



EXPO

Showing Others
Healthy Options

SOHO Expo 2025

Gaylord Palms Resort & Convention Center

Halls A-C

Kissimmee, FL

September 4-7, 2025



Introducing



Trade Show Planning: **Your Road Map to Success**

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

“easy-to-use kit”

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

Speak To Our Team

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

Table of Contents

Use our
INTERACTIVE
TABLE OF CONTENTS
for EASY NAVIGATION



Conference Information

SENPA Show Guidelines.....	5
Guidelines for Display.....	8
Labor Rules & Regulations	12

Official Contractor

Official Show Information.....	14
Official Service Contractor	16
Recap of Services	17
Method of Payment Form.....	18
Third-Party Billing Agreement.....	19
Payment Terms and Conditions	20
Notification of Intent to Use	
Non-official Service Contractors.....	22
Example Certificate of Insurance For Exhibitor Appointed Contractors	23

Standard Furnishings

Carpet Order Form.....	25
Table Order Form	26
Seating & Accessories Order Form.....	27
Charging Pedestal Table	28
Popular Furnishings Brochure	29

Display Solutions

Exhibit Rentals.....	31
Essential Series	32
Elite Series.....	33
Island Booths - Room to Show Off.....	34
Kiosks	35
Display Accessories	36
Banner Stands	37
Graphic File Requirement Guidelines	38

Custom Furnishings

Custom Furnishings Catalog	41
Custom Furnishings Order Form.....	68

Booth Labor & Cleaning

Booth Labor Order Form	79
Booth Cleaning Order Form	81
Booth Layout Form	82

Shipping & Material Handling

Quick Glance - Material Handling Process.....	84
Material Handling & Rates.....	85
Special Handling Definitions	89
Reducing Material Handling Costs.....	90
Freight Re-Route Policy	91
Shipping Addresses.....	92
Shipping Labels	93
Material Handling Estimate Form.....	95
Outbound Bill of Lading/Shipping Label Request	96
Inbound Shipping Information Form	97
Cartload Service Order Form	98
Premium Return Service	99
Vehicle Spotting Order Form	100
Terms & Conditions of Contract - Material Handling Services.....	101
ABF Freight.....	106

Ancillary Services

Utilities	109
Request to Serve Vendor Samples	110
Audio-Visual.....	113
Lead Retrieval	114

Conference Information

Conference Information and Forms

SENPA Show Guidelines5

Guidelines for Display8

Labor Rules & Regulations..... 12



Show Guidelines

(Page 1 of 3)

SOHO EXPO 2025 Exhibitor Kit

SEPTEMBER 4-7, 2025

CHILDREN:

- › Children will be required to wear name badges.
- › Children under 16 will be issued badges free when pre-ordered.
- › All children under 12 must be supervised by an adult at all times.
- › Strollers must be occupied by a child.
- › Children under 12 are prohibited on the exhibit floor during set-up and tear-down of booths please. **STRICTLY ENFORCED!**

ANIMALS:

Animals are not permitted on Gaylord Palms Resort and Convention Center. Florida premises except as service animals for the physically challenged. Animals that are approved to be on the Gaylord Palms Resort and Convention Center Florida premises must be on a leash and under control. The owner or handler will be fully responsible for his/her animal.

ANNOUNCEMENTS:

Show Management reserves the right to make public address announcements in the exhibit hall for conference sessions, meetings and other official SENPA events, or in the event of an emergency. Unauthorized announcements or advertisements are not allowed.

Individual exhibitor prizes to be awarded will be announced at the close of exhibits Saturday and Sunday.

BADGE REQUESTS:

Exhibitor Badges will be issued to Exhibitors through an on-line process - within limits specified. **Badge link will be sent once the exhibitor's Certificate of Insurance is received.** There is a limit of free badges allowed per booth and they must be ordered before 8/15/2025. Extra badges are \$25 ordered by 8/29/2025 and \$40 after cut-off date and on-site. This rule is enforced. Badge allowance if your company has:

For each P booth(s)	10 FREE badges per booth
For each A booth(s)	8 FREE badges per booth
For each B booth(s)	6 FREE badges per booth
For each E booth(s)	4 FREE badges per booth
For each New Market Square Pavilion table(s)	2 FREE badges per table

Other details on the Exhibitor Badge Request Form. Additional badges are provided at no charge to SOHO EXPO sponsors. Contact office for details. Temporary work passes are available for your move-in crew.

BOOTH CLEANING:

Cleaning services may be ordered from **AGS Expo Services**. Refer to AGS Expo Services service kit. You are responsible for keeping your booth clean throughout the show.

BOOTH LOCATION:

Every effort has been made to place your company in the location you requested. We apologize in advance if you are not completely satisfied as we cannot change booth locations during the show.

BREAKING DOWN EARLY:

Exhibits may not be removed from the exhibition hall from the time of the opening of the show until closing time except on written permit from Show Management and the permit will designate the hours at which that removal is to take place. **Penalty for tear down of booth before official closing (per program) on Sunday, 9/7/2025, will mean loss of priority in space selections for the 2026 show.**

CARPETING:

The exhibit hall is carpeted. Additional carpet not required unless you want padding or to change color. Additional charges at exhibitor's expense for changes. Refer to AGS Expo Services service kit.

CONSENT TO USE OF PHOTOGRAPHIC IMAGES:

Registration and attendance at or participation in SOHO EXPO 2025 meetings and other activities constitutes an agreement by the registrant to SENPA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, or audio tapes of such events and activities.

COOKING AND FOOD SAMPLING:

Sampling is allowed. Only 2-3 ounce sample servings are authorized on the show floor. **Refer to Gaylord Service Kit.**

Equipment fueled by small heat sources (such as sterno) is permitted. A 3A40 B.C. fire extinguisher must be in the booth. Exhibitors who are cooking in their booth need to complete a Fire Marshall Application for Cooking/Heating Device by 8/5/2025 — form included in the Gaylord Service Kit.

ADDITIONAL SERVICES IN BOOTH:

If you will require additional services such as: Compressed Air, Water (piped-in, dispenser with hot & cold, or just cold), Gas, or Ice in your booth contact show management in advance. NOTE: These items are billed separately by Gaylord Convention Services.

COPIES OF SHOW ORDERS:

Be prepared to give copies of orders placed at the show to retailers. Retailers must show proof of order at registration or the SENPA booth in order to get drawing entry tickets. We give the drawing tickets out so that your representatives are not put in a position of retailers asking for more tickets or having to deal with extra details. Proof of order form included with the SOHO EXPO Exhibitor kit.

DECORATIONS:

Signs, banners or posters cannot be taped, nailed, stapled or affixed in any way to the walls or columns in the exhibit hall. Helium balloons may be used in static displays only; they may **not** be given out to show attendees. Helium tanks must be removed daily. If balloons escape, there is a recovery charge.

DECORATOR:

AGS Expo Services has been selected as the official decorator to SOHO EXPO 2025. Their forms for labor, furniture, etc., are available in their service kit. To receive the discounted prices, full payment must be included with your order. They will have a service desk set up during move-in and throughout the show. When ordering on site, you will be charged substantially higher prices, so **order early**.

DEMONSTRATIONS:

Demonstrations must be located so that crowds will be comfortably contained within the exhibitor's space, and not blocking the aisle. Sound levels, glaring or flashing lights, or other distracting exhibitor activities are subject to adjacent exhibitor and management approval. No helium balloons or adhesive backed stickers, decals, signs, etc. are permitted to be given out on the premises.

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Show Guidelines

(Page 2 of 3)

SOHO EXPO 2025 Exhibitor Kit

SEPTEMBER 4-7, 2025

DISPLAY VEHICLES:

Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected and taped. The gas tank must be locked and sealed and may contain no more than one quarter (1/4) capacity or ten (10) gallons of fuel, whichever is less. Carpet protection shall be placed under the engine. When positioning motorized vehicles, consideration must be given to exits and exit access. Vehicles shall not be moved during show hours.

ELECTRICAL, WATER, AIR, INTERNET, TELEPHONES, FOOD & BEVERAGE, AUDIO/VISUAL:

Order electrical, compressed air, water & drain (plumbing), Internet, telephones, and/or rental products through the Gaylord Palms Convention Services. Refer to the Gaylord Services Kit — Forms to order.

EXHIBIT CONSTRUCTION:

Exhibitors cannot obstruct the vision to other booths by displays, signs, etc. Booth roof and aisle panels cannot extend more than 4 feet forward from the back wall, or be more than 8 feet high. Side panels that extend beyond 4 feet from the back wall may not exceed 3 feet in height for the balance of the distance (forward to the aisle). No part of the booth, signs, or props may exceed 8 feet in height at any location. Reasonable variance will be considered provided renderings/sketches are presented to Management at least 60 days in advance of move-in. All materials used in booth decoration must be flame retardant. If you have any questions about your display, contact Show Management immediately.

FIRE AND SAFETY REGULATIONS:

Fire regulations are strictly enforced. Fire marshals will be at the show to ensure that all guidelines are strictly adhered to. Violations may result in booth closure without refund.

LIABILITY INSURANCE (Business Liability):

Exhibitors MUST carry additional business insurance to cover exhibit materials against damages and loss, and public liability insurance against injury to the person and property of others. Copy of insurance coverage must be submitted to SOHO EXPO management BEFORE exhibitor can pick up show badges or set up exhibit. For more details see page 21 - item 22 of this Exhibitor Kit.

LABOR:

If you use labor service companies or decorators other than those officially designated, SOHO EXPO 2025's official decorator **AGS Expo Services**, requires that the Request for Set-up by Non-Official Contractor form (included in their service kit) along with the Certificate of Insurance naming AGS Expo Services as an additional insured must be received by AGS Expo Services.

LITERATURE:

Show Management will be previewing the exhibits on Saturday morning and throughout the show. We will remove any literature that does not follow the current laws.

MATERIAL HANDLING:

Material handling (drayage) is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your material to and from the event. **AGS Expo Services** is the sole provider of material handling/drayage services. Please refer to **AGS Expo Services** service kit for current rates and pricing.

MUSIC LICENSES:

Please let SOHO Management know if you plan to have music in your booth. Email info@SOHOexpo.net

SMOKING POLICY:

The Gaylord Palms Resort and Convention Center Florida is a smoke-free environment. Smoking is permitted in designated areas only. If a guest smokes in their room, there is a \$250 deep cleaning charge that will be charged to the individual.

MEETINGS, EVENTS AND SEMINARS:

All meetings, events and seminars must be registered with Show Management. Meetings, events and seminars not designated or organized as a part of the show, are not permitted during show floor hours or SOHO EXPO hosted events. Exhibitors wishing to organize an event must do so through Show Management.

PARKING:

Parking is charged on all move-in, show and move-out days. Parking on the loading dock is prohibited; violators' vehicles will be towed at owners' expense.

Parking fee is \$18 per day for self-parking or \$33 per day for valet for hotel guests. Exhibitors can purchase a pre-paid multi-day self parking pass that allows in/out privileges. The pre-paid exhibitor self-parking "order form" is included in the **Gaylord Palm's Service Kit**.

PHOTOGRAPHY/VIDEOGRAPHY:

Exhibitors are permitted to photograph and/or videotape their own booth. Working members of the press are required to check in with SOHO EXPO Show Management to receive an official SOHO EXPO Press Badge and be escorted by the show staff in order to photograph and/or videotape at the show. No other photography or videography is permitted. Exhibitors who do not want the press to photograph or videotape their booth should inform the SOHO EXPO Show Management-onsite.

ROLLING CARTS AND STROLLERS:

Due to liability factors, rolling carts, rolling luggage, dollies, etc. will not be permitted on the show floor at any time. Please leave these items at home or drop off at the bag check. Please go to the Show Office in the Registration Area with any on-site questions or needs.

*Exemption allowed with current doctor's verification. If at any time your cart endangers others, exemption will be revoked.

SIGNAGE:

An identification sign comes with your booth. Should you desire additional signage, you may order directly through AGS Expo Services. Refer to the AGS Expo Services service kit.

PRESS & PUBLIC RELATIONS:

All Press will be validated before being issued a badge. Please remember we will have Press attending the show. We advise you to have a spokesperson appointed. Every effort will be made to properly identify and escort the Press. Please be responsible with the remarks and the literature you disseminate.

Exhibitor Set-Up Times:
Friday, Sept. 5, 8am-7pm
Saturday, Sept. 6, 7am-10am

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for more sponsorship opportunities

Show Guidelines

(Page 3 of 3)

SOHO EXPO 2025 Exhibitor Kit

SEPTEMBER 4-7, 2025

STROLLERS:

Strollers must be occupied by a child at all times.

SALES:

SOHO EXPO 2025 is a trade show. Due to Sales Tax laws, over-the-counter retail sales are not permitted during the show. Orders must be taken for future delivery only.

SECURITY:

24-hour security is provided from move-in through move-out to help protect your valuable exhibit materials. However, even though SENPA provides this service, it is not liable for any loss of material by an exhibitor. We ask your cooperation in the wearing of badges at all times. If deliveries or pick-ups of any kind are to be made prior to, during, or after the show, you must obtain the necessary paperwork/credentials for these people to gain access to the hall.

SHARING BOOTHS:

The only companies allowed to have personnel or sales literature in a booth are those officially registered with Show Management. Subleasing or sharing of space with another business or company is not permitted unless approved by Show Management. Contact SENPA for information and forms regarding booth sharing.

SHIPPING:

To receive discounted advance shipment rates, shipment must arrive by Friday, 8/29/2025.

Advance Warehouse Shipping Address: (material handling costs apply)
(To arrive between 8/6/2025 – 8/29/2025 to obtain advance pricing)

SOHO Expo 2025

COMPANY NAME & BOOTH NUMBER

AGS Expo Services

c/o ABF Freight

3732 Bryn Mawr

Orlando, FL 32808

Do not ship exhibit materials directly to the Gaylord Palms Resort to arrive prior to Friday, September 5, 2025, as they do not have the facilities for receiving and storing advance exhibit materials and your shipment may be refused.

Direct Show-Site Shipping Address: (material handling costs apply)
(Not to arrive prior to Friday, September 5, 2025)

SOHO EXPO 2025

Exhibiting Firm Name & Booth Number

Gaylord Palms Resort and Convention Center - Halls A-C

c/o AGS Expo Services

3208 Gaylord Way

Kissimmee, FL 34746

All shipments must be prepaid — collect shipments will not be accepted.

Material Handling Fees apply.

See AGS Expo Services services kit. AGS Expo Services will handle shipping even when sent to Gaylord.

STORAGE OF REFRIGERATION AND FREEZER ITEMS:

It is the responsibility of exhibitor to make arrangements for storage of refrigerated or frozen items. Contact the SOHO Expo Office for assistance.

SPECIAL NOTES:

Exhibits or displays, equipment, stock and/or supplies will not be allowed to enter or leave by way of the front entrances to the Gaylord Palms Resort and Convention Center – only by way of the loading Dock.

Florida is a “right to work” state. You may set up your own booth. We have contracted with AGS Expo Services for your contract labor. If you plan to bring in large quantities that will require help, there will be a charge by AGS Expo Services.

Pallet jacks and other motorized devices are not allowed to be used unless by AGS Expo Services.

AGS Expo Services will provide areas near the loading ramp for personally-owned vehicle access.

SUITCASING/WORKING THE AISLES:

Only contracted exhibitors are permitted to promote their products, services or company at SOHO Expo 2025. Unless a marketing opportunity (i.e., Sponsorship, New Products Display, Exhibitor-sponsored seminar or event) has been contracted by the exhibitor, all company promotion and product sampling must occur within the contracted booth space. This includes, but is not limited to, “roaming” characters, handing out flyers, approaching exhibitor booths to sell products, leaving and/or distributing product information in public spaces and show floor aisles. Exhibitors found doing so will be sent back to their booth space and materials left will be recycled.

Attendees will be asked to leave the show and forfeit their badge. Any “suitcasers” should be reported to Show Management.

Show Management reserves the right to escort anyone not abiding by the rules off the show floor.

SHOW DISCOUNTS:

Show discounts for ATTENDING RETAILERS ONLY are encouraged. They definitely increase attendance by adding retailers' incentives. We respectfully request and even urge you to not offer show discounts before or after the show. Please insist the retailer has to place the order at the show to receive the offered discounts. You spend considerable money and time to attend these conventions and offering show discounts to non-attending retailers is counterproductive.

Exhibitor Set-Up Times:
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Saturday, Sept. 6, 7am-10am

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September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Guidelines for Display

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

AUDIO VISUAL/MUSIC/SOUND

In general, the use of sound or audio visual equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Any devices which project sound must be tuned to conversation level.

BOOTH DESIGNS

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

STRUCTURAL INTEGRITY

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

BOOTH HEIGHT

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

CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall during set-up and tear-down of booths.

DEMONSTRATIONS (IN BOOTH)

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

EXHIBITOR ETIQUETTE

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

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

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



SOHO Expo 2025
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Guidelines for Display

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

HANGING SIGNS AND POSTERS

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

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

MULTI-STORY OR COVERED EXHIBITS

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

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

NOISE AND ODORS

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

PAGING

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

SET-UP/DISMANTLE

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

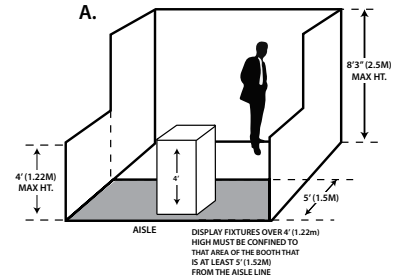
STAFFING

Exhibit space must be staffed throughout ALL show hours.

Guidelines for Display

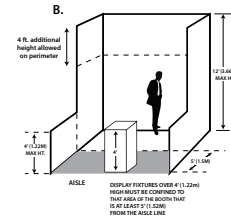
STANDARD BOOTH (ILLUSTRATION A)

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



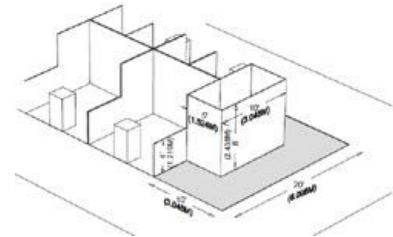
PERIMETER BOOTH (ILLUSTRATION B)

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



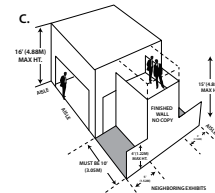
ENDCAP BOOTH

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** The maximum back wall height allowed is 8ft and the maximum backwall width allowed is 10ft at the center of the backwall with a maximum 5ft height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.



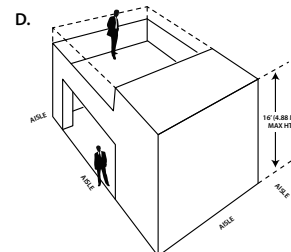
PENINSULA (ILLUSTRATION C)

- Maximum Height:** 16' - 20'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



ISLAND (ILLUSTRATION D)

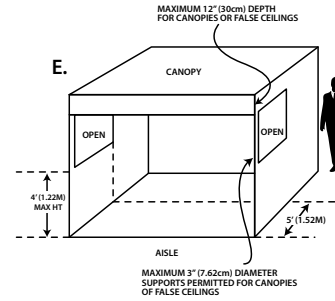
- Maximum Height:** 16' - 20'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** Full use of space is permitted.



Guidelines for Display

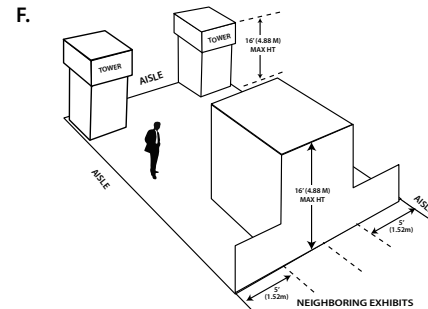
CANOPIES/CEILINGS (ILLUSTRATION E)

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



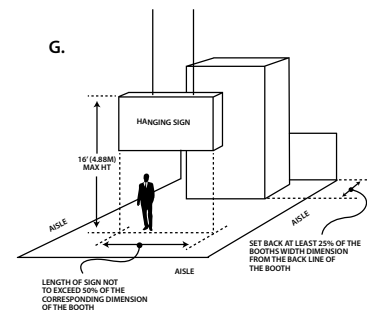
TOWERS (ILLUSTRATION F)

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



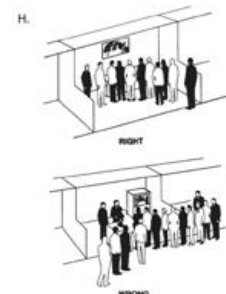
HANGING SIGNS (ILLUSTRATION G)

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



DEMONSTRATIONS (ILLUSTRATION H)

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





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Kissimmee, FL
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Method of payment must accompany your order



Labor Rules & Regulations

RULES AND REGULATIONS FOR ORLANDO, FLORIDA

To assist you in planning for your participation in this upcoming exposition, we ask that you read the following rules and regulations:

EXHIBIT INSTALLATION AND DISMANTLING:

Full-time employees of the exhibiting company may set their own exhibits without assistance from AGS Expo labor. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the AGS Expo Services. Labor can be ordered in advance by returning the Display Labor form, or on show site at the AGS Service Center.

MATERIAL HANDLING:

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. AGS Expo Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers must be handled by AGS Expo Services.

TIPPING:

AGS Expo Services requests 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 employees. Any request for such should be brought to the attention of an AGS representative at the service desk or correspondence may be directed to the attention of the General Manager at the office address.

SAFETY:

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

Official Contractor

Event Information and Forms

Official Show Information 14

Official Service Contractor..... 16

Recap of Services 17

Method of Payment Form 18

Third-Party Billing Agreement 19

Payment Terms and Conditions..... 20

Notification of Intent to Use
Non-official Service Contractors 22

Example Certificate of Insurance For
Exhibitor Appointed Contractors 23





SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Official Show Information

As the Official Service Contractor for SOHO Expo 2025, AGS Expo Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses, and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services	Phone: 407.292.0025
4561 SW 34th Street	Fax: 407.292.4414
Orlando, FL 32811	Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Halls A-C

Backwall Drape: Black/Blue/White/Blue/Black

Siderail Drape: Black

Booth Carpet Color: Black

Aisle Carpet Color: Blue Jay

Booth Equipment

Booth Size: 10' x 10'

Includes:	8'H Backwall Pipe and Drape	(1) 6' x 30" White Skirted Table
	3'H Siderail Pipe and Drape	(2) Plastic Folding Chairs
	ID Sign	(1) Wastebasket

Show Schedule

EXHIBITOR MOVE-IN

Friday	September 5, 2025	8:00 AM - 7:00 PM
Saturday	September 6, 2025	7:00 AM - 10:00 AM

EXHIBIT HOURS

Saturday	September 6, 2025	10:30 AM - 5:00 PM
Sunday	September 7, 2025	9:30 AM - 3:00 PM

EXHIBITOR MOVE-OUT

Sunday	September 7, 2025	3:00 PM - 9:00 PM
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Other Details

- Empty crates and cartons will be returned beginning at **3:00 PM on Sunday, September 7th**
- All carriers must check-in no later than **6:00 PM on Sunday, September 7th**
- All exhibitor materials must be removed from the exhibit facility by **9:00 PM on Sunday, September 7th**
- **Freight Re-Route Deadline:**
All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight at **6:01 PM on Sunday, September 7th**
- **Avoid long wait times, order Premium Empty Return service (pg. 96). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!**



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025



AGS Exhibitor Service Center Hours

AGS Expo production personnel will be available on-site to assist you with furniture, rental exhibits, labor, cleaning, and material handling. We are available during move-in, move-out, and exhibit hours.

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

Shipping Information

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

Advance Shipments to Warehouse

[Company Name] - [Booth #]
SOHO Expo 2025
AGS Expo Services c/o ABF Freight
3732 Bryn Mawr
Orlando, FL 32808

Delivery Window

- Deliveries only accepted between 8/6/25 - 8/29/25
- Receiving Dock Open: Monday - Friday 8:00 AM - 4:30 PM
- Any shipments received after the advance receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

[Company Name] - [Booth #]
SOHO Expo 2025
AGS Expo Services
c/o Gaylord Palms Resort & Convention Center
Halls A-C
3208 Gaylord Way
Kissimmee, FL 34787

Delivery Window

- Friday, September 5, 2025 - 8:00 AM - 7:00 PM
- Saturday, September 6, 2025 - 7:00 AM - 10:00 AM
- All booths must be set by 10:00 AM on Saturday, September 6, 2025

Discount Deadlines & Policy Reminders

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

Show Order Discount Deadline - August 22, 2025

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

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

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

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025



Official Service Contractor

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

Official service contractors are appointed to:

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

Exceptions are:

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

Exhibitor Appointed Contractors (EACs)

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

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025



Recap of Services

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

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
Event Forms			
<input type="checkbox"/> Method of Payment (Required)			
<input type="checkbox"/> Notification of Intent to Use Non-official Contractor	8/6/25		
<input type="checkbox"/> Appointed Contractors Insurance Certificate	8/6/25		
Event Services			
<input type="checkbox"/> Booth Carpeting / Padding	8/22/25		
Furnishings & Accessories			
<input type="checkbox"/> Standard	8/22/25		
<input type="checkbox"/> Custom	8/22/25		
<input type="checkbox"/> Display Solutions			
Labor Services			
<input type="checkbox"/> Labor (Installation & Dismantle)	8/22/25		
<input type="checkbox"/> Booth Set-up Diagrams	8/22/25		
<input type="checkbox"/> Outbound Shipping Information	8/22/25		
<input type="checkbox"/> Forklift Labor	8/22/25		
<input type="checkbox"/> Sign Hanging Services	8/22/25		
<input type="checkbox"/> Booth Cleaning and Porter Service			
Material Handling Services			
<input type="checkbox"/> Material Handling - Advance/Direct Freight			
<input type="checkbox"/> Premium Return Services - Priority Storage Return			
<input type="checkbox"/> Shipping Method - ABF Freight.			
Ancillary Services			
<input type="checkbox"/> Electrical/Utilities			
<input type="checkbox"/> Internet			
<input type="checkbox"/> Telephone			
<input type="checkbox"/> Audio-Visual & Computer Rentals			
<input type="checkbox"/> Lead Retrieval			
<input type="checkbox"/> Floral			
<input type="checkbox"/> Food & Beverage			
<input type="checkbox"/>			



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price Deadline Date
AUGUST 22ND
Method of payment must accompany your order



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

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

Credit Card Authorization Form

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. **For Third-Party payers please use "Third Party Billing Agreement" form.** Please complete the information requested below:

☐ Personal ☐ Company ☐ Visa ☐ Mastercard ☐ American Express

Card Number: _____ Exp. Date: _____

Card Holder's Name (Print) _____ CVV: _____

Signature: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Account Option *(please select one)*

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

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

Company Check

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

Check Number: _____

Amount Due: _____

Wire Transfers

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

****Additional fees apply***

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

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

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

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

Submit Form

METHOD OF PAYMENT FORM



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Third-Party Billing Agreement

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

Exhibiting Firm

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

Third-Party

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

All Services OR Furniture/Carpet Material Handling Booth Cleaning Labor

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

Third-Party Credit Card Information:

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

Credit Card Number:	Exp. Date:	
Card Holder's Name:	CVV:	
Signature:		
Credit Card Billing Address:		
City:	State:	Zip:

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Email: eventservices@ags-expo.com

Order Online: www.ags-expo.com

[Submit Form](#)

THIRD-PARTY BILLING AGREEMENT



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
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Payment Terms and Conditions

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

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Payment Terms and Conditions

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Deadline Date
AUGUST 6th



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

Notification of Intent

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

Please provide the following information:

Non-official Contractor Information (PLEASE PRINT OR TYPE)

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

Please specify EAC's role: ___ **Ordering Services** ___ **Paying for Services (3PP)** ___ **I&D Services**

Basic Requirements

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

Notification Deadline: **Wednesday, August 6, 2025**

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

Please Note:

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

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTORS

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Phone: 407.292.0025 • Fax: 407.292.4414

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

[Submit Form](#)

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 06/06/2016		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						
PRODUCER INSURANCE AGENT/BROKER NAME STREET ADDRESS CITY, STATE, ZIP PHONE:		CONTACT NAME: YOUR AGENT'S NAME PHONE (A/C No. Ext): 555-555-5555 FAX (A/C No.): 555-555-5555 E-MAIL ADDRESS: YOUR AGENT'S EMAIL ADDRESS				
INSURED 2. NAME OF INSURED. "THIS MUST BE THE LEGAL NAME OF THE CONTRACTING PARTY, THE EXHIBITOR-APPOINTED CONTRACTOR."		INSURER(S) AFFORDING COVERAGE INSURER A: GENERAL LIABILITY INSURER NAME INSURER B: AUTOMOBILE LIABILITY INSURER NAME INSURER C: UMBRELLA LIABILITY INSURER NAME INSURER D: WORKERS' COMP LIABILITY INSURER NAME INSURER E: INSURER F:				
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:		THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.				
INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	POLICY # INSURER A	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> Hired AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	POLICY # INSURER B	00/00/0000	00/00/0000	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	Y	POLICY # INSURER C	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	POLICY # INSURER D	00/00/0000	00/00/0000	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) YOU MUST LIST THE FOLLOWING AS ADDITIONAL INSURED: SHOW MANAGEMENT; SHOW NAME; FACILITY. THESE ENTITIES MUST BE NAMED AS ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS, EXCEPT FOR WORKERS' COMPENSATION. THE INSURANCE PROVIDED FOR THE BENEFIT OF AGS EXPOSITION SERVICE COMPANY INC SHALL BE PRIMARY INSURANCE IN RESPECT TO ANY CLAIM, LOSS, OR LIABILITY, ARISING OUT OF THE NAMED INSURED'S OPERATIONS FOR WHICH THE NAMED INSURED IS LIABLE. ANY OTHER INSURANCE MAINTAINED BY AGS EXPOSITION SERVICE COMPANY INC SHALL BE EXCESS AND NON-CONTRIBUTORY. THE SHOW DATES ARE: MONTH, DAY (S), YEAR AND IN CITY, STATE. ****EXHIBITING COMPANY NAME****						
CERTIFICATE HOLDER 5. AGS EXPOSITION SERVICE COMPANY INC 4561 SW 34TH STREET ORLANDO, FL 32811			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE IMA YUR BROKER, CAF, CIC X Signature			

ACORD 25 (2010/05)

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

Standard Furnishings

Catalog and Order Forms

Carpet Order Form 25

Table Order Form 26

Seating & Accessories Order Form 27

Charging Pedestal Table 28

Popular Furnishings Brochure 29





SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price Deadline Date
AUGUST 22ND
 Method of payment must accompany your order



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

Standard Carpet

In-line Booth			
Check One	Booth Size	Discount Price	Standard Price
<input type="checkbox"/>	10'x10'	\$228.42	\$248.92
<input type="checkbox"/>	10'x20'	\$472.81	\$515.28
<input type="checkbox"/>	10'x30'	\$709.21	\$772.93
<input type="checkbox"/>	10'x40'	\$945.62	\$1,030.56

Island Booth								
Booth Dimensions 20x20 Minimum.					Total Area	Discount Price	Standard Price	Total Price
	x		=			\$4.64/sq.ft.	\$5.80/sq.ft.	\$
• Please note that all carpet is 10 ft wide and is installed accordingly.								

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

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

Plush Carpet

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

Booth Dimensions			Total Area		Discount Price	Standard Price		Total Price
	x	=		sq.ft. x	\$7.37/sq.ft.	\$10.08/sq.ft.	=	\$

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

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

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

Additional Items

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

Booth Dimensions				Total Area	Discount Price	Standard Price	Total Price
1/2" Foam Padding	x	=		sq.ft. x	\$2.54 /sq.ft.	\$3.53 /sq.ft.	\$
1" Foam Padding	x	=		sq.ft. x	\$5.07 /sq.ft.	\$7.10 /sq.ft.	\$
Visqueen	x	=		sq.ft. x	\$0.97/sq.ft.	\$1.36/sq.ft.	\$
Carpet Tape	x	=		sq.ft. x	\$2.44 /ft.	\$3.42 /ft.	\$

Please Note:

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

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

Total Order

Subtotal: \$ _____

Sales Tax (7.50%): \$ _____

Total: \$ _____

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[Submit Form](#)

CARPET ORDER FORM



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price Deadline Date
AUGUST 22ND
 Method of payment must accompany your order



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

Tables

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

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$171.48	\$214.36
	4' Table - 42" high	\$198.14	\$247.66
	6' Table - 30" high	\$203.63	\$254.53
	6' Table - 42" high	\$244.13	\$292.95
	8' Table - 30" high	\$235.02	\$282.03
	8' Table - 42" high	\$264.63	\$330.80

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$103.99	\$140.40
	4' Table - 42" high	\$145.59	\$196.57
	6' Table - 30" high	\$124.80	\$168.47
	6' Table - 42" high	\$166.40	\$224.64
	8' Table - 30" high	\$180.95	\$244.28
	8' Table - 42" high	\$262.37	\$354.21

Table Accessories

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

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$108.70	\$146.75
	6'L x 8"W x 8"H	\$149.85	\$202.31
	8'L x 8"W x 8"H	\$180.20	\$243.27

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$125.31	\$169.18
	4th Side Skirted 42"h	\$125.31	\$169.18

STEP 2 – Select Skirt Color

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

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



Table with Skirt



Table with Riser & Skirt

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

Total Order

Subtotal: \$ _____
Sales Tax (7.50%): \$ _____
Total: \$ _____

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 Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com
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[Submit Form](#)

TABLE ORDER FORM



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price Deadline Date
AUGUST 22ND
 Method of payment must accompany your order



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

Seating & Accessories

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

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$120.34	\$150.43
	Padded Side Chair	\$110.01	\$137.51
	Padded Stool	\$131.30	\$164.13
	Plastic Folding Chair	\$84.15	\$109.40

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	\$919.07	\$1,102.88
	Display Case (6'x36" full view)	\$1,018.94	\$1,222.75
	Vert. Display Case (6' - 5 shelf)	\$1,168.82	\$1,402.58
	Ticket Tumbler	\$198.96	\$299.10
	Tack Board (vert. or hori.)	\$238.91	\$358.37
	Grid Panel (per meter)	\$220.74	\$338.95
	Chrome Sign Holder 22"x28"	\$119.46	\$179.20
	Easel	\$102.33	\$153.52
	Literature Rack	\$223.61	\$290.68
	Bag Rack	\$242.09	\$363.32
	Garment Rack	\$242.09	\$363.32
	Clothes Tree	\$242.09	\$363.32
	Fishbowl	\$39.97	\$59.96

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	\$116.86	\$151.97
	Black Velour Rope (8' sections)	\$46.60	\$61.71
	Belt Barriers	\$135.15	\$171.94

Specialty Tables			
Qty	Item	Discount	Standard
	Pedestal Table 30"Dx30"H	\$238.59	\$310.15
	Pedestal Table 30"Dx40"H	\$238.59	\$310.15
	Charging Pedestal Table ⚡ 36"W x 43"H	\$460.25	\$598.33

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$37.35	\$50.40
	Booth Close-off Drape (Show Color)	\$63.25	\$86.56
	Shrink Wrap (per roll)	N/A	\$159.05
	Banding (per foot)	N/A	\$4.00
	Velcro (per foot)	N/A	\$2.34
	Clear Packing Tape (roll)	N/A	\$19.69

Specialty Drape (Show Management approval required)			
Qty	Item	Discount	Standard
	Drape Hardware - Bases	\$17.61	\$24.62
	Drape Hardware - Uprights	\$17.61	\$24.62
	Drape Hardware - Crossbars	\$17.61	\$24.62
	8' Drape (per foot, 10' min per order)	\$16.86	\$18.66
	3' Drape (per foot, 10' min per order)	\$10.09	\$15.32

Specialty Drape Color:			
<input type="checkbox"/> Blue	<input type="checkbox"/> Teal	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Purple	<input type="checkbox"/> White	<input type="checkbox"/> Gray
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold		

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

Total Order

Subtotal: \$ _____

Sales Tax (7.50%): \$ _____

Total: \$ _____

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[Submit Form](#)

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



Charging Pedestal Table

ELEVATE YOUR EVENT WITH POWER AND STYLE

The LED Charging Table isn't just a table—it's a centerpiece of innovation and functionality. Featuring a sleek, modern design with a brightly lit LED top, it delivers a commanding visual presence on the show floor. Equipped with two power ports, wireless charging capabilities, and USB outlets, it ensures seamless connectivity for your attendees.



FEATURES:

- 36"W x 43"H
- Multi-color *LED lighting**
- (2) Wireless Chargers
- 120v Outlet w/(2) USB (A) Port

LOOKING TO BRAND YOUR TABLE?
Reach out for custom logo options!!



email us
eventservices@ags-expo.com

ADVANCED RATE: \$460.25

Quantity: x \$460.25 =

Subtotal \$

Tax (7.50%): \$

Total Order: \$



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

CHARGING PEDESTAL TABLE

Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

Skirted Tables



Available Skirt Colors



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

Popular Accessories



Clothes Tree



Literature Rack



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



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



Ticket Tumbler



Wastebasket



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



Chrome Sign Holder



Easel



Bag Rack

Please Note:

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

Display Solutions

Creative Services for Exhibits

Exhibit Rentals	31
Essential Series	32
Elite Series	33
Island Booths - Room to Show Off	34
Kiosks	35
Display Accessories	36
Banner Stands	37
Graphic File Requirement Guidelines	38



How Can We Help?

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



EXHIBIT RENTALS

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

1 CONNECT WITH YOUR EXHIBIT SPECIALIST

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

2 ONE-ON-ONE CONSULTATION

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



3 CREATE THE BOOTH OF YOUR DREAMS

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



DOWNLOAD
OUR NEWEST DESIGNS

READY?
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No
Material Handling
On Rentals

Free
Display
Shipping

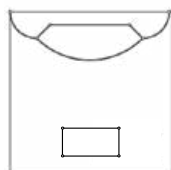
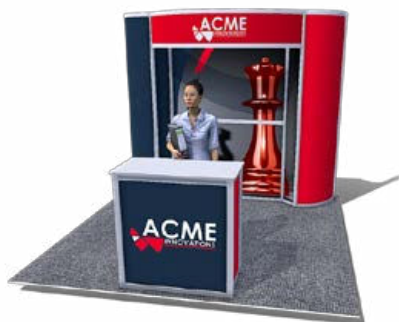
AGS
DOLLARS
& SENSE

ESSENTIAL SERIES

10x10

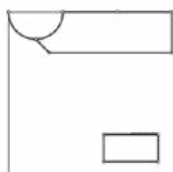
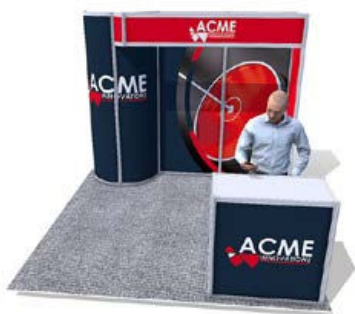
10x20

ags expo
SERVICES



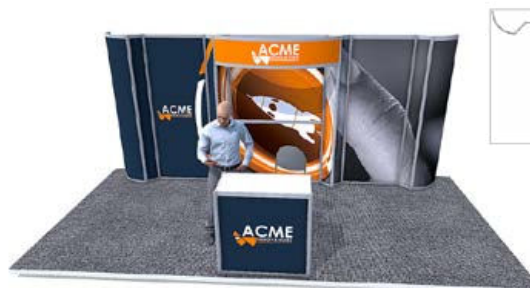
ESSENTIAL 104

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



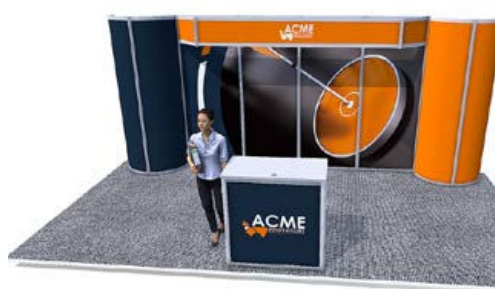
ESSENTIAL 105

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



ESSENTIAL 207

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



ESSENTIAL 204

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

READY?

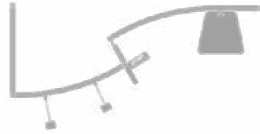
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ELITE SERIES 10x10

10x20



ELITE 102

Includes:

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



ELITE 204

Includes:

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



ELITE 103

Includes:

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



ELITE 205

Includes:

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

READY?
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ROOM TO SHOW OFF 20 x 20 OR LARGER

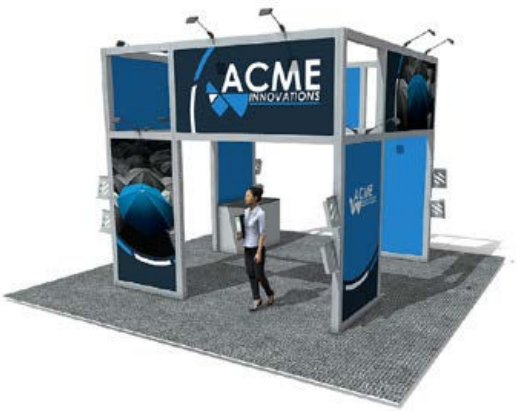


ELITE 400

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

Custom Options:

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



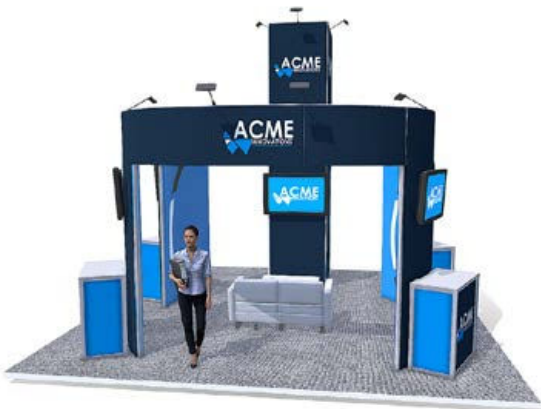
ELITE 401

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

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

Custom Options:

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



ESSENTIAL 408

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

Custom Options:

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



Have a Larger Exhibit Space?

Contact your project manager at 407-292-6162
or exhibits@ags-expo.com



KIOSKS



KIOSK 01

Size:

- 45.25" x 94.5" x 25.625"

Includes:

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

Graphic Options:

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



KIOSK 04

Size:

- 29.75" x 22.5" x 47.5"

Includes:

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

Graphic Options:

- Bottom wrap graphics - 36.75" x 63.75"



KIOSK 09

Size:

- 31.17" x 91.84" x 41.68"

Includes:

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

Graphic Options:

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



KIOSK 10

Size:

- 42.13" x 96" x 25.59"

Includes:

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

Graphic Options:

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



KIOSK 12

Size:

- 39" x 17" x 95.2"

Includes:

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

Graphic Options:

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



KIOSK 13

Size:

- 39" x 19.5" x 95.2"

Includes:

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

Graphic Options:

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

Looking for more options?

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



FABRIC BANNER DISPLAY 01



Size:

- 23.63" x 91.63"

Features:

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

THE RING - DOUBLE-SIDED



Size:

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

Features:

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

COUNTER 1



Size:

- 39.2" x 38.24" x 17.72"

Features:

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

COUNTER 2



Size:

- 70.88" x 39.38" x 23.63"

Features:

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

iPAD FLOOR STAND



Size:

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

Features:

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

CHARGING COUNTER



Size:

- 23.72" x 41.54" x 23.62"

Features:

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

More Accessories Available!

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



BANNER STANDS

GOOD



Size:

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

Features:

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

BETTER



Size:

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

Features:

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

BEST



Size:

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

Features:

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

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

READY to Speak to our Exhibit Sales Team?

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



Graphic File Requirement Guidelines

AGS' Preferred File Formats

These are the preferred formats in order of preference;

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

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

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

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

Fonts

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

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

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

Color Matching

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

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

What size will your final print be?

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

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

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

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

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

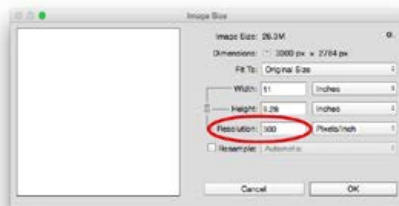
Image Size and Resolution

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

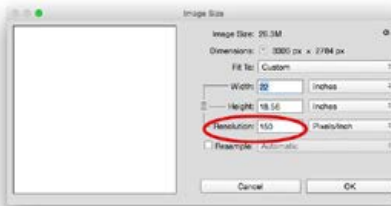
For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

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

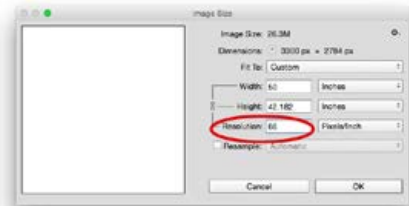
Adobe Photoshop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution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



Actual image size



Doubled in size



More than triple in size

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



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

Questions?

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

Phone: **407.292.0025**

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

Custom Furnishings

Furnishings Catalog and Order Forms

Custom Furnishings Catalog..... 41

Custom Furnishings Order Form 68



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



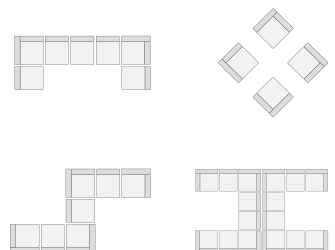
Function Armless Chair - White

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



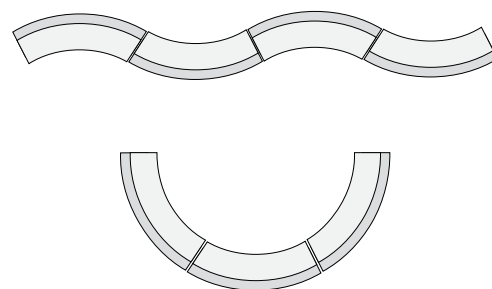
Continental Curved Bench

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



BOCA

Modular Seating Collection



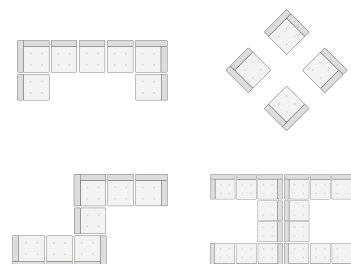
Boca Corner

Black Leather
22"W x 27"D x 30"H



Boca Armless

Black Leather
27"Square x 30"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 Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"W x 24"D x 17"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



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square 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

CHANDLER



Chandler Sofa

Red Leather
76"W x 37"D x 35"H



Chandler Loveseat

Red Leather
53"W x 37"D x 35"H



Chandler Chair

Red Leather
31"W x 37"D x 35"H

CHANDLER



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H

EVOKE



Evoke Sofa

Coffee Resin Frame With Tan Cushions
81"W x 35"D x 27"H



Evoke Chair

Coffee Resin Frame With Tan Cushions
33"W x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"W x 24"D x 18"H



Evoke End Table

Coffee Resin Frame
24"W x 28"D x 25"H



Evoke Cube Table

Coffee Resin Frame
18"Square 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 28"D x 33"H



Jasper Chair

Boca Bright White
30"W x 28"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"W x 32"D 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



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
■ Chandler Red Leather
■ Grammercy Charcoal Leather
60"W x 24"D x 17"H



Essentials Storage Ottoman
White Leather With Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included



Grammercy Round Ottoman
Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



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



Grammercy Banquette
Charcoal Leather
59"Round x 38"H (2 Pieces)









Essentials Turning Bed
White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--|---|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |

18"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



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.



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together 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.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 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
Console Table White/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H



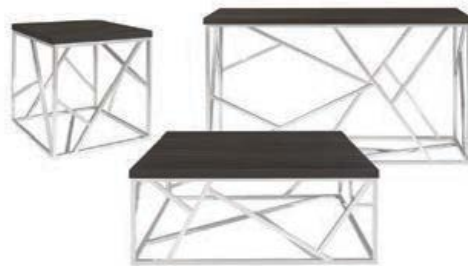
Aria Tables - Charcoal

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



Novel Tables

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



Fuze Tables

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



London Tables

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



Bar

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



Bloxx 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



Criss Cross Bar Stool

■ Espresso Leather
□ White Leather
15"W x 19"D x 41"H



Colin Stool

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



Euro Bar Stool

Black
22"W x 24"D x 42"H



Milo Bar Stool

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

20"W x 21"D x 41"H



Hourglass Bar Stool

■ Black
□ White
18"W x 20"D x 43"H



Equino Stool

■ Black
□ White
15"W x 13"D x 35"H



Clara Stool

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

STOOLS



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



Nexus Stool

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

CAFÉ CHAIRS



Milo Chair

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

20"W x 21"D x 41"H

CAFÉ CHAIRS



Clara Chair

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



Leslie Chair

White
17"W x 21"D x 31"H



Criss Cross Chair

■ Espresso Leather
□ White Leather
17"W x 21"D x 35"H



Elio Chair

Steel
17"Square x 33"H



Caprice Chair

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



Comet Chair

Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)



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 - Cosmo

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Emerald Tide

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Icebreaker

Available in Black or Chrome Base
24"Square x 42"H



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

BAR TABLES



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



Blanco Bar Table

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



Fuze Bar Table

Zebrawood Laminate/Chrome
36"Square 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

BAR TABLES



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



24" Square Café Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Icebreaker
Available in Black or Chrome Base
24"Square x 30"H



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

CAFÉ TABLES



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



Summit Café Table

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



Fuze Café Table

Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table

White/Chrome
24"Square x 30"H

CAFÉ TABLES



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



Madera Dining Table

Walnut Veneer
92"W x 39"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



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair - Armless

Black
21"W x 24"D x 39"H



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool - Armless

Black
21"W x 24"D x 48"H



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

CONFERENCE TABLES



Conference Table Round

- Black
 - Mahogany
- 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



Storage Credenza

- Black
 - Mahogany
- 2 Filing Cabinets/2 Drawers/Inside Shelves
66"W x 20"D x 29"H



Jr Executive Desk

- Black
 - Mahogany
- Double Pedestal/Locking Drawers
60"W x 30"D x 29"H

OFFICE FURNITURE



Executive Desk

- Black
- Mahogany

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



5-Shelf Bookcase

- Black
- Mahogany

36"W x 12"D x 72"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



Aspen Dining Table

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

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black
36"W x 18"D x 27"H



4-Drawer Lateral File

Black
36"W x 18"D x 54"H



Storage Cabinet

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

PEDESTALS



42" Display Pedestals

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



36" Display Pedestals

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



30" Display Pedestals

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



Locking Pedestal

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



Fuze Pedestal

- Zebrawood Laminate/Chrome
- 16"Square x 44"H



London Pedestal

- Marble/Chrome
- 16"Square x 44"H

MISCELLANEOUS ITEMS



Stanchion

Chrome
41”H

Stanchion Rope

Red Velour
6’L



Nero Literature Rack

Black
14.75”W x 12”D x 53.5”H



Argento Literature Rack

Aluminum
14.75”W x 12”D x 53.5”H



Alto Literature Rack

Black/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

LIGHTING



Silo Grey Lamps

Table Lamp
25”H
Floor Lamp
70”H



Silo White Lamps

Table Lamp
25”H
Floor Lamp
70”H



Neutrino Floor Lamp

Steel
67”H



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Soft Seating Collections				
	Aubrey Chair	Light Beige Faux Linen Fabric	37"W x 35"D x 35"H	\$763.29
	Aubrey Sofa	Light Beige Faux Linen Fabric	90"W x 35"D x 35"H	\$1,213.04
	Blanc Chair	Bright White Leather	33"W x 35"D x 35"H	\$899.50
	Blanc Loveseat	Bright White Leather	54"W x 35"D x 35"H	\$1,075.55
	Blanc Sofa	Bright White Leather	75"W x 35"D x 35"H	\$1,126.95
	Chandler Chair	Red Leather	31"W x 37"D x 35"H	\$696.47
	Chandler Loveseat	Red Leather	53"W x 37"D x 35"H	\$893.08
	Chandler Sofa	Red Leather	76"W x 37"D x 35"H	\$926.49
	Cromwell Sofa	Royal Blue Velvet	78"W x 32"D x 29"H	\$1,302.99
	Cromwell Chair	Royal Blue Velvet	32"W x 32"D x 29"H	\$774.86
	Evoke Chair	Coffee Resin/ Tan Cushions	33"W x 35"D x 27"H	\$750.44
	Evoke Sofa	Coffee Resin/ Tan Cushions	81"W x 35"D x 27"H	\$1,399.37
	Jasper Chair	Boca Bright White	64"W x 28"D x 33"H	\$673.34
	Jasper Sofa	Boca Bright White	64"W x 28"D x 33"H	\$1,038.28
	Latitude Chair	Beige Olefin Fabric	42"W x 36"D x 33"H	\$941.91
	Latitude Loveseat	Beige Olefin Fabric	91"W x 42"D x 33"H	\$1,130.80
	Latitude Sofa	Beige Olefin Fabric	91"W x 42"D x 33"H	\$1,211.76
	Metro Chair	Black Leather	35"Square x 35"H	\$696.47
	Metro Loveseat	Black Leather	60"W x 35"D x 35"H	\$893.08
	Metro Sofa	Black Leather	85"W x 35"D x 35"H	\$926.49
	Niko Chair	Grey Microfiber	31"W x 30"D x 38"H	\$872.52
	Niko Loveseat	Grey Microfiber	58"W x 30"D x 38"H	\$1,047.28
	Niko Sofa	Grey Microfiber	81"W x 30"D x 38"H	\$1,146.22
	Verona Chair	Granite Frame With Light Grey Cushions	28"W x 38"D x 25"H	\$686.19
	Verona Sofa	Granite Frame With Light Grey Cushions	74"W x 38"D x 25"H	\$1,328.69
Modular Seating Collections				
	Boca Armless - Black	Black Leather	22"W x 27"D x 30"H	\$575.68
	Boca Corner - Black	Black Leather	27"W x 27"D x 30"H	\$618.09
	Continental Curved Bench	White Leather	70"W x 26"D x 19"H	\$564.12
	Continental Curved Loveseat	White Leather	82"W x 34"D x 31"H	\$1,111.53
	Continental Reverse Curved Loveseat	White Leather	72"W x 34"D x 31"H	\$1,075.55
	Function Armless Chair - Black	Black Vinyl	28"Square x 29"H	\$575.68
	Function Armless Chair - White	White Vinyl	28"Square x 29"H	\$575.68
	Function Corner - Black	Black Vinyl	28"Square x 29"H	\$618.09
	Function Corner - White	White Vinyl	28"Square x 29"H	\$618.09
	Grammercy Sofa	Charcoal Leather	82"W x 36"D x 36"H	\$1,031.86
	Grammercy Loveseat	Charcoal Leather	57"W x 36"D x 36"H	\$899.50
	Grammercy Chair	Charcoal Leather	28"W x 36"D x 36"H	\$575.68

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	Grammercy Corner	Charcoal Leather	36"Square x 36"H	\$661.78
Stage Chairs				
	Bianca Stage Chair - Frost	Bright White Leather	26"W x 26"D x 37"H	\$412.49
	Bianca Stage Chair - Onyx	Onyx Microfiber	26"W x 26"D x 37"H	\$412.49
	Bianca Stage Chair - Sand	Sand Microfiber	26"W x 26"D x 37"H	\$412.49
	Empire Chair - Black	Black Leather	28"W x 32"D x 32"H	\$618.09
	Empire Chair - White	White Leather	28"W x 32"D x 32"H	\$618.09
	Monarch Chair	Bright White Leather	28"Square x 30"H	\$395.78
	Royce Chair - Mink	Mink Microfiber	29"W x 30"D x 33"H	\$538.42
	Royce Chair - Oyster	Oyster Microfiber	29"W x 30"D x 33"H	\$538.42
Ottomans & Benches				
	Aubrey Bench Ottoman	Light Beige Faux Linen Fabric	48"W x 24"D x 18"H	\$444.61
	Blanc Bench Ottoman	Bright White Leather	48"W x 24"D x 18"H	\$539.70
	Blanc Cube Ottoman	Bright White Leather	17"Square x 17"H	\$188.90
	Chandler Bench Ottoman	Red Leather	60"W x 24"D x 17"H	\$478.02
	Continental Half Moon Ottoman	White Leather	33"W x 19"D x 19"H	\$478.02
	Continental Wedge Ottoman	White Leather	30"W x 34"D x 19"H	\$478.02
	Encore Bench	Black Mango Wood	68"W x 15"D x 18"H	\$511.43
	Rubix Cube - Cherry	Cherry Vinyl	17"Square x 18"H	\$194.04
	Rubix Cube - Cromwell	Cromwell Vinyl	17"Square x 18"H	\$194.04
	Rubix Cube - Grape	Grape Vinyl	17"Square x 18"H	\$194.04
	Rubix Cube - Lemon	Lemon Vinyl	17"Square x 18"H	\$194.04
	Rubix Cube - Lime	Lime Vinyl	17"Square x 18"H	\$194.04
	Rubix Cube - Mango	Mango Vinyl	17"Square x 18"H	\$194.04
	Essentials Storage Ottoman	White Leather	48"W x 24"D x 20"H	\$661.78
	Grammercy Bench Ottoman	Charcoal Leather	60"W x 24"D x 17"H	\$478.02
	Grammercy Round Ottoman	Charcoal Leather	46"Round x 17"H	\$478.02
	Grammercy Square Ottoman	Charcoal Leather	40"Square x 17"H	\$478.02
	Metro Bench Ottoman	Black Leather	60"W x 24"D x 17"H	\$478.02
	Metro Square Ottoman	Black Leather	40"Square x 17"H	\$478.02
	Metro Cube Ottoman	Black Leather	18" Square x 18" H	\$188.90
	Verona Ottoman	Granite Frame With Light Grey Cushions	26"W x 21"D x 18"H	\$397.07
Banquettes & Turning Bed				
	Essentials Banquette (2 pcs)	White Leather	96"W x 48"D x 34"H	\$1,399.37
	Essentials Turning Bed - Non-Charged	White Leather	59"Round x 38"H	\$1,682.07
	Grammercy Banquette (2 pcs)	Charcoal Leather	59"Round x 38"H	\$1,399.37

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Charged				
	Aspen Bar Table - Charged	White/Brushed Steel	72"W x 26"D x 42"H	\$1,092.25
	Aspen Cocktail Table - Charged	White/Brushed Steel	48"W x 24"D x 18"H	\$618.09
	Boca Armless Chair - Charged	Bright White Leather	22"W x 27"D x 30"H	\$652.78
	Boca Corner - Charged	Bright White Leather	27"W x 27"D x 30"H	\$705.47
	Command 8' Conference Table - White, Charged	White	96"W x 48"D x 31"H	\$1,544.57
	Essentials Turning Bed - Charged	White Leather	96"W x 48"D x 19"H	\$1,865.82
	Lincoln Bench - Charged	Bright White Leather	59"W x 39"D x 17"H	\$1,031.86
	Patrice Table Chair - Charged	Bright White Leather	28"W x 30.5"D x 31"H	\$681.05
Occasional Tables				
	Aria Cocktail Table - Blue	Blue/Brushed Steel	44"W x 20"D x 18"H	\$354.66
	Aria End Table - Blue	Blue/Brushed Steel	24"W x 20"D x 22"H	\$336.67
	Aria Cocktail Table - Charcoal	Storm Grey/Brushed Steel	44"W x 20"D x 18"H	\$354.66
	Aria Console Table - Charcoal	Storm Grey/Brushed Steel	44"W x 20"D x 30"H	\$372.65
	Aria End Table - Charcoal	Storm Grey/Brushed Steel	24"W x 20"D x 22"H	\$336.67
	Aria Cocktail Table - Green	Green/Brushed Steel	44"W x 20"D x 18"H	\$354.66
	Aria End Table - Green	Green/Brushed Steel	24"W x 20"D x 22"H	\$336.67
	Aria Cocktail Table - Purple	Purple/Brushed Steel	44"W x 20"D x 18"H	\$354.66
	Aria End Table - Purple	Purple/Brushed Steel	24"W x 20"D x 22"H	\$336.67
	Aria Cocktail Table - Red	Red/Brushed Steel	44"W x 20"D x 18"H	\$354.66
	Aria End Table - Red	Red/Brushed Steel	24"W x 20"D x 22"H	\$336.67
	Aria Cocktail Table - White	White/Brushed Steel	44"W x 20"D x 18"H	\$354.66
	Aria Console Table - White	White/Brushed Steel	44"W x 20"D x 30"H	\$372.65
	Aria End Table - White	White/Brushed Steel	24"W x 20"D x 22"H	\$336.67
	Brooklyn Cocktail Table - Rectangle	Chrome	42"W X 24"D X 16"H	\$345.67
	Brooklyn Cocktail Table - Round	Chrome	30"Round X 16"H	\$345.67
	Brooklyn End Table - Round	Chrome	20"Round X 20"H	\$310.97
	Brooklyn End Table - Square	Chrome	22"W X 22"D X 20"H	\$310.97
	Cube Cocktail Table - Black 24"	Black	24"Square x 16"H	\$336.67
	Cube End Table - Black 24"	Black	24"Square x 21"H	\$345.67
	Cube Cocktail Table - White 24"	White	24"Square x 16"H	\$336.67
	Cube End Table - White 24"	White	24"Square x 21"H	\$345.67
	Evoke Cocktail Table	Coffee Resin Frame	48"W x 24"D x 18"H	\$478.02
	Evoke Cube Table	Coffee Resin Frame	18"Square	\$301.98
	Evoke End Table	Coffee Resin Frame	24"W x 28"D x 25"H	\$424.05
	Fuze Cocktail Table	Chrome/Zebrawood	40"Square x 16"H	\$408.63
	Fuze Console Table	Chrome/Zebrawood	60"W x 16"D x 34"H	\$442.04

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	Fuze End Table	Chrome/Zebrawood	24"Square x 23"H	\$363.66
	Gemma Accent Table - Blue Agate	Blue Agate Top/Brass Base	14"Round x 20"H	\$372.65
	Gemma Accent Table - Citrine	Rose Quartz Top/Brass Base	14"Round x 20"H	\$372.65
	Gemma Accent Table - Moonstone	Grey Agate Top/Brass Base	14"Round x 20"H	\$372.65
	Gemma Accent Table - Obsidian	Obsidian Top/Brass Base	14"Round x 20"H	\$372.65
	Hylton Tablet Table	White/Brushed Steel	18"W x 12"D x 28"H	\$301.98
	London Cocktail Table	Chrome/Marble	40"Square x 16"H	\$408.63
	London Console Table	Chrome/Marble	60"W x 16"D x 34"H	\$442.04
	London End Table	Chrome/Marble	24"Square x 23"H	\$363.66
	Novel Cocktail Table	Satin Steel	46"W x 15"D x 16"H	\$478.02
	Novel End Table	Satin Steel	15"Square x 16"H	\$424.05
	Orbit End Table	White/Powder-Coated Aluminum	16"Round x 19"H	\$251.86
	Sirona Accent Table	Grey Top/Black Metal Base	18"W x 12"D x 28"H	\$301.98
Bars & Bar Backs				
	Bar - Black 2 Shelf	Black	48"W x 16"D x 42"H	\$564.12
	Bar - White 2 Shelf	White	48"W x 16"D x 42"H	\$564.12
	Blox Bar Back	Walnut/Brushed Metal	30"W x 16"D x 86"H	\$705.47
	Elara Bar	Black Powder-Coated Steel Frosted Plexi With Built-in Wireless LED Kit	72"W x 25"D x 44"H	\$1,876.10
	Piazza Bar Back - Black	Black	44"W x 12"D x 80"H	\$661.78
	Piazza Bar Back - White	White	44"W x 12"D x 80"H	\$661.78
	Razor Bar	Gold Powder-Coated Steel Frosted Plexi With Built-in Wireless LED Kit	72"W x 25"D x 44"H	\$1,876.10
	VIP Glow Bar 4'	Frosted Plexi	48"W x 24"D x 42"H	\$1,031.86
	VIP Glow Bar 6'	Frosted Plexi	72"W x 24"D x 42"H	\$1,224.61
Stools				
	Caprice Stool	Black Fabric	25"W x 26"D x 44"H	\$328.96
	Clara Stool	White	17"W x 21"D x 41"H	\$317.40
	Colin Stool	Natural Maple	20"W x 19"D x 46"H	\$266.00
	Criss Cross Bar Stool - Espresso	Espresso Leather	15"W x 19"D x 41"H	\$317.40
	Criss Cross Bar Stool - White	White Leather	15"W x 19"D x 41"H	\$317.40
	Equino Stool - Black	Black	15"W x 13"D x 35"H	\$328.96
	Equino Stool - White	White	15"W x 13"D x 35"H	\$328.96
	Euro Bar Stool	Black	22"W x 24"D x 42"H	\$301.98
	Hourglass Bar Stool - Black	Black	18"W x 20"D x 43"H	\$328.96
	Hourglass Bar Stool - White	White	18"W x 20"D x 43"H	\$328.96
	Marcus Bar Stool	Steel	18"Square x 29"H	\$240.30

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	Milo Bar Stool - Black	Black	20"W x 21"D x 41"H	\$301.98
	Milo Bar Stool - California Wine	California Wine	20"W x 21"D x 41"H	\$301.98
	Milo Bar Stool - Chartreuse	Chartreuse	20"W x 21"D x 41"H	\$301.98
	Milo Bar Stool - Chocolate	Chocolate	20"W x 21"D x 41"H	\$301.98
	Milo Bar Stool - Jade	Jade	20"W x 21"D x 41"H	\$301.98
	Milo Bar Stool - Victory Blue	Victory Blue	20"W x 21"D x 41"H	\$301.98
	Milo Bar Stool - White	White	20"W x 21"D x 41"H	\$301.98
	Nexus Stool	White	19"W x 20"D x 44"H	\$274.99
	Sonic Stool	Black	22"W x 23"D x 42"H	\$266.00
Chairs				
	Caprice Chair	Black	25"W x 24"D x 32"H	\$188.90
	Clara Chair	White	18"W x 21"D x 35"H	\$212.03
	Colin Chair	Natural Maple	22"W x 19"D x 33"H	\$188.90
	Comet Chair - Armless	Black	19"W x 22"D x 32"H	\$240.30
	Comet Chair - Arms	Black	23"W x 22"D x 32"H	\$258.29
	Criss Cross Chair - Espresso	Espresso	17"W x 21"D x 35"H	\$212.03
	Criss Cross Chair - White	White	17"W x 21"D x 35"H	\$212.03
	Elio Chair	Steel	17"Square x 33"H	\$188.90
	Leslie Chair	White	17"W x 21"D x 31"H	\$169.62
	Milo Chair - Black	Black	20"W x 22"D x 33"H	\$186.33
	Milo Chair - California Wine	California Wine	20"W x 22"D x 33"H	\$186.33
	Milo Chair - Chartreuse	Chartreuse	20"W x 22"D x 33"H	\$186.33
	Milo Chair - Chocolate	Chocolate	20"W x 22"D x 33"H	\$186.33
	Milo Chair - Jade	Jade	20"W x 22"D x 33"H	\$186.33
	Milo Chair - Victory Blue	Victory Blue	20"W x 22"D x 33"H	\$186.33
	Milo Chair - White	White	20"W x 22"D x 33"H	\$186.33
	Nexus Chair	White	19"W x 22"D x 32"H	\$224.88
	Sonic Chair	Black	20"W x 21"D x 32"H	\$188.90
Bar Tables				
	24" Square Bar Table - Cosmo/Chrome Base	Cosmo/Chrome Base	24" Square x 42"H	\$354.66
	24" Square Bar Table - Cosmo/Black Base	Cosmo/Black Base	24" Square x 42"H	\$354.66
	24" Square Bar Table - Emerald Tide/Chrome Base	Emerald Tide/Chrome Base	24" Square x 42"H	\$354.66
	24" Square Bar Table - Emerald Tide/Black Base	Emerald Tide/Black Base	24" Square x 42"H	\$354.66
	24" Square Bar Table - Icebreaker/Chrome Base	Icebreaker/Chrome Base	24" Square x 42"H	\$354.66
	24" Square Bar Table - Icebreaker/Black Base	Icebreaker/Black Base	24" Square x 42"H	\$354.66
	24" Square Bar Table - Sirona/Chrome Base	Sirona/Chrome Base	24" Square x 42"H	\$354.66
	24" Square Bar Table - Sirona/Black Base	Sirona/Black Base	24" Square x 42"H	\$354.66

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	32" Round Bar Table - Cement/Chrome Base	Cement/Chrome Base	32"Round x 42"H	\$478.02
	32" Round Bar Table - Cement/Black Base	Cement/Black Base	32"Round x 42"H	\$478.02
	32" Round Bar Table - Smoke/Black Base	Smoke/Black Base	32"Round x 42"H	\$478.02
	32" Round Bar Table - Smoke/Chrome Base	Smoke/Chrome Base	32"Round x 42"H	\$478.02
	32" Round Bar Table - Yukon Gold/Chrome Base	Yukon Gold/Chrome Base	32"Round x 42"H	\$478.02
	32" Round Bar Table - Yukon Gold/Black Base	Yukon Gold/Black Base	32"Round x 42"H	\$478.02
	Aspen Bar Table - Non-Charged	White/Brushed Steel	72"W x 26"D x 42"H	\$934.20
	Blanco Bar Table - White/Chrome 24" Square	White/Chrome	24"Square x 42"H	\$336.67
	Blanco Bar Table White/Chrome 30" Round	White/Chrome	30"Round x 42"H	\$336.67
	Blanco Bar Table White/Chrome 36" Round	White/Chrome	36"Round x 42"H	\$345.67
	Blanco Rectangle Bar Table - White/Chrome	White/Chrome	72"W x 24"D x 42"H	\$521.57
	City Bar Table Maple/Black 30" Round	Maple/Black	30"Round x 42"H	\$336.67
	City Bar Table Maple/Black 36" Round	Maple/Black	36"Round x 42"H	\$345.67
	Euro Bar Table Black/Black 30" Round	Black/Black	30"Round x 42"H	\$336.67
	Euro Bar Table Black/Black 36" Round	Black/Black	36"Round x 42"H	\$345.67
	Fuze Bar Table	Zebrawood/Chrome	36"Square x 42"H	\$380.36
	Park Ave Bar Table Maple/Chrome 30" Round	Maple/Chrome	30"Round x 42"H	\$336.67
	Park Ave Bar Table Maple/Chrome 36" Round	Maple/Chrome	36"Round x 42"H	\$345.67
	Silk Bar Table Black/Chrome 30" Round	Black/Chrome	30"Round x 42"H	\$336.67
	Silk Bar Table Black/Chrome 36" Round	Black/Chrome	36"Round x 42"H	\$345.67
	Spectrum Bar Table - Blue	Blue/Chrome	24"Square x 42"H	\$363.66
	Spectrum Bar Table - Green	Green/Chrome	24"Square x 42"H	\$363.66
	Spectrum Bar Table - Purple	Purple/Chrome	24"Square x 42"H	\$363.66
	Spectrum Bar Table - Red	Red/Chrome	24"Square x 42"H	\$363.66
	Summit Bar Table White/Black 30" Round	White/Black	30"Round x 42"H	\$336.67
	Summit Bar Table White/Black 36" Round	White/Black	36"Round x 42"H	\$345.67
Café Tables				
	24" Square Cafe Table - Cosmo/Chrome Base	Cosmo/Chrome Base	24"Square x 30"H	\$354.66
	24" Square Cafe Table - Cosmo/Black Base	Cosmo/Black Base	24"Square x 30"H	\$354.66
	24" Square Cafe Table - Emerald Tide/Chrome Base	Emerald Tide/Chrome Base	24"Square x 30"H	\$354.66
	24" Square Cafe Table - Emerald Tide/Black Base	Emerald Tide/Black Base	24"Square x 30"H	\$354.66
	24" Square Cafe Table - Icebreaker/Chrome Base	Icebreaker/Chrome Base	24"Square x 30"H	\$354.66
	24" Square Cafe Table - Icebreaker/Black Base	Icebreaker/Black Base	24"Square x 30"H	\$354.66
	24" Square Cafe Table - Sirona/Chrome Base	Sirona/Chrome Base	24"Square x 30"H	\$354.66
	24" Square Cafe Table - Sirona/Black Base	Sirona/Black Base	24"Square x 30"H	\$354.66
	32" Round Café Table - Cement/Chrome Base	Cement/Chrome Base	32"Round x 30"H	\$478.02
	32" Round Café Table - Cement/Black Base	Cement/Black Base	32"Round x 30"H	\$478.02

CUSTOM FURNISHINGS ORDER FORM

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	32" Round Cafe Table - Smoke/Black Base	Smoke/Black Base	32"Round x 30"H	\$478.02
	32" Round Cafe Table - Smoke/Chrome Base	Smoke/Chrome Base	32"Round x 30"H	\$478.02
	32" Round Café Table - Yukon Gold/Chrome Base	Yukon Gold/Chrome Base	32"Round x 30"H	\$478.02
	32" Round Café Table - Yukon Gold/Black Base	Yukon Gold/Black Base	32"Round x 30"H	\$478.02
	Aspen Dining Table	White/Brushed Steel	72"W x 30"D x 30"H	\$801.84
	Blanco Café Table White/Chrome 24"Square	White/Chrome	24"Square x 30"H	\$336.67
	Blanco Café Table White/Chrome 30" Round	White/Chrome	30"Round x 30"H	\$336.67
	Blanco Café Table White/Chrome 36" Round	White/Chrome	36"Round x 30"H	\$345.67
	Blanco Rectangle Café Table - White/Chrome	White/Chrome	72"W x 24"D x 30"H	\$521.71
	City Café Table Maple/Black 30" Round	Maple/Black	30"Round x 30"H	\$336.67
	City Café Table Maple/Black 36" Round	Maple/Black	36"Round x 30"H	\$345.67
	Encore Dining Table	Black Mango Wood	80"W x 40"D x 30"H	\$943.19
	Euro Café Table Black/Black 30" Round	Black/Black	30"Round x 30"H	\$336.67
	Euro Café Table Black/Black 36" Round	Black/Black	36"Round x 30"H	\$345.67
	Fuze Café Table	Zebrawood/Chrome	36"Square x 30	\$380.36
	Madera Dining Table	Walnut Veneer	92"W x 39"D x 30"H	\$1,213.04
	Park Ave Café Table Maple/Chrome 30" Round	Maple/Chrome	30"Round x 30"H	\$336.67
	Park Ave Café Table Maple/Chrome 36" Round	Maple/Chrome	36"Round x 30"H	\$345.67
	Silk Café Table Black/Chrome 30" Round	Black/Chrome	30"Round x 30"H	\$336.67
	Silk Café Table Black/Chrome 36" Round	Black/Chrome	36"Round x 30"H	\$345.67
	Spectrum Café Table - Blue	Blue/Chrome	24"Square x 29"H	\$363.66
	Spectrum Café Table - Green	Green/Chrome	24"Square x 29"H	\$363.66
	Spectrum Café Table - Purple	Purple/Chrome	24"Square x 29"H	\$363.66
	Spectrum Café Table - Red	Red/Chrome	24"Square x 29"H	\$363.66
	Summit Café Table White/Black 30" Round	White/Black	30"Round x 30"H	\$336.67
	Summit Café Table White/Black 36" Round	White/Black	36"Round x 30"H	\$345.67
Conference Tables				
	Conference Table - 42" Round Black	Black	42" Round x 29"H	\$469.03
	Conference Table - 42" Round Mahogany	Mahogany	42" Round x 29"H	\$469.03
	Command Conference Table - 6' Black	Black	72"W x 36"D x 31"H	\$836.54
	Command Conference Table - 6' Sirona	Sirona	72"W x 36"D x 31"H	\$836.54
	Command Conference Table - 6' White	White	72"W x 36"D x 31"H	\$836.54
	Command Conference Table - 8' Black	Black	96"W x 48"D x 31"H	\$899.50
	Command Conference Table - 8' Sirona	Sirona	96"W x 48"D x 31"H	\$899.50
	Command Conference Table - 8' White	White	96"W x 48"D x 31"H	\$899.50
	Command Conference Table - 10' Black	Black	120"W x 48"D x 31"H	\$1,031.86
	Command Conference Table - 10' Sirona	Sirona	120"W x 48"D x 31"H	\$1,031.86

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City / State / Zip	Signature	

	Command Conference Table - 10' White	White	120"W x 48"D x 31"H	\$1,031.86
Office Seating				
	Accord Chair - Black	Black Leather	25"Square x 44"H	\$529.42
	Accord Chair - White	White Leather	25"Square x 44"H	\$529.42
	Goal Drafting Stool - Armless	Black	21"W x 24"D x 48"H	\$283.99
	Goal Drafting Stool - Arms	Black	25"W x 24"D x 48"H	\$301.98
	Goal Task Chair - Armless	Black	21"W x 25"D x 39"H	\$258.29
	Goal Task Chair - Arms	Black	25"W x 24"D x 39"H	\$283.99
	Rimati Guest Chair - Black	Black	27"W x 25"D x 40"H	\$268.57
	Rimati Guest Chair - White	White	27"W x 25"D x 40"H	\$268.57
	Rimati Hi-Back Chair - Black	Black	30"W x 28"D x 47-50"H	\$633.51
	Rimati Hi-Back Chair - White	White	30"W x 28"D x 47-50"H	\$633.51
	Tamiri Guest Chair	Black Leather	25"W x 26"D x 37"H	\$345.67
	Tamiri High Back Chair	Black Leather	25"W x 27"D x 45"H	\$424.05
	Tamiri Mid Back Chair	Black Leather	27"Square x 39"H	\$372.65
Office Furniture				
	5 Shelf Bookcase - Black	Black	36"W x 12"D x 72"H	\$661.78
	5 Shelf Bookcase - Mahogany	Mahogany	36"W x 12"D x 72"H	\$661.78
	Brooklyn Dining Table - Rectangle	Clear Glass/Chrome	60"W x 36"D x 30"H	\$688.76
	Brooklyn Dining Table - Round	Clear Glass/Chrome	42" Round x 30"H	\$539.70
	Computer Kiosk - Black	Black	24"Square x 42"H	\$688.76
	Computer Kiosk - White	White	24"Square x 42"H	\$688.76
	Executive Desk - Black	Black	72"W x 36"D x 29"H	\$732.45
	Executive Desk - Mahogany	Mahogany	72"W x 36"D x 29"H	\$732.45
	Jr Executive Desk - Black	Black	60"W x 30"D x 29"H	\$705.47
	Jr Executive Desk - Mahogany	Mahogany	60"W x 30"D x 29"H	\$705.47
	Storage Credenza - Black	Black	60"W x 20"D x 29"H	\$618.09
	Storage Credenza - Mahogany	Mahogany	60"W x 20"D x 29"H	\$618.09
Metal File & Storage Cabinets				
	2 Drawer Vertical File - Letter Size Black	Black	15"W x 25"D x 29"H	\$232.59
	2 Drawer Vertical File - Legal Size Black	Black	18"W x 25"D x 29"H	\$301.98
	4 Drawer Vertical File - Letter Size Black	Black	15"W x 25"D x 52"H	\$310.97
	4 Drawer Vertical File - Legal Size Black	Black	18"W x 25"D x 52"H	\$345.67
	2 Drawer Lateral File - Black	Black	36"W x 20"D x 27"H	\$310.97
	4 Drawer Lateral File - Black	Black	36"W x 18"D x 54"H	\$380.36
	Storage Cabinet - Black	Black	36"W x 18"D x 72"H	\$380.36

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Pedestals				
	30" Display Pedestal - 14" Square, Black	Black	14"Square x 30"H	\$363.66
	30" Display Pedestal - 14" Square, White	White	14"Square x 30"H	\$363.66
	30" Display Pedestal - 18" Square, Black	Black	18"Square x 30"H	\$372.65
	30" Display Pedestal - 24" Square, Black	Black	24"Square x 30"H	\$529.42
	36" Display Pedestal - 14" Square, Black	Black	14"Square x 36"H	\$390.64
	36" Display Pedestal - 14" Square, White	White	14"Square x 36"H	\$390.64
	36" Display Pedestal - 24" Square, Black	Black	24"Square x 36"H	\$557.69
	36" Display Pedestal - 24" Square, White	White	24"Square x 36"H	\$557.69
	42" Display Pedestal - 14" Square, Black	Black	14"Square x 42"H	\$461.32
	42" Display Pedestal - 14" Square, White	White	14"Square x 42"H	\$461.32
	42" Display Pedestal 18" Square, Black	Black	18"Square x 42"H	\$512.72
	42" Display Pedestal - 24" Square, Black	Black	24"Square x 42"H	\$557.69
	Locking Pedestal Black	Black	24"Square x 42"H	\$688.76
	Locking Pedestal White	White	24"Square x 42"H	\$688.76
	Fuze Pedestal	Zebrawood/Chrome	16"Square x 44"H	\$380.36
	London Pedestal	Marble/Chrome	16"Square x 44"H	\$380.36
Lighting				
	Silo Grey Floor Lamp	Grey	70"H	\$235.16
	Silo Grey Table Lamp	Grey	25"H	\$172.19
	Silo White Floor Lamp	White	70"H	\$235.16
	Silo White Table Lamp	White	25"H	\$172.19
	Neutrino Steel Floor Lamp - Steel	Steel	67"H	\$240.30
Miscellaneous Items				
	Alto Literature Rack	Black Metal	10.5"W x 9.5"D x 57"H	\$266.00
	Argento Literature Rack	Aluminum	14.75"W x 12"D x 53.5"H	\$258.29
	Stanchion Chrome	Chrome	41"H	\$106.66
	Nero Literature Stand - Black	Black	15"W x 12"D x 53.5"H	\$258.29
	Stanchion Rope - Red Velour	Red Velour	6' L	\$56.54
	Compact Refrigerator Black - 4.0 Cu Ft	Black	21"W x 22"D x 32"H	\$478.02

CUSTOM FURNISHINGS ORDER FORM

See Next Page for Additional Information & Conditions

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

Please Note:

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

CANCELLATION POLICY

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

Total Order

Subtotal: _____
19% Service Charge: _____
Sales Tax (7.50%): _____
Total Custom Furnishings Order: _____

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Booth Labor & Cleaning

Information and Order Forms

Booth Labor Order Form 79

Booth Cleaning Order Form 81

Booth Layout Form..... 82





SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price Deadline Date
AUGUST 22ND
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Company Name	Tel #	Booth Number
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Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$119.96	\$149.95
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$179.93	\$224.91
Double-Time:	All day Sunday and observed Holidays where applicable.	\$229.69	\$287.10
• Each Additional Laborer: Standard labor rates apply for additional laborers added to the order.			

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

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

Supervision of Labor

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

AGS Supervision Install ☐ Dismantle ☐

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

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

(SEE OUTBOUND BOL/SHIPPING LABEL REQUEST FORM)

On-Site Representative Name/Company & Cell: _____

Exhibitor Supervision Install ☐ Dismantle ☐

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

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

Total Order

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

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BOOTH LABOR ORDER FORM



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

Outbound Bill of Lading/Shipping Label Request

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

Showsite Instructions:

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

Ship to Address:

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention/Show/Booth #: _____

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

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

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

Select Shipping Method:

- ☐ Ship via official show freight carrier, **ABF Freight**
- ☐ Ship via carrier of exhibitor's choice - Name of Carrier _____
- If selecting a carrier other than ABF Freight, you must schedule the pickup.

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

- ☐ Re-Route via Show Carrier, ABF Freight
- ☐ Drayback to Warehouse - A minimum fee of \$850.00 will be charged. *Fee may be greater. See Material Handling Info & Rates form for full terms of service

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

*Exhibitors are responsible for settling all transportation costs with the carrier of their choosing directly.

- ☐ Prepaid By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you)
- ☐ Collect By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

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

Shipper (Print): _____ Email: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____

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City / State / Zip	Signature	

Booth Cleaning Order Form

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

Please Indicate Booth Area

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

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

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

This service includes vacuuming of carpet and exhibit space.

- ☐ Vacuuming Nightly \$0.80/sq. ft.* ☐ Vacuuming Once Before Event \$0.88/sq. ft.

**Please calculate for (2) event days.*

Periodic Porter Service

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

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

- ☐ Periodic Porter Service - Daily .. \$180.56/day** ☐ Day-Specific Porter Service \$203.30/day

***Please calculate for (2) event days.*

(Please indicate days) _____

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

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

Quoted as needed.***

- **Straight-Time:** \$104.33/hr . 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** \$122.51/hr . 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Double-Time:** \$144.31/hr . all day Sunday and observed Holidays, where applicable.

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

Other Cleaning Services

- ☐ Shampooing of Carpet* \$1.40/sq. ft.
☐ Mopping and Waxing* \$1.40/sq. ft.
☐ Anti-Static Carpet Treatment \$0.40/sq. ft

**Shampooing and mopping available before show opens
ONLY*

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

Total Order

Total Sq. Ft.

X

Vacuuming: \$0.88/sq. ft. or \$0.80/sq. ft. x _____ Days = \$ _____
Shampooing/Mopping: \$1.40/sq. ft. x _____ Days = \$ _____
Anti-Static Treatment: \$0.40/sq. ft. x _____ Days = \$ _____
Porter Service: \$203.30 or \$180.56/day x _____ Days = \$ _____

Tax (7.50%): \$ _____

Total Booth Cleaning Order: \$ _____

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BOOTH CLEANING ORDER FORM

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

Booth Layout Form

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

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

To use this grid:

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

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

indicate adjacent
booth or
aisle number:

indicate adjacent
booth or
aisle number:

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

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

Shipping & Material Handling

Information and Order Forms

Quick Glance - Material Handling Process	84
Material Handling & Rates	85
Special Handling Definitions	89
Reducing Material Handling Costs	90
Freight Re-Route Policy	91
Shipping Addresses	92
Shipping Labels	93
Material Handling Estimate Form	95
Outbound Bill of Lading/Shipping Label Request	96
Inbound Shipping Information Form	97
Cartload Service Order Form	98
Premium Return Service	99
Vehicle Spotting Order Form	100
Terms & Conditions of Contract - Material Handling Services	101
ABF Freight	106



MATERIAL HANDLING

BEFORE THE EVENT

From your location
or previous event



ADVANCE
WAREHOUSE



DIRECT
TO SITE



RECEIVING
DOCK



YOUR
BOOTH



VENUE
DOCK



LOADING
ON CARRIER

To your location
or next event

AFTER THE EVENT



Storage of
Empty Containers



Advance Warehouse

Where your materials are stored
before the show



Storage of Empty Containers

Holding your crates/boxes/containers
for you during the show



Premium Return Service Available

Labeling your empty containers for
priority return to your booth at the
end of the show for a speedy exit.
Service fee will apply. Contact Event
Services for more information.



Material Handling

Round trip service includes receiving
materials at the dock area, delivering
to your booth, storage of empty
containers during the event,
movement of materials back to the
dock and on loading your carrier.



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Deadline Date
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Material Handling Information & Rates

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

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

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

Material Handling Order Form

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

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

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

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

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

Insurance

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

Basic Tips for Shipping

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Material Handling Information & Rates

Shipping Labels

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

Crates & Material Packaging

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

Rate Classification

Advance Shipments to Warehouse - Services & Rates

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

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area, and reloading on outbound truck(s). **The ROUND TRIP RATE of \$123.72 applies for each 100 lbs. or fraction thereof per shipment with a 200 lb. minimum per shipment.**

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$37.12 per 100 lbs. with a 200 lb. minimum.**

Overtime charges on outbound shipments will be in effect if:

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

Off-Target Charges on Advance & Direct Shipments

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

Direct Shipments to Exhibit Site - Services & Rates

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Material Handling Information & Rates

Direct Shipments to Exhibit Site - Services & Rates cont..

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$117.50 applies for each 100 lbs. or fraction thereof per shipment with a 200 lb. minimum per shipment.**

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

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

Overtime charges on outbound shipments will be in effect if:

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

Overtime charges at the exhibit site subject to overtime rates:

- **For each 100 lbs. or fraction thereof per shipment, the rate is \$35.25 with a 200 lb. minimum.**

Special Handling - Shipments or Equipment Requiring Special Handling

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

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

The rate of \$176.25 applies for each 100 lbs. or fraction thereof per shipment with a 200 lb. minimum per shipment.

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

Small Package Rates

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Material Handling Information & Rates

Small Package Rates cont..

Package shipments. Materials will be unloaded from the dock or trucks at the exhibit site and delivered to the exhibitor's booth.

This **INBOUND ONLY RATE** applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where the first piece is \$60.00 and each subsequent piece is \$25.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Premium Return Services

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

Outgoing Shipments

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

Freight Re-Route Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. **If the shipment is drayed back to the warehouse, there will be a Service Fee minimum of \$850.00 for transportation and/or storage. Drayback fees are based on conditions at the time of service and will range from \$850 to \$1,500. Please note that these fees cover the movement of your materials from the event to the local warehouse only and do not include any final shipping or handling charges.** AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling. **Post-show disposal of all empty crates, carpeting or display materials are the responsibility of the exhibitor including disposition or return to company warehouse.** Any of the before mentioned items abandoned by exhibitors will be assessed a Service Fee beginning at \$500, depending on size and weight. This service fee will be charged by AGS in addition to any fees applied by the Convention Center or Official Show Carrier for crate removal.

Special Handling Definitions

What is "Special" Handling?

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

Special Handling Includes:

Ground Loading

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

Side Door Loading

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

Constricted Space Loading

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

Designated Piece Loading

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

Stacked, Cubed-Out, or Loose Shipments

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

Mixed Shipments

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

Improper Delivery Receipts

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

Uncrated Shipments

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

Improper Weight

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



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Reducing Material Handling Costs

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

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

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

THE SHOW SITE

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

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

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

EXAMPLE OF SAVINGS

Received - *Multiple Shipments*

51 lbs.	charged @ \$123.72 per cwt. 200 lbs. min. = \$247.44	
43 lbs.	charged @ \$123.72 per cwt. 200 lbs. min. = \$247.44	
64 lbs.	charged @ \$123.72 per cwt. 200 lbs. min. = \$247.44	TOTAL = \$742.32

Received - *Single Shipment*

(3 pcs) 158 lbs.	charged @ \$123.72 per cwt. 200 lbs. min. = \$247.44	TOTAL = \$247.44
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SAVE \$494.88

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SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Freight Re-Route Policy

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

Driver Check-in: Sunday, September 7th by 6:00 PM

Freight Re-Route Time: Sunday, September 7th at 6:01 PM

What is Freight Re-Route?

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

Bill of Lading

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

Official Show Carrier

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

Other Carriers

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

Freight Re-Route Contact

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Shipping Addresses

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

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

Advance Shipments to Warehouse

[Company Name] - [Booth #]
SOHO Expo 2025
AGS Expo Services c/o ABF Freight
3732 Bryn Mawr
Orlando, FL 32808

Delivery Window

- Deliveries only accepted between 8/6/25 - 8/29/25
- Receiving Dock Open: Monday - Friday 8:00 AM - 4:30 PM
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

[Company Name] - [Booth #]
SOHO Expo 2025
AGS Expo Services
c/o Gaylord Palms Resort & Convention Center
Halls A-C
3208 Gaylord Way
Kissimmee, FL 34787

Delivery Window

- Friday, September 5, 2025 - 8:00 AM - 7:00 PM
- Saturday, September 6, 2025 - 7:00 AM - 10:00 AM
- All booths must be set by 10:00 AM on Saturday, September 6, 2025.

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



**TO: AGS Expo Services
c/o ABF Freight
3732 Bryn Mawr
Orlando, FL 32808**

SOHO Expo 2025

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
8/6/25 - 8/29/25**

ADVANCE SHIPPING LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE



PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: AGS Expo Services
c/o ABF Freight
3732 Bryn Mawr
Orlando, FL 32808**

SOHO Expo 2025

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
8/6/25 - 8/29/25**

ADVANCE SHIPPING LABEL



TO: AGS Expo Services
c/o Gaylord Palms Resort &
Convention Center
Halls A-C
3208 Gaylord Way
Kissimmee, FL 34787

SOHO Expo 2025

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Friday, September 5, 2025 - 8:00 AM - 7:00 PM

Saturday, September 6, 2025 - 7:00 AM - 10:00 AM

DIRECT SHIPPING LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE



PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: AGS Expo Services
c/o Gaylord Palms Resort &
Convention Center
Halls A-C
3208 Gaylord Way
Kissimmee, FL 34787

SOHO Expo 2025

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Friday, September 5, 2025 - 8:00 AM - 7:00 PM

Saturday, September 6, 2025 - 7:00 AM - 10:00 AM

DIRECT SHIPPING LABEL



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price Deadline Date
AUGUST 22ND
Method of payment must accompany your order



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

Material Handling Estimate Form

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

MATERIAL HANDLING RATES (DEADLINE DATES)

Advance Warehouse - (8/6/25 - 8/29/25)

- \$123.72 per 100 lbs, 200 lbs min. per shipment

Direct to Show Site - (9/5/25-9/6/25)

- \$117.50 per 100 lbs, 200 lbs min. per shipment

Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 30% Overtime Surcharge will be applied for any mandatory weekend and/or after 4:30 PM move-in / move-out.**

Special Handling at Show Site - (9/5/25-9/6/25)

- \$176.25 per 100 lbs, 200 lbs min. per shipment

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

- \$60.00 1st Carton, \$25.00 each add., per shipment

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ \$123.72 per 100 lbs. (200 lbs. min, \$247.44 Minimum per shipment)

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

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

Direct Shipments to Show Site

We will ship.... _____ lbs. @ \$117.50 per 100 lbs. (200 lbs. min, \$235.00 Minimum per shipment)

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

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

Special Handling at Show Site

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

We will ship.... _____ lbs. @ \$176.25 per 100 lbs. (200 lbs. min, \$352.50 Minimum per shipment)

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

Small Packages at Show Site ONLY

We will ship.... _____ Packages @ \$60.00 for the first package and \$25.00 for each additional package contained in the same shipment

Total Number of Packages _____ x \$60.00 / \$25.00 = \$ _____

Total Order

Material Handling Services - Subtotal: \$ _____

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

Total Material Handling Cost: \$ _____

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[Submit Form](#)

MATERIAL HANDLING ESTIMATE FORM



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price Deadline Date
AUGUST 22ND
Method of payment must accompany your order



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

Outbound Bill of Lading/Shipping Label Request

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

Showsite Instructions:

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

Ship to Address:

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention/Show/Booth #: _____

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

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

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

Select Shipping Method:

- ☐ Ship via official show freight carrier, **ABF Freight**
- ☐ Ship via carrier of exhibitor's choice - Name of Carrier _____
- If selecting a carrier other than ABF Freight, you must schedule the pickup.

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

- ☐ Re-Route via Show Carrier, ABF Freight
- ☐ Drayback to Warehouse - A minimum fee of \$850.00 will be charged. *Fee may be greater. See Material Handling Info & Rates form for full terms of service

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

*Exhibitors are responsible for settling all transportation costs with the carrier of their choosing directly.

- ☐ Prepaid By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you)
- ☐ Collect By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

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

Shipper (Print): _____ Email: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____

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SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price Deadline Date
AUGUST 22ND
Method of payment must accompany your order



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

Inbound Shipping Information

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

Shipments to Warehouse

Shipper Name: _____

Origin (City/State): _____

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

Freight Description: _____

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

Carrier Name: _____

Pro Number: _____

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

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

Shipper Name: _____

Origin (City/State): _____

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

Freight Description: _____

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

Carrier Name: _____

Pro Number: _____

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

INBOUND SHIPPING INFORMATION FORM

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

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

Submit Form



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Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

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

Cartload Service Order Form

AGS will provide cartload service for your event during exhibitor move-in and move-out, with equipment and personnel available to assist.

Availability of Service

Move-In:

Friday, September 5, 2025 - 8:00 AM - 7:00 PM
Saturday, September 6, 2025 - 7:00 AM - 10:00 AM

Move-Out:

Sunday, September 7, 2025 - 3:00 PM - 9:00 PM

Scheduling Cartload Services

- Cartload service is available only during move-in and move-out.
- Pre-ordered services will have priority access to the loading dock and labor. On-site requests are first-come, first-served.
- All exhibitors must check in at the loading dock, and vehicles must be removed immediately after unloading.**

Limits of Services

- Applicable only to Privately Owned Vehicles (POVs) such as cars, pickup trucks, passenger vans, etc.
- Maximum weight for cartload service is 199 lbs. Limit two cartloads per exhibitor for move-in and two for move-out.
- Over 199 lbs. in total will incur material handling charges.**

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

Rates

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

The ONE WAY RATE for each cartload is \$117.50.

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

Date	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	1	\$117.50	\$117.50
Total Cartload Service Order:			\$

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



NEED AN EXPEDITED MOVE-OUT?

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

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

PREMIUM RETURN SERVICE: \$250.00

☐ Yes, we would like *Premium Return Service*

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



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



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

PREMIUM RETURN SERVICE

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SOHO Expo 2025
Gaylord Palms Resort & Convention Center
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Discount Price Deadline Date
AUGUST 22ND
Method of payment must accompany your order



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

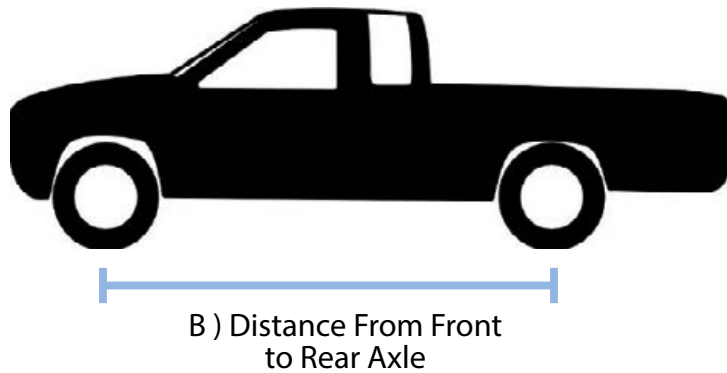
Vehicle Spotting Order Form

AGS Expo Services charges a round-trip fee of **\$250.00** per vehicle to place a vehicle on the trade show floor or as hourly labor cost, whichever is greater. The facility requires all vehicles must be spotted by an AGS laborer.

For rolling/self-propelled/towed/pushed vehicles, AGS will receive equipment at show site and deliver to the exhibitor's booth. AGS will also handle the outbound as an inclusive service.

If your vehicle is lifted off a flatbed or any other type of trailer, or must be towed/pushed using AGS equipment, additional charges for the lift(s), hitch(es) and driver(s) will be added to your billing. Please know that these services are considered forklift labor. You must order these services from the Forklift Order Form within the manual or online.

Vehicle Diagram



Vehicle Make/Model	A) Distance	B) Distance	Overall Length	Total Weight	Total Price
1.					\$
2.					\$
3.					\$
4.					\$
Total All Items Ordered					\$
Payment Enclosed					\$

Important Information Regarding Spotting Service

- The local Fire Marshal requires disconnecting the battery, taping the gas cap and placing a protective covering under the vehicle. All vehicles are required to have 1/8th of a tank or less of fuel.
- Any vehicles housing containers with propane or other gases must be removed prior to arriving
- Vehicles that cover more than 250 sq ft of your booth space must be reviewed by the Event Services Team to confirm if additional services are needed. Please email eventservices@ags-expo.com or call 407-292-0025.
- This form is not an approval from the local Fire Marshal. All vehicles are subject to inspection and must be approved by Fire Marshal prior to show opening.
- Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.
- All outdoor exhibit space vehicles will have this same charge applied.

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SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
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Terms & Conditions of Contract - Material Handling Services

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

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

1. Scope/Binding Effect:

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

2. Definitions:

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

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

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

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

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

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

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

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

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

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

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

3. Customer Obligations:

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

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

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price
Deadline Date
AUGUST 22ND
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Terms & Conditions of Contract - Material Handling Services

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

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

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

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

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

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

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

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

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

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



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Terms & Conditions of Contract - Material Handling Services

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

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

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

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

f. Freight Re-Route. AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled. **If the shipment is drayed back to the warehouse, there will be a Service Fee minimum of \$850.00 for transportation and/or storage. Drayback fees are based on conditions at the time of service and will range from \$850 to \$1,500. Please note that these fees cover the movement of your materials from the event to the local warehouse only and do not include any final shipping or handling charges. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such**

re-routing or handling. Post-show disposal of all empty crates, carpeting or display materials are the responsibility of the exhibitor including disposition or return to company warehouse. Any of the before mentioned items abandoned by exhibitors will be assessed a Service Fee beginning at \$500, depending on size and weight. This service fee will be charged by AGS in addition to any fees applied by the Convention Center or Official Show Carrier for crate removal.

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

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

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

j. Special Handling Needs. AGS shall not be liable for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

Discount Price
Deadline Date
AUGUST 22ND
Method of payment must accompany your order



Terms & Conditions of Contract - Material Handling Services

movement or acceptance of such Goods in cases where equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS, except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.

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

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

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

8. Measure of Damage:

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

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

assigned labor.

9. Miscellaneous:

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

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

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

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

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

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

d. Filing of Suit. Any action at law regarding loss or damage



SOHO Expo 2025
Gaylord Palms Resort & Convention Center
Kissimmee, FL
September 4-7, 2025

**Discount Price
Deadline Date
AUGUST 22ND**
Method of payment must accompany your order



Terms & Conditions of Contract - Material Handling Services

to Goods must be filed within one (1) year of the date of declination of any part of a claim.

e. Notice of Legal Action. In the event an exhibitor threatens potential legal action, all further communications will AGS personnel may cease, and future service to that exhibitor may be suspended.

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

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

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

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

or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

12. AGS Reserves the Right to Refuse Service:

AGS reserves the right to refuse services at any stage if the condition of materials deviates significantly from those observed during inspection or if their condition is severely compromised through no fault of AGS. Refusal may occur if discrepancies arise between the provided material information and the actual condition or details observed during the service process.

In the event AGS refuses to handle any materials, if a designated contact can be determined, that contact will be notified. Your company will then be responsible for either:

- Addressing the issue or missing information on-site, or
- Handling the affected materials directly to fulfill the contractual move-in/move-out requirements set by the event.

Please note that fees for services already rendered may still apply

Official Transportation Provider

via the ABF Freight® Network

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Transportation***

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

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REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

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

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

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

☐ YES ☐ NO

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

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



8401 McClure Drive • Fort Smith, AR • 72916

Ancillary Services

3rd-Party Service Providers and Order Forms

Utilities 109

Request to Serve Vendor Samples 110

Audio-Visual 113

Lead Retrieval..... 114

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



Gaylord Palms is excited to be hosting

SOHO EXPO 2025

We're happy to provide access to on-line ordering for all your booth needs including:

Electricity | Internet | Catering | Security and More!

To create an account or to log in, click the link below.

<https://gaylordpalms.boomerecommerce.com>

Discount Schedule	
Advance Price Deadline	February 2, 2025 – August 4, 2025
Standard Price Applies	August 5, 2025 – September 4, 2025
Online Ordering Deadline	August 28, 2025
Show Site Price Applies	September 5, 2025

	Advanced	Standard	Show Site	
120 Volts/ 4 AMP/ Single Phase	\$224.00	\$329.50	\$377.50	*
120 Volts/ 8 AMP/ Single Phase	\$273.00	\$393.50	\$437.00	*
120 Volts / 12 AMP/ Single Phase	\$321.00	\$462.50	\$514.00	*
120 Volts / 20 AMP/ Single Phase	\$381.00	\$549.00	\$610.00	*
Wireless Connection - Basic (Per Device up to 3Mb)	\$250.00	\$300.00	\$350.00	**
Wired Connection - Basic (Per Connection up to 3Mb)	\$450.00	\$500.00	\$550.00	**
5Mb Dedicated Wired Network w/ (1) Wired Connection	\$5,550.00	\$6,400.00	\$7,400.00	**

*Subject to a 7.5% Sales Tax - **Subject to a 7.5% Sales and a taxable 26% Facilities Charge

Important Information Regarding Food & Beverage

All food and/or beverage served from your booth must be approved prior to arrival (this includes but is not limited to, logo bottled water or any type of pre-packaged food).

Looking to serve samples at your booth?

****Vendor product samples are permitted in 2-3 ounce sample serving sizes. A onetime corkage fee of \$400 will apply for samples larger than 3 ounces. These samples must be produced by your company and will require a "Sample Request and Food Waiver" form to be completed before the event along with a valid certificate of insurance (please see sample for correct wording). Please email completed forms to gpexhibits@gaylordhotels.com for approval.**

**** Remember to order Ice in advance should you need it for your samples****

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Florida, please create your account first and then contact us at gpexhibits@gaylordhotels.com. We'll need to receive a copy of your Florida Tax Exempt Certificate and a front back copy of your credit card (all but the last 4 digits should be redacted) before you can process your order.

Should you have any questions, please reach out to our Exhibitor Services Team

Exhibit Hall Team | gpexhibits@gaylordhotels.com | 407.586.2219.

Show-site assistance: Please TEXT 321.209.4436



Request to Serve Vendor Samples

Name of Show: _____ Booth # _____

Company Name: _____

Contact Name: _____ Phone # _____

Email Address: _____

By order of the Osceola County Fire Department, Department of the Fire Marshall's Office, use of cooking and heating appliances must be disclosed at the time of application for permit and will require a fire watch/s (fees may apply). Each exhibitor using food warming devices will be subject to an individual inspection by the Fire Marshall. A full size 3A40BC fire extinguisher must be in the booth if using heating appliances, microwaves, heat lamps, or jellied fuel heat sources. Exhibitors are responsible for providing a fire extinguisher. All heating equipment must be turned off during non-show hours and exhibitors may be required to order a Fire Watch through hotel security and also Osceola County depending on the devices being used if one is not already assigned for the show floor. No cooking and/or frying is permitted on the show floor. This includes the cooking and/or frying of all products that produce grease laden vapors. If cooking and/or frying is part of your product preparation, please reach out to Exhibit Hall Management prior to the event to discuss available options.

Gaylord Palms Resort & Convention Center is exclusive for food and beverage. Vendor manufactured or produced food or non alcoholic beverage samples must be 3 oz., bite sized or smaller in size with hotel approval prior to the event. A one time corkage fee of \$400 will apply to larger samples. Please complete this request form and return to Gaylord Palms Exhibitor Services at gpxhibits@gaylordhotels.com along with a copy of your Certificate of Insurance (COI) with the required verbiage noted under the "Insurance" clause of the attached Food Waiver & Indemnification Agreement. If you're sampling alcohol, please be aware that sample sizes vary depending on the type of alcohol being sampled; Liquor (1)oz, Wine (2)oz and Beer (2)oz. Alcohol services will require a Resort Bartender to be staffed. Gaylord Palms Resort & Convention Center reserves the right to approve or deny any sampling or cooking requests if required information and COI is not provided prior to the event.

Please describe items to be served (including size & quantity):

Please indicate number of appliances which will be used and the UL number on the device:

_____ Electrical Cooking Appliance*

**List Equipment:*

_____ Heat Lamps

_____ Sterno or other jellied fuel heat source

_____ None

_____ *(initial)* I have received and returned the Food Waiver & Indemnification Agreement. I am able to provide a Certificate of Insurance with general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than \$1 million each occurrence.

Signature: _____

Date: _____

Print Name: _____



Food Waiver & Indemnification Agreement

HOTEL POLICY:

It is the policy of this Hotel to discourage Hotel patrons from purchasing food and from using the Hotel facilities to prepare or to prepare and serve food to Hotel guests. Improper handling of food may lead to food poisoning and other health hazards. However, the Hotel recognizes that for religious or other special reasons a Hotel patron may have, it may be necessary to permit such preparation and service. In the event that a patron insists on the purchase, preparation or serving of food by persons other than Hotel employees, the Hotel may allow such activity or activities only if such patron acknowledges, by its signature below, its agreement to accept the responsibility and abide by the terms set forth in this Agreement.

WAIVER:

The undersigned patron ("Patron") agrees to waive any claim for damages of any nature whatsoever and to release the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc. and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from any liability or responsibility whatsoever for any ill-effect, injury, or loss incurred by Patron or any third party including, but not limited to, all manner of actions, causes of action, suits, debts, damages, claims, demands, costs, losses and expenses of any type or kind whatsoever, arising from, connected with or related to the purchase of food and the preparation or serving of food to Hotel guests by persons other than Hotel employees.

INDEMNIFICATION:

Patron agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney's fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the purchase of food and the preparation or serving of food to Hotel guests by persons other than Hotel employees.

INSURANCE:

Patron shall carry comprehensive general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than \$1 million each occurrence. Patron shall provide the Hotel with a certificate of insurance evidencing such coverage prior to using the Hotel facilities to prepare or to prepare and serve food to Hotel guests.

*****The following verbiage should be placed in the Description field of the COI exactly as shown .*** "Gaylord Palms Resort & Convention Center, Marriott International, Inc., Marriott Hotel Services, LLC, Ryman Hospitality Properties, Inc., GP Limited Partnership, RHP Operations GP, LLC, Xentury City Development Company LLC, XCDC LLC. are included as Additional Insured." **

OPERATION OF KITCHEN FACILITIES:

The Patron agrees that it, its employees and agents will follow the rules, directions and instructions of the Hotel kitchen staff. If the Hotel determines that Patron is using the kitchen facilities in a dangerous manner it may immediately revoke Patron's privileges to use the kitchen facilities. In the event Patron damages any of the kitchen equipment, Patron agrees to promptly pay for all costs of repair or replacement of the damaged kitchen equipment.

PATRON'S ACKNOWLEDGMENT:

Patron's signature below indicates that Patron has read and understood this Agreement and agrees to its contents. Patron also acknowledges that the person signing on behalf of Patron is authorized to bind Patron to the terms of this Agreement.

Print Name: _____

Title: _____

Organization Name: _____

Booth Number: _____

Signature: _____

Date: _____

ACORD					CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 01/01/XX	
PRODUCER ABC Insurance Agency Fax: (212) 441-5555 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 441-6102 ext. 1234					THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
					INSUREERS AFFORDING COVERAGE			
INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 324-5349 Fax: (212) 324-5555					INSURER A: Hartford Insurance Company of Illinois			
					INSURER B: Aetna Casualty & Surety Company			
					INSURER C: Travelers Insurance Company			
					INSURER D: Royal Insurance Company			
					INSURER E:			
COVERAGES								
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			01/01/XX	01/01/XX	EACH OCCURENCE		\$1,000,000
						FIRE DAMAGE (Any one fire)		\$50,000
						MED EXP (Any one person)		\$5,000
						PERSONAL & ADV INJURY		\$1,000,000
						GENERAL AGGRREGATE		\$2,000,000
						PRODUCTS-COMP/OP AGG		\$1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____			01/01/XX	01/01/XX	COMBINED SINGLE LIMIT (EA accident)		\$1,000,000
						BODILY INJURY (Per person)		\$
						BODILY INJURY (Per accident)		\$
						PROPERTY DAMAGE (Per accident)		\$
	GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> _____					AUTO ONLY-EA ACCIDENT		\$1,000,000
						OTHER THAN EA		\$
						ACC		\$
						AUTO ONLY: AGG		\$
A	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$			01/01/XX	01/01/XX	EACH OCCURRENCE		\$4,000,000
						AGGREGATE		\$4,000,000
								\$
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			01/01/XX	01/01/XX	<input checked="" type="checkbox"/> WC STATUS <input type="checkbox"/> OTHER		
						E.L. EACH ACCIDENT		\$500,000
						E.L. DISEASE-EA EMPLOYEE		\$500,000
						E.L. DISEASE – POLICY LIMIT		\$500,000
D	OTHER Professional Liability			01/01/XX	01/01/XX	Each Occurrence & Aggregate		\$1,000,000
								\$3,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS								
Gaylord Palms Resort & Convention Center, Marriott International Inc., Marriott Hotel Services, LLC, Ryman Hospitality Properties, Inc., GP Limited Partnership, RHP Operations GP, LLC., Xentury City Development Company LLC, XCDC, LLC. are included as Additional Insured.								
CERTIFICATE HOLDER	<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER		<input checked="" type="checkbox"/>	CANCELLATION			
Gaylord Palms Resort & Convention Center 6000 W Osceola Parkway Kissimmee, FL 34746					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			
					AUTHORIZED REPRESETNATIVE John Smith, CIC John Smith, CIC			



Network Communications - ph: 888-763-1464
 PO Box 378, Cedar Hills, MO, 63016
 Email – nettapes@sbcglobal.net

Audio Visual Exhibitor Order Form

(All prices include the cost of labor to setup and remove, all taxes and fees are included in the price.)

Video and Projection	Qty	Daily	Days	Weekly	Weeks	Total
Tripod Screen		\$35.00		\$105.00		
LCD Projector		\$200.00		\$600.00		
23-26" LCD TV (tabletop Stand only)		\$75.00		\$225.00		
32" LCD TV		\$125.00		\$375.00		
40"-42" LCD/Plasma TV		\$200.00		\$600.00		
47"-50" Plasma TV		\$225.00		\$675.00		
Dual Post Pole Stand		\$100.00		\$300.00		
DVD Player		\$20.00		\$60.00		
BlueRay Player		\$30.00		\$90.00		
DVD/VHS Combo		\$20.00		\$60.00		
Audio						
8-10" Speaker Package setup		\$75.00		\$225.00		
12" Speaker Package setup		\$100.00		\$300.00		
15" Speaker Package setup		\$125.00		\$375.00		
Packages include 1 speaker with stand and a mixer						
CD Player		\$20.00		\$20.00		
Wired Microphone		\$30.00		\$90.00		
Wireless Microphone (choice of Handheld or Lav)		\$100.00		\$300.00		
Laptop Audio Interface		\$20.00		\$20.00		
Office Supplies						
Laptop Computer with windows 7		\$125.00		\$375.00		
Black and White Laser Printer		\$80.00		\$240.00		
Color Laser Printer (includes 1500 pages) (each additional is \$0.10 per page)		\$275.00		\$825.00		
Easel		\$10.00		\$10.00		
Flipchart with Pad and Markers (1 pad for day rental, 3 pads for week)		\$40.00		\$120.00		

Grand Total _____

If you do not see an item on the list that you need, please contact us via numbers provided above and we can get you a quote.

Payment

Credit Card Type: _____ Credit Card Number _____ Exp Date _____ Security Cod _____

Address (Credit card assigned to) _____

City State Zip Code _____

Orders must be received no later than 72hrs prior to event start, any orders received after the 72hr deadline will be subject to price change.
 Any Cancellations must be made 72hrs prior to event start, if a cancellation is made after the 72hr deadline, full amount will be billed to customers credit card.

Name: _____ Company Name _____ Booth Number _____

Delivery Date: _____ Pickup Date: _____

Signature _____ Date _____

Email Address: _____

Phone #: _____

Bravura Exhibitor Toolkit

Capture, Qualify and Engage with Leads

Lead Retrieval Options



In-Person

App-Based Platform

- Scan QR Code on Attendee Badge to Capture Lead
- Use your Own Device
 - **Two user licenses: \$250**
 - **Additional user license: \$125 for 1 one-user license.**

Login to Complete your Lead Retrieval Selection

[View Options for your Event](#)

Get the Most out of Bravura's Lead Retrieval Solution



Capture and Export Real-Time Virtual Leads as Attendees
Explore your Virtual Booth or Company Profile



Send Messages and Follow-Up Appointments to Leads Directly in the App and/or Web-Based Platform



Pre-Define Questions to Help your Sales Force Better Qualify Prospects and Record Notes

Add-On Marketing Tools

LEADS Marketing Emails

Send Marketing Emails with Selected Collateral to Captured Leads directly from Bravura LEADS App

KIOSK Check In @ Hosted VIP Events

Track attendee information via self-service KIOSK QR code scan or last name look up for accurate event attendance

Email Bravura Support for More Information

Should you have any questions, please feel free to contact

Bravura Technologies Support
support@bravuratechnologies.com



[\(941\) 894-0500](tel:(941)894-0500)

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[Support](#)

Bravura Technologies LLC. | 1605 Main St Suite #910 | Sarasota, FL 34236 US

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