



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

NLIT Summit 2025
Colorado Convention Center
Denver, Colorado
Monday, May 5 – Wednesday May 7, 2025

Dear Exhibitor:

WELCOME! CSS is pleased to be selected by show management to serve as your Official Service Contractor.

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- [On-Line Ordering](#) is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.
- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 8.81% in Denver, Colorado**. Sales tax is applicable to rentals and some labor services. Some labor and material handling services may be exempt in the state of Colorado. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **ArcBest (ABF Freight) 1-800-654-7019**.

We look forward to serving you from start to finish. We are here to make sure your experience is a complete success. If you need assistance or additional information, please contact our Exhibitor Service Department:

Email: esr@cssabq.com
1921 Bellamah Ave. NW
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Fax: (505) 243-8197

Or visit us on the World Wide Web at <http://www.cssabq.com>.



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME:	NLIT Summit 2025	
EXHIBITOR MOVE-IN:	Monday, May 5, 2025	10:00AM – 4:00PM
SHOW DATE(S):	Monday, May 5, 2025	5:00PM – 7:00PM - RECEPTION
	Tuesday, May 6, 2025	9:00AM – 3:30PM
	Wednesday, May 7, 2025	5:00PM – 6:30PM - RECEPTION 9:00AM – 3:30PM
EXHIBITOR MOVE-OUT:	Wednesday, May 7, 2025	3:30PM – 8:00PM

Outside freight carriers must be checked in by: **Wednesday, May 07, 2025 @ 7:00PM**
 All materials must be packed with bill(s) of lading turned in to **CSS** by: **Wednesday, May 07, 2025 @ 8:00PM**

SHOW LOCATION: Colorado Convention Center
 Hall F
 700 14th St.
 Denver, CO 80202

ALL BOOTH PACKAGES: (Included with booth purchase)	10' x 10'	5M x 5M Meeting Room
	8' Black Draped Back Wall	(1) 6' Black Draped Table
	3' Black Draped Side Rail	(4) Chairs
	(1) 6' Black Draped Table	(1) Waste Basket w/ Liner
	(2) Molded Plastic Chairs	
	(1) Waste Basket w/ Liner	
	(1) 7" x 44" ID Sign	

Basic Wi-Fi for light internet browsing will be provided

Note – Electrical is NOT included in the booth package

Note – Lead Retrieval is NOT available for this event

The exhibit hall **IS NOT** carpeted.

Aisle Carpet Color is **Tuxedo**.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	Monday, April 07, 2025
Submission deadline for exhibitor appointed contractor (EAC) notification:	Monday, April 07, 2025
Last date to receive certificate of insurance for EAC:	Monday, April 07, 2025
Advance Orders and Payment Deadline:	Monday, April 21, 2025
Last date freight can arrive at the advance warehouse:	Thursday, May 01, 2025
First date for direct shipments to facility:	Sunday, May 04, 2025

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING

Monday – Friday 8:00AM – 5:00PM

Monday, April 7 – Thursday, May 1, 2025

ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
 NLIT 2025
 c/o **CSS**
 ABF Freight
 5871 N Broadway
 Denver, CO 80216

FIRST DAY FOR DIRECT FREIGHT

Sunday, May 4, 2025 – 10:00AM – 4:00PM

Monday, May 5, 2025 --- 8:00AM – 4:00PM

DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
 c/o **CSS**
 NLIT 2025
 Colorado Convention Center - Exhibit Hall F
 700 14th Street
 Denver, CO 80202



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the CSS Payment Policy, the CSS Material Handling Information and Limits of Liability, and the CSS Conditions and Regulations for electrical usage provided with your Service Kit. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show.** (There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)

Account #:

Expiration Date: Billing Zip Code:

Card Verification # (3 or 4 Digit Code on Card):

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furniture	
Upgrade Furniture	
Carpet/Prestige Carpet	
Rental Display	
Labor	
Rigging	
Material Handling	
Cleaning	
Floral	
Sign/Graphics	
Information included but ordered elsewhere	
Facility Services (Electrical, Internet, Catering)	XXXXXXXX
Estimated Total (includes State Tax where applicable)	

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.
This form is intended as a tool to assist you and is not a replacement for any other form.



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PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE PRICING

To obtain the advance pricing, full payment must be included with your order. Orders received after the advance payment deadline date or made at the Exhibitor Service Center during the show, will be billed at the "Standard Price" as listed on the enclosed forms. **Telephone orders will not be accepted.**

PAYMENT OPTIONS

We offer two convenient ways for you to order and pay for your show services provided by **CSS**.

1. Service Kit (pdf download)
 - a. Advance payment by **Company Check, Wire Transfer, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
 - i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add \$25.00 to amounts transferred to be considered paid in full.
 - ii. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
 - b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **Monday, April 21, 2025**. *(There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)*
2. **On-Line Ordering**
 - a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

PAYMENT TERMS

To process your order for services and materials listed in this Exhibitor Service Kit, we must have your completed and signed Credit Card Authorization form or full payment in advance or you must place your order on-line. Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center at the show. **Charges may not be disputed after the show.**

Items ordered and delivered but subsequently canceled will be charged 50% of the order price to cover labor involved.

Please notify your company representative who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Form**). **Third Parties must contact CSS for an on-line log in.**



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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

CSS will present show site invoices to third parties for payment of services rendered to exhibitors, provided the following conditions are met:

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by **Monday, April 21, 2025**.
- This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.**
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

Please indicate below which items/services are to be invoiced to the third party:

Furniture/Carpet
 Booth Cleaning
 Material Handling
 Booth Labor

Other:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED. IN THE EVENT THE NAMED THIRD PARTY DOES NOT MAKE PAYMENT UPON PRESENTATION OF INVOICE AT SHOW SITE, SUCH CHARGES WILL BE PRESENTED TO THE EXHIBITING COMPANY FOR PAYMENT BEFORE THE CLOSE OF THE SHOW.

Event Name: NLIT 2025	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
Email address:	Email address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DRAPED DISPLAY TABLES - 30" HIGH (choose skirt color below)

Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	172.15	223.80
	6'L X 30"H Draped Table	207.05	269.17
	8'L X 30"H Draped Table	241.90	314.47

DRAPED DISPLAY COUNTERS - 40" HIGH (choose skirt color below)

	4'L X 40"H Draped Counter	214.00	278.20
	6'L X 40"H Draped Counter	248.90	323.57
	8'L X 40"H Draped Counter	283.80	368.94
	30"D X 40"H Spandex Round Highboy	248.90	323.57

UNDRAPED DISPLAY TABLES - 30" HIGH

	4'L X 30"H Undraped Table	110.50	143.65
	6'L X 30"H Undraped Table	134.90	175.37
	8'L X 30"H Undraped Table	160.50	208.65
	30"H Conference Table (circle choice) 36"D Black 36" D White 40"D Grey	295.60	354.48

UNDRAPED DISPLAY COUNTERS - 40" HIGH

	4'L X 40"H Undraped Counter	119.80	155.74
	6'L X 40"H Undraped Counter	141.90	184.47
	8'L X 40"H Undraped Counter	173.30	225.29
	40"H Conference Counter (circle choice) 36"D Black 36" D White 40"D Grey	316.60	378.48

TABLE SKIRTING (choose skirt color below)

	4th Side Table Drape for Table 30"H	92.00	111.00
	4th Side Table Drape for Counter 40"H	108.00	130.00
	Individual Table Skirt for Table 30"H	111.00	133.00
	Individual Table Skirt for Counter 40"H	128.00	154.00

SPECIAL DRAPERY (6' minimum) (choose drape color below)

	3' High Drapery/linear ft.	18.41	23.93
	8' High Drapery/linear ft.	24.25	28.23
	3' Upright with Half Base	26.00	30.00
	8' Upright with Full Base	27.00	32.00
	Crossbar	27.00	32.00

STANDARD FURNITURE AND ACCESSORIES

	Molded Plastic Chair	95.35	123.96
	Padded Side Chair	119.35	152.96
	Padded Arm Chair	124.45	161.79
	Upholstered Bar Stool with Back	152.35	198.06
	Bag Rack (circle choice) "T" waterfall	178.68	232.25
	Literature Rack (circle choice) flat accordion	223.00	249.00
	Aluminum Easel	55.85	72.61
	Wastebasket with Liner	33.50	43.55
	Fishbowl	39.00	47.00
	4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	251.25	326.63
	4'L X 7"H Table Riser (draped in vinyl)	76.05	98.87
	6'L X 7"H Table Riser (draped in vinyl)	93.50	121.55
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	Contact for Quote	Contact for Quote

*Maximum load on boards is 50 lbs. Poster Boards are black & Velcro/push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES (please circle choice)

Blue	Gold	Teal	Beige	Hunter Green
Black	White	Peach	Burgundy	Terra-Cotta
Red	Silver	Plum	Willow	

SPANDEX COLOR CHOICES (please circle choice)

Red	Black	Blue
White	Teal	Silver

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



DRAPED TABLE
 2' W X (4', 6', OR 8' L) X 30" H



DRAPED COUNTER
 2' W X (4', 6', OR 8' L) X 40" H



UNDRAPED TABLE/COUNTER
 2' W X (4', 6', OR 8' L) X 30" H OR 40" H

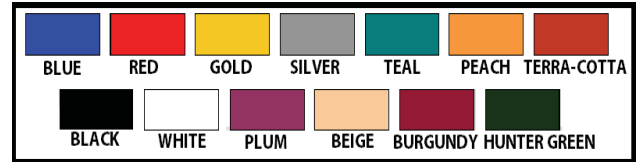


SPANDEX HIGHBOY
 30" D X 40" H

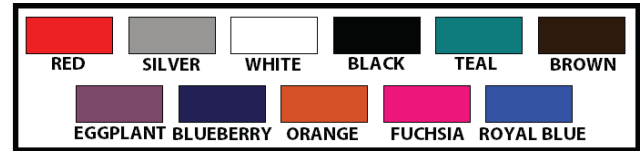


ROUND CONFERENCE TABLE/COUNTER
 36" D (BLACK/WHITE) or
 40" D (GREY) x 30" or 40" H

DRAPE COLORS



SPANDEX COLORS



MOLDED PLASTIC CHAIR



PADDED SIDE CHAIR



PADDED ARM CHAIR



UPHOLSTERED BAR STOOL



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STANDARD FURNISHINGS

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T STYLE BAG RACK
50" H X 15" W X 12" L



WATERFALL BAG RACK
50" H X 15" W X 12" L



ALUMINUM EASEL
64" H X 32" W X 32" L



FLAT LITERATURE STAND WITH 6
POCKETS
55" H X 14" W X 9" L



ACCORDION LITERATURE
STAND
5' HIGH



POSTER BOARD
(HORIZONTAL)
4' X 8'



GLASS SHOW CASE
38" H X 48" W X 18" D



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	30AGBB	30" Round Bar Table w/ Standard Black Base, Brushed Gunmetal Top	30"RND 42"H	295.00	369.00	
	30AGBC	30" Round Cafe Table w/ Standard Black Base, Brushed Gunmetal Top	30"RND 29"H	295.00	369.00	
	30AGHB	30" Round Bar Table w/ Hydraulic Base, Brushed Gunmetal Top	30"RND 45"H	365.25	456.75	
	30AGHC	30" Round Cafe Table w/ Hydraulic Base, Brushed Gunmetal Top	30"RND 29"H	365.25	456.75	
	30BEBB	30" Round Bar Table w/ Std Black Base, Blue Top	30"RND 42"H	295.00	369.00	
	30BEEC	30" Round Café Table w/ Std Black Base, Blue Top	30"RND 29"H	295.00	369.00	
	30BEHB	30" Round Bar Table w/ Hydraulic Base, Blue Top	30"RND 45"H	365.25	456.75	
	30BEHC	30" Round Cafe Table w/ Hydraulic Base, Blue Top	30"RND 29"H	365.25	456.75	
	30BKHB	30" Round Bar Table w/ Hydraulic Base, Black Top	30"RND 45"H	365.25	456.75	
	30BKHC	30" Round Cafe Table w/ Hydraulic Base, Black Top	30"RND 29"H	365.25	456.75	
	30BKSB	30" Round Bar Table w/ Std Black Base, Black Top	30"RND 42"H	295.00	369.00	
	30BKSC	30" Round Cafe Table w/ Std Black Base, Black Top	30"RND 29"H	295.00	369.00	
	30BRHB	30" Round Bar Table, Red Top	30"RND 45"H	365.25	456.75	
	30BRHC	30" Round Café Table, Red Top	30"RND 29"H	365.25	456.75	
	30GRHB	30" Round Bar Table, Graphite Top	30"RND 45"H	365.25	456.75	
	30GRHC	30" Round Café Table, Graphite Top	30"RND 29"H	365.25	456.75	
	30GSBB	30" Round Bar Table w/ Std Black Base, Green Top	30"RND 42"H	295.00	369.00	
	30GSBC	30" Round Cafe Table w/ Std Black Base, Green Top	30"RND 29"H	295.00	369.00	
	30GSHB	30" Round Bar Table w/ Hydraulic Base, Green Top	30"RND 45"H	365.25	456.75	
	30GSHC	30" Round Cafe Table w/ Hydraulic Base, Green Top	30"RND 29"H	365.25	456.75	
	30MAHB	30" Round Bar Table, Hydraulic Chrome Base, Madison Gray Acajou Top	30"RND 45"H	365.25	456.75	
	30MAHC	30" Round Café Table, Hydraulic Chrome Base, Madison Gray Acajou Top	30"RND 29"H	365.25	456.75	
	30MTHB	30" Round Bar Table, Maple Top	30"RND 45"H	365.25	456.75	
	30MTHC	30" Round Café Table, Maple Top	30"RND 29"H	365.25	456.75	
	30OSBB	30" Round Bar Table w/ Std Black Base, Orange Top	30"RND 42"H	295.00	369.00	
	30OSBC	30" Rnd Cafe Table w/ Std Black Base, Orange Top	30"RND 29"H	295.00	369.00	
	30OSHB	30" Round Bar Table w/ Hydraulic Base, Orange Top	30"RND 45"H	365.25	456.75	
	30OSHC	30" Round Cafe Table w/ Hydraulic Base, Orange Top	30"RND 29"H	365.25	456.75	
	30WDBB	30" Round Bar Table w/ Std Black Base, Wood Top	30"RND 42"H	295.00	369.00	
	30WDBC	30" Round Cafe Table w/ Std Black Base, Wood Top	30"RND 29"H	295.00	369.00	
	30WDHB	30" Round Bar Table w/ Hydraulic Base, Wood Top	30"RND 45"H	365.25	456.75	
	30WDHC	30" Round Cafe Table w/ Hydraulic Base, Wood Top	30"RND 29"H	365.25	456.75	
	30WH29	30" Round Cafe Table w/ Std Black Base, White Top	30"RND 29"H	295.00	369.00	
	30WH42	30" Round Bar Table w/ Std Black Base, White Top	30"RND 42"H	295.00	369.00	

****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

Please contact **CSS** for custom/specialty items not listed on this order form.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$



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Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	30WHHB	30" Round Bar Table w/ Hydraulic Base, White Top	30"RND 45"H	365.25	456.75	
	30WHHC	30" Round Cafe Table w/ Hydraulic Base, White Top	30"RND 29"H	365.25	456.75	
	30YBBB	30" Round Bar Table w/ Standard Black Base, Brushed Yellow Top	30"RND 42"H	295.00	369.00	
	30YSBC	30" Round Cafe Table w/ Standard Black Base, Brushed Yellow Top	30"RND 29"H	295.00	369.00	
	30YSHB	30" Round Bar Table w/ Hydraulic Base, Brushed Yellow Top	30"RND 45"H	365.25	456.75	
	30YSHC	30" Round Cafe Table w/ Hydraulic Base, Brushed Yellow Top	30"RND 29"H	365.25	456.75	
	36ATO	Atomic 36" Round Table	36"RND 30"H	323.75	404.75	
	36BKHB	36" Round Bar Table w/ Hydraulic Base, Black Top	36"RND 45"H	427.75	534.75	
	36BKHC	36" Round Cafe Table w/ Hydraulic Base, Black Top	36"RND 29"H	427.75	534.75	
	36BKSB	36" Round Bar Table w/ Std Black Base, Black Top	36"RND 42"H	305.50	382.00	
	36BKSC	36" Round Cafe Table w/ Std Black Base, Black Top	36"RND 29"H	305.50	382.00	
	36GRHB	36" Round Bar Table, Graphite Nebula Top	36"RND 45"H	427.75	534.75	
	36GRHC	36" Round Café Table, Graphite Top	36"RND 29"H	427.75	534.75	
	36MTHB	36" Round Bar Table, Maple Top	36"RND 45"H	427.75	534.75	
	36MTHC	36" Round Café Table, Maple Top	36"RND 29"H	427.75	534.75	
	36WTHB	36" Round Bar Table, White Top	36"RND 45"H	427.75	534.75	
	36WTHC	36" Round Café Table, White Top	36"RND 29"H	427.75	534.75	
	42ATO	Atomic 42" Round Table	42"RND 30"H	323.75	404.75	
	42BKCT	42" Round Conference Table, Black Top	42"RND 29"H	487.50	607.50	
	ACHBCB	Ace High Back Chair, Black Vinyl	26"L 26"D 41.75-44.25"H	335.50	419.25	
	ACEHBC	Ace High Back Chair, White Vinyl	26"L 26"D 41.75-44.25"H	335.50	419.25	
	ACMBCB	Ace Mid Back Chair, Black Vinyl	26"L 26"D 33.25-35.75"H	316.00	395.00	
	ACEMBC	Ace Mid Back Chair, White Vinyl	26"L 26"D 33.25-35.75"H	316.00	395.00	
	ALC100	Alondra Cocktail Table, Glass/Chrome	47"L 24"D 16"H	405.50	507.00	
	ALC200	Alondra Cocktail Table, Wood/Chrome	47"L 24"D 17"H	405.50	507.00	
	ALE100	Alondra End Table, Glass/Chrome	20"L 20"D 20"H	323.75	404.75	
	ALE200	Alondra End Table, Wood/Chrome	20"L 20"D 21"H	323.75	404.75	
	ATHCHA	Atherton Chair	27"L 31"D 30"H	702.00	877.50	
	AURA	Aura Round Table	15"RND 22"H	180.75	226.00	
	BC8	Madison Bookcase, Gray Acajou	36"L 12"D 72"H	568.00	710.25	
	BCHWHT	Baja Chair	36"L 30.5"D 28"H	764.50	955.50	
	BCW	White Madrid Chair	30"L 30"D 31"H	702.00	877.50	
	BKC10N	10' Table	120"L 48"D 29"H	1,118.00	1,397.50	
	BKC10P	10' Table, Powered	120"L 48"D 29"H	1,423.50	1,779.50	
	BKCT5N	5' Table	60"L 48"D 29"H	609.75	762.25	

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PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
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Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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	BKCT5P	5' Table, Powered	60"L 48"D 29"H	690.25	863.00	
	BKCT8N	8' Table	96"L 48"D 29"H	1,118.00	1,397.50	
	BKCT8P	8' Table, Powered	96"L 48"D 29"H	1,423.50	1,779.50	
	BLDBBK	Blade Barstool, (Black)	20.5"L 20"D 40.5"H	153.50	191.75	
	BLDBRD	Blade Barstool, Red	20.5"L 20"D 40.5"H	153.50	191.75	
	BLDBSB	Blade Barstool, Sky Blue	20.5"L 20"D 40.5"H	153.50	191.75	
	BLDBWH	Blade Barstool, White Molded Plastic	20.5"L x 20"D x 40.5"H	153.50	191.75	
	BLDCBK	Blade Chair (Black)	20.5"L 19"D 30.5"H	100.00	130.00	
	BLDCRD	Red Blade Chair	20.5"L 19"D 30.5"H	100.00	130.00	
	BLDCSB	Sky Blue Blade Chair	20.5"L 19"D 30.5"H	100.00	130.00	
	BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	967.25	1,209.00	
	BNMCOB	Brooklyn Meeting Chair, Oak Base	24.5" L 25.5" D 31.75"H	405.50	507.00	
	BNMCOW	Brooklyn Meeting Chair	24.5" L 25.5" D 31.75"H	405.50	507.00	
	BNMCSB	Brooklyn Meeting Chair, Black Swivel Base	24.5" L 25.5" D 31.75"H	405.50	507.00	
	BNMCSW	Brooklyn Meeting Chair, Swivel	24.5" L 25.5" D 31.75"H	405.50	507.00	
	BOWCHA	Bowery Chair	29.75"L 31"D 27.25"H	702.00	877.50	
	BS001	Shark Barstool	22"L 19"D 34-44"H	365.25	456.75	
	BS002	Zoey Barstool	15"L 16"D 30-34.75"H	335.50	419.25	
	BSFWHT	Baja Sofa	86"L 30"D 28"H	1,161.00	1,451.25	
	BSR	Syntax Barstool, Black/Chrome	23"L 19"D 43.25"H	262.50	328.25	
	BSS	Black Banana Barstool	21"L 22"D 41"H	335.50	419.25	
	BST	White Banana Barstool	21"L 22"D 41"H	335.50	419.25	
	BVLYBK	Beverly Bench Ottoman, Black Vinyl	60"L 20"D 18"H	438.00	547.75	
	BVLYBN	Beverly Bench Ottoman, Brown Fabric	60"L 20"D 18"H	438.00	547.75	
	BVLYGR	Beverly Bench Ottoman, Gray Fabric	60"L 20"D 18"H	438.00	547.75	
	BVLYLN	Beverly Bench Ottoman, Linen Fabric	60"L 20"D 18"H	438.00	547.75	
	BVLYOB	Beverly Bench Ottoman, Ocean Blue Fabric	60"L 20"D 18"H	438.00	547.75	
	BVLYRD	Beverly Bench Ottoman, Red Fabric	60"L 20"D 18"H	438.00	547.75	
	BVLYWH	Beverly Bench Ottoman, White Vinyl	60"L 20"D 18"H	438.00	547.75	
	BVSMBK	Beverly Small Bench Ottoman, Black Vinyl	30"L 20"D 18"H	366.50	458.25	
	BVSMBL	Beverly Small Bench Ottoman, Ocean Blue	30"L 20"D 18"H	366.50	458.25	
	BVSMBN	Beverly Small Bench Ottoman, Brown	30"L 20"D 18"H	366.50	458.25	
	BVSMGN	Beverly Small Bench Ottoman, Olive Green	30"L 20"D 18"H	366.50	458.25	
	BVSMGY	Beverly Small Bench Ottoman, Gray	30"L 20"D 18"H	366.50	458.25	
	BVSM LN	Beverly Small Bench Ottoman, Linen	30"L 20"D 18"H	366.50	458.25	
	BVSM LV	Beverly Small Bench Ottoman, Lavender	30"L 20"D 18"H	366.50	458.25	
	BVSMOR	Beverly Small Bench Ottoman, Orange	30"L 20"D 18"H	366.50	458.25	
	BVSMRD	Beverly Small Bench Ottoman, Red	30"L 20"D 18"H	366.50	458.25	

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CONVENTION SERVICES OF THE SOUTHWEST, INC.

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	BVSMWH	Beverly Small Bench Ottoman, White Vinyl	30"L 20"D 18"H	366.50	458.25	
	BVSMYL	Beverly Small Bench Ottoman, Yellow	30"L 20"D 18"H	366.50	458.25	
	C10PWR	10' Table, Powered	120"L 48"D 29"H	1,423.50	1,779.50	
	C1C	Chrome Geo Cocktail Table with Glass	50"L 22"D 16"H	335.50	419.25	
	C1E	Silverado Cocktail Table with Glass	36"RND 17"H	335.50	419.25	
	C1FWB	Geo Cocktail Table, Wood/Black	47"L 24"D 17"H	335.50	419.25	
	CB8	42" Round Conference Table, Madison Gray Acajou	42"RND 29"H	487.50	609.50	
	CE1	Square Round Chrome Geo Conference Table	42"L 42"D 29"H	365.25	456.75	
	CE2	Chrome Geo Conference Table	60"L 36"D 29"H	609.75	762.25	
	CF1	Square Round Black Geo Conference Table	42"L 42"D 29"H	365.25	456.75	
	CF2	Black Geo Conference Table	60"L 36"D 29"H	609.75	762.25	
	CHR002	Allegro Chair	36"L 34.5"D 30"H	764.50	955.50	
	CNTCHR	Century Chair	30"L 30"D 31"H	702.00	877.50	
	COCHTP	Cordoba Chair	37"L 32"D 32.75"H	609.75	762.25	
	COLVTP	Cordoba Loveseat	60.5"L 32"D 33"H	873.50	1,092.00	
	CONF42	42" Round Table, White Laminate	42"RND 29"H	487.50	609.50	
	CS4	Syntax Chair, Black/Chrome	23"L 19"D 32.25"H	243.00	304.00	
	CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	555.00	687.50	
	CUPCHA	Cupertino Mid Back Chair	27"L 30.5"D 40-43"H	316.00	395.00	
	DIVFCR	Clear Divider, Freestanding Corner	39"L 39"D 72"H	810.00	1,012.50	
	DIVFRE	Clear Divider, Freestanding	39"L 1.5"D 72"H	405.00	507.00	
	DIVFWB	Divider, Freestanding Whiteboard	39"L 1.5"D 72"H	547.25	684.25	
	DIVFWL	Clear Divider, Freestanding Wall	40"L 1.5"D 72"H	405.00	507.00	
	DUET	Duet Stack Chair	21"L 23"D 33"H	100.00	125.25	
	E1C	Chrome Geo End Table with Glass	24"L 24"D 20"H	275.00	357.50	
	E1E	Silverado End Table with Glass	24"RND 22"H	262.60	328.25	
	E1FWB	Geo End Table, Wood/Black	20"L 20"D 21"H	275.00	357.50	
	END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	568.00	710.25	
	END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	568.00	710.25	
	END02B	Endless Square Ottoman	34"L 34"D 15"H	498.00	622.50	
	END02W	Endless Square Ottoman	34"L 34"D 15"H	498.00	622.50	
	FAIRCW	Fairfax Chair	27"L 26"D 30"H	520.00	650.00	
	FAIRSW	Fairfax Sofa	62"L 26"D 30"H	669.50	837.00	
	GENCHA	Genesis Chair	27.5"L 27.5"D 40-43.5"H	234.00	292.50	
	HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	709.75	887.25	
	HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	1,118.00	1,397.50	
	JD8	Madison Executive Desk, Gray Acajou	60"L 30"D 29"H	732.00	915.00	
	KABSWH	Kamden Barstool, White Vinyl	16.5"L 20"D 25"-33.5"	310.75	388.50	

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	KEYCHR	Key Largo Chair	35"L 35"D 34"H	520.00	650.00	
	KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	609.75	762.25	
	KEYSOF	Key Largo Sofa	79"L 35"D 34"H	669.50	837.00	
	LA14	Mason Table Lamp	16"RND 26"H	173.00	216.25	
	LA15	Mason Floor Lamp	18"RND 55"H	323.75	404.75	
	LABREA	La Brea Swivel Chair	35"L 27"D 40"H	609.75	762.25	
	LMBAR	Laguna Barstool, Maple/Chrome	18"L 20"D 47"H	234.00	292.50	
	LMCHR	Laguna Chair, Maple/Chrome	18"L 19"D 34"H	173.00	216.25	
	LRCHGN	Lorna Chair	26"L x 25"D x 30"H	598.00	777.00	
	LUBSCL	Lucent Barstool, Frosted Acrylic, Chrome	22"L 22.5"D 45.5"H	335.50	419.25	
	LUCHCL	Lucent Chair, Frosted Acrylic, Chrome	19.5"L 19.75"D 32.5"H	262.50	328.25	
	LVS002	Allegro Loveseat	63"L x 34.5"D x 30"H	858.00	1115.00	
	MADC05	5' Madison Table, Gray Acajou	60"L 48"D 29"H	609.75	762.25	
	MADC08	8' Madison Table, Gray Acajou	96"L 60"D 29"H	1,118.00	1,397.50	
	MADC10	10' Madison Table, Gray Acajou	120"L 48"D 29"H	1,118.00	1,397.50	
	MALGRN	Malba Chair, Green	20"L 20"D 32"H	120.00	156.00	
	MALGRY	Malba Chair, Gray	20"L 20"D 32"H	120.00	156.00	
	MAR001	Marche Swivel, White Vinyl	17"RND 18"H	262.50	328.25	
	MAR002	Marche Swivel, Gray Fabric	17"RND 18"H	262.50	328.25	
	MAR003	Marche Swivel, Linen Fabric	17"RND 18"H	262.50	328.25	
	MAR004	Marche Swivel, Raspberry Fabric	17"RND 18"H	262.50	328.25	
	MAR005	Marche Swivel, Red Fabric	17"RND 18"H	262.50	328.25	
	MAR006	Marche Swivel, Rose Quartz Fabric	17"RND 18"H	262.50	328.25	
	MAR007	Marche Swivel, Plum Fabric	17"RND 18"H	262.50	328.25	
	MAR008	Marche Swivel, Meadow Green Fabric	17"RND 18"H	262.50	328.25	
	MAR009	Marche Swivel, Pear Yellow Fabric	17"RND 18"H	262.50	328.25	
	MAR010	Marche Swivel, Blue Fabric	17"RND 18"H	262.50	328.25	
	MAR011	Marche Swivel, Orange Fabric	17"RND 18"H	262.50	328.25	
	MAR012	Marche Swivel, Forest Green Vinyl	17"RND 18"H	262.50	328.25	
	MAR013	Marche Swivel, Teal Velvet	17"RND 18"H	262.50	328.25	
	MAR014	Marche Swivel, Distressed Brown Vinyl	17"RND 18"H	262.50	328.25	
	MAR015	Marche Swivel, Black Vinyl	17"RND 18"H	262.50	328.25	
	MAR016	Marche Swivel, Ivory Faux Sheep Fur	17"L 17"D 18"H	262.50	328.25	
	MAR020	Marche Swivel, Olive Faux Sheep Fur	17"RND 18"H	262.50	328.25	
	MAR021	Marche Swivel, Terracotta Faux Sheep Fur	17"RND 18"H	262.50	328.25	
	MARBBE	Marina Barstool, Ocean Blue	21"L 17.5"D 41.5"H	335.50	419.25	
	MARBBK	Marina Barstool, Black Vinyl	21"L 17.5"D 41.5"H	335.50	419.25	
	MARBBR	Marina Barstool, Brown	21"L 17.5"D 41.5"H	335.50	419.25	

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	PSHCCS	Posh Shelving	36"L 18"D 72"H	466.75	583.50	
	REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	366.50	458.25	
	REGOTT	Regis End Table	16"L 15.5"D 16.5"H	323.75	404.75	
	ROLLBL	Black Lift Barstool	15"RND 23-33.5"H	262.50	328.25	
	ROLLGY	Gray Lift Barstool	15"RND 23-33.5"H	262.50	328.25	
	ROLLRD	Red Lift Barstool	15"RND 23-33.5"H	262.50	328.25	
	ROLLWH	White Lift Barstool	15"RND 23-33.5"H	262.50	328.25	
	RSTDIN	Rustique Chair w/ Arms	20"L 18"D 31"H	173.00	216.25	
	RSTSQT	Rustique Square Metal Bar Table, Gunmetal	23.75"L 23.75"D 41.25"H	384.75	481.00	
	RSTSTL	Rustique Barstool, Gunmetal	13"L 13"D 30"H	153.50	191.75	
	SC10	Razor Armless Chair	15.5"L 23.5"D 30.5"H	100.00	130.00	
	SC3	Black Brewer Chair	20"L 20"D 32"H	190.00	247.00	
	SEDBBK	Sedona Side Table, Black Top	15.75"L 15.75"D 24"H	180.75	226.00	
	SEDBWD	Sedona Side Table, Wood Top	15.75"L 15.75"D 24"H	180.75	226.00	
	SEDBWH	Sedona Side Table, White Top	15.75"L 15.75"D 24"H	180.75	226.00	
	SFA002	Allegro Sofa	73"L 34.5"D 30"H	986.75	1,233.50	
	STECHA	Sterling Chair	33"L 33.5"D 32"H	946.50	1,183.00	
	STESOF	Sterling Sofa	82"L 33.5"D 32"H	1,383.25	1,729.00	
	STNCH1	Stanchion w/ Retractable Belt	96"L 37"H	91.00	113.75	
	STNSGN	Stanchion Sign Holder	10"L 13"H	80.50	100.75	
	SWAN	Swanson Swivel Chair	28"L 25"D 30"H	478.50	598.00	
	TAOBBK	Taos Side Table, Black Top	15.75"L 15.75"D 24"H	180.75	226.00	
	TAOBWD	Taos Side Table, Wood Top	15.75"L 15.75"D 24"H	191.00	248.00	
	TAOBWH	Taos Side Table, White Top	15.75"L 15.75"D 24"H	180.75	226.00	
	TASKST	Task Stool	27.5"L 27.5"D 32.75"-40.25"H	202.75	253.50	
	TCHGRY	Tech Tablet Chair	30.5"L 29"D 33.5"H	478.50	598.00	
	TCHNTP	Tech Chair, Non-Powered, no Tablet	30.5"L x 29"D x 33.5"H	263.00	342.00	
	TCHP	Tech Chair, No Tablet	30.5"L 29"D 33.5"H	478.50	598.00	
	TCHTNP	Tech Tablet Chair, Non-Powered	30.5"L x 29"D x 33.5"H	263.00	342.00	
	TECH	Tech Desk, Powered	60"L 30"D 30"H	478.50	598.00	
	TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	222.25	278.00	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	722.75	903.50	
	TMBCKT	Timber Cocktail Table	30"R x 15"H	330.00	429.00	
	TMBTBL	Timber Table	16"RND 17"H	180.75	226.00	
	TRCHCO	Terrace Accent Chair	24"L 30.5"D 31.25"H	650.00	812.50	
	VALCGN	Valencia Chair, Green Fabric	28"L 30.5"D 31"H	520.00	650.00	
	VALCHA	Valencia Chair	28"L 30.5"D 31"H	520.00	650.00	
	VALCOT	Valencia Chair, Oat Fabric	28"L 30.5"D 31"H	520.00	650.00	

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	VALSOF	Valencia Sofa	63"L 30.5"D 31"H	669.50	837.00	
	VALVOT	Valencia Loveseat, Coffee Brown Velvet	63"L 30.5"D 31"H	669.50	837.00	
	VIB01	Vibe Cube Ottoman - Green	18"L 18"D 18"H	155.00	201.50	
	VIB02	Vibe Cube Ottoman - Blue	18"L 18"D 18"H	155.00	201.50	
	VIB04	Vibe Cube Ottoman - Red	18"L 18"D 18"H	155.00	201.50	
	VIB05	Vibe Cube Ottoman - Yellow	18"L 18"D 18"H	155.00	201.50	
	VIB08	Vibe Cube Ottoman - Orange	18"L 18"D 18"H	155.00	201.50	
	VIB09	Vibe Cube Ottoman - White Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB10	Vibe Cube Ottoman - Black Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB11	Vibe Cube Ottoman - Steel Blue Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB12	Vibe Cube Ottoman - Silver Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB13	Vibe Cube Ottoman - Purple Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB14	Vibe Cube Ottoman - Citrus Green Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB15	Vibe Cube Ottoman - Spice Orange Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB16	Vibe Cube Ottoman - Taupe Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB17	Vibe Cube Ottoman - Desert Rose Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB21	Vibe Cube, Caramel Vinyl	18"L 18"D 18"H	155.00	201.50	
	VIB22	Vibe Cube, Navy Vinyl	18"L 18"D 18"H	155.00	201.50	
	VILHUB	Village Charging Hub	12"L 12"D 28.25"H	366.50	458.25	
	VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,220.75	1,682.00	
	VNTBMW	Ventura Communal Bar Table w/ Grommet Holes, Maple Top	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VNTBNP	Ventura Communal Bar Table, Black Top	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VNTBWW	Ventura Communal Bar Table w/ Grommet Holes, White Top	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VNTCBK	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	995.75	1,244.75	
	VNTCBN	Ventura Communal Cafe Table, Black Top	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTCMN	Ventura Communal Cafe Table, Maple Top	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes, Maple Top	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTCWH	Ventura Communal Cafe Table, Powered	72.25"L 26.25"D 30"H	995.75	1,244.75	
	VNTCWN	Ventura Communal Cafe Table, White Top	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes, White Top	72.25"L 26.25"D 30"H	709.75	887.25	
	VNTMNP	Ventura Communal Bar Table, Maple Top	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	1,220.75	1,526.00	
	VNTWNP	Ventura Communal Bar Table, White Top	72.25"L 26.25"D 42"H	946.50	1,183.00	
	VTA	30" Round Bar Table, Standard Black Base, Madison Gray Acajou Top	30"RND 42"H	295.00	369.00	
	VTB	30" Rnd Bar Table, Std Black Base, Brushed Red Top	30"RND 42"H	295.00	369.00	

****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

Please contact **CSS** for custom/specialty items not listed on this order form.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$



1921 Bellamah NW
 Albuquerque, NM 87104
 t. 505.243.9889
 f. 505.243.8197
 www.cssabq.com

email us @
 esr@cssabq.com

UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Note: Due to limited quantities on many items, a comparable product may be substituted. Please contact CSS for quantity availabilities.

QTY:	Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	Total:
	VTJ	30" Round Bar Table, Std Black Base, Graphite Top	30"RND 42"H	295.00	369.00	
	VTK	30" Round Bar Table, Standard Black Base, Maple Top	30"RND 42"H	295.00	369.00	
	VTN	36" Rd Bar Table, Std Black Base, Graphite Nebula Top	36"RND 42"H	305.50	382.00	
	VTP	36" Round Bar Table, Standard Black Base, Maple Top	36"RND 42"H	305.50	382.00	
	VTW	36" Round Bar Table, Standard Black Base, White Top	36"RND 42"H	305.50	382.00	
	WD3	Work Table, White Laminate	48"L 24"D 30"H	375.00	469.75	
	WENCHA	Wentworth Swivel Chair	31"L 24"D 31.5"H	478.50	598.00	
	XBAR	Christopher Barstool	19"L 19"D 41"H	262.50	328.25	
	XCHR	Christopher Chair	17"L 19"D 35"H	173.00	216.25	
	ZENBAR	Zenith Barstool, White/Chrome	19"L 20"D 44"H	234.00	292.50	
	ZENCHR	Zenith Chair, White/Chrome	18.25"L 22"D 32"H	173.00	216.25	
	ZTA	30" Round Café Table, Standard Black Base, Madison Gray Acajou Top	30"RND 29"H	295.00	369.00	
	ZTB	30" Rnd Café Table, Std Black Base, Brushed Red Top	30"RND 29"H	295.00	369.00	
	ZTJ	30" Round Café Table, Standard Black Base, Graphite Nebula Top	30"RND 29"H	295.00	369.00	
	ZTK	30" Round Café Table, Std Black Base, Maple Top	30"RND 29"H	295.00	369.00	
	ZTN	36" Round Café Table w/ Standard Black Base (Graphite Nebula)	36"RND 29"H	300.00	390.00	
	ZTP	36" Round Café Table w/ Standard Black Base (Maple)	36"RND 29"H	300.00	390.00	
	ZTQ	36" Round Café Table w/ Standard Black Base (White Laminate)	36"RND 29"H	300.00	390.00	

****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

Please contact **CSS** for custom/specialty items not listed on this order form.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$



2025 TRADESHOW CATALOG



CORT®

EVENTS











ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



Table of Contents

Legend

-  Lighted  Outdoor
-  Powered

-  **3** **Style Strategies**
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- 36** Communal Tables
-  **38** **Powered Product**
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3 | Style Strategies

5 | Soft Seating



17 | Group Seating



26 | Bar Seating



32 | Bar & Café Tables

38 | Powered Product



41 | Accent & Side Tables



53 | Essential Accessories, Lighting & Greenery

STYLE STRATEGIES

Create innovative exhibit solutions with these tips to help promote engagement and functional booth environments.

1 Resimmercial

Incorporate natural materials and elements of home to inspire creativity and productivity.



2 Green with Envy

Biophilic elements such as life-like plants and hedges enhance the feeling of serenity and well-being for attendees.



3 Power Up

Include powered products throughout your exhibit to provide a place to relax and recharge.



4 Make it Pop

Add bursts of color to your design for unforgettable environments that draw attention and reinforce brand themes.



STYLE STRATEGIES

Create innovative exhibit solutions with these tips to help promote engagement and functional booth environments.

5 Work Together

Enjoy communal tables that make it easy to network and build connections.



6 Experience First

Got limited space? Use ottomans and end tables to create campfire settings for quick selling conversations and to enhance seating environments.



7 Gather Round

Create small theaters for demonstrations or design places for brainstorming and casual networking.



8 Define Space

Use dividers or greenery to define space and create semi-private zones for breakout meetings and selling conversations.



SOFAS, LOVESEATS, CLUB CHAIRS

White



Baja



Fairfax



Palm Beach

Black



Naples



Key Largo



SOFAS, LOVESEATS, CLUB CHAIRS

Cool Tones



Montreal



Allegro



Neutral Tones



Cordoba



Sterling



Valencia







Warm Tones











Valencia

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"
	Allegro Loveseat	LVS002	Blue Fabric	Length: 63" Depth: 34.5" Height: 30" Seat Length: 57" Seat Depth: 23" Seat Height: 17"
	Allegro Sofa	SFA002	Blue Fabric	Length: 73" Depth: 34.5" Height: 30" Seat Length: 61" Seat Depth: 23" Seat Height: 17"
	Baja Chair	BCHWHT	White Vinyl	Length: 36" Depth: 30.5" Height: 28" Seat Length: 25.75" Seat Depth: 22" Seat Height: 16"
	Baja Loveseat	BLVWHT	White Vinyl	Length: 61" Depth: 30.5" Height: 28" Seat Length: 51" Seat Depth: 23" Seat Height: 16"
	Baja Sofa	BSFWHT	White Vinyl	Length: 86" Depth: 30" Height: 28" Seat Length: 77" Seat Depth: 23" Seat Height: 16"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Chair	COCHTP	Taupe Fabric, Black	Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18"
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17"
	Fairfax Loveseat	FAIRSW	White Vinyl, Brushed Metal	Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"
	Montreal Chair	MONCHA	Blue, Black Metal	Length: 30" Depth: 23.25" Height: 30" Seat Length: 22.5" Seat Depth: 18.5" Seat Height: 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	Length: 62" Depth: 27.25" Height: 29.5" Seat Length: 57" Seat Depth: 18.5" Seat Height: 16"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Palm Beach Sofa	PALSOF	White Vinyl	Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"
	Sterling Chair	STECHA	Gray Fabric	Length: 33" Depth: 33.5" Height: 32" Seat Length: 25.75" Seat Depth: 21" Seat Height: 17"
	Sterling Sofa	STESOF	Gray Fabric	Length: 82" Depth: 33.5" Height: 32" Seat Length: 72.5" Seat Depth: 21" Seat Height: 17"
	Valencia Chair	VALCGN	Green Fabric	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Chair	VALCOT	Oat Fabric	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Chair	VALCHA	Spice Orange Velvet	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Valencia Loveseat	VALVOT	Oat Fabric	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"
	Valencia Loveseat	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Tech Tablet Chair	Powered: TCHGRY Non-Powered: TCHTNP	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	Powered: TCHP Non-Powered: TCHNTP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"

ACCENT CHAIRS

White



Brooklyn



Pasadena



Swanson



Madrid

Black



Brooklyn



Pro Executive Guest

Neutral Tones



Century



La Brea



Munich



Tech



Warm Tones



Lorna



Bowery









Terrace

















Atherton



Wentworth

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat Depth: 21" Seat Height: 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	Length: 30" Depth: 30" Height: 31" Seat Length: 21.5" Seat Depth: 23" Seat Height: 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	Length: 35" Depth: 27" Height: 40" Seat Length: 17" Seat Depth: 16" Seat Height: 20"
	Lorna Chair	LRCHGN	Green Leather, Antique Brass	Length: 26" Depth: 25" Height: 30" Seat Length: 18.5" Seat Depth: 19.5" Seat Height: 18"
	Madrid Chair	BCW	White Vinyl, Chrome	Length: 30" Depth: 30" Height: 31" Seat Length: 30.5" Seat Depth: 20.5" Seat Height: 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	Length: 22.5" Depth: 27" Height: 28.5" Seat Length: 22" Seat Depth: 21" Seat Height: 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	Length: 27" Depth: 25" Height: 26" Seat Length: 17" Seat Depth: 17" Seat Height: 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Swanson Swivel Chair	SWAN	White Vinyl	Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"
	Tech Tablet Chair	Powered: TCHGRY Non-Powered: TCHTNP 	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	Powered: TCHP Non-Powered: TCHNTP 	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Terrace Accent Chair	TRCHCO	Cognac Leather, Black Base	Length: 24" Depth: 30.5" Height: 31.25" Seat Length: 22.5" Seat Depth: 21.5" Seat Height: 17.5"
	Wentworth Swivel Chair	WENCHA	Brown Vinyl	Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"

GROUP SEATING

White



Christopher



Marina



Razor



Zenith

Black



Blade



Brewer



Chelsea



Duet



Marina



Syntax

Cool Tones



Blade



Chelsea



Marina



Malba

GROUP SEATING

Neutral Tones



Lucent



Chelsea



Malba



Marina



Rustique

Warm Tones



Chelsea



Blade



Marina







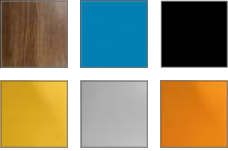
Laguna

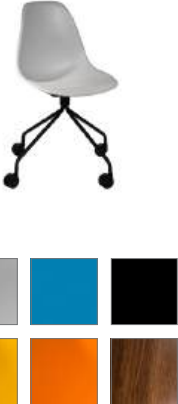









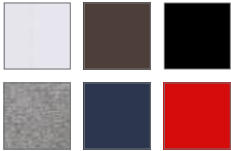


Chelsea









Marina



Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Blade Chair</p>	<p>BLDCBK BLDCRD BLDCSB</p>	<p>Black Red Sky Blue</p>	<p>Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"</p>
	<p>Brewer Chair</p>	<p>SC3</p>	<p>Onyx, Chrome</p>	<p>Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5" Seat Height: 18.75"</p>
 	<p>Chelsea Chair</p>	<p>CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR</p>	<p>Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base</p>	<p>Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Chelsea Chair</p>	<p>CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL</p>	<p>Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters</p>	<p>Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"</p>
	<p>Christopher Chair</p>	<p>XCHR</p>	<p>White Vinyl, Chrome</p>	<p>Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"</p>
	<p>Duet Stack Chair</p>	<p>DUET</p>	<p>Black, Chrome</p>	<p>Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"</p>
	<p>Laguna Chair</p>	<p>LMCHR</p>	<p>Maple, Chrome</p>	<p>Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"</p>
	<p>Lucent Chair</p>	<p>LUCHCL</p>	<p>Frosted Acrylic, Chrome</p>	<p>Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75"</p>






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
	Malba Chair	MALGRN	Green, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
 	Marina Chair	MARCWH MARCBR MARCBK MARCGY MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Gray Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 17.5" Depth: 19.5" Height: 35" Seat Length: 15" Seat Depth: 13" Seat Height: 19"
	Razor Armless Chair	SC10	White	Length: 19" Depth: 23.5" Height: 31.75" Seat Length: 16" Seat Depth: 17.25" Seat Height: 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	Length: 20" Depth: 18" Height: 31" Seat Length: 15" Seat Depth: 15" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Syntax Chair</p>	<p>CS4</p>	<p>Black, Chrome</p>	<p>Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"</p>
	<p>Zenith Chair</p>	<p>ZENCHR</p>	<p>White, Chrome</p>	<p>Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Beverly Bench Ottoman</p>	<p>BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH</p>	<p>Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl</p>	<p>Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"</p>
 	<p>Beverly Small Bench Ottoman</p>	<p>BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMMLB BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL</p>	<p>Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric</p>	<p>Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Marche Swivel Ottoman</p>	<p>MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR020 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013 MAR021</p>	<p>White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Olive Faux Sheep Fur Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet Terracotta Faux Sheep Fur</p>	<p>Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"</p>
	<p>Vibe Cube Ottoman</p>	<p>VIB10 VIB02 VIB05 VIB21 VIB14 VIB17 VIB01 VIB22 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09</p>	<p>Black Vinyl Blue Vinyl Bright Yellow Vinyl Caramel Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Navy Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl</p>	<p>Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Endless Curved Ottoman</p>	<p>END01B</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"</p>
	<p>Endless Curved Ottoman</p>	<p>END01W</p>	<p>White Vinyl, Chrome</p>	<p>Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"</p>
	<p>Endless Square Ottoman</p>	<p>END02B</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"</p>
	<p>Endless Square Ottoman</p>	<p>END02W</p>	<p>White Vinyl, Chrome</p>	<p>Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"</p>
	<p>Regis Bench</p>	<p>REGBEN</p>	<p>Brushed Metal</p>	<p>Length: 47" Depth: 15.5" Height: 16"</p>

BAR SEATING

White



Banana



Blade



Christopher



Kamden



Lift



Marina



Shark



Zenith



Zoey

Black



Banana



Blade



Chelsea



Lift



Marina



Syntax

BAR SEATING

Cool Tones



Blade



Chelsea



Marina

Neutral Tones



Lucent



Chelsea



Lift



Marina



Rustique

Warm Tones



Chelsea



Blade



Lift



Marina






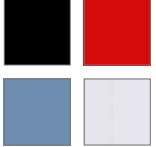


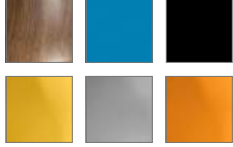
Laguna





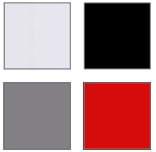







Chelsea








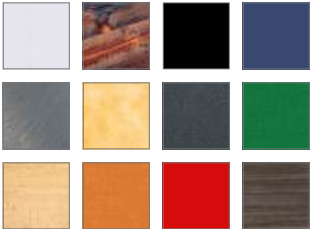

Marina







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
 	Blade Barstool	BLDBBK BLDBRD BLDBSB BLDBWH 	Black Red Sky Blue White Molded Plastic	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
 	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 18.5" Depth: 22" Height: 46" Seat Length: 18" Seat Depth: 16" Seat Height: 30.75"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Christopher Barstool</p>	<p>XBAR</p>	<p>White Vinyl, Chrome</p>	<p>Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"</p>
	<p>Kamden Barstool</p>	<p>KABSWH</p>	<p>White Vinyl, Chrome</p>	<p>Length: 16.5" Depth: 20" Height: 25-33.5" Seat Length: 15" Seat Depth: 19" Seat Height: 22-32"</p>
	<p>Laguna Barstool</p>	<p>LMBAR</p>	<p>Maple, Chrome</p>	<p>Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"</p>
 	<p>Lift Barstool</p>	<p>ROLLWH ROLLBL ROLLGY ROLLRD</p>	<p>White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome</p>	<p>Round: 15" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Marina Barstool</p>	<p>MARBWH MARBBK MARBBR MARBGY MARBBE MARBRD</p>	<p>White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Gray Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal</p>	<p>Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"</p>
	<p>Lucent Barstool</p>	<p>LUBSCL</p>	<p>Frosted Acrylic, Chrome</p>	<p>Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"</p>
	<p>Rustique Barstool</p>	<p>RSTSTL</p>	<p>Gunmetal</p>	<p>Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"</p>
	<p>Shark Barstool</p>	<p>BS001</p>	<p>White, Chrome</p>	<p>Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32"</p>
	<p>Syntax Barstool</p>	<p>BSR</p>	<p>Black, Chrome</p>	<p>Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"</p>








Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Zenith Barstool</p>	<p>ZENBAR</p>	<p>White, Chrome</p>	<p>Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"</p>
	<p>Zoey Barstool</p>	<p>BS002</p>	<p>White, Chrome</p>	<p>Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5"</p>








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>30" Round Bar Table w/ Hydraulic Base</p>	<p>30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p>Round: 30" Height: 45"</p>
 	<p>30" Round Bar Table w/ Standard Black Base</p>	<p>30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p>Round: 30" Height: 42"</p>
	<p>30" Round Bar Table, Powered</p>	<p>P30BWH</p>	<p>White Top, Black Base</p>	<p>Round: 30" Height: 42"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>36" Round Bar Table w/ Hydraulic Base</p>	<p>36WTHB 36BKHB 36GRHB 36MTHB</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p>Round: 36" Height: 45"</p>
 	<p>36" Round Bar Table w/ Standard Black Base</p>	<p>VTW 36BKSB VTN VTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p>Round: 36" Height: 42"</p>
 	<p>30" Round Cafe Table w/ Hydraulic Base</p>	<p>30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OShC 30BRHC 30MAHC</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p>Round: 30" Height: 29"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>30" Round Cafe Table w/ Standard Black Base</p>	<p>30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p>Round: 30" Height: 29"</p>
	<p>30" Round Cafe Table, Powered</p>	<p>P30CWH</p> 	<p>White Top, Black Base</p>	<p>Round: 30" Height: 29"</p>
 	<p>36" Round Cafe Table w/ Hydraulic Base</p>	<p>36WTHC 36BKHC 36MTHC 36GRHC</p>	<p>White Top Black Top Maple Top Graphite Nebula Top</p>	<p>Round: 36" Height: 29"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>36" Round Cafe Table w/ Standard Black Base</p>	<p>ZTQ 36BKSC ZTN ZTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p>Round: 36" Height: 29"</p>
	<p>Rustique Square Metal Bar Table</p>	<p>RSTSQT</p>	<p>Gunmetal</p>	<p>Length: 23.75" Depth: 23.75" Height: 41.25"</p>






Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Ventura Communal Bar Table	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
  	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
 	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Ventura Communal Cafe Table</p>	<p>VNTCBN VNTCWN VNTCMN</p>	<p>Black Top, Silver White Top, Silver Maple Top, Silver</p>	<p>Length: 72.25" Depth: 26.25" Height: 30"</p>
  	<p>Ventura Communal Cafe Table, Powered</p>	<p>VNTCBK VNTCWH</p>	<p>Black Top, Silver White Top, Silver</p>	<p>Length: 72.25" Depth: 26.25" Height: 30"</p>
 	<p>Ventura Communal Cafe Table w/ Grommet Holes</p>	<p>VNTCWW VNTCMW</p>	<p>White Top, Silver Maple Top, Silver</p>	<p>Length: 72.25" Depth: 26.25" Height: 30"</p>













Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Adelaide Powered Cocktail Table</p>	<p>Powered: ADCTWP Non-Powered: ADCTWH</p> <p>Powered: ADCTBP Non-Powered: ADCTBK</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p>Length: 48.87" Depth: 25.37" Height: 18"</p>
 	<p>Ventura Communal Bar Table, Powered</p>	<p>VNTBLK VNTWHT</p>	<p>Black Top, Silver White Top, Silver</p>	<p>Length: 72.25" Depth: 26.25" Height: 42"</p>
 	<p>Ventura Communal Cafe Table, Powered</p>	<p>VNTCBK VNTCWH</p>	<p>Black Top, Silver White Top, Silver</p>	<p>Length: 72.25" Depth: 26.25" Height: 30"</p>















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Village Charging Hub	VILHUB	Cream	Length: 12" Depth: 12" Height: 28.25"
	Wireless Charging Table	CUBPOW	White, AC Outlets	Length: 20" Depth: 20" Height: 18"
	30" Round Bar Table, Powered	P30BWH	White Top, Black Base	Round: 30" Height: 42"
	30" Round Cafe Table, Powered	P30CWH	White Top, Black Base	Round: 30" Height: 29"
 	10' Table	Powered: C10PWR Non-Powered: CONF10 Powered: BKC10P Non-Powered: BKC10N	White Top, Silver Black Top, Silver	Length: 120" Depth: 48" Height: 29"











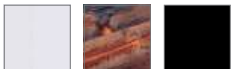
Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>8' Table</p>	<p>Powered: C8PWR Non-Powered: CONF8</p> <p>Powered: BKCT8P Non-Powered: BKCT8N</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
 	<p>5' Table</p>	<p>Powered: C5PWR Non-Powered: CONF5</p> <p>Powered: BKCT5P Non-Powered: BKCT5N</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Adelaide Cocktail Table</p>	<p>Non-Powered: ADCTWH Powered: ADCTWP</p> <p>Non-Powered: ADCTBK Powered: ADCTBP</p> <p>ADCTGL</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Glass Top, Silver</p>	<p>Length: 48.875" Depth: 25.375" Height: 18"</p>
 	<p>Adelaide End Table</p>	<p>ADETWH ADETBK ADETGL</p>	<p>White Top, Silver Black Top, Silver Glass Top, Silver</p>	<p>Length: 21.5" Depth: 21.5" Height: 18"</p>
 	<p>Alondra Cocktail Table</p>	<p>ALC200</p> <p>ALC100</p>	<p>Brandy Maple Top, Chrome</p> <p>Glass Top, Chrome</p>	<p>Length: 47" Depth: 24" Height: 17"</p> <p>Length: 47" Depth: 24" Height: 16"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Alondra End Table</p>	<p>ALE200</p> <p>ALE100</p>	<p>Brandy Maple Top, Chrome</p> <p>Glass Top, Chrome</p>	<p>Length: 20" Depth: 20" Height: 21"</p> <p>Length: 20" Depth: 20" Height: 20"</p>
 	<p>Geo Cocktail Table</p>	<p>CIFWB</p> <p>CIC</p>	<p>Brandy Maple Top, Black Base</p> <p>Glass Top, Chrome Base</p>	<p>Length: 47" Depth: 24" Height: 17"</p> <p>Length: 50" Depth: 22" Height: 16"</p>
 	<p>Geo End Table</p>	<p>E1FWB</p> <p>E1C</p>	<p>Brandy Maple Top, Black Base</p> <p>Glass Top, Chrome Base</p>	<p>Length: 20" Depth: 20" Height: 21"</p> <p>Length: 24" Depth: 24" Height: 20"</p>






Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Mesa Cocktail Table</p>	<p>MESCTW MESCTB MESCTG</p>	<p>Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze</p>	<p>Round: 32.25" Height: 17.25" Round: 36" Height: 17.25"</p>
 	<p>Mesa End Table</p>	<p>MESETW MESETB MESETG</p>	<p>Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze</p>	<p>Round: 20.5" Height: 21.25" Round: 24" Height: 21.25"</p>
	<p>Regis Bench/Table</p>	<p>REGBEN</p>	<p>Brushed Metal</p>	<p>Length: 47" Depth: 15.5" Height: 16"</p>
	<p>Regis End Table</p>	<p>REGOTT</p>	<p>Brushed Metal</p>	<p>Length: 16" Depth: 15.5" Height: 16.5"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Silverado Cocktail Table</p>	<p>C1E</p>	<p>Glass Top, Chrome</p>	<p>Round: 36" Height: 17"</p>
	<p>Silverado End Table</p>	<p>E1E</p>	<p>Glass Top, Chrome</p>	<p>Round: 24" Height: 22"</p>
	<p>Timber Cocktail Table</p>	<p>TMBCKT</p>	<p>Distressed Wood</p>	<p>Round: 30" Height: 15"</p>
	<p>Timber End Table</p>	<p>TMBTBL</p>	<p>Distressed Wood</p>	<p>Round: 16" Height: 17"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Aura Round Table</p>	<p>AURA</p>	<p>White Metal</p>	<p>Round: 15" Height: 22"</p>
 	<p>Sedona Side Table</p>	<p>SEDBWH SEDBWD SEDBBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p>Length: 15.75" Depth: 15.75" Height: 24"</p>
 	<p>Taos Side Table</p>	<p>TAOBWH TAOBWD TAOBBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p>Length: 15.75" Depth: 15.75" Height: 24"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	Length: 60" Depth: 30" Height: 29"
	Tech Desk, Powered	TECH	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet	TECH3B	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	3 Drawer File Cabinet on Castors	TECH3	Black Top, Black Metal	Length: 16" Depth: 20" Height: 28"
	Madison Bookcase	BC8	Gray Acajou	Length: 36" Depth: 12" Height: 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	Length: 36" Depth: 18" Height: 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	Length: 39" Depth: 1.5" Height: 72"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	Round: 42" Height: 30"
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	Round: 36" Height: 30"
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	Length: 60" Depth: 36" Height: 29"
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	Length: 42" Depth: 42" Height: 29"
	Work Table	WD3	White Top, White	Length: 48" Depth: 24" Height: 30"
	42" Round Madison Table	CB8	Gray Acajou, Black	Round: 42" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>42" Round Table</p>	<p>CONF42 42BKCT</p>	<p>White Top, Black Black Top, Black</p>	<p>Round: 42" Height: 29"</p>
	<p>10' Table</p>	<p>Powered: BKC10P Non-Powered: BKC10N</p> <p>Powered: C10PWR Non-Powered: CONF10</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
	<p>8' Table</p>	<p>Powered: BKCT8P Non-Powered: BKCT8N</p> <p>Powered: C8PWR Non-Powered: CONF8</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>





Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>5' Table</p>	<p>Powered: BKCT5P Non-Powered: BKCT5N</p> <p>Powered: C5PWR Non-Powered: CONF5</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>
	<p>Madison 10' Table</p>	<p>MADC10</p>	<p>Gray Acajou, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
	<p>Madison 8' Table</p>	<p>MADC08</p>	<p>Gray Acajou, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
	<p>Madison 5' Table</p>	<p>MADC05</p>	<p>Gray Acajou, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACHBCB	Black Vinyl, Chrome	Length: 26" Depth: 26" Height: 41.75-44.25" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18.5-21"
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 41.75-44.25" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18.5-21"
	Ace Mid Back Chair	ACMBCB	Black Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18-20.5"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18-20.5"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	Length: 27" Depth: 30.5" Height: 40-43" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18.5-20.5"
	Genesis Chair	GENCHA	Black	Length: 27.5" Depth: 27.5" Height: 40-43.5" Seat Length: 20" Seat Depth: 17.5" Seat Height: 17.5-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Pro Executive Guest Chair</p>	<p>PROGB</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"</p>
	<p>Task Stool</p>	<p>TASKST</p>	<p>Black Fabric, Black</p>	<p>Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Lighted w/ Plug In	MTCLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Unlighted	MTCFUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Powered Locking Pedestal, 36"	PDL36B PDL36W	Black White	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 42"	PDL42B PDL42W	Black White	Length: 24" Depth: 24" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	Length: 39" Depth: 1.5" Height: 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	Length: 39" Depth: 39" Height: 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	Length: 40" Depth: 1.5" Height: 72"
	Miramar Divider, White	MIRWHT	Molded Plastic	Length: 63" Depth: 23" Height: 83"
	Stanchion Sign Holder	STNSGN	Chrome	Length: 10" Height: 13"
	Stanchion w/ Retractable Belt	STNCH1	Black, Chrome	Length: 96" Height: 37"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Mason Floor Lamp</p>	<p>LA15</p>	<p>Brushed Silver</p>	<p>Round: 18" Height: 55"</p>
	<p>Mason Table Lamp</p>	<p>LA14</p>	<p>Brushed Silver</p>	<p>Round: 16" Height: 26"</p>
	<p>Boxwood Hedge 7'</p>	<p>HDG7FT</p>	<p>Green, Black</p>	<p>Length: 36.5" Depth: 12" Height: 84"</p>
	<p>Boxwood Hedge 4'</p>	<p>HDG4FT</p>	<p>Green, Black</p>	<p>Length: 46" Depth: 9" Height: 47"</p>



1921 Bellamah NW
 Albuquerque, NM 87104
 t. 505.243.9889
 f. 505.243.8197
 www.cssabq.com

email us @
 esr@cssabq.com

CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	253.55	329.62
	10' x 20' carpet	497.60	647.14
	10' x 30' carpet	744.40	967.72
	SPECIAL CUT STANDARD CARPET (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.)	\$4.80 per sq. ft.	\$6.24 per sq. ft.
	Visqueen	\$1.36 per sq. ft.	\$1.64 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$2.10 per sq. ft.	\$2.73 per sq. ft.

STANDARD CARPET COLOR *(please circle color choice)*



Blue Red Grey Teal Hunter Green Black Burgundy Plum

FULL PAYMENT MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

PRESTIGE CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

******ORDERS PLACED AFTER THE ABOVE DEADLINE DATE, PLEASE CALL FOR AVAILABILITY******

SPECIAL CUT PRESTIGE CARPET

Enhance your exhibit with 30 oz. plush, heavy-cut polyester pile carpet

Carpet Size _____ x _____ = _____ square feet x \$8.45 = \$ _____ TOTAL

PRESTIGE CARPET COLOR (please circle color choice)

Pink	Magenta	Cherry Red	Red Fire	Cherry Blossom	Hay Loft	Navel
Orange	Butter Cream	Sunshine	Lime Green	Wintergreen	Pine	Forest
Pacific	Orion Blue	Lite Blue	Nautical	Caribbean	Process Blue	Bright Blue
Atlantic	Reflex Blue	Blueberry	Intense Blue	Deep Blue	Navy	Purple
Cream	Vanilla	Snowflake	White	Aluminum	Flannel	Fog
Tanium	Silver Mist	Grey Blue	Medium Grey	Cool Grey	Steel	Charcoal
Grey	English Grey	Smokey	Smoke	Black		

Visqueen is available at **\$1.36** (advanced price) or **\$1.64** (standard price) per square foot installed

_____ x _____ = _____ square feet x \$1.36 or \$1.64 = \$ _____ TOTAL

Carpet Padding is available at **\$2.10** (advanced) or **\$2.73** (standard) per square foot installed (100 sq. ft. min charge)

_____ x _____ = _____ square feet x \$2.10 or \$2.73 = \$ _____ TOTAL

****NO REFUNDS ON SPECIAL ORDER CARPET – ALL SALES ARE FINAL****

Carpet Samples are available upon request – please fill out the mailing information below.

Mail Photo to:	_____
Attention:	_____
Company:	_____
Address:	_____
City:	_____ State: _____ Zip Code: _____
Phone Number:	_____

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$



1921 Bellamah NW
Albuquerque, NM 87104
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www.cssabq.com

email us @
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PRESTIGE CARPET COLORS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



PINK



MAGENTA



CHERRY RED



RED FIRE



CHERRY BLOSSOM



HAY LOFT



NAVEL



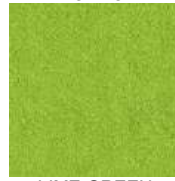
ORANGE



BUTTER CREAM



SUNSHINE



LIME GREEN



WINTERGREEN



PINE



FOREST



PACIFIC



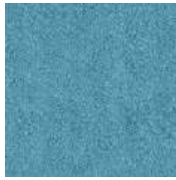
ORION BLUE



LITE BLUE



NAUTICAL



CARIBBEAN



PROCESS BLUE



BRIGHT BLUE



ATLANTIC



REFLEX BLUE



BLUEBERRY



INTENSE BLUE



DEEP BLUE



NAVY



PURPLE



CREAM



VANILLA



SNOWFLAKE



WHITE



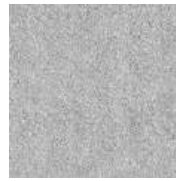
ALUMINUM



FLANNEL



FOG



TITANIUM



SILVER MIST



GREY BLUE



MEDIUM GREY



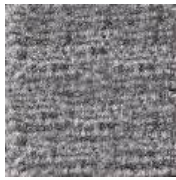
COOL GREY



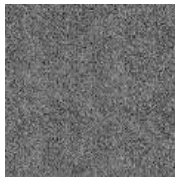
STEEL



CHARCOAL



GREY



ENGLISH GREY



SMOKEY



SMOKE



BLACK



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RENTAL DISPLAY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

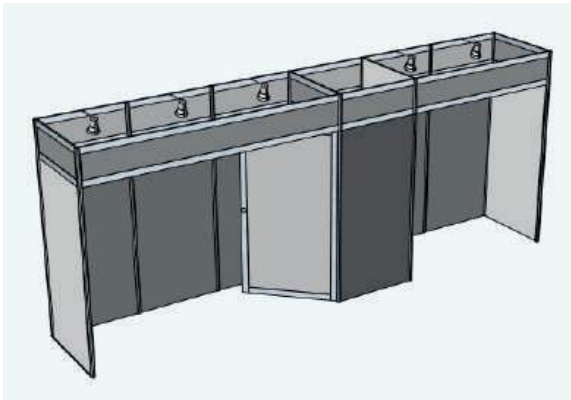
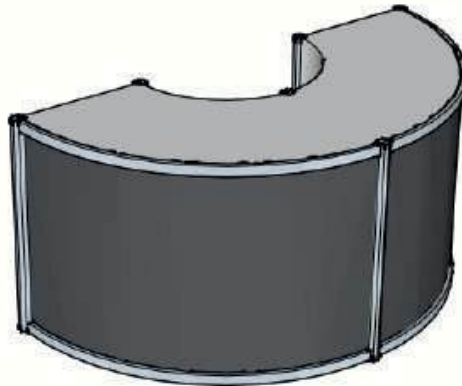
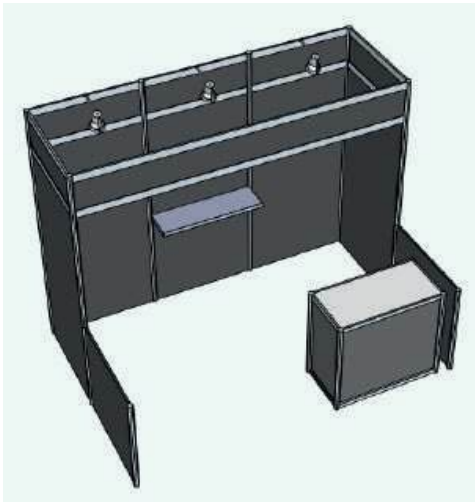
Rental Display Units

Please contact CSS Exhibitor Services Department to order Rental Display Units at

Email: esr@cssabq.com

Or

Phone: (505) 243-9889





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 Albuquerque, NM 87104
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email us @
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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Display labor & Forklift will be billed in 1/2 hour increments with a **one-hour minimum**.

DISPLAY LABOR RATES	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$166.00	\$182.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$249.00	\$273.00
Sundays and Holidays	\$332.00	\$634.00

FORKLIFT RATES WITH OPERATOR	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$282.00	\$310.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$423.00	\$465.00
Sundays and Holidays	\$564.00	\$620.00

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN:

PLAN A - EXHIBITOR SUPERVISION

All work is performed under the supervision of the Exhibitor. Starting time can be guaranteed only in those instances where persons are requested for the start of the working day, 8:00AM. If labor is not picked up or canceled without 24-hour's notice, your estimated labor hours will be charged. **The exhibitor must check in at the service desk to pick up labor ordered and check labor out at the service desk, upon completion of the work. If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged.**

Representative Name/Company

PLAN B – CSS SUPERVISION

***Please fill out all outbound shipping information.

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$50 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

	Labor Type	No. of People	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION						
DISMANTLE						

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Forklift Tax (8.81%)	\$
TOTAL	\$



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LABOR JURISDICTIONS

Denver, Colorado

CONVENTION SERVICES OF THE SOUTHWEST, INC.

UNION JURISDICTIONS FOR DENVER, COLORADO

THE FOLLOWING GUIDELINES APPLY IN DENVER, COLORADO:

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

CONVENTION, DISPLAY, TRADE SHOW LABOR CONDITIONS

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

EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than 60 minutes and without the use of mechanized tools.

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

MATERIAL HANDLING

Exhibitors may handle their own hand carried materials in and out of the Colorado Convention Center. Any material requiring the use of equipment for delivery, i.e., dollies or forklifts, will be handled by labor through IATSE Local No 7. Equipment and labor is arranged through the General Service Contractor.

DOCK SPACE

Dock space is limited at the Colorado Convention Center and it is under the control and authority of the General Services Contractor.

SAFETY

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

GRATUITIES

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts of any kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

IN GENERAL

- Trades people have been instructed to refrain from expressing any grievance or directly challenging the practice of any Exhibitor. All questions originated by labor are to be expressed to the supplier of that labor and/or **CSS** Management. Direct any questions in regards to union claimed jurisdictions or practices to **CSS** Management.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of **CSS**. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.



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RIGGING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CSS reserves the right to assemble, install, and dismantle hanging banners and signs (non-electrical) with approved devices and type of cable to safely hang banner or sign. **CSS** also reserves the right to use the required amount of labor to **safely** do the job.

Rigging labor will be billed in 1/2 hour increments with a **one-hour minimum**.

RATES FOR RIGGING	Advance Price	Standard Price
	Per Crew / Per Hour	Per Crew / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$557.00	\$669.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$835.50	\$1,003.50
Sundays and Holidays	\$1,114.00	\$1,338.00

**Exhibitor must contract all sign hanging with the official service contractor.

If banner or sign requires assembly, installation, and/or dismantling with the use of supporting devices such as cabling, wire, crosby's, and/or turnbuckles, work will be performed on a time and material basis. Materials will be invoiced at show site.

- ❖ **If riggers are not picked up or canceled without 24-hour notice, your estimated rigging hours will be charged.**
- ❖ **If display materials have not arrived by scheduled rigging install times, your estimated rigging hours will be charged.**

Does sign need to be assembled? **YES** **NO**

Please order sign assembly from "Labor Order Form".

Please complete this section:

	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION				
DISMANTLE				

SPECIAL INSTRUCTIONS: (Please provide information such as weight, size and shape of sign.)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material handling** (drayage) charges and shipping charges are not the same thing.
 - “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock.
 - “Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills, or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. (**This estimate will be binding on both parties and no adjustments will be made after the show closes.*)
- ❖ **We will accept all cartons, crates, and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose materials, uncrated materials, or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights otherwise CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be assessed material handling charges by **CSS**. (*Please refer to the **Material Handling Rate Sheet**.*) All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when freight arrives at the advance warehouse prior to the first scheduled day or after the last scheduled day indicated on both the show information sheet and the Material Handling Rate Sheet. If freight is delivered prior to the first scheduled day of advance freight receipt, storage charges may apply. If freight is delivered after the last scheduled day of advance freight receipt, additional delivery charges may apply.

MATERIAL HANDLING INCLUDES:

- Storing your booth, equipment, and materials in our warehouse for up to 30 days in advance of the show. (*Advance shipments only*)
- Delivering materials to your booth at show site.
- Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.
- Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated carriers based on information provided on your show site bill of lading (obtained from **CSS** Service Center).

MATERIAL HANDLING DOES NOT INCLUDE:

- Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the **Labor Order Form** enclosed in the Exhibitor Service Kit.
- Scheduling any carrier for pick-up or delivery of your materials, if other than the official show carrier(s). All carriers must be checked in by the designated re-routing time or exhibitor freight will be either re-routed with show carrier or returned to **CSS** warehouse at exhibitor expense. Please refer to **Material Handling Rate Sheet** for re-route times.



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email us @
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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

CSS' liability is limited to physical loss or damage to a specific article which is lost or damaged, and in any event **CSS'** maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

CSS will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit said materials.

Claims for loss or damage that are not submitted to **CSS** within 30 days of the close of the show shall be considered waived.

The consignment or delivery of a shipment to **CSS** by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this document.

To expedite removal of materials from the show site, **CSS** shall have the authority to change designated carriers, if such carriers do not pick-up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show without a bill of lading will be re-routed with the preferred carrier. No liability will be assumed as a result of such re-routing or handling.

INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW. Your present insurance carrier can add a rider to your current policy.

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE ALL ARRANGEMENTS FOR PICK-UP AND DELIVERY OF FREIGHT. IF YOU CHOOSE TO USE OUR PREFERRED CARRIER, WE WILL MAKE ALL OUTBOUND ARRANGEMENTS FOR YOU. A COMPLETED BILL OF LADING WILL STILL BE REQUIRED.

CSS will not be responsible for:

- Shipments delivered to the wrong booth due to improper labeling by the exhibitor.
- Misdirected shipments or removal of crates to storage due to old labels appearing on crates.
- Damage to uncrated or improperly packed materials, or concealed damage.
- Loss, theft, or disappearance of Exhibitor's material after it has been delivered to the exhibit booth.
- Loss, theft, or disappearance of Exhibitor's material prior to materials being picked up from exhibit booths for reloading after close of the show. **CSS** will check all bills of lading covering outgoing shipments at time of actual pick up from the exhibit booth. Corrections will be made to the bill of lading where discrepancies occur.
- Loss, damage, or delay due to fire, acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond **CSS** control.

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.



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MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

ADVANCE FREIGHT RECEIVING Monday – Friday 8:00AM – 5:00PM Monday, April 7 – Thursday, May 1, 2025 ADVANCE SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # NLIT 2025 c/o CSS ABF Freight 5871 N Broadway Denver, CO 80216
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Sunday, May 4, 2025 – 10:00AM – 4:00PM Monday, May 5, 2025 – 8:00AM – 4:00PM DIRECT SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # c/o CSS NLIT 2025 Colorado Convention Center - Exhibit Hall F 700 14 th Street Denver, CO 80202
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

Our preferred freight carrier is: ArcBest (ABF Freight) 1-800-654-7019

****Freight will be re-routed from show floor on Wednesday, May 7, 2025 @ 7:00PM****

SAMPLE: Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 145</u> per cwt = <u>\$ 725</u>

ADVANCE FREIGHT RATES: (includes crates, skidded, and carton materials)

\$ 145 per cwt. \$ 290 minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ \$ 145 per cwt = \$ _____

DIRECT FREIGHT RATES: (includes crates, skidded, and carton materials)

\$ 132 per cwt. \$ 262 minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ \$ 132 per cwt = \$ _____

All charges are per hundred pounds (cwt) with a 200 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.

ADDITIONAL RATES:

“Late Shipments” and “Off Target” freight will be charged an **additional \$24 per cwt.** (200 lb. minimum applies)

“Small Package” or shipments weighing 30 lbs. or less will be charged a **\$63 material handling fee.**


Banding and Shrink Wrap will be charged at **\$73 per skid or crate.**

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$75 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$ _____
Tax Exempt	\$ _____
TOTAL	\$ _____

ADVANCE WAREHOUSE SHIPPING LABELS



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

NLIT 2025

c/o CSS
ABF Freight
5871 N. Broadway
Denver, CO 80216

Warehouse Hours: M-F - 8:00AM-5:00PM

MUST ARRIVE BY: Thurs, May 1, 2025

RUSH

✂



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

NLIT 2025

c/o CSS
ABF Freight
5871 N. Broadway
Denver, CO 80216

Warehouse Hours: M-F - 8:00AM-5:00PM

MUST ARRIVE BY: Thurs, May 1, 2025

RUSH

✂

DIRECT SHIPPING LABELS



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

NLIT 2025

c/o CSS
Colorado Convention Center – Hall F
700 14th Street
Denver, CO 80202

Must NOT arrive before 5/4/25
DIRECT Shipments Received:
Sun., May 4, 2025 – 10:00am – 4:00pm
Mon., May 5, 2025 – 8:00am – 4:00pm

RUSH

✂



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

NLIT 2025

c/o CSS
Colorado Convention Center – Hall F
700 14th Street
Denver, CO 80202

Must NOT arrive before 5/4/25
DIRECT Shipments Received:
Sun., May 4, 2025 – 10:00am – 4:00pm
Mon., May 5, 2025 – 8:00am – 4:00pm

RUSH

✂



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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

EVERY OUTBOUND SHIPMENT WILL REQUIRE A **CSS** BILL OF LADING AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL HAVE THEM AVAILABLE AT THE **CSS** SERVICE DESK FOR YOU TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

*This form is required when labor is **CSS** supervised.*

SHIPPING INFORMATION (IMPORTANT: If your freight is forwarding to another show, be sure to include the show name and your booth number):

FROM: SHIPPER/EXHIBITOR NAME: _____
 BILLING ADDRESS: _____

 CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____
 DELIVERY ADDRESS: _____

 CITY: _____ STATE: _____ ZIP: _____
 PHONE#: _____ ATTN: _____
 SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT Please specify your choice by checking the following:

- The preferred carrier, **ArcBest (ABF Freight)**, is authorized to ship show materials to the above address. (*Exhibitor must contact ABF directly for quotes if needed at 800-654-7019 or tradeshowsupport@arcb.com.*)
- The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:
(Please note the Exhibitor is responsible for scheduling carriers other than the preferred show carrier.)
 - Common Carrier _____
 - Van Line _____
 - Air Freight _____

NUMBER OF DESIRED SHIPPING LABELS: _____ (*Fed Ex and UPS shipping labels are not available*)

- Once your shipment is packed and ready to be picked up, please return the BOL to the Exhibitor Services Center.
- Verify the piece count, weight, and that a signature is on the BOL prior to shipping out.
- Shipments without paperwork turned in will be shipped through Preferred Show Carrier at Exhibitor's expense.

Official Transportation Provider *via the ABF Freight® Network*

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

We have over **100** years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

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

For personalized quotes, please call

800-654-7019

Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

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

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

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

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

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

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916





1921 Bellamah NW
 Albuquerque, NM 87104
 t. 505.243.9889
 f. 505.243.8197
 www.cssabq.com

email us @
 esr@cssabq.com

CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CLEANING SERVICES (select only one of the services below)

SERVICES AVAILABLE		
Quantity (# of booths)	Description	Price
	Initial Cleaning (Vacuum & empty wastebasket(s) before first show day only)	\$.54 per sq. ft. (One Day)
	Daily Cleaning (Vacuum & empty wastebasket(s) for all show days)	\$.48 per sq. ft. (Daily)
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$2.14 per sq. ft. (Daily)

PLEASE COMPUTE COST BELOW.

(To compute booth size: Length x Width)

NOTE: A MINIMUM OF 100 SQ. FT. WILL BE ASSESSED FOR TOTAL SQ. FT. AMOUNT.

# of Booths	X	Booth Size	=	Total sq. ft.	X	Rate per sq. ft.	X	# of Days	=	Subtotal
_____	X	_____	=	_____	X	_____	X	_____	=	_____

Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.

Please bring any discrepancies regarding these services to our attention prior to show close.
CSS is unable to adjust invoices after the close of the show.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$



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FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12"W	111	134	
	Floral Arrangement 18"H x 12"W	156	188	
	Custom Designed Arrangement Color: Height: Width:	Contact for Quote		
	Potted Flowers (<i>please circle choice</i>) Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	102	121	
	Mums (<i>select color</i>) White Yellow Purple Rust	102	121	
	Small Ferns	64	77	
	Large Ferns	102	121	
	3 – 4 foot green plants	121	146	
	5 – 6 foot green plants	200	241	
	7 – 8 foot green plants	246	295	
		Delivery Charge		21
PLEASE READ PAYMENT POLICY		SUBTOTAL		\$
		Tax (8.81%)		\$
		TOTAL		\$

Plants remain the property of the subcontractor for **CSS**. There will be an **additional charge** for plants **not in the booth** at the conclusion of the event. Floral arrangements are the property of the exhibitor and may be removed from show site. **All flowering plants will be subject to availability.** Substitutes of equal quality may be made upon decision of the florist.

Rental price includes decorative container, top dressing, and professional maintenance. ALL ORDERS MUST BE PAID IN FULL AT THE TIME THE ORDER IS PLACED.



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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2025	Advance Payment Deadline: Monday, April 21, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Fill out section below. Include copy & rough layouts on a separate piece of paper and mail or fax to us. Please circle orientation of signage.

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		61	79	
	7" x 44"	Vertical Horizontal		75	98	
	11" x 14"	Vertical Horizontal		66	86	
	14" x 22"	Vertical Horizontal		92	120	
	22" x 28"	Vertical Horizontal		141	184	
	24" x 36"	Vertical Horizontal		198	257	
	28" x 44"	Vertical Horizontal		207	269	
	Meter Board (1 meter x 8')	Vertical (unframed)		468	560	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (8.81%)	\$
TOTAL	\$

Orders placed within 48 hours of show start date will be charged at 150% of the standard price and may be subject to additional delivery or handling charges.

Note: Prices are based on DIGITAL OUTPUT mounted on Foam Core.

If you prefer other materials such as Fabric, Komatex, Plexi Glass, Koraplast, and/or Gator Foam, they will be quoted upon request.

Guidelines for Submitting Artwork:

Artwork should be submitted through the FTP website (please contact us for detailed instructions) or via e-mail in a zip folder (limited to 10 MB per email). In order for us to use a graphic file it must be saved in one of the following file formats:

VECTOR FILES: .AI, .EPS (Please change fonts to outline or include font types.)

RASTER FILES: .PSD, .TIF, .EPS, .JPG

When submitting a raster file, the **optimal resolution is 100 PPI** at 100% or **200 PPI** if file is built at 1/2 size. Lower resolution files will have a negative result on the image quality.

When submitting files, please include the following: Sign/Graphics Order Form, email address/originator of the artwork, printed color copy of the artwork, separations, and CMYK values.

PLEASE NOTATE BELOW OR ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



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FIRE REGULATIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and firefighting equipment are not to be blocked or concealed from view in any manner.

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his/her authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a \$500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kW when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

FIELD FLAME TEST: Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one (1)-day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

SPECIAL REQUIREMENTS: Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limit: Fuel tank shall not exceed one quarter of the tank's capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m.) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

OPEN FLAME DEVICES: Neither open flame devices nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing

cooking and/or warming devices.

7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

CANDLES AND OTHER OPEN-FLAME DEVICES: The use of candles and other open-flame devices shall be in accordance with the following:

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self-extinguish if tipped over and that do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter; **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in ten (10) seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. EXCEPTION: The chimney need not be attached to any open-flame device that will self-extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Marshall, adequate safeguards have been taken, hand-held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

FLAMING FOODS AND BEVERAGES: Flaming Foods and Beverages shall be in accordance with the following:

1. Flammable liquids used in the preparation of flaming food and beverage shall be dispensed from a (1) once container or from a container not to exceed a one (1)-quart capacity and having a controlled pouring device that limits the flow to one (1) ounce.
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. Flaming food or beverages shall not be transported or carried while burning.
3. The person preparing or serving the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames.
5. The pouring, ladling, or spooning of flammable foods or beverages is restricted to a maximum height of eight (8) inches above the receiving receptacle.

IN ALL CASES:

1. All fuel containers shall be secured to prevent spillage when not in use.
2. Fuel canisters shall be safety sealed for storage.
3. Storage or refueling containers are not to exceed a maximum of 16 ounces.
4. The storage of **ANY** combustible behind booths is prohibited.
5. The pouring, ladling, or spooning of flammable liquid is restricted to a maximum height of 8 inches above the receiving receptacle.

No exhibition or show will be permitted to open without the approval of the Fire Marshal or his/her authorized representative. Fire inspections may be conducted during the course of move-in and tear down. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. If violations are found during the exhibition or show, violating booth(s) shall be subject to closure.

The Fire Marshal's Office understands that each exhibition, show, or event are different. Depending on the circumstances of the event additional items may need to be addressed. In these instances it will be necessary to follow IFC Section 2416.1 which states in part: When in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee, shall employ two or more qualified persons from within the fire department. Qualified persons would be as necessary for the greatest life safety, i.e. firefighters, paramedics, full truck crews, etc.



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SAFETY TIPS AND INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Safety is very important for everyone working in the Exhibit Hall.

Convention Services of the Southwest, Inc (**CSS**) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below, you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES

- Only authorized personnel and employees allowed, all others are prohibited during move-in and move-out.
- Be aware of your surroundings. You are in an active work area with changing conditions. Pay attention.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas – these areas can be particularly dangerous.
- Stay clear of machinery. Look for obstacles, machinery, and equipment that are in use. Drivers of these vehicles or machines may not be able to see you.
- Never stand on furniture. These objects are not designed to support your standing weight.
- Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- Wear closed toe shoes.
- Clean up or report spills.
- Practice good housekeeping. Keep aisles free and clear of any and all debris.
- Be aware of your surrounding areas for electrical cords or other trip hazards. Sometimes the view of equipment or items may be obstructed.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe, please contact a **CSS** employee immediately.

During move-in and move-out unsupervised individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

WORK ZONE

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representative are present at their own risk.





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FACILITY SERVICES

Colorado Convention Center

CONVENTION SERVICES OF THE SOUTHWEST, INC.

COLORADO CONVENTION CENTER

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