

2026 IADR General Session & Exhibition
March 25 – 28, 2026
San Diego Convention Center
San Diego, CA

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **2026 IADR General Session & Exhibition**.

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

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

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at operations@levyexpo.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at the **2026 IADR General Session & Exhibition**.

Thank you and we look forward to servicing your needs at the **2026 IADR General Session & Exhibition** in **San Diego, CA**.

Sincerely,

Levy Exposition Services, Inc.

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

LOCATION: San Diego Convention Center
 111 West Harbor Drive
 San Diego, CA 92101

EXHIBITOR MOVE-IN: Wednesday, March 25, 2026 8:00 am – 4:30 pm

EXHIBITION DATES: Thursday, March 26, 2026 8:00 am – 5:00 pm
 Friday, March 27, 2026 8:00 am – 5:00 pm
 Saturday, March 28, 2026 8:00 am – 5:00 pm

EXHIBITOR MOVE-OUT: Saturday, March 28, 2026 5:00 pm – 7:00 pm

****Please note that all exhibit materials must be removed from the exhibit Facility by 7:00 pm on Saturday, March 28, 2026.**

- BOOTH EQUIPMENT: Corporate Booths:**
- 8' high drapery backwall – blue
 - 3' high drapery sidewall – blue
 - 1 - 7" x 44" booth identification sign

- Institutional Booths:**
- 8' high drapery backwall – blue
 - 3' high drapery sidewall – blue
 - 1 - 7" x 44" booth identification sign
 - 6' x 30" skirted table – white
 - 2 - side chairs
 - 1 - wastebasket

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

BOOTH CARPET: To maintain a consistent and professional appearance on the show floor, the 2026 IADR General Session & Exhibition show rules require that all exhibitor booths have carpeting. If you are not bringing your own carpeting or floor covering, please see the Levy Carpet Order Forms for options. If carpeting is not ordered by the exhibitor, Show Management will select a flooring choice on the exhibitor's behalf, and Levy Exposition Services will charge the associated costs.

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

CEILING HEIGHT: The ceiling height in the exhibit hall is 36' – 64' feet.

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **March 4, 2026**.

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

CONVENTION CENTER SERVICES: The San Diego Convention Center is the official service provider for Cleaning and Catering services. To order services please see **pages 73 – 102.**

ELECTRICAL SERVICES: CTS is the official service provider for Electrical services. To order services, please see **pages 103 – 106.**

AUDIO VISUAL SERVICES: SPL is the official service provider for Audio Visual services. To order services, please follow the link below:
<https://www.splchicago.com/iadrexhibits/>

INTERNET, CABLE TV & TELEPHONE: Smart City is the official service provider for Internet, Cable TV and Telephone services. To order services, please see **pages 107 – 117.**

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

All ADVANCE WAREHOUSE shipments should arrive between February 17, 2026 – March 17, 2026. Shipments arriving before or after these dates will incur an early/late surcharge.

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

2026 IADR
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o Liberty CFS
12055 Tech Center Drive
Poway, CA 92064

All **DIRECT** shipments should not arrive prior to **8:00 am on Tuesday, March 24, 2026**. Shipments arriving prior to this time will be refused.

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

2026 IADR
Exhibiting Company Name
Booth # ____
San Diego Convention Center
c/o Levy Exposition Services, Inc.
111 West Harbor Drive
San Diego, CA 92101

DISMANTLE AND MOVE-OUT INFORMATION: All exhibitor materials **MUST** be removed from the facility by 7:00 pm on Saturday, March 28, 2026. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 6:00 pm on Saturday, March 28, 2026. In the event that your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

Quick Facts continued...

POST SHIPPING PAPERWORK:

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

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

QUICK FACTS

ONLINE ORDERING INSTRUCTIONS

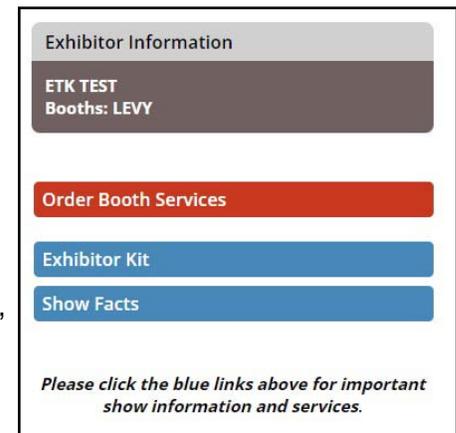
We are pleased to offer online ordering for the **2026 IADR General Session & Exhibition**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

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

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



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



OTHER HELPFUL INFORMATION:

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

SAFETY RULES

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

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

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

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

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

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

UNION REGULATIONS

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

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through Levy with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Levy is not responsible for injuries caused by improper use of furniture.

TIPPING

Levy request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Levy employees.

EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

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

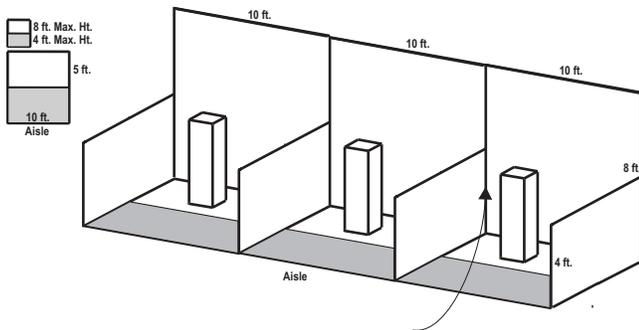
STANDARD BOOTH

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

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

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

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



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

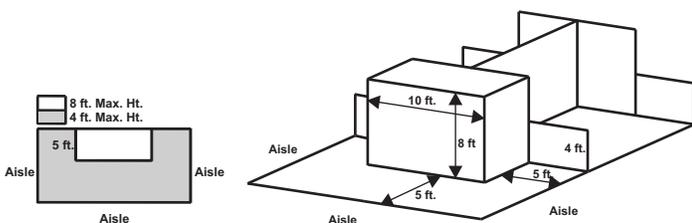
Note: Booth drape is set at 8 ft max.

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

PENINSULA END-CAP BOOTH

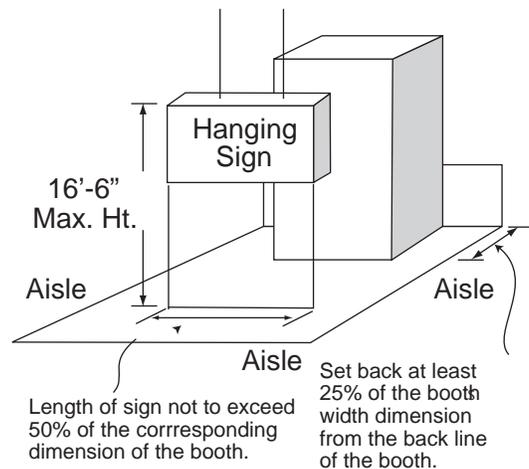
An end cap booth is exposed to aisles on three sides and composed of two booths.

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



HANGING SIGN BOOTH

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



Length of sign not to exceed 50% of the corresponding dimension of the booth.

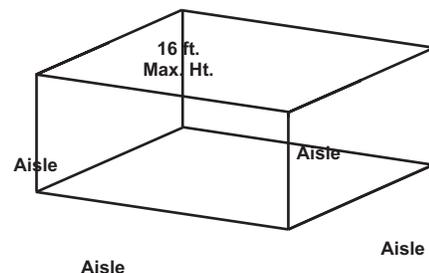
Set back at least 25% of the booth width dimension from the back line of the booth.

ISLAND BOOTH

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

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

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



Please note that the ceiling height in the Exhibit Hall is 36' - 64' feet.



Fax: 253 437 0032
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 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

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PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

CREDIT CARD AUTHORIZATION

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

Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Carpet, Drape & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form.....	\$	
Specialty Accessories Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Cabinets Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Sign & Banner Hanging Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
FULL PAYMENT IN US FUNDS		\$

To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Check no. Dated in the amount of \$

CARPET and DRAPE

Standard carpet color options



Blue



Red



Teal



Grey



Burgundy

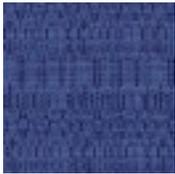


Purple



Black

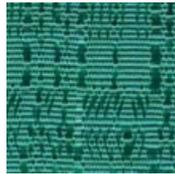
Drape color options



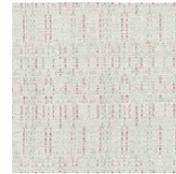
Blue



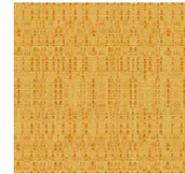
Red



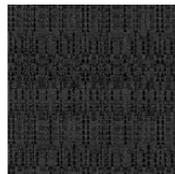
Teal



White



Gold



Black



Purple



Green



Grey



Burgundy

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

Do you have questions?

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

operations@levyexpo.com

www.levyexpo.com

CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	355.00	430.00	
10 ft. X 20 ft.	710.00	860.00	
10 ft. X 30 ft.	925.00	1,075.00	
10 ft. X 40 ft.	1,210.00	1,360.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	4.65	6.05	

Blue Red Teal Grey Burgundy Purple Black

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$8.75/ft	\$11.35/ft	
_____ lin. ft. of 8' high drape	\$11.05/ft	\$14.73/ft	

Blue Red Teal White Gold Black
 Purple Green Grey Burgundy

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

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.80	3.65	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.75	2.10	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	35.00	50.00	
	Chrome coat tree	120.00	156.00	
	Aluminum easel	75.00	100.00	
	Chrome sign holder 22" X 28"	140.00	182.60	
	Chrome stanchions	60.00	80.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **March 4, 2026**. We reserve the right to adjust orders calculated incorrectly.

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

CUSTOM CARPET

Deluxe Decorator 28oz. Carpet color options



Black



Red



Nu Blue



Silver Cloud



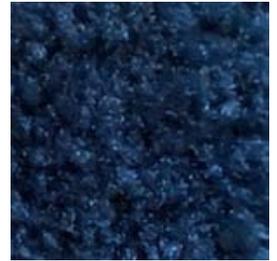
Beige



Charcoal



Key Lime



Navy



Cobalt



White



Silky Beige

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

Do you have questions?

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

operations@levyexpo.com

www.levyexpo.com

CUSTOM CARPET ORDER FORM

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

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

(CHECK BOX OF COLOR DESIRED)
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
 Orders must be received by **March 4, 2026** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$9.25 per sq. ft.	\$12.05 per sq. ft. =\$ _____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$2.80 per sq. ft.	\$3.65 per sq. ft. =\$ _____

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

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____	
CONTACT _____	BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

TABLES & CHAIRS

Tables

All tables are available in the below options:

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



4' x 2' skirted table



6' x 2' skirted table



8' x 2' skirted table

Skirt color options



Pedestal Tables

All pedestal tables are available in the below options:

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



40" high pedestal



30" high pedestal

Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Fabric Highback Stool

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

TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
8' x 2' Skirted		260.00	310.00	
6' x 2' Skirted		235.00	285.00	
4' x 2' Skirted		210.00	260.00	
Fourth side of table skirted		72.00	93.60	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		125.00	175.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		305.00	355.00	
6' x 2' Skirted		275.00	325.00	
4' x 2' Skirted		258.00	300.30	
Fourth side of table skirted		78.00	104.40	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		98.00	127.40	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 PEDESTAL TABLE 30" DIAMETER				
30" Table height		210.00	260.00	
40" Counter height		250.00	300.00	

SPECIAL INSTRUCTIONS

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR		190.00	240.00	
 FABRIC SLED BASE ARMCHAIR		210.00	260.00	
 FABRIC HIGHBACK STOOL		240.00	290.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY		
RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL US DOLLARS		

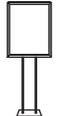
PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **March 4, 2026**. We reserve the right to adjust orders calculated incorrectly.

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

SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		300.00	375.00	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		190.00	235.00	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		60.00	78.00	
 CHROME SIGN HOLDER 22" x 28"		140.00	182.60	

ACCESSORIES

<input type="checkbox"/> CHROME CLOTHING STAND <input type="checkbox"/> CHROME BAG HOLDER		120.00	156.00	
 CHROME COAT TREE		120.00	156.00	
 WASTE BASKET		35.00	50.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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RENTAL EXHIBITS

10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

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

Package A1 Base



Package A2 Deluxe

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

Package B1 Base

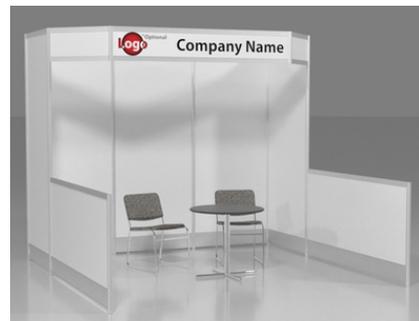
- Curved header - block letters - black (logo extra)
- Curved front display counter



Package B2 Deluxe

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

Package C1 Base



Package C2 Deluxe

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

Package D1 Base

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



Package D2 Deluxe

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

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

Do you have questions?

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

operations@levyexpo.com

www.levyexpo.com

RENTAL EXHIBITS

10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

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

Package E1 Base

- Straight headers (x2)



Package E2 Deluxe

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



Package F1 Base

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



Package F2 Deluxe

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



Package G1 Base

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



Package G2 Deluxe

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



Package H1 Base

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



Package H2 Deluxe

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



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RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

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

Description	Qty	Discount Rate	Standard Rate	Total
Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.				
PACKAGE A1 Basic - Base package with header		4,796.00	6,235.00	
PACKAGE A2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,181.00	6,736.00	
PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign		5,324.00	6,922.00	
PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10" deep shelves		5,621.00	7,308.00	
PACKAGE C1 Basic - Base package with header		4,950.00	6,435.00	
PACKAGE C2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,555.00	7,222.00	
PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters		5,764.00	7,494.00	
PACKAGE D2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		6,028.00	7,837.00	

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

Description	Qty	Discount Rate	Standard Rate	Total
Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.				
PACKAGE E1 Basic - Base package with headers		8,019.00	10,425.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		8,725.00	11,342.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		8,597.00	11,176.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		9,653.00	12,549.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		9,108.00	11,841.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		9,619.00	12,504.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		10,197.00	13,257.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		10,994.00	14,292.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION

White

CARPET COLOR SELECTIONS

Grey Red Teal Blue Black Burgundy Purple

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

Header One

Header Two

ACCESSORY OPTIONS

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

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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 xpo21_rentalexhibits

CUSTOM EXHIBITS

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

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



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

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

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

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

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



CABINETS

Straight Cabinets

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

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



Cabinet "A"

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



Cabinet "B"

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



Cabinet "C"

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



Cabinet "D"

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

Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels



Cabinet "E"

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

Cabinet "F"

1 meter curved cabinet with door
61" long x 20" deep x 40" high

**Same as cabinet "E" but with door

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Do you have questions?

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operations@levyexpo.com

www.levyexpo.com

CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		760.00	988.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		935.00	1,216.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		910.00	1,183.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,035.00	1,346.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		990.00	1,287.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,080.00	1,404.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		980.00	1,274.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,350.00	1,755.00	
CABINET "E"	1 meter Curved cabinet (open back)		890.00	1,154.00	
	Curved cabinet + custom graphic panel		1,215.00	1,580.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		965.00	1,255.00	
	Curved cabinet w/ doors + custom graphic panel		1,310.00	1,703.00	

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

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

COST SUMMARY		
RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL US DOLLARS		

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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	41.00	53.00	
	7" x 44"	48.00	62.00	
	11" x 14"	58.00	75.00	
	14" x 22"	73.00	95.00	
	22" x 28"	92.00	120.00	
	28" x 44"	138.00	179.00	

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

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

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

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminat)	\$19.50	\$29.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

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

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

CHOOSE YOUR LAYOUT

 Vertical

 Horizontal

Levy Exposition Services Inc.
to design layout

LETTER COLOR SELECTIONS

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

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

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

2026 IADR General Session & Exhibition
March 25 - 28, 2026
San Diego Convention Center
San Diego, CA

IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

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

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

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

RATES

DESCRIPTION	DISCOUNT
STRAIGHT TIME (Includes 5000 lb. Forklift and operator)	8:00 AM - 4:30 PM - Monday to Friday \$345.00 per Hour
STRAIGHT TIME (Foreman)	8:00 AM - 4:30 PM - Monday to Friday \$190.00 per Hour
OVERTIME (Includes 5000 lb Forklift and operator)	4:30 PM - 8:00 AM - Monday to Friday \$517.50 per Hour
OVERTIME (Foreman)	4:30 PM - 8:00 AM - Monday to Friday \$285.00 per Hour
DOUBLE TIME (Includes 5000 lb Forklift & operator)	All Day Saturday, Sunday & Holidays \$690.00 per Hour
DOUBLE TIME (Foreman)	All Day Saturday, Sunday & Holidays \$380.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	Discount Rate	TOTAL
REGULAR TIME ___ Forklifts ___ Hours	345.00 per hour	\$ _____ Total
OVER TIME ___ Forklifts ___ Hours	517.50 per hour	\$ _____ Total
DOUBLE TIME ___ Forklifts ___ Hours	690.00 per hour	\$ _____ Total

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (1/2) hour increments.

Date Required _____

Start Time _____

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME ___ Forklifts ___ Hours	345.00 per hour	\$ _____ Total
OVER TIME ___ Forklifts ___ Hours	517.50 per hour	\$ _____ Total
DOUBLE TIME ___ Forklifts ___ Hours	690.00 per hour	\$ _____ Total

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (1/2) hour increments.

Date Required _____

Start Time _____

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

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

***PLEASE ADD 25% FOR ORDERS PLACED AFTER MARCH 4, 2026.**

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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SIGN & BANNER HANGING ORDER FORM & INVOICE

TERMS AND CONDITIONS

ALL OVERHEAD HANGING SIGNS **MUST** BE ASSEMBLED, INSTALLED AND DISMANTLED BY LEVY. SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK. THERE IS A MINIMUM CHARGE OF 2 HOURS FOR INSTALL AND 2 HOURS FOR DISMANTLE FOR ALL SIGN HANGING SERVICES.
****THE SIGN ASSEMBLY LABOR ORDER FORM FOLLOWING THIS FORM MUST BE COMPLETED AND SUBMITTED WITH SIGN ASSEMBLY INSTRUCTIONS****

This order form is for labor and equipment that may be required for the hanging of signs, banners, decorations, etc. This order will be considered as a tentative reservation and **must be confirmed with a signed work order** at the Levy Exposition Services Inc. service desk.
 A sign hanging crew consists of two men and a boom lift.

SIGN & BANNER HANGING LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	Boom lift + two person crew - \$930.00 per Hour / minimum 2 hours Additional Rigger(s) - \$190.00 per Person per Hour / minimum 2 hours
OVER TIME	4:30 PM - 8:00 AM Monday to Friday,	Boom lift + two person crew - \$1,395.00 per Hour / minimum 2 hours Additional Rigger(s) - \$285.00 per Person per Hour / minimum 2 hours
DOUBLE TIME	All day Saturday, Sunday and Holidays	Boom lift + two person crew - \$1,860.00 per Hour / minimum 2 hours Additional Rigger(s) - \$380.00 per Person per Hour / minimum 2 hours

ESTIMATED SIGN HANGING INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$930.00 per Hour Additional Rigger(s) - \$190.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,395.00 per Hour Additional Rigger(s) - \$285.00 per Person per Hour	\$ _____ Total
DOUBLE TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,860.00 per Hour Additional Rigger(s) - \$380.00 per Person per Hour	\$ _____ Total

ESTIMATED SIGN HANGING DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$930.00 per Hour Additional Rigger(s) - \$190.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,395.00 per Hour Additional Rigger(s) - \$285.00 per Person per Hour	\$ _____ Total
DOUBLE TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,860.00 per Hour Additional Rigger(s) - \$380.00 per Person per Hour	\$ _____ Total

NOTE: Any miscellaneous rigging supplies such as cable, shackles etc. required to install your sign will be calculated and added to your invoice upon completion of the installation

****PLEASE ADD 25% TO ORDERS PLACED AFTER MARCH 4, 2026****

****All Rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition****

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

SUPERVISION SERVICES

- (PLEASE INDICATE DESIRED SERVICE)
- EXHIBITOR SUPERVISED
- LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
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2026 IADR General Session & Exhibition
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San Diego, CA

SIGN ASSEMBLY LABOR ORDER FORM & INVOICE

TERMS & CONDITIONS

SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK.

PLEASE NOTE: It is required to include sign assembly instructions when submitting your order.

****THIS SERVICE IS FOR SIGN ASSEMBLY ONLY. FOR GENERAL LABOR, PLEASE REFER TO THE LABOR ORDER FORM****

SIGN ASSEMBLY LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$190.00 per Person per Hour / minimum 2 hours
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday,	\$285.00 per Person per Hour / minimum 2 hours
DOUBLE TIME	All day Saturday, Sunday, and holidays.	\$380.00 per Person per Hour / minimum 2 hours

****two person crew is required for sign assembly labor****

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	___ Laborers	___ Hours	\$190.00 per Person per Hour	\$ _____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	___ Laborers	___ Hours	\$285.00 per Person per Hour	\$ _____ Total	
DOUBLE TIME	___ Laborers	___ Hours	\$380.00 per Person per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	___ Laborers	___ Hours	\$190.00 per Person per Hour	\$ _____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	___ Laborers	___ Hours	\$285.00 per Person per Hour	\$ _____ Total	
DOUBLE TIME	___ Laborers	___ Hours	\$380.00 per Person per Hour	\$ _____ Total	

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

- EXHIBITOR SUPERVISED
- LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

****PLEASE ADD 25% TO ORDERS PLACED AFTER MARCH 4, 2026****

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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

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San Diego Convention Center
San Diego, CA

LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN MOVE OUT

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

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

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

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

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM or 30 minutes after the start of move out. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$190.00 per Hour
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday,	\$285.00 per Hour
DOUBLE TIME	All day Saturday, Sunday, and holidays	\$380.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$190.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$285.00 per Hour	\$_____ Total	
DOUBLE TIME	____ Laborers	____ Hours	\$380.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$190.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$285.00 per Hour	\$_____ Total	
DOUBLE TIME	____ Laborers	____ Hours	\$380.00 per Hour	\$_____ Total	

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

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

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

***PLEASE ADD 25% FOR ORDERS PLACED AFTER MARCH 4, 2026.**

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.

OUTBOUND SHIPPING INSTRUCTIONS - DISMANTLE LABOR

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

1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising dismantle booth labor:

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

Company / Show: _____ **Booth #:** _____

Address: _____

City / State / Zip: _____

Attention: _____

Select Carrier

Ship via carrier of exhibitor's choice

Name of Carrier: _____

Ship via official show freight carrier

Select shipping method Ground Air **Select Service Provider:** _____

Please note:
 ■ The exhibitor is responsible for arranging either a carrier of their choice or the official show freight carrier to pick up at the close of the show.
 ■ Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

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

2 Billing Information

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

Bill Shipping Charges to (if different from above):

Shipper (signature): _____ **Shipper (print name):** _____

Freight Charges Billed To (Company/Show): _____

Address: _____

City / State / Zip: _____

Telephone: _____ **Attention:** _____

PAYMENT & LABOR

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

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

DEFINITIONS

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

PAYMENT TERMS

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

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

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

INDEMNIFICATION

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

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

TERMS & CONDITIONS



SOLO RATE

ONE RATE. ONE FEE.

LEVY
EXPOSITION SERVICES INC.



THE SIMPLIFIED PRICING OF PAYING PER POUND INCLUDES:

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



MATERIAL HANDLING FAQs

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

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

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

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

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



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

2026 IADR General Session & Exhibition
March 25 - 28, 2026
San Diego Convention Center
San Diego, CA

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

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

Material Handling Service:

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for the 2026 IADR General Session & Exhibition. Solo Rate Material Handling Services include:

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

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

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

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

Advance Receiving: Shipment(s) received at the Advance Warehouse *between February 17, 2026 and March 17, 2026.*

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse *prior to February 17, 2026 or after March 17, 2026.* Shipments received at show site prior to, or after the posted exhibitor move-in day(s) / time(s).

Show Site Receiving: Shipment(s) shipped to and received at the **San Diego Convention Center.** Shipments cannot be received at the **San Diego Convention Center** prior to **8:00 am on March 24, 2026.**

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **March 17, 2026** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

Advance and Direct Shipment Rates	Price Per lb.
Advance Warehouse Receiving Rate.....	\$3.90
Show Site Receiving Rate.....	\$4.10
Early/Late to Warehouse & Off Target Rate.....	\$4.50
Dedicated Delivery from Advance Warehouse (in addition to material handling rates).....	\$800.00 (flat fee)

PLEASE NOTE:

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

Description	Weight in LBS	Price Per lb.	Estimated Total Charges
Advance Receiving - 1 crate, 2 boxes	298	\$3.90	\$1,162.20

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

RATE ADJUSTMENT (OFFICE USE ONLY)		
SUBTOTAL		
TOTAL	US DOLLARS	

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

SHIPPING INSTRUCTIONS

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

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

ADVANCE RECEIVING

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

Advance receiving includes the following:

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

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

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

2026 IADR
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS
12055 Tech Center Drive
Poway, CA 92064

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 09:00 and 15:00, Monday to Friday, no earlier than **February 17, 2026** and no later than **March 17, 2026**. **Shipments that arrive prior to February 17, 2026 or after March 17, 2026 will be subject to the rate of \$4.50 per pound.**

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER MARCH 17, 2026 WILL INCUR A CHARGE OF \$650.00 IF A DEDICATED TRUCK IS REQUIRED TO DELIVER TO THE SHOW SITE.

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

SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING

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

Show-site receiving includes the following:

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

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

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

2026 IADR
COMPANY NAME & BOOTH #
San Diego Convention Center
c/o Levy Exposition Services Inc.
111 West Harbor Drive
San Diego, CA 92101

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE SAN DIEGO CONVENTION CENTER PRIOR TO 8:00 AM ON MARCH 24, 2026.

ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE OF \$0.25 PER POUND WILL BE APPLIED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

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

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

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



ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

BOOTH # _____

**Levy Exposition Services Inc.
c/o Liberty CFS
12055 Tech Center Drive
Poway, CA 92064**

**Levy Exposition Services Inc.
c/o Liberty CFS
12055 Tech Center Drive
Poway, CA 92064**

EVENT NAME:

2026 IADR

EVENT NAME:

2026 IADR

NO. _____ # of _____ PCS.

NO. _____ # of _____ PCS.

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



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**San Diego Convention Center
c/o Levy Exposition Services Inc.
111 West Harbor Drive
San Diego, CA 92101**

EVENT NAME:

2026 IADR

NO. _____ # of _____ PCS.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**San Diego Convention Center
c/o Levy Exposition Services Inc.
111 West Harbor Drive
San Diego, CA 92101**

EVENT NAME:

2026 IADR

NO. _____ # of _____ PCS.

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



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LibertyCFS NV, Inc.

A Veteran Owned Company
Delivering Freedom

exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993

FREIGHT & CUSTOMS ORDER FORM

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

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

Freight Only
Customs Only
Freight & Customs
Return Only

2a **PICK-UP LOCATION**

Company Name _____

Address1 _____

Address2 _____

City _____ State _____ ZipCode _____

Contact _____ Phone # _____

Email _____ IRS/Tax ID# _____

3 **DELIVERY TO ADDRESS**

Exhibiting Company Name _____ Booth # _____

Show Name _____

Address1 _____

Address2 _____

City _____ State _____ ZipCode _____

Onsite Contact _____ Cell Phone # _____

2b **SERVICES**

P/U Date _____ Hours _____ From _____ To _____

Dlvy Date _____ Hours _____

Express Economy LTL 7-10 Days Int'l

Inside Liftgate Dock

Other _____

4 **RETURN TO**

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

Consignee: _____

Address1 _____

Address2 _____

City _____ State _____ ZipCode _____

Contact _____ Phone # _____

PU Date _____ Arrive by _____

5 **PACKAGE INFO**

Carton(s)/Box _____

Vinyl Case(s)/Color _____

Wooden Crate(s) _____

Trunk(s) / On Wheels _____

Skid(s) - to contain # _____ of pieces

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

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

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

DECLARED VALUE

7 **PAYMENT**

Credit Card Information / Billing Address





Credit Card Number _____ Security Code _____ Exp. Date MM / YYYY

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

Address _____ Signature _____

City _____ State _____ ZipCode _____

Phone _____ Email _____

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



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

2026 IADR General Session & Exhibition
March 25 - 28, 2026
San Diego Convention Center
San Diego, CA

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

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

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than March 4, 2026.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the **San Diego Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., International Association of Dental, Oral and Craniofacial Research, 2026 IADR General Session & Exhibition, and the San Diego Convention Center as additional insured's by March 4, 2026.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than March 4, 2026. If this form and the certificate of insurance from the non-official contractor is not received by March 4, 2026, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

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

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____

Authorized By: _____ Title: _____
 (Sign & Print Name)



2026
TRADE SHOW
KIT CATALOG

BLANC



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



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



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



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



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

FUNCTION

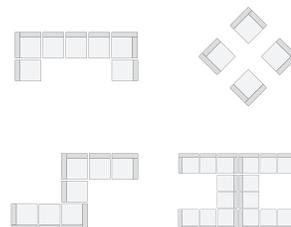
Modular Seating Collection



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



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



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



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

CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

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



Continental Reverse Curved Loveseat

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



Continental Wedge Ottoman

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



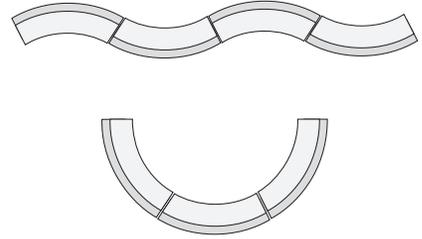
Continental Curved Bench

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



Continental Half Moon Ottoman

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



METRO



Metro Sofa

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



Metro Loveseat

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



Metro Chair

Black Leather
35"Square x 35"H

METRO



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



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



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

GRAMMERCY

Modular Seating Collection



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



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



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



Grammercy Corner
Charcoal Leather
36"Square x 36"H



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



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

AUBREY



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



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



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

LATITUDE



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



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



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

VERONA



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



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



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

JASPER



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



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

NIKO



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



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



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

CROMWELL



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



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

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand

Sand Microfiber
26"Square x 37"H



Empire Chair

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



Monarch Chair

Bright White Leather
28"Square x 30"H



Royce Chair - Mink

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



Royce Chair - Oyster

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

OTTOMANS & BENCHES



Continental Curved Bench

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



Encore Bench

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



Square Ottoman

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



Bench Ottoman

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

BANQUETTES & TURNING BEDS



Essentials Banquette

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



Essentials Turning Bed

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

CUBE OTTOMANS



Rubix Cube Ottomans

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



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H

CHARGED 



Essentials Turning Bed - Charged

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

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



Aspen Bar Table - Charged

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

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

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

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

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

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



Command 8' Conference Table - White Charged

96"W x 48"D x 31"H

**Maximum of 1 table per power source.*

OCCASIONAL TABLES



Aria Tables - Red

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



Aria Tables - Green

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



Aria Tables - Blue

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



Aria Tables - Purple

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



Aria Tables - White

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



Aria Tables - Charcoal

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



Novel Tables

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



London Tables

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

OCCASIONAL TABLES



Hylton Tablet Table

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



Gemma Accent Table - Blue Agate

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



Gemma Accent Table - Citrine

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



Gemma Accent Table - Moonstone

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



Gemma Accent Table - Obsidian

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



Brooklyn Tables

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



Cube Tables

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



Sirona Accent Table

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



Orbit End Table

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

BARS & BAR BACKS



VIP Glow Bar 6'
 Frosted Plexi With Built-in Wireless LED Kit
 72"W x 24"D x 42"H (Bar)
 13"D x 18"H (Shelf)
 Includes Remote Control



VIP Glow Bar 4'
 Frosted Plexi With Built-in Wireless LED Kit
 48"W x 24"D x 42"H (Bar)
 13"D x 18"H (Shelf)
 Includes Remote Control



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



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



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



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



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

STOOLS



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



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



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



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



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



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



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

STOOLS



Nexus Stool

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

CAFÉ CHAIRS



Milo Chair

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

20"W x 22"D x 33"H



Clara Chair

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



Leslie Chair

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



Elio Chair

Steel
17"Square x 33"H

CAFÉ CHAIRS



Caprice Chair

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



Sonic Chair

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



Nexus Chair

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



Colin Chair

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

BAR TABLES



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



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



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



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



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



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



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



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



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

BAR TABLES



Blanco Bar Table

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

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



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

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



Spectrum Bar Table - Red

Red/Chrome
24"Square x 42"H



Spectrum Bar Table - Blue

Blue/Chrome
24"Square x 42"H



Spectrum Bar Table - Purple

Purple/Chrome
24"Square x 42"H



Spectrum Bar Table - Green

Green/Chrome
24"Square x 42"H



Aspen Bar Table

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

CAFÉ TABLES



24" Square Café Table - Sirona

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



32" Round Café Table - Cement

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



32" Round Café Table - Yukon Gold

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



32" Round Café Table - Smoke

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



Euro Café Table

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



Silk Café Table

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



Park Ave Café Table

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



City Café Table

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



Blanco Café Table

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

CAFÉ TABLES



Summit Café Table

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



Blanco Square Café Table

White/Chrome
24"Square x 30"H



Blanco Rectangle Café Table

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



Spectrum Café Table - Red

Red/Chrome
24"Square x 30"H



Spectrum Café Table - Blue

Blue/Chrome
24"Square x 30"H



Spectrum Café Table - Purple

Purple/Chrome
24"Square x 30"H



Spectrum Café Table - Green

Green/Chrome
24"Square x 30"H



Aspen Dining Table

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



Encore Dining Table

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

OFFICE SEATING



Tamiri High Back Chair

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



Tamiri Mid Back Chair

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



Tamiri Guest Chair

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



Accord Chair

Black
 White
 25"Square x 44"H



Worksmart Task Chair - Armless

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



Worksmart Drafting Stool

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



Rimati Hi-Back Chair - White

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



Rimati Guest Chair - Black

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



Space Guest Chair

Black
26"Square x 37"H

CONFERENCE TABLES



Conference Table Round

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



Command 6' Conference Table

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



Command 8' Conference Table

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



Command 10' Conference Table

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

OFFICE FURNITURE



Computer Kiosk

Black
 White
 24"Square x 42"H



Conference Desk

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



Jr Executive Desk

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



2-Drawer Lateral File

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



Aspen Dining Table

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



Brooklyn Rectangle Dining Table

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



Brooklyn Round Dining Table

Clear Glass/Chrome
 42"Round x 30"H

METAL FILE & STORAGE CABINETS



Storage Cabinet

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

PEDESTALS



42" Display Pedestals

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



36" Display Pedestals

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



30" Display Pedestals

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



Locking Pedestal

- Black
24"Square x 42"H
- White



London Pedestal

Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



Alto Literature Rack - Black

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



Alto Literature Rack - Silver

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



Compact Refrigerator

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



2026 Specialty Furniture Order Form

Sales Representative: Operations Department

Email/Fax: operations@levyexpo.com

TRADE SHOW INFORMATION

Show Name	2026 IADR General Session & Exhibition	Company Name	
Show Dates	March 25 - 28, 2026	Onsite Contact Name	
Venue Name	San Diego Convention Center	Onsite Contact Cell #	
Venue Address	111 West Harbor Drive	Delivery Date	Time
	San Diego, CA 92101	Pickup Date	Time
Booth # and Name		Show Contractor	

All Furniture Subject to Availability

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

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

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

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

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



DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

Please make payments payable to:

Levy Exposition Services, Inc.
 271 - 14900 Interurban Avenue S.
 Seattle, WA 96168

Total Product	\$	-
Late Fee %	\$	-
Sub Total	\$	-
Sales Tax %	7.75%	\$ -
Total Amount Due		

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



San Diego Convention Center
EXHIBITOR SERVICES ORDERING GUIDE
2026-2027



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Introduction



WELCOME TO SAN DIEGO!

At the San Diego Convention Center (SDCC), our experienced, industry-leading team is here to support all of your cleaning needs and offer many valuable exhibitor services.

This guide is designed to provide exhibitors with detailed pricing information associated with exhibitor services. The pricing in this guide applies to events scheduled between **January 1, 2026, and December 31, 2027**. Additional information for [exhibitors](#) is available on our website at visitsandiego.com.

Event activity occurring during the following holidays may be subject to additional fees:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- New Year's Eve

Thank you for choosing the San Diego Convention Center. We can't wait to host you soon!

CLEANING SERVICES ARE PROVIDED EXCLUSIVELY BY SDCC

The San Diego Convention Center is here for all of your cleaning needs. We are the exclusive cleaning provider. No other persons or cleaning services provider can perform cleaning services including, but not limited to, vacuuming on SDCC property. Enclosed are all of the details you need.



PLACE YOUR ORDER

For your convenience, we offer online and in-person ordering, depending on the timeframe. Plan ahead and order online to take advantage of our advance rate.

All payments, online and onsite, must be made via credit card. Rates are quoted in USD and the services are not taxed.

1. ONLINE ORDERS AT THE DISCOUNTED ADVANCE RATE

Order online to save time and money! **Discounted advance rates are available up to 14 days prior to move-in.** You will be prompted to create a log-in and register your exhibitor booth at sdcc.link/booth-cleaning.

2. ONSITE ORDERS AT THE SERVICE DESK

Visit the Cleaning Services Desk in the Exhibitor Services Center (location varies by event) to place your order. Once the event's contracted move-in date has begun, you may order cleaning services onsite at the regular rate. We encourage you to place your order as early as possible—last minute orders cannot be guaranteed.

3. ORDER ADD ONS

While order add ons are not available online, we will be happy to arrange them for you. For booth disposal, carpet disposal, and hand sanitizer station rentals, please contact us via email at boothcleaning@visitsandiego.com, or visit us at the service desk.

This guide outlines frequently requested services.
For additional information and details, please contact us.

Email: boothcleaning@visitsandiego.com | Call/Text: [619.977.0009](tel:619.977.0009)

Visit us at the service desk during show hours

Orders processed with credit card payment acknowledge that you have read and accepted the Payment Policy and Terms and Conditions. If there are any issues or discrepancies with respect to cleaning, please contact us immediately. For more information, see [terms and conditions](#).

SERVICES & LABOR

BOOTH VACUUMING

No other contractor or cleaning services provider, exhibitor-appointed contractors, or exhibitors can vacuum on SDCC property. Vacuums are prohibited on the show floor.

SERVICE	ADVANCE	REGULAR
Booth Vacuuming <i>Per sq. ft./day of total dimensions</i>	\$0.66	\$0.99

PORTER SERVICE

Porter services are required for booth catering.

Exhibitor booths that generate an excessive amount of cardboard or trash from giveaways, retail, etc. are required to order porter services. It is prohibited to discard excessive cardboard or trash into the aisle trash cans or anywhere that it may impede walkways and create a fire hazard. Impeding egress may incur fire marshal involvement.

2-Hour Increments

SDCC will empty wastebaskets and sweep floor debris on two (2) hour intervals (show hours only), vacuuming not included. All exhibitors that have ordered booth catering must order porter service. Calculated by total booth size.

BOOTH SIZE	ADVANCE	REGULAR
0–500 sq. ft. <i>Billed daily, serviced every 2 hours during show hours only</i>	\$121.00	\$158.00
501–1,500 sq. ft. <i>Billed daily, serviced every 2 hours during show hours only</i>	\$133.00	\$191.00
1,501–3,000 sq. ft. <i>Billed daily, serviced every 2 hours during show hours only</i>	\$160.00	\$230.00
3,001+ sq. ft. <i>Billed daily, serviced every 2 hours during show hours only</i>	\$174.00	\$274.00

DEDICATED LABOR

Continuous labor presence in booth is charged at an hourly rate.

SERVICE	ADVANCE	REGULAR
Dedicated/Continuous Labor <i>The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.</i>	\$66.00/hr	\$99.00/hr

HARD FLOOR AND CARPET SPOT CLEANING

The following items may be ordered online prior to show move in or at the service desk during the event, as-needed.

SERVICE	ADVANCE	REGULAR
Carpet Stain Spotting <i>Billed per occurrence</i>	N/A	\$57.00 ea
Shampoo <i>Per sq. ft./day</i>	N/A	\$1.40
Wet Flat Mopping <i>Per sq. ft./day</i>	\$0.42	\$0.63
Wet Polishing <i>Per sq. ft./day</i>	N/A	\$1.00

ORDER ADD ONS

To add services or rentals to your order, please contact us via email at boothcleaning@visitsandiego.com, or visit us at the service desk.

HAND SANITIZER STATIONS

Exhibitors can rent hand sanitizer stations for exhibitor booths at a flat rate. Station rentals include re-fills when empty, the labor to set, and the labor to remove.

RENTAL	REGULAR
Daily	\$35.00

EXHIBITOR BOOTH LIGHTING

Exhibit hall house lighting is standard. Exhibitors may request for house lighting above their booth to be turned off. A one-time charge for this service is noted below and applies for show hours for duration of event. In some instances, fire marshal approval may be required for specific house lights to be turned off.

BOOTH SIZE	REGULAR
0-500 sq. ft.	\$250.00
501-1500 sq. ft.	\$350.00
1501+ sq. ft.	\$450.00

EXHIBITOR BOOTH MOVE-OUT & DISPOSAL

Exhibitors are responsible for finalizing arrangements with their official service contractors, exhibitor-appointed contractors, and decorators to ship out their exhibitor booth prior to event move out.

Exhibitors who choose to dispose of, or fail to coordinate the removal of, their exhibitor booth, booth carpet, and/or carpet padding are required to process their order with a credit card payment through SDCC by contacting boothcleaning@visitsandiego.com prior to the last date of the event.

Booth and Carpet Disposal

Exhibitors are responsible for coordinating labor with their service contractor to dismantle their booth and roll up carpet. SDCC booth and/or carpet disposal services are limited to labor for removing and properly disposing of the booth and its contents.

SERVICE	REGULAR
Booth Disposal, per 100 sq. ft.	\$880.00
Carpet Disposal, per sq. ft.	\$0.55

.....

AT-A-GLANCE TERMS & CONDITIONS

- San Diego Convention Center (SDCC), is the exclusive provider on the Facility property of all Cleaning Services.
- No other individuals or companies can perform cleaning services on SDCC property.
- Porter services are required for booth catering.
- Discount price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Online orders placed within 14 days of move-in or on-site after show move-in will be priced at the on-site rate.
- Cancellations: Orders cancelled before move-in begins will be charged 50% of original price. Orders cancelled after move-in will be charged 100%.

Please see the full [terms and conditions](#) included in this guide.



Booth Catering



Booth Technology Services

EXHIBITOR SERVICES PARTNERS

We're excited to welcome you to our venue! Whether you need catering, internet or audio visual, we've got you covered.

BOOTH CATERING

Tasty food and beverages help you stand out and attract people to your exhibit. Sodexo Live! is the exclusive catering provider and offers a complete menu, including hydration stations, breakfast platters, hors d'oeuvres, bite-sized desserts, coffee carts and more. They offer impeccable service and a variety of options to meet your needs.

Our team is ready to help you plan your exhibit booth service. For assistance, email catering@visitsandiego.com or call [619.525.5831](tel:619.525.5831).

BOOTH TECHNICAL SERVICES

Our skilled and reliable team is here to support you with in-person and hybrid events.

Technology Services

Smart City Networks offers network solutions designed specifically for exhibitors, including phone, internet and Wi-Fi. Complimentary Wi-Fi is limited to lobby areas and meeting rooms. For additional details, contact Smart City at sdcccsr@smartcity.com or [619.525.5500](tel:619.525.5500).

Audio Visual

ON Site Audio Visual is a leading national provider of live event audio-visual services. Boasting one of the largest rental inventories of cutting-edge technology, ON Site has the equipment and the expertise to translate your vision into reality. For additional details, contact ON Site at onsite-sdcc@onservices.com or [619.525.5444](tel:619.525.5444).

RESOURCES

Please visit the [Exhibitor Services](#) page at visitsandiego.com for additional information and resources, including the Donation Program and Booth Catering Menu.

Terms & Conditions

EXHIBITOR TERMS & CONDITIONS

San Diego Convention Center ("Facility")

Payment Policy Agreement ("Agreement")

San Diego Convention Center (SDCC), is the exclusive provider on the Facility property of all Cleaning Services.

No other individuals or companies can perform cleaning services on SDCC property, including other contractors and cleaning services providers (including but not limited to exhibitor-appointed contractors, Official Service Contractors, and decorators), exhibitors, and booth personnel.

1. Cleaning services offered exclusively by SDCC in the Facility include but are not limited to: Disinfection, Cleaning, Exhibitor Booth Carpet Cleaning/Vacuuming, Booth Hard Floor Cleaning/Mopping/Polishing, Booth Porter Service, Booth Carpet Shampooing, Electrostatic Fogging, Carpet Spotting within booths, tents and other locations on the Facility property (inside and outside).
 - a. Exemptions: Typical wiping/cleaning of booth displays, equipment, fixtures, display cases, frequently touched surfaces within the booth and ancillary materials is not covered by this policy and may be accomplished by Exhibitor Appointed Contractors ("EAC") or Official Service Contractors ("OSC").
2. Discount Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Online orders placed within 14 days of move-in or on-site after show move-in will be priced at the on-site rate.
3. Conditions for processing service order form for on-time service:
 - a. Full payment for service(s) must be made at time of order.
 - b. Booth number(s) must be identified at time of order.
 - c. Orders for requested service must be completed online or at the service desk. Late orders/changes will be accomplished after all other orders are completed. There is no guarantee of service if an order is placed within one (1) hour of the initial show opening. If a delinquent order is placed within one (1) hour of initial show opening, all efforts will be made to accomplish the request, but if the work request cannot be accomplished, then the fee is not applicable. Incomplete orders will delay processing, please provide all information requested.
4. Exhibitor (also referred to herein as "Customer") has the sole responsibility to ensure that any sheet plastic protective floor covering placed by an EAC or OSC over carpet or hard flooring in the booth is removed in a timely manner to facilitate Cleaning Services. For purposes of this section timely will constitute a minimum of four (4) hours before initial show opening.
5. Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.
6. Service problems must be reported to the SDCC service desk. Service problems will not be considered unless filed by Customer prior to the close of the show.

7. Credit will not be given for services already completed.
8. Order form prices are based upon current rates and are subject to change without notice.
9. SDCC accepts payments in US dollars with the following credit cards: American Express, Mastercard, Visa.
10. Any refunds due in the amount of \$10.00 or less will not be refunded.
11. Exhibitor (also referred to herein as "Customer") has the sole responsibility for finalizing freight arrangements with their Official Service Contractors, exhibitor-appointed contractors, and decorators to ship out their exhibitor booth prior to event move out.

Limitation of Liability

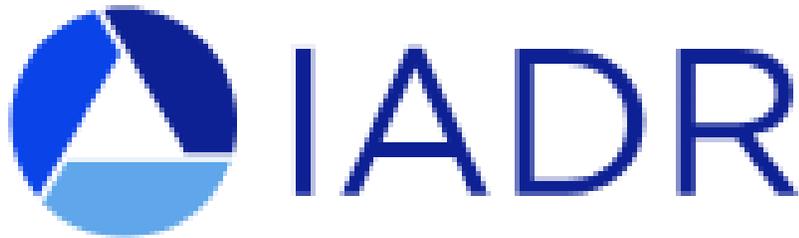
- A. **Limited Warranty.** SDCC warrants that: (a) it has the right to exclusively provide all Cleaning Services in the Facility ("the Services"). Customer agrees to inform SDCC of any failure to perform the Services by written notice prior to close of the Show/Event, and, as Customer's sole and exclusive remedy, SDCC will either:
 - a. cure performance without any additional charges to Customer, or
 - b. in the event that performance cannot be done within a reasonable time, terminate this Agreement and provide Customer with a pro rata refund of the fees paid to SDCC for the Services hereunder with respect to such calendar year. The foregoing Limited Warranty will not apply to the extent that the cause of the breach of warranty is due to any other cause outside of SDCC's sole and reasonable control.
- B. **Disclaimer of Warranty.** The foregoing limited warranty constitutes SDCC's only warranty with respect to the performance or nonperformance of the services which are otherwise provided on an "as is" and "as available" basis. The foregoing limited warranty is in lieu of, and SDCC hereby expressly disclaims all other warranties, expressed or implied, excluding without limitation, warranties of merchantability and fitness for a particular purpose.
- C. **Indemnification.** Customer agrees to indemnify, defend, and hold harmless SDCC, the City of San Diego, the San Diego Unified Port District and its current and former employees and agents (the "Indemnified Parties"), and defend any action brought against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees)(collectively, "Claims") that arise from any acts or omissions of Customer or any of Customer's EACs or OSCs or arising out of, or in connection with Customer's use of the Facility or Customer's participation in any Show/Event at the Facility, including, without limitation, any breach by Customer of any term of this Agreement. Customer assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to Customer's participation in any Show/Event at the Facility, whether caused by negligence, intentional act or otherwise. The parties intend that this indemnification and assumption of risk be construed as broadly as permitted by law. In claiming any indemnification hereunder, the

Terms & Conditions

Indemnified Party shall promptly provide Customer with written notice of any claim which it believes falls within the scope of the foregoing paragraphs. Customer may, at its own expense, assist in the defense if it so chooses, provided that the Indemnified Party may, if it elects, control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind SDCC or the Indemnified Party and shall not be final without the written consent of SDCC and/or the Indemnified Party, if applicable, the granting of which shall not be unreasonably withheld. The terms of these provisions shall survive the expiration or termination of this Agreement.

- D. **Limitation of Liability.** Except for SDCC's willful misconduct or gross negligence, customer agrees that under no circumstances is sdcc liable to customer for any indirect, incidental, special, punitive or consequential damages or lost profits arising out of the chemicals applied or services provided under this agreement even if SDCC has been advised of the possibility of such damages. In any event, customers' exclusive remedy and sdcc's entire liability to customer for any reason upon any cause of action arising out of the services under this agreement shall be the amount actually paid by customer to sdcc with respect to the deficient services. The foregoing limitation is a fundamental part of the basis of the bargain hereunder and is intended to apply without regard to whether other provisions of this agreement have been breached or have been held to be invalid or ineffective. No action, regardless of form, arising out of or related to the use of the services pursuant to this agreement may be brought by you more than 12 months after the cause of action first arose.
- E. Customer acknowledges that SARS-CoV-2/COVID-19 has been declared a worldwide pandemic by the World Health Organization, is extremely contagious and is thought to spread mainly through close contact from person-to-person. SDCC cannot guarantee that Customer's personnel, contractors, invitees, customers and guests will not become infected with SARS-CoV-2/COVID-19 at any Show/Event at the Facility. Customer shall indemnify the Indemnified Parties against all Claims by Customer's personnel, contractors, invitees, customers and guests arising out of or related to infection with SARS-CoV-2/COVID-19, whether before, during or after attendance at the Show/Event. SDCC may require individuals registered by Customer to acknowledge the risks of SARS-CoV-2/COVID-19 infection and waive liability prior to participation at the Show/Event.
- F. SDCC follows EPA and manufacturers' registered label instructions with respect to its use of cleaning and disinfecting products. Notwithstanding anything herein to the contrary, SDCC does not make any representations or warranties with respect to the risks or harm associated with the cleaning and disinfection products used. Customer agrees that SDCC is not liable or responsible for any injuries, damages, discoloration, wear and tear, etc. from cleaning and/or disinfecting or the products used during the Services. SDCC does not make any representations with respect to the ability of the Services to control or prevent the contracting or spread of any virus, including but not limited to the SARS-CoV-2/COVID-19. Customer agrees that SDCC is not liable or responsible for any contraction or spread of any virus, including but not limited to SARS-CoV-2/COVID-19.
- G. Customer agrees to abide by posted rules, protocol, warnings and instructions at the Facility, along with all applicable laws, rules, regulations and guidance from government or public health authorities with respect to cleaning and sanitizing items and frequently touched surfaces within or ancillary to Customer's booth(s).
- H. SDCC does not make any representations with respect to, nor is it liable or responsible for, any dwell time that may occur during or as a result of the Services.

The San Diego Convention Center Welcomes



March 25th – 27th, 2026

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

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

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

AVOID LATE ORDER FEES:

Ordering Deadline Date is

Friday, March 6th, 2026

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

EXCLUSIVITY

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

This includes bottled water and displays of candy. Sodexo Live!

reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering department for further information.



2026

BOOTH CATERING MENU



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Beverages

BEVERAGES

COFFEE SERVICE

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

FRESHLY BREWED TALITHA COFFEE* \$270
Three Gallon Unit (Approximately 40 Cups)

FRESHLY BREWED TALITHA DECAFFEINATED COFFEE* \$270
Three Gallon Unit (Approximately 40 Cups)

ASSORTED TAZO HOT TEAS \$270
Three Gallon Unit (Approximately 40 Cups)

BEVERAGE SERVICE

24 Beverages per case, 1 Case Minimum Required

ASSORTED CANNED PEPSI SODA \$144

PROUD SOURCE CANNED SPRING WATER \$144

PROUD SOURCE CANNED SPARKLING WATER \$144

SPARKLING BUBLY WATER (LIME ONLY) \$144

BOTTLED ORANGE JUICE \$192

ASSORTED GATORADE \$216

PURE LEAF BOTTLED BREWED TEA \$264

CQ INFUSED HYDRATION STATION

Delivered in a 3 gallon decorative infusion jar, includes disposable cups and napkins.

Exhibitor to provide table or counter.

INFUSED SPA WATERS (3 Gallon Unit) \$220
Choice of flavors: Strawberry Watermelon, Lemon Cucumber or Peach Pineapple Infused with Seasonal Fresh Fruit

INFUSED ICED TEA (3 Gallon Unit) \$265
Choice of flavors: Strawberry Watermelon, Lemon Cucumber or Peach Pineapple Infused with Seasonal Fresh Fruit

INFUSED LEMONADE (3 Gallon Unit) \$265
Choice of flavors: Strawberry Watermelon, Lemon Cucumber or Peach Pineapple Infused with Seasonal Fresh Fruit

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.

Breakfast

BREAKFAST & BAKERY

FROM THE BAKERY

Price per dozen; 3 dozen minimum required.

ASSORTED DANISH	\$90
ASSORTED MUFFINS	\$65
CINNAMON BUNS	\$70
ASSORTED CHOCOLATE DIPPED BISCOTTI	\$67
ASSORTED SCONES	\$70
FRESHLY BAKED COOKIES	\$57
FRESHLY BAKED BROWNIES	\$67
GOURMET CUPCAKES	\$110
CHEF'S SIGNATURE EXCESS CHOCOLATE SEA SALT COOKIES	\$80
CHOCOLATE DIPPED STRAWBERRIES	\$70

SHEET CAKES

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

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

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.

PANTRY

FROM THE PANTRY

IMPORTED AND DOMESTIC CHEESE DISPLAY (serves 20 guests) Garnished with Dried California Fruits, Sliced Baguettes and Assorted Crackers	\$320
RAINBOW CRUDITE (SERVES 20 GUESTS) Harissa Ranch, Lentil & Mint Hummus	\$360
SLICED FRESH FRUIT (SERVES 20 GUESTS)	\$280
WHOLE FRESH FRUIT (SERVES 20 GUESTS)	\$100
HOUSE MADE KETTLE CHIPS AND DIP (SERVES 20 GUESTS)	\$220
LOCAL TORTILLA CHIPS WITH HOUSE MADE SALSA (SERVES 20 GUESTS)	\$180
MIXED NUTS (2 POUNDS)	\$124
TRADITIONAL SNACK MIX (2 POUNDS)	\$90
PRETZEL TWISTS (2 POUNDS)	\$68
ASSORTED NATURE VALLEY GRANOLA BARS (24 INDIVIDUAL BARS)	\$120
ASSORTED INDIVIDUAL BAGS OF KETTLE CHIPS (1 DOZEN)	\$60

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.



Luncheons

LUNCHEONS

BOX LUNCHESES

Minimum order: 10 box lunches required

TRADITIONAL BOXED LUNCH

\$42

Choice of sandwich on a locally made wheat roll with greens and condiments:

- Turkey and Monterey Jack Cheese
- Ham and Monterey Jack Cheese
- Fresh Mozzarella, Sliced Tomatoes and Nut-Free Basil Pesto Kettle Chips

Chocolate Chip Cookie

Canned Pepsi, Diet Pepsi, Lime Bubly Beverages

PREMIUM BOXED LUNCH

\$44

Choice of sandwich:

- Smoked Turkey and Provolone on Ciabatta with Fig and Cranberry Jam, Baby Greens and Tomatoes
- Roast Beef and Jack Cheese with Caramelized Onions, Sweet Peppers, Arugula and Red Pepper Aioli on a Bolillo Roll
- Eggplant and Mozzarella Sandwich with Tomato Jam on a Focaccia Bun Kettle Chips

Farro Salad with Kale, Grapes and Rainbow Cauliflower

Double Chocolate Cookie

Canned Pepsi, Diet Pepsi, Lime Bubly Beverages

SALAD BOXED LUNCHESES

\$46

Choice of gourmet salad:

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

Kettle Chips

Locally Grown Clementine

Canned Pepsi, Diet Pepsi, Lime Bubly Beverages

ENHANCE YOUR SALAD WITH GRILLED CHICKEN

\$8

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.

Luncheons



SANDWICHES

ALL AMERICAN SANDWICH PLATTER

\$425

Serves 20 guests

An assortment of Pre-Made Sandwiches to include:

- Roast Beef, Swiss Cheese, Lettuce, Tomato
- Turkey, Provolone Cheese, Lettuce, Tomato
- Caprese

Mustard and Mayonnaise on the side

PLATTER OF ASSORTED MINI-SANDWICHES

\$425

Forty Mini-Sandwiches to include:

- Roast Beef, Swiss Cheese, Lettuce, Tomato
- Turkey, Provolone Cheese, Lettuce, Tomato
- Caprese

Mustard and Mayonnaise on the side

SIDE SALADS

Each bowl serves 20 guests

GARDEN SALAD

\$224

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

CHICKEN CAESAR SALAD

\$260

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

MEDITERRANEAN SALAD WITH CHICKEN

\$300

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

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.



RECEPTION

COLD HORS D'OEUVRES

Minimum order: 4 dozen per item

CHIMICHURRI SHRIMP SKEWER WITH BABY PEPPADEW PEPPERS	\$108
ANTIPASTO SKEWER Artichoke, Tomato, Kalamata Olive and Mozzarella	\$132
CAPRESE CROUSTADE	\$144
VEGAN ZUCCHINI & MEYER LEMON BRUSCHETTA	\$144

HOT HORS D'OEUVRES

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

MEDITERRANEAN CHICKEN KABOB Figs and Roasted Tomatoes with Pomegranate Molasses & Crushed Pistachios	\$108
COCONUT CRUSTED SHRIMP Pitaya Sweet Chile	\$108
VEGETABLE LUMPIA Crushed Pineapple & Lime Dipping Sauce	\$132
BABY BLACK BEAN BURRITO Blended Avocado Cilantro Salsa	\$120
BASIL & PARMESAN ARANCINI Creamy Tomato Sauce	\$120

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.



STATIONS

DESSERT STATIONS

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

CHEESECAKE SHOOTERS (DOZEN)

\$240

Minimum of 12 per flavor.

Choice of flavors: New York with Berry Compote, Matcha with Mango Passionfruit Compote, Ube with Toasted Coconut, Peanut Butter Cup with Crumble Toffee, and Chocolate

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

BITES & MINIS (SERVES 20)

\$480

Assorted Miniature Pastries, Dessert Shooters, Chocolate Truffles and Dark Chocolate Covered Strawberries

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

ICE CREAM NOVELTY CART

\$1050

(1) Standard ice cream cart to include:

- (150) Assorted Ice Cream Novelties
- Additional Ice Cream Novelties: \$7++ each

Should you desire an experienced Booth Attendant to distribute the product: \$275++ per (4) hours. (4) hour minimum. \$70 for each additional hour after the first 4 hours.

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

PREMIUM ICE CREAM CART

\$1300

(1) Standard ice cream cart to include:

- (100) Assorted Premium Ice Cream Bars
- Additional Premium Ice Cream Bars: 13++ each

Should you desire an experienced Booth Attendant to distribute the product: \$275++ per (4) hours. (4) hour minimum. \$70 for each additional hour after the first 4 hours.

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

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.



ACTION STATIONS

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

FRESH-BAKED GOURMET CHOCOLATE CHIP COOKIE STATION

\$1080

Featuring Premium Gourmet Chocolate Chip Cookies

240 Chocolate Chip Cookies*, Oven, Napkins and Appropriate Supplies

Additional Cookies: \$4.50++ each

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

A Booth Attendant is required to bake and distribute the product:

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

Minimum Guarantee of \$1080 per day will apply.

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

STARBUCKS SHAKEN TEA STATION

\$1200

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

Additional Cups of Tea: \$7.50++ each

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

\$70 for each additional hour after the first 4 for each attendant.

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

Minimum guarantee of \$1200 per day will apply.

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

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.

BAR BY DESIGN

BOOTH CATERING ALCOHOL SALES INFORMATION

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

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

A Bartender is required to distribute all alcoholic beverages:

\$275++ per (4) hours. (4) hour minimum. \$70 each additional hour after the first 4 hours.

Plus a one time set up fee of \$100++.

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

DELUXE HOUSE WINE (BOTTLE)

Proverb Chardonnay	\$42
Proverb Cabernet Sauvignon	\$42

PREMIUM HOUSE WINE (BOTTLE)

J. Lohr Chardonnay	\$48
Cypress Cabernet Sauvignon	\$48

DOMESTIC BEER (24 BOTTLE MINIMUM EACH CHOICE)

Michelob Ultra	\$192
Coors Light	\$192
Heineken 0.0 (non-alcoholic)	\$192

IMPORT BEER (24 BOTTLE MINIMUM EACH CHOICE)

Heineken	\$240
Modelo	\$240

LOCAL CRAFT BEER (24 BOTTLE MINIMUM EACH CHOICE)

Karl Strauss Red Trolley Ale	\$240
Stone Delicious IPA	\$240
Revenant IPA	\$240

HARD SELTZER WATER (24 BOTTLE MINIMUM EACH CHOICE)

Truly, White Claw, Owl's Brew	\$240
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SPARKLING WINE-CHAMPAGNE (BOTTLE)

William Wycliff, California	\$42
LaMarca Prosecco, Veneto, Italy	\$61
Martinelli's Sparkling Apple Cider (non-alcoholic)	\$34

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.

Specialty Bars



SPECIALTY BARS

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

A Bartender is required to distribute all alcoholic beverages:

\$275++ per (4) hours. (4) hour minimum. \$70 each additional hour after the first 4 hours.

Plus a one time set up fee of \$100++.

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

SOUTH OF THE BORDER MARGARITA BAR

\$1690

130 Margaritas on the Rocks. Additional Margaritas: \$13++ each

Minimum guarantee of \$1690 per day will apply, plus a one-time set-up fee of \$100++.

TOPO CHICO MARGARITA BAR

\$1950

130 Topo Chico Margaritas. Additional Margaritas: \$15++ each

Made with Topo Chico Mineral Water, Tequila, House Made Honey/Lime Syrup,
Topped with Tajin

Minimum guarantee of \$1950 per day will apply, plus a one-time set-up fee of \$100++.

MIMOSA BAR

\$1560

130 Mimosas. Additional Mimosas: \$12++ each

Made with Sparkling Wine and Orange Juice

Minimum guarantee of \$1560 per day will apply, plus a one-time set-up fee of \$100++.

MARTINI BAR

\$1690

130 Martinis. Additional Martinis: \$13++ each

Choice of Traditional, Cosmopolitan, Chocolate

Minimum guarantee of \$1690 per day will apply, plus a one-time set-up fee of \$100++.

A \$30++ delivery fee will be applied to all above orders.
All pricing subject to 23.5% service charge and current tax.

General Information



GENERAL INFORMATION

All advertised menu prices and service fee are based on current market conditions and are subject to change without prior notice. Final pricing and service fee will be confirmed at the time of order placement and may reflect adjustments due to fluctuations in ingredient costs, labor, or other factors.

POLICIES

- All food and beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department (Sodexo Live!), including bottled water.
- Exhibitor Booth Catering does not supply tables or electrical for your booth. You must order through your service contractor. All exhibitors are required to order porter service for food and beverage activity in the booth.
- All food and beverage orders require full payment fourteen (14) days prior to the event start date. We accept American Express, MasterCard, Visa or company checks.
Please make checks payable to: Sodexo Live!
- Initial order, as well as additional services ordered on site, will be billed to the customer's credit card.
- A 23.5% service charge will apply to all food, beverage, and labor charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals, and service charges, and are subject to applicable tax laws and regulations.
- Disposable service ware is used on all food and beverage functions on the exhibit floor.
- A \$30++ delivery fee will apply for each food and beverage delivery.
- It is required that an SDCC Bartender dispense all alcoholic beverages.
- Menu items and prices are subject to change without notice.
- To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event

CANCELLATION POLICY

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

STAFFING REQUIREMENTS

- Booth Attendant: \$275++ per (4) hours. (4) hour minimum.
\$70 for each additional hour after the first 4 hours.
- Bartender: \$275++ per (4) hours. (4) hour minimum.
\$70 for each additional hour after the first 4 hours.
- Delivery Fee: \$30/Trip

NEW ACCOUNT

Creating an account will save your payment info. Please note, it is separate from the order form – see page 16.

1. Visit our website at SDCC Express Catering: sdcc.link/express-catering
2. Complete all fields, including a mobile number for the person onsite, and select **Register Account**
3. Enter payment info by clicking **Hi “First Name”** in the upper right-hand corner
4. Select **Add New Card** and enter card info. **Click Save.**
5. You are all set! You can manage your card or add another as needed.
6. Please contact your catering manager to confirm your information has been received.

BOOTH CATERING ORDER FORM

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

Fill out and submit both the order form and the credit card authorization form to process your order. Due 14 days prior to event start date.

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth #: _____ Event: _____

Representative: _____ Title: _____

On-Site Contact: _____ On-Site Cell#: _____

MENU ITEMS • SUPPLIES • EQUIPMENT					
Delivery Date	Delivery Time	Qty.	Description	Unit Price	Total Price

DELIVERY FEE • BOOTH STAFF • BARTENDER • KITCHEN LABOR					
Start Time	End Time	Qty.	Description	Unit Price	Total Price

Comments:

Subtotal: _____
 23.5% Service Charge: _____
 Subtotal + Service Charge: _____
 7.75% CA State Tax: _____
 Total Estimated Charges: _____

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

Order Porter Service

EXHIBIT FOOD & BEVERAGE POLICY

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

BOOTH SAMPLING:

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

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

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

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

BOOTH WAIVER:

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

ALCOHOLIC BEVERAGES:

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

All the aforementioned policies will be strictly administered. Any violation of these will result in the removal of product from the show floor.



Food & Beverage Department

111 W. Harbor Drive
San Diego, CA 92101
619.525.5831

Email: Catering@visitsandiego.com

BOOTH SAMPLING & WAIVER AUTHORIZATION FORM

Event Name: _____ Date(s): _____

EXHIBITOR/EVENT PARTICIPANT

Exhibitor Name: _____

On-Site Contact Name: _____

On-Site Cell #: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Booth #: _____

Item(s) and portions to be distributed: _____

Quantity to be distributed: _____

Purpose: _____

Approved by: _____ Date: _____

Booth Catering Manager/F&B Department

Corkage/Waiver fees that apply to this approval: Yes No

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

[Order Porter Service](#)



Food & Beverage Department

111 W. Harbor Drive

San Diego, CA 92101

619.525.5831

Email: Catering@visitsandiego.com



Food & Beverage Department

111 W. Harbor
Drive San Diego,
CA 92101
619.525.5800
visitsandiego.com



6455 S. Dean Martin Drive, Suite C.
 Las Vegas, Nevada 89118
 Phone: (702) 309-8326 * Fax: (702) 309-8328
 Email: orders@exposervicedesk.com
 Order Online: www.exposervicedesk.com

EVENT NAME: IADR 2025		EVENT DATES: MARCH 26-28, 2026	LOCATION: SDCC
EXHIBITING COMPANY NAME:			BOOTH NUMBER:
BILLING NAME (if different from above):		Deadline for Advance Rate: MARCH 12, 2026	
BILLING ADDRESS:			
CITY:		STATE:	ZIP CODE:
TELEPHONE:		FAX:	
CARDHOLDER SIGNATURE:		CARDHOLDER NAME (PRINT):	
		ORDERED BY:	
EMAIL (REQUIRED FOR RECEIPT):			
WE ACCEPT: VISA / MASTERCARD / AMERICAN EXPRESS		CVV:	EXPIRATION DATE:
CC NUMBER HERE:			

CHARGES WILL APPEAR ON STATEMENT AS "TEAM CO"

Qty.	Description	Advance Rate	Regular Rate	Total	TERMS & CONDITIONS
120V LIGHTING & UTILITY OUTLETS					Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CTS technician.
	500 Watt or 5 Amps	195.00	292.00		
	1000 Watt or 10 Amps	344.00	516.00		
	2000 Watt or 20 Amps	459.00	689.00		
	30 Amps (Labor Req.)	CALL FOR QUOTE			
208V 1 PHASE MOTOR & EQUIPMENT OUTLETS					
	20 Amp	866.00	1298.50		
	30 Amp	1036.00	1553.50		
	60 Amp	1357.00	2035.50		
	100 Amp	1784.00	2676.00		
208V 3 PHASE MOTOR & EQUIPMENT OUTLETS					Important: -To receive advance show prices, we must receive your order, along with payment, in full , within fourteen (14) days prior to show opening. All others will be charged at regular rate. -Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs, please contact us in advance of move-in. -Power sharing is <u>not</u> permitted between exhibitors. -Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. -Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. -Dedicated circuits and 24 hour services will be double the listed price and require a 20 amp outlet. Please double rates. Use * to indicate 24-Hr Outlets. -Refunds will not be authorized if service is installed. Outlet Location & Distribution: -Island Booths: All electrical outlets for island booths will require labor and materials. Distribution and connections of all outlets are chargeable on a time and materials basis. Please complete a utility diagram with main drop, orientation and dimensions. -Inline & Peninsula Booths: All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution, on a time and materials basis. Please complete a utility diagram for outlets off the back line of the booth. -208V & Higher: Electrical labor required. -Unless a scaled floor plan is provided, electrical will be installed as CTS deems necessary or not at all until direction is given. Jurisdiction: -All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized.
	20 Amp	1155.00	1732.00		
	30 Amp	1380.00	2068.50		
	60 Amp	1809.00	2713.00		
	100 Amp	2378.00	3566.50		
	200 Amp	3404.00	5106.00		
TRANSFORMER(S) TO BOOST 208V TO 230V					
Total Amps:		X \$19.00 / AMP	=		
480V & ALL OTHER VOLTAGES PLEASE CALL FOR ESTIMATE					
LIFT					
1 HOUR MINIMUM INSTALL & ½ HOUR MINIMUM DISMANTLE					
LIFT		ST	275.00		
LIFT		OT	412.50		
FLOODLIGHTS & TRACK					
LABOR: ST \$170.00 – OT \$320.00					
Office Use Only					
	150 Watt Flood Light	195.00	292.00		
	Double 150 Watt Flood	323.00	485.00		
	*Overhead/Can/Leko	539.00	808.00		
Overhead light may require labor and lift to install. Call for a quote. Lighting Layout Required for Overhead Lights CTS does not determine the move-in and move-out schedule for any event. Hourly rates apply to actual dates and times of install & dismantle. ST – Labor after 8:00am and before 4:30pm, weekdays. OT – Labor before 8:00am and after 4:30pm, weekdays. Weekends & Holidays are also OT.					



6455 S. Dean Martin Dr., Suite C * Las Vegas, Nevada 89118
Telephone: (702) 309-8326

Sample Layouts

Island Booth: Electrical layouts are required for all island booths.

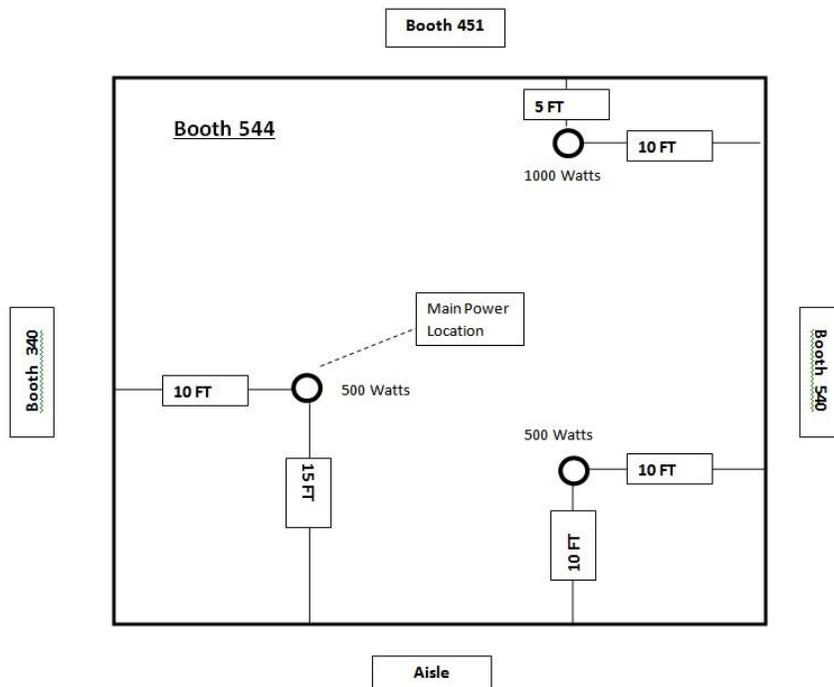
Standard Location:

There is no such thing as a standard location in an island booth. There will be labor and material required to install the outlet ordered. If a layout is not provided, we will place power at our discretion.

What should be on a completed floor plan:

1. Main drop or outlet location. Island booths do not have a back wall so the main location operates as the point which all other power will be distributed from. There can often be many cords or cables in this location so it is often best to be in a closet, under a table or a location out of site.
2. Location of all other outlets. This includes the dimensions where the outlets will be placed. Without dimensions, outlets are likely to end up in the wrong locations in the booth.
3. Power requirements in each location. This can be 500 Watts / 1000 Watts / 2000 Watts or even 10 Amp 208 volt 3 Phase
4. Booth Orientation. This is especially useful for island booths. It helps us understand which side is which in the booth.

Completed Layout:

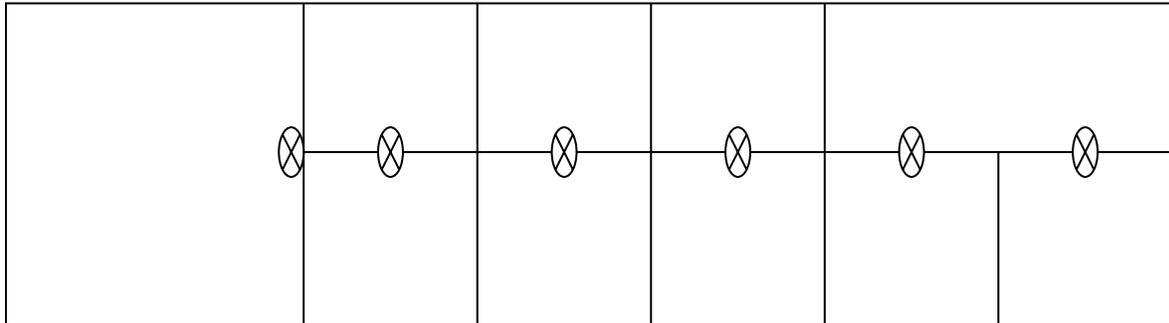


Inline or Peninsula Booths:

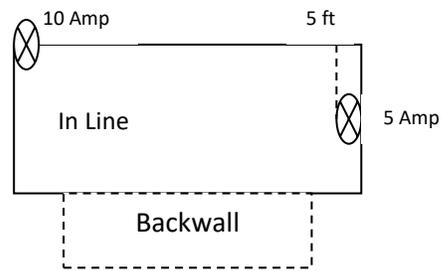
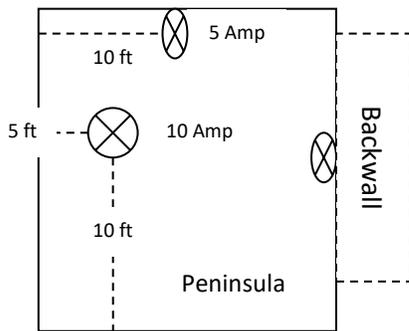
Layouts are only required when outlets are needed at any other location than the back of the booth.

Standard Location:

In Line



Completed Layout:



Thank you for your business!

INTERNET | TELEPHONE | CABLE TV



SAN DIEGO

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

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

FIRST CLASS CUSTOMER SERVICE

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

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

KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

REDUNDANCY OF EQUIPMENT

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

24/7 NETWORK MONITORING

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





Is the exclusive provider of the following services:

INTERNET



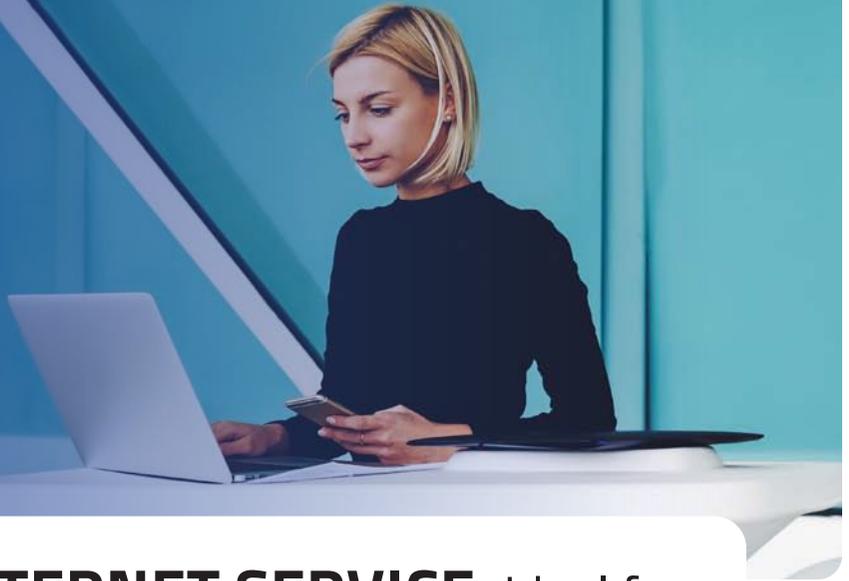
TELEPHONE



CABLE TV



Need just a **BASIC** CONNECTION?



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

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

* **NOT FOR STREAMING**

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

Light Wired Internet Includes:

- Average Usage up to 3 Mbps burstable to 5 Mbps, per device, on a shared network
- **Routers are not permitted on this service and will not work**
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Light Wired Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted. The actual maximum bandwidth available is dependent upon the type of activity and how many users are accessing the Internet simultaneously at any given time.

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

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

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

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

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

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

Dedicated Services Include:

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

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



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

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

* **NOT FOR STREAMING.**

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

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

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

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE							
STREAMING							
BANDWIDTH ALLOCATION	SD or HD or UHD			INCENTIVE *	BASE	ON-SITE	
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672	
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904	
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848	
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434	
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232	
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750	

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

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

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

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

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

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

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

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

Telephone Service Information:

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

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

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

**Cable services may require a deposit in some locations.

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

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

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

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

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

HOW MUCH BANDWIDTH DO I NEED?

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

WHAT DOES SD, HD, AND UHD STAND FOR?

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

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

Our Promise ★★★★★

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

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