



ASQ

Excellence Through Quality®

EXHIBITOR SERVICE MANUAL

ASQ World Conference 2025

Colorado Convention Center

Denver, Colorado

May 4-6, 2025

Exhibitor Show Information

Exhibit Hall Dates & Hours

| DATE | HOURS |
|----------------------|--|
| Sunday, May 4, 2025 | 5:30 PM - 7:30 PM |
| Monday, May 5, 2025 | 9:00 AM - 1:00 PM 3:00 PM - 6:00 PM |
| Tuesday, May 6, 2025 | 10:30 AM - 2:00 PM |

Exhibitor Dates

| | DATE / HOURS |
|---------------------------------|--|
| Exhibitor Set Up / Move-In | Saturday, May 3, 2025 1:00 PM - 5:00 PM Sunday, May 4, 2025 8:00 AM - 4:00 PM |
| Exhibitor Break Down - Move-Out | Tuesday, May 6, 2025 2:00 PM - 6:00 PM |

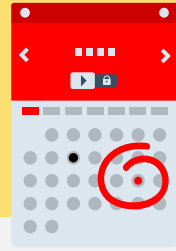
Booth Package Details

| BOOTH INCLUSIONS |
|----------------------------------|
| 8' High Back Wall - Blue & White |
| 3' High Side Rail - Blue |
| 6' x 30' Skirted Table - Blue |
| (2) Side Chairs |
| (1) Wastebasket |
| (1) Company ID Sign - 7" x 44" |

Show Colors & Carpet

| | COLORS |
|-------------|--|
| Show Colors | Blue & White |
| Carpet | <p>Aisle Carpet Color: Tuxedo</p> <p>Booth Carpet: Carpet is not included with your booth. To improve the appearance & comfort of your booth, you can order booth carpet & padding at shop.ortizandco.com</p> |

DISCOUNT DEADLINES IMPORTANT



Shipping/Freight Deliveries

| First Day for Warehouse Deliveries w/out Additional Fees (If shipping prior to allowable date, please notify our team) | Thursday, April 3, 2025 |
|--|---|
| Last Day for Warehouse Deliveries w/out Late Fees | Friday, April 18, 2025 |
| Last Day for Warehouse Deliveries w/ Late Fees (30% late fees, subject to change) | Friday, May 2, 2025 |
| First Day Freight is Allowed to be Delivered to <i>Show Site</i> | Saturday, May 3, 2025 starting at 9:00 AM |

Rental Deadlines

| | DATE |
|---------------------------------------|------------------------|
| Standard Rental Order Deadline | Friday, April 18, 2025 |
| Custom Furniture Rental Needs | Friday, April 18, 2025 |

Orders received without payment or after the discount price deadline date will incur an additional 25% fee.
Additionally, all onsite orders will incur an additional 30% fee.

Other Deadlines

| | DATE |
|---|-------------------------|
| EAC - Exhibitor Appointed Contractor Notification Deadline | Friday, April 18, 2025 |
| Graphic Prints Ready Files Deadline | Thursday, April 3, 2025 |

BOOTH CARPET

Enhance booth aesthetics and comfort with booth carpet and padding for a welcoming display.



Using booth carpet and padding at your booth is a wise choice for multiple reasons. Not only does it significantly improve the visual appeal of your booth, making it more attractive and inviting to attendees, but it also enhances comfort. The softness underfoot provides a more comfortable experience for both you and your visitors, especially during long hours at events.

► **ORDER YOUR BOOTH CARPET & PADDING AT:**

SHOP.ORTIZANDCO.COM



Understanding the difference between Shipping vs. Material Handling



Shipping is the actual process of shipping pallets, boxes, and crates of items to the general contractor's warehouse or trapping house. Any charges for shipping will come from your freight carrier.



Material Handling, on the other hand; is the handling of the shipment once it reaches its destination. When packages are delivered to the loading dock, someone needs to be on the receiving end to physically move the items from the truck, as well as to transport your items to the final exhibit space. This labor is solely provided by the tradeshow's general contractor via local or union workers, depending on city jurisdictions.

Material Handling Process



- Unloading freight from your carrier once it arrives at the warehouse or showsite.
- The transportation of your freight from warehouse or showsite, to event facility, to your booth.
- The removing of all labelled empties from your booth and transporting them to storage.
- Storing your booth empties temporarily.
- Returning empties to your booth upon close of the event's closure.
- Transferring your freight from your booth space back to the loading dock.
- Loading your freight into your carrier's vehicle for return shipping.
- If you are using Ortiz & Co. preferred freight carrier, TForce; this will also include the handling and transferring of your items, as well as delivery to your final destination.

▲ How can you save on Material Handling?

- Ship to the advance warehouse by the shipping deadline to avoid late fees.
- Consolidate your items. Each separate shipment (box, skid, etc.) received to our warehouse has a minimum charge.
- Ship directly to the preferred general contractor warehouse vs. the event facility. All shipments sent to the event facility will be Turned over to the general contractor, and may be subject to extra venue venue specific fees.



Material Handling Rates

Name of Show: _____
 Company Name: _____ Booth #: _____
 Contact Name: _____ Phone #: _____
 Email Address: _____

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM
 Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday
 Double Time (DT): Observed Federal Holidays
 Holidays: Observed Federal Holidays

Calculating Material Handling

The package includes the following services, which may be used in full or in part. For weight estimation, please round up to the nearest 100 pounds. For example: 385 lbs. = 400 lbs./100 lbs. = 4X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling Rates

Rates are calculated by the 100-pound increment, with a minimum charge of 200 pounds. Example: 145 lbs. = 200 lbs. minimum = 2 CWT. Certified weight tickets are required for all shipments.

Blended Rates

The stated rates include an overtime component based on the schedule at the time of publication. Please note that changes in the schedule or carrier delivery may result in additional fees.

IMPORTANT... All Material Handling fees will be automatically billed to the credit card on file.

Advanced Shipments

| ITEM | WEIGHT | | PRICE/CWT | TOTAL |
|--------------------------|--------|---|-----------|-------|
| Blended Crated M/H Rate | | x | \$460.20 | |
| Late Delivery Fee = +30% | | | \$598.26 | |

Applicable taxes & Special Handling charges will apply and invoiced based on venue location.
 Refer to Terms & Conditions for more information.

Light Weight Shipments - Shipments 49 pounds or less

| ITEM | WEIGHT/QUANTITY | | PRICE | TOTAL |
|--------------|-----------------|---|---------|-------|
| Light Weight | | x | \$60.00 | |

Other Material Handling Services

| ITEM | QUANTITY | | PRICE | TOTAL |
|---|----------|---|---------|-------|
| Banding Service Per 4x4 Skid/Pallet | | x | \$90.00 | |
| Shrink Wrap Service Per 4x4 Skid/Pallet | | | \$90.00 | |

Total Estimate: \$ _____
 Tax 8.38%: \$ _____
 Amount Due \$ _____

- **FIRST DAY for warehouse deliveries without additional fees: Thursday, April 3, 2025**
- **LAST DAY for warehouse deliveries without late fees: Friday, April 18, 2025**
- **LAST DAY for warehouse deliveries with Late Fees: Saturday, May 3 at 9:00 AM (*30% late fees, subject to change)**

Ortiz & Co. will verify all declared shipment weights once possession of the materials is taken. Documentation will be provided at time of final invoicing and processing of payment.

Advanced Shipping Information

We will receive shipments at the advanced warehouse from:

Thursday, April 3 to

Friday, May 2

Monday - Friday

8:30 AM - 4:00 PM

The warehouse address for "**ADVANCE WAREHOUSE**" shipping is:

ASQ 2025 c/o Ortiz&Co
Exhibiting Company Name & Booth #
5300 E. 56th Avenue
Commerce City, CO 80022

Direct-to-Showsite Shipping

- All direct-to-show site deliveries must be pre-approved by Ortiz & Co.
- Direct-to-show site deliveries without pre-approvals are subject to additional charges.
- Once approved the Ortiz & Co. Service team will provide information on how to ship correctly regarding the site.
- Associated shipping fees are listed under the attached material handling form.
- Additional charges may apply if shipment is captured by the facility and released to Ortiz & Co. for booth delivery.

No freight will be received on federal holidays as Ortiz & Co. will be closed.

Ortiz&Co.



Shipping Information

Advanced Shipping

Ortiz & Co. will accept shipments (crated, boxed or skidded materials) beginning Thursday, April 3, 2025. Materials arriving at the warehouse after Friday, April 18, 2025 will be charged an additional late fee of 30%, charges subject to change. Warehouse materials are accepted at the warehouse Monday-Friday between the hours of 9:00 AM - 4:00 PM. Certified weight tickets must accompany all shipments, and will be verified upon reception at the warehouse. If required, provide your carrier with this phone number: 407-784-2166.

Uncrated/Loose Shipments

Please note that Ortiz & Co. does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Any shipments received loose, uncrated, or unprotected are subject to an additional 50% charge, to be quantified based on the total CWT of the shipment. The charge is a one-time charge that includes move-in and move-out and is based on the weight of the handled shipments.

Direct-to-Showsite Shipping

Ortiz & Co. will begin to receive shipment Direct-to-Showsite beginning on Saturday, May 3, 2025 starting at 9:00 AM. Shipments arriving before this date & time will be refused by the facility. Any charges incurred for early freight accepted will be the exhibitor's responsibility. Certified weight tickets must accompany all shipments, and will be verified upon reception.

Date indicated above is the first approved date materials can arrive to the event facility (direct to show site) without extra fees.

The event facility address for "Direct-to-Showsite" shipping is:

Event: ASQ 2025 c/o Ortiz & Co
Exhibiting Company Name & Booth # _____
Colorado Convention Center - Hall D
700 14th Street
Denver, CO 80202

Dismantling Information

Dismantle & Move-Out

All exhibitor freight not picked up by their designated carrier (this includes UPS, FedEx, or any other preferred commercial carrier), on the following date and time, will either be forced out via T-Force freight or returned to the warehouse per your preference as denoted on your BOL: Tuesday, May 6, 2025 at 6:00 PM. It is the responsibility of the exhibitor to arrange transport of booth materials.

Exhibitor materials must be removed by the Exhibitor Move-Out date & times, so please ensure all carriers complete the check-in process no later than 5:00 PM on Tuesday, May 6, 2025. Our designated ground and air carrier for this show is T-Force.

Post-Show Bill of Lading & Labels

Our Service team will assist in the preparation of your outbound Bill of Lading (BOL) as needed. Please know that all BOL's must be 100% completed and returned to the Service Team for us to properly handle your materials. Be sure that your carrier checks in with our Freight Team prior to the published deadline times to avoid the possible forcing out of your materials via TForce. Your carrier will also need to provide your booth number and company name. A few items to note:

- *It is the responsibility of exhibitors to provide pre-printed labels for their freight. Online labels can be generated on your carrier's website if you do not have pre-printed labels. Label your boxes with the printed labels.*
- *We also have blank labels at our service desk should you need extras.*
- *You can schedule a pickup with your preferred carrier: UPS, FedEx, T-Force, etc. TForce is our carrier of choice if you do not have a preferred carrier. Our team can reroute your freight via TForce at your expense.*
- *Please fill out all the areas on the Bill of Lading. Be sure to denote how you would like us to handle your shipment should your carrier fail to arrive.*

Exhibit Hall Closure

Upon closure of the exhibit hall and removal of any show management aisle carpet, we will begin delivering empties and pallets to your booth. Please keep furniture or booth items out of the aisles so we can ensure a quicker delivery process, and for your safety do not enter the dock or storage area. All exhibitor materials must be removed from the facility by 6:00 PM on Tuesday, May 6, 2025.

Freight Abandonment

All exhibitors must have a completed Ortiz & Co outbound bill of lading (BOL) authorization form to ship out/load out materials from the building. All balances must be paid in full with Ortiz & Co to receive outbound BOL form. The BOL form should be completed and returned to the Ortiz & Co desk/rep when you're packed and ready to leave show floor. **DO NOT LEAVE YOUR BOL ON YOUR ITEMS ALONE, PLEASE VISIT THE ORTIZ & CO SERVICE DESK PRIOR TO DEPARTURE.**

If you are utilizing FedEx, UPS, or any other specified carrier, exhibitors are responsible for arranging a pickup. In the event that freight is abandoned, Ortiz & Co. will assume possession and either arrange shipment through our preferred carrier or return the materials to our warehouse to be picked up at the exhibitor's expense. Additional charges will apply.

Booth Trash & Abandonment

Upon closure of the exhibit hall and move-out, all trash and left over materials must be cleared prior to leaving show floor. Any left over display materials, vendor carpets, padding, pallets, trash, or etc. will be disposed of by Ortiz & Co., incurring a disposal and handling fee. Any materials such as booklets or brochures, left without a shipping label at the booth will be deemed trash, and concurrently disposed of. The Exhibitor will be charged for the removal and disposal of all materials. Charges may include Installation & Dismantling Labor, Forklift & Rigging Labor, and/or Dumpster Fees.

Pickup Shipment Address

The following address will be the pickup address that can be provided to your carrier along with your booth number & company name:

Event: ASQ World Conference 2025
Exhibiting Company Name & Booth #
Colorado Convention Center - Hall D
700 14th Street
Denver, CO 80202

Dismantling Information - contd.

Freight Reroute

It is very important that your carrier checks in by 5:00 PM on Tuesday, May 6, 2025. Please note that 5:00 PM will be the cutoff time. If your carrier does not check-in and/or no-shows to pick up your materials, we will be forced to either reroute your materials via our preferred carrier, TForce or return your freight to our warehouse. The exhibitor will incur all reroute charges and/or warehouse storage fees, including possible late fee surcharges.

NOTE: Your shipment may incur additional fees from the base rate. Final billing for outbound shipping charges could take up to 30 business days for shipments within the US; International shipments could take longer.

TForce Exhibit Freight Transportation

If you are in need of a carrier to transport your materials to and from the show, you may contact our preferred carrier, TForce at 1-800-988-9889 or tforcefreight.com. Please visit our service desk to arrange outbound shipping with TForce.

NOTE: Your shipment may incur additional fees from the base rate. Final billing for outbound shipping charges could take up to 30 business days for shipments within the US; International shipments could take longer.

Labor Information

Labor (Union or Non-Union) may be required for exhibit installation and dismantling. Please inquire about the labor rules and regulations for the show city once you determine your installation and dismantling needs. We will need to determine if labor will need to be supervised by Ortiz & Co. or your installation vendor. Please refer to the labor form published on page 12 for straight & overtime hours & rates.

Forklifts, any type of pallet jacks, overhead lifts, or any type of mechanical or powered equipment, may not be operated by exhibitors or their exhibitor-appointed contractors (EAC) due to liability concerns and/or local or nationwide labor jurisdictions.

Ortiz & Co. Support

Our Service Team will be happy to support you with all your outbound material handling needs, shipping labels, and any information needed in advance. Labels, dismantling notices, and paperwork will be available on-site. Please confirm all deadlines with your carrier as well as your company name & booth number for on-time pickup. Should you need any assistance throughout the planning process, please feel free to contact our service team at events@ortizandco.com or 407-784-2166.

Ortiz&Co.

PRIORITY

ADVANCED WAREHOUSE

TO: _____
EXHIBITING COMPANY NAME

BOOTH #: _____ NUMBER OF PIECES: _____ OF _____

**ASQ World Conference 2025
c/o Ortiz&Co
5300 E. 56th Avenue
Commerce City, CO 80022**

Show Name: ASQ 2025

- **FIRST DAY** for warehouse deliveries without additional fees: Thursday, April 3
- **LAST DAY** for warehouse deliveries without late fees: Friday, April 18
- **LAST DAY** for warehouse deliveries *with* Late Fees: Friday, May 2 (*30% late fees, subject to change)

Ortiz&Co.

PRIORITY

ADVANCED WAREHOUSE

TO: _____
EXHIBITING COMPANY NAME

BOOTH #: _____ NUMBER OF PIECES: _____ OF _____

**ASQ World Conference 2025
c/o Ortiz&Co
5300 E. 56th Avenue
Commerce City, CO 80022**

Show Name: ASQ 2025

- **FIRST DAY** for warehouse deliveries without additional fees: Thursday, April 3
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- **LAST DAY** for warehouse deliveries *with* Late Fees: Friday, May 2 (*30% late fees, subject to change)

Ortiz&Co.

PRIORITY

DIRECT-TO-SHOWSITE

TO: _____

EXHIBITING COMPANY NAME

BOOTH #: _____ NUMBER OF PIECES: _____ OF _____

**ASQ World Conference 2025 c/o Ortiz&Co
700 14th Street
Denver, CO 80202**

Show Name: ASQ 2025

Freight can arrive Direct-to-Showsite: Saturday, May 3 starting @ 9:00 AM

Ortiz&Co.

PRIORITY

DIRECT-TO-SHOWSITE

TO: _____

EXHIBITING COMPANY NAME

BOOTH #: _____ NUMBER OF PIECES: _____ OF _____

**ASQ World Conference 2025 c/o Ortiz&Co
700 14th Street
Denver, CO 80202**

Show Name: ASQ 2025

Freight can arrive Direct-to-Showsite: Saturday, May 3 starting @ 9:00 AM

SHIPPING LABELS

Installation & Dismantle Labor



Name of Show: _____
 Company Name: _____ Booth #: _____
 Contact Name: _____ Phone #: _____
 Email Address: _____

For quick and easy ordering please visit shop.ortizandco.com

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM
 Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday
 Double Time (DT): Holidays
 Holidays: NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, NY Eve

- All labor ordered onsite will be charged "show site" rate.
- Start time guaranteed ONLY at start of working day.
- One (1) hour minimum. Any labor thereafter will be charged in half (1/2) hour increments.
- Supervisor must check-in at the Ortiz & Co. service desk prior to the start of labor, to pickup labor form.
- Be sure to allow for sufficient time to receive your empties when ordering dismantling labor.
- To help us understand your vision, please include a plan, any photos/diagrams available, special instructions, as well as any inbound shipment information with this order.
- You will be charged for any additional materials and supplies needed upon completion of the services.

Installation & Dismantle Labor

| ITEM | SHOW SITE RATE/HR |
|--------------------------------|-------------------|
| Intallation and Dismantle - ST | \$117.85 |
| Intallation and Dismantle- OT | \$176.80 |
| Intallation and Dismantle - DT | \$235.70 |

Applicable taxes will apply and invoiced based on venue location.

Installation Labor Information

Check (1) please: Ortiz & Co. Supervised Labor _____ Exhibitor Supervised Labor _____

- ORTIZ & CO. SUPERVISED LABOR:
- The installation of your exhibit will be carried out at a time appropriate before the show opens.
 - Service charges: 30% of the total installation labor bill.

COMPLETE THE FOLLOWING - *Regardless if Ortiz & Co. or exhibitor supervised labor, all labor must check-in at the Customer Service desk to pickup labor form.*

| ITEM DESCRIPTION | START DATE | START TIME | # OF EQUIP/ PEOPLE | HRS./ PERSON | TOTAL HOURS | HOURLY RATE | TOTAL COST |
|------------------|------------|------------|--------------------|--------------|-------------|-------------|------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Describe work: _____ Total \$: _____

Supervisor onsite will be: _____ Mobile phone: _____

Dismantle Labor Information

Check (1) please: Ortiz & Co. Supervised Labor _____ Exhibitor Supervised Labor _____

- ORTIZ & CO. SUPERVISED LABOR:
- The dismantle of your exhibit will be carried upon close of show. Please make sure all your materials are properly packaged prior to Ortiz & Co. dismantling. Ortiz & Co. is not responsible for products, literature, swag, etc. not properly packaged and stored by the exhibitor.
 - Service charges: 30% of the total installation labor bill.

COMPLETE THE FOLLOWING - *Regardless if Ortiz & Co. or exhibitor supervised labor, all labor must check-in at the Customer Service desk to pickup labor form.*

| ITEM DESCRIPTION | START DATE | START TIME | # OF EQUIP/ PEOPLE | HRS./ PERSON | TOTAL HOURS | HOURLY RATE | TOTAL COST |
|------------------|------------|------------|--------------------|--------------|-------------|-------------|------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Describe work: _____ Total \$: _____

Supervisor onsite will be: _____ Mobile phone: _____

Forklift & Rigging Labor



Name of Show: _____
 Company Name: _____ Booth #: _____
 Contact Name: _____ Phone #: _____
 Email Address: _____

For quick and easy ordering please visit shop.ortizandco.com

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM
 Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday
 Double Time (DT): Holidays
 Holidays: NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, NY Eve

- All labor ordered onsite will be charged "show site" rate.
- Start time guaranteed ONLY at start of working day.
- One (1) hour minimum. Any labor thereafter will be charged in half (1/2) hour increments.
- Supervisor must check-in at the Ortiz & Co. service desk prior to the start of labor, to pickup labor form.
- Be sure to allow for sufficient time to receive your empties when ordering dismantling labor.

Forklift Labor

| ITEM | SHOW SITE RATE/HR |
|---|-------------------|
| Forklift w/ operator - up to 5,000 lbs. - ST | \$385.00 |
| Forklift w/ operator - up to 5,000 lbs. - OT | \$577.00 |
| Forklift w/ operator - up to 10,000 lbs. - ST | \$785.00 |
| Forklift w/ operator - up to 10,000 lbs. - OT | \$1,177.00 |

Applicable taxes will apply and invoiced based on venue location.

Rigging Labor

| ITEM | SHOW SITE RATE/HR |
|-------------|-------------------|
| Rigger - ST | \$167.50 |
| Rigger - OT | \$251.00 |

Installation Information

| ITEM DESCRIPTION | START DATE | START TIME | # OF EQUIP/ PEOPLE | HRS./ PERSON | TOTAL HOURS | HOURLY RATE | TOTAL COST |
|------------------|------------|------------|--------------------|--------------|-------------|-------------|------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Describe work: _____ Total \$: _____

Dismantle Information

| ITEM DESCRIPTION | START DATE | START TIME | # OF EQUIP/ PEOPLE | HRS./ PERSON | TOTAL HOURS | HOURLY RATE | TOTAL COST |
|------------------|------------|------------|--------------------|--------------|-------------|-------------|------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Describe work: _____ Total \$: _____

Rigging Services

Rigging Services | Labor Hours | Charges

EACs and exhibitors cannot use or operate the equipment. The machinery must be operated only by Ortiz & Co.

Further & additional charges may be added by Ortiz & Co due to regulations at the facility, ensuring structural integrity of signs, weight limits, union jurisdictions, facility contracts, and in-house providers.

Among these services are: spanner trusses for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, exclusive labor charges for facility and/or in-house work, other.

IMPORTANT: To install any hanging sign, truss, motor, or structure requiring hoisting, a rigging crew (up to 3 riggers) may be subject to a four-hour minimum per their regulations.

Please note the following labor hours:

Straight Time (ST): Monday - Friday 8:00 AM - 5:00 PM

Overtime (OT): Monday - Friday 5:00 PM - 8:00 AM and anytime on Saturday & Sunday Double Time (DT): All holidays

Holidays: NY Eve & Day, Martin Luther King Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve & Day

Hanging Sign Information

| ITEM | TYPE (CHOOSE ONE): CLOTH, WOOD, TRUSS, METAL, OTHER (IF OTHER, DESCRIBE) |
|-------------------------|---|
| "Type" of Hanging Sign | |
| "Shape" of Hanging Sign | |

Order Assembly Labor - Certified riggers are required to assemble all hanging signs to assure integrity and safety. Exhibitor or Third Party to Supervise

| TIME | LABOR HOURS | RATE | TOTAL |
|---------------|-------------|----------|-------|
| Standard Time | | \$147.00 | |
| Overtime | | \$220.50 | |
| Double Time | | \$294.00 | |

*Labor hours are estimated. Exhibitor will be charged actual upon completion of rigging services.

Date of Assembly: _____ Start Time: _____ Required Number of Laborers: _____

NOTE: Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a 1-hour crew minimum charge will be applied to final billing.

Order Disassembly Labor - Certified riggers are required to assemble all hanging signs to assure integrity and safety. Exhibitor or Third Party to Supervise

| TIME | LABOR HOURS | RATE | TOTAL |
|---------------|-------------|----------|-------|
| Standard Time | | \$147.00 | |
| Overtime | | \$220.50 | |
| Double Time | | \$294.00 | |

*Labor hours are estimated. Exhibitor will be charged actual upon completion of rigging services.

Date of Assembly: _____ Start Time: _____ Required Number of Laborers: _____

NOTE: Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a 1-hour crew minimum charge will be applied to final billing.

Incomplete information will delay orders and processing.

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-784-2166.

Rigging Services - contd.

Order Overhead Rigging Crew - Installation

| TIME | LABOR HOURS | RATE | TOTAL |
|--------------|-------------|----------|-------|
| Lift | | \$805.00 | |
| Scissor Lift | | \$705.00 | |

*Labor hours are estimated. Exhibitor will be charged actual upon completion of rigging services.

*For service rendered on OT a 30% surcharge will apply.

*Rigging points will be charged at \$330/point

Order Overhead Rigging Crew - Removal

| TIME | LABOR HOURS | RATE | TOTAL |
|--------------|-------------|----------|-------|
| Lift | | \$805.00 | |
| Scissor Lift | | \$705.00 | |

*Labor hours are estimated. Exhibitor will be charged actual upon completion of rigging services.

Date of Assembly: _____ Start Time: _____ Required Number of Laborers: _____

NOTE: Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a 1-hour crew minimum charge will be applied to final billing.

Calculate Total Estimate Charges

| | | |
|--|-----------|--|
| TOTAL ESTIMATE | \$ | |
| Tax (Rates are subject to change) | \$ | |
| Amount Due | \$ | |

*NOTE: Each lift and crew member (up to (3) three riggers) is charged an hourly rate. There is a minimum charge of (1) one hour per lift/crew - thereafter, the charge is rounded up in (1/2) half-hour increments. Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a (1) hour crew minimum charge will be applied to final billing.

| | |
|-----------------------------|--|
| Company name | |
| Main Contact Name | |
| Main Contact Email | |
| Main Contact Phone # | |
| Booth # | |

DIAGRAMS AND ORDERS SUBMITTED WITHIN 30 DAYS OF MOVE IN SUBJECT TO ADDITIONAL LATE FEES.

Main Contact Signature: _____ **Date:** _____

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-784-2166.

Rigging Equipment



Rigging Equipment | Labor Hours | Charges

EACs and exhibitors cannot use or operate the equipment. The machinery must be operated only by Ortiz & Co.

Further & additional charges may be added by Ortiz & Co due to regulations at the facility, ensuring structural integrity of signs, weight limits, union jurisdictions, facility contracts, and in-house providers.

Among these services are: spanner trusses for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, exclusive labor charges for facility and/or in-house work, other.

IMPORTANT: To install any hanging sign, truss, motor, or structure requiring hoisting, a rigging crew (up to 3 riggers) may be subject to a four-hour minimum per their regulations.

Straight Time (ST): Monday - Friday 8:00 AM - 5:00 PM

Please note the following labor hours:

Overtime (OT): Monday - Friday 5:00 PM - 8:00 AM and anytime on Saturday & Sunday Double Time (DT): All holidays

Holidays: NY Eve & Day, Martin Luther King Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve & Day

Truss

| ITEM | QUANTITY | RATE | TOTAL |
|--|----------|----------|-------|
| "Type" of Hanging Sign 12" Silver Box Truss (Per Ft.) | | \$30.95 | |
| 12" Black Box Truss (Per Ft.) | | \$30.95 | |
| 12" Silver Corner Block | | \$116.50 | |
| 12" Corner Black | | \$116.50 | |
| Design Fee (Hourly) | | \$232.50 | |
| IMPORTANT: MUST ORDER "MOTORS" IF ORDERING TRUS | | | |

Truss Details: _____ Quantity: _____ Size: _____

Motors

| ITEM | QUANTITY | RATE | TOTAL |
|--|----------|----------|-------|
| Half Ton Hoist / Chain Motor | | \$580.00 | |
| One Ton Hoist / Chain Motor | | \$658.00 | |
| Rotating Motor 200n lb. Limit | | \$348.00 | |
| Rotating Motor 500n lb. Limit | | \$619.00 | |
| IMPORTANT: MUST ORDER "MOTORS" IF ORDERING TRUS | | | |

Indicate with an "X" the Correct Direction:

Rotate Clockwise - Right _____

Rotate Counterclockwise - Left: _____

Rigging Equipment - contd.

Calculate Total Estimate Charges

| | |
|--|----|
| TOTAL ESTIMATE | \$ |
| Tax (Rates are subject to change) | \$ |
| Amount Due | \$ |

*NOTE: Each lift and crew member (up to (3) three riggers) is charged an hourly rate. There is a minimum charge of (1) one hour per lift/crew - thereafter, the charge is rounded up in (1/2) half-hour increments. Should exhibitor and/or 3rd party supervisor not be present at time of start and crew arrives to begin work, a (1) hour crew minimum charge will be applied to final billing.

Please provide the following item (s) with your Truss & Motor order:

- Hanging Signs Instructions
- Sign/Hanging Diagram
- Placement Grid
- Overhead Rigging Labor Order

| | |
|-----------------------------|--|
| Company name | |
| Main Contact Name | |
| Main Contact Email | |
| Main Contact Phone # | |
| Booth # | |

DIAGRAMS AND ORDERS SUBMITTED WITHIN 30 DAYS OF MOVE IN SUBJECT TO ADDITIONAL LATE FEES.

Main Contact Signature: _____ **Date:** _____

Rigging Supplies

NOT AN ORDER FORM - FOR PRICING PURPOSES ONLY

Rigging Supplies | Hardware | Charges

The following items are for pricing purposes ONLY. Depending on rigging needs and request, some of the following "Hardware" supplies will be added to your final billing. Should you have any questions on any of these items, please reach out to the Ortiz & Co team at events@ortizandco.com.

| ITEM | UNIT PRICE |
|--|----------------|
| Airwall Hanger | \$22.00 / Week |
| All Thread | \$3.00 / Week |
| Bam Door | \$32.00 / Week |
| Batten or Water Pipe - per ft. | \$3.50 / Week |
| Clamp Beam | \$48.00 / Week |
| Clamp - Misc. | \$6.50 / Week |
| Deck Chain | \$11.00 / Week |
| Black Strap / Eye Bolt / Link Sub- Assembly / Tumbuckle / Rings | \$7.00 / Week |
| Nylon Sling or GAC Flex | \$16.00 / Week |
| Raw Wire - per ft. | \$1.00 / Week |
| Rope | \$13.00 / Week |
| Sheave | \$21.00 / Week |
| Steel Point | \$11.00 / Week |
| Strand Vice | \$21.00 / Week |
| Truss Protector | \$1.00 / Week |
| *Electricity Included | |

EMAIL ALL RIGGING COMPLETED FORMS TO: EVENTS@ORTIZANDCO.COM

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-784-2166.

Booth Layout Form

Complete the following:

Name of Show: _____ Booth#: _____

Company Name: _____

Contact Name: _____ Phone #: _____

Email Address: _____

Instructions:

- Create an outline of your booth space using bold lines to clearly mark the dimensions and layout.
- Create a visual representation of the lines that will be present in your exhibit space.

Booth is _____ feet wide, by _____ feet long. Each diagram square is _____ feet wide, by _____ feet long.

Indicate any utilities under the carpet: _____

Back of Booth (Indicate Adjacent Booth #)

Indicate Adjacent Booth#

| | | | | | | | | | |
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Indicate Adjacent Booth#

Back of Booth (Indicate Adjacent Booth #)

There is a minimum labor charge of (1 1/2) one & one half hours for hook up, and (1) one hour dismantle of all non-standard locations, multiple outlet locations, island booths and 208V services. Standard location is back of the booth.

For island booths: A scaled floor plan must accompany orders showing location of electrical outlets, connections and lighting equipment.

Rigging Services & Equipment CC Authorization Form



Name of Show: _____ Booth #: _____ Booth Type (Inline, Island, Peninsula Other): _____
 Booth Size: _____ I am (The Exhibitor or Third Party) _____
 Company Name: _____ Contact Name: _____
 Phone #: _____ Email: _____

Exhibiting Company Information

Company Name: _____ Booth #: _____
 Company Street Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Email: _____

Main Contact Name: _____
 Main Contact Email: _____
 Main Contact Signature: _____ Date: _____

Credit Card Information (American Express, Visa, MasterCard, Discover)

Credit Card #: _____
 Expiration Date (Month/Year): _____ Security Code: _____
 Billing Address: _____
 City: _____ State: _____ Zip Code: _____
 Name on Card: _____
 Signature of Card Holder: _____ Date: _____

By signing the above, I acknowledge and understand that ALL services rendered, including material handling, labor, and logistics, will be billed to this credit card.

Note: Payments made via a credit card will incur a 3% processing fee.

REQUIRED: The completed credit card on file is required from all exhibitors, even if paying via wire, ACH, or check. Credit card authorization form will be used for all material handling charges pre/post-event, as well as onsite charges. Please know that all services must be paid ahead of time for services to be scheduled and rendered.

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-784-2166.

Exhibitor Appointed Contractor (EAC) Form

DEADLINE DATE TO SUBMIT: DATE

Exhibitor Information

If your company plans to utilize the services of any independent contractors other than Ortiz & Co, the official general service contractor, this form must be completed and signed by a representative of the exhibiting company. The EAC must also submit a copy of their Certificate of Liability Insurance (COI) to events@ortizandco.com.

Exhibiting Company: _____ Booth #: _____

Exhibitor Contact: _____

Exhibitor Phone: _____ Exhibitor Email: _____

Exhibitor Signature: _____ Date: _____

The authorized signature confirms that the exhibiting company has agreed to use the services of the Exhibitor Appointed Contractor(s). This agreement is confirmed through the signature.

We agree to comply with all rules and regulations for the show as outlined in the Rules & Regulations and Exhibitor Kit. By agreeing, we confirm that we will follow these rules and regulations.

We agree to obtain and maintain appropriate insurance coverage as outlined in the Rules & Regulations. By signing this agreement, we confirm that we will have the necessary insurance in place in order to participate in the show.

EAC Information

EAC Company Name: _____

Pre-Show EAC Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

EAC On-Site Contact: _____ Emergency On-site Mobile/ Cell: _____

Third Party Authorization Form

This form should be returned when a third party (any party other than the exhibiting company) should be billed for services. In order for the request to be accepted, both parties MUST sign this form to indicate their acceptance. If the form is not signed, the request will be denied.

If an exhibiting company plans to hire an exhibitor appointed contractor (EAC) for services such as booth building, supervision, design, delivery, or technical support; they need to be approved by Ortiz & Co. and are required to complete the following items. EACs are independent contractors and can include independent display companies or technicians. If an Exhibitor plans to hire a subcontractor, both the exhibiting company and the subcontractor company must provide their own Certificate of Insurance (COI).

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. **If the named third party does not make payment by the end of the show, Ortiz & Co. will demand payment from the exhibiting firm on site.** The invoice at the show site may or may not include charges for outbound services, such as material handling, rigging, and/or shipping.

1 The exhibiting company must provide the following contact information and signature:

Exhibiting Company Name: _____ Booth #: _____

Exhibiting Company Address: _____

City: _____ State: _____ Zip Code: _____

Exhibiting Company Contact Email: _____ Phone #: _____

Exhibiting Company Authorizer Name: _____

Exhibiting Company Authorizer Signature: _____

2 Third-Party company will pay for the following (check all that apply):

| ALL SERVICES | BOOTH CLEANING | MATERIAL HANDLING | CARPET | FURNITURE | EXHIBIT RENTALS | RIGGING/ LABOR | INSTALLATION/ DISMANTLE LABOR | LOGISTICS/ TRANSPORTATION | OTHER |
|--------------|----------------|-------------------|--------|-----------|-----------------|----------------|-------------------------------|---------------------------|-------|
| | | | | | | | | | |

3 The Third Party company must provide the following contact information and signature:

Third-Party Company Name: _____

Third-Party Company Address: _____

City: _____ State: _____ Zip Code: _____

Third-Party Company Contact Email: _____ Phone #: _____

Third-Party Company Authorizer Name : _____

Third-Party Company Authorizer Signature: _____

4 Complete the Third-Party Authorization Form on the next page. Submit the Third Party Form and Third Party Payment Form to the Ortiz & Co. service team at events@ortizandco.com.

Third Party Authorization Payment Form

5 Complete the following credit card payment authorization information. All forms must be signed.

Third-Party Company Name: _____ Booth #: _____

Name on Card: _____ Credit Card #: _____

Expiration Date (Month & Year): _____ Security Code: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Third-Party Company Authorizer Signature: _____ Date: _____

By signing the above, I acknowledge and understand that ALL services rendered, including material handling, labor, and logistics, will be billed to this credit card.

The authorized signature confirms that the exhibiting company has committed to use the services of the following Exhibitor Appointed Contractor(s) and they agree to: Read and comply with all the show rules and regulations as outlined in the Exhibitor kit & to obtain and maintain appropriate insurance coverage as outlined in the Exhibitor kit.

Additional EAC Requirements:

EAC employees must wear approved identification badges at all times while in the work area. The badge will be issued at the show site to authorized contractor representatives when all requirements have been met.

It is strictly prohibited for EAC to solicit business. EAC companies discovered doing so will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.

The EAC must have all business licenses, work permits, and insurance required by local governmental jurisdictions, as well as facility management before beginning work, and shall provide Show Management with evidence of compliance.

EAC's agree to keep all aisles clear of freight, at all times. All applicable union regulations and show rules must be adhered to by the EAC.

Personally Operated Vehicles (POV) Information



A privately owned vehicle (non-commercial) is a car, pick-up truck, van, or other truck primarily designed to carry passengers, not cargo or freight. If a vehicle does not qualify for this service or has material that needs mechanical assistance to unload, it will be directed to the Ortiz & Co. logistics & freight management team. Exhibitors may not utilize mechanical or powered equipment to unload their items.

Ortiz & Co. is responsible for receiving and handling all the exhibit materials, crates, etc., pertaining to the event. We manage all deliveries from all freight carriers, as well as manage all the facility docks and scheduled vehicles for the load-in and load-out of all exhibitors and show management materials.

The following vehicles are allowed to load and unload from the event docks and are considered POV's (small passenger vehicles):



The following vehicles and equipment are NOT allowed to be load and unload from the event docks and are NOT considered POV's. These vehicles and equipment will be redirected by an Ortiz & Co. Freight Manager and assigned company or union personnel to handle.



Please know that exhibitors are not allowed to operate any type of powered and mechanical equipment.

Before unloading and loading, you must check-in with our Freight Manager. Please note that there is a 30-minute time constraint for unloading all vehicles.

What Is Cartload Service

Cartload Service offers assistance to exhibitors who arrive in their own vehicles and need to transport small, hand-carried items to and from the dock or booth location. However, exhibitors are not permitted to use any mechanical or powered equipment to unload their items.



The following will apply:

1. No trucks, vans, trailers, or trucks with trailers will be allowed at the loading dock. Our management team will advise on the best unloading methods and provide charges.
2. All items must fit on a (1) flatbed cart and weigh less than 200 pounds. The Ortiz & Co. team will assess and determine the weight as well as any additional material handling charges if applicable.
3. The vehicle must unload on the receiving dock of the event facility dock(s).

Labor Hours

Straight Time (ST): Monday - Friday | 8:00 AM - 5:00 PM
 Overtime (OT): Monday - Friday | 5:00 PM - 8:00 AM All hours Saturday & Sunday
 Double Time (DT): Holidays
 Holidays: NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, NY Eve

| ITEM | # OF TRIPS | RATE | TOTAL |
|-----------------------|------------|----------|-------|
| Dock to Booth ST | | \$140.00 | |
| Booth to Dock ST | | \$140.00 | |
| Dock to Booth OT | | \$210.00 | |
| Booth to Dock OT | | \$210.00 | |
| Other | | | |
| Total Estimate | | | \$ |
| Amount Due | | | \$ |

Company Name: _____

Contact Name: _____

Email Address: _____

Booth Number: _____

ONLY Ortiz & Co. personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. All cancellations must be received in writing at least 48 hours prior to exhibitor move-in.

Method of Payment

Please review the following payment information

Payment can be made by credit card, checks payable to Ortiz Events & Company LLC, or a bank wire transfer, however; prior to processing your order(s), we must have your completed credit card authorization form on file. If the Ortiz & Co. ServiceTeam places any onsite order(s), the credit card information provided will be utilized to complete any payments required as a result of onsite orders; including material handling, applicable logistics charges for shipments received on your company's behalf, and any unpaid fees.

Discount Pricing Deadlines

The standard price will be charged for orders received after the published discount price deadline or without payment. Please refer to page 4 of this Exhibitor's Kit for the applicable deadline dates regarding Ortiz & Co. services, approved vendors, and facility shipments.

Wire & ACH Transfers

In order to accurately process the transfer of funds from your account, please complete the following information and email it to events@ortizandco.com along with a copy of the wire receipt. A \$50 service charge will be added for processing checks drawn on foreign banks, a \$25 service charge for processing U.S. wire transfers, and a \$50 service charge for international wire transfers.

Electronic payments are the only form of payment accepted by Ortiz & Co., cash payments are not accepted for any services offered.

Note: Although you may choose to pay via a wire and/or ACH transfer, a credit card on file is still required to process all orders.

The following information must be included on the bank copy of the wire/ACH transfer confirmation. Please also complete and send back to the Ortiz & Co. service team at events@ortizandco.com to notify of wire transfer as your form of payment:

Name of the Show: ASQ World Conference 2025

Event Code: DEN100525ASQ

Exhibiting Company Name: _____

Booth #: _____

Ortiz & Co. Wire transfer/ACH Bank Information

Account Name: Ortiz Events & Company, LLC

Bank Name: JP Morgan Chase

SWIFT CODE: (US & INTL): Connect with the Ortiz & Co. service team to obtain

Account & Routing Number: Connect with the Ortiz & Co. service team to obtain

Physical Bank Check Payments

The show name, event code, and booth number must be included on the check. The Ortiz & Co. mailing address is:

ORTIZ & CO.
10450 Turkey Lake Rd. #691535
Orlando, Florida, 32819

Tax Exemptions

Submit applicable tax exemption certificates to: events@ortizandco.com. You must provide a tax exemption certificate for the state where the event is being held.

Payment Authorization Form

Please fill out the following information and return the completed form with your order. For final payment you can choose to pay by credit card, company check (payable to Ortiz Events and Company, LLC), or via a bank wire transfer - please note that we still do require the credit card authorization on file prior to processing any service orders. For your convenience, Ortiz & Co will use the authorization form to charge your credit card account for any additional amounts incurred as a result of any orders placed by your representative while on show site. This includes material handling, labor, any logistic charges for shipments received on your company's behalf, and any unpaid balance due to Ortiz & Co.

Payments made via a credit card will incur a 3% processing fee.

Exhibiting Company Information

Company Name: _____ Booth #: _____

Company Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Main Contact Name: _____

Main Contact Email: _____

Main Contact Signature: _____ Date: _____

Credit Card Information (American Express, Visa, MasterCard, Discover)

Credit Card #: _____

Expiration Date (Month/Year): _____ Security Code: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Name on Card: _____

Signature of Card Holder: _____ Date: _____

By signing the above, I acknowledge and understand that ALL services rendered, including material handling, labor, and logistics, will be billed to this credit card.

REQUIRED: The completed credit card on file is required from all exhibitors, even if paying via wire, ACH, or check. Credit card authorization form will be used for all material handling charges pre/post-event, as well as onsite charges. Please know that all services must be paid ahead of time for services to be scheduled and rendered.

If you need any assistance or have any questions, please contact our Service team at events@ortizandco.com or call 407-784-2166.

ONLINE SHOP INSTRUCTIONS



For online orders, you will need to enter your unique Username and Password. If you are a first-time user click on "Register" and follow the instructions. **Make sure to click on "Save or Submit" profile at the end.**

If you have previously registered, click on "Login" to use your current Username and Password for access.



Placing Your Order

- Click on the "Shop" button
- Select item (s) & quantity
- Finalize product rental by adding product to cart
- Review the order by selecting the "Cart"
- To continue shopping, select "Continue Shopping"
- When ready to finalize and select check out for payment



Terms & Conditions

All orders will be charged 100% at time of order. Items will be reserved once request has been submitted and payment has been received. Should item(s) not be available at time of request, our team will advise and assist with other available options. We will deliver all items to your booth per the exhibitor move in scheduled time.



Cancellation Policy

PLEASE REFER TO TERMS & CONDITIONS FOR ALL CANCELLATIONS AND EXCHANGES INFORMATION.

If you need any assistance or have any ordering questions, please reach out to our Service Team for support. Our Service Team is available Monday - Friday, 8AM - 5PM ET. You may reach them by email at events@ortizandco.com or by calling our Service phone line at 407-784-2166.

Standard Booth Accessories

Enhance your booth from our wide selection of additional furnishings, each piece tailored to meet your needs. Find and explore our offerings on our website at shop.ortizandco.com; place your orders ahead of the published deadlines to ensure each of your items are reserved, as well as, to avoid any additional fees and late charges.

Make your booth stand out – shop now!

* ACCESSORIES

- Easels
- Peg boards
- Chrome sign frames
- Literature stands
- Wastebaskets
- Round
- Bag racks
- And more!

* TABLES & SEATING

- Draped display tables
- Round tables
- Side chairs
- Bar stools
- And more!

Adding furniture and accessories to your booth enhances its appearance and comfort, creating a welcoming atmosphere for visitors. These elements not only improve the booth's aesthetics but allow attendees to engage with your products or services comfortably.

Orders received without payment or after the discount price deadline date will incur an additional 25% fee. Additionally, all onsite orders will incur an additional 30% fee.



Booth & Carpet Cleaning

Ortiz & Co. can provide cleaning for all your booth needs.

It's a good idea to order a one-time porter and vacuuming service for the booth carpet/trashcan prior to the show opening. This will help to remove any dirt or debris that may have accumulated during the move-in process, and will ensure that your booth looks clean and presentable for show attendees.

Additionally, having the booth cleaned daily during the show can help to maintain its cleanliness and keep your booth looking great. This is especially important if the booth receives a lot of foot traffic, as dirty carpet & trash can create a negative impression on show attendees and potentially affect their willingness to visit your booth.

To order booth vacuuming and garbage porter services, please visit the online shop at shop.ortizandco.com.



Custom Signage

Ask the experts ...



Signs are a versatile and effective tool for communicating with attendees at events. Some common types of signs used at events include directional signs, informational signs, and promotional signs. Directional signs help attendees navigate the event space and find their way to your booth.

It's important to carefully plan and design your booth signage to ensure that it is effective and visually appealing. Consider the size, placement, and font of your signs to ensure that they are easy to read and catch the attention of attendees.

From promoting products and services to providing important information, signs can help you get your message across in a clear and engaging way. With a wide range of designs, styles, and materials available, you can let your imagination run wild and create custom graphics that take your booth to the next level.

Need Signage?
Call Us @ 407-784-2166
or email us at events@ortizandco.com





Exhibit Orders Made Easy

Book your technology for your upcoming exhibit booth or tradeshow.

Please access the link below to place your order for all your electrical needs. Scroll down to find the ASQ 2025 show and login to order.

[https://denvercc.ungerboeck.com/prod/app85.cshtml?
AppCode=COE&CC=2&OrgCode=M4](https://denvercc.ungerboeck.com/prod/app85.cshtml?AppCode=COE&CC=2&OrgCode=M4)

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

STANDARD 120V ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services 303.228.8027 Ph
700 14th Street 303.228.8101 Fx
Denver, CO 80202 www.denverconvention.com

Event Name: _____
Booth # _____ Booth Dimensions _____
Event Dates _____
Company Name _____
Address _____
City _____ St _____ Zip _____
Phone _____
E-mail _____
Account Contact _____

| ELECTRICAL SERVICES | QTY | STANDARD RATE | TOTAL |
|-----------------------|-----|---------------|-------|
| 5 AMPS OR 500 WATTS | | \$155.00 | |
| 10 AMPS OR 1000 WATTS | | \$175.00 | |
| 20 AMPS OR 2000 WATTS | | \$195.00 | |
| TOTAL PAYMENT | | | |

****See Special 120V order form for 24-hour power and overhead drop pricing and ordering.****

| ADDITIONAL ITEMS (Electrical Service must be ordered first) | QTY | STANDARD RATE | TOTAL |
|--|-----|---------------|-------|
| SIX PLUG STRIP | | \$30.00 | |
| 25' EXTENSION CORD | | \$30.00 | |
| TOTAL PAYMENT | | | |

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.

| | | | | | | | |
|---|----------------------|----------------------|----------------------|---|----------------------|----------------------|----------------------|
| CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> VISA | | | | EXPIRATION DATE: | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PRINT CARDHOLDERS NAME: | | | | CARDHOLDERS SIGNATURE: | | | |
| | | | | SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS | | | |

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027 or email eorders@denverconvention.com.**

SERVICE LOCATOR PLAN

| | |
|---------------|---------------|
| Event Name: | Event Dates: |
| Company Name: | Booth Number: |

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, unless multiple outlets are needed. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

Telephone Services:

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

In-Line Booth

Island Booth

Note adjacent booth # to left side of your booth

| | | | | | | | | | |
|--|--|--|--|--------------|--|--|--|--|--|
| | | | | BACK | | | | | |
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| | | | | FRONT | | | | | |

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth



Logistics

TFORCE FREIGHT

TForce is the official air and ground carrier of Ortiz & Co.



Ortiz&Co.



Get the Show on the Road

TForce Freight Trade Show

Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on-time, your business could miss out on a golden opportunity to gain exposure within the industry.

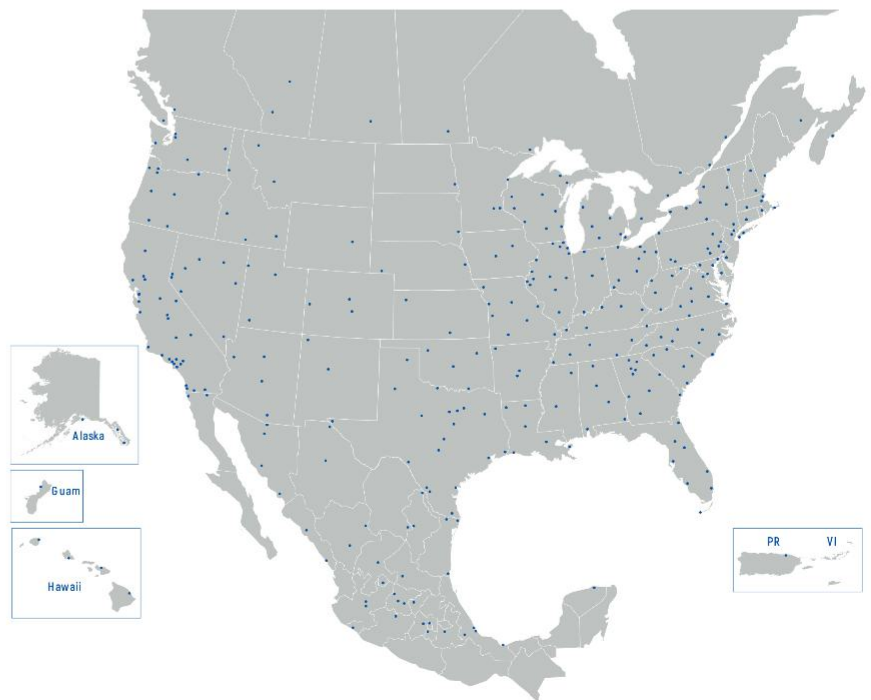
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the TForce Freight Trade Show team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.



Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.



SHOP.ORTIZANDCO.COM

Expo Furniture Rentals

For additional booth furniture and services such as ...

- Chairs
- Tables
- Book Stands
- Labor
- Supplies

Visit the Ortiz & Co. online shop at shop.ortizandco.com.





Ortiz & Co.

EXPO

**Save Up
to 30%**



Enhance Your Exhibit, Enhance Your Impact: Order Additional Items for Your Booth Space Today!

Orders for items such as booth and custom furniture literature racks, graphics, labor, and more can be conveniently placed on our website.

shop.ortizandco.com



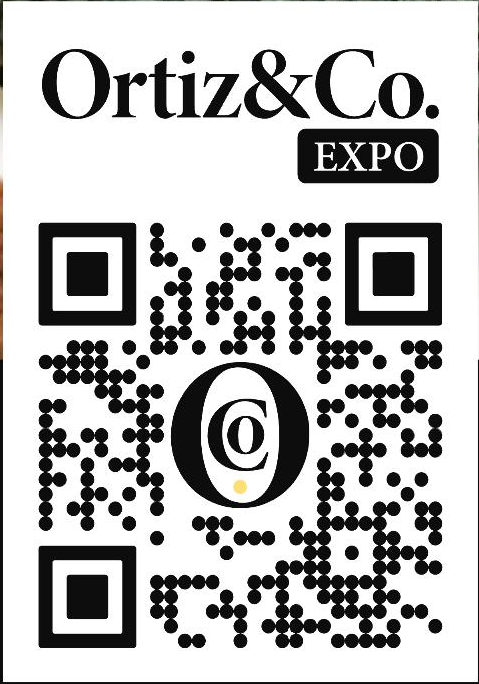
Upgrade Your Booth!

Enhance your booth's comfort and style with our selection of standard or premium carpets! Choose from a wide range of colors to match your company's branding perfectly. Keep your team energized and focused with padded* carpeting, reducing fatigue during long exhibitions, while giving the booth an additional appeal.

Contact us today to inquire about color availability and secure your preferred choice!



Flooring Solutions Booth Carpet



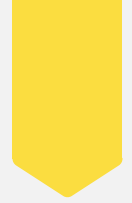
 407.784.2166  events@ortizandco.com

shop.ortizandco.com



**Furniture
Rentals**

Ortiz&Co.



Booth Orders **Discount** Deadline

Terms & Conditions

Late Fee

Orders submitted within 14 days of the show opening, and on show site, will incur a 30% late fee. It is important to note that availability cannot be guaranteed for late orders, and exhibitors are encouraged to submit their orders in a timely manner to avoid any additional charges and to ensure timely delivery of requested items or services.

Payments

Full payment is required prior to delivery to secure the order, unless prior arrangements have been approved by an Ortiz&Co manager. Failure to make payment in full may result in delays or cancellation of the order.

Cancellation Fee

If cancelled within 10 days prior to delivery, a 100% charge will be applied.

Confirmation

Please email our Events team if you do not receive an email confirmation within 1-2 days of submitting your order.

Contact Information

events@ortizandco.com

407-784-2166 (Available Monday - Friday, 8AM - 5PM ET)

BLANC



Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H



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



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



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

FUNCTION

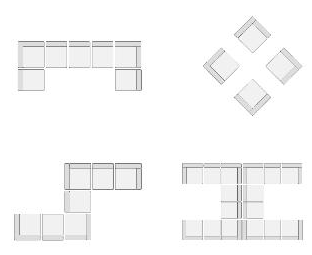
Modular Seating Collection



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



Function Corner
White Leather
28"Square x 29"H



BLANC



Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H



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



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



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

FUNCTION

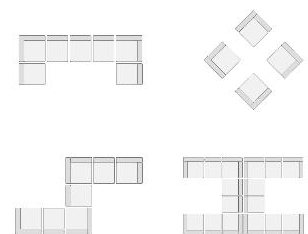
Modular Seating Collection



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



Function Corner
White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

Bright White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

Bright White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

Bright White Leather
30"W x 34"D x 19"H



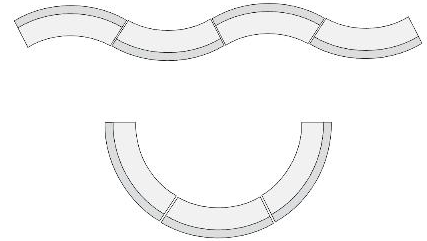
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H



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



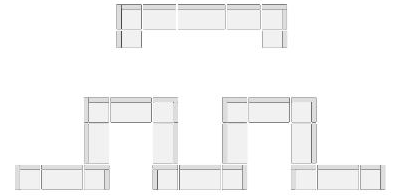
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

Modular Seating Collection



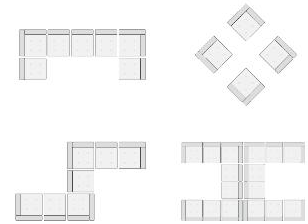
Boca Corner

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



Boca Armless

Black Leather
27"Square x 30"H



METRO



Metro Sofa

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



Metro Loveseat

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



Metro Chair

Black Leather
35"Square x 35"H

METRO



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

Modular Seating Collection



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



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



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

GRAMMERCY



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H

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"Square 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

EVOKE



Evoke Sofa

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



Evoke Chair

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



Evoke Cocktail Table

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



Evoke End Table

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



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

NIKO



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



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



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

CROMWELL



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



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

STAGE CHAIRS



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



Bianco Stage Chair

Bright White Leather
26"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 x 24"D x 20"H
Lock Not Included



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

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



Grammercy Banquette

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



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--|--|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |
- 18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H

CHARGED! 



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 together 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 x 20"D x 22"H
Console Table White/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H

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 Zebra wood Laminate/Chrome
24"Square x 23"H
Console Table Zebra wood Laminate/Chrome
60"W x 16"D x 34"H
Cocktail Table Zebra wood 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

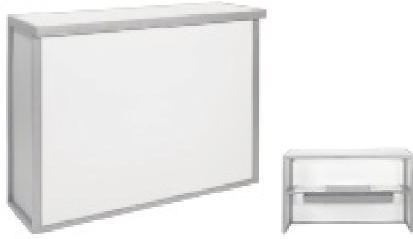
End Table Smoked Powder Coat Finish
26"Square x 21"H
Console Table Smoked Powder Coat Finish
50"W x 24"D x 30"H
Cocktail Table Smoked Powder Coat Finish
50"W x 24"D x 16"H



Cube Tables

■ Black
□ White
Cocktail Table
24"Square x 16"H
End Table
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 (Bar)
 13"D x 18"H (Shelf)
 Includes Remote Control



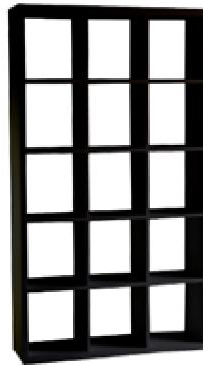
Bar

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



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)

STOOLS



Vienna Stool

- Smoke Grey
 - Orange Acrylic
 - Teal Acrylic
- 17"Square x 39"H



Criss Cross Bar Stool

- Espresso Leather
 - White Leather
- 15"W x 19"D x 41"H



Colin Stool

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



Milo Bar Stool

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

20"W x 21"D x 41"H



Euro Bar Stool

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



Hourglass Bar Stool

- Black
 - White
- 18"W x 20"D x 43"H



Equino Stool

- Black
 - White
- 15"W x 13"D x 35"H

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



Milo Chair
 ■ Black
 ■ California Wine
 ■ Chartreuse
 ■ Chocolate
 ■ Jade
 ■ Victory Blue
 ■ White
 20"W x 21"D x 41"H

CAFÉ CHAIRS



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



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



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



Elio Chair
Steel
17"Square x 33"H



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



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



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



Colin Chair
Natural Maple
22"W x 19"D x 33"H

BAR TABLES



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



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



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



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



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



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

BAR TABLES



Euro Bar Table

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



Silk Bar Table

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



City Bar Table

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



Park Ave Bar Table

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



Summit Bar Table

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



Blanco Bar Table

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



Fuze Bar Table

Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

White/Chrome
72"W x 24"D x 42"H

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



32" Round Café Table - Cement

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



32" Round Café Table - Yukon Gold

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



Euro Café Table

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



Silk Café Table

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



Park Ave Café Table

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



City Café Table

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



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



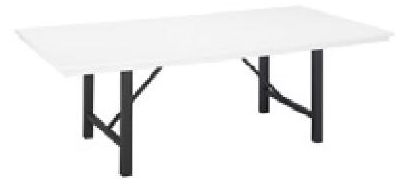
Conference Table Round

- Black
 - Mahogany
- 42"Round x 29"H



Command 6' Conference Table

- Black
 - Sirona
 - White
- 72"W x 36"D x 31"H



Command 8' Conference Table

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



Command 10' Conference Table

- Black
 - Sirona
 - White
- 120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk

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



Storage Credenza

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



Jr Executive Desk

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

OFFICE FURNITURE



Executive Desk

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



5-Shelf Bookcase

■ Black
■ Mahogany
36"W x 12"D x 72"H



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



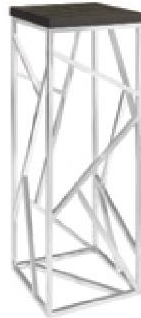
30" Display Pedestals

- 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
24"Square x 42"H
- White



Fuze Pedestal

Zebrawood Laminate/Chrome
16"Square x 44"H



London Pedestal

Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



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



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



Argento Literature Rack
 Aluminum
 14.75"W x 12"D x 53.5"H



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



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

LIGHTING



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

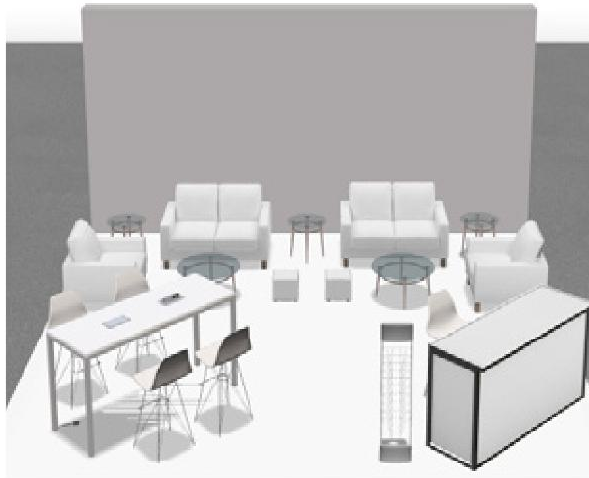


Silo White Lamps
 Table Lamp
 25"H
 Floor Lamp
 70"H



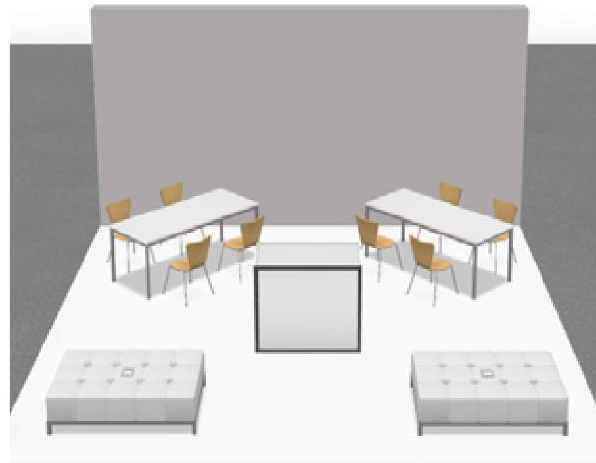
Neutrino Floor Lamp
 Steel
 67"H

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

TERMS & CONDITIONS



These following Terms & Conditions are part of the agreement between Ortiz & Co. and you, the "Exhibitor", hereinafter known as "Exhibitor".

The Exhibitor is considered to have accepted these terms and conditions when any of the following conditions are met:

The Exhibitor sets up their exhibit at the show in which Ortiz & Co. is the general contractor. The Exhibitor and its contractors, including subcontractors, have been granted permission and access to the show floor for purposes of setting up their exhibit. The Exhibitor materials are deemed having been delivered to the Ortiz & Co. warehouse or directly to the show site. The Exhibitor submits a booking form and/or payment form for any of the Ortiz & Co. services (labor, equipment, furniture, etc.).

Definitions and Responsibilities of Ortiz & Co.:

The legal name of "Ortiz & Co. or Ortiz Events & Company" is hereinafter referred to as "O&Co.", as well as its employees, officers, agents, and assignees, including any subcontractor that O&Co. may appoint. An exhibitor is any party that contracts with O&Co. for services. O&Co. will only be held responsible for the services it directly provides and guarantees to fulfill its obligations in good faith. O&Co. is not responsible for any person, parties, or other contracting firms not under its direct supervision and control. O&Co. will not be held accountable for any loss, delay, or damage due strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond its reasonable control, nor for the ordinary wear and tear in the handling of materials. For security and liability reasons, O&Co. personnel will unload all vendor materials from the loading docks to the booths. Exhibitors are not under any circumstances allowed to use powered mechanical equipment.

Inbound and Outbound Shipments: In line with tradeshow industry norms, there may be a time period between the delivery of shipment(s) to the booth and the arrival of the Exhibitor or their representative. During this window of time, the materials will be left at the exhibitor's booth unattended. Following the delivery of the appropriate material to an Exhibitor's booth it is understood that O&Co. is not liable for the loss, damage, theft, or disappearance of the Exhibitor's materials. Additionally, there may be a time period between the completion of packing and the actual pick up of an Exhibitor's materials from the booth for loading onto the applicable carrier's truck. At such a time, the materials will be left unattended at the booth. During this time period O&Co. cannot be held liable for the loss, damage, theft, or disappearance of an Exhibitor's materials prior to being picked up for outbound loading to the appropriate carrier. All materials will be inspected at the booth during loadout using the Bill of Lading submitted by the Exhibitor. Any changes to the condition of materials or piece counts will be noted on this document. After delivery to the Exhibitor's chosen carrier or agent for outbound transportation O&Co. holds no liability for the loss, damage, theft, or disappearance of an Exhibitor's materials. O&Co. will load an Exhibitor's materials onto the appropriate carrier's truck under the supervision of the carrier driver. The carrier driver then will check and sign for the custody of said materials on the Exhibitor's Bill of Lading. After the carrier assumes custody of an Exhibitor's materials O&Co. claims no responsibility for any materials. If an Exhibitor's designated carrier fails to arrive by the move-out deadline, O&Co. shall either route the Exhibitor's shipment via our own carrier or return the shipment to a local warehouse for the Exhibitor to handle at their own discretion; as indicated by the Exhibitor on the Bill of Lading.

Packaging, Crates, and Empty Containers: It is understood that O&Co. is not liable for any surface damage to loose/uncrated, pad-wrapped, or shrink-wrapped materials. Any concealed damage, damage to carpets in bags/poly, or damage to shipments packed improperly is not the responsibility of O&Co. Crates/packaging unsuitable for handling, partially assembled, or having prior damage are not items O&Co. can be held accountable for. Attaching "Empty" storage labels to containers after load-in is the responsibility of the Exhibitor or their booth representative not O&Co. The Exhibitor should remove all other labels in lieu of the "empty" storage label. The removal or misdelivery of containers emblazoned with old labels, incorrect information; or for the loss/damage to materials stored in containers labeled "empty" is not a responsibility that O&Co. holds.

Outbound: All outbound services will be charged to the Exhibitor's provided credit card. O&Co.'s service team will email copies of relevant receipts and invoices to the booth contact within 10-days of the trade show ending.

Exhibitor Rentals: All materials are rented and remain the property of O&Co. The Exhibitor will be held financially responsible for any damage to O&Co. equipment. Prices quoted include installation, rental, and striking for the duration of the show, unless otherwise specified. If skirting and carpet colors are not specified, the show's colors will be used.

Orders on Show Site: Services ordered on the show site must be paid for in full when the order is placed. Purchase orders cannot be accepted as payment. Regular prices will apply to all show site orders, and availability will be limited for orders placed on the show floor.

Third-Party Requests and Orders: Third-Party Orders refer to orders for goods or services that are placed by a Third-Party company on behalf of the Exhibitor. If you hire a display or exhibit house and need services from O&Co., the payment policy outlined above applies. Please share this information with the relevant parties, and make sure that a Third-Party payment form is completed and submitted three weeks before the show opens. If your chosen Third-Party provider fails to pay for O&Co. Services, the exhibitor is still responsible for paying all invoices owed to O&Co.

Exhibitor Audits: The Exhibitor should be aware that routine audits of Exhibitor booths for service usage will be conducted before and during the Show/Event. If any unpaid equipment or services are found, the Exhibitor will be charged for them accordingly via the credit card on file.

Exhibitor Information: The Exhibitor allows O&Co. to use and share their contact information with other entities involved in producing the event. Communications may include show information, promotional materials, advertising statements, and other commercial messages. The Exhibitor can revoke this permission in writing.

Exchanges and Cancellations: On-site exchanges and cancellations of orders will incur a 100% pick-up fee. Exhibitors who cancel Custom Product orders within 30 days of the first day of exhibitor move-in may be subject to cancellation fees of up to 100% of the total order, depending on the status of move-in, prior work performed, and/or O&Co. set-up expenses. There are no exchanges or refunds for equipment or furnishings once an item has been delivered to your booth/event location. Cancellations must be received in writing 14 days before the first exhibitor move-in day. Labor cancellations must be received in writing 48 hours before the first day of exhibitor move-in; otherwise, a rate of 1-hour per man ordered will be charged. For example: If exhibitor orders 3-crew members for installation for 10 AM, the cancellation fee would be 3-hours straight time (ST), overtime (OT) on the weekend.

Invoices: Before the show ends, an invoice will be prepared and emailed to the booth contact for your review. Credits will be issued on the show site only. If you have any questions or would prefer to pay via an immediate wire transfer or credit card, please visit our customer service representatives at the service desk.

TERMS & CONDITIONS



These following Terms & Conditions are part of the agreement between Ortiz & Co. and you, the "Exhibitor", hereinafter known as "Exhibitor".

International Customers: International customers must pay for all services in U.S. dollars. A \$50 service charge will be applied for processing checks or wire transfers from foreign banks.

U.S. Wire Transfers: A service charge totaling \$25 will be incurred for processing U.S. wire transfers. Please complete the portion of the Method of Payment form regarding wire transfers; the exhibitor information portion of the payment authorization form must be completed before your order is processed.

Tax Exempt Status: If you are tax-exempt in the state where the trade show is occurring, the exhibitor must provide a copy of the appropriate certificate with their order.

Tax Rates: State tax regulations and tax rates are subject to change following the date of publication; prevailing state tax rates will take precedence over any prior published rate.

Event Cancellation or Postponement: O&Co. reserves the right to charge for any services provided prior to any postponement or cancellation; as well as non-refundable costs incurred by O&Co.

Insurance: The Exhibitor understands that O&Co. is not an insurer; Exhibitor is responsible for obtaining all applicable insurance coverages. We advise that exhibitors arrange All Risk coverage; typically, this can be done by endorsements to existing policies. All Exhibitor's materials should be insured from when they are shipped, until they are returned following the show's close. Insurance and liability for theft, property damage to equipment/exhibit material owned/rented by the Exhibitor, or bodily injury within the Exhibitor's booth are the Exhibitor's sole and complete responsibility. Unless prohibited by law, the Exhibitor and their insurers waive any rights of recovery or subrogation against O&Co. and their directors, officers, employees, and agents.

Claim(s) for Loss and Payment For Services: It is understood that any claims for loss/damage must be submitted to O&Co. before the show's conclusion when/where the alleged loss or damage occurred; within 30 days of the show's conclusion, this applies in every case. For the purpose of reporting claims, the "conclusion" of the show shall be understood as the end of the day on that the Exhibitor must leave the show site. No claims reported past the 30-day period will be considered. At no time shall any suit or action be levied against O&Co. after 365 days have gone since the date of the applicable loss or damage. The Exhibitor may not withhold payment from O&Co. for services provided. In the event of any dispute between O&Co. and the Exhibitor pertaining to any loss or damage claim, the exhibitor is not entitled to and will not withhold payment for services rendered by O&Co. to account for the alleged damage/loss. Any claims against O&Co. will be handled and resolved individually based on their merit.

Limits of Liability: If found liable for any loss, O&Co.'s sole and exclusive maximum liability for loss/damage to an Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article carrying a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment; whichever amount is less. All shipment weights are subject to correction, and final charges are determined by the actual/re-weighed weight of the shipment. O&Co. shall not be liable for indirect, exemplary, or consequential damages, or loss of sales resulting from or related to a claim for loss or material damage.

Indemnification: The exhibitor agrees to protect and defend O&Co., its employees, officers, and agents from and against any claims, actions, fines, penalties, damages, liabilities, judgments, and expenses resulting from personal injury or death, damage to or loss of property/profits caused by any of the following: (1) the Exhibitor's negligent supervision of any labor secured through O&Co. or the negligent supervision of such labor by any of the Exhibitor's employees, agents, representatives, invitees, and/or exhibitor appointed contractors (EAC); (2) the Exhibitor's negligence, willful misconduct, deliberate acts, or the actions of the Exhibitor's employees, agents, invitees, representatives, or EAC's at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of O&Co. equipment; or (3) the Exhibitor's violation of Federal, State, or Local ordinances; the violation of show regulations and/or rules published by the Facility and/or Show Management. Payments must be made before O&Co. provides services or equipment to the Exhibitor unless other credit arrangements have been agreed upon. Payments must be made in U.S. currency, by Master Card, VISA, American Express, debit card, wire transfer, or check, as long as the Exhibitor has sufficient credit in the chosen form of payment to cover the amount owed to O&Co. The undersigned authorizer acknowledges and agrees that any applicable charges for services rendered to the Exhibitor will be charged to the credit card on file if another form of payment is not arranged before the trade show ends. If the Exhibitor has not paid any outstanding balances owed to O&Co. within 30 days of the trade show ending, interest will be charged at a rate of 1-1/2% per month (18% per year). The Exhibitor will be responsible for all charges incurred by O&Co. while trying to collect these debts. If the Exhibitor provides a credit card for payment and the transaction is declined, the Exhibitor authorizes O&Co. to process the outstanding balance in multiple smaller amounts that total the outstanding balance. If a third-party (Agent) orders on behalf of the Exhibitor and the named Third-Party does not pay the invoice before the end of the show, all charges will be the responsibility of the Exhibitor. All invoices are due and must be paid upon receipt.

Key Statistics 2022

TERMS & CONDITIONS



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When "union" labor is required in a particular event location, due to event city jurisdictions, all of the local rules and regulations will be mandated and followed. The rules will apply to all exhibitors exhibiting on the event show floor, as well as, their hired employees, contractors, third parties, EACs, etc.

Installation/Dismantling Labor: Ortiz & Co. team or local union, depending on the event location and jurisdictions, is responsible for the installation and removal of prefabricated displays. We/They ("Union") offer labor to assist with the setup and breakdown of exhibit booths, as well as services such as freight and rigging labor, electricians, and plumbers. These services can be requested using the provided order forms at predetermined rates.

Labor Jurisdictions: Should the union have jurisdiction in the event city, they will manage all installation, dismantling, and initial cleaning of prefabricated exhibits and displays. Exhibitors who are full-time employees of the exhibiting company and can provide proof of employment and proper identification may set up their own exhibit display. The Union's jurisdiction does not extend to the placement of products on display, the opening of boxes containing products, or the performance, testing, maintenance, or repair of products. Exhibitors are not allowed to use any tools, such as screwdrivers, hammers, electric drills, or power saws, on booths of any size unless they are full-time employees of the exhibiting company and can provide proof of employment and proper identification. If union labor is required, exhibiting companies may provide their own personnel to work alongside a union installer on a one-to-one basis, as long as all company personnel can provide proof of employment with the exhibiting company. If the exhibiting company hires an EAC for installation or dismantling, they must use local union members.

Material Freight Handling Jurisdictions: The Teamsters union has jurisdiction over all aspects of the unloading and reloading of materials, including the use of material handling equipment. They also have jurisdiction over the loading and unloading/installing and dismantling, uncrating, unskidding, leveling, painting, and assembly of machinery and equipment. Exhibitors may "carry by hand" materials as long as they do not use any material handling equipment for assistance. They may not be permitted access to loading dock or freight door areas and must carry items by hand, by one person. Exhibitors may not do multiple trips. Vehicles must not be left unattended in loading areas and any unattended vehicles will be towed at the owner's expense. Ortiz & Co. will not be responsible for any towed vehicles and towing fees or penalty fees given to the exhibitor and exhibitor-hired personnel from the union, if found liable for not following local union jurisdictions.

Gratuities: Tipping is NOT allowed. This includes giving merchandise, swag, food, etc. Union employees are entitled to 15-minute paid coffee breaks mid-morning and mid-afternoon, and a (1) one hour meal break. Any employees, union members, that solicits such gratuities should be reported to Ortiz & Co. immediately.

Right to Offer Services: Ortiz&Co team, reserves the right to reach out to exhibitors to offer additional services provided by our company. These services may include, but are not limited to, carpet rental, additional labor for booth setup, cleaning, booth upgrades, turnkey booth upgrades, and any other related services we offer

Grievances & General Safety: Exhibitors are not expected to address grievances or complaints from union or trade personnel regarding work jurisdictions. Any disputes or questions in this regard should be referred to Ortiz and Co. management team immediately. The safety of all individuals working in the event and/or show floor is THE priority, and standing on chairs, tables, and other rental furniture is not allowed as it is not designed to support standing weight. Ortiz & Co. cannot be held responsible for injuries or falls resulting from the improper use of this furniture and/or exhibitor owned equipment (this refers to supplies and equipment brought in by the exhibitors and their hired contractors, third-parties, and EAC's). If assistance is needed in assembling a booth, exhibitors can request labor from Ortiz & Co. by completing and providing the labor form on this manual or by visiting the onsite Ortiz & Co. Customer Service team. If requested and needed, necessary ladders and tools will be supplied.

Special Handling: In adherence to the terms and conditions governing our expo events, it is essential to acknowledge that special handling charges may be imposed should any difficulties or challenges arise in the proper delivery and management of freight at the show venue, such as in cases involving elevators or other logistical complexities. The determination and disclosure of such charges shall be transparently communicated prior to the event, when and if they become known to Ortiz & Co by show management and/or event venue. It is important to note that unforeseen challenges with the venue may arise on-site, which are entirely beyond our control and not previously communicated to Ortiz & Co.



**We look forward
to an amazing event!**



Ortiz&Co. contact information:

Email: events@ortizandco.com

Phone: 407-784-2166

Thank You!