



Jacob Javits Center  
Hall 3B & 3D  
September 6-8, 2019

## Standard Booths:

Each 10' x 10' booth will be set with 8' high **BLACK** background drape, 3' high **BLACK** side divider drape, (1) - 8' table draped **BLACK**, (2) - folding chairs, (1) - wastebasket and (1) - 7" x 44" booth identification sign.

## Queen Booths:

Each 10' x 10' booth will be set with 8' high **BLACK** background drape, 8' high **BLACK** side divider drape, (1) - 8' table draped **BLACK**, (2) - folding chairs, (1) - wastebasket and (1) - 7" x 44" booth identification sign.

## Artist Alley Table Tops:

Artist Alley Table Top Booths will be set with (1) - 6' table draped **BLACK**, (2) - folding chairs, (1) - wastebasket and (1) - 7" x 44" booth identification sign.

## Carpet:

Your booth does not come carpeted. If you would like to further enhance the appearance of your booth, we offer rental carpet in a variety of colors.

## SHOW DATES & TIMES

### Exhibitor Move-In:

#### Standard and Queen Booths Only

Thursday	September 5, 2019	8:00 am	-	4:30 pm
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#### Artist Table Tops, Standard and Queen Booths

Friday	September 6, 2019	8:00 am	-	12:00 pm
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### Exhibit Hours:

Friday	September 6, 2019	2:00 pm	-	8:00 pm
Saturday	September 7, 2019	9:00 am	-	6:00 pm
Sunday	September 8, 2019	9:00 am	-	4:00 pm

### Exhibitor Move-Out:

Sunday	September 8, 2019	4:00 pm	-	8:00 pm
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## IMPORTANT INFORMATION

### Shipping:

**Advance Receiving at the Warehouse** - CSI Worldwide will accept crated, boxed or skidded materials up to 30 days in advance of show set-up. Materials should be shipped to **ARRIVE AT OUR WAREHOUSE NO LATER THAN THURSDAY, AUGUST 29, 2019.**

**Direct Shipments to the Jacob Javits Center** - c/o CSI Worldwide. Direct to show-site shipments will be accepted beginning on **WEDNESDAY, SEPTEMBER 4, 2019.**

**Outbound Shipments** - All carriers (trucking companies) must check in at the Service Desk **NO LATER THAN 5:30 PM ON SUNDAY, SEPTEMBER 8, 2019** for freight pick-up. If your carrier fails to check in, your freight will be re-consigned to the Official Show Carrier.

### Payment Policy:

All orders/services must be paid in full, including Material Handling Charges (which will ensure delivery of your equipment/freight to your booth). Please fill out the Payment Charge Authorization form which is included in your exhibitor information packet. Any balances due because of a declined credit card or an under estimated payment by check must be settled at the Blaine Service Desk prior to the closing of the show.

## **Union Jurisdictions**

### **Exhibit Building**

The Center's Exhibit Builders (Journeyman and Apprentice Carpenters) perform crating and re-crating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and re-skidding and turntables; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. "Pop-up" booths may be exempted from this requirement pursuant to more detailed rules described below.

Exhibit Builders are represented by the International Brotherhood of Carpenters and Joiners, New York District Council. Exhibit Builders are hired from the Center by, and work under the direction of, general decorating contractors and exhibitor appointed contractors.

### **Exhibit Building Work Exhibitors May Do Themselves**

Exhibitors may erect and dismantle "pop-up" displays which do not exceed 250 square feet and can be erected and/or dismantled by employees of the exhibiting company, without any tools and ladders.

Exhibitors' may unpack, pack and arrange their merchandise and products in their exhibit. Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact. When unsafe set-up or dismantle conditions exist, the Javits Center may elect to suspend the exceptions listed above and Javits exhibit building labor will complete the set up at the exhibitor's expense. The Javits Center may issue more detailed rules on this from time to time.

### **Rigging**

Rigging work must be performed by the Javits Center's labor. The nature of the work involved will determine which labor group performs the work.

### **Electrical Solutions**

The Javits Center's Electricians install and remove all electrical wiring, load centers, disconnect switches and distribution panels. Electricians install and dismantle all lighting, (except as described below), all electric signs, all communication (Ethernet, Audio & Video) cable between or outside exhibits and under carpet. Electricians also operate certain sound, light and video systems. Electricians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

### **Electrical Work Exhibitors May Do Themselves**

- Hang and dismantle their own lights (up to four including light bulbs), without tools and ladders, for booths up to 100 sq. ft. with one 500 watt outlet.
- Exhibitors are prohibited from installing track lighting (regardless of the number of lights involved).
- Connect computer equipment (i.e. computer monitors, modems, printers, computers, keyboards, switches, etc.), limit of 8 or less, combined.
- Test and tune their own equipment.
- Run their own Ethernet cable between machines in the same booth above the booth carpet, which does not require the lines to be taped down.

### **Technology Solutions**

The Javits Center's Electricians will install, remove and repair all voice and data cables. The rates on the internet services order form include labor. A separate labor charge is only applied to any additional work that is requested and which work is not part of the service order form. Examples of this will include extending additional data or voice drops and/or relocation of services. In these instances, straight time rates are charged Monday to Friday, 7:00 A.M. to 3:30 P.M. (except holidays). At all other times, Monday through Friday, Saturday, Sunday and holidays), overtime rates are charged.

Telecomm/Internet Work Exhibitors May Do Themselves:

Plug/ unplug phones, modems, faxes and credit card readers.

### **The Javits Center Freight Policy is as follows:**

- Drivers in all commercial vehicles or exhibitors arriving in trucks have to check in at the driver check-in facility on the east side of 12<sup>th</sup> Avenue between 39<sup>th</sup> and 40<sup>th</sup>;

### **Approved During Hand Carry Operations:**

- Drivers for hand carry items must check in at the front of the building on 11<sup>th</sup> Street.
- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving items must use doors and routes designated by event management;

- Hand-carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed;
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items;
- Hanging clothing racks with four wheels are allowed for moving hanging garments;
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

**Prohibited During Hand Carry Operations:**

- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Sprinter Vans are now allowed;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight moved by a moving or freight company, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

**On the west side of 11th Avenue between 39th Street and 40th Street:**

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than a Sprinter van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked alongside the curb, and double parking is strictly prohibited;
- All vehicles must be attended at all times by a licensed driver;
- Parking or standing on the east side of 11th Avenue is strictly prohibited;
- Exhibitors recommend pack all exhibit items before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.



**On the Inner Roadway along 11th Avenue:**

- Hand carry operation hours are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame
- Access granted to exhibitors on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an average size Sprinter van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle; and
- Any vehicle left unattended will be towed at the owner's expense.

**On the Javits Center Loading Docks:**

- Drivers in all commercial vehicles or exhibitors arriving in trucks have to check in at the driver check-in facility on the east side of 12<sup>th</sup> Avenue between 39<sup>th</sup> and 40<sup>th</sup>;
- All vehicles transporting freight larger than a Sprinter van, such as, but not limited to, a cargo van, moving truck or box truck, are required to load and unload via the Javits Center loading docks;
- All commercial vehicles/non-exhibitor owned vehicles of any type (regardless of size/vehicle type) must be unloaded and loaded by the labor teams stationed at the Javits Center docks.
- The loading docks are accessible during designated hand carry hours for all such vehicles and can be accessed without an appointment via the entrance on 40<sup>th</sup> Street between 11<sup>th</sup> and 12<sup>th</sup> Avenue; and
- All such vehicles are required to register with security upon arrival.

**Enforcement for Hand Carry Operations:**

- The Javits Center's Security and Safety Solutions Department and the NYPD will provide security on the Inner Roadway and 12<sup>th</sup> Avenue during all designated hand carry hours of operation; and
- All vehicles on public roads surrounding the Javits Center are subject to all traffic regulations enforced by the NYPD.

# 12th Avenue

12th Avenue  
Entry Now  
OPEN

\*\*\*For exceptional trucks beyond AASHTO  
Standard WB-67, turn into building from  
12th Avenue may require truck to utilize  
the second lane to the west on 12th Avenue.

17

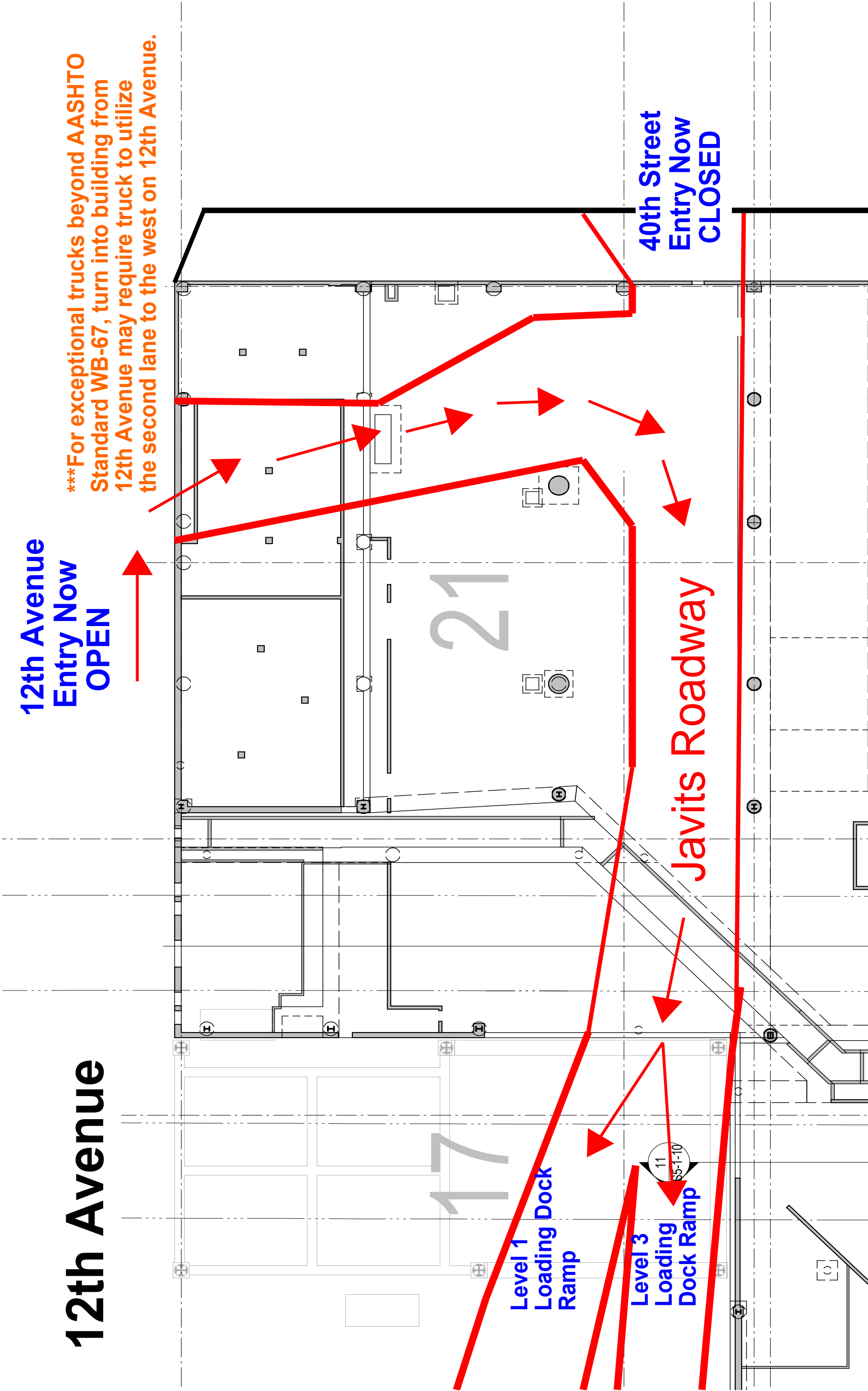
21

Level 1  
Loading Dock  
Ramp

Level 3  
Loading  
Dock Ramp

Javits Roadway

40th Street  
Entry Now  
CLOSED





16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

**RuPaul's Drag Con NYC**  
**Job # 190906**

**Order Deadline Date**

**August 6, 2019**

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure 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 the exposition itself.
- d. See that the proper type and limits of insurance are in force.
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint a Javits approved contractor to supervise (and supervise only) the installation and dismantle of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Show Management and CSI Worldwide LLC of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor-named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Show Management and CSI Worldwide LLC with the names of all on-site employees who will be supervising on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name, plus wear and exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City governments and the Venue prior to commencing work, and shall provide Show Management and CSI Worldwide LLC with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000 in Public Liability Insurance and shall provide Show Management and CSI Worldwide LLC with a certificate of insurance showing the coverages and amounts, and naming the sponsor, CSI Worldwide LLC and the Venue as co-insured.
6. The independent contractor must follow the scheduled work times or pay any additional cost incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractor must supervise only and comply with all labor agreements and practices and must commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under control of CSI Worldwide LLC.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

**PLEASE NOTE:** All exhibit building labor is supplied by the Javits Center and Javits Center approved General Contractors only. Exhibitor Appointed Contractors have the ability to hire their exhibit building and/or dismantling labor directly from the Javits Center.



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

**RuPaul's Drag Con NYC**  
Job # 190906

Order Deadline Date

August 6, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

**RETURN TO:** CSI Worldwide • 16 Plaza Drive • Bronx, NY 10465 • Phone (646) 883-3976 • Fax (718) 744-2798

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

*Please complete and return this form by the Deadline above only if you are planning to use any company other than CSI Worldwide for the installation or dismantling of your exhibit.*

**INDEPENDENT DISPLAY HOUSE CONTRACTORS**

- ☐ Yes, we will be using an independent display house/contractor to supervise installation of our display at the (VENUE) in New York, NY and have completed the following questions.

Exhibiting Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibiting Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor Company to be utilized: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor Contact Name: \_\_\_\_\_ Contractor Phone Number: \_\_\_\_\_

**INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY**

\*Look at each individual order form to confirm what company is providing services ordered on that specific form. The third part billing information above and below is for use by CSI Worldwide only, therefore if a service that you have ordered is being provided by someone other than CSI Worldwide, you need **NOT** indicate that particular service below:

\_\_\_ EXHIBIT FURNITURE RENTAL  
\_\_\_ EXHIBIT/CUSTOM CARPET RENTAL  
\_\_\_ DISPLAY RENTAL PACKAGE  
\_\_\_ DRAYAGE SERVICES  
\_\_\_ AUDIO/VISUAL EQUIPMENT RENTAL  
\_\_\_ LEAD RETRIEVAL RENTAL  
\_\_\_ SIGN AND ART WORK  
\_\_\_ MISC. - PLEASE LIST: \_\_\_\_\_

\_\_\_ CUSTOM FURNITURE RENTAL  
\_\_\_ PANELBOARD RENTAL  
\_\_\_ IN-BOOTH FORKLIFT  
\_\_\_ DISPLAY LABOR  
\_\_\_ CLEANING SERVICES  
\_\_\_ FLORAL RENTAL  
\_\_\_ PHOTOGRAPHY SERVICE

**NOTE:** Some order forms for furnishings and/or services listed above may be enclosed if a specific service or item is not offered for this Event. If you have any questions, please contact CSI Worldwide.

*\*Exhibiting company clearly understands that exhibiting company is ultimately responsible for payment of any and all services invoiced to third party which remain unpaid at close of show.*

- ☐ I have notified our independent display house/contractor of the rules and regulations requiring them to submit a Certificate of Insurance to CSI Worldwide by the above deadline date.

Authorized Contact Signature

Date

Authorized Contact (Print)



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than the posted deadline date at the top of each form.

**Please note:** Electrical, telephone, audio visual, floral, and other sub-contractor forms should be faxed to the number **on the order form**.

**International Exhibitors:** We require pre-payment of all charges or payment at showsite. Payment may be in the form of a check drawn on U.S. funds account, American Express, Mastercard or Visa.

#### Suggestions for Easier Exhibiting:

- Place your order in advance to save time and money.
- Remember to order electrical power on the electrical order form if you are ordering lighting or audio/visual equipment.
- Order vacuuming or other cleaning for your exhibit (if applicable to your show).
- Consider ordering floral to enhance your exhibit.
- Refer to the material handling forms for address labels and other important information to make your shipping easier.
- Remember to call your Exhibitor Services representative with any questions or if you need any assistance with your forms.

#### Cancellation Policy

- Due to labor and delivery costs, any ordered item cancelled or exchanged after move-in begins will be charged 100%.
- Any ordered custom panels or graphics cancelled after start of construction will be charged 100%.

#### Equipment Damage

We make every effort to ensure the equipment used to construct your booth or custom unit is clean and damage-free, providing you that professional look. Any damage requiring replacement or repair will be charged to the exhibitor. In addition, any alterations made to the rental equipment by the exhibitor without prior approval or notification may be considered damaged and billed to the exhibitor accordingly.

**Thank You**  
for your order!  
We appreciate your business

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date

August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete the information requested below to authorize the charge of your credit card for all orders related to your exhibitor account, including orders placed by you or your representative at show site.

#### If paying by check:

Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Check \$ \_\_\_\_\_

#### If paying by credit card:

☐ MasterCard ☐ Visa ☐ American Express

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City / ST / Zip \_\_\_\_\_

\*Cardholder's Signature \_\_\_\_\_

*\*I agree in placing this order that I have accepted all terms and conditions.*

#### Freight / Transportation

Freight Handling (Estimated) \$ \_\_\_\_\_

Vehicle Spotting \$ \_\_\_\_\_

Blaine Transportation (Estimated) \$ \_\_\_\_\_

#### Rental Services

Furniture \* \$ \_\_\_\_\_

Accessories \* \$ \_\_\_\_\_

Glass Showcases\* \$ \_\_\_\_\_

Carpet / Vinyl Flooring \* \$ \_\_\_\_\_

Display Panels \* \$ \_\_\_\_\_

Prestige Furniture \* \$ \_\_\_\_\_

#### Labor Services

Display Labor (Estimated) \* \$ \_\_\_\_\_

Signs & Graphics \* \$ \_\_\_\_\_

Sign Hanging Labor \* \$ \_\_\_\_\_

**Sub Total** \$ \_\_\_\_\_

(if not already calculated on order forms) **Tax (8.875%) \*** \$ \_\_\_\_\_

**Full Payment Amount** \$ \_\_\_\_\_

Payment Charge Authorization Form



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date

August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

### FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:

*"We, the exhibiting firm, understand and agree that we are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named Third Party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt by either party. The items checked below are to be invoiced to the third party."*

- |  |   |
|--|---|
| <input type="checkbox"/> All Services              | <input type="checkbox"/> I&D Labor/Supervision          |
| <input type="checkbox"/> Rental Furniture & Carpet | <input type="checkbox"/> Sign Hanging Labor/Supervision |
| <input type="checkbox"/> Booth Cleaning            | <input type="checkbox"/> Material Handling/In & Out     |
| <input type="checkbox"/> Signs                     | <input type="checkbox"/> Other _____                    |

Your signature below denotes acceptance of all terms and conditions included in your service kit.

Exhibitor Name: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_

### THIRD PARTY AGENT INFORMATION

#### If paying by check:

Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Check \$ \_\_\_\_\_

#### If paying by credit card:

☐ MasterCard ☐ Visa ☐ American Express

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Third Party Company Name \_\_\_\_\_

Third Party Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

Third Party Authorization Form



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

**RuPaul's Drag Con**  
Job # 190906

**Advance Warehouse Shipment Deadline**

August 29, 2019

**1st Day of Direct Shipment Acceptance**

September 4, 2019

Exhibitor: _____	Booth: _____
Address: _____	Phone: _____
City/ST/Zip: _____	Fax: _____
Authorized by: _____	Email: _____

The following are the Freight Handling rates for your event. **These charges are in addition to any freight bills that you will receive from your selected trucking company or common carrier.** Please find the rate(s) that best describe the shipment you are sending to the event. Use them to calculate your estimated charges on the following page.  
**ALL SHIPMENTS WILL BE ROUNDED UP TO THE NEXT HIGHER 100 lbs. (cwt) INCREMENT.**

Please refer to the next page for explanations / definitions of shipment types and applicable surcharges. Please summarize these estimated charges on the next page (Estimated Freight Handling Charges). Listed rates cover both in and out handling. **Overtime in and out surcharges based on incoming weight only.**

### Advance to Warehouse or Direct to Exhibit Hall Shipments (200 lb. minimum per shipment applies)

#### Crated or Skidded Shipment

Shipment Weight \_\_\_\_\_ cwt (100 lbs) x \$248.06\*\*per 100 lbs. = \$ \_\_\_\_\_

#### \*Crated or Skidded - Special Handling Shipment

Shipment Weight \_\_\_\_\_ cwt (100 lbs) x \$322.48\*\*per 100 lbs. = \$ \_\_\_\_\_

\*Shipments of all crated exhibit materials received or shipped outbound by van lines, specialized carrier, UPS, FedEx, or any shipment without proper bill of lading and stated weight.

### Overtime Charges (200 lb. minimum per shipment applies)

\*\*All rates quoted above are based on "straight time" (8:00am to 4:30pm Monday thru Friday except holidays). All freight received at our warehouse and / or exhibit hall that is moved in or out **BEFORE** 8:00am or **AFTER** 4:30pm on weekdays or **ANYTIME** Saturdays, Sundays or Union Holidays will be assessed the following overtime charges. *In and out rates based on incoming weight only.*

#### Crated or Skidded Shipment

Shipment Weight \_\_\_\_\_ cwt (100 lbs) x \$32.20 \*\*per 100 lbs. = \$ \_\_\_\_\_

#### \*Crated or Skidded - Special Handling Shipment

Shipment Weight \_\_\_\_\_ cwt (100 lbs) x \$44.00 \*\*per 100 lbs. = \$ \_\_\_\_\_

### Small Package Shipments (25 lb. MAXIMUM per shipment)

**Advance Warehouse Shipment** (25 lb. max. per shipment) \$105.20 \$ \_\_\_\_\_

**Direct to Exhibit Hall Shipment** (25 lb. max. per shipment) \$99.50 \$ \_\_\_\_\_

### Outbound Shipments Special Requirements

**Shrink-Wrap Pallet(s) (each) includes labor** S/T \$111.50 \$ \_\_\_\_\_ O/T \$176.90 \$ \_\_\_\_\_

**Steel Banding (per lineal ft.)** \$2.40 ft. \$ \_\_\_\_\_

**Labor to Steel Band (per 1/2 hr.)** S/T \$84.20 \$ \_\_\_\_\_ O/T \$146.40 \$ \_\_\_\_\_

If your shipment is left on the show floor without proper documentation after the end of the designated move-out, your shipment will be returned to the warehouse at the exhibitor's expense. Please note that there is a 500 lb. minimum charge. Shipments not picked up or redirected with your carrier within 72 hours from the close of the show will be assessed a storage fee at a prevailing rate.

**500 lb. minimum charge** \$336.70

**Each Additional 100 lbs.** \$67.40

It is the responsibility of the exhibitor to advise the Service Center representative of any problem with their order and to check their invoice for accuracy prior to payment at show site. Orders cancelled after delivery to your booth **will not be refunded. Absolutely no credits will be issued after the close of the show.**

Dept. 14-20C

Freight Handling Services





16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

**RuPaul's Drag Con**  
Job # 190906

**Advance Warehouse Shipment Deadline**

**August 29, 2019**

**1st Day of Direct Shipment Acceptance**

**September 4, 2019**

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

The following are the Freight Handling Surcharges that may apply to your shipment. These are in addition to the rates listed on the previous FREIGHT HANDLING SERVICES form. Below is a list of definitions of freight handling charges and the conditions where surcharges may be applicable to your shipment.

### Advance to Warehouse Shipment:

Shipments of common freight and crated exhibits that will be received up to 30 days prior to the scheduled exhibitor move-in date with free storage during this period. Shipments will be delivered to your exhibit space and at the end of the event, delivered to the loading dock to your vehicle or designated common carrier. This also includes removal, storage and return of empty crates as necessary. **The cut-off date for these shipments will be 4 working days prior to the scheduled exhibitor move-in date.** Some exceptions may apply. Please refer to the Show Fact Sheet included in this exhibitor manual. **Advance shipments received prior to or after these dates will be subject to an "OFF-TARGET" handling charge of an additional \$25.00 per cwt. The weight will be rounded up to the next 100 lbs. (cwt) (200 lb. minimum)**

### Direct to Exhibit Hall Shipments:

Shipments of common freight and crated exhibits that will be received on the the scheduled exhibitor move-in day(s) at the exhibit hall loading dock. This shipment will be unloaded from exhibitor's vehicle or designated common carrier and delivered to your exhibit space and, at the end of the event, delivered to the to the loading dock to your vehicle or designated common carrier. This also includes the removal, storage and return of empty crates as necessary. The designated dates and times are specified in the Show Fact Sheet included in this exhibitor manual.

**Direct shipments received anytime other than those dates and times will be subject to an "OFF-TARGET" handling charge of \$25.00 per cwt. The weight will be rounded up to the next 100 lb. (cwt) (200 lb. minimum)**

### Shipments returned to Warehouse:

If, for any reason, your shipment(s) have to be returned to the warehouse after the end of the designated move out, a freight handling surcharge will be assessed at the rate listed on the previous page. Please note that there is a 500 lb. minimum charge. Shipments not picked up or redirected with your carrier within 72 hours from the close of the show will be assessed a storage fee.

### Marshalling Yard Fee:

A marshalling yard may be required for the event you are participating in. If it is required, all commercial carriers will be directed to check in to the marshalling yard prior to going to the dock to unload. Privately-owned vehicles may be required, to check in also, depending on move-in schedule. **A fee (per shipment) will be added to your invoice if marshalling of your delivery vehicle is required .**

### ESTIMATED Totals

<b>Estimated Advance / Direct Freight Handling Charges</b>	\$ _____
<b>Estimated Overtime Charges</b>	\$ _____
<b>Estimated Surcharges</b>	\$ _____
<b>TOTAL ESTIMATED FREIGHT HANDLING CHARGES</b>	\$ _____

***This order must be accompanied with a signed Payment Charge Authorization form.*** By signing that form, you, the exhibitor, are agreeing with the Material Handling Terms and Conditions policy(s) contained within this exhibitor manual.

It is the responsibility of the exhibitor to advise the Service Center representative of any problem with their order and to check their invoice for accuracy prior to payment at show site. Orders cancelled after delivery to your booth **will not be refunded. Absolutely no credits will be issued after the close of the show.**





16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

**RuPaul's Drag Con**  
Job # 190906

**Advance Warehouse Shipment Deadline**

**August 29, 2019**

**1st Day of Direct Shipment Acceptance**

**September 4, 2019**

Exhibitor:	_____	Booth:	_____
Address:	_____	Phone:	_____
City/ST/Zip:	_____	Fax:	_____
Authorized by:	_____	Email:	_____

All shipments, regardless of the method of transportation, **MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**  
**Advance Warehouse "off-target" late shipments are subject to a surcharge (see below)**

### **Advance Warehouse Shipping Address**

**THE LAST DAY YOUR FREIGHT WILL BE ACCEPTED IS: Thursday, August 29, 2019**

All shipments should be scheduled to arrive at our warehouse up to 30 days prior to the scheduled move-in date.

**Any shipment(s) arriving after this date will be charged a surcharge of \$25.00 per 100 lbs. (cwt) "off-target" receiving charge.** All shipments should be addressed C/O CSI WORLDWIDE.

Use this address to ship your freight to the Advance Warehouse

**To:**

Name of Exhibitor AND Booth Number

**For:**

RuPaul's Drag Con NYC  
YRC c/o MO TRUCKING INC.

**C/O:**

CSI WORLDWIDE  
21 PICONE BLVD  
FARMINGDALE, NY 11735

### **Direct to Show Shipping Address**

**THE FIRST DAY YOUR FREIGHT WILL BE ACCEPTED IS: Thursday, September 27, 2018**

Shipments sent directly to the facility will be received on the scheduled move-in day(s). Shipments arriving at the facility prior to the scheduled move-in will be refused. The facility does not have storage space for these shipments. All Direct to Show shipments must be consigned to CSI WORLDWIDE.

Use this address if you are shipping your freight Direct to Show

**To:**

Name of Exhibitor AND Booth Number

**For:**

RuPaul's Drag Con NYC  
JAVITS CENTER - HALL 3B & 3D

**C/O:**

CSI WORLDWIDE  
655 W 34TH ST.  
(40th St off 12th Ave - Loading Dock Entrance)  
NEW YORK, NY 10001

### **Important Information - Please read**

**The Material Handling Terms and Conditions Form** contains conditions that limits your, the exhibitor's, recoveries in the event of loss or damage to your shipment. Please read and understand these limitations prior to ordering your freight handling services.

**All shipments should be insured by you, the exhibitor,** from the time it leaves the original point of shipment to the destination designated on the outbound Bill of Lading.

Shipments received without receipts or freight bills (such as UPS, FedEx, etc.) will be delivered to your booth without guarantee of condition or piece count. **CSI Worldwide** assumes no liability for such shipments. We will not be responsible for shipments left in the booth by the exhibitor. Abandoned outbound shipments will be counted and shipped as we find them as we are clearing the exhibit hall.

**CSI Worldwide** will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss or theft of materials after delivery to booth, or before picking up at the booth for loading out of the exhibit hall. In all these instances, **CSI Worldwide's** maximum limit of liability will be \$.30 per pound, per article per the agreement within the "Material Handling Terms and Conditions". At the close of the show, if your carrier fails to pick up or refuses to accept your shipment, **CSI Worldwide** reserves the right to re-route such shipment(s) or return to our designated warehouse pending advise from you, the exhibitor, a shipping destination and who will assume responsibility for the charges according to the service required. **CSI Worldwide** shall not be liable as a result of such re-routing or handling.



## EXHIBIT MATERIAL

### WAREHOUSE SHIPMENT

Deadline Date: Thursday, August 29, 2019

To: \_\_\_\_\_

(Name of Exhibiting Company)

YRC c/o MO Trucking Inc.  
CSI Worldwide  
21 Picone Blvd.  
Farmingdale, NY 11735

Event: **RuPaul's DragCon NYC**

Booth: # \_\_\_\_\_



# RUSH



## EXHIBIT MATERIAL

### WAREHOUSE SHIPMENT

Deadline Date: Thursday, August 29, 2019

To: \_\_\_\_\_

(Name of Exhibiting Company)

YRC c/o MO Trucking Inc.  
CSI Worldwide  
21 Picone Blvd.  
Farminedale, NY 11735

Event: **RuPaul's DragCon NYC**

Booth: # \_\_\_\_\_



# RUSH





**DIRECT TO SHOW SHIPMENT**

For Delivery on: Wednesday, September 4, 2019

To: \_\_\_\_\_  
(Name of Exhibiting Company)

Javits Center - Hall 3B & 3D  
c/o CSI Worldwide  
655 W. 34th Street  
(40th St. off 12th Ave - Loading Dock Entrance)  
New York, NY 10001

Event: **RuPaul's Drag Con NYC**

Booth: # \_\_\_\_\_



**RUSH**



**DIRECT TO SHOW SHIPMENT**

For Delivery on: Wednesday, September 4, 2019

To: \_\_\_\_\_  
(Name of Exhibiting Company)

Javits Center - Hall 3B & 3D  
c/o CSI Worldwide  
655 W. 34th Street  
(40th St. off 12th Ave - Loading Dock Entrance)  
New York, NY 10001

Event: **RuPaul's Drag Con NYC**

Booth: # \_\_\_\_\_



**RUSH**





16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date

August 29, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

Exhibitors will be required to use the official service contractor's personnel for all vehicle spotting inside the exhibit hall.

### Vehicle Spotting Rate:

\$350.00 Per Vehicle

(Price includes both in and out of exhibit hall)

Vehicle Type: \_\_\_\_\_ Qty: \_\_\_\_\_  
Vehicle Length: \_\_\_\_\_  
Vehicle Width: \_\_\_\_\_  
Vehicle Height: \_\_\_\_\_  
Move-In Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Vehicle Spotting Rules & Regulations

All vehicles coming into a convention center must have the following steps done before the Fire Marshal will inspect the facility:

1. No more than 1/4 tank of gasoline
2. Battery must be disconnected
3. Gas cap must be taped down
4. Keys should be left with Show Manager

TOTAL \$ \_\_\_\_\_

Please enter this amount on the "Payment/Charge Authorization" Form



It is the responsibility of the exhibitor to advise the Service Center representative of any problem with their order and the to check their invoice for accuracy prior to payment at show site. Orders cancelled after delivery to your booth **will not be refunded. Absolutely no credits will be issued after the close of the show.**

Dept. 22-C

Vehicle Spotting Form



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

**RuPaul's Drag Con**

Job # 190906

**Outbound Material Handling and Shipping Labels****Deadline Date**

August 29, 2019

Exhibitor: _____	Booth: _____
Address: _____	Phone: _____
City/ST/Zip: _____	Fax: _____
Authorized by: _____	Email: _____

Every Outbound Shipment will require a Material Handling Agreement and Labels. We would be happy to prepare these for you in advance. To take advantage of this service, please complete and return this form with your order.

**Shipping Information****BILL TO:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_

☐ **PREPAID**☐ **COLLECT****SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

*\* For multiple destinations, please fill out one form per destination.***Method of Shipment**

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Other Common Carrier \_\_\_\_\_☐ Other Van Line \_\_\_\_\_☐ Other Air Freight \_\_\_\_\_☐ Next Day ☐ 2nd Day ☐ Deferred

Carrier Phone#: \_\_\_\_\_

**DESIRED ARRIVAL DATE:** \_\_\_\_\_**DESIRED NUMBER OF LABELS:** \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please visit the Service Desk to pick up your Material Handling Agreement and Pre-Printed Labels.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITORS'S EXPENSE.

If you are using the Official Show Carrier, pick-up arrangements have already been made for you. Arrangements for pick-up by all other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, we will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date

August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

### 1. Display Tables - 30" H

	Qty	Discount Price	Standard Price	Total
4' X 24" TABLE DRAPED (4 SIDES)	_____	x \$200.90	\$261.20	_____
6' X 24" TABLE DRAPED (3 SIDES)	_____	x \$225.10	\$292.60	_____
8' X 24" TABLE DRAPED (3 SIDES)	_____	x \$254.40	\$330.70	_____
4TH SIDE TABLE DRAPE	_____	x \$85.70	\$111.40	_____
4' X 24" TABLE NOT DRAPED	_____	x \$112.10	\$145.70	_____
6' X 24" TABLE NOT DRAPED	_____	x \$123.40	\$160.40	_____
8' X 24" TABLE NOT DRAPED	_____	x \$140.80	\$183.00	_____

### 2. Counter Tables - 42" H

	Qty	Discount Price	Standard Price	Total
4' X 24" TABLE DRAPED (4 SIDES)	_____	x \$226.70	\$294.70	_____
6' X 24" TABLE DRAPED (3 SIDES)	_____	x \$262.80	\$341.60	_____
8' X 24" TABLE DRAPED (3 SIDES)	_____	x \$299.70	\$389.60	_____
4TH SIDE TABLE DRAPE	_____	x \$104.10	\$135.30	_____
4' X 24" TABLE NOT DRAPED	_____	x \$123.40	\$160.40	_____
6' X 24" TABLE NOT DRAPED	_____	x \$138.00	\$179.40	_____
8' X 24" TABLE NOT DRAPED	_____	x \$150.60	\$195.80	_____

#### Please select Drape Color

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

### 3. Chairs & Pedestals

	Qty	Discount Price	Standard Price	Total
SIDE CHAIR (PADDED SEAT & BACK)	_____	x \$121.80	\$158.30	_____
ARM CHAIR (PADDED SEAT & BACK)	_____	x \$145.20	\$188.80	_____
STOOL (PADDED SEAT & BACK)	_____	x \$154.90	\$201.40	_____
ROLLING STENO CHAIR	_____	x \$278.70	\$362.30	_____
WHITE PEDESTAL TABLE 30"D X 30"H	_____	x \$327.70	\$426.00	_____
BLACK PEDESTAL TABLE 36"D X 30"H	_____	x \$327.70	\$426.00	_____
WHITE PEDESTAL TABLE 30"D X 42"H	_____	x \$372.20	\$483.90	_____
BLACK PEDESTAL TABLE 36"D X 42"H	_____	x \$372.20	\$483.90	_____

SUBTOTAL \$ \_\_\_\_\_

TAX (8.875%) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Please enter this amount on the "Payment/Charge Authorization" Form

Furniture Rental Order Form





16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date

August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

### 1. Accessories

	Qty	Discount Price	Standard Price	Total
WASTEBASKET	_____ x	\$51.60	\$67.10	_____
LITERATURE RACK	_____ x	\$337.50	\$438.80	_____
CHROME TRIPOD EASEL	_____ x	\$79.50	\$103.40	_____
CHROME SIGN HOLDER (22" X 28")	_____ x	\$227.30	\$295.50	_____
T-BAR CHROME BAG STAND	_____ x	\$138.00	\$179.40	_____
WATERFALL CHROME BAG STAND	_____ x	\$138.00	\$179.40	_____
ROLLING GARMENT (5'H X 5'L)	_____ x	\$205.70	\$267.40	_____
TICKET TUMBLER (TABLE TOP)	_____ x	\$144.30	\$187.60	_____
RETRACTABLE STANCHION (BLACK W/ 7' LENGTH RIBBON)	_____ x	\$192.50	\$250.30	_____
RETRACTABLE STANCHION (ALUMINUM W/ 7' LENGTH RIBBON)	_____ x	\$192.50	\$250.30	_____
CHROME STANCHION (DOES NOT INCLUDE ROPE OR CHAIN)	_____ x	\$110.10	\$143.10	_____
WHITE PLASTIC CHAIN (PER FT.)	_____ x	\$9.50	\$12.40	_____
8' VELOUR ROPE	_____ x	\$82.30	\$107.00	_____
BAR REFRIGERATOR (4 CU. FT.)	_____ x	\$613.30	\$797.30	_____

### 2. Special Booth Drape

	Qty	Discount Price	Standard Price	Total
36" SIDE RAIL DRAPE (Per FT - 3' FT. MIN)	_____ x	\$25.10	\$32.60	_____
8' BACKWALL DRAPE (Per FT - 3' FT. MIN)	_____ x	\$28.60	\$37.20	_____
8' UPRIGHTS WITH BASE	_____ x	\$35.50	\$46.20	_____
SPREADER BAR	_____ x	\$37.10	\$48.20	_____

#### Please select Drape Color

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

SUBTOTAL \$ \_\_\_\_\_  
TAX (8.875%) \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

**Please enter this amount on the "Payment/Charge Authorization" Form**

Accessories Rental Order Form



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's DragCon NYC

Job # 190906

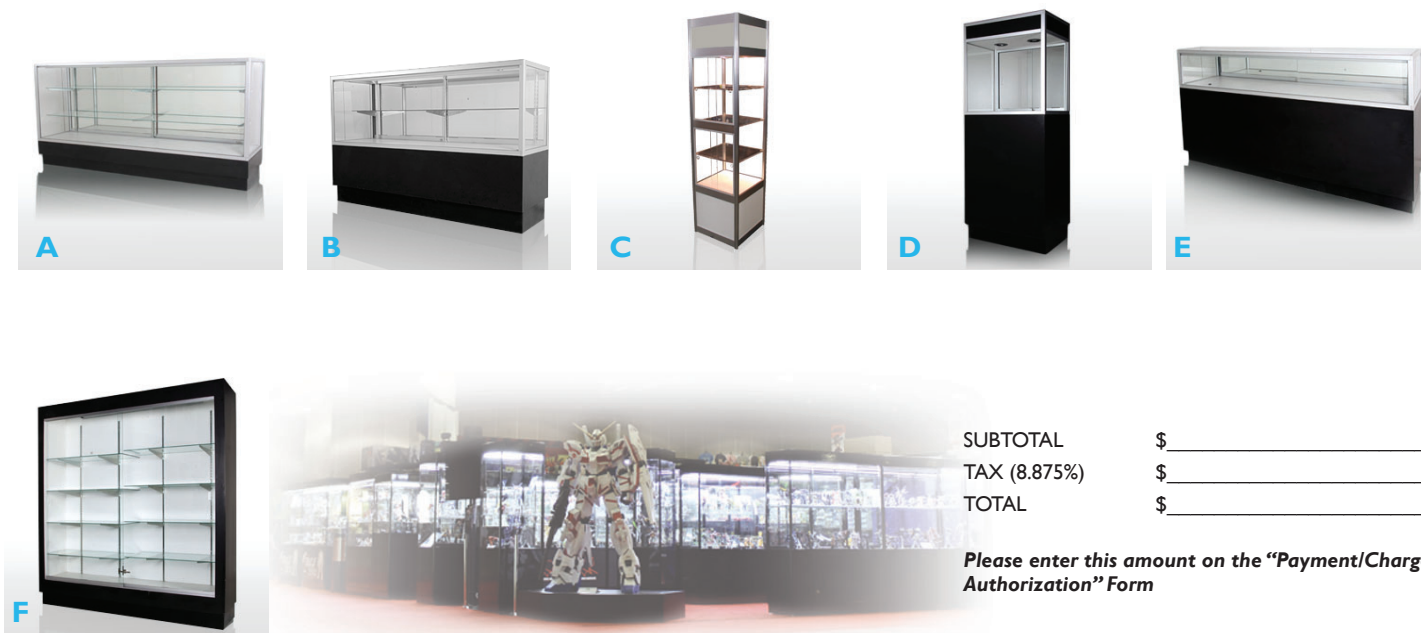
Discount Deadline Date August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

### I. Showcases

Description	Part #	Dimensions	Color	Frame Color	Qty.	Price	Total
<b>A</b> Full View Counter Case w/ Lighting	CC-4	20"D x 48"W x 38"H	Black / White	--	_____ x	\$683.60	_____
	CC-5	20"D x 60"W x 38"H	Black / White	--	_____ x	\$683.60	_____
	CC-6	20"D x 70"W x 38"H	Black / White	--	_____ x	\$683.60	_____
<b>B</b> Half View Counter Case w/ Lighting	HV-4	20"D x 48"W x 38"H	Black / White	--	_____ x	\$683.60	_____
	HV-5	20"D x 60"W x 38"H	Black / White	--	_____ x	\$683.60	_____
	HV-6	20"D x 70"W x 38"H	Black / White	--	_____ x	\$683.60	_____
<b>C</b> Modular Tower Case w/ Lighting	MT-1	21"D x 21"W x 80"H	White	Silver	_____ x	\$705.60	_____
<b>D</b> Museum Case w/ Lighting	MC-1	20"D x 30"W x 72"H	Black / White	--	_____ x	\$793.80	_____
<b>E</b> Quarter View Jewelry Case w/ Lighting	QV-4	20"D x 48"W x 38"H	Black / White	--	_____ x	\$683.60	_____
	QV-5	20"D x 60"W x 38"H	Black / White	--	_____ x	\$683.60	_____
	QV-6	20"D x 70"W x 38"H	Black / White	--	_____ x	\$683.60	_____
<b>F</b> Wall Case w/ Lighting	WC-1	19"D x 72"W x 80"H	Black / White	--	_____ x	\$815.90	_____

All showcases and colors are subject to availability.



SUBTOTAL \$ \_\_\_\_\_  
TAX (8.875%) \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Please enter this amount on the "Payment/Charge Authorization" Form





16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date

August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

### Instant Savings!

**Save 20% instantly** when you order carpet with padding

Designer Carpet is an Upgraded 34 oz. carpet. Price includes Visqueen (200 sq. ft. min)

### 1. Standard Carpet

10' x 10' CARPET

10' x 20' CARPET

10' x 30' CARPET

10' x 40' CARPET

10' x 50' CARPET

Carpet Cut to Exhibit Size Per Square Foot

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. = \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(Length) (Width) (Total Sq.Ft.)

#### Please select Carpet Color

☐ Red ☐ Grey Cloud ☐ Blue  
☐ Black ☐ Burgundy ☐ Teal ☐ Emerald

Qty	Discount Price	Standard Price	Total
_____ x	\$299.40	\$389.20	_____
_____ x	\$598.80	\$778.40	_____
_____ x	\$898.00	\$1,167.40	_____
_____ x	\$1,197.30	\$1,556.50	_____
_____ x	\$1,496.10	\$1,944.90	_____

\$6.60 \$8.60

### 2. Designer Plus Plush Carpet

10' x 10' PLUSH CARPET (Offered at 200 sq.ft. minimum)

10' x 20' PLUSH CARPET

10' x 30' PLUSH CARPET

10' x 40' PLUSH CARPET

10' x 50' PLUSH CARPET

Designer Carpet Cut to Exhibit Size Per Square Foot

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. = \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(Length) (Width) (Total Sq.Ft.)  
(200 sq.ft. min)

#### Please select Designer Carpet Color

☐ Silver Cloud ☐ Charcoal ☐ Royal Blue ☐ Ice ☐ Emerald ☐ Berry ☐ Purple  
☐ Pewter ☐ Cobalt ☐ Navy ☐ Beige ☐ Peacock ☐ Red ☐ Yellow  
☐ Platinum ☐ Nu Blue ☐ Ivory ☐ White ☐ Black ☐ Burgundy ☐ Gold

Qty	Discount Price	Standard Price	Total
_____ x	\$1,609.70	\$2,092.60	_____
_____ x	\$1,609.70	\$2,092.60	_____
_____ x	\$2,416.90	\$3,142.00	_____
_____ x	\$3,222.30	\$4,189.00	_____
_____ x	\$4,027.90	\$5,236.30	_____

\$8.00 \$10.40

### 3. Padding / Visqueen / Tape

1/2" FOAM PADDING (Per Square Feet - 100 Sq.Ft. Min)

1" DOUBLE FOAM PADDING (Per Square Feet - 100 Sq.Ft. Min)

VISQUEEN (Per Square Feet)

DOUBLE FACE TAPE (Per Roll)

2" CLEAR TAPE (Per Roll)

2" COLOR DUCT TAPE (Per Roll)

Sq. Ft / Qty	Discount Price	Standard Price	Total
_____ x	\$2.60	\$3.40	_____
_____ x	\$4.80	\$6.20	_____
_____ x	\$1.70	\$2.20	_____
_____ x	\$74.00	\$96.20	_____
_____ x	\$45.50	\$59.20	_____
_____ x	\$48.30	\$62.80	_____

Carpet & Padding Sub Total \$ \_\_\_\_\_

**Instant Savings!** 20% Carpet+Padding Discount - \$ \_\_\_\_\_

Additional Items + \$ \_\_\_\_\_

TAX (8.875%) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Please enter this amount on the "Payment/Charge Authorization" Form



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date

August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

Our vinyl exhibit flooring creates a modern feel. It's clean, comfortable to stand on and easier on the environment. It's attention-grabbing features will build more foot traffic towards your booth. Our flooring options easily mimic real materials such as hardwood, stone, tile and various synthetic types.

- **125 gauge vinyl material for durability**
- **Rental cost includes installation & removal**
- **Optional polyurethane padding for added comfort**

### 1. Vinyl Flooring

Vinyl Cut to Exhibit Size Per Square Foot

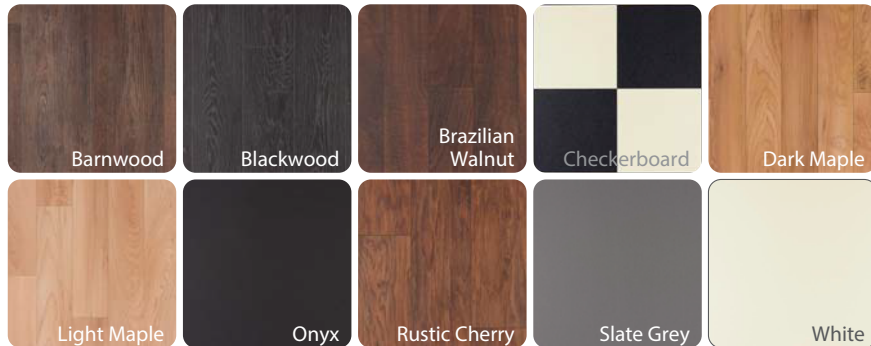
\_\_\_\_ Ft. X \_\_\_\_ Ft. = \_\_\_\_ x \$ \_\_\_\_ = \$ \_\_\_\_  
(Length) (Width) (Total Sq.Ft.)  
(100 sq.ft. min)

Discount Price Standard Price Total

\$9.00 \$11.70 \$ \_\_\_\_

Please select Vinyl Color

☐ Barnwood ☐ Blackwood ☐ Brazilian Walnut ☐ Checkerboard ☐ Dark Maple  
☐ Light Maple ☐ Onyx ☐ Rustic Cherry ☐ Slate Grey ☐ White



### 2. Padding

Polyurethane Padding Cut to Exhibit Size Per Square Foot

\_\_\_\_ Ft. X \_\_\_\_ Ft. = \_\_\_\_ x \$ \_\_\_\_ = \$ \_\_\_\_  
(Length) (Width) (Total Sq.Ft.)  
(100 sq.ft. min)

Discount Price Standard Price Total

\$1.85 \$2.40 \$ \_\_\_\_

**Items and quantities are subject to availability after the order deadline date.**

**This product cannot be ordered onsite.**

SUBTOTAL \$ \_\_\_\_

TAX (8.875%) \$ \_\_\_\_

TOTAL \$ \_\_\_\_

**Please enter this amount on the "Payment/Charge Authorization" Form**



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's DragCon NYC

Job # 190906

Discount Deadline Date August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show. **Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

### 1. Premier Collection

	Qty	Discount Price	Standard Price	Total
<b>NAPLES - Black Vinyl</b>				
NPLCHP Naples Chair, Powered	_____ x	\$739.50	\$961.40	_____
NPLLOP Naples Loveseat, Powered	_____ x	\$964.30	\$1,253.60	_____
NPLSOP Naples Sofa, Powered	_____ x	\$1,173.10	\$1,525.00	_____
NPLCHR Naples Chair	_____ x	\$694.60	\$903.00	_____
NPLLOV Naples Loveseat	_____ x	\$833.80	\$1,083.90	_____
NPLSOF Naples Sofa	_____ x	\$1,000.50	\$1,300.70	_____
<b>ROMA - White Vinyl</b>				
CHRPWR Roma Chair, Powered	_____ x	\$746.80	\$970.80	_____
SFAPWR Roma Sofa, Powered	_____ x	\$1,196.30	\$1,555.20	_____
<b>BAJA - White Vinyl</b>				
BCHWHT Baja Chair	_____ x	\$630.80	\$820.00	_____
BLVWHT Baja Loveseat	_____ x	\$928.00	\$1,206.40	_____
BSFWHT Baja Sofa	_____ x	\$1,007.80	\$1,310.10	_____
<b>HOPI - Gray Linen</b>				
HOPCH Hopi Chair	_____ x	\$274.10	\$356.30	_____
HOPLV Hopi Loveseat	_____ x	\$419.10	\$544.80	_____
<b>ALLEGRO - Blue Fabric</b>				
CHR002 Allegro Chair	_____ x	\$587.30	\$763.50	_____
SFA002 Allegro Sofa	_____ x	\$833.80	\$1,083.90	_____
<b>SOUTH BEACH - Platinum Suede</b>				
SO2 South Beach 3 pc Sectional	_____ x	\$1,892.30	\$2,460.00	_____
SO1 South Beach Sofa	_____ x	\$797.50	\$1,036.80	_____
OTS South Beach Wedge Ottoman	_____ x	\$377.00	\$490.10	_____
<b>KEY LARGO - Black Fabric</b>				
KEYCHR Key Largo Chair	_____ x	\$369.80	\$480.70	_____
KEYLOV Key Largo Loveseat	_____ x	\$433.60	\$563.70	_____
KEYSOF Key Largo Sofa	_____ x	\$572.80	\$744.60	_____
<b>TANGIERS - Beige Textured</b>				
TANCHR Tangiers Chair	_____ x	\$485.80	\$631.50	_____
TANSOF Tangiers Sofa	_____ x	\$906.30	\$1,178.20	_____
TANLOV Tangiers Loveseat	_____ x	\$775.80	\$1,008.50	_____
<b>FAIRFAX - White Vinyl</b>				
FAIRCW Fairfax Chair	_____ x	\$413.30	\$537.30	_____
FAIRSW Fairfax Sofa	_____ x	\$580.00	\$754.00	_____
<b>MUNICH - Gray Fabric</b>				
MNCHSC Munich 3 pc Sectional	_____ x	\$2,088.00	\$2,714.40	_____
MNCHCC Munich Corner Chair	_____ x	\$638.00	\$829.40	_____
MNCHCH Munich Armless Chair	_____ x	\$529.30	\$688.10	_____
MNCHLV Munich Armless Loveseat	_____ x	\$935.30	\$1,215.90	_____



### 2. Banquettes

	Qty	Discount Price	Standard Price	Total
BNQTL7 Center Cone, Powered	_____ x	\$833.80	\$1,083.90	_____
BNQ417 Full Banquette, Powered	_____ x	\$1,442.80	\$1,875.60	_____
BNQR17 Ottoman Ring, White Vinyl	_____ x	\$1,740.00	\$2,262.00	_____
BNQ7 Quarter Curve Ottoman	_____ x	\$572.80	\$744.60	_____

### 3. Group Seating

	Qty	Discount Price	Standard Price	Total
LMCHR Laguna Chair, Maple/Chrome	_____ x	\$166.80	\$216.80	_____
MALGRY Malba Chair, Gray	_____ x	\$129.10	\$167.80	_____
MALGRN Malba Chair, Green	_____ x	\$129.10	\$167.80	_____
CS4 Syntax Chair, Black/Chrome	_____ x	\$239.30	\$311.10	_____
ZENCHR Zenith Chair, White/Chrome	_____ x	\$195.80	\$254.50	_____
RSTDIN Rustique Chair w/ Arms, Gunmetal	_____ x	\$172.60	\$224.40	_____
DUET Duet Chair, Black/Chrome	_____ x	\$87.00	\$113.10	_____
CS8 Berlin Chair, Black/White	_____ x	\$152.30	\$198.00	_____
LUCHCL Lucent Chair, Frosted Acrylic	_____ x	\$210.30	\$273.40	_____
XCHR Christopher Chair, White/Chrome	_____ x	\$130.50	\$169.70	_____
SCI0 Razor Armless Chair, White	_____ x	\$100.10	\$130.10	_____
SC3 Brewer Chair, Onyx/Black	_____ x	\$201.60	\$262.10	_____
XC6 Altura Guest Chair, Black	_____ x	\$369.80	\$480.70	_____
BLDCRD Blade Chair, Red	_____ x	\$79.80	\$103.70	_____
BLDCSB Blade Chair, Sky Blue	_____ x	\$79.80	\$103.70	_____
MARCBE Marina Chair, Ocena Blue Fabric	_____ x	\$172.60	\$224.40	_____
MARCBK Marina Chair, Black Vinyl	_____ x	\$172.60	\$224.40	_____
MARCBR Marina Chair, Brown Fabric	_____ x	\$172.60	\$224.40	_____
MARCRD Marina Chair, Red Fabric	_____ x	\$172.60	\$224.40	_____
MARCWH Marina Chair, White Vinyl	_____ x	\$172.60	\$224.40	_____

### 4. Executive Chairs

	Qty	Discount Price	Standard Price	Total
PROEXE Pro Executive High Back, White	_____ x	\$435.00	\$565.50	_____
PROEXB Pro Executive High Back, Black	_____ x	\$435.00	\$565.50	_____
PROGB Pro Executive Guest, Black	_____ x	\$304.50	\$395.90	_____
PROMID Pro Executive Mid Back, White	_____ x	\$282.80	\$367.60	_____
PROMDB Pro Executive Mid Back, Black	_____ x	\$282.80	\$367.60	_____
TASKST Task Stool, Black Fabric	_____ x	\$172.60	\$224.40	_____

### 5. Barstools

	Qty	Discount Price	Standard Price	Total
LMBAR Laguna Barstool, Maple/Chrome	_____ x	\$210.30	\$273.40	_____
BSR Syntax Barstool, Black/Chrome	_____ x	\$259.60	\$337.50	_____
ZENBAR Zenith Barstool, White/Chrome	_____ x	\$217.50	\$282.80	_____
APS08 Apex Barstool, Black Vinyl	_____ x	\$268.30	\$348.80	_____
APS59 Apex Barstool, Red Vinyl	_____ x	\$268.30	\$348.80	_____
APS75 Apex Barstool, White Vinyl	_____ x	\$268.30	\$348.80	_____
APS12 Apex Barstool, Blue Ultra Suede	_____ x	\$268.30	\$348.80	_____
BSS Banana Barstool, Black	_____ x	\$297.30	\$386.50	_____
BST Banana Barstool, White	_____ x	\$297.30	\$386.50	_____
BS001 Shark Barstool, White	_____ x	\$384.30	\$499.60	_____
BS002 Zoey Barstool, White	_____ x	\$348.00	\$452.40	_____
BS003 Zoey Barstool, Black	_____ x	\$348.00	\$452.40	_____
BSC Oslo Barstool, White	_____ x	\$311.80	\$405.30	_____
RSTSTL Rustique Barstool, Gunmetal	_____ x	\$158.10	\$205.50	_____
XBAR Christopher Barstool, White	_____ x	\$232.00	\$301.60	_____
ROLLGY Lift Barstool, Gray Vinyl	_____ x	\$253.80	\$329.90	_____
ROLLRD Lift Barstool, Red Vinyl	_____ x	\$253.80	\$329.90	_____
ROLLWH Lift Barstool, White Vinyl	_____ x	\$253.80	\$329.90	_____
ROLLBL Lift Barstool, Black Vinyl	_____ x	\$253.80	\$329.90	_____
BLDBRD Blade Barstool, Red	_____ x	\$152.30	\$198.00	_____
BLDBSB Blade Barstool, Sky Blue	_____ x	\$152.30	\$198.00	_____
LUBSCL Lucent Barstool, Frosted Acrylic	_____ x	\$303.10	\$394.00	_____

Prestige Furniture pricing continued on next page





16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
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## RuPaul's DragCon NYC

Job # 190906

Discount Deadline Date August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

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### 6. Accent Chairs

	Qty	Discount Price	Standard Price	Total
OCB Key West Tub Chair, Black	_____ x	\$477.10	\$620.20	_____
WENCHAWentworth Chair	_____ x	\$384.30	\$499.60	_____
SWANSwanson Swivel Chair, White	_____ x	\$427.80	\$556.10	_____
OCHMadrid Chair, Black	_____ x	\$767.10	\$997.20	_____
BCWMadrid Chair, White	_____ x	\$767.10	\$997.20	_____
LABREALa Brea Swivel Chair, Charcoal	_____ x	\$493.00	\$640.90	_____
OCMESPMeeing Chair, Espresso	_____ x	\$333.50	\$433.60	_____
OCMTAUMeeing Chair, Taupe	_____ x	\$333.50	\$433.60	_____
OCMWHTMeeing Chair, White	_____ x	\$333.50	\$433.60	_____

### 7. Ottomans

WHT12Half Bench Ottoman, White	_____ x	\$433.60	\$563.70	_____
SALSally Stool, White	_____ x	\$116.00	\$150.80	_____
END01BEndless Curved Ottoman, Black	_____ x	\$500.30	\$650.40	_____
END01WEndless Curved Ottoman, White	_____ x	\$500.30	\$650.40	_____
END02BEndless Square Ottoman, Black	_____ x	\$427.80	\$556.10	_____
END02WEndless Square Ottoman, White	_____ x	\$427.80	\$556.10	_____
CUBL20Edge LED Cube, White Plastic	_____ x	\$216.10	\$280.90	_____

#### VIBE CUBES - Waterproof Vinyl

VIB09Vibe Cube Ottoman, White	_____ x	\$166.80	\$216.80	_____
VIB10Vibe Cube Ottoman, Black	_____ x	\$166.80	\$216.80	_____
VIB01Vibe Cube Ottoman, Green	_____ x	\$166.80	\$216.80	_____
VIB02Vibe Cube Ottoman, Blue	_____ x	\$166.80	\$216.80	_____
VIB03Vibe Cube Ottoman, Pink	_____ x	\$166.80	\$216.80	_____
VIB04Vibe Cube Ottoman, Red	_____ x	\$166.80	\$216.80	_____
VIB05Vibe Cube Ottoman, Yellow	_____ x	\$166.80	\$216.80	_____
VIB06Vibe Cube Ottoman, Gold/Bronze	_____ x	\$166.80	\$216.80	_____
VIB07Vibe Cube Ottoman, Beige	_____ x	\$166.80	\$216.80	_____
VIB08Vibe Cube Ottoman, Orange	_____ x	\$166.80	\$216.80	_____
VIB11Vibe Cube Ottoman, Steel Blue	_____ x	\$166.80	\$216.80	_____
VIB12Vibe Cube Ottoman, Silver	_____ x	\$166.80	\$216.80	_____
VIB13Vibe Cube Ottoman, Purple	_____ x	\$166.80	\$216.80	_____

#### MARCHE SWIVEL

MAR001Marche Swivel Ottoman, White	_____ x	\$224.80	\$292.20	_____
MAR002Marche Swivel Ottoman, Gray	_____ x	\$224.80	\$292.20	_____
MAR003Marche Swivel Ottoman, Linen	_____ x	\$224.80	\$292.20	_____
MAR004Marche Swivel Ottoman, Raspberry	_____ x	\$224.80	\$292.20	_____
MAR005Marche Swivel Ottoman, Red	_____ x	\$224.80	\$292.20	_____
MAR006Marche Swivel Ottoman, Rose Quartz	_____ x	\$224.80	\$292.20	_____
MAR007Marche Swivel Ottoman, Plum	_____ x	\$224.80	\$292.20	_____
MAR008Marche Swivel Ottoman, Meadow Green	_____ x	\$224.80	\$292.20	_____
MAR009Marche Swivel Ottoman, Pear Yellow	_____ x	\$224.80	\$292.20	_____
MAR010Marche Swivel Ottoman, Blue	_____ x	\$224.80	\$292.20	_____
MAR011Marche Swivel Ottoman, Orange	_____ x	\$224.80	\$292.20	_____

#### Beverly Bench

BVLYBKBeverly Bench Ottoman, Black Vinyl	_____ x	\$456.80	\$593.80	_____
BVLYBNBeverly Bench Ottoman, Brown	_____ x	\$456.80	\$593.80	_____
BVLYGRBeverly Bench Ottoman, Gray	_____ x	\$456.80	\$593.80	_____
BVLYLNBeverly Bench Ottoman, Linen	_____ x	\$456.80	\$593.80	_____
BVLYOBBeverly Bench Ottoman, Ocean Blue	_____ x	\$456.80	\$593.80	_____
BVLYRDBeverly Bench Ottoman, Red	_____ x	\$456.80	\$593.80	_____
BVLYWHBeverly Bench Ottoman, White Vinyl	_____ x	\$456.80	\$593.80	_____

### 8. Ventura Communal Tables

VNTWHTPowered Bar Table, White,	_____ x	\$891.80	\$1,159.30	_____
VNTBLKPowered Bar Table, Black	_____ x	\$891.80	\$1,159.30	_____
VNTCBKPowered Café Table, Black	_____ x	\$688.80	\$895.40	_____
VNTCWHPowered Café Table, White	_____ x	\$688.80	\$895.40	_____
VNTWNPBar Table, White Top, Silver Frame	_____ x	\$768.50	\$999.10	_____
VNTMNPBar Table, Maple Top, Silver Frame	_____ x	\$768.50	\$999.10	_____
VNTBNPBar Table, Black Top, Silver Frame	_____ x	\$768.50	\$999.10	_____

### 8. Ventura Communal Tables

VNTCWN	Café Table, White Top, Silver Frame	_____ x	\$607.60	\$789.90	_____
VNTCMN	Café Table, Maple Top, Silver Frame	_____ x	\$607.60	\$789.90	_____
VNTCBN	Café Table, Black Top, Silver Frame	_____ x	\$607.60	\$789.90	_____
VNTBWW	Bar Table, Grommet Holes, White	_____ x	\$768.50	\$999.10	_____
VNTBMW	Bar Table, Grommet Holes, Maple	_____ x	\$768.50	\$999.10	_____
VNTCMW	Café Table, Grommet Holes, White	_____ x	\$607.60	\$789.90	_____
VNTCWW	Café Table, Grommet Holes, Maple	_____ x	\$607.60	\$789.90	_____

### 9. Conference Tables

PWRUSB	Powered Conf Table Module	_____ x	\$94.30	\$122.60	_____
MADC05	Madison 5' Table, Gray Acajou	_____ x	\$543.80	\$706.90	_____
MADC08	Madison 8' Table, Gray Acajou	_____ x	\$1,080.30	\$1,404.40	_____
MADC10	Madison 10' Table, Gray Acajou	_____ x	\$1,080.30	\$1,404.40	_____
CB8	42" Round, Madison Gray Acajou	_____ x	\$456.80	\$593.80	_____
CONF42	42" Round, White Laminate	_____ x	\$456.80	\$593.80	_____
CB1	42" Round, Graphite Nebula	_____ x	\$456.80	\$593.80	_____
CE1	Geo Table Rounded, Chrome	_____ x	\$384.30	\$499.60	_____
CF1	Geo Table Rounded, Black	_____ x	\$384.30	\$499.60	_____
CE2	Geo Table Rectangular, Chrome	_____ x	\$536.50	\$697.50	_____
CF2	Geo Table Rectangular, Black	_____ x	\$536.50	\$697.50	_____
CB2	6' Rounded Table, Graphite Nebula	_____ x	\$551.00	\$716.30	_____
CB3	8' Rounded Table, Graphite Nebula	_____ x	\$645.30	\$838.90	_____
CT06GR	6' Rectangular Table, Granite	_____ x	\$565.50	\$735.20	_____
CS08GR	8' Rectangular Table, Granite	_____ x	\$645.30	\$838.90	_____
CT10GR	10' Rectangular Table, Granite	_____ x	\$971.50	\$1,263.00	_____
MERLIN	Merlin Multi Use Table, Gray/Black	_____ x	\$413.30	\$537.30	_____
VD3	Work Table, White Laminate	_____ x	\$398.80	\$518.40	_____
36ATO	Atomic 36" Round Table, Glass Top	_____ x	\$362.50	\$471.30	_____
42ATO	Atomic 42" Round Table, Glass Top	_____ x	\$362.50	\$471.30	_____

### 10. Accent Tables

ALC100	Alondra Cocktail Table, Glass	_____ x	\$391.50	\$509.00	_____
ALC200	Alondra Cocktail Table, Wood	_____ x	\$391.50	\$509.00	_____
ALE100	Alondra End Table, Glass	_____ x	\$282.80	\$367.60	_____
ALE200	Alondra End Table, Wood	_____ x	\$282.80	\$367.60	_____
CIC	Geo Cocktail Table, Glass/Chrome	_____ x	\$332.10	\$431.70	_____
CIFWB	Geo Cocktail Table, Wood/Black	_____ x	\$332.10	\$431.70	_____
EIC	Geo End Table, Glass/Chrome	_____ x	\$297.30	\$386.50	_____
EIFWB	Geo End Table, Wood/Black	_____ x	\$297.30	\$386.50	_____
CIWP	Sydney, Powered, White	_____ x	\$427.80	\$556.10	_____
CIYP	Sydney, Powered, Black	_____ x	\$427.80	\$556.10	_____
CIW	Sydney, White/Brushed Steel	_____ x	\$340.80	\$443.00	_____
CIY	Sydney, Black/Brushed Steel	_____ x	\$340.80	\$443.00	_____
EIW	Sydney End Table, White	_____ x	\$297.30	\$386.50	_____
EIY	Sydney End Table, Black	_____ x	\$297.30	\$386.50	_____
SYDBEE	Sydney End Table, Blue	_____ x	\$297.30	\$386.50	_____
SYDWDE	Sydney End Table, Wood	_____ x	\$297.30	\$386.50	_____
SYDBEC	Sydney Cocktail Table, Blue	_____ x	\$340.80	\$443.00	_____
SYDWDE	Sydney Cocktail Table, Wood	_____ x	\$340.80	\$443.00	_____
COLI	Oliver, Walnut Finish	_____ x	\$290.00	\$377.00	_____
EOLI	Oliver End Table, Walnut Finish	_____ x	\$246.50	\$320.50	_____
CIE	Silverado Cocktail, Glass/Chrome	_____ x	\$340.80	\$443.00	_____
EIE	Silverado End Table, Glass/Chrome	_____ x	\$311.80	\$405.30	_____
REGBEN	Regis Bench/Table, Brushed Metal	_____ x	\$348.00	\$452.40	_____
REGOTT	Regis End Table, Brushed Metal	_____ x	\$245.10	\$318.60	_____
TMBTBL	Timber Table, Wood	_____ x	\$210.30	\$273.40	_____
ETBL	E Table, Wood	_____ x	\$217.50	\$282.80	_____
AURA	Aura Round Table, White Metal	_____ x	\$174.00	\$226.20	_____
CUBTBL	Edge LED Cube Table, White	_____ x	\$216.10	\$280.90	_____
CUBPOW	Wireless Charging Table, Powered	_____ x	\$514.80	\$669.20	_____
RSTSQT	Rustique Square Metal Bar Table	_____ x	\$311.80	\$405.30	_____

Prestige Furniture pricing continued on next page

It is the responsibility of the exhibitor to advise the Service Center representative of any problem with their order and to check their invoice for accuracy prior to payment at show site. Orders cancelled after delivery to your booth **will not be refunded. Absolutely no credits will be issued after the close of the show.**  
Dept. 48-7



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

**RuPaul's DragCon NYC**  
Job # 190906

**Discount Deadline Date** August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

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## 11. Bar Tables

### STANDARD BLACK BASE (42"H)

Qty	Discount Price	Standard Price	Total
VTJ 30" Round, Graphite Nebula Top	_____ x \$297.30	\$386.50	_____
30BEBB 30" Round, Blue	_____ x \$297.30	\$386.50	_____
30WH42 30" Round, White Laminate Top	_____ x \$297.30	\$386.50	_____
VTK 30" Round, Maple Top	_____ x \$297.30	\$386.50	_____
VTB 30" Round, Brushed Red Top	_____ x \$297.30	\$386.50	_____
VTG 30" Round, Silver Textured Top	_____ x \$297.30	\$386.50	_____
VTA 30" Round, Madison Gray Top	_____ x \$290.00	\$377.00	_____
30WDBB 30" Round, Wood	_____ x \$297.30	\$386.50	_____
VTN 36" Round, Graphite Nebula Top	_____ x \$319.00	\$414.70	_____
VTP 36" Round, Maple Top	_____ x \$319.00	\$414.70	_____
VTW 36" Round, White Laminate Top	_____ x \$319.00	\$414.70	_____

### HYDRAULIC CHROME BASE (45"H)

30GRHB 30" Round, Graphite Nebula Top	_____ x \$391.50	\$509.00	_____
30BEHB 30" Round, Blue	_____ x \$362.50	\$471.30	_____
30WHHB 30" Round, White Laminate Top	_____ x \$362.50	\$471.30	_____
30MTHB 30" Round, Maple Top	_____ x \$362.50	\$471.30	_____
30BRHB 30" Round, Brushed Red Top	_____ x \$362.50	\$471.30	_____
30STHB 30" Round, Silver Textured Top	_____ x \$362.50	\$471.30	_____
30MAHB 30" Round, Madison Gray Top	_____ x \$346.60	\$450.60	_____
30WDHB 30" Round, Wood	_____ x \$362.50	\$471.30	_____
36GRHB 36" Round, Graphite Nebula Top	_____ x \$362.50	\$471.30	_____
36MTHB 36" Round, Maple Top	_____ x \$391.50	\$509.00	_____
36WTHB 36" Round, White Laminate Top	_____ x \$391.50	\$509.00	_____

## 12. Café Tables

### STANDARD BLACK BASE (29"H)

Qty	Discount Price	Standard Price	Total
ZTJ 30" Round, Graphite Nebula Top	_____ x \$268.30	\$348.80	_____
30BEBB 30" Round, Blue	_____ x \$268.30	\$348.80	_____
30WH29 30" Round, White Laminate Top	_____ x \$268.30	\$348.80	_____
ZTK 30" Round, Maple Top	_____ x \$268.30	\$348.80	_____
ZTB 30" Round, Brushed Red Top	_____ x \$268.30	\$348.80	_____
ZTG 30" Round, Silver Textured Top	_____ x \$268.30	\$348.80	_____
ZTA 30" Round, Madison Gray Top	_____ x \$259.60	\$337.50	_____
30WDBC 30" Round, Wood	_____ x \$268.30	\$348.80	_____
ZTN 36" Round, Graphite Nebula Top	_____ x \$288.60	\$375.20	_____
ZTP 36" Round, Maple Top	_____ x \$288.60	\$375.20	_____
ZTQ 36" Round, White Laminate Top	_____ x \$288.60	\$375.20	_____

### HYDRAULIC CHROME BASE (29"H)

30GRHC 30" Round, Graphite Nebula Top	_____ x \$362.50	\$471.30	_____
30BEHC 30" Round, Blue	_____ x \$362.50	\$471.30	_____
30WHHC 30" Round, White Laminate Top	_____ x \$362.50	\$471.30	_____
30MTHC 30" Round, Maple Top	_____ x \$362.50	\$471.30	_____
30BRHC 30" Round, Brushed Red Top	_____ x \$362.50	\$471.30	_____
30STHC 30" Round, Silver Textured Top	_____ x \$362.50	\$471.30	_____
30MAHC 30" Round, Madison Gray Top	_____ x \$346.60	\$450.60	_____
30WDHC 30" Round, Wood	_____ x \$362.50	\$471.30	_____
36GRHC 36" Round, Graphite Nebula Top	_____ x \$391.50	\$509.00	_____
36MTHC 36" Round, Maple Top	_____ x \$391.50	\$509.00	_____
36WTHC 36" Round, White Laminate Top	_____ x \$391.50	\$509.00	_____

## 13. Bars

MTBLPI Midtown Bar, Lighted w/ Plug In	_____ x \$1,761.80	\$2,290.30	_____
MTBUUL Midtown Bar, Unlighted	_____ x \$1,651.60	\$2,147.10	_____
MTCLPI Midtown Powered Counter Lighted	_____ x \$1,761.80	\$2,290.30	_____
MTCPUL Midtown Powered Counter Unlighted	_____ x \$1,660.30	\$2,158.40	_____

## 14. Office & Product Display

JD8 Madison Executive Desk, Gray	_____ x \$680.10	\$884.10	_____
CR8 Madison Credenza, Gray	_____ x \$593.10	\$771.00	_____
BC8 Madison Bookcase, Gray	_____ x \$506.10	\$657.90	_____
TECH3B Powered Tech Desk w/ Cabinet	_____ x \$665.60	\$865.30	_____
TECH Powered Tech Desk, Black	_____ x \$543.80	\$706.90	_____
TECH3 3 Drawer File Cabinet on Castors	_____ x \$174.00	\$226.20	_____
PDL36B 36"H Powered Locking, Black	_____ x \$601.80	\$782.30	_____
PDL42B 42"H Powered Locking, Black	_____ x \$717.80	\$933.10	_____
PDL36W 36"H Powered Locking, White	_____ x \$601.80	\$782.30	_____
PDL42W 42"H Powered Locking, White	_____ x \$717.80	\$933.10	_____
PSHCCS Posh Shelving, Chrome, Acrylic	_____ x \$578.60	\$752.20	_____

## 15. Greenery

HDG4FT Boxwood Hedge, 4'	_____ x \$520.60	\$676.80	_____
HDG7FT Boxwood Hedge, 7'	_____ x \$854.10	\$1,110.30	_____

## 16. Lighting

LA14 Mason Table Lamp, Brushed Silver	_____ x \$174.00	\$226.20	_____
LA15 Mason Floor Lamp, Brushed Silver	_____ x \$261.00	\$339.30	_____

SUB TOTAL \$ \_\_\_\_\_  
TAX (8.875%) \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Please enter this amount on the "Payment/Charge Authorization" Form

# Connect In Style



REG001

SFA003

CHR003

REG001



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

**Straight Time (S/T):** Monday - Friday (First 8 hours of the worker's shift, regardless of time of the day)

**Overtime (O/T):** Monday - Friday (after first 8 hours of the worker's shift, regardless of the time of the day), and all day Saturday

**Double Time:** Sundays (if working hours are less than 7 worked) and scheduled Union holidays

### Labor Rates per Hour (One hour minimum)

Display Labor		Discount Price	Standard Price
	Straight Time	\$217.50	\$282.75
	Overtime	\$275.08	\$357.60
	Double Time	\$332.95	\$432.84

#### Plan A - Supervision by CSI Worldwide

This option is offered to have exhibits set prior to exhibitor's arrival. In order to reduce your at show expenses and save time, supervision is provided by **CSI**. Exhibit labor will be done on straight time whenever possible. The charge for CSI supervision is 30% of the total labor bill, with a minimum of \$50.00 on installation and \$50.00 on dismantle.

#### Plan B - Supervision by Exhibitor Personnel

Starting time can be guaranteed only in those instances where labor is requested for the start of the working day (8:00 am), unless the official set-up time begins later in the day. It is important that the exhibitor check in at the service desk to pick up the workers ordered and must check the workers back in at the service desk upon completion. All work is to be done under the supervision of the exhibitor or his representative. If no date and/or time is indicated below, no workers will be assigned until the exhibitor checks in at the service desk. If exhibitor fails to pick up men ordered, a one hour per man no-show charge will be applied, unless a written cancellation order is received 48 hours or more prior to the day labor has been requested.

#### 1. Installation Estimated Labor

Supervised by: ☐ Plan A - CSI (Please complete Page 2)

☐ Plan B - Exhibitor Personnel by \_\_\_\_\_

_____	_____	_____	_____	x	_____	x	\$	_____	=	\$	_____
Date	Start Time	Week Day	# of Men	# of Hours	Rate	Sub Total					
_____	_____	_____	_____	x	_____	x	\$	_____	=	\$	_____
Date	Start Time	Week Day	# of Men	# of Hours	Rate	Sub Total					

#### 2. Dismantle Estimated Labor

Supervised by: ☐ Plan A - CSI (Please complete Page 2)

☐ Plan B - Exhibitor Personnel by \_\_\_\_\_

_____	_____	_____	_____	x	_____	x	\$	_____	=	\$	_____
Date	Start Time	Week Day	# of Men	# of Hours	Rate	Sub Total					
_____	_____	_____	_____	x	_____	x	\$	_____	=	\$	_____
Date	Start Time	Week Day	# of Men	# of Hours	Rate	Sub Total					

#### 3. Supervision by CSI Worldwide (Plan A - \$50.00 minimum)

Installation: \$ \_\_\_\_\_ x 30% = \$ \_\_\_\_\_  
Sub Total CSI Supervision Cost

Dismantle : \$ \_\_\_\_\_ x 30% = \$ \_\_\_\_\_  
Sub Total CSI Supervision Cost

Labor Sub Total \$ \_\_\_\_\_  
CSI Supervision (if applicable) + \$ \_\_\_\_\_  
TAX (8.875%) \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Please enter this amount on the "Payment Charge Authorization" Form





16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date

August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete the following information if your display is to be set-up and/or dismantled by CSI and you will not be present to supervise the installation and/or dismantle.

### Inbound Shipping Information

Carrier: \_\_\_\_\_ Carrier Phone #: \_\_\_\_\_  
Shipped to: ☐ Warehouse ☐ Show Site From City/St: \_\_\_\_\_ Date: \_\_\_\_\_  
Total # of: ☐ Crates ☐ Cartons ☐ Fibercases ☐ Other: \_\_\_\_\_

### Set-up Information

Set-up Plans/Photo: ☐ Attached ☐ To be sent ☐ With Exhibitor ☐ In Crate # \_\_\_\_\_  
Carpet: ☐ With Exhibit ☐ Rented from CSI ☐ Color ☐ Size  
Electric Placement: ☐ Drawing Attached ☐ Drawing with Exhibit ☐ Electrical Under Carpet  
Comments: \_\_\_\_\_

Graphics: ☐ With Exhibit ☐ Shipped Separately  
Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### Outbound Shipping Information

Ship To: \_\_\_\_\_

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other: \_\_\_\_\_

Carrier (If Known): \_\_\_\_\_

Freight Charges: ☐ Prepaid ☐ Bill To: \_\_\_\_\_  
☐ Collect \_\_\_\_\_

Please Note: CSI will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

**Special Instructions/Comments:** \_\_\_\_\_

### Emergency Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_







16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

### Standard Graphic Sizes

	Qty	Discount Price	Standard Price	Total
<b>Cardstock</b>				
Letter - 8.5" x 11"	_____ x	\$51.30	\$66.70	_____
ID Sign - 7" x 44"	_____ x	\$43.60	\$56.70	_____
Ledger - 11" x 17"	_____ x	\$59.90	\$77.90	_____
Easel Back	_____ x	\$3.50	\$4.50	_____
<b>3/16" Foamcore</b>				
Small Sign - 14" x 22"	_____ x	\$73.40	\$78.20	_____
Small Sign - 22" x 28"	_____ x	\$89.80	\$116.80	_____
Large Sign - 28" x 44"	_____ x	\$179.70	\$233.60	_____
Large Sign - 20" x 60"	_____ x	\$195.40	\$244.70	_____
Large Sign - 40" x 60"	_____ x	\$342.00	\$428.30	_____
<b>1/2" Foamcore</b>				
Hoofer Sign - 24" x 84"	_____ x	\$273.60	\$342.60	_____
Hoofer Sign - 38" x 84"	_____ x	\$440.20	\$572.30	_____
Half Moon Feet (RENTAL ONLY)	_____ x	\$7.00	\$8.80	_____
<b>13oz Banner w/Grommets</b>				
Banner Sign - 6' x 2'	_____ x	\$234.90	\$293.70	_____
Banner Sign - 8' x 2'	_____ x	\$312.70	\$391.60	_____
Banner Sign - 10' x 2'	_____ x	\$390.80	\$489.50	_____
Banner Sign - 6' x 3'	_____ x	\$351.70	\$440.50	_____
Banner Sign - 8' x 3'	_____ x	\$469.00	\$587.30	_____
Banner Sign - 10' x 3'	_____ x	\$586.20	\$734.20	_____
Banner Sign - 6' x 4'	_____ x	\$469.00	\$587.30	_____
Banner Sign - 8' x 4'	_____ x	\$625.30	\$783.10	_____
Banner Sign - 10' x 4'	_____ x	\$781.60	\$978.90	_____

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the close of the show.

All graphics are subject to a 100% Cancellation Charge.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

### Digital Graphics

#### Custom Size (please see next page for digital file set up info)

CSI uses the latest technology to provide the detail you want while keeping conscious of the environment. Our creative department supports most digital artwork files, allowing us to create signage of any size and material. For graphics that are not standard size and are larger in size, please use the following pricing.

	Discount Price	Standard Price
_____ x _____ = _____ @ \$18.00		\$22.50 = _____
Length Width Square Feet		Total

- Double the square footage for double-sided graphics.
- For accurate pricing, round square footage up to the next 0.5/half foot.
- Minimum order of 10 square feet.
- Designing, retouching, special substrates or color matching artwork may incur additional charges.

#### Substrate Options: please select one.

☐ Sintra ☐ Foamcore ☐ Plexi ☐ Gatorboard ☐ Vinyl Banner

#### Substrate Thickness/Gauge: please select one.

☐ 1/8" ☐ 1/4" ☐ 3/16" ☐ 1/2"

#### YOUR SIGN COPY GOES HERE:

Please feel free to attach additional sign copy on separate page.

Vertical Horizontal Background Color: \_\_\_\_\_ Lettering Color: \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_

TAX (8.875%) \$ \_\_\_\_\_

\*\*TOTAL \$ \_\_\_\_\_

**\*\*A 15% RUSH charge will be applied to orders placed 3 days or less prior to the move-in date.**

Please enter this amount on the "Payment/Charge Authorization" Form

### Print File Information / Please Check One

Please let us know when you expect to submit your artwork:

- ☐ I need assistance submitting my file(s), please contact me
- ☐ I will be submitting my file by (date) \_\_\_\_\_
- ☐ I need CSI to set my copy placement only - indicate copy in the area above.
- ☐ I put them on our FTP & will be sending user/pass info to CSI
- ☐ I sent them via email / Files 5mbs or under
- ☐ I need CSI to set up a file transfer C3 acct. to upload my graphics files.
- ☐ I spoke with a CSI employee (insert name below) & sent the file to their email address.





16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

## RuPaul's Drag Con NYC

Job # 190906

Order Deadline Date

August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

## Guarantee of Structural Integrity Statement

**NOTICE:** This form must be signed and returned for all hanging structures.

\_\_\_\_\_, the contracted exhibitor at the  
(Exhibiting Company)  
RuPaul's Drag Con NYC and (if applicable) \_\_\_\_\_,  
(Show Name) (Display House / Builder)  
the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee  
that the stress points for the hanging structure have been properly engineered and tested. We  
further certify that the structure can hang safely and has been constructed to meet all applicable  
regulations and safety measures.

We hereby release RuPaul's Drag Con NYC / Javits Center / CSI, their  
(Show Name) (Facility)  
contractors and agents, from any liability in connection with this structure and agree to indemnify  
and hold harmless from any loss, damage or injury arising from this equipment.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

Display House/Builder: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_



Guarantee of Structural Integrity Form



16 Plaza Drive, Bronx, NY 10465  
Phone: 800.523.7118  
Fax: 610.558.9459

**RuPaul's Drag Con NYC**  
Job # 190906

**Order Deadline Date** August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

### PLEASE PROVIDE THE FOLLOWING INFORMATION

Regardless of previous usage, an authorized signature is required on the Guarantee of Structural Integrity Statement form and the following information is to be completed.

#### IMPORTANT NOTE

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed and removed by CSI Worldwide certified riggers.
- Exhibitors are **REQUIRED** to include hanging/setup instructions and orientation diagrams in advance.
- Electrical signs must be in working order and in accordance with the National Electric Code. Electrical services must be ordered through the electrical service provider (form included in manual).

#### STRUCTURE DESCRIPTION

- Include blue print or drawing containing detailed information so hanging anchor points can be determined.

#### Type of Material:

- ☐ Cloth ☐ Metal ☐ Wood ☐ Plastic ☐ Truss  
☐ Other: \_\_\_\_\_

#### Truss only:

- ☐ 12" box ☐ 20" box ☐ Other: \_\_\_\_\_

#### Shape of Structure:

- ☐ Circle ☐ Rectangle ☐ Square ☐ Triangle  
☐ Other: \_\_\_\_\_

#### Size (in feet):

\_\_\_\_\_ (H) x \_\_\_\_\_ (L) x \_\_\_\_\_ (W) x \_\_\_\_\_ (D)  
height length width diameter

#### Additional Notes/Description:

#### STRUCTURE DESCRIPTION (continued)

**Weight of Hanging Structure:** \_\_\_\_\_ lbs  
*Any hanging structure that weighs in excess of 100 lbs will require the employment of chain motors.*

Are you using chain motor(s)?

- ☐ No  
☐ Yes (Quantity: \_\_\_\_\_)  
☐ CSI Provided  
☐ Exhibitor Provided

#### CHAIN MOTORS

QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$520.00	\$676.00	
	1 Ton Chain Motor	\$650.00	\$845.00	

- If your hanging structure is 100 lbs or more, please submit a **CERTIFIED WEIGHT BILL** and a **CERTIFIED STRUCTURAL ENGINEERED DRAWING**.
- All truss structures require a **CERTIFIED WEIGHT BILL**.

#### PLACEMENT DIAGRAM

Provide an overview sketch of how your sign should be hung in your booth in the large box below. Place booth dimensions in the small boxes. Indicate surrounding aisle or booth numbers for orientation.

\_\_\_\_\_ feet in from back aisle/booth # \_\_\_\_\_

\_\_\_\_\_ feet in from left aisle/booth # \_\_\_\_\_

\_\_\_\_\_ feet in from right aisle/booth # \_\_\_\_\_

\_\_\_\_\_ feet in from front aisle/booth # \_\_\_\_\_

**Number of feet from floor to bottom of sign:** \_\_\_\_\_ ft

- Would you like your sign centered over your booth?

- ☐ Yes ☐ No (I will provide an overhead sketch)



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**RuPaul's Drag Con NYC**  
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Order Deadline Date August 23, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

### IMPORTANT NOTES

- \* CSI certified riggers are required to assemble, install and remove all hanging signs to ensure structural integrity. Any signs that are not assembled by approved CSI certified riggers are subject to an inspection fee.
- \* CSI certified riggers are required to install and remove all hanging truss to ensure structural integrity.
- \* Assembly/disassembly labor rates are per man, per hour with a one (1) hour minimum.
- \* Overhead sign hang rates are per lift and crew, per hour with a one (1) hour minimum.
- \* CSI will process requests for assembly and rigging in the order they are received and will make attempts to honor all requested start times. Should hanging sign or supervision not be present at the time the crew arrives a one (1) hour minimum charge will apply.
- \* Additional charges will apply for any cables, connectors or other equipment deemed necessary to safely complete the installation of overhead sign or truss system. A CSI certified rigger will determine such requirements onsite.

- \* **ST (STRAIGHT TIME):** Monday through Friday (first 8 hours of the worker's shift, regardless of the time of day)
- \* **OT (OVERTIME):** After the first 8 hours of worker's shift regardless of the time of day & all day Saturday
- \* **DT (DOUBLE TIME):** Sunday and Holidays

#### PLEASE INDICATE METHOD OF SUPERVISION YOU REQUIRE:

☐ OK TO PROCEED WITHOUT EXHIBITOR SUPERVISION ☐ WAIT FOR EXHIBITOR SUPERVISION ☐ DISPLAY HOUSE TO SUPERVISE

### SIGN ASSEMBLY / DISASSEMBLY LABOR

Please indicate who will supervise ASSEMBLY:

☐ CSI Supervision ☐ Exhibitor/Display House Supervision

SIGN ASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	<b>ST</b>	\$197.25	\$256.40	
	<b>OT</b>	\$249.50	\$324.35	
	<b>DT</b>	\$302.00	\$392.60	
CSI supervision: _____ x 30% = <small>(Assembly total)</small>				<small>(\$40.00 minimum)</small>

Please indicate who will supervise DISASSEMBLY:

☐ CSI Supervision ☐ Exhibitor/Display House Supervision

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	<b>ST</b>	\$197.25	\$256.40	
	<b>OT</b>	\$249.50	\$324.35	
	<b>DT</b>	\$302.00	\$392.60	
CSI supervision: _____ x 30% = <small>(Assembly total)</small>				<small>(\$40.00 minimum)</small>

Date of Assembly: \_\_\_\_\_

Date of Disassembly: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_

### OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	<b>ST</b>	\$811.40	\$1054.80	
	<b>OT</b>	\$972.30	\$1264.00	
	<b>DT</b>	\$1165.75	\$1,515.50	

RIGGING REMOVAL				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	<b>ST</b>	\$811.40	\$1054.80	
	<b>OT</b>	\$972.30	\$1264.00	
	<b>DT</b>	\$1165.75	\$1,515.50	

Date of Assembly: \_\_\_\_\_

Date of Disassembly: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_

\* There may be an additional charge of \$100.00 per hang point for signage being installed from the "unistrut" ceiling structure.

\* In areas of certain convention centers, "high" hang point rigs must be installed prior to anything being hung from the "high" ceiling. If hang point rigs are required, the additional charge will be \$150.00 for each hang point rig. These points are in addition to the quoted rates.



## EXHIBIT MATERIAL

### OVERHEAD HANGING SIGNS SHIPMENT

Deadline Date: Thursday, August 29, 2019

To: \_\_\_\_\_

(Name of Exhibiting Company)

MO Trucking Inc.  
c/o CSI Worldwide  
21 Picone Blvd.  
Farmingdale, NY 11735

Event: **RuPaul's Drag Con NYC**

Booth: # \_\_\_\_\_



# RUSH



## EXHIBIT MATERIAL

### OVERHEAD HANGING SIGNS SHIPMENT

Deadline Date: Thursday, August 29, 2019

To: \_\_\_\_\_

(Name of Exhibiting Company)

MO Trucking Inc.  
c/o CSI Worldwide  
21 Picone Blvd.  
Farmingdale, NY 11735

Event: **RuPaul's Drag Con NYC**

Booth: # \_\_\_\_\_



# RUSH



Dear **Exhibitor**,

We look forward to welcoming you to the **RUPAUL'S DRAGCON** at the Javits Center. We are proud to introduce our new online ordering portal **Jake**.

**Jake** is an innovative online ordering system that allows you to place **electrical, technology, cleaning and plumbing** needs- **no more forms**.

The **Advance Rate deadline** for ordering Javits utilities (*up to 32% savings*) is **August 22, 2019**.

Please feel free to contact the Exhibitor Solutions Team with any questions regarding **Jake** via email at [services@javitscenter.com](mailto:services@javitscenter.com) or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Please see the **USEFUL TOOL** section below for additional helpful information.

Thank you,  
The Javits Center

**Jake**

is an online portal which allows you to place your utility orders for an event at the Javits Center. **To get started click here [Jake](#).**

**MARKET  
EXPRESS**  
Catering + Delivery

is the place to go for all of your catering requirements and with timely delivery. **To get started click here: [MARKET EXPRESS](#). [VIEW MENU](#)**

# PRODUCT SHOWCASE



## LED Par Can Light Fixture

Slim and minimalist design • Cool white light with 4,000K/10220 nominal lumen  
• 12-foot illumination spread •

Price includes installation and dismantling

Don't miss out!

---

## SERVICES

Need assistance choosing the best service options?

**We're here to help - Click below.**



ELECTRICAL



TECHNOLOGY



PLUMBING



CLEANING



CATERING

---

## USEFUL TOOLS

- ✓ Need assistance navigating Jake? [Click here](#)
- ✓ Javits Lights Illustrations. [Click here](#)
- ✓ Javits Catalog. [Click here](#)

# MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program.  
Interested in knowing more? [Click here](#)

---

## PARTNERS

Also available for your service requirements:



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