

1921 Bellamah NW Albuquerque, NM 87104 email us @ t. 505.243.9889 esr@cssabq.com f. 505.243.8197 www.cssabq.com

CONVENTION SERVICES OF THE SOUTHWEST. INC.

NLIT Summit 2024 Seattle Convention Center – Arch at 705 Pike Seattle, Washington Monday, April 8 – Wednesday April 10, 2024

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 <u>esr@cssabq.com</u> 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 10.25% in Seattle, Washington. Sales tax is applicable to rentals and Labor. Material Handling services are exempt in the state of Washington. (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: <u>esr@cssabq.com</u> 1921 Bellamah Ave. NW Albuquerque, NM 87104 Phone: (505) 243-9889 Fax: (505) 243-8197 Or visit us on the World Wide Web at <u>http://www.cssabq.com</u>.

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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST. INC.

SHOW NAME:	NLIT Summit 2024	
EXHIBITOR MOVE-IN:	Monday, April 8, 2024	10:00AM – 4:00PM
SHOW DATE(S):	Monday, April 8, 2024 Tuesday, April 9, 2024 Wednesday, April 10, 2024	5:00PM – 7:00PM - RECEPTION 9:00AM – 3:30PM 9:00AM – 3:30PM
EXHIBITOR MOVE-OUT:	Wednesday, April 10, 2024	3:30PM – 8:00PM

Outside freight carriers must be checked in by: All materials must be packed with bill(s) of lading turned in to **CSS** by: Wednesday, April 10, 2024 @ 7:00PM Wednesday, April 10, 2024 @ 8:00PM

SHOW LOCATION:	Seattle Convention Center – Arch at 705 Pike				
	Exhibit Halls 4A & 4B				
	705 Pike Street				
	Seattle, WA 98101				
ALL BOOTH PACKAGES:	10' x 10'				
(Included with booth purchase)	8' Black Draped Back Wall				
	3' Black Draped Side Rail				
	(1) 6' Black Draped Table				
	(2) Molded Plastic Chairs				
	(1) Waste Basket w/ Liner				
	(1) Basic Electric Drop (provided by the facility)				
	(1) 7" x 44" ID Sign				
	Basic Wi-Fi for light internet brows	ing will be provided			
	The exhibit hall <u>IS NOT</u> carpeted.	Aisle Carpet Color is Tuxedo.			
IMPORTANT DEADLINES:					
First date freight can arrive at th	ne advance warehouse:	Monday, March 11, 2024			
Submission deadline for exhibito	r appointed contractor (EAC) notification:	Monday, March 11, 2024			
Last date to receive certificate o	Monday, March 11, 2024				
Advance Orders and Payment D	Deadline:	Tuesday, March 19, 2024			
Last date freight can arrive at th		Thursday, April 04, 2024			
First date for direct shipments to		Sunday, April 07, 2024			

SHIPPING INFORMATION:

	ADVANCE FREIGHT RECEIVING Monday – Friday 8:00AM – 5:00PM , March 11, 2024 – Thursday, April 4, 2024 ADVANCE SHIPPING ADDRESS
Ship To:	Exhibitor Name and Booth # NLIT 2024
	c/o CSS
	ABF Freight
	19604 84 th Avenue South
	Kent, WA 98032

	FIRST DAY FOR DIRECT FREIGHT day, April 7, 2024 – 10:00AM – 4:00PM day, April 8, 2024 8:00AM – 4:00PM DIRECT SHIPPING ADDRESS					
Ship To:	Exhibitor Name and Booth #					
	c/o CSS					
	NLIT 2024					
Seattle Convention Center – The Arch						
	1315 Hubbell Place					
	Seattle, WA 98101					



CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 2024	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:						Billi	ng Zi	р Сос	de:				
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	
Electrical	XXXXXXXX
Audio Visual	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.



PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST. INC.

ADVANCE PRICING

To obtain the advance pricing, full payment <u>must</u> 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** <u>not</u> 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 Tuesday, March 19, 2024. (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.**



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 Tuesday, March 19, 2024.
- 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:



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 2024	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:



CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 2024	Booth # (s):
Company Name:		Telephone #:	
Billing Address:		Fax #:	
City/State/Zip:		Email Address:	
Authorized by:			
	DRAPED DISPLAY 1	TABLES - 30" HIGH (choose skirt color below)	

	DRAPED DISPLAY TABLES - 30" HIGH (choose skirt color be	10w)	
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	239.60	311.48
	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 belo	w)	
	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		
	Grey 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	267.60	298.80
	Aluminum Easel	55.85	72.61
	Aluminum Easel Wastebasket with Liner	55.85 33.50	72.61
	Wastebasket with Liner	33.50	43.55
	Wastebasket with Liner Fishbowl 4' x 8' Board* Peg Board or Poster Board		
	Wastebasket with Liner Fishbowl 4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	33.50 39.00 251.25	43.55 47.00 326.63
	Wastebasket with Liner Fishbowl 4' x 8' Board* Peg Board or Poster Board	33.50 39.00	43.55 47.00

*Maximum load on boards is 50 lbs. Poster Boards are black & Velcro/push pin "friendly". SKIRT AND DRAPE COLOR CHOICES (please circle choice) SPAN

SKI	KI AND DR	APE COLOR	CHOICES (plea	ise circle choice)
Blue	Gold	Teal	Beige	Hunter Green
Black Red	White Silver	Peach Plum	Burgundy Willow	Terra-Cotta
Red	Sliver	Pium	vv IIIOw	

SPANDEX	COLOR CHOICES	(please circle choice)
Red	Black	Blue
White	Teal	Silver

SUBTOTAL	\$
Tax (10.25%)	\$
TOTAL	\$





STANDARD FURNISHINGS

ONVENTION 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

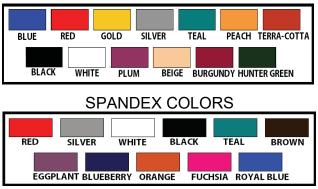


SPANDEX HIGHBOY 30" D X 40" H



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







MOLDED PLASTIC CHAIR



PADDED SIDE CHAIR



PADDED ARM CHAIR



UPHOLSTERED BAR STOOL



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST. INC.



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





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



CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline:	Tuesday, March 19, 2024	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.

 18228-0847 18184-0614	Blanc Sofa	ć	1 252 00	4			
 18184-0614		\$	1,252.00	\$	1,565.00	\$	
10104 0014	Blanc Loveseat	\$	1,155.00	\$	1,443.75	\$	
 18284-0834	Blanc Chair	\$	765.00	\$	956.25	\$	
18024-0072	Blanc Bench Ottoman	\$	600.00	\$	750.00	\$	
18184-0274	Blanc Cube	\$	210.00	\$	262.50	\$	
 18284-0554	Function White Leather Armless Chair	\$	554.00	\$	693.00	\$	
18066-0016	Function White Leather Corner	\$	595.50	\$	744.25	\$	
18303-0006	Continental White Leather Curved Loveseat	\$	1,070.00	\$	1,337.50	\$	
 18304-0002	Continental White Leather Reverse Loveseat	\$	1,036.00	\$	1,295.00	\$	
18296-0006	Continental White Leather Wedge Ottoman	\$	460.25	\$	575.25	\$	
18184-0131	Continental White Leather Curved Bench	\$	543.50	\$	679.25	\$	
18184-0284	Continental White Leather Half Moon Ottoman	\$	460.25	\$	575.25	\$	
 18228-0674	Sophistication White Leather Sofa	\$	1,069.00	\$	1,337.25	\$	
 18167-0466	Sophistication White Leather Loveseat	\$	722.75	\$	903.50	\$	
 18284-0563	Sophistication White Leather Chair	\$	543.50	\$	679.25	\$	
 18066-0017	Sophistication White Leather Corner	\$	543.50	\$	679.25	\$	
 18184-0130	Sophistication White Leather Ottoman	\$	408.25	\$	510.25	\$	
18066-0026	Boca Black Leather Corner	\$	595.50	\$	744.25	\$	
18284-0786	Boca Black Leather Armless	\$	553.75	\$	692.25	\$	
 18228-0602	Metro Black Leather Sofa	\$	891.75	\$	1,114.75	\$	
 18167-0467	Metro Black Leather Loveseat	\$	859.25	\$	1,074.25	\$	
 18284-0482	Metro Black Leather Chair	\$	670.75	\$	838.50	\$	
 18184-0179	Metro Black Leather Square Ottoman	\$	460.25	\$	575.25	\$	
 18024-0008	Metro Black Leather Bench Ottoman	\$	460.25	\$	575.25	\$	
 18228-0085	Suave Midnight Sofa	\$	781.25	\$	976.75	\$	
 18167-0069	Suave Midnight Loveseat	\$	678.50	\$	848.25	\$	
 18284-0151	Suave Midnight Chair	\$	509.50	\$	637.00	\$	
 18228-0605	Grammercy Charcoal Leather Sofa	\$	993.25	\$	1,241.50	\$	
 18167-0469	Grammercy Charcoal Leather Loveseat	\$	865.75	\$	1,082.25	\$	
 18284-0485	Grammercy Charcoal Leather Chair	\$	553.75	\$	692.25	\$	
 18066-0015	Grammercy Charcoal Leather Corner	\$	637.00	\$	796.25	\$	
 18184-0036	Grammercy Charcoal Leather Round Ottoman	\$	460.25	\$	575.25	\$	
 18184-0033	Grammercy Charcoal Leather Square Ottoman	\$	460.25	\$	575.25	\$	
 18228-0784	Montana Mocha Sofa	\$	839.75	\$	1,049.75	\$	
 18167-0573	Montana Mocha Loveseat	\$	738.50	\$	923.00	\$	
 18284-0704	Montana Mocha Chair	\$	569.50	\$	711.75	\$	
 18228-0795	Chandler Red Leather Sofa	\$	891.75	\$	1,114.75	\$	
 18167-0581	Chandler Red Leather Loveseat	\$	859.30	\$	1,074.13	\$	
 18284-0717	Chandler Red Leather Chair	ې \$	670.75	ې \$	838.50	\$	
18024-0062	Chandler Red Leather Ench Ottoman	\$	460.25	ې \$	575.25	\$	
 13229-0007	Evoke Sofa	\$ \$	460.25 1,348.00	ې \$	1,685.25	<u>ې</u> \$	
 13041-0015	Evoke Sola Evoke Chair	\$ \$	722.75	ې \$	903.50	\$	
	Evoke Cocktail Table	\$ \$	460.25	\$ \$	903.50 575.25	\$	
 13054-0011		Ş	400.25	Ş	575.25	Ş	

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.

SUBTOTAL	\$
Tax (10.25%)	\$
TOTAL	\$



CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 202	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		DISCOUNT		STANDARD		AMOUNT
	13110-0009	Evoke End Table	\$	408.25	\$	510.25	\$	
	13110-0008	Evoke Cube	\$	290.00	\$	362.50	\$	
	18228-0858	Niko Sofa	\$	1,103.75	\$	1,379.75	\$	
	18167-0622	Niko Loveseat	\$	1,108.75	\$	1,261.00	\$	
	18284-0856	Niko Chair	\$	839.75	\$	1,049.75	\$	
	18228-0869	Cromwell Sofa	\$	1,254.50	\$	1,568.25	\$	
	18284-0873	Cromwell Chair	\$	746.25	\$	932.75	\$	
	18284-0478	Midnight Stage Chair	\$	332.75	\$	416.00	\$	
	18284-0477	Chamois Stage Chair	\$	332.75	\$	416.00	\$	
	18284-0476	Buckskin Stage Chair	\$	332.75	\$	416.00	\$	
	18284-0621	Empire Chair Black Leather	\$	595.50	\$	744.25	\$	
	18284-0564	Empire Chair White Leather	\$	595.50	\$	744.25	\$	
	18284-0785	Monarch Chair - Bright White	\$	381.00	\$	476.25	\$	
	18184-0283	Continental White Leather Curved Bench	\$	543.50	\$	679.25	\$	
	18184-0179	Metro Black Leather Square Ottoman	\$	460.25	\$	575.25	\$	
	18184-0033	Grammercy Charcoal Leather Square Ottoman	\$	460.25	\$	575.25	\$	
	18024-0008	Metro Black Leather Bench Ottoman	\$	460.25	\$	575.25	\$	
	18024-0062	Chandler Red Leather Bench Ottoman	\$	460.25	\$	575.25	\$	
	18024-0002	Grammercy Charcoal Leather Bench Ottoman	\$	460.25	\$	575.25	\$	
	18184-0192	Essentials White Leather Storage Ottoman	\$	637.00	\$	796.25	\$	
	18184-0036	Grammercy Charcoal Leather Round Ottoman	\$	460.25	\$	575.25	\$	
	18011-0011	Essentials White Banquette (2 pcs)	\$	1,348.00	\$	1,685.00	\$	
	18011-0001	Grammercy Charcoal Leather Banquette (2 pcs)	\$	1,348.00	\$	1,685.00	\$	
	02082-0033	Essentials White Leather Turning Bed	\$	1,169.75	\$	2,024.75	\$	
	18184-0294	Rubix Cube – Cherry	\$	185.00	\$	232.50	\$	
	18184-0295	Rubix Cube – Cromwell	\$	185.00	\$	232.50	\$	
	18184-0296	Rubix Cube – Grape	\$	185.00	\$	232.50	\$	
	18184-0293	Rubix Cube – Lemon	\$	185.00	\$	232.50	\$	
	18184-0297	Rubix Cube – Lime	\$	185.00	\$	232.50	\$	
	18184-0298	Rubix Cube – Mango	\$	185.00	\$	232.50	\$	
	18184-0274	Blanc Cube	\$	182.00	\$	227.50	\$	
	18184-0128	Metro Black Leather Cube Ottoman	\$	182.00	\$	227.50	\$	
	22100-0001	Essentials Turning Bed w/Charging StationInsert	\$	1,796.50	\$	2,245.75	\$	
	22051-0001	Boca Bright White Corner – Charged	\$	678.50	\$	848.25	\$	
	22050-0001	Boca Bright White Armless – Charged	\$	628.00	\$	785.00	\$	
	22001-0001	Aspen Bar Table - Charged	\$	1,051.75	\$	1,314.75	\$	
	22002-0002	Aspen Cocktail Table – Charged	\$	595.50	\$	744.25	\$	
	22200-0001	White Conference Table – Charged	\$	1,415.75	\$	1,769.75	\$	
	18284-0861	Patrice Tablet Chair	\$	655.25	\$	819.00	\$	
	22052-0001	Lincoln Bench – Charged	\$	993.25	\$	1,241.50	\$	
	99-12304-07	Aria Cosmo End Table	\$	323.75	\$	404.75	\$	
	99-12050-07	Aria Cosmo Cocktail Table	\$	340.75	\$	425.75	\$	
	99-12304-08	Aria Emerald Tide End Table	\$	323.75	\$	404.75	\$	
	55-12504-00		Ç	525.75	Ļ	404.75	ې	

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.

SUBTOTAL	\$
Tax (10.25%)	\$
TOTAL	\$



CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 2024	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		DISCOUNT		STANDARD	AMOUNT
	99-12050-08	Aria Emerald Tide Cocktail Table	\$	340.75	\$	425.75	\$
	99-12304-09	Aria Icebreaker End Table	\$	323.75	\$	404.75	\$
	99-12050-09	Aria Icebreaker Cocktail Table	\$	340.75	\$	425.75	\$
	99-12304-10	Aria Sirona End Table	\$	323.75	\$	404.75	\$
	99-12050-10	Aria Sirona Cocktail Table	\$	340.75	\$	425.75	\$
	99-12304-05	Aria Red End Table	\$	323.75	\$	404.75	\$
	99-12050-05	Aria Red Cocktail Table	\$	340.50	\$	425.75	\$
	99-12304-03	Aria Green End Table	\$	323.75	\$	404.75	\$
	99-12050-03	Aria Green Cocktail Table	\$	340.50	\$	425.75	\$
	99-12304-06	Aria Blue End Table	\$	323.75	\$	404.75	\$
	99-12050-06	Aria Blue Cocktail Table	\$	340.50	\$	425.75	\$
	99-12304-04	Aria Purple End Table	\$	323.75	\$	404.75	\$
	99-12050-04	Aria Purple Cocktail Table	\$	340.50	\$	425.75	\$
	99-12304-01	Aria White End Table	\$	323.75	\$	404.75	\$
	99-12305-01	Aria White Console Table	\$	359.00	\$	448.75	\$
	99-12050-01	Aria White Cocktail Table	\$	340.50	\$	425.75	\$
	99-12304-02	Aria Charcoal End Table	\$	323.75	\$	404.75	\$
	99-12305-02	Aria Charcoal Console Table	\$	359.00	\$	448.75	\$
	99-12050-02	Aria Charcoal Cocktail Table	\$	340.50	\$	425.75	\$
	12107-0008	Tribeca End Table	\$	323.75	\$	404.75	\$
	12230-0005	Tribeca Console Table	\$	359.00	\$	448.75	\$
	12055-0008	Tribeca Cocktail Table	\$	340.50	\$	425.75	\$
	18024-0010	Novel End Table	\$	408.25	\$	510.25	\$
	18024-0011	Novel Cocktail Table	\$	460.25	\$	575.25	\$
	12107-0467	Hylton Tablet Table	\$	290.00	\$	362.50	\$
	12107-0512	Fuze End Table		349.75	\$	437.25	\$
	12230-0116	Fuze Console Table	\$ \$	425.00	\$	531.25	\$
	12055-0453	Fuze Cocktail Table	\$	392.50	\$	490.75	\$
	12107-0493	London End Table	\$	349.75	\$	437.25	\$
	12230-0110	London Console Table	\$	425.00	\$	531.25	\$
	12055-0428	London Cocktail Table	\$	392.50	\$	490.75	\$
	12107-0494	Brooklyn II Square End Table	\$	299.00	\$	373.75	\$
	12107-0495	Brooklyn II Round End Table	\$	299.00	\$	373.75	\$
	12055-0429	Brooklyn II Rect Cocktail Table	\$	332.75	\$	416.00	\$
	12055-0430	Brooklyn II Round Cocktail Table	\$	332.75	\$	416.00	\$
	12107-0282	Vivid End Table	\$	323.75	\$	404.75	\$
	12230-0081	Vivid Console Table	\$	359.00	\$	448.75	\$
	12055-0273	Vivid Cocktail Table	\$	340.50	\$	425.75	\$
	12107-0296	Cube, Black 24" End Table	\$	333.00	\$	416.25	\$
	12107-0297	Cube, White 24" End Table	\$	330.00	\$	416.25	\$
	12055-0285	Cube, Black 24" Cocktail Table	\$ \$	324.00	ې \$	410.25	\$
	12055-0286	Cube, White 24" Cocktail Table	\$	324.00	ې \$	405.00	\$
	05012-0076	VIP Frosted Plexi Glow Bar 6'	\$	1,179.00	ې \$	405.00	\$

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

SUBTOTAL	\$
Tax (10.25%)	\$
TOTAL	\$



CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 2024	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		DISCOUNT		STANDARD		AMOUNT
	05012-0075	VIP Frosted Plexi Glow Bar 4'	\$	993.00	\$	1,241.25	\$	
	05012-0053	Black Bar - 2 Shelf	\$	543.00	\$	678.75	\$	
	05012-0054	White Bar - 2 Shelf	\$	543.00	\$	678.75	\$	
	12112-0010	Blox Bar Back	\$	678.00	\$	847.50	\$	
	05001-0017	Piazza Bar Back - Black	\$	637.00	\$	796.25	\$	
	05001-0018	Piazza Bar Back - White	\$	637.00	\$	796.25	\$	
	05237-0264	Vienna Stool – Gray	\$	340.50	\$	425.75	\$	
	05237-0263	Vienna Stool - Orange	\$	340.50	\$	425.75	\$	
	05237-0262	Vienna Stool - Teal	\$	340.50	\$	425.75	\$	
	05237-0038	Criss Cross Bar Stool – Espresso	\$	305.50	\$	382.00	\$	
	05237-0039	Criss Cross Bar Stool - White	\$	305.50	\$	382.00	\$	
	05237-0305	Colin Stool	\$	256.00	\$		\$	
	99-05237-01	Milo Bar Stool - Black	\$	290.00	\$	362.50	\$	
	99-05237-02	Milo Bar Stool - California Wine	\$	290.00	\$	362.50	\$	
	99-05237-06	Milo Bar Stool - Chartreuse	\$	290.00	\$	362.50	\$	
	99-05237-03	Milo Bar Stool - Chocolate	\$	290.00	\$	362.50	\$	
	99-05237-04	Milo Bar Stool - Jade	\$	290.00	\$	362.50	\$	
	99-05237-05	Milo Bar Stool - Victory Blue	\$	290.00	\$		\$	
	99-05237-07	Milo Bar Stool – White	\$	290.00	\$	362.50	\$	
	05237-0221	Euro Bar Stool - Black	\$	290.00	\$	362.50	\$	
	05237-0270	Hourglass Bar Stool – Black	\$	316.00	\$		\$	
	05237-0270	Hourglass Bar Stool - White	\$	316.00	\$	395.00	\$	
	05237-0271	Equino Bar Stool - Black	\$	316.00	\$	395.00	\$	
	05237-0100	Equino Bar Stool - White	\$	316.00	\$		\$	
	05237-0298	Clara Stool	\$	305.50	\$	393.00	\$	
	05237-0298	Marcus Bar Stool – Gunmetal	\$	231.50	\$	289.25	\$	
	05237-0215	Regal Stool - Brown Leather	\$	318.00	ې \$	397.50	\$	
	-	5	\$ \$	318.00	ې \$	397.50		
	05237-0169	Caprice Bar Stool – Black	\$ \$		ې \$		\$ \$	
	05237-0042	Sonic Bar Stool - Black	\$ \$	256.00		320.00		
	05237-0300	Nexus Stool		267.00	\$	333.75	\$	
	05035-0032	Vienna Chair – Gray	\$	215.00	\$	268.75	\$	
	05035-0031	Vienna Chair - Orange	\$ \$	215.00	\$	268.75	\$	
	05035-0030	Vienna Chair - Teal		215.00	\$	268.75	\$	
	99-05035-10	Milo Chair – Black	\$	180.00	\$	225.00	\$	
	99-05035-11	Milo Chair - California Wine	\$	180.00	\$	225.00	\$	
	99-05035-15	Milo Chair - Chartreuse	\$	180.00	\$	225.00	\$	
	99-05035-12	Milo Chair - Chocolate	\$	180.00	\$	225.00	\$	
	99-05035-13	Milo Chair - Jade	\$	180.00	\$	225.00	\$	
	99-05035-14	Milo Chair - Victory Blue	\$	180.00	\$	225.00	\$	
	99-05035-16	Milo Chair - White	\$	180.00	\$	225.00	\$	
	05035-0051	Clara Chair	\$	204.00	\$	255.25	\$	
	05035-0008	Leslie Chair – White	\$	162.50	\$	203.25	\$	
	05035-0010	Criss Cross Chair - Espresso	\$	204.00	\$	255.25	\$	

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SUBTOTAL	\$
Tax (10.25%)	\$
TOTAL	\$



CONVENTION SERVICES OF THE SOUTHWEST. INC.

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City/State/Zip:		Email Address:		
Authorized by:				

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QTY	ITEM #	DESCRIPTION	DISCOUNT		STANDARD	AMOUN
	05035-0011	Criss Cross Chair - White	\$ 204.00	\$	255.25	\$
	05035-0023	Elio Chair	\$ 182.00	\$	227.50	\$
	14233-0025	Caprice Chair - Black	\$ 182.00	\$	227.50	\$
	14233-0005	Comet Stack Arm Chair – Black	\$ 248.25	\$	310.50	\$
	14233-0006	Comet Stack Armless Chair - Black	\$ 231.50	\$	289.25	\$
	05221-0039	Regal Dining Chair – Brown	\$ 256.00	\$	320.00	\$
	14233-0016	Sonic Chair - Black	\$ 182.00	\$	227.50	\$
	05035-0050	Nexus Chair	\$ 215.75	\$	269.75	\$
	05035-0052	Colin Chair	\$ 182.00	\$	227.50	\$
	99-05245-22	24" Square Bar Table - Cosmo/Chrome Base	\$ 340.50	\$	425.75	\$
	99-05245-23	24" Square Bar Table - Cosmo/Black Base	\$ 340.50	\$	425.75	\$
	99-05245-24	24" Square Bar Table - Emerald Tide/Chrome Base	\$ 340.50	\$	425.75	\$
	99-05245-25	24" Square Bar Table - Emerald Tide/Black Base	\$ 340.50	\$	425.75	\$
	99-05245-26	24" Square Bar Table - Icebreaker/Chrome Base	\$ 340.50	\$	425.75	\$
	99-05245-27	24" Square Bar Table - Icebreaker/Black Base	\$ 340.50	\$	425.75	\$
	99-05245-28	24" Square Bar Table - Sirona/Chrome Base	\$ 340.50	\$	425.75	\$
	99-05245-29	24" Square Bar Table - Sirona/Black Base	\$ 340.50	\$	425.75	\$
	99-05245-30	32" Round Bar Table - Cement/Chrome Base	\$ 448.50	\$	560.75	\$
	99-05245-31	32" Round Bar Table - Cement/Black Base	\$ 448.50	\$	560.75	\$
	99-05245-32	32" Round Bar Table - Yukon Gold/Chrome Base	\$ 448.50	\$	560.75	\$
	99-05245-33	32" Round Bar Table - Yukon Gold/Black Base	\$ 448.50	\$	560.75	\$
	99-05245-01	Euro Bar Table Black/Black 30" Round	\$ 323.75	\$	404.75	\$
	99-05245-02	Euro Bar Table Black/Black 36" Round	\$ 332.75	\$	416.00	\$
	99-05245-04	Silk Bar Table Black/Chrome 30" Round	\$ 323.75	\$	404.75	\$
	99-05245-05	Silk Bar Table Black/Chrome 36" Round	\$ 332.75	\$	416.00	\$
	99-05245-14	City Bar Table Maple/Black 30" Round	\$ 323.75	\$	404.75	\$
	99-05245-15	City Bar Table Maple/Black 36" Round	\$ 332.75	\$	416.00	\$
	99-05245-07	Park Ave Bar Table Maple/Chrome 30" Round	\$ 323.75	\$	404.75	\$
	99-05245-08	Park Ave Bar Table Maple/Chrome 36" Round	\$ 332.75	\$	416.00	\$
	99-05245-16	Summit Bar Table White/Black 30" Round	\$ 323.75	\$	404.75	\$
	99-05245-17	Summit Bar Table White/Black 36" Round	\$ 332.75	\$	416.00	\$
	99-05245-10	Blanco Bar Table White/Chrome 30" Round	\$ 323.75	\$	404.75	\$
	99-05245-11	Blanco Bar Table White/Chrome 36" Round	\$ 332.75	Ś	416.00	\$
	05036-0039	Fuze Bar Table	\$ 365.00	\$	456.25	\$
	99-05245-12	Blanco Bar Table - White/Chrome 24"Square	\$ 323.75	\$	404.75	\$
	99-05245-13	Blanco Rectangle Bar Table - White/Chrome	\$ 501.75	\$	627.25	\$
	99-05245-20	Spectrum Bar Table Red	\$ 358.00	\$	447.50	\$
	99-05245-21	Spectrum Bar Table Blue	\$ 358.00	\$	447.50	\$
	99-05245-18	Spectrum Bar Table Purple	\$ 358.00	Ś	447.50	\$
	99-05245-19	Spectrum Bar Table Green	\$ 358.00	\$	447.50	\$
	05202-0049	Zinc Bar Table	\$ 485.00	\$	606.25	\$
	05202-0045	Aspen Bar Table	\$ 930.00	\$	1,162.50	\$
	99-05036-23	24" Square Cafe Table - Cosmo/Chrome Base	\$ 340.50	\$	425.75	\$

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Tax (10.25%)	\$
TOTAL	\$



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

QTY	ITEM #	DESCRIPTION	DISCOUNT		STANDARD	AMOU	INT
	99-05036-24	24" Square Cafe Table - Cosmo/Black Base	\$ 340.50	\$	425.75	\$	
	99-05036-25	24" Square Cafe Table - Emerald Tide/Chrome Base	\$ 340.50	\$	425.75	\$	
	99-05036-26	24" Square Cafe Table - Emerald Tide/Black Base	\$ 340.50	\$	425.75	\$	
	99-05036-27	24" Square Cafe Table - Icebreaker/Chrome Base	\$ 340.50	\$	425.75	\$	
	99-05036-28	24" Square Cafe Table - Icebreaker/Black Base	\$ 340.50	\$	425.75	\$	
	99-05036-29	24" Square Cafe Table - Sirona/Chrome Base	\$ 340.50	\$	425.75	\$	
	99-05036-30	24" Square Cafe Table - Sirona/Black Base	\$ 340.50	\$	425.75	\$	
	99-05036-31	32" Round Café Table - Cement/Chrome Base	\$ 460.25	\$	575.25	\$	
	99-05036-32	32" Round Café Table - Cement/Black Base	\$ 460.25	\$	575.25	\$	
	99-05036-33	32" Round Café Table - Yukon Gold/Chrome Base	\$ 460.25	\$	575.25	\$	
	99-05036-34	32" Round Café Table - Yukon Gold/Black Base	\$ 460.25	\$	575.25	\$	
	99-05036-01	Euro Café Table Black/Black 30" Round	\$ 323.75	\$	404.75	\$	
	99-05036-02	Euro Café Table Black/Black 36" Round	\$ 332.75	\$	416.00	\$	
	99-05036-04	Silk Café Table Black/Chrome 30" Round	\$ 323.75	\$	404.75	\$	
	99-05036-05	Silk Café Table Black/Chrome 36" Round	\$ 332.75	\$	416.00	\$	
	99-05036-07	Park Ave Café Table Maple/Chrome 30" Round	\$ 323.75	\$	404.75	\$	
	99-05036-08	Park Ave Café Table Maple/Chrome 36" Round	\$ 332.75	\$	416.00	\$	
	99-05036-14	City Café Table Maple/Black 30" Round	\$ 323.75	\$	404.75	\$	
	99-05036-15	City Café Table Maple/Black 36" Round	\$ 332.75	\$	416.00	\$	
	99-05036-16	Summit Café Table White/Black 30" Round	\$ 323.75	\$	404.75	\$	
	99-05036-17	Summit Café Table White/Black 36" Round	\$ 332.75	\$	416.00	\$	
	99-05036-10	Blanco Café Table White/Chrome 30" Round	\$ 323.75	\$	404.75	\$	
	99-05036-11	Blanco Café Table White/Chrome 36" Round	\$ 332.75	\$	416.00	\$	
	99-05036-22	Fuze Café Table	\$ 365.00	\$	456.25	\$	
	99-05036-12	Blanco Café Table White/Chrome 24"Square	\$ 323.75	\$	404.75	\$	
	99-05036-13	Blanco Café Table White/Chrome Rectangle	\$ 495.00	\$	618.75	\$	
	99-05036-20	Spectrum Café Table Red	\$ 358.00	\$	447.50	\$	
	99-05036-21	Spectrum Café Table Blue	\$ 358.00	\$	447.50	\$	
	99-05036-18	Spectrum Café Table Purple	\$ 358.00	\$	447.50	\$	
	99-05036-19	Spectrum Café Table Green	\$ 358.00	\$	447.50	\$	
	05090-0001	Aspen Dining Table	\$ 772.25	\$	965.25	\$	
	05088-0505	Brio Dining Table	\$ 1,036.00	\$	1,295.00	\$	
	14136-0002	Tamiri Black Leather High Back Chair	\$ 408.00	Ś	510.00	\$	
	14176-0007	Tamiri Black Leather Mid Back Chair	\$ 359.00	\$	448.75	\$	
	14128-0002	Tamiri Black Leather Guest Chair	\$ 333.00	\$	416.25	\$	
	14136-0081	Accord Black Leather High Back	\$ 527.00	\$	658.75	\$	
	14136-0010	Accord White Leather High Back	\$ 527.00	\$	658.75	\$	
	14250-0013	Goal Black Task Chair With Arms	\$ 273.00	\$	341.25	\$	
	14250-0014	Goal Black Task Chair Armless	\$ 248.25	\$	310.50	\$	
	14307-0003	Goal Black Drafting Stool – Arms	\$ 290.00	\$	362.50	\$	-
	14307-0004	Goal Black Drafting Stool – Armless	\$ 273.00	\$	341.25	\$	
	14062-0105	42" Round Conference Table – Black	\$ 451.00	\$	564.00	\$	_
	14062-0106	42" Round Conference Table – Mahogany	\$ 451.00	\$	564.00	\$	

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Tax (10.25%)	\$
TOTAL	\$



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QTY	ITEM #	DESCRIPTION		DISCOUNT		STANDARD		AMOUNT
	14062-0297	Conference Rectangle Table 6' – Black	\$	806.00	\$	1,007.50	\$	
	14062-0303	Conference Rectangle Table 6' – Sirona	\$	806.00	\$	1,007.50	\$	
	14062-0300	Conference Rectangle Table 6' - White	\$	806.00	\$	1,007.50	\$	
	14062-0298	Conference Rectangle Table 8' – Black	\$	865.75	\$	1,082.25	\$	
	14062-0304	Conference Rectangle Table 8' – Sirona	\$	865.75	\$	1,082.25	\$	
	14062-0301	Conference Rectangle Table 8' - White	\$	865.75	\$	1,082.25	\$	
	14062-0299	Conference Rectangle Table 10' – Black	\$	993.25	\$	1,241.50	\$	
	14062-0305	Conference Rectangle Table 10' – Sirona	\$	993.25	\$	1,241.50	\$	
	14062-0302	Conference Rectangle Table 10' - White	\$	993.25	\$	1,241.50	\$	
	14309-0001	Computer Kiosk – Black	\$	663.00	\$	828.75	\$	
	14179-0005	Computer Kiosk - White	\$	663.00	\$	828.75	\$	
	14072-0108	Storage Credenza - Black	\$	595.50	\$	744.25	\$	
	14072-0038	Storage Credenza - Mahogany	\$	595.50	\$	744.25	\$	
	14083-0105	Jr Executive Desk - Black	\$	679.00	\$	848.75	\$	
	14083-0106	Jr Executive Desk - Mahogany	\$	679.00	\$	848.75	\$	
	14083-0324	Executive Desk – Black	\$	704.50	\$	880.75	\$	
	14083-0117	Executive Desk – Mahogany	\$	704.50	\$	880.75	\$	
	14029-0098	5 Shelf Bookcase – Black	\$	637.00	\$	796.25	\$	
	14029-0091	5 Shelf Bookcase - Mahogany	\$	637.00	\$	796.25	\$	
	05088-0365	Vivid Café - Square Table Glass	\$	553.75	\$	692.25	\$	
	05088-0364	Vivid Café - Rectangle Table Glass	\$	637.00	\$	796.25	\$	
	05088-0498	Brooklyn II Rect Dining Table	\$	663.00	\$	828.75	\$	
	05088-0499	Brooklyn II Round Dining Table	\$	520.00	\$	650.00	\$	
	05090-0001	Aspen Dining Table	\$	772.25	\$	965.25	\$	
	05088-0505	Brio Dining Table	\$	1,036.00	\$	1,295.00	\$	
	14148-0001	2 Drawer Vertical File - Letter Size Black	\$	223.50	\$	279.50	\$	
	14147-0001	2 Drawer Vertical File - Legal Size Black	\$	290.00	\$	362.50	\$	
	14148-0002	4 Drawer Vertical File - Letter Size Black	\$	299.00	\$	373.75	\$	
	14147-0002	4 Drawer Vertical File - Legal Size Black	\$	333.00	\$	416.25	\$	
	14143-0006	2 Drawer Lateral File 18" – Black	\$	299.00	\$	373.75	\$	
	14143-0144	2 Drawer Lateral File 20" - Black	\$	299.00	\$	373.75	\$	
	14143-0008	4 Drawer Lateral File – Black	\$	365.00	\$	456.25	\$	
	14034-0015	Storage Cabinet – Black	\$	365.00	\$	456.25	\$	
	12091-0023	Display Pedestal 14" x 42" Black	\$	443.00	\$	553.75	\$	
	12091-0023	Display Pedestal 24" x 42" Black	\$ \$	443.00 536.00	ې \$	670.00	\$	
	12091-0004	Display Pedestal 18" x 42" Black	\$	494.00	ې \$	617.50	\$	
	-	• •	\$		ې \$		\$	
	12091-0030	Display Pedestal 14" x 42" White	Ş	443.00		553.75		
	12091-0024	Display Pedestal 14" x 36" Black	\$ \$	375.00 536.00	\$ \$	468.75 670.00	\$ \$	
	12091-0034	Display Pedestal 24" x 36" Black						
	12091-0031	Display Pedestal 14" x 36" White	\$	375.00	\$	468.75	\$	
	12091-0033	Display Pedestal 24" x 36" White	\$	536.00	\$	670.00	\$	
	12091-0025	Display Pedestal 14" x 30" Black	\$	350.00	\$	437.50	\$	
	12091-0003	Display Pedestal 24" x 30" Black	\$	509.00	\$	636.25	\$	

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Tax (10.25%)	\$
TOTAL	\$



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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	DISCOUNT	STANDARD	AMOUNT
	12091-0001	Display Pedestal 18" x 30" Black	\$ 358.00	\$ 447.50	\$
	12091-0032	Display Pedestal 14" x 30" White	\$ 350.00	\$ 437.50	\$
	14309-0001	Locking Pedestal Black	\$ 663.00	\$ 828.75	\$
	14179-0005	Locking Pedestal White	\$ 663.00	\$ 828.75	\$
	12091-0055	Fuze Pedestal	\$ 365.00	\$ 456.25	\$
	12091-0043	London Pedestal	\$ 365.00	\$ 456.25	\$
	14189-0066	Stanchion Chrome	\$ 102.75	\$ 128.50	\$
	11526-0001	Stanchion Rope - Red Velour	\$ 53.25	\$ 66.75	\$
	14308-0009	Nero Literature Stand - Black	\$ 248.25	\$ 310.50	\$
	14308-0010	Argento Literature Stand - Aluminum	\$ 248.25	\$ 310.50	\$
	14308-0005	Alto Literature Rack - Black Metal	\$ 256.00	\$ 320.25	\$
	01209-0003	Compact Refrigerator White - 4.0 Cu Ft	\$ 460.25	\$ 575.25	\$
	09392-0019	Silo Grey Floor Lamp	\$ 226.25	\$ 282.75	\$
	09417-0037	Silo Grey Table Lamp	\$ 165.00	\$ 206.50	\$
	09392-0018	Silo White Floor Lamp	\$ 226.25	\$ 282.75	\$
	09417-0036	Silo White Table Lamp	\$ 165.00	\$ 206.50	\$
	09392-0001	Neutrino Steel Floor Lamp – Steel	\$ 231.50	\$ 289.25	\$

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.

SUBTOTAL	\$
Tax (10.25%)	\$
TOTAL	\$

2024 **TRADE SHOW** KIT CATALOG

BLANC



Blanc Sofa

Bright White Leather 75″W x 35″D x 35″H



Blanc Loveseat

Bright White Leather 54″W x 35″D x 35″H



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



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



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



Modular Seating Collection

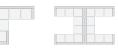


Function Armless Chair White Leather 28"Square x 29"H



Function Corner White Leather 28"Square x 29"H





CONTINENTAL





Continental Curved Loveseat Bright White Leather 82"W x 34"D x 31"H



Continental Reverse Curved Loveseat Bright White Leather 72"W x 34"D x 31"H



30″W x 34″D x 19″H



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



Continental Half Moon Ottoman Bright White Leather 33"W x 19"D x 19"H





SOPHISTICATION

Modular Seating Collection



Sophistication Sofa White Leather 72"W x 31"D x 48"H



Sophistication Loveseat White Leather 48"W x 31"D x 48"H



Sophistication Chair White Leather 24"W x 31"D x 48"H

SOPHISTICATION

Modular Seating Collection



Sophistication Corner White Leather 31″Square x 48″H



Sophistication Ottoman White Leather 31″Square x 19″H







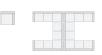


Boca Corner Black Leather 22"W x 27"D x 30"H



Boca Armless Black Leather 27″Square x 30″H





METRO

BOCA

Modular Seating Collection



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



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



Metro Chair Black Leather 35″Square x 35″H

METRO





Metro Square Ottoman Black Leather 40''Square x 17''H Metro Bench Ottoman Black Leather 60"W x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa Midnight Suede 77"W x 36"D x 33"H



Suave Midnight Loveseat Midnight Suede 54"W x 36"D x 33"H



Suave Midnight Chair Midnight Suede 32"W x 36"D x 33"H





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



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



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

GRAMMERCY



Grammercy Corner Charcoal Leather 36"Square x 36"H



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



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

MONTANA MOCHA



Montana Mocha Sofa Mocha Tan Fabric 79"W x 35"D x 34"H



Montana Mocha Loveseat Mocha Tan Fabric 57"W x 35"D x 34"H



Montana Mocha Chair Mocha Tan Fabric 35"Sauare x 34"H

CHANDLER



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



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



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

CHANDLER



Chandler Bench Ottoman Red Leather 60"W x 24"D x 17"H

ΕVΟΚΕ



Evoke Sofa Coffee Resin Frame With Tan Cushions 81″W x 35″D x 27″H



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



Evoke Cocktail Table Coffee Resin Frame 48"W x 24"D x 18"H



Evoke End Table Coffee Resin Frame 24"W x 28"D x 25"H



Evoke Cube Table Coffee Resin Frame 18"Square x 18"H

ΝΙΚΟ



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



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



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

CROMWELL



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



Cromwell Chair Royal Blue Velvet 32"W x 32"D x 29"H

STAGE CHAIRS



Midnight Stage Chair Midnight Microfiber 25"W x 26"D x 37"H



Chamois Stage Chair Beige Microfiber 25"W x 26"D x 37"H



Buckskin Stage Chair Tan Microfiber 25"W x 26"D x 37"H



Empire Chair Black Leather White Leather 28"W x 32"D x 32"H



Monarch Chair Bright White Leather 28″Square x 30″H

OTTOMANS & BENCHES



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



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



Bench Ottoman
Metro Black Leather
Chandler Red Leather
Grammercy Charcoal Leather
60"W x 24"D x 17"H



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



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

BANQUETTES & TURNING BEDS



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



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



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

CUBE OTTOMANS













Rubix Cube Ottomans





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



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





Essentials Turning Bed - Charged White Leather

96"W x 48"D x 25"H *White slip cover available for black charging unit. *Maximum of 1 bed per power source.



Boca Corner - Charged Bright White Leather 27"Square x 30"H *Maximum of 4 daisy linked together per power source.



Boca Chair - Charged Bright White Leather 22"W x 27"D x 30"H *Maximum of 4 daisy linked together per power source.



Aspen Bar Table - Charged White/Brushed Steel 72"W x 26"D x 42"H *Maximum of 1 table per power source.



Aspen Cocktail Table -Charged White/Brushed Steel 48"W x 24"D x 18"H

*Maximum of 1 table per power source.



White Conference Table -Charged White

96"W x 43"D x 30"H *Maximum of 1 table per power source.



Patrice Table Chair - Charged Bright White Leather 28"W x 31"D x 31"H *Maximum of 6 daisy linked together per power source.



Lincoln Bench - Charged Bright White Leather 59"W x 39"D x 17"H *Maximum of 3 daisy linked logether per power source.

OCCASIONAL TABLES



Aria Tables - Cosmo End Table Brushed Steel 24"W x 20"D x 22"H Cocktail Table Brushed Steel 44"W x 20"D x 18"H



Aria Tables - Emerald Tide End Table Brushed Steel 24"W x 20"D x 22"H Cocktail Table Brushed Steel 44"W x 20"D x 18"H



Aria Tables - Icebreaker End Table Brushed Steel 24"W x 20"D x 22"H

Cocktail Table Brushed Steel

44″W x 20″D x 18″H



Aria Tables - Sirona End Table Brushed Steel 24"W x 20"D x 22"H Cocktail Table Brushed Steel 44"W x 20"D x 18"H



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



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



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



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



Aria Tables - White End Table White/Brushed Steel 24"W × 20"D × 22"H Console Table White/Brushed Steel 44"W × 20"D × 30"H Cocktail Table White/Brushed Steel 44"W × 20"D × 18"H

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OCCASIONAL TABLES



Aria Tables - Charcoal

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



Tribeca Tables End Table Black/Wood 24"W x 28"D x 22"H Console Table Black/Wood 48"W x 18"D x 30"H Cocktail Table Black/Wood 48"W x 28"D x 19"H



Novel Tables End Table Satin Steel 15"Square x 16"H Cocktail Table Satin Steel

46″W x 15″D x 16″H



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



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



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



Brooklyn Tables

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



Vivid Tables End Table Smoked Powder Coat Finish

26"Square x 21"H Console Table Smoked Powder Coat Finish 50"W x 24"D x 30"H Cocktail Table Smoked Powder Coat Finish 50"W x 24"D x 16"H



Cube Tables Black White Cocktail Table 24"Square x 16"H End Table

End Table 24″Square x 21″H

BARS & BAR BACKS



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



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



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



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



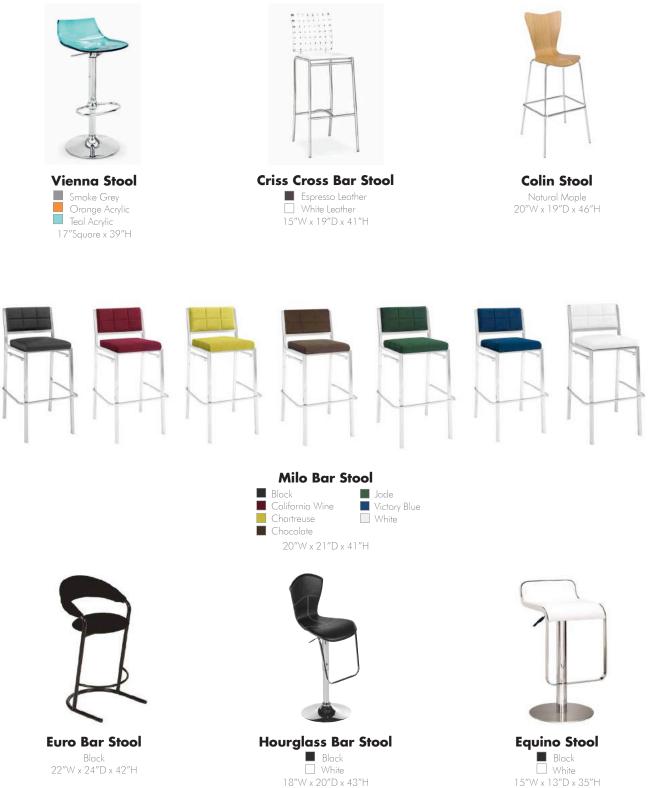
Piazza Bar Back Black White 44"W x 12"D x 79"H

13″W x 14″H (Inside Shelf)

4 TRADE SHOW FURNISHINGS / KIT CATALO

Ν

STOOLS



STOOLS



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



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



Regal Stool Brown Leather 19"W x 24"D x 45"H



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



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



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

CAFÉ CHAIRS



Vienna Chair Smoke Grey Acrylic Orange Acrylic Teal Acrylic 21"Square x 32"H



CAFÉ CHAIRS



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



Elio Chair Steel 17″Square x 33″H



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



Criss Cross Chair Espresso Leather White Leather 17"W x 21"D x 35"H



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



Regal Dining Chair Brown Leather 19"W x 23"D x 38"H



Caprice Chair

Black

25″W x 24″D x 32″H

Sonic Chair Black 20″W x 21″D x 32″H



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

CAFÉ CHAIRS



Natural Maple 22″W x 19″D x 33″H

BAR TABLES



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



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



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



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



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



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

BAR CHAIRS



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



Park Ave Bar Table

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



Fuze Bar Table Zebrawood Laminate/Chrome 36″Square x 42″H



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



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



Blanco Square Bar Table White/Chrome 24″Square x 42″H



City Bar Table

Maple/Black 30" 30"Round x 42"H Maple/Black 36" 36"Round x 42"H



Blanco Bar Table White/Chrome 30" 30″Round x 42″H White/Chrome 36" 36″Round x 42″H



Blanco Rectangle Bar Table White/Chrome 72"W x 24"D x 42"H

BAR TABLES



Spectrum Bar Table - Red Red/Chrome 24"Square x 42"H



Spectrum Bar Table - Blue Blue/Chrome 24"Square x 42"H



Spectrum Bar Table - Purple Purple/Chrome 24"Square x 42"H



Spectrum Bar Table - Green Green/Chrome 24"Square x 42"H



Zinc Bar Table Chrome 24"Round x 42"H



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

CAFÉ TABLES



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



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



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

CAFÉ TABLES



24" Square Café Table -Sirona Available in Black or Chrome Base

24″Square x 30″H



Euro Café Table Black/Black 30" 30″Round x 30″H Black/Black 36" 36″Round x 30″H



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



32" Round Café Table -Cement Available in Black or Chrome Base

32"Round x 30"H



Silk Café Table Black/Chrome 30" 30"Round x 30"H Black/Chrome 36" 36"Round x 30"H



32" Round Café Table -Yukon Gold

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



Park Ave Café Table

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



City Café Table



Summit Café Table White/Black 30" 30"Round x 30"H White/Black 36″ 36"Round x 30"H



Blanco Café Table White/Chrome 30" 30″Round x 30″H White/Chrome 36" 36″Round x 30″H

CAFÉ TABLES



Fuze Café Table Zebrawood Laminate/Chrome 36″Square x 30″H



Blanco Square Café Table White/Chrome 24"Square x 30"H



Blanco Rectangle Café Table White/Chrome 72"W x 24"D x 30"H



Spectrum Café Table - Red Red/Chrome 24"Square x 30"H



Spectrum Café Table - Blue Blue/Chrome 24"Square x 30"H



Spectrum Café Table - Purple Purple/Chrome 24"Square x 30"H



Spectrum Café Table - Green Green/Chrome 24"Square x 30"H



Aspen Dining Table White/Brushed Steel 72"W x 30"D x 30"H



Brio Dining Table Reclaimed Grey Stone Finish/Brushed Bronze 96''W x 48''D x 30'''H

OFFICE SEATING



Tamiri High Back Chair Black Leather 25"W x 27"D x 45"H



Tamiri Mid Back Chair Black Leather 25"W x 27"D x 39"H



Tamiri Guest Chair Black Leather 25"W x 27"D x 37"H



Accord Chair Black White 25"Square x 44"H



Goal Task Chair Black 25″W x 24″D x 39″H



Goal Task Chair - Armless Black 21"W x 24"D x 39"H



Goal Drafting Stool Black 25"W x 24"D x 48"H



Goal Drafting Stool - Armless Black 21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Round Black Mahogany 42"Round x 29"H



Command 6'

Conference Table

72″W x 36″D x 31″H

📕 Black

Sirona

White



Command 8' Conference Table

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



Command 10' Conference Table Black Sirona

■ Sirona □ White 120″W x 48″D x 31″H

OFFICE FURNITURE



Computer Kiosk Black White 24"Square x 42"H



Storage Credenza Black Mahogany 2 Filing Cabinets/2 Drawers/Inside Shelves 66"W × 20"D × 29"H



Jr Executive Desk ■ Black ■ Mahogany Double Pedestal/Locking Drawers 60"W × 30"D × 29"H

OFFICE FURNITURE



Executive Desk Black Mahogany Double Pedestal/Locking Drawers 72"W x 36"D x 29"H



5-Shelf Bookcase Black Mahogany 36"W x 12"D x 72"H



Vivid Café Table - Square Clear Glass/Smoked Powder Coat Finish 42″Square x 30″H



Vivid Café Table - Rectangle Clear Glass/Smoked Powder Coat Finish 60"W x 36"D x 30"H



Brooklyn Rectangle Dining Table Clear Glass/Chrome 60"W x 36"D x 30"H



Brooklyn Round Dining Table Clear Glass/Chrome 42"Round x 30"H



Aspen Dining Table White/Brushed Steel 72"W x 30"D x 30"H



Brio Dining Table Reclaimed Grey Stone Finish/Brushed Bronze 96''W x 48''D x 30'''H

METAL FILE & STORAGE CABINETS



2-Drawer File Black Letter 15"W x 25"D x 29"H Black Legal 18"W x 25"D x 29"H



4-Drawer File Black Letter 15"W x 25"D x 52"H Black Legal 18"W x 25"D x 52"H



2-Drawer Lateral File Black 36"W x 18"D x 27"H



4-Drawer Lateral File Black 36"W x 18"D x 54"H



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

PEDESTALS



42" Display Pedestals Black 14"Square x 42"H Black 24"Square x 42"H Black 18"Square x 42"H White 14"Square x 42"H



36" Display Pedestals

■ Black 14"Square x 36"H ■ Black 24"Square x 36"H □ White 14"Square x 36"H □ White 24"Square x 36"H



30" Display Pedestals

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



Locking Pedestal Black White 24"Square x 42"H



Fuze Pedestal Zebrawood Laminate/Chrome 16"Square x 44"H



London Pedestal Marble/Chrome 16"Square x 44"H

MISCELLANEOUS ITEMS



Stanchion Chrome 41"H Stanchion Rope Red Velour 6'L



Nero Literature Rack Black 14.75"W x 12"D x 53.5"H



Argento Literature Rack

14.75″W x 12″D x 53.5″H



Alto Literature Rack Black/Metal 10.5"W x 9.5"D x 57"H



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





Silo Grey Lamps

25"H Floor Lamp 70"H

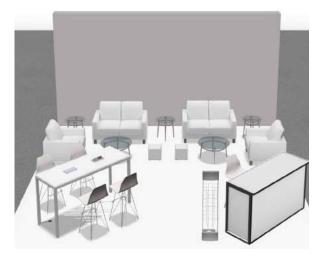


Silo White Lamps Table Lamp 25"H Floor Lamp 70"H



Neutrino Floor Lamp Steel 67"H

DESIGN YOUR BOOTH SPACE YOUR WAY



20x20 Booth Footprint Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman Brooklyn Round End Table • Brooklyn Round Cocktail Table Aspen Bar Table • Charged • Nexus Stool VIP Glow Bar 6' • Argento Literature Rack



20x20 Booth Footprint Aspen Dining Table • Colin Chair Lincoln Bench - Charged • VIP Glow Bar 4'



10x10 Booth Footprint Niko Chair • Novel End Table • Fuze Pedestal Blanco 30"Round Bar Table with Tulip Base • Vienna Stool - Teal



20x10 Booth Footprint Chandler Loveseat • Continental Curved Loveseat • Rose Table Aria End Table - White • London Console Table



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

CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 2024	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 circle circle circle)Image: Standard Standard

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 (10.25%)	\$
TOTAL	\$



Event Name:	NLIT 2024	Advance Payment Deadline:	Tuesday, March 19, 2024	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

_ x _____ = _____ square feet x \$8.45 = \$ _____ TOTAL Carpet Size ___ **PRESTIGE CARPET COLOR** (please circle color choice) Pink Cherry Red Red Fire Cherry Blossom Hay Loft Navel Magenta Orange **Butter Cream** Sunshine Lime Green Wintergreen Pine Forest Pacific Orion Blue Lite Blue Nautical Caribbean Process Blue **Bright Blue Reflex Blue** Atlantic Blueberry Intense Blue Deep Blue Purple Navy 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)

_____ = _____ 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:		
Address:		
City:	State:	Zip Code:
City: Phone Number:		
-		

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

Χ.

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 (10.25%)	\$
TOTAL	\$



1921 Bellamah NW Albuquerque, NM 87104 email us @ t. 505.243.9889 esr@cssabq.com f. 505.243.8197 www.cssabq.com

PRESTIGE CARPET COLORS

CONVENTION SERVICES OF THE SOUTHWEST, INC.





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

RENTAL DISPLAY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 2024	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

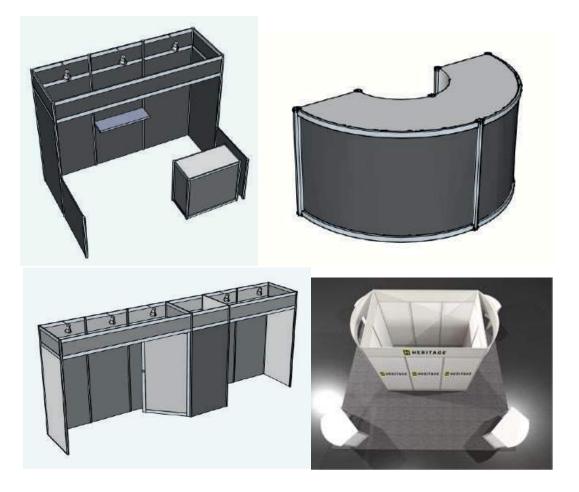
Rental Display Units

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

Email: esr@cssabq.com

Or

Phone: (505) 243-9889





LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline:	Tuesday, March 19, 2024	Booth # (s):
Company Name:		Telephone #:		
Billing Address:		Fax #:		
City/State/Zip:		Email Address:		
Authorized by:				

Display labor & Forklift will be billed in $\frac{1}{2}$ 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	\$
Tax (10.25%)	\$
TOTAL	\$

Submission Deadline for Notification & Certificate of Insurance: Monday, March 11, 2024

CONVENTION SERVICES OF THE SOUTHWEST, INC.

EXHIBITORS WHO CHOOSE TO HAVE AN EXHIBIT SERVICE FIRM (OTHER THAN THE OFFICIAL LABOR CONTRACTOR) SUPERVISE LABOR, UNPACK, ERECT, ASSEMBLE, DISMANTLE, AND PACK DISPLAYS / EQUIPMENT MUST ABIDE BY THE FOLLOWING:

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than Monday, March 11, 2024.
- Exhibitor must ensure their contractor (EAC) provides **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by Monday, March 11, 2024. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If **CSS** does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with **CSS** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide **CSS** and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. (Show aisles and public space are not part of the booth area.)
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

NAME OF EXHIBITOR APPOINTED CONTRACTOR:	
ADDRESS:	
CONTACT, TELEPHONE # & FAX:	

The EAC must notify **CSS** of the names of all exhibiting companies for whom they have orders and the names of all employees working for them on the show floor. All EACs must provide insurance certificates to **CSS** and Show Management of the exhibition. Please list show name, location, and Exhibitor name on Certificate of Insurance. **Exhibitor Appointed Contractors will not have access to the show floor without a Certificate of Insurance on file with CSS**.

COMPANY:	BOOTH:
ADDRESS:	CONTACT NAME:
CITY:	SIGNATURE:
STATE: ZIP:	PHONE:
EMAIL:	FAX:

NLIT Summit 2024



Event Name:	NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 2024	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 $\frac{1}{2}$ hour increments with a **one-hour minimum**.

RATES FOR RIGGING	Advance Price Per Crew / Per Hour	Standard Price 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.)

SUBTOTAL	\$
Tax (10.25%)	\$
TOTAL	\$

PLEASE READ PAYMENT POLICY



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. <u>Do not</u> 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, recrating, 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.



LIMITS OF LIABLITY

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. <u>SEE PAYMENT</u> <u>POLICY</u>.



MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline:	Tuesday, March 19, 2024	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.

Monda Monday, Mai	lay – Friday 8 rch 11, 2024	GHT RECEIVING B:00AM – 5:00PM – Thursday, April 4, 2024 PING ADDRESS		
Ship To: Exhibitor Name and Booth #				
NLIT 2024				
	c/o	CSS		
	ABF Fi	reight		
	19604 84th Avenue South			
	Kent, WA	98032		
Number		Estimated		
of Pieces: Weight:				
Inbound				
Freight Carrier:				

Sunday, April 2 Monday, April	Y FOR DIRECT FREIGHT 7, 2024 – 10:00AM – 4:00PM 8, 2024 8:00AM – 4:00PM F SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth #		
	c/o CSS	
	NLIT 2024	
Seattle Cor	nvention Center – The Arch	
1315 Hubbell Place		
Se	attle, WA 98101	
Number	Estimated	
of Pieces: 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, April 10, 2024 @ 7:00PM

SAMPLE: Weight	500	\div 100 = Total CWT	5	\bigcirc	\$ 145	per cwt =	\$ 725	
	300		<u> </u>	(<i>u</i> , _			$\psi / L J$	

ADVANCE FREIGHT	TRATES: (includes crates, skidded, and carton materials)
\$ 145 per cwt.	\$ 290 minimum charge
Weight	÷ 100 = Total CWT @ \$ 145 per cwt = \$
DIRECT FREIGHT RA	ATES: (includes crates, skidded, and carton materials)
\$ 132 per cwt.	\$ 262 minimum charge
Weight	÷ 100 = Total CWT @ \$ 132 per cwt = \$
-	e per hundred pounds (cwt) with a 200 lb. minimum per shipment. All rounded to the next hundred pounds.
ADDITIONAL RATE	iS:
"Late Shipments" a	and "Off Target" freight will be charged an additional \$24 per cwt. (200 lb. minimum applies)
"Small Package" or	r shipments weighing 30 lbs. or less will be charged a \$63 material handling fee.
Banding and Shrink	k 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

·	
CONVENTION SERVICES OF THE SOUTHWEST. INC.	CONVENTION SERVICES OF THE SOUTHWEST. INC.
TO:	TO:
(Exhibiting Company Name)	(Exhibiting Company Name)
BOOTH #: NO of PCS	BOOTH #: NO of PCS
NLIT 2024c/o CSSABF Freight19604 84th Avenue SouthKent, WA 98032	NLIT 2024c/o CSSABF Freight19604 84th Avenue SouthKent, WA 98032
c/o CSS	c/o CSS
ABF Freight	ABF Freight
19604 84 th Avenue South	19604 84 th Avenue South
Kent, WA 98032	Kent, WA 98032
Warehouse Hours: M-F - 8:00AM-5:00PM	Warehouse Hours: M-F - 8:00AM-5:00PM
MUST ARRIVE BY: Thurs, April 4, 2024 ≫	MUST ARRIVE BY: Thurs, April 4, 2024
×	×
DIRECT SHIP	PING LABELS
O DIRECT TO SHOW	DIRECT TO SHOW
CONVENTION SERVICES OF THE SOUTHWEST. INC.	CONVENTION SERVICES OF THE SOUTHWEST. INC.
TO:	TO:

PCS

RUS

 $\frac{\times}{\times}$

(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

NLIT 2024

c/o CSS Seattle Conv Ctr – The Arch 1315 Hubbell Place Seattle, WA 98101

Must NOT arrive before 4/7/24 **DIRECT Shipments Received:** Sun., April 7, 2024 – 10:00am – 4:00pm Mon., April 8, 2024 – 8:00am – 4:00pm

NLIT 2024

(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____

c/o CSS Seattle Conv Ctr – The Arch 1315 Hubbell Place Seattle, WA 98101

Must NOT arrive before 4/7/24 **DIRECT Shipments Received:** Sun., April 7, 2024 – 10:00am – 4:00pm Mon., April 8, 2024 – 8:00am – 4:00pm

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RUS



Event Name:	NLIT 2024	Advance Payment Deadline:	Tuesday, March 19, 2024	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	O OF SHIPMENT Please specify your choice by c	hecking the following:							
	referred carrier, ArcBest (ABF Freight), is autho	-							
	address. (Exhibitor must contact ABF directly for	quotes if needed at 800-654-7019 or							
_	radeshowsupport@archb.com.) ssigned carrier PRE-SCHEDULED (by exhibitor)	to pick-up during show move-out is:							
	Please note the Exhibitor is responsible for schedul								
	Common Carrier								
	🗌 Van Line								
	Air Freight								
NUMBER	OF DESIRED SHIPPING LABELS:	(Fed Ex and UPS shipping lab	els are not available)						
• (Once your shipment is packed and ready to be	picked up, please return the BOL to th	e Exhibitor Services Center.						

- Once your simplifient is packed and ready to be picked op, piedse retorn the both of the exhibition of
 Verify the stress sector status status and the test is set to a picked op, piedse retorn the both of the exhibition of
- Verify the piece count, weight, and that a signature in 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.



REQUEST FOR INFORMATION

ArcBest[®] Trade Show Services

Exhibiting Company	/		Contact Name	
Title	En	nail	Phone	9
SHIP	PER INFORMATIC	N	SHIP TO: Warehouse	Show Site
Company			Show Name	
Address			Booth No	
			Contractor	
City	State	Zip	Show Dates	
Pickup Date/Time			Address	
FRE	IGHT INFORMATIC	N	City State	e Zip
Piece Count and Typ)e		Delivery Date	
Total Weight			ADDITIONAL INFO	
Dimensions (L)	(W)	(H)	Residential Pickup	nside Pickup
			Liftgate Do	ock
Would you like ar	n ArcBest Trade Sh	ow Coordinator to	contact you with a quote or inform	mation?
			print a copy, complete the reque fax to (844) 718-7620.	
			either print and fax your reque	
the	submit button to	send your reques	st to one of our Trade Show spe	cialists.
		State.		State to
			1 - La Barrent	
800-6		n1 9	ABF	
tradeshow@c		251 26627 A W2 20 85 36		
Clucesnower				
				IN FILM

8401 McClure Drive • Fort Smith, AR • 72916



1921 Bellamah NW Albuquerque, NM 87104 email us @ t. 505.243.9889 esr@cssabq.com f. 505.243.8197 www.cssabq.com

CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	NLIT 2024	Advance Payment Deadline:	Tuesday, March 19, 2024	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	Х	Booth Size	=	Total sq. ft.	Х	Rate per sq. ft.	Х	# of Days	=	Subtotal
	_x _		_ = _		Х		Χ_		_ = _	

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 (10.25%)	\$
TOTAL	\$



1921 Bellamah NW Albuquerque, NM 87104 email us @ t. 505.243.9889 esr@cssabq.com f. 505.243.8197 www.cssabq.com

FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name:	NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 2024	Booth # (s):
Company Name:		Telephone #:	
Billing Address:		Fax #:	
City/State/Zip:		Email Address:	
Authorized by:			

Quantity		ltem	Advance Price	Standard Price	Total
	Floral Arrangement	12"H x 12"₩	111	134	
	Floral Arrangement		156	188	
	Custom Designed A	rrangement			
	Color:	-	Contact	for Quote	
	Height:	Width:			
	Potted Flowers (ple	ase circle choice)	102	121	
	Kalanchoe	Persian Violet			
	Azalea	Chrysanthemum			
	Begonia	Cyclamen			
	Seasonal	-			
	Mums (select color)		102	121	
	White Yellow	Purple Rust			
	Small Ferns		64	77	
	Large Ferns		102	121	
	3 – 4 foot green pl	ants	121	146	
	5-6 foot green p	lants	200	241	
	7 – 8 foot green pl	ants	246	295	
				Delivery Charge	21
				SUBTOTAL	\$
	PLEAS	E READ PAYMENT POLICY		Tax (10.25%)	\$
				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.



Event Name:	NLIT 2024	Advance Payment Deadline: Tuesday, March 19, 2024	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		61	79	
		Horizontal				
	7" x 44"	Vertical		75	98	
		Horizontal				
	11" x 14"	Vertical		66	86	
		Horizontal				
	14" x 22"	Vertical		92	120	
		Horizontal				
	22" x 28"	Vertical		141	184	
	22 X 28	Horizontal				
	24" x 36"	Vertical		198	257	
	24 x 30	Horizontal				
	28" x 44"	Vertical		207	269	
		Horizontal				
	Meter Board	Vertical		468	560	
	(1 meter x 8')	(unframed)				
	Custom Signs	Vertical		Contact for Quote		
		Horizontal				
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (10.25%)	\$
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 $\frac{1}{2}$ 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:



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 devises 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 1/4 teaspoon per minute if tipped over.
- 3. The devise or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than 1/4 teaspoon per minute when the devise 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 ¹/₄ 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.



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 moveout.
- 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.





Exhibitor Services

We're here for you online and onsite!

Managing the details to achieve a successful trade show can be time-consuming and overwhelming. That is why the Seattle Convention Center (SCC) has streamlined processes and a team of people dedicated to help you make it happen.

Before the event, all exhibitor services, from catering and audiovisual to internet and power, are ordered from our Exhibitor Services Center portal. This is where you can take advantage of advance online pricing. Next, our Exhibitor Services team collaborates with SCC service partners and show contractors to ensure a seamless experience.

During the event, we provide a staffed on-site service desk to provide customer support for last-minute details. Finally, after the event you'll receive a report of services and consolidated, detailed billing.

Can't find what you're looking for in the Exhibitor Services Center? Let us know! Contact your Exhibitor Services Representative at 206-694-5015, or exhibitor.services@seattleconventioncenter.com.

Our exhibitor services include:

- Advance online pricing
- Premier customer support
- Coordination of facility services

SCC Service Partners

Onsite staffed service desk



Order your facility services in one click! Visit our online Exhibitor Services Center.

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Advance Order Deadline: March 17th, 2024

- Post-event reporting of services
- Consolidated, detailed billing

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Smart City

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Links not working or inactive?

Paste this URL into your browser to directly access your Exhibitor Services Center page: www.seattleconventioncenter.com/exhibitor-services

If you believe you are eligible for tax exemption, or would like to pay by check or wire transfer you cannot order online. Please call or email us to obtain the order forms. Orders not placed online may result in a processing fee.

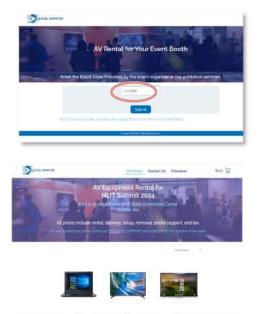


If you intend to power equipment via a battery, please note that restrictions apply. Any device that is not UL listed, is not self-contained, can accept a 2 or more pronged plug and/or is intended to power anything larger than a small electronic device, such as a tablet or cell phone, is not allowed on the show floor.

Welcome to NLIT Summit 2024 April 9-10 Seattle, Washington State Convention Center. Monitors/AV Equipment Rental for your booth

To place your order, Please follow the instructions below.





- 1. Go to excelmonitor.com
- 2. Click "Already have the event code for the AV exhibit equipment rental?" <Click Here> button.
- At the AV Rental for Your Event Booth window, enter the code "NLIT2024" (Case Sensitive) in the event code field and Click the < Submit> Button.
 *You may need to enter the Event Code twice for security reasons.
- 4. Choose the AV equipment you want to rent and proceed as instructed on the screen.

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