black Base (36BKSB)	Black Top	36"RND 42"H	\$288.40
36" Round Bar Table w/ Standard Black Base (VTW)	White Laminate Top	36"RND 42"H	\$287.90
Rustique Square Metal Bar Table (RSTSQT)	Gunmetal	23.75"L 23.75"D	\$281.35
Bar Tables w/ Hydraulic Base			
30" Round Bar Table w/ Hydraulic Base (30BRHB)	Red Top	30"RND 45"H	\$333.70
30" Round Bar Table w/ Hydraulic Base (30GRHB)	Graphite Nebula Top	30"RND 45"H	\$333.70
30" Round Bar Table w/ Hydraulic Base (30MTHB)	Maple Top	30"RND 45"H	\$333.70
30" Round Bar Table w/ Hydraulic Base (30AGHB)	Brushed Gunmetal Top	30"RND 45"H	\$327.79
30" Round Bar Table w/ Hydraulic Base (30WHHB)	White Laminate Top	30"RND 45"H	\$333.70
30" Round Madison Bar Table w/ Hydraulic Base (30MAHB)	Gray Acajou	30"RND 45"H	\$312.76
30" Round Bar Table w/ Hydraulic Base (30BEHB)	Blue	30"RND 45"H	\$327.15
30" Round Bar Table w/ Hydraulic Base (30BKHB)	Black Top	30"RND 45"H	\$327.79
30" Round Bar Table w/ Hydraulic Base (30GSHB)	Green Top	30"RND 45"H	\$327.79
30" Round Bar Table w/ Hydraulic Base (30OSHB)	Orange Top	30"RND 45"H	\$327.79
30" Round Bar Table w/ Hydraulic Base (30YSHB)	Brushed Yellow Top	30"RND 45"H	\$327.79
30" Round Bar Table w/ Hydraulic Base (30WDHB)	Wood	30" RND 45"H	\$327.15
36" Round Bar Table w/ Hydraulic Base (36GRHB)	Graphite Nebula Top	36"RND 45"H	\$353.33
36" Round Bar Table w/ Hydraulic Base (36MTHB)	Maple Top	36"RND 45"H	\$353.33
36" Round Bar Table w/ Hydraulic Base (36WTHB)	White Laminate Top	36"RND 45"H	\$353.33
36" Round Bar Table w/ Hydraulic Base (36BKHB)	Black Top	36"RND 45"H	\$353.20
Barstools			
Apex Barstool (APS08)	Black Vinyl	21"L 21"D 33"H	\$235.55
Apex Barstool (APS12)	Blue Ultra Suede	21"L 21"D 33"H	\$235.55

CUSTOM FURNISHINGS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

	Apex Barstool (APS59)	Red Vinyl	21"L 21"D 33"H	\$235.55
	Apex Barstool (APS75)	White Vinyl	21"L 21"D 33"H	\$235.55
	Banana Barstool (BSS)	Black, Chrome	21"L 22"D 30"H	\$261.72
	Banana Barstool (BST)	White, Chrome	21"L 22"D 30"H	\$261.72
	Blade Barstool (BLDBRD)	Red	20.5"L 20.125"D 40.5"H	\$137.40
	Blade Barstool (BLDBSB)	Sky Blue	20.5"L 20.125"D 40.5"H	\$137.40
	Christopher Barstool (XBAR)	White Vinyl, Chrome	19"L 15"D 41"H	\$189.75
	Laguna Barstool (LMBAR)	Maple, Chrome	18"L 20"D 47"H	\$189.75
	Lift Barstool (ROLLBL)	Black Vinyl	15"RND 23-33.5"H	\$222.46
	Lift Barstool (ROLLGY)	Gray Vinyl	15"RND 23-33.5"H	\$222.46
	Lift Barstool (ROLLRD)	Red Vinyl	15"RND 23-33.5"H	\$222.46
	Lift Barstool (ROLLWH)	White Vinyl	15"RND 23-33.5"H	\$222.46
	Lucent Barstool (LUBSCL)	Frosted, Acrylic	22"L 22.5"D 45.5"H	\$273.50
	Oslo Barstool (BSC)	White	17"L 20"D 30"H	\$273.50
	Rustique Barstool (RSTSTL)	Gunmetal	13"L 13"D 30"H	\$143.95
	Shark Barstool (BS001)	White, Chrome	22"L 19"D 34-44"H	\$333.70
	Syntax Barstool (BSR)	Black, Chrome	23"L 19"D 32"H	\$229.01
	Zenith Barstool (ZENBAR)	White, Chrome	19"L 20"D 44"H	\$170.12
	Zoey Barstool (BS002)	White, Chrome	15"L 16"D 26-30.5"H	\$307.52
	Zoey Barstool (BS003)	Black, Chrome	15"L 16"D 26-30.5"H	\$307.52
Conference Tables				
	10' Table (CT10GR)	Granite	120"L 46"D 29"H	\$850.60
	42" Round Madison Conference Table (CB8)	Gray Acajou	42"RND 29"H	\$412.21
	42" Round Table (CB1)	Graphite Nebula	42"RND 29"H	\$412.21
	42" Round Table (CONF42)	White Laminate	42"RND 29"H	\$412.21
	42" Round Table (42BKCT)	Black Top, Black	42"RND 29"H	\$411.64
	6' Conference Table (CB2)	Graphite Nebula	72"L 42"D 29"H	\$484.19
	6' Table (CT06GR)	Granite	72"L 36"D 29"H	\$490.73
	8' Conference Table (CB3)	Graphite Nebula	96"L 48"D 29"H	\$569.25
	8' Table (C508GR)	Granite	96"L 44"D 29"H	\$569.25
	Atomic 36" Round Table (36ATO)	Glass	36"RND 30"H	\$327.15
	Atomic 42" Round Table (42ATO)	Glass	42"RND 30"H	\$327.15
	Geo Table, Rectangle (CE2)	Glass, Chrome	60"L 36"D 29"H	\$469.79
	Geo Table, Rectangle (CF2)	Glass, Black	60"L 36"D 29"H	\$469.79
	Geo Table, Rounded Square (CE1)	Glass, Chrome	42"L 42"D 29"H	\$333.70
	Geo Table, Rounded Square (CF1)	Glass, Black	42"L 42"D 29"H	\$333.70
	Madison 10' Table (MADC10)	Gray Acajou	120"L 48"D 29"H	\$974.92

CUSTOM FURNISHINGS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
 Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

	Madison 5' Table (MADC05)	Gray Acajou	60"L 48"D 29"H	\$490.73
	Madison 8' Table (MADC08)	Gray Acajou	96"L 60"D 29"H	\$974.92
	Merlin Multi Use Table (MERLIN)	Gray Laminate, Black	46"L 29"D 30"H	\$359.87
	Work Table (WD3)	White Laminate, White	48"L 24"D 30"H	\$346.78
Executive Chairs				
	Pro Executive Guest Chair (PROGB)	Black Vinyl	24"L 22"D 36"H	\$268.27
	Pro Executive High Back Chair (PROEXB)	Black Vinyl	25"L 24"D 48"H Adj	\$379.50
	Pro Executive High Back Chair (PROEXE)	White Classic Vinyl	25"L 24"D 48"H Adj	\$379.50
	Pro Executive Mid Back Chair (PROMDB)	Black Vinyl	24"L 22"D 40"H Adj	\$248.64
	Pro Executive Mid Back Chair (PROMID)	White Classic Vinyl	24"L 22"D 40"H Adj	\$248.64
	Cupertino Mid Back Chair (CUPCHA)	Black Vinyl	27"L 30.5"D 40-43"H	\$298.57
	Genesis Chair (GENCHA)	Black	27.5"L 27.5"D 40-43.5"H	\$260.45
	Task Stool (TASKST)	Black Fabric	27.5"L 27.5"D 32.75"-40.25"H	\$155.73
Communal Tables w/ Solid Tops				
	Ventura Communal Bar Table (VNTBNP)	Black Top, Silver Frame	72.25"L 26.25"D 42"H	\$693.57
	Ventura Communal Bar Table (VNTMNP)	Maple Top, Silver Frame	72.25"L 26.25"D 42"H	\$693.57
	Ventura Communal Bar Table (VNTWNP)	White Top, Silver Frame	72.25"L 26.25"D 42"H	\$693.57
	Ventura Communal Café Table (VNTCMN)	Maple Top, Silver Frame	72.25"L 26.25"D 30"H	\$548.31
	Ventura Communal Café Table (VNTCBN)	Black Top, Silver Frame	72.25"L 26.25"D 30"H	\$548.31
	Ventura Communal Café Table (VNTCWN)	White Top, Silver Frame	72.25"L 26.25"D 30"H	\$548.31
Communal Tables w/ Grommet Holes				
	Ventura Communal Café Table w/ Grommet Holes (VNTCWW)	White Top, Silver Frame	72.25"L 26.25"D 30"H	\$548.31
	Ventura Communal Café Table w/ Grommet Holes (VNTCMW)	Maple Top, Silver Frame	72.25"L 26.25"D 30"H	\$548.31
	Ventura Communal Bar Table w/ Grommet Holes (VNTBMW)	Maple Top, Silver Frame	72.25"L 26.25"D 42"H	\$693.57
	Ventura Communal Bar Table w/ Grommet Holes (VNTBWW)	White Top, Silver Frame	72.25"L 26.25"D 42"H	\$693.57
Office & Product Display				
	3 Drawer File Cabinet on Castors (TECH3)	Black Metal, Laminate	16"L 20"D 28"H	\$150.49
	Madison Bookcase (BC8)	Gray Acajou	36"L 12"D 72"H	\$443.62
	Madison Credenza (CR8)	Gray Acajou	60"L 20"D 29"H	\$523.45
	Madison Executive Desk (JD8)	Gray Acajou	60"L 30"D 29"H	\$613.74
	Posh Shelving (PSHCCS)	Chrome, Acrylic	36"L 18"D 72"H	\$522.14
	Powered Locking Pedestal, 36" (PDL36B)	Black	24"L 24"D 36"H	\$529.99
	Powered Locking Pedestal, 36" (PDL36W)	White	24"L 24"D 36"H	\$529.99
	Powered Locking Pedestal, 42" (PDL42B)	Black	24"L 24"D 42"H	\$628.14
	Powered Locking Pedestal, 42" (PDL42W)	White	24"L 24"D 42"H	\$628.14
	Tech Desk, Powered (TECH)	Black Metal, Laminate w/electrical unit	60"L 30"D 30"H	\$477.64

CUSTOM FURNISHINGS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



Custom Furnishings Order Form

	Tech Desk, Powered w/ 3 Drawer File Cabinet (TECH3B)	Black Metal, Laminate w/electrical unit	60"L 30"D 30"H	\$582.33
Lamps				
	Mason Floor Lamp (LA15)	Brushed Silver	18"RND 55"H	\$229.01
	Mason Table Lamp (LA14)	Brushed Silver	16"RND 26"H	\$150.49
Bars				
	Midtown Bar, Lighted w/ Plug In (MTBLPI)	Pewter	60"L 18"D 42"H	\$1,589.97
	Midtown Bar, Unlighted (MTBUUL)	Pewter	60"L 18"D 42"H	\$1,490.51
Greenery				
	Boxwood Hedge, 4' (HDG4FT)	Green	46"L 9"D 47"H	\$469.79
	Boxwood Hedge, 7' (HDG7FT)	Green	36.5"L 12"D 84"H	\$770.77

AGS offers a variety of Custom Furnishing options, including tables, chairs, bars, couches, desks and other stylish additions for your exhibit space. We ask that you include those pages with your order that indicate both the item and quantity. Please also submit this page as a confirmation of the total value of your Custom Furnishings order. The information provided below outlines the terms of service related to our Custom Furnishings. If you need more information regarding this service please contact our Event Services Department, eventservices@ags-expo.com. Please remember to include your event name, company name and booth number so that we may better assist in answering your questions.

Please Note:

- There is a 19% service charge added to the total order for delivery and removal of all custom furnishing items.
- In order to be guaranteed items for delivery, custom furnishing orders must be received with payment on or before the deadline date listed above.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.
- Custom furnishings will be delivered to your booth separately from standard furnishings.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled after the discount deadline but before show move-in begins may incur a minimum 50% cancellation fee. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

Subtotal: _____
 19% Service Charge: _____
 Sales Tax (8.50%): _____
 Total Custom Furnishings Order: _____

Booth Labor & Cleaning

Information and Order Forms

Booth Labor Order Form 89

Outbound Shipping for AGS Supervised Labor Only..... 90

Booth Cleaning Order Form 91

Booth Layout Form..... 92



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$123.24	\$165.42
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	\$184.86	\$240.32
Sunday/Holidays:	All day Sunday and observed holidays.	\$221.82	\$288.37

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)				Total Labor Cost:	\$	\$

- After the 1st hour time can be billed in 1/2 hour increments.

Supervision of Labor

Supervision of all labor is required. Please select a supervision plan by checking the boxes.

AGS Supervision

Install ☐ Dismantle ☐

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a \$50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a \$50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, **AGS MUST have detailed set-up instructions (blueprints/floorplans, etc.) with this labor order.**

Exhibitor must also include outbound shipping instructions with this labor order.

(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

On-Site Representative Name/Company & Cell: _____

Exhibitor Supervision

Install ☐ Dismantle ☐

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). **Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.**

Must provide Twenty-four (24) hour notice of cancellation of labor services. Without twenty-four (24) hour notice, exhibitor will be charged a one hour minimum per laborer ordered.

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ _____
AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ _____
Total Booth Labor: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

BOOTH LABOR ORDER FORM



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

AGS Supervised Labor Only

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

Company/Show: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

Number of Destinations: _____ Number of pieces: _____ Number of Labels Requested: _____

Select Shipping Method:

☐ Ship via carrier of exhibitor's choice - Exhibitor Appointed Carrier

Name of Carrier _____

☐ Ship via official show freight carrier, **ABF Freight**

****In the case that your carrier does not show please select one of the below dispositions for your shipment****

Re-Route via Show Carrier, ABF Freight

Drayback to Warehouse - Additional fees will apply

Please Note:

- **This service is provided for Supervised Labor Services ONLY.**
- If an exhibitor is using a carrier of his/her own choice (not using the official show freight carrier), the exhibitor is responsible for arranging for pick-up at the close of the event.
- If your shipment has more than one destination please fill out a form for each destination.

Outbound Shipping Instructions

Bill Shipping Charges to (if different from above):

Shipper (Print): _____ Phone: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal, and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

Please Indicate Booth Area

BOOTH SIZE - _____ X _____ = _____ (sq. ft. round up to the nearest 100 sq. ft.)

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded up to the nearest 100 sq. ft.

Vacuuming Service *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

- ☐ Vacuuming Nightly \$0.59/sq. ft.* ☐ Vacuuming Once Before Event \$0.69/sq. ft.

**Please calculate for (3) event days.*

Periodic Porter Service

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

- ☐ Periodic Porter Service - Daily .. \$130.00/day** ☐ Day-Specific Porter Service \$147.00/day

***Please calculate for (3) event days.*

(Please indicate days) _____

- ☐ **Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal, and other similar labor services.

Quoted as needed.***

- **Straight-Time:** \$73.00/hr ... 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** \$84.60/hr ... 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Sunday/Holidays:** . \$99.98/hr ... all day Sunday and observed Holidays, where applicable.

****One (1) Hour Minimum for all service calls.*

Other Cleaning Services

- ☐ Shampooing of Carpet* \$0.95/sq. ft.
☐ Mopping and Waxing* \$0.95/sq. ft.
☐ Anti-Static Carpet Treatment \$0.35/sq. ft

*Shampooing and mopping available before show opens **ONLY**

**Cancellation requests received within twenty-four (24) hours of service will be subject to a 100% cancellation fee*

Total Order

Total Sq. Ft.

X

Vacuuming: \$0.59/sq. ft. or \$0.69/sq. ft. x _____ Days = \$ _____
Shampooing/Mopping: \$0.95/sq. ft. x _____ Days = \$ _____
Anti-Static Treatment: \$0.35/sq. ft. x _____ Days = \$ _____
Porter Service: \$130.00 or \$147.00/day x _____ Days = \$ _____

Tax (8.50%): \$ _____

Total Booth Cleaning Order: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

BOOTH CLEANING ORDER FORM



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Layout Form

This grid must be attached to the following order forms to ensure proper placement of items in your booth.
Please print/photocopy as needed.

- ☐ Pegboard / Tackboard - *Seating & Accessories Form*
- ☐ Special Colored Drape - *Seating & Accessories Form*
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - *Display Solutions Form*
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - *Carpet Form*
- ☐ Installation and Dismantling - *Labor Order Form*

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

indicate adjacent
booth or
aisle number:

indicate adjacent
booth or
aisle number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to AGS for your orders to be processed.**

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

BOOTH LAYOUT FORM

Shipping & Material Handling

Information and Order Forms

Material Handling & Rates 94

Special Handling Definitions 98

Reducing Material Handling Costs 99

Freight Re-Route Policy 100

Shipping Addresses 101

Shipping Labels 102

Material Handling Order Form 104

Outbound Bill of Lading/Shipping Label Request 105

Inbound Shipping Information Form 106

Cartload Service Order Form 107

Premium Return Service 108

Terms & Conditions of Contract -
Material Handling Services 109

ABF Freight 114



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at eventservices@ags-expo.com

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight, and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

NOTE: Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number, and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Material Handling Information & Rates

Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number, and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses, or other erroneous information not related to this specific event.

Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

Rate Classification

Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o ABF Freight and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area, and reloading on outbound truck(s). **The ROUND TRIP RATE of \$142.45 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$42.74 with a 200 lb. minimum.**

Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject to a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Gaylord Rockies Resort & Convention Center and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$139.75 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Material Handling Information & Rates

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- A vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- **For each 100 lbs. or fraction thereof per shipment, the rate is \$41.93 with a 200 lb. minimum.**

Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to, but is not limited to, moving van shipments or shipments by any trucks which, because of their truck bed height, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck, or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of \$209.63 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.

NOTE: In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Gaylord Rockies Resort & Convention Center and labeled with appropriate show name, company name, and booth number. Such items considered small packages are cartons, envelopes, and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments. Materials will be unloaded from the dock or trucks at the exhibit site and delivered to the exhibitor's booth.

This INBOUND ONLY RATE applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Material Handling Information & Rates

Small Package Rates (Cont.)

the first piece is \$55.00 and each subsequent piece is \$20.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. **The fee for this premium service to return empty storage containers at the close of show is \$250.00 for (3) containers.**

Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading, and shipping information will be available.

Freight Re-Route Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. If the shipment is drayed back to the warehouse, there will be a Service Fee minimum of \$350.00 for up to 1,499 lbs, a \$650.00 min for 1,500 - 2,999 lbs, and a \$1,010.00 min for 3,000+ lbs for transportation and/or storage. Additional fees may apply based on size and complexity of loading and storage needs. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling.

Special Handling Definitions

What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-Out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Improper Weight

- Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

Discount Price
Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Reducing Material Handling Costs

To reduce material handling costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.
- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.

THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

Here are some common mistakes that can result in higher material handling charges:

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

EXAMPLE OF SAVINGS

Received - *Multiple Shipments*

51 lbs.	charged @ \$142.45 per cwt. 200 lbs. min. = \$284.90	
43 lbs.	charged @ \$142.45 per cwt. 200 lbs. min. = \$284.90	
64 lbs.	charged @ \$142.45 per cwt. 200 lbs. min. = \$284.90	TOTAL = \$854.70

Received - *Single Shipment*

(3 pcs) 158 lbs.	charged @ \$142.45 per cwt. 200 lbs. min. = \$284.90	TOTAL = \$284.90
------------------	--	-------------------------

SAVE \$569.80

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Freight Re-Route Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight re-routed.

Driver Check-in: Saturday, October 9th by 5:30 PM

Freight Re-Route Time: Saturday, October 9th at 5:31 PM

What is Freight Re-Route?

A "re-route" occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is re-routed until we must move it to complete the contracted move-out agreement between show management, the convention center, and AGS Expo Services.

Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official "permission" by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors, and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services, and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, **we require that someone from your company remain with the shipment until it is picked-up.** Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

Freight Re-Route Contact

In the event that your freight is re-routed by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 407.292.0025 to obtain tracking and destination information.



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

Name of Exhibiting Company

AVLS 2021

Booth #: _____

{PLACE APPROPRIATE ADDRESS HERE}

Advance Shipments to Warehouse

AGS Expo Services
c/o ABF Freight
5871 N Broadway
Denver, CO 80216

Delivery Window

- Deliveries only accepted between 9/6/21 - 9/28/21
- Receiving Dock Open - 8:00 AM - 4:30 PM
- Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Gaylord Rockies Resort & Convention Center
Aurora Exhibit Hall 1
6700 N Gaylord Rockies Blvd
Aurora, CO 80019

Delivery Window

- Wednesday, October 6, 2021 - 8:00 AM - 5:00 PM
- All booths must be set by 5:00 PM on Wednesday, October 6, 2021.

- **Delivery restrictions apply to all methods of receiving.** Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.
- **Mislabeled packages have the potential of being refused at show site.** Please remember to include **AGS Expo Services c/o Gaylord Rockies Resort & Convention Center or ABF Freight** on all packages sent to either the advance warehouse or direct shipments to exhibit site AND remove all old labels from packaging.

SHIPPING ADDRESSES

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



**TO: AGS Expo Services
c/o ABF Freight
5871 N Broadway
Denver, CO 80216**

AVLS 2021

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
9/6/21 - 9/28/21**

ADVANCE SHIPPING LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE



PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: AGS Expo Services
c/o ABF Freight
5871 N Broadway
Denver, CO 80216**

AVLS 2021

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
9/6/21 - 9/28/21**

ADVANCE SHIPPING LABEL



TO: AGS Expo Services

c/o Gaylord Rockies Resort & Convention Center
Aurora Exhibit Hall 1
6700 N Gaylord Rockies Blvd
Aurora, CO 80019

AVLS 2021

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Wednesday, October 6, 2021 - 8:00 AM - 5:00 PM

DIRECT SHIPPING LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE



PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: AGS Expo Services

c/o Gaylord Rockies Resort & Convention Center
Aurora Exhibit Hall 1
6700 N Gaylord Rockies Blvd
Aurora, CO 80019

AVLS 2021

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Wednesday, October 6, 2021 - 8:00 AM - 5:00 PM

DIRECT SHIPPING LABEL



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Material Handling Order Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled "Shipping Instructions and Material Handling."

MATERIAL HANDLING RATES (DEADLINE DATES)

Advanced Warehouse - (9/6/21 - 9/28/21)

- \$142.45 per 100 lbs, 200 lbs min.

Special Handling at Show Site - (44475)

- \$209.63 per 100 lbs, 200 lbs min.

Direct to Show Site - (44475)

- \$139.75 per 100 lbs, 200 lbs min.

Small Packages - <30 lbs - (Show Site Only)

- \$55.00 1st Carton, \$20.00 each add., per day

Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 30% Overtime Surcharge will be applied for any mandatory weekend move-in and/or move-out.**

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ \$142.45 per 100 lbs. (200 lbs. min, \$284.90 Minimum)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs. = \$ _____

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

Direct Shipments to Show Site

We will ship.... _____ lbs. @ \$139.75 per 100 lbs. (200 lbs. min, \$279.50 Minimum)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs. = \$ _____

- *Materials received prior to move-in date/time will be assessed an off-target charge or may be refused by the facility.*

Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... _____ lbs. @ \$209.63 per 100 lbs. (200 lbs. min, \$419.26 Minimum)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs. = \$ _____

Small Packages

We will ship.... _____ Packages @ \$55.00 for the first package and \$20.00 for each additional package contained in the same shipment

Total Number of Packages _____ x \$55.00 / \$20.00 = \$ _____

Total Order

Material Handling Services - Subtotal: \$ _____

30% Overtime Surcharge (Subtotal x 30%): \$ _____

Total Material Handling Cost: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

MATERIAL HANDLING ORDER FORM



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

Showsite Instructions:

- **Completed BOL must be turned in to the AGS Service Center prior to your departure.**
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.
- Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Ship to Address:

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention/Show/Booth #: _____

Number of Destinations: _____ Number of pieces: _____ Number of Labels Requested: _____

- **If you have more than (1) destination please fill out a form for each individual destination.**
- **Please indicate your piece count by type below.**

_____ Crate (Wood) _____ Skid (Pallet) _____ Cases (Plastic) _____ Carton (Cardboard) _____ Anvil Case/Trunks _____ Other (Bundles, pad wraps, etc)

Select Shipping Method:

Ship via official show freight carrier, **ABF Freight**

Ship via carrier of exhibitor's choice - Name of Carrier _____

- If selecting a carrier other than ABF Freight, you must schedule the pickup.

****In the case that your carrier does not show please select one of the below dispositions for your shipment****

Re-Route via Show Carrier, ABF Freight

Drayback to Warehouse - Additional fees will apply

Is this shipment Prepaid or Collect? (Please select one):

Prepaid By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you)

Collect By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

Bill Shipping Charges to (if different from ship to address):

Shipper (Print): _____ Email: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Inbound Shipping Information

Please use this form to indicate information related to your shipments. This will allow us to assist you at show site with regard to inbound shipments. If you have multiple shipments, please attach additional versions of this form for each inbound shipment.

Shipments to Warehouse

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

Shipments Direct to Show Site *(Shipments must arrive during scheduled move-in hours ONLY)*

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

INBOUND SHIPPING INFORMATION FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Cartload Service Order Form

AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. Please see details of service and order form below.

Availability of Service

Cartload Service will only be available on the following dates and times:

Exhibitor Move-In:

Wednesday, October 6, 2021 - 9:00 AM - 5:00 PM

Exhibitor Move-Out:

Saturday, October 9, 2021 - 2:30 PM - 7:00 PM

Scheduling Cartload Services

Exhibitors who elect to pre-order this service will be given priority access to the loading dock and labor for move-in and move-out. To schedule a cartload service at show site, please visit the AGS Service Center at your event. On-site requests will be provided on a first-come, first-served basis. Exhibitors who have pre-ordered cartload service are asked to check-in at the loading dock. **All vehicles must be removed from the dock area immediately after being unloaded.**

Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: cars, pickup trucks, passenger vans, and other trucks primarily designated for passenger use. Please see below for POVs that meet the requirements. The maximum carry weight for the cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Anything greater than 199 lbs. will be assessed appropriate material handling charges.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is \$139.75.

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

Date	Time	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	3:00 PM	1	\$139.75	\$139.75
Total Cartload Service Order:				\$

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention Center
Aurora, CO
October 7-10, 2021

Discount Price Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



NEED AN EXPEDITED MOVE-OUT?

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With **Premium Return Service** you will get your materials returned as a priority to expedite dismantle and reduce long move-outs.

As a white glove service, our team will make every effort to deliver your labels to the booth during move-in. You may also visit the **AGS Service Desk** on-site to obtain these labels. Service is subject to availability based on volume.

PREMIUM RETURN SERVICE: \$250.00

☐ Yes, we would like *Premium Return Service*

We are storing: # of Pieces ☐ Crates ☐ Boxes ☐ Fiber Containers ☐ Anvil Cases ☐ Other



- The storage of up to three (3) pieces
- Priority return of stored materials
- This service is available for containers that measure 4'x8'x4' or smaller. This service is **NOT** available for skids.



- This is a limited service and we ask that you make your **Premium Return Service** reservations in advance.
- This service must be established prior to the removal of materials from the floor. The exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage.
- This is not an alternative to **Material Handling**. **Material Handling** services must be established prior to ordering this service.
- All **Premium Return Service** labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.
- Taxes added where applicable.
- **Cancellation Policy:** **Premium Return Service** is a reserved space managed service. All cancellations must be made seven days prior to the event. Cancellations within seven days will be refunded 50%. No refunds will be made for on-site cancellations.

PREMIUM RETURN SERVICE

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

Discount Price
Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Terms & Conditions of Contract - Material Handling Services

By acceptance of Goods and/or Services provided by AGS Exposition Services, Inc. and/or its carriers, contractors, and agents of each, Customer and any other party with an interest in, or who is benefited by the Goods and/or Services covered by this Agreement agree to these Terms and Conditions of Contract.

AGS TERMS AND CONDITIONS ARE SUBJECT TO MODIFICATION OR CHANGE AT AGS' SOLE DISCRETION UPON ADVANCE NOTICE TO ANY PARTIES

1. Scope/Binding Effect:

These Terms and Conditions shall be binding upon AGS, Customer, and their respective agents, representatives, Shipper and Consignee, including but not limited to Customer contracted labor such as installation and dismantle companies and personnel, and any other party with an interest in, or who is benefited by the Goods and/or Services covered by this Agreement. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limitations and limitations of liability. It shall be the Customer's sole obligation to ensure that any such parties described above have received a copy of this Agreement and have consented to these Terms and Conditions.

2. Definitions:

"AGS" refers to AGS Exposition Services, Inc., a Florida Corporation, its agents and employees.

"Carrier" shall refer to motor carriers, van lines, air carriers, and/or air or surface freight forwarders.

"Cold Storage" refers to the holding of Goods in a climate controlled area whether or not said Goods are deemed "perishable".

"Consignee" refers to a party to whom goods are shipped.

"Customer" shall refer to any exhibitor, event participant, or other party requesting from Goods or Services from AGS.

"Goods" refers to exhibits, property, materials, electronic equipment, displays, and commodities of any type for which AGS is requested to provide or otherwise perform Services in relation thereto, such as shipping, drayage, assembly or disassembly in relation thereto.

"HAZMAT" refers to those articles, commodities and/or

Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of the ICC Termination Act of 1995, as amended from time to time.

"Services" as referenced herein shall include, but is not limited to: warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, logistics and/or all other services provided by AGS and/or its carriers, contractors, and agents of each.

"Shipper" shall refer to any party who tenders Goods to Carrier for transportation.

3. Customer Obligations:

a. Payment for Services. Customer, Shipper, and Consignee shall be jointly liable for all unpaid charges for services performed by AGS and/or its carriers, contractors, and agents of each. Customer authorizes AGS to charge its credit card directly for Goods and/or Services rendered on Customer's behalf at any time, to include after Customer departure from the event, upon placing its order with AGS on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Goods are delivered or Services are performed unless other arrangements have been made in advance with AGS. AGS has the right to require prepayment or other written guarantee of the charges at the time of request for Goods and/or Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Goods and/or Services. AGS retains its right to hold Customers' Goods for non-payment and to charge storage and handling fees associated therewith. If a credit card is provided to AGS, AGS is authorized to bill to such credit card at any time for any unpaid charges for Goods and/or Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½ % per month until paid.

c. HAZMAT Compliance. Customer is obligated to disclose to AGS and Carrier if Customer's packages contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

Discount Price
Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Terms & Conditions of Contract - Material Handling Services

completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment. Customer is also responsible for all placarding associated with HAZMAT materials.

4. **ICCTA Waiver; Mutual Indemnification:**

a. ICCTA Waiver. Customer and AGS expressly and mutually waive, to the extent permissible under law, any and all rights and remedies each may have under ICCTA, as amended from time to time, to the extent those provisions conflict with these Terms and Conditions.

b. Customer Indemnification. Customer shall defend, hold harmless and indemnify AGS and its carriers, contractors, and agents of each, from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' expert, and consulting fees, and court costs, arising from or relating to any injury to or death of persons, or damage to property other than Goods, arising from or relating to AGS' (and/or its carriers, contractors, and agents of each), performance of Services herein. Customer further agrees to indemnify and hold AGS and its carriers, contractors, and agents of each, harmless for any and all actions or inactions of Customer, its agents, contractors, customers and invitees, and their contractors, representatives and agents, including but not limited to Customer's installation and dismantle companies and personnel, any subtenant, licensee, invitee, or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through AGS. Customer's obligations under this provision shall not apply to AGS' own gross negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE EVENT SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS, LICENSEES, INVITEES, CUSTOMERS, SUB-TENANTS, AND THEIR RESPECTIVE AGENTS AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK AND ASSUME ALL RISKS ASSOCIATED THEREWITH BY VIRTUE OF THEIR PRESENCE.**

c. AGS Indemnification. To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the

limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or hours of exhibitor's space lease with event management.

5. **Disclaimer And Limitation Of Liability:**

UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. AGS SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED SOLELY AND EXCLUSIVELY BY THE DIRECT, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF AGS. NOTWITHSTANDING THE FOREGOING, AND UNDER NO CIRCUMSTANCES, REGARDLESS OF CLAIMED FAULT AGAINST AGS, SHALL AGS BE LIABLE FOR ANY CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION 6, BELOW. FURTHER, AGS SHALL NOT BE LIABLE FOR LOSS, DAMAGE, OR DELAY THAT RESULTS FROM ACTS OF GOD, WEATHER CONDITIONS, ACT OR DEFAULT OF CUSTOMER, SHIPPER, CARRIER, OR THE OWNER OF THE GOODS, INHERENT NATURE OF THE GOODS, PUBLIC ENEMY, PUBLIC AUTHORITY, LABOR DISPUTES, AND ACTS OF TERRORISM OR WAR.

6. **No Liability for Loss or Damage to Goods:**

a. Condition of Goods. AGS shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. AGS shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the event floor.



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

Discount Price
Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Terms & Conditions of Contract - Material Handling Services

b. Receipt of Goods. AGS shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure. AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. AGS assumes no liability or responsibility for Cold Storage.

e. Empty Storage. AGS assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in empty storage. It is Customer's sole responsibility to affix the appropriate labels available at the AGS Service Center for empty container storage, and ensure that any pre-existing empty labels are removed.

f. Freight Re-Route. AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled. **Removal of all empty crates, carpeting or display materials are the responsibility of the exhibitor including disposition or return to company warehouse. Any of the before mentioned items abandoned by exhibitors will be assessed a Service Fee minimum of \$350.00 for up to 1,499 lbs, a \$650.00 min for 1,500 - 2,999 lbs, and a \$1,010.00 min for 3,000+ lbs for transportation and/or storage. Additional fees may apply based on size and complexity of loading and storage needs. AGS is not responsible for the assignment of fees or charges made by**

the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling.

g. Concealed Damage. AGS shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled goods.

h. Unattended Goods. AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.

i. Unattended Booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

j. Special Handling Needs. AGS shall not be liable for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the movement or acceptance of such Goods in cases where equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS,



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

Discount Price
Deadline Date
SEPTEMBER 21st
Method of payment must accompany your order



Terms & Conditions of Contract - Material Handling Services

except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.

7. AGS Not a Bailee or Shipper/ AGS Retained Authority to Substitute Carriers:

a. AGS Not Bailee or Shipper. The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.

b. AGS Retained Authority to Substitute Carriers. In order to expedite removal of Goods from the event site, AGS shall have the authority to change designated carriers if such carriers do not pick-up Customer's Goods on time.

8. Measure of Damage:

a. Sole Relief. If found liable for any loss, AGS' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.

b. Labor. AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly negligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

9. Miscellaneous:

a. Insurance. AGS IS NOT AN INSURANCE COMPANY

AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

b. Notice of Loss or Damage. In order to have a valid claim, notice of loss or damage to Goods must be given to AGS or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at event site by AGS) or delivery of outbound Goods.

c. Filing of Claim. Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.

i. Claims for Goods alleged to be lost, stolen or damaged at the event site must be received in writing by AGS within 30 days after the close of the event.

ii. Claims for Goods alleged to be lost or damaged during transit must be received in writing by AGS within thirty (30) days after the date of delivery of Goods to or from the event site.

In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit. Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim.

e. Notice of Legal Action. In the event an exhibitor



AVLS 2021
Gaylord Rockies Resort & Convention
Center
Aurora, CO
October 7-10, 2021

**Discount Price
Deadline Date
SEPTEMBER 21st**
Method of payment must accompany your order



Terms & Conditions of Contract - Material Handling Services

threatens potential legal action, all further communications will AGS personnel may cease, and future service to that exhibitor may be suspended.

10. Jurisdiction, Choice of Forum; Prevailing Party Fees:

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.

11. Advanced Warehousing/Temporary Storage/Long Term Storage:

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to

appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

TERMS & CONDITIONS OF CONTRACT - MATERIAL HANDLING SERVICES

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

***Priority
handling of
your inbound
and outbound
shipments***

***Guaranteed
expedited air
and ground
services***

***LTL Ground
Transportation***

***International
Transportation***

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

800-654-7019
tradeshow@arcb.com | arcb.com



8401 McClure Drive • Fort Smith, AR • 72916

Ancillary Services

Service Providers and Order Forms

AV Services 117

Electric, Internet & Catering 118

Floral 119

The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.



Online Exhibitor Ordering

Welcome to the Gaylord Rockies Resort & Convention Center!

We are thrilled to be hosting your 2021 Exposition Event.
We're happy to provide access to online ordering for all your booth needs, including:

Electric / Internet / F&B

To create an account or log in, please refer to the following link:
[*https://gaylordrockies.boomerecommerce.com*](https://gaylordrockies.boomerecommerce.com)

IMPORTANT INFORMATION REGARDING FOOD AND BEVERAGE

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage during the Exhibit Showcase Evening Reception. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes, but is not limited to, logo bottled water or any type of pre-packaged food.) If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gh.dengr.grexhibits@gaylordhotels.com and you must seek approval from your show representative before sending this request.

TAX EXEMPT EXHIBITORS

If your organization is Tax Exempt in the state of Colorado, please create your account first and then contact us at gh.dengr.grexhibits@gaylordhotels.com. We'll need to receive a copy of your Colorado Tax Exempt Certificate before you can process your order.

*Please contact an Exhibitor Services Representative at 720.610.1565 or
gh.dengr.grexhibits@gaylordhotels.com for any questions or additional assistance.*



October 7—10, 2021 Denver, CO & At Home



+1.770.507.6777
FAX +1.770.474.4676
order@tlc-florist.com
www.tlc-florist.com

N·A·T·I·O·N·A·L

convention • plant • services

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____
Billing Address: _____ Expiration Date: _____ (CVV #) _____
City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
Show Decorator: AGS Expo _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

HOW TO ORDER: Email order to order@tlc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or
121 Pine Dr., Stockbridge, Ga 30281 / or Fax to +1.770.474.4676
QUESTIONS? : Please email order@tlc-florist.com or call 1.770.507.6777

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please
do so below—**prices start at \$80.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$70.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call +1 770-507-6777 or
email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"—18"H

\$35.00 each

Qty _____

White _____

Yellow _____

Lavender _____



Azaleas—12"H

\$50.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"—18"H

\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

**TLC Designers can
provide the following:**

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are
Available for hospitality
Suites, award banquets,
And VIP room deliveries.**

*See next
page for
green plants.*

FLORAL ORDER FORM

Ferns

Ivy

Pothos



Ferns
\$50.00 each

Qty ____



Ivy—10"H x 10"W
\$50.00 each

Qty ____



Pothos—12"H x 12"W
\$50.00 each

Qty ____



+1 (770) 507-6777
order@tfc-florist.com
www.tfc-florist.com

3' Green Plants



\$55.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$70 each Qty ____

5' @ \$85 each Qty ____

6' @ \$105 each Qty ____

7' H & Taller plants & Planters are available
Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured)
Also available with mum
Choose flower color for flower choice.

For Top-dressing with fern & azalea
__ white, __ pink, __ red

For Top-dressing with fern & mum
__ white, __ yellow, __ lavender

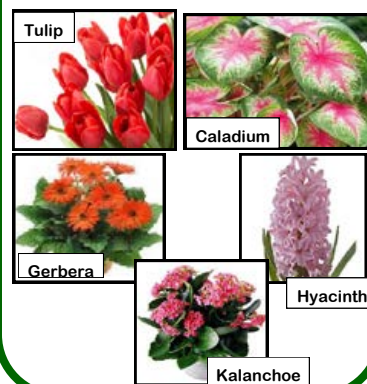


4' @ \$175 each, Qty ____

5' @ \$190 each, Qty ____

6' @ \$210 each, Qty ____

Seasonal Flowering Plants
Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.
There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.
Orders placed after the open of an event may be subject to a delivery fee.
Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container (Included in rental cost)

__ Black __ White

Subtotal ____

10% Del Fee ____

Total ____

Chrome, Brass, Terra Cotta, & Other Containers are available.
Please call +1 770-507-6777 for pricing.

FLORAL ORDER FORM