



www.carolinatd.com
PO Box 220051 | Charlotte, NC 28222
P | 704-366-9970 F | 704-635-7099
E | help@carolinatd.com

**2022 OADN ANNUAL CONFERENCE
NOVEMBER 18-19, 2022
HYATT REGENCY NEW ORLEANS
NEW ORLEANS, LA**

QUICK FACTS

Booth Equipment

Each 10' x 10' booth will be set up with one 7" x 44" identification sign. Ballroom has carpet.

Colors

Blue & White

Show Schedule

Install:	Friday November 18, 2022 Noon - 5:00 PM
Exhibit Showcase:	Friday November 18, 2022 5:30 PM - 7:30 PM
	Saturday November 19, 2022 8:20 - 9:50 AM
	Saturday November 19, 2022 1:40 - 2:40 PM
Dismantle:	Saturday November 19, 2022 2:45 - 4:00 PM

Important Dates

Discount deadline:	Friday November 4, 2022
Advance receiving dates:	October 18 - November 16, 2022
Direct to site date:	Friday November 18, 2022
Outbound carrier deadline:	Saturday November 19, 2022 5:00 pm

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. CTD cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

[To order CTD services online click here!](#)

[To order Electrical services please click here!](#)

[AV Orders, including High-Speed Internet, is available through Encore.](#)

**Basic wifi is available complimentary in the exhibit hall. We recommend that you order your own dedicated high-speed if you are planning to stream video or video conference at your booth.



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PAYMENT FORM

Company Name:	Email:	Booth # (s)
Address:	Phone:	
City / State / Zip:	Mobile:	
Contact Name:	Signature:	

Payment Terms & Conditions

Carolina Tradeshow Decorators required payment in full with your order. If you wish to charge your orders to your credit card, please complete the information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number. If you claim tax exempt status you must send us a copy of your tax exempt certificate issued by the federal government or state in which the event is taking place.

Third Party Authorization

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to CTD prior to the close of the show. (Signature required below.)

Third Party:	Email:
Billing Address:	Phone:
City / State / Zip:	Mobile:
Contact Name:	Signature:

Please fill out credit card info below:

We accept Cash, Check, American Express, MasterCard and Visa and Discover.

Account#	Exp Date	Security Code
Cardholder Name	Signature	
Card Billing Address		
City	State	Zip
Phone	Mobile	

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LIMITS OF LIABILITY

Carolina Tradeshow Decorators (herein referred to as CTD) and its subcontractors shall not be liable for ordinary wear and tear in the handling of equipment, damage, loss, glass breakage, concealed damage or delay to uncrated freight, wrapped freight, freight improperly packed, even if CTD has been advised of the potential for such damages. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CTD and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is expressly stated herein, that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CTD shall not be liable for any loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor shall CTD be liable for any loss or damage to Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to CTD by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist. CTD shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercises of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, acts of terrorism, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure. It is understood that CTD is not an insurer. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by CTD hereunder are based upon the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CTD does not provide for full liability should loss or damage occur. In the event that CTD should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. As set forth herein, such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages, and which shall be the sole and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise.

CTD SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF CTD HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.

Claims for loss or damage must be submitted to CTD by the close of the show. No suit or action shall be brought against CTD more than one year after the cause of action accrues. The Exhibitor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that CTD will provide these services as Exhibitor's agent and not as bailee or shipper, and CTD shall have no responsibility or obligation thereunder. If CTD shall sign a delivery receipt, bill of lading or other document, the parties agree that CTD will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof. CTD shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or a bulk shipment such as UPS, air freight, or van lines. Such shipment counts will be subject to verification and delivered to booth without guarantee of piece count or condition. Empty container labels will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CTD assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers. In order to expedite removal of freight from the show site, CTD shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CTD assumes no liability as a result of such rerouting or handling. The Exhibitor agrees, in the event of a dispute with CTD relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to CTD for freight handling services or any other services provided by CTD as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CTD prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CTD shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to the acceptance and approval of CTD in its sole discretion. Upon CTD's acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above. Likewise, once CTD has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to CTD on behalf of



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 NEW ORLEANS, LA**

EAC FORM

Company Name:	Email:	Booth # (s)
Address:	Phone:	
City / State / Zip:	Mobile:	
Contact Name:	Signature:	

Please complete and submit this authorization form with required documentation for each contractor to CTD if hiring a service contractor(s) other than the official contractor selected by show management. Note: for services such as electrical, plumbing, telephone, cleaning and freight, no contractor other than the official contractor will be approved.

This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space. Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractors will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractor

1. Ensure orderly and efficient installation and removal of exhibits.
2. Assure the distribution of labor to all exhibitors according to need.
3. Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
4. See that the proper type and limits of insurance are in force.
5. Avoid any conflict with local union regulations and requirements.

Official Service Contractor

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions MUST be met:

The EXHIBITOR must inform CAROLINA TRADESHOW DECORATORS of the name and address of the contractor and the work to be performed by completing the authorization on the payment form. The authorization must be received by the CTD office no later than 30 days prior to the show. If notification is NOT received 30 days prior to the show, CTD reserves the right to require that CTD labor be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

2. The contractor hired by the exhibitor must:
 - A. Provide no later than 30 days prior to the show a certificate of insurance with at least the following limits:
 1. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Carolina Tradeshow Decorators as additional insured.
 - B. Agree to abide by all rules and regulations of the show.
 - C. Agree to abide by all union rules and regulations.
 - D. Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.



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TABLE RENTAL

**DEADLINE DATE:
 NOVEMBER 4, 2022**

Company Name:	Email:	Booth # (s)
Address:	Phone:	
City / State / Zip:	Mobile:	
Contact Name:	Signature:	

Qty	Description	Color	Discount	Standard	Total
Draped Tables					
	2' x 4' x 30' draped table 3 sides		\$137.50	\$178.75	
	2' x 6' x 30' draped table 3 sides		\$159.50	\$207.35	
	2' x 8' x 30' draped table 3 sides		\$192.50	\$250.25	
	2' x 4' x 40' draped table 3 sides		\$170.50	\$221.65	
	2' x 6' x 40' draped table 3 sides		\$198.00	\$257.40	
	2' x 8' x 40' draped table 3 sides		\$226.60	\$294.58	
Forth Side Table Draping					
	30" high skirting		\$48.00	\$62.40	
	40" high skirting		\$54.00	\$70.20	
Undraped Tables					
	2' x 4' x 30' undraped table		\$84.00	\$109.20	
	2' x 6' x 30' undraped table		\$108.00	\$140.40	
	2' x 8' x 30' undraped table		\$138.00	\$179.40	
	2' x 4' x 40' undraped table		\$108.00	\$140.40	
	2' x 6' x 40' undraped table		\$132.00	\$171.60	
	2' x 8' x 40' undraped table		\$168.00	\$218.40	
Pedestal Tables					
	30" x 30" round table with black spandex cover		\$150.00	\$195.00	
	30" x 40" round table with black spandex cover		\$175.00	\$227.50	

Subtotal: _____

Skirt Color Options:

Black | Blue | Red | Burgundy | Gray | Teal | Gold | Purple | White | Green

Total: _____

Equipment is provided on a rental basis and remains property of CTD. No credit will be issued after close of show. Items ordered and delivered, but subsequently cancelled will be charged at 50% of the price.

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ACCESSORIES RENTAL

**DEADLINE DATE:
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Company Name:		Email:			Booth # (s)
Address:		Phone:			
City / State / Zip:		Mobile:			
Contact Name:		Signature:			
Qty	Description	Color	Discount	Standard	Total
Chairs					
	Padded Side Chair		\$102.00	\$132.60	
	Padded Stool	Gray	\$114.00	\$148.20	
	Secretarial Chair	Black	\$120.00	\$156.00	
	Folding Chair	Black	\$36.00	\$46.80	
Table Top Risers					
	4' draped riser	White	\$30.00	\$39.00	
	6' draped riser	White	\$38.00	\$49.40	
	8' draped riser	White	\$46.00	\$59.80	
Draping					
	3' high pipe and drape per linear foot		\$9.60	\$12.48	
	8' high pipe and drape per linear foot		\$13.20	\$17.16	
Accessories					
	Literature Rack	Chrome	\$150.00	\$195.00	
	Easel	Chrome	\$41.00	\$53.30	
	22" x 28" Sign holder	Chrome	\$110.00	\$143.00	
	Bag Stand		\$65.00	\$84.50	
	Garment Rack		\$54.00	\$70.20	
	Coat Tree		\$48.00	\$62.40	
	Wastebasket		\$24.00	\$31.20	
	2x8' Grid	Black	\$55.00	\$71.50	
	4x8' Pegboard	White	\$100.00	\$130.00	

Drape Color Options:

Black | Blue | Red | Navy | Gray | Teal | Gold | White

Subtotal: _____

Total: _____

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SPECIALTY FURNITURE

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Company Name:					Email:		Booth # (s)	
Address:					Phone:			
City / State / Zip:					Mobile:			
Contact Name:					Signature:			
Item #	Description	Dimensions	Discount	Standard	Quantity	Total		
Blanc Page 3								
18228-0847	Blanc Sofa	75"W x 35"D x 35"H	\$814.00	\$1,058.20				
18167-0614	Blanc Loveseat	54"W x 35"D x 35"H	\$776.60	\$1,009.58				
18284-0834	Blanc Chair	33"W x 35"D x 35"H	\$649.00	\$843.70				
18024-0072	Blanc Bench Ottoman	48"W x 24"D x 18"H	\$389.40	\$506.22				
18184-0274	Blanc Cube	17"Square	\$135.30	\$175.89				
Whisper Pages 3-4								
18228-0607	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$777.00	\$1,010.10				
18167-0471	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$745.00	\$968.50				
18284-0487	Whisper White Leather Chair	35"W x 37"D x 35"H	\$617.00	\$802.10				
18024-0003	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$344.00	\$447.20				
18184-0034	Whisper White Leather Square Ottoman	40"Square x 17"H	\$344.00	\$447.20				
18184-0038	Whisper White Leather Round Ottoman	46"Round x 17"H	\$344.00	\$447.20				
Function Page 4								
18284-0554	Function White Leather Armless Chair	28"Square x 29"H	\$377.00	\$490.10				
18066-0016	Function White Leather Corner	28"Square x 29"H	\$405.00	\$526.50				
Continental Pages 4-5								
18303-0001	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	\$802.00	\$1,042.60				
18304-0001	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	\$777.00	\$1,010.10				
18296-0005	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$344.00	\$447.20				
18184-0131	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$407.00	\$529.10				
18184-0132	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$344.00	\$447.20				
Sophistication Page 5								
18228-0674	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$802.00	\$1,042.60				
18167-0466	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$541.00	\$703.30				
18284-0563	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$407.00	\$529.10				
18066-0017	Sophistication White Leather Corner	31"Square x 48"H	\$407.00	\$529.10				
18184-0130	Sophistication White Leather Ottoman	31"Square x 19"H	\$306.00	\$397.80				
Boca Page 6								

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Company Name:					Email:		Booth # (s)
Address:					Phone:		
City / State / Zip:					Mobile:		
Contact Name:					Signature:		
Item #	Description	Dimensions	Discount	Standard	Quantity	Total	
18066-0026	Boca Black Leather Corner	27"W x 27"D x 30"H	\$445.00	\$578.50			
18284-0786	Boca Black Leather Armless	22"W x 27"D x 30"H	\$415.00	\$539.50			
Metro Page 6							
18228-0602	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$669.00	\$869.70			
18167-0467	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$643.00	\$835.90			
18284-0482	Metro Black Leather Chair	35"Square x 35"H	\$503.00	\$653.90			
18184-0179	Metro Black Leather Square Ottoman	40"Square x 17"H	\$344.00	\$447.20			
18024-0008	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$344.00	\$447.20			
Suave Midnight Page 7							
18228-0085	Suave Midnight Sofa	77"W x 36"D x 33"H	\$585.00	\$760.50			
18167-0069	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$508.00	\$660.40			
18284-0151	Suave Midnight Chair	32"W x 36"D x 33"H	\$382.00	\$496.60			
Grammercy Page 7							
18228-0605	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$745.00	\$968.50			
18167-0469	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$649.00	\$843.70			
18284-0485	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$415.00	\$539.50			
18066-0015	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$477.00	\$620.10			
18184-0036	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$344.00	\$447.20			
18184-0033	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$344.00	\$447.20			
Parma Page 8							
18228-0789	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$669.00	\$869.70			
18167-0577	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$643.00	\$835.90			
18284-0710	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$503.00	\$653.90			
18024-0061	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$344.00	\$447.20			
Montana Mocha Page 8							
18228-0784	Montana Mocha Sofa	79"W x 35"D x 34"H	\$629.00	\$817.70			
18167-0573	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$553.00	\$718.90			
18284-0704	Montana Mocha Chair	35"Square x 34"H	\$427.00	\$555.10			
Madison Page 9							

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Company Name:					Email:		Booth # (s)	
Address:					Phone:			
City / State / Zip:					Mobile:			
Contact Name:					Signature:			
Item #	Description	Dimensions	Discount	Standard	Quantity	Total		
18228-0823	Madison Sofa	86"W x 34"D x 34"H	\$777.00	\$1,010.10				
18284-0794	Madison Chair	33"Wx 34"D x 34"H	\$452.00	\$587.60				
18184-0256	Madison Sky Bench	4"W x 24"D x 17"H	\$319.00	\$414.70				
18184-0252	Madison Ottoman - Willow	24"Square x 17"H	\$203.00	\$263.90				
18184-0253	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$203.00	\$263.90				
18184-0254	Madison Ottoman - Apricot	24"Square x 17"H	\$203.00	\$263.90				
18184-0255	Madison Ottoman - Sunflower	24"Square x 17"H	\$203.00	\$263.90				
Chandler Page 10								
18228-0795	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$669.00	\$869.70				
18167-0581	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$643.00	\$835.90				
18284-0717	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$503.00	\$653.90				
18024-0062	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$344.00	\$447.20				
Evoke Pages 10-11								
13229-0007	Evoke Sofa	81"W x 35"D x 27"H	\$1,011.00	\$1,314.30				
13041-0015	Evoke Chair	33"W x 35"D x 27"H	\$541.00	\$703.30				
13054-0011	Evoke Cocktail Table	48"W x 24"D x 18"H	\$344.00	\$447.20				
13110-0009	Evoke End Table	24"W x 28"D x 25"H	\$306.00	\$397.80				
13110-0008	Evoke Cube	18"Square	\$217.00	\$282.10				
Niko Page 11								
18228-0858	Niko Sofa	81"W x 30"D x 38"H	\$827.00	\$1,075.10				
18167-0622	Niko Loveseat	58"W x 30"D x 38"H	\$757.00	\$984.10				
18284-0856	Niko Chair	31"W x 30"D x 38"H	\$629.00	\$817.70				
Stage Chairs Pages 11-12								
18284-0478	Midnight Stage Chair	25"W x 26"D x 37"H	\$249.00	\$323.70				
18284-0477	Chamois Stage Chair	25"W x 26"D x 37"H	\$249.00	\$323.70				
18284-0476	Buckskin Stage Chair	25"W x 26"D x 37"H	\$249.00	\$323.70				
18284-0621	Empire Chair Black Leather	28"W x 32"D x 32"H	\$445.00	\$578.50				
18284-0564	Empire Chair White Leather	28"W x 32"D x 32"H	\$445.00	\$578.50				
05035-0028	Tulip Black Fabric Chair	26"W x 27"D x 35"H	\$268.00	\$348.40				

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Company Name:		Email:			Booth # (s)	
Address:		Phone:				
City / State / Zip:		Mobile:				
Contact Name:		Signature:				
Item #	Description	Dimensions	Discount	Standard	Quantity	Total
18284-0785	Monarch Chair - Bright White	28"Square x 30"H	\$285.00	\$370.50		
Ottomans & Benches Pages 12-13						
18184-0131	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$407.00	\$529.10		
18184-0179	Metro Black Leather Square Ottoman	40"Square x 17"H	\$344.00	\$447.20		
18184-0034	Whisper White Leather Square Ottoman	40"Square x 17"H	\$344.00	\$447.20		
18184-0033	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$344.00	\$447.20		
18024-0008	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$344.00	\$447.20		
18024-0003	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$344.00	\$447.20		
18024-0062	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$344.00	\$447.20		
18024-0002	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$344.00	\$447.20		
18024-0061	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$344.00	\$447.20		
18184-0192	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$477.00	\$620.10		
18184-0036	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$344.00	\$447.20		
18184-0038	Whisper White Leather Round Ottoman	46"Round x 17"H	\$344.00	\$447.20		
18184-0028	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	\$211.00	\$274.30		
18184-0030	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$211.00	\$274.30		
18184-0256	Madison Sky Bench	4"W x 24"D x 17"H	\$319.00	\$414.70		
18184-0252	Madison Ottoman - Willow	24"Square x 17"H	\$203.00	\$263.90		
18184-0253	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$203.00	\$263.90		
18184-0254	Madison Ottoman - Apricot	24"Square x 17"H	\$203.00	\$263.90		
18184-0255	Madison Ottoman - Sunflower	24"Square x 17"H	\$203.00	\$263.90		
Banquettes & Turning Beds Page 13						
18011-0011	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$1,011.00	\$1,314.30		
18011-0001	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	\$1,011.00	\$1,314.30		
18011-0002	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,011.00	\$1,314.30		
02082-0033	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,214.00	\$1,578.20		
Cube Ottomans Page 14						
18184-0274	Blanc Cube	17"Square	\$135.00	\$175.50		
18184-0129	Cube Ottoman - White	18"Square	\$135.00	\$175.50		

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Contact Name:			Signature:				
Item #	Description	Dimensions	Discount	Standard	Quantity	Total	
18184-0128	Cube Ottoman - Black	18'Square	\$135.00	\$175.50			
18200-0001	Cube Ottoman - Red	18'Square	\$135.00	\$175.50			
18200-0002	Cube Ottoman - Green	18'Square	\$135.00	\$175.50			
18200-0003	Cube Ottoman - Blue	18'Square	\$135.00	\$175.50			
18200-0004	Cube Ottoman - Purple	18'Square	\$135.00	\$175.50			
Charged Pages 14-15							
22100-0001	Essentials Tuning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,347.00	\$1,751.10			
22051-0001	Boca Bright White Comer - Charged	27"W x 27"D x 30"H	\$508.00	\$660.40			
22050-0001	Boca Bright White Amless - Charged	22"W x 27"D x 30"H	\$471.00	\$612.30			
22001-0001	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$789.00	\$1,025.70			
22002-0002	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$445.00	\$578.50			
22200-0001	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,061.00	\$1,379.30			
18284-0812	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$491.00	\$638.30			
22052-0001	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$745.00	\$968.50			
Occasional Tables Pages 15-17							
12107-0008	Tribeca End Table	24"W x 28"D x 22"H	\$242.00	\$314.60			
12230-0005	Tribeca Console Table	48"W x 18"D x 30"H	\$268.00	\$348.40			
12055-0008	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$254.00	\$330.20			
18024-0010	Novel End Table	15'Square x 16"H	\$306.00	\$397.80			
18024-0011	Novel Cocktail Table	46"W x 15"D x 16"H	\$344.00	\$447.20			
99-12304-05	Aria Red End Table	24"W x 20"D x 22"H	\$242.00	\$314.60			
99-12050-05	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$254.00	\$330.20			
99-12304-03	Aria Green End Table	24"W x 20"D x 22"H	\$242.00	\$314.60			
99-12050-03	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$254.00	\$330.20			
99-12304-06	Aria Blue End Table	24"W x 20"D x 22"H	\$242.00	\$314.60			
99-12050-06	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$254.00	\$330.20			
99-12304-04	Aria Purple End Table	24"W x 20"D x 22"H	\$242.00	\$314.60			
99-12050-04	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$254.00	\$330.20			
99-12304-01	Aria White End Table	24"W x 20"D x 22"H	\$242.00	\$314.60			

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Contact Name:		Signature:				
Item #	Description	Dimensions	Discount	Standard	Quantity	Total
99-12305-01	Aria White Console Table	44"W x 20"D x 30"H	\$268.00	\$348.40		
99-12050-01	Aria White Cocktail Table	44"W x 20"D x 18"H	\$254.00	\$330.20		
99-12304-02	Aria Charcoal End Table	24"W x 20"D x 22"H	\$242.00	\$314.60		
99-12305-02	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$268.00	\$348.40		
99-12050-02	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$254.00	\$330.20		
12107-0512	Fuze End Table	24"Square x 23"H	\$262.00	\$340.60		
12055-0453	Fuze Cocktail Table	40"Square x 16"H	\$294.00	\$382.20		
12230-0116	Fuze Console Table	60"W x 16"D x 34"H	\$319.00	\$414.70		
12107-0493	London End Table	24"Square x 23"H	\$262.00	\$340.60		
12230-0110	London Console Table	60"W x 16"D x 34"H	\$319.00	\$414.70		
12055-0428	London Cocktail Table	40"Square x 16"H	\$294.00	\$382.20		
12107-0494	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$223.00	\$289.90		
12107-0495	Brooklyn II Round End Table	20"Round X 20"H	\$223.00	\$289.90		
12055-0429	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$249.00	\$323.70		
12055-0430	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$249.00	\$323.70		
12107-0282	Vivid End Table	26"Square x 21"H	\$242.00	\$314.60		
12230-0081	Vivid Console Table	50"W x 24"D x 30"H	\$268.00	\$348.40		
12055-0273	Vivid Cocktail Table	50"W x 24"D x 16"H	\$254.00	\$330.20		
12107-0331	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	\$306.00	\$397.80		
12055-0318	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	\$344.00	\$447.20		
12003-0038	Rose Table	17"Round x 17"H	\$268.00	\$348.40		
12003-0039	Zanzibar Table	17"Square	\$268.00	\$348.40		
12107-0296	Cube, Black 24" End Table	24"Square x 21"H	\$249.00	\$323.70		
12107-0297	Cube, White 24" End Table	24"Square x 21"H	\$249.00	\$323.70		
12055-0285	Cube, Black 24" Cocktail Table	24"Square x 16"H	\$242.00	\$314.60		
12055-0286	Cube, White 24" Cocktail Table	24"Square x 16"H	\$242.00	\$314.60		
12003-0056	Phoebe Table - Yellow	17"Round x 22"H	\$161.00	\$209.30		
12003-0052	Phoebe Table - Lime Green	17"Round x 22"H	\$161.00	\$209.30		
12003-0053	Phoebe Table - Rose	17"Round x 22"H	\$161.00	\$209.30		

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Item #	Description	Dimensions	Discount	Standard	Quantity	Total	
12003-0051	Phoebe Table - Gold	17"Round x 22"H	\$161.00	\$209.30			
12003-0074	Phoebe Table - Teal	17"Round x 22"H	\$161.00	\$209.30			
12107-0467	Hylton Tablet Table	18"W x 12"D x 28"H	\$217.00	\$282.10			
Bars & Bar Backs Page 18							
05012-0026	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	\$883.00	\$1,147.90			
05012-0024	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	\$745.00	\$968.50			
05012-0053	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$407.00	\$529.10			
05012-0054	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$407.00	\$529.10			
12112-0010	Blox Bar Back	30"W x 16"D x 86"H	\$508.00	\$660.40			
05001-0017	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$477.00	\$620.10			
05001-0018	Piazza Bar Back - White	44"W x 12"D x 80"H	\$477.00	\$620.10			
Bar Stools Pages 19-20							
05237-0264	Vienna Stool - Gray	17"Square x 39"H	\$254.00	\$330.20			
05237-0263	Vienna Stool - Orange	17"Square x 39"H	\$254.00	\$330.20			
05237-0262	Vienna Stool - Teal	17"Square x 39"H	\$254.00	\$330.20			
05237-0038	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$229.00	\$297.70			
05237-0039	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$229.00	\$297.70			
05237-0036	Escape Bar Stool - Natural Maple	16"Square x 41"H	\$191.00	\$248.30			
99-05237-01	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$217.00	\$282.10			
99-05237-02	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$217.00	\$282.10			
99-05237-06	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$217.00	\$282.10			
99-05237-03	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$217.00	\$282.10			
99-05237-04	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$217.00	\$282.10			
99-05237-05	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$217.00	\$282.10			
05237-0221	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$217.00	\$282.10			
05237-0270	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$236.00	\$306.80			
05237-0271	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$236.00	\$306.80			
05237-0160	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$236.00	\$306.80			
05237-0041	Equino Bar Stool - White	15"W x 13"D x 35"H	\$236.00	\$306.80			

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Item #	Description	Dimensions	Discount	Standard	Quantity	Total	
05237-0298	Clara Stool	17"W x 21"D x 41"H	\$229.00	\$297.70			
05237-0215	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$173.00	\$224.90			
05237-0156	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$236.00	\$306.80			
05237-0169	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$236.00	\$306.80			
05237-0042	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$191.00	\$248.30			
05237-0300	Nexus Stool	19"W x 20"D x 44"H	\$198.00	\$257.40			
Café Chairs Pages 20-22							
05035-0032	Vienna Chair - Gray	21"Square x 32"H	\$161.00	\$209.30			
05035-0031	Vienna Chair - Orange	21"Square x 32"H	\$161.00	\$209.30			
05035-0030	Vienna Chair - Teal	21"Square x 32"H	\$161.00	\$209.30			
99-05035-10	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$135.00	\$175.50			
99-05035-11	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$135.00	\$175.50			
99-05035-15	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$135.00	\$175.50			
99-05035-12	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$135.00	\$175.50			
99-05035-13	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$135.00	\$175.50			
99-05035-14	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$135.00	\$175.50			
05035-0008	Leslie Chair - White	17"W x 21"D x 31"H	\$121.00	\$157.30			
05035-0010	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$153.00	\$198.90			
05035-0011	Criss Cross Chair - White	17"W x 21"D x 35"H	\$153.00	\$198.90			
05035-0023	Elio Chair	17"Square x 33"H	\$135.00	\$175.50			
14233-0025	Caprice Chair - Black	25"W x 24"D x 32"H	\$135.00	\$175.50			
14233-0005	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$186.00	\$241.80			
14233-0006	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$173.00	\$224.90			
05221-0039	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$191.00	\$248.30			
14233-0016	Sonic Chair - Black	20"W x 21"D x 32"H	\$135.00	\$175.50			
05035-0050	Nexus Chair	19"W x 22"D x 32"H	\$161.00	\$209.30			
05035-0051	Clara Chair	18"W x 21"D x 35"H	\$153.00	\$198.90			
05035-0009	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$135.00	\$175.50			
Bar Tables Pages 22-24							

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Item #	Description	Dimensions	Discount	Standard	Quantity	Total	
99-05245-01	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$242.00	\$314.60			
99-05245-02	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$249.00	\$323.70			
99-05245-04	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$242.00	\$314.60			
99-05245-05	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$249.00	\$323.70			
99-05245-14	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$242.00	\$314.60			
99-05245-15	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$249.00	\$323.70			
99-05245-07	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$242.00	\$314.60			
99-05245-08	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$249.00	\$323.70			
99-05245-16	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$242.00	\$314.60			
99-05245-17	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$249.00	\$323.70			
99-05245-10	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$242.00	\$314.60			
99-05245-11	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$249.00	\$323.70			
99-05245-22	Fuze Bar Table	36"Square x 42"H	\$274.00	\$356.20			
99-05245-12	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$242.00	\$314.60			
99-05245-13	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$375.00	\$487.50			
99-05245-20	Spectrum Bar Table Red	24"Square x 42"H	\$262.00	\$340.60			
99-05245-21	Spectrum Bar Table Blue	24"Square x 42"H	\$262.00	\$340.60			
99-05245-18	Spectrum Bar Table Purple	24"Square x 42"H	\$262.00	\$340.60			
99-05245-19	Spectrum Bar Table Green	24"Square x 42"H	\$262.00	\$340.60			
05012-0002	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	\$344.00	\$447.20			
05202-0049	Zinc Bar Table	24"Round x 42"H	\$363.00	\$471.90			
05204-0001	Aspen Bar Table	72"W x 26"D x 42"H	\$674.00	\$876.20			
Café Tables Pages 24-25							
99-05036-01	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$242.00	\$314.60			
99-05036-02	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$249.00	\$323.70			
99-05036-04	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$242.00	\$314.60			
99-05036-05	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$249.00	\$323.70			
99-05036-07	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$242.00	\$314.60			
99-05036-08	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$249.00	\$323.70			

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Item #	Description	Dimensions	Discount	Standard	Quantity	Total
99-05036-14	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$242.00	\$314.60		
99-05036-15	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$249.00	\$323.70		
99-05036-16	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$242.00	\$314.60		
99-05036-17	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$249.00	\$323.70		
99-05036-10	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$242.00	\$314.60		
99-05036-11	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$249.00	\$323.70		
99-05036-22	Fuze Café Table	36"Square x 30	\$274.00	\$356.20		
99-05036-12	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$242.00	\$314.60		
99-05036-13	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$375.00	\$487.50		
99-05036-20	Spectrum Café Table Red	24"Square x 29"H	\$262.00	\$340.60		
99-05036-21	Spectrum Café Table Blue	24"Square x 29"H	\$262.00	\$340.60		
99-05036-18	Spectrum Café Table Purple	24"Square x 29"H	\$262.00	\$340.60		
99-05036-19	Spectrum Café Table Green	24"Square x 29"H	\$262.00	\$340.60		
05090-0001	Aspen Dining Table	72"W x 30"D x 30"H	\$579.00	\$752.70		
05088-0505	Brio Dining Table	96"W x 48"D x 30"H	\$777.00	\$1,010.10		
Office Seating Pages 26-27						
14136-0002	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$306.00	\$397.80		
14176-0007	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$268.00	\$348.40		
14128-0002	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$249.00	\$323.70		
14136-0081	Accord Black Leather High Back	25"Square x 44"H	\$382.00	\$496.60		
14136-0010	Accord White Leather High Back	25"Square x 44"H	\$382.00	\$496.60		
14250-0013	Goal Black Task Chair With Arms	25"Square x 39"H	\$203.00	\$263.90		
14250-0014	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$186.00	\$241.80		
14136-0080	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	\$268.00	\$348.40		
14176-0046	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	\$249.00	\$323.70		
14128-0096	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	\$229.00	\$297.70		
14307-0003	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$217.00	\$282.10		
14307-0004	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$203.00	\$263.90		
Conference Tables (Pg. 27)						

*Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed.



**DEADLINE DATE:
 NOVEMBER 4, 2022**

[To view the brochure click here!](#)

Company Name:		Email:			Booth # (s)	
Address:		Phone:				
City / State / Zip:		Mobile:				
Contact Name:		Signature:				
Item #	Description	Dimensions	Discount	Standard	Quantity	Total
14062-0105	42" Round Conference Table - Black	42" Round x 29"H	\$338.00	\$439.40		
14062-0106	42" Round Conference Table - Mahogany	42" Round x 29"H	\$338.00	\$439.40		
14062-0224	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	\$573.00	\$744.90		
14062-0220	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	\$573.00	\$744.90		
14062-0281	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	\$604.00	\$785.20		
14062-0225	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	\$617.00	\$802.10		
14062-0226	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	\$617.00	\$802.10		
14062-0282	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	\$649.00	\$843.70		
Office Furniture (Pg. 28 & 29)						
14309-0001	Computer Kiosk - Black	24"Square x 42"H	\$496.00	\$644.80		
14179-0005	Computer Kiosk - White	24"Square x 42"H	\$496.00	\$644.80		
14029-0098	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$477.00	\$620.10		
14029-0091	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$477.00	\$620.10		
14072-0108	Black Credenza	60"W x 20"D x 29"H	\$445.00	\$578.50		
14083-0105	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$508.00	\$660.40		
14072-0038	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$445.00	\$578.50		
14072-0039	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$445.00	\$578.50		
14083-0117	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$528.00	\$686.40		
05088-0365	Vivid Café - Square Table Glass	42"Square x 30"H	\$415.00	\$539.50		
05088-0364	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$477.00	\$620.10		
05088-0498	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$496.00	\$644.80		
05088-0499	Brooklyn II Round Dining Table	42" Round x 30"H	\$389.00	\$505.70		
05090-0001	Aspen Dining Table	72"W x 30"D x 30"H	\$579.00	\$752.70		
05088-0505	Brio Dining Table	96"W x 48"D x 30"H	\$777.00	\$1,010.10		
Metal File & Storage Cabinets Page 30						
14148-0001	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$166.00	\$215.80		
14147-0001	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$217.00	\$282.10		
14148-0002	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$223.00	\$289.90		
14147-0002	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$249.00	\$323.70		

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**DEADLINE DATE:
 NOVEMBER 4, 2022**

[To view the brochure click here!](#)

Company Name:					Email:		Booth # (s)
Address:					Phone:		
City / State / Zip:					Mobile:		
Contact Name:					Signature:		
Item #	Description	Dimensions	Discount	Standard	Quantity	Total	
14143-0006	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$223.00	\$289.90			
14143-0144	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$223.00	\$289.90			
14143-0008	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$274.00	\$356.20			
14034-0015	Storage Cabinet - Black	36"W x 18"D x 72"H	\$274.00	\$356.20			
Pedestals Page 31							
12091-0023	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$331.00	\$430.30			
12091-0004	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$401.00	\$521.30			
12091-0002	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$370.00	\$481.00			
12091-0030	Display Pedestal 14" x 42" White	14"Square x 42"H	\$331.00	\$430.30			
12091-0024	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$280.00	\$364.00			
12091-0034	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$401.00	\$521.30			
12091-0031	Display Pedestal 14" x 36" White	14"Square x 36"H	\$280.00	\$364.00			
12091-0033	Display Pedestal 24" x 36" White	24"Square x 36"H	\$401.00	\$521.30			
12091-0025	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$262.00	\$340.60			
12091-0003	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$382.00	\$496.60			
12091-0001	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$268.00	\$348.40			
12091-0032	Display Pedestal 14" x 30" White	14"Square x 30"H	\$262.00	\$340.60			
14309-0001	Locking Pedestal Black	24"Square x 42"H	\$496.00	\$644.80			
14179-0005	Locking Pedestal White	24"Square x 42"H	\$496.00	\$644.80			
12091-0055	Fuze Pedestal	16"Square x 44"H	\$274.00	\$356.20			
12091-0043	London Pedestal	16"Square x 44"H	\$274.00	\$356.20			
Miscellaneous Items Page 32							
14189-0066	Stanchion Chrome	41"H	\$77.00	\$100.10			
11526-0001	Stanchion Rope - Red Velour	6' L	\$40.00	\$52.00			
14308-0009	Literature Stand - Black	15"W x 12"D x 53.5"H	\$186.00	\$241.80			
14308-0010	Literature Stand - Aluminum	15"W x 12"D x 53.5"H	\$186.00	\$241.80			
14308-0005	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$191.00	\$248.30			
01209-0003	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$344.00	\$447.20			
Lighting Page 33							

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2022 OADN ANNUAL CONFERENCE
 NOVEMBER 18-19, 2022
 HYATT REGENCY NEW ORLEANS
 NEW ORLEANS, LA

SPECIALTY FURNITURE

**DEADLINE DATE:
 NOVEMBER 4, 2022**

[To view the brochure click here!](#)

Company Name:		Email:			Booth # (s)	
Address:		Phone:				
City / State / Zip:		Mobile:				
Contact Name:		Signature:				
Item #	Description	Dimensions	Discount	Standard	Quantity	Total
09417-0001	Brushed Steel Table Lamp - White	26'H	\$135.00	\$175.50		
09392-0001	Brushed Steel Floor Lamp - White	66'H	\$186.00	\$241.80		
09417-0001	Brushed Nickel Table Lamp - White	29'H	\$135.00	\$175.50		
09392-0001	Brushed Nickel Floor Lamp - White	60'H	\$186.00	\$241.80		
09417-0001	Rubbed Bronze Table Lamp - White	28'H	\$135.00	\$175.50		
09392-0001	Rubbed Bronze Floor Lamp - White	60'H	\$186.00	\$241.80		
09392-0001	Neutrino Steel Floor Lamp - Steel	67'H	\$173.00	\$224.90		

Subtotal: _____

Total: _____

Equipment is provided on a rental basis and remains property of CTD. NO REFUNDS will be issued once delivered to show.

**Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed.*



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**2022 OADN ANNUAL CONFERENCE
 NOVEMBER 18-19, 2022
 HYATT REGENCY NEW ORLEANS
 NEW ORLEANS, LA**

BOOTH CLEANING

**DEADLINE DATE:
 NOVEMBER 4, 2022**

Company Name:	Email:	Booth # (s)
Address:	Phone:	
City / State / Zip:	Mobile:	
Contact Name:	Signature:	

Booth Cleaning

All rates are based on the **total** square footage of your exhibit space. 100 square foot minimum charge applies.

Advance Price Show Site Price

Per square foot rate: \$0.60 \$0.78

Day	Date	Booth width	x	Booth depth	=	Total square footaae	x	Rate	= \$	Total Cost	
_____	_____	_____	x	_____	=	_____	x	_____	= \$	_____	
_____	_____	_____	x	_____	=	_____	x	_____	= \$	_____	
_____	_____	_____	x	_____	=	_____	x	_____	= \$	_____	
									Total Cleaning:	= \$	_____

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2022 OADN ANNUAL CONFERENCE
 NOVEMBER 18-19, 2022
 HYATT REGENCY NEW ORLEANS
 NEW ORLEANS, LA

**INSTALL/DISMANTLE
 LABOR**

**DEADLINE DATE:
 NOVEMBER 4, 2022**

Company Name:	Email:	Booth #(s)
Address:	Phone:	
City / State / Zip:	Mobile:	
Contact Name:	Signature:	

Installation & Dismantle Labor

Straight Time = 8am-4pm M-F | Over Time = 4pm - 8am M-F all day Saturday | Double Time = All day Sunday and/or Recognized Holidays

- > Show Site prices will apply to all labor orders placed at show site. **Advance Price** **Show Site Price**
- > Price is per person / per hour. Straight Time: \$110.00 \$143.00
- > One hour minimum per person - thereafter charged in 1/2 hour increments. Overtime: \$165.00 \$214.50
- > When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth. Double Time: \$220.00 \$286.00
- > CTD supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include set-up plan/photo, special instructions & inbound/outbound shipping information with this order.**

Installation Labor

CTD Supervised Labor

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 40% of the total labor bill, with a minimum of \$50.00.

Emergency contact:	Phone Number:
--------------------	---------------

Exhibitor Supervised Labor

- Supervisor must check in at the CTD Service desk to pick up labor

Supervisor:	Phone Number:
-------------	---------------

Date	Start Time	# of people	Hours per person	Total Hours	Hourly Rate	= \$
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
CTD Supervision 40% (or \$50 minimum whichever is more)						= \$ _____
Total Installation						= \$ _____

Dismantle Labor

CTD Supervised Labor

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 40% of the total labor bill, with a minimum of \$50.00.

Emergency contact:	Phone Number:
--------------------	---------------

Exhibitor Supervised Labor

- Supervisor must check in at the CTD Service desk to pick up labor

Supervisor:	Phone Number:
-------------	---------------

Date	Start Time	# of people	Hours per person	Total Hours	Hourly Rate	= \$
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
CTD Supervision 40% (or \$50 minimum whichever is more)						= \$ _____
Total Dismantle						= \$ _____

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**2022 OADN ANNUAL CONFERENCE
 NOVEMBER 18-19, 2022
 HYATT REGENCY NEW ORLEANS
 NEW ORLEANS, LA**

**CTD SHIPPING
 SERVICE QUOTE**

Company Name:	Email:	Booth # (s)
Address:	Phone:	
City / State / Zip:	Mobile:	
Contact Name:	Signature:	

Please fill out the form below to receive a quote. Please remember that fuel surcharges are not included in pricing and fluctuate daily. Based on information given we will give the most accurate quote possible.

To convention location

Company name		Contact
Address		Mobile
City	State	Zip
Please describe # of pieces and types:		
If any pieces are oversize please give size:		Estimated Total Weight:

Liftgate required? _____ Inside Delivery? _____ Residential? _____ Gate Code? _____

From convention location

Is the return to the same as above?

Company name		Contact
Address		Mobile
City	State	Zip
Please describe # of pieces and types:		
If any pieces are oversize please give size:		Estimated Total Weight:

Liftgate required? _____ Inside Delivery? _____ Residential? _____ Gate Code? _____



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 E | help@carolinatfd.com

**2022 OADN ANNUAL CONFERENCE
 NOVEMBER 18-19, 2022
 HYATT REGENCY NEW ORLEANS
 NEW ORLEANS, LA**

**FREIGHT HANDLING
 INFO**

Company Name:		Email:		Booth # (s)
Address:		Phone:		
City / State / Zip:		Mobile:		
Contact Name:		Signature:		
Category	Description	Rate per CWT	Estimated Weight	Total
A	Any freight received at the Advance Warehouse on or before NOVEMBER 16, 2022 via common carrier and can be unloaded at the warehouse dock with no addition handling requirements	\$126.50		
B	Any freight received at the Advance Warehouse on or before NOVEMBER 16, 2022 via UPS Ground, UPS Air, FEDEX ground, FEDEX air, USPS, Van Line or other specialized carrier.	\$162.80		
D	Any freight received at the Show Site on or after NOVEMBER 18, 2022 via common carrier and can be unloaded at the warehouse dock with no addition handling requirements	\$162.80		
E	Any freight received at the Show Site on or after NOVEMBER 18, 2022 via UPS Ground, UPS Air, FEDEX ground, FEDEX air, USPS, Van Line or other specialized carrier.	\$212.30		
P	Any freight received at the Show Site on or after NOVEMBER 18, 2022 via UPS Ground, UPS Air, FEDEX ground, FEDEX air, USPS with a total shipment of 50 lbs or less 1st box only fee.	\$48.00		
PA	Above additional packages per package	\$15.00		
AWT	Any freight arriving after NOVEMBER 16, 2022 to the Advance Warehouse will be charged this additional fee.	\$32.50		
SSOT	Any freight arriving before 8:00 am or after 4:00 pm Monday - Friday, all day Saturday and Sunday will be charged this additional fee.	\$52.50		
SST	Any freight arriving before NOVEMBER 18, 2022 to the Show Site will be charged this additional fee.	\$32.50		
RW	Return to warehouse at show close (Minimum Charge \$200.00)	\$45.00		

Total Estimated Material Handling: \$ _____

Advance Warehouse Address <i>Receiving dates are OCTOBER 18 - NOVEMBER 16, 2022</i> CTD TFORCE FREIGHT EXHIBIT TRANSFER OADN 3761 LOUISA ST NEW ORLEANS, LA 70126	Show Site Address <i>Receiving starts NOVEMBER 18, 2022</i> CTD HYATT REGENCY NEW ORLEANS OADN 601 LOYOLA AVE NEW ORLEANS, LA 70113
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ADVANCE WAREHOUSE LABEL

CTD c/o TFORCE FREIGHT/EXHIBIT TRANSFER
3761 LOUISA ST
NEW ORLEANS, LA 70126

Attn: OADN

Exhibitor Name:

Booth #



www.carolinatd.com
PO Box 220051 | Charlotte, NC 28222
P | 704-366-9970 F | 704-635-7099
E | help@carolinatd.com

SHOW SITE LABEL

CTD c/o HYATT REGENCY NEW ORLEANS
601 LOYOLA AVE
NEW ORLEANS, LA 70113

Attn: OADN

Exhibitor Name:

Booth #



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 PO Box 220051 | Charlotte, NC 28222
 P | 704-366-9970 F | 704-635-7099
 E | help@carolinatd.com

**2022 OADN ANNUAL CONFERENCE
 NOVEMBER 18-19, 2022
 HYATT REGENCY NEW ORLEANS
 NEW ORLEANS, LA**

**PRE PRINTED
 BILL OF LADING
 REQUEST FORM**

Company Name:	Email:	Booth #(s)
Address:	Phone:	
City / State / Zip:	Mobile:	
Contact Name:	Signature:	

Every outbound shipment will require a CTD bill of lading. We offer pre-printed bills of lading and shipping labels for your convenience. If you are arranging for CTD to tear down your exhibit, you are required to fill out this form. If you are shipping via any carrier other than the designated show carrier, you must in addition to our bill of lading have the proper paperwork for your carrier. Once your shipment is packed and ready to ship, please return this bill of lading to our service desk with the confirmed piece counts and estimated weights.

SHIP TO (CONSIGNEE)

Company name		Contact
Address		Mobile
City	State	Zip

Liftgate required? _____ Inside Delivery? _____ Residential? _____ Gate Code? _____
 Carrier Requested? _____ Carrier Contact/Phone: _____

BILL TO (IF DIFFERENT FROM CONSIGNEE)

Company name		Contact
Address		Mobile
City	State	Zip

Liftgate required? _____ Inside Delivery? _____ Residential? _____ Gate Code? _____

In case your designated carrier does not check-in by **5:00 p.m. on NOVEMBER 19, 2022** you must designate an alternative option below.

RE-ROUTE/RETURN TO WAREHOUSE INSTRUCTION - Must choose 1 option

Re-route via CTD Carrier of Choice _____

Return to CTD warehouse for a minimum charge of \$200.00
 or \$45.00 per hundred pound whichever is more. _____



Exhibit/ Drayage/Decorator/ AV Company Rules & Regulations

As an outside vendor working at the Hyatt Regency New Orleans there are specific policy and procedures that are required to be followed to ensure a safe and successful Exhibit show. Please review and agree to these polices prior to set up on property

- All outside vendor associates should have an identifying uniform on to indicate they are working for your company
- All outside vendor associates must wear a security visitor badge/ wristband to indicate they are allowed on property. New wristbands are required each day of the exhibit set up/ show
 - Wristbands should be picked up at the security unless on arrangements are made with the Director of Security.
- When transporting equipment from floor to floor. Service elevators should be used not Guest Elevators or escalators. Damage to interior/ exterior of elevator or escalators or walls surrounding escalators will be charged to the Exhibit company
- In an effort to ensure, we do not disrupt groups in session during set-up/ breakdown. All carts transporting equipment throughout the hotel should not have squeaky wheels, if carts have squeaky wheels while transporting they will be retained until after the show is over
- There is an Employee Dining area in the hotel located on the first floor where we do allow our vendor associates to enjoy a meal at \$3.00 per person per meal.
 - There is a ticket machine to purchase a ticket using cash only
 - (there is an ATM machine easily accessible if change is needed)
 - Associate should be in vendor uniform when in dining room
 - Associate must have security wrist band
 - Associate must surrender ticket to attendant to receive food
 - Any associate that creates a scene or does not follow the procedures in place will be asked to leave property and not be allowed on property in the future
- Guest restrooms should not be used while on property. There are employee restrooms located on first floor across from Uniform room

Insurance

- All outside vendors must provide a certificate of insurance covering their actions and naming Hotel, the entity that owns the hotel, the entity that manages the hotel and their affiliates as additional insureds with regard to their activities while onsite.
 - Hyatt Louisiana, L.L.C, as agent of AB FBB Loyola OPCO LLC, d/b/a Hyatt Regency New Orleans.
 - 601 Loyola Avenue, New Orleans, LA 70113

Exhibit Hall/Decorator/AV set up

- Areas where work will be performed will be walk prior to set up with Hotel representative to ensure both parties are aware of condition of room prior to set up
 - Any damage to physical property after that walk and prior to load out walk will be accessed and if determined outside vendor associates caused damage, financial obligations will be billed to appropriate vendor
 - If damage occurs, an investigation by our security and engineering depts. will be conducted with pictures taken and estimates to repair will be presented to the Vendor foreman on property
- Use of Freight Elevators
 - Use of freight elevators must only be used in the presences of a hotel representative, which can be arranged through your event manager.
 - There is a fee of \$90.00/hour, with a four-hour minimum to utilize the freight elevator.
 - Any outside vendor associate that uses a freight elevator without proper supervision that damages elevator or renders it inoperable, that vendor will be expensed for the materials needed to fix the elevator and/or labor fees required for emergency service from the elevator company.
- Removal of trash
 - It is the responsibility of the vendor to provide their own dumpster or have plans to remove trash from the property during and after breakdown of exhibit show or event.
 - Event manager can provide information for resources for dumpsters to be dropped off at hotel
 - Any use of hotel compactor / dumpsters will result in charges of \$750 per day that will be added to the vendors master account
 - If an outside company leaves excessive trash from set up or breakdown (AV companies Decorators) a cleanup fee will be accessed based on the amount left. Minimum charge will be \$750.
- Cleaning of exhibit hall during show
 - It is the responsibility of the Exhibit company to vacuum exhibit booths and main walkways of the exhibit hall prior during and after the show
 - Trash removal at exhibit booths is the responsibility of the exhibit company
 - If the hotel is required to perform such services at the request of the Client there will be a \$750 charge per day accessed to the vendors master account
 - Food areas in the exhibit hall will be the responsibility of the hotel
- Left over equipment in exhibit hall or meeting rooms
 - If equipment is left over after a show or event, the hotel is not responsible for the security of the items.



Hyatt Regency New Orleans

Direct to Hotel

Shipping Instructions

Note: Direct to hotel shipping incurs additional fees.

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at **504.524.6048**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at **the hotel location**
(Hotel Address)
(City, State, Zip Code)
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

Hyatt Regency New Orleans
601 Loyola Ave
New Orleans, LA 70113
Phone: 504.524-.6048
Fax: 504.524.6548
Email: usa5008@fedex.com

Operating Hours

Mon.–Fri.: 9:00 a.m. - 5:00 p.m.
Saturday: Closed
Sunday: Closed

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Hyatt Regency New Orleans

Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **504.524.6048** ; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling And Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0–1.0 lb.	\$2.00	\$5.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$20.00	\$30.00
30.1–40.0 lbs.	\$25.00	\$40.00
40.1–50.0 lbs.	\$25.00	\$50.00
50.1–60.0 lbs.	\$35.00	\$50.00
60.1–150.0 lbs.	\$35.00	\$70.00
Pallets & crates*	-	\$150.00 or \$0.75/lb. > 200 lbs.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. **OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING.** Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.